

**Minutes of the meeting of Hartlebury Parish Council held on Tuesday 9<sup>th</sup> April at 7pm at the Parish Hall in Hartlebury**

*DRAFT UNTIL SIGNED AT A SUBSEQUENT MEETING*

Present

Cllr Arnott (KA), Cllr Atkinson (CA), Cllr J Cosham (JC) Cllr Evans (AE), Cllr Harris (MH), Cllr Hancocks (EH), Cllr Hellens (JHL), Cllr Hipkins (JHP), Cllr Kirby (RK), Cllr Neale (CN) Cllr Tarleton-Hodgson (LTH) Cllr Scheps (AS)

Also present.

C Shinner (Locum Clerk) and 9 members of the public. County Cllr AM (Tony Miller)

**1. APOLOGIES**

There were apologies for absence received from Cllr K Pratt (KP)

**2. DECLARATIONS OF INTEREST**

Cllr Hipkins declared a DPI in planning numbers 24/00512 and 24/00419 neighbour. DPI re Meraki events (Money raised is donated to charities and JH is a trustee of a charity that benefits)

Cllr Kirby declared a pecuniary interest (DPI) in items regarding The Parish Hall as he is Vice Chairman of the Parish Hall.

Cllr Arnott declared a pecuniary interest (DPI) in items regarding Meraki Events as his spouse is a trustee of a Charity that benefits and in the Parish Hall as his wife is a trustee of the Parish Hall.

Cllr C Neale noted a change in her register of interests.

CN noted a DPI in items regarding the allotments as she is a plot holder.

Cllr C Atkinson declared an interest in Meraki events (Money raised is donated to charities and CA is a trustee of a charity that benefits)

Cllr A Evans declared an DOI re 24/00393 – applicant is a friend.

It was noted that failure to register or declare a Disclosable Pecuniary Interest may result in the commission of a criminal offence.

**3. ADJOURNMENT OF THE MEETING**

(The meeting was adjourned for public question time and reopened afterwards)

- PC Ben Mawby noted he would send a police report to the Parish Meeting and that speed data boxes were in use in Hartlebury.
- It was noted by a parishioner that school taxis were parking on both sides of the road at Quarry Bank and that this was becoming a nuisance. It was noted

that the previous Council had approved yellow lines at this location, but it was unknown if they had presented this to the County Councillor at the time.

#### **4. COUNTY COUNCILLOR**

Report from County Councillor Tony Miller (TM)

A 4025 opposite Bells Farm shop had been surveyed and was suitable for a VAS sign. TM offered to pay for the post and the VAS for the Parish Council and the Parish Council were delighted to accept. It was noted that the sign could be turned round to detect speeds on both sides of the road.

Cllr JC asked TM on the progress of a VAS at Podmore. TM noted that a survey of the Droitwich Road in Podmore had been carried out by WCC highways and they had deemed it unnecessary for a VAS speed sign so they will not proceed with this process.

#### **5. DISTRICT COUNCILLOR**

Report of District Councillor Tony Hartley (TH) District Councillor TH sent his apologies to the Parish Council.

#### **6. MINUTES OF MEETING**

The Council **APPROVED** the minutes of the meeting of the Parish Council that was held on Tuesday 5<sup>th</sup> March 2024 with one amendment.

(Under notes for future meetings – the word committee was changed to Advisory Group)

#### **7. PLANNING MATTERS**

##### **7.1 District Council Decisions- APPROVED.**

Planning Ref: W/24/00354/FUL

Proposal: Extension to existing car parking for use in conjunction with Christmas Tree and Pumpkin business Location: Land Off, Rectory Lane, Hartlebury.

Planning Ref: W/24/00166/ADV

Proposal: Replacement Hanging Sign, Freestanding Sign and Signwriting (illuminated)

Location: White Hart, Stourport Road, Charlton, Hartlebury, Kidderminster, DY11 7TD

##### **7.2 County Council decision -APPROVED**

Application Ref: 21/000036/CM

Grid Ref: (E) 382646, (N) 272908

Proposal: Winning and working of sand and restoration to agriculture (pasture for horses) (Part Retrospective)

Location: Former Motocross Site, Adjacent to Wilden Lane, Wilden, Stourport on Severn, Worcestershire, DY13 9JT.

##### **7.3 District Council Decisions- REFUSED or disposed of**

Planning Ref: W/22/00510/HP

Proposal: Proposed 2-storey extension and internal alterations, including installation of solar panels

Location: Whitlence House Cottage, Whitlence Lane, Hartlebury, Kidderminster, DY10 4HD

7.4 Planning Applications for Parish Council Comment.

W/24/00542/HP Associated Ref:W/24/00543/LB

Location: 4 Pansington Farm Barns, Worcester Road, Titton, DY13 9QX

Description of Proposal: Internal alterations, enlargement of an existing window to create a door, creation of an additional parking space, and erection of a garden room (part retrospective)

**No objection** from the Parish Council.

W/24/00512/FUL

Location: Moorlands Farm, Manor Lane, Waresley, Hartlebury, Worcestershire, DY11 7XN

Description of Proposal: Agricultural Dwelling as approved under planning permission reference W.288/76 - removal of condition 2.

The Parish Council **approved** this application.

W/23/01358/FUL

Location: Formerly The Royal British Legion, Millridge Way, Hartlebury.

Proposal: Demolition of existing buildings and the erection of 12 dwellings with access, open space, parking, landscaping and associated works. Change of use from Sui Generis to C3 - Residential.

Additional information/amendment(s) have been received for this planning application. Amended plans and revised material.

The Parish Council **objected** to this application due to concern about inadequate vehicular access especially for emergency and larger service and utility vehicles and inadequate parking.

W/24/00491/FUL

Location: Shop At, Moorlands Farm Fishery, Manor Lane, Waresley, Hartlebury, Kidderminster, DY11 7XN

Description of Proposal: Erection of agricultural dwelling as approved under planning permission reference W.1242/75/O - removal of condition 2.

The Parish Council had **no objection** to this application.

W/24/00393/PIP

Location: Titton Farm, Titton Farm Lane, Titton, Hartlebury, DY13 9QR.

Description of Proposal: Permission in principle for up to 2 residential dwellings.

The Parish Council **objected** to this application due to the extension of the ribbon development into Wychavon.

W/24/00403/FUL

Location: Roxel (Uk Rocket Motors) Ltd, Summerfield Lane, Summerfield, Hartlebury, Kidderminster, DY11 7RZ

Description of Proposal: Proposed bat house and alterations to existing defence post to provide bat mitigation pursuant to grant of prior approval for demolition.

The Parish Council **approved** this application,

W/24/00187/HP

Location: Parkstones, Wilson Road, Hartlebury, Kidderminster, DY11 7XU

Description of Proposal: Proposed single storey rear extension.

The Parish Council had **no objection** to this application.

## 8. FINANCE

### 8.1 Automatic payments

To **note** the following direct debits/debit card payments taken:

YU Energy £22.27 (February 24) and £24.61 (January 24)

HSBC Charges £8 (February 24) and £8.50 (January 24)

Savills allotment charge £337.50

Vodaphone payment £18

### 8.2 Payments

Payments **agreed** for payment.

Top Cut mowing services March 2024 £819

Clerk March Clerk work £1025

Clerk March expenses £10.80

GM Services Maintenance Day plus expenses March 24 £316

GM services Lengthsman work – February 2024 £287.50

GM Services Work on the patio wall to enable builders' sight of original work to provide detailed quote. (2 Cllrs voted against this payment) £250

Please note that all invoices and bank statements are available for the Council to examine at each meeting. All payments are now electronic and operate on a two-party identification basis.

### 8.3 Audit.

- Internal auditor DKE asks for final audit items at the end of the financial year.
- PKF LittleJohn write to the Council regarding the 2023-24 external audit and note that Hartlebury has been selected for intermediate review for the 2023/24 reporting year as part of the required 5% sample of those who would otherwise be subject to a basic review.
- Next meeting the Council need to consider the AGAR as recommended by DKE and the finance group and to approve the year end reserves and end of year budget summary.

8.4 Finance Advisory Group to meet to approve final accounts for 2023-24 for submission to auditors after submission to the full council in May 24.

## 9. REPORTS

Reports received from Parish Councillors & advisory groups/working parties.

### 9.1 DC & DP AG.

It was hoped that the Council meetings would be live streamed from the Annual Parish meeting onwards.

### 9.2 RE & AAG

Update from the Advisory Group.

#### Hartlebury Hero

- The Council **approved** the Terms & Conditions for the Hartlebury Heroes Award after reviewing, discussing, and making any necessary amendments.
- The Council **agreed** that the Events & Amenities Advisory Group for the group could seek and secure sponsorship for the prize.

- The Council **agreed** that the Recreation, Events & Amenities Advisory Group would monitor the entries and administer the project.
- The Council **agreed** that the Recreation, Events & Amenities Advisory Group would submit a short list of potential winners to the Council for their deliberation.
- The certificate for Hartlebury Hero was **approved** after minor amendments.

#### Scarecrow event.

To approve the information and application form.

- The Council **approved** that 3 prizes and refreshments costs (£105.00) could be taken from the councils allocated event money for this event.
- It was **agreed** that the RE&AA group would run and monitor the entries and administer the competition.
- On completion of the scarecrow competition application form, the clerk to send to the RE&AA group.
- A paper map/QR code to be set up and shared on website and social media.
- A workshop to be set up if needed.

#### 9.3 CST & RSAG

Update from the Advisory Group

The CCTV discussions with the Parish Hall were ongoing and an agenda item was anticipated in May.

#### 9.4 AAG

Update from the Advisory Group.

The Council discussed and **agreed** to the following regarding a new track in the allotment area.

- Buy 6 rolls of grass reinforcement mesh plus pins and grass seed at £1108.80 from 3 quotes.
- 20 ton of plainings needed at £384.00 includes VAT and delivery.
- 20kg grass seed priced from £80 to £100.00.
- The Council agreed that the allotment advisory group should go ahead and build the track. It was noted that labour costs would be dependant on the number of volunteers but that the total expenditure would not exceed £2500 for the entire project.

## 10 ADDITIONAL REPORTS

10.1 Councils' representative on the HPHMC was not able to attend the meeting and a report had not been received.

10.2 Clerk.

- Retention of documents policy for Hartlebury Parish Council for consideration and approval. **Approved** by the Parish Council.
- Public information scheme policy for Hartlebury Parish Council for consideration and approval. (please note that the Clerk is working towards these documents being available online within the next few months) . **Approved** by the Parish Council
- Risk assessment register for Hartlebury Parish Council for consideration and approval. This has already been reviewed by the Finance Advisory Group and the Audit Review Group. **Approved** by the Parish Council

- Asset register for Hartlebury Parish Council for consideration and approval. This has already been reviewed by the Finance Advisory Group and the Audit Review Group. **Approved** by the Parish Council
- Clerk notes that the address and signatures for Scottish Widows have been changed and statement received.
- Annual Parish meeting is to be held on April 24<sup>th</sup> in the Parish Hall. The Council is to facilitate this meeting and refreshments would be provided.

## **11 CORRESPONDENCE**

Correspondence list is sent out via email to Councillors, they may raise any matters regarding correspondence at this part of the meeting.

- Meraki events asks the Parish Council if they may advertise their events with posters/banners on railings and other street furniture that will be removed within one week of the meetings. The Council gave conditional approval and will give further details regarding where the posters can go and for how long. The RE and AAG will provide this information.
- It is noted that the use of the Committee room in the Parish Hall by the Parish Council will not incur any additional charge over the agreed £250 per annum.
- The Chairman of the Parish Hall asks if any Councillors are free to help at a gardening morning on 20<sup>th</sup> April. Refreshments will be provided.
- A group has offered to re-gravel the pétanque court at their cost and ask the Parish Council if a lorry can be allowed to access the area to perform this task. The Council agreed that this would be accepted but deferred until the patio wall was rebuilt.

## **12 TO RECEIVE REPORT OF PARISH COUNCILLORS**

Each councillor is requested to use this opportunity to report minor matters of information not included elsewhere on the agenda and to raise items for future debates. Councillors are respectfully reminded that this is not an opportunity for debate or decision making.

JHP noted that there had been enquiries for Pickleball on the MUGA.

AS noted that there had been complaints re music in the car park.

AE noted that there was to be a donation of a line marking machine for the football pitch.

## **13 TO DISCUSS ONGOING MATTERS RELATING TO THE PARISH HALL PATIO WALL AND THE CAR PARK.**

13.1 Report from the advisory group on actions since the last meeting. It was noted that GM services and Graham Hipkins removed brickwork and blockwork to enable the builders to quote for the rebuild of the wall correctly. It was confirmed that the patio had been built to the specification required.

13.2 To consider the quotes as submitted with the agenda for the rebuild of the patio wall. All quotes had been examined and the Council agreed to accept quote number 3 which was the most cost effective. (2 Councillors voted against this proposal)

The Council appointed the members of the working party to oversee the work as Jan Hipkins and Louise Tarleton-Hodgson. The Parish Hall would also be asked provide 2 people to join this group.

## **14 BLOCKS ON THE CAR PARK. Update**

A parishioner has offered to remove and store the blocks in Milridge Farm – in a field adjacent to the Parish Hall free of charge. If the Council approves this action, the Clerk will inform the owner of the blocks accordingly and they can collect them from this location.

The Council agreed to write to the owner of the blocks and ask them to remove them within 2 weeks. If they are not removed, then the Council will arrange that they be stored in the next field.

#### **EXCLUSION OF THE PRESS AND PUBLIC.**

Council to consider that under the Public Bodies (Admission to Meetings) Act 1960, the public and representatives of the press and broadcast media be excluded from the following part of the meeting during the consideration of the following business as it would be prejudicial to the public interest because of the confidential nature of the items.

#### **15 STAFFING ADVISORY GROUP**

The Advisory Group to consider the employment of a Clerk for HPC. Interviews are to be conducted.

#### **DATE OF NEXT MEETING Tuesday May 7<sup>th</sup> 2024**

C Shinner  
Clerk to the Parish Council

**Hartlebury Parish Council – Parish Council Membership, K Arnott, C Atkinson, J Cosham, A Evans, Ed Hancocks, M Harris, J Hellens, J Hipkins, R Kirby, C Neale, K Pratt, A Scheeps, L Tarleton-Hodgson.**

#### **Abbreviations –**

DC & DPAG	Digital Comms and Data Protection Advisory Group
RE &AAG.	Recreation, Events and Amenities Advisory Group
CST & RSAG	Crime, Speeding, Traffic, and Road Safety Advisory Group
AAG	Allotments advisory group.
SAG	Staffing advisory group.
PAG	Planning advisory group.
HPC	Hartlebury Parish Council

#### **Future dates for parish council meetings**

May 7th, June 4th, July 2nd, August 6th, September 3rd, October 1st, November 5th, December 3rd