



# Hartlebury Parish Council

**Clerk to the Council – Clare Shinner. Email [clerk@hartlebury-pc.gov.uk](mailto:clerk@hartlebury-pc.gov.uk)**

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## **To Members of Hartlebury Parish Council**

Notice is hereby given that the next meeting being the **Annual Meeting of Hartlebury Parish Council** will be held on **Wednesday 22<sup>nd</sup> May 2024 commencing at 6.30pm at the Hartlebury Parish Hall, Waresley Court Road, Hartlebury, DY11 7TQ.**

All members of the Council are hereby summoned to attend for the purpose of considering and resolving upon the business to be transacted at the meeting. The meeting is open to the press and members of the public to put questions or raise concerns regarding matters on this agenda or for future consideration. There is no expectation on the council to respond to any comments made at this time.

Under the Openness of Local Government Bodies Regulations 2014, any members of the public are allowed to take photographs, film, and audio record the proceedings and report on all public meetings (including on social media). No prior notification is needed but it would be helpful to let the Clerk know of any plans to film or record so that any necessary arrangements can be made to provide reasonable facilities to report on meetings. This permission does not extend to private meetings or parts of meetings which are not open to the public. All recordings and photograph equipment should be taken away if a public meeting moves into a session which is not open to the public.

If you are recording the meeting, you are asked to act in a reasonable manner and not disrupt the conduct of meetings for example by using intrusive lighting, flash photograph or asking people to repeat statements for the benefit of the recording. You may not make oral commentary during the meeting. The Chairman has the power to control public recording and/ or reporting so it does not disrupt the meeting. Recording must be clearly visible to anyone at the meeting.

Please note that members of public exercising their right to speak during Public Question Time may be recorded.

## **BUSINESS OF THE AGENDA**

### **1 APPOINTMENT OF;**

- Chairman of the Council
- Vice Chairman of the Council

## **2 APOLOGIES and DECLARATIONS OF INTERESTS**

Failure to register or declare a Disclosable Pecuniary Interest may result in the commission of a criminal offence.

- 2.1 Register of Interests – Councillors are reminded of the need to update their Register of Interests.
- 2.2 To consider dispensation requests (from DPI or DOI)
- 2.3 To declare any Disclosable Pecuniary Interests in items on the agenda and their nature.
- 2.4 To declare any Other Disclosable Interests on items on the agenda and their nature, councillors who have declared a Disclosable Pecuniary Interest, or an Other Disclosable Interest which falls within the terms of Paragraph 12(4)(b) of the Code of Conduct, must leave the room for the relevant items.  
Failure to register or declare a Disclosable Pecuniary Interest may result in the commission of a criminal offence.
- 2.5 To receive and approve apologies for absence.

## **3 PUBLIC QUESTION TIME**

The time allocated is at the discretion of the Chairman. Residents are invited to give their views and question the parish council on issues on this Agenda, or raise issues for future consideration, at the discretion of the Chairman. Members of the public may not take part in the rests of the Parish Council meeting.

## **4 COUNTY COUNCILLOR**

- 4.1 To receive report of County Councillor Tony Miller (TM)

## **5 DISTRICT COUNCILLOR**

- 5.1 To receive report of District Councillor Tony Hartley (TH)

## **6 MINUTES OF MEETING**

- 6.1 To **APPROVE** the minutes of the meeting of the Parish Council that was held on Tuesday April 9th 2024.

## **7 APPOINTMENT OF PARISH COUNCIL WORKING PARTIES AND MEMBERSHIP/REPRESENTATIVES OF THE PARISH COUNCIL ON EXTERNAL BODIES.**

- 7.1 Recreation, Events and Amenities Advisory Group (REAAG)
- 7.2 Allotments Advisory Group (AAG)
- 7.3 Staffing Advisory Group (SAG)
- 7.4 Finance Advisory Group (FAG)
- 7.5 Crime, Speeding, Traffic and Road Safety Advisory Group (CST&RSAG)
- 7.6 Digital Communications and Data Protection Advisory Group (DC&DPAG)
- 7.7 Planning Advisory Group (PAG)
- 7.8 Audit Review Financial Affairs Advisory group. (ARFAAG)
- 7.9 Council representative on the Parish Hall Management Committee. Currently Cllr KP.
- 7.10 Council representative on the Samuel Manninge Charity. Currently Cllrs CA and JHP.
- 7.11 Council representative on EnviRecover CLG. Currently Cllr JC.
- 7.12 Council representative on the Weinerberger/Biffa CLC. Currently Cllr MH.

7.13 Queen Elizabeth Foundation.

- Currently Mrs C Boughton-Thomas is a representative on behalf of the Parish Council.
- The second representative role for the Parish Council became vacant in April 2024.

**8 REVIEW STANDING ORDERS, FINANCIAL REGULATIONS AND OTHER ADOPTED PROCEDURES.**

8.1 Standing orders.

(8.2 Financial regulations have been approved by Council in November 2023. New ones are now available from NALC, and the Council will consider adopting these after the Finance Group has considered them)

8.3 Code of Conduct

8.4 Publication Scheme

8.5 Complaints procedure

8.6 Data Privacy Notice

8.7 Disciplinary and grievance procedures.

8.8 Grants policy

8.9 Memorial Bench policy as adopted in September 2023.

8.10 Asset register as approved April 2024.

8.11 Safeguarding children and young people (as adopted 2018)

8.12 Vexatious complaints (as adopted 2018)

8.13 Advisory groups terms of reference.

8.14 Sickness absence policy.

8.15 Equality Opportunity Policy.

**9 PLANNING MATTERS**

9.1 District Council Decisions- APPROVED.

W/24/00144/HP

Proposal: Two storey side extension

Location: Norchard Farmhouse, Norchard Lane, Crossway Green, Stourport On Severn, DY13 9SN

W/24/00187/HP

Proposal: Proposed single storey rear extension

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

W/24/00403/FUL

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

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

W/24/00121/HP

Proposal: Rear extension to include alterations to external materials and replacement of flat roof with pitched.

Location: Woodmeadow, Bishops Wood Lane, Crossway Green, Stourport On Severn, DY13 9SE

W/24/00072/LB

Proposal: Formation of ensuite bathroom with new window to rear elevation  
Location: Red House, Quarry Bank, Hartlebury, Kidderminster, DY11 7TE

W/24/00393/PIP

Proposal: Permission in principle for up to 2 residential dwellings  
Location: Tilton Farm, Tilton Farm Lane, Tilton, Hartlebury, DY13 9Q

Planning Ref: W/22/02727/FUL

Proposal: Construction of 2no detached dwellings Location: Land at (OS 8410 6851), Stourport Road, Crossway Green

Planning Ref: W/24/00127/HP

Proposal: Extensions and alterations to existing dwelling and single storey detached garage Location: Glebe Farmhouse, Parsons Lane, Hartlebury, Kidderminster, DY11 7YQ

9.2 District Council Decisions- REFUSED or disposed of

W/23/01689/OUT

Proposal: Outline planning permission for the development of up to 8 self-build residential dwellings.

Location: Land At (Os 8402 7347), Summerfield Lane, Summerfield, Hartlebury

9.3 Planning Applications for Parish Council Comment.

W/24/00697/FUL

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

Description of Proposal: Erection of 27 single-storey buildings to replace those proposed for demolition under Prior Approval W/23/02047/DEM, together with associated external works, including removal of earth mounds.

W/24/00154/HP

Proposal: Two-storey side extension, single storey front extension and detached garage to the rear

Location: 12 Woodbury Close, Hartlebury, Kidderminster, DY11 7TL

Additional information/amendment(s) have been received for this planning application. The description of the proposal has been changed since the original consultation to include all the elements of the proposal. Please note, the driveway from Woodbury Close initially proposed has now been removed from the proposal. Council can re-comment on this application if they think appropriate to do so.

W/22/00537/OUT

Proposal: Outline application (some matters reserved) for change of use from Commercial Vehicles sales yard to Pay and Display Car Park for Public Use and the Construction of 12 No. Flexible Light Industrial Buildings, with associated adoptable access road.

Location: Station Park, Station Road, Hartlebury, Kidderminster, DY11 7YJ

W/24/00598/GPDQ

Planning ref; Barn At (Os 8232 6828), Lincomb Lane, Lincomb, Hartlebury  
Proposal : Notification for Prior Approval for the proposed change of use of an Agricultural Building to 1 no. dwellinghouse (Class C3), and for building operations reasonably necessary for the conversion.

W/24/00893/AGR

Location: Bishops Wood Nursery Plant Centre At, Bishops Wood Nursery,  
Bishops Wood Lane, Crossway Green  
Description of Proposal: Steel Frame Poly Tunnel

W/24/00874/AGR

Location: Bishops Wood Nursery Plant Centre At, Bishops Wood Nursery,  
Bishops Wood Lane, Crossway Green  
Description of Proposal: Erection of log bar

W/24/00645/HP

Location : The Grove, Old Worcester Road, Hartlebury, Kidderminster, DY11 7XD  
Proposal : Proposed alterations to existing access and drive, to include new railings and gates, and erection of proposed porch

W/24/00580/HP

Location : New Residential House At, De Beers Garden Centre, Worcester Road, Torton  
Proposal : Proposed New Access and gates. Retention of existing brick pillars and fencing. (Resubmission of W/23/02199/HP)

W/24/00787/FUL

Location : Bays 1 and 2 At, Unit 27E, Hartlebury Trading Estate, Hartlebury, Kidderminster, DY10 4JB  
Proposal : Re-roofing of Unit 27 E1 and E2.

## 10 FINANCE

### 10.1 Automatic payments

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

YU Energy £23.40 (March 24) £21.90 (April 24)

HSBC Charges £8 (April 24) £8 (March 24) and £8.00 (February 24)

Vodafone Monthly payment Office Mobile phone. £18

### 10.2 Payments

To **RESOLVE** to agree the following payments:

<u>Top Cut mowing services</u> April 2024	£819
<u>Clerk</u> April Clerk work	£1656.25
<u>Clerk</u> April expenses	£32.40
<u>DKE</u> Audit Services for 2023-24	£369.80
<u>GM Services</u> Maintenance Day plus expenses April 24 (invoice 35)	£321.54
<u>GM Services</u> Invoice 33 Work on patio wall	£250
<u>GM services</u> invoice 32 Maintenance Day March 24 and expenses	£316
<u>GM services</u> Invoice 34 Lengthsman Feb 2024	£287.5
<u>Gardening Club</u> donation for planters around the parish(budget allocation	£250)
<u>ROSPA</u> inspection of Hartlebury Village Green, gym and play equipment	£384
<u>Zurich insurance</u>	£1463.89

<u>Calc</u> training for internal and external audit	£72
<u>Elite Property Services</u> Deposit for work on the Patio wall	£2910.14
<u>Worcestershire Calc</u> Yearly charge	£1270.14

#### Money received

<u>Wychavon DC</u> First installment of precept and associated grant	£22994
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### 10.3 Finance Advisory Group

- has met and approved final accounts for 2023-24 for submission to external auditors after submission to the full council.
- They have also considered the internal auditors interim report. It is noted that due to the inability to access Parish Council funds for 6 months, the internal auditor has marked 3 items as not being carried out correctly.
- The year end budget to actual has been prepared for the year 2023-24 and the Council is to consider that this should be made available on the Parish Councils website.

10.4 The internal auditor has provided the final report for the Parish Council to consider and to submit to the external auditor.

10.5 Council to approve and sign the Annual Governance statement for 2023-4 as recommended by the Finance Advisory Group.

10.6 Council to approve and sign the Accounting statements for 2023-4 as recommended by the Finance Advisory Group.

## 11. REPORTS

To receive reports from Parish Councillors & advisory groups/working parties.

### 11.1 CST & RSAG.

Update from the Advisory Group.

- The Parish Hall asks the Parish Council to support them in the provision of CCTV for the Parish Hall and surrounding areas. Quotes for the provision of this service have been provided and the Parish Hall are asking the Council for 50% of the initial costs and 100% of the yearly costs thereafter (around £500pa).  
The Parish Council is to vote on if they wish to support this project and the resulting costs. Redacted quotes have been circulated to the Council. Dependant on the quote chosen, the costs will be in the region of £7000 in total for the initial installation.
- Local Police priorities from Hartlebury Parish Council for the forthcoming 3 months to be agreed.

### 11.2 RE &AAG

Update from the Advisory Group.

- Report from the Advisory Group meeting.
- Parish Green football pitch - availability for local clubs to use.  
To consider a booking-in page on the HPC website.  
To sanction the marking out of the pitch with line paint.  
To formulate Terms and Conditions for users of the Parish Green football pitch.  
To discuss having a guide for donations to cover any costs for the use of the football pitch.
- As requested by the full Council during the April meeting, the RE&AAG suggests the following sites for use for displaying adverts for hall events.

On a post outside St Andrews church on Quarry Bank  
On entry to the village x 4  
On the planter by the school  
On a post by the Allotments entrance  
On a post outside the Parish Hall  
The Parish Council is to consider these locations for use.

11.3 DC&DPAG

Update from the Advisory Group

11.4 AAG

Update from the Advisory Group.

**12. ADDITIONAL REPORTS**

12.1 Councils' representative on the HPHMC.

12.2 Clerk.

12.3 Handyman/Maintenance person report to Council.

**13 CORRESPONDENCE**

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

13.1 Request from Cllr JHP asking that advertising the Manninge charity on the Parish Council website be considered.

13.2 Request from Cllr JH asking that an advert for the Parish Magazine be placed on the Council website, social media and parish noticeboards.

**14 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.

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

- John Denby the Parish Footpaths Warden has offered to supervise the monitoring of the work on the wall. He is a Quantitative Surveyor by profession and offers his services free of charge to assist the PC. Council to consider this offer.
- Report from the advisory group on actions since the last meeting.

**16 PARISH MAGAZINE**

Cllr John Hellens asks the Parish Council to consider changing the minutes in the Parish magazine to a more informal format.

**17 Update on Clerks Position**

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.

**DATE OF NEXT MEETING Tuesday June 4<sup>th</sup> 2024**

Meeting dates for 2025 to be agreed.

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**

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