



Clerk to the Council – C Shinner
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**Minutes of the meeting of Hartlebury Parish Council held on
Tuesday 7th January 2025 at 7.00pm at the Parish Hall in Hartlebury**

DRAFT UNTIL SIGNED AT A SUBSEQUENT MEETING

Present

Cllr Arnott (KA), Cllr Cosham (JC), Acting Chairman - Cllr Kirby (RK), Cllr E Hancocks, Cllr Harris (MH), Cllr Hellens (JH), Cllr J Hipkins (JHP) Cllr Neale (CN), and Cllr Scheps (AS).

Also present.

C Shinner (Clerk) Cty Cllr A Miller (TM), Dst Cllr A Hartley (TH), and members of the public.

137 APOLOGIES

Apologies approved for absence, Cllr Tarleton-Hodgson (LTH), Cllr Evans (AE) and Cllr K Pratt (KP) Cllr Atkinson (CA)

138 DECLARATIONS OF INTERESTS

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

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.

138.1 Register of Interests – Councillors are reminded of the need to update their Register of Interests.

138.2 To consider dispensation requests (from DPI or DOI)

138.3 To declare any Disclosable Pecuniary Interests in items on the agenda and their nature.

Cllr AS declared an interest in payments – minute ref 144.2 – reimbursement of items of expenditure for live streaming equipment as agreed in minute 133.3.

Cllr JHP declared an interest in a payment – minute ref 144.2 – reimbursement for hire of the BOMAG roller that was necessary to resurface the gravel on the car park as previously agreed in 119.2.

139 PUBLIC QUESTION TIME

Residents were 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 Parish Council meeting itself.

140 COUNTY COUNCILLOR

Report from County Councillor Tony Miller (TM)

- TM passed the code for the VAS Stourport Road to JC so that the CST group can access information on speeding vehicles.
- The code for the VAS on Station Road is not available as it was purchased by a different body.
- Due to the unitary authority discussions, the election in 2025 will be delayed until 2026.
- TM noted that in his opinion the suggested unitary authority will be more expensive and less efficient, but as this is directed from the Government, there is no choice, and he has had to give his approval otherwise the Government will enact this on their behalf.
- Finances for WCC are having to be reviewed in light of government announcements.
- TM agreed to helping with the reinstatement of the sign for Parsons Lane.

141 DISTRICT COUNCILLOR

Report from District Councillor Tony Hartley (TH)

- TH noted that Wychavon were looking into the unitary authority probability and noted that it would be a new authority and neither District or County.
- People living with dementia were urged to find local support and the Wychavon District Council collaborative can provide help and support and to challenge the stigma surrounding it.
- Action has been taken against the owners of the Raven Hotel for failing to keep the building safe.

142 MINUTES OF MEETING

The Council **APPROVED** the minutes of the meeting of the Parish Council that was held on Tuesday December 3rd 2024.

143 PLANNING MATTERS

143.1 District Council Decisions- APPROVED

W/24/02192

Proposal: Single storey rear extension, entrance gates and replacement and alterations to windows and doors

Location: Skeys Farm, Stourport Road, Charlton, Hartlebury, Kidderminster, DY11 7YA

Planning Ref: W/24/01232/LB Associated Ref: W/24/01231/HP

Proposal: Creation of internal WC

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

143.2 District Council Decisions – REFUSED

Nothing to the date of the agenda.

143.3 Planning Applications for Parish Council COMMENT.

Planning Ref: W/23/01358/FUL

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.

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

Objection. The Parish Council restated their original objection to this application.

Planning Ref; W/24/02459/FUL

Location: Cheese Press, Chadwick Lane, Chadwick, Hartlebury, Kidderminster, DY11 7YH

Description of Proposal: Removal of Agricultural Occupancy Condition 9 on granted planning permission W/81/01353/FUL - Farmhouse, garage and farm buildings.

The Council agreed that there was no objection to this application as circumstances had changed so the clause is no longer appropriate.

Planning Ref; W/24/02428/CLPU

Lakeside Bungalow, Moorlands Farm Coarse fisheries, Manor Lane, Waresley Hartlebury

Description of proposal; Certificate of lawfulness for the proposed use of the building as a dwelling.

The Parish Council objected to this application as the original designation is still the appropriate use of the building.

Planning Ref; W/24/02541/FUL

Location; Roxel, Ltd, Summerfield Lane, Summerfield, Hartlebury DY11 7RZ

Description of proposal; Erection of 8 single-storey buildings and 2 water tanks, to replace those approved for demolition under Prior Approval (Wychavon DC - W/24/01919/DEM and Wyre Forest DC - 24/0625/DEM) together with associated external works, including removal of earth mounds.

There were no objections to this application

Planning Ref; W/24/02491/CLPU

Location Rose Lawn, 67 Summerfield Lane, Summerfield, Hartlebury, DY11 7SA

Proposal; Certificate of lawfulness for proposed extensions to dwelling.

The Parish Council object to this application as in their opinion a full planning application is the only and minimum requirement for the proposals to be examined in detail. This does not appear to be minor building works.

Planning Ref: W/24/02419/HP

Location; Sunny Glen, Titton Lane, Hartlebury DY13 9QS

Proposal; to rebuild existing garage with removal of covered storage area to make a bigger garage (variation of condition)

The Parish Council had no objections to this application.

144 FINANCE

144.1 Automatic payments

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

YU Energy November (paid in Dec)	£16.30
HSBC Charges November 2024 paid Dec 24	£8
Vodafone payment November 2024 paid 13/12/24	£18
Unity bank charges for November 24 paid Dec 24	£6

144.2 Payments

The Council **agreed** to the following payments:

Clerk. December work	Confidential
Top Cut Mowing services. Contract for December 2024	£819
GM Services. Maintenance day for December 2024	£250

GM Services Lengthsman and expenses for November 2024	£213.88
A Scheps Purchase of panoramic camera for live streaming	£362.17
A Scheps purchase of microphone	£49.99
A Scheps purchase of laptop for live streaming	£699
A Scheps purchase of USB for live streaming	£6.55
J Hipkins Hire of roller and fuel for car park surfacing	£170.40

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.

Receipts

Worcs CC. PL reimbursement from October 2024	£137.50
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145 REPORTS

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

145.1 CST & RSAG

The group have not met this month.

145.2 RE & AAG

The grounds maintenance contract is up for renewal and will be advertised on the Government contract finder to start on April 1st 2025. The tender specification was presented to the Council and approved accordingly.

145.3 DC & DP AG

There had been no meeting this month. As content manager Cllr CN put a Christmas greeting out on behalf of the Parish Council.

145.4 AAG

There had been no meeting, so there was nothing to report.

145.5 Vexatious complaint policy working group

A draft policy had been circulated to the Council and after feedback has been received, the group will submit to the Council in February.

145.6 Strategy Advisory Group

The advisory group have had a meeting and will present a vision statement to the Council, looking to bring the community together.

145.7 Audit Review and Financial Affairs (ARFR)

The report received from the audit review meeting in December with the clerk was noted and approved.

It was agreed that a debit card would be appropriate for the Councils use and the Clerk will investigate this.

It was approved by the Council that the risk assessments could be made available on the website.

The changes to the asset register as suggested in the report were approved by the Parish Council, all bins are replaced or repaired by Wychavon, so these can be removed from the asset register. The previously omitted bus shelter on the A449 by the Mitre Oak will also be added to the insurance schedule.

146. ADDITIONAL REPORTS

146.1 Councils' representative on the HPHMC.

- Julie Humes and Wendy Southall have been elected as joint vice chairpersons.
- A new external noticeboard for community events has been agreed.

- The Consultant fire advisor has approved maximum capacity of the hall can go back to its original numbers now that the patio is fully functional.
- A new memorial plaque has been installed.
- Loft clearance is to take place in February.

146.2 Clerk.

- The date for the Annual Parish Meeting was agreed as 30th April 2025.

147 **CORRESPONDENCE**

- CALC smoke free playgrounds. Clerk to ask for signs.
- 20 is Plenty Campaign – contact details to be changed.

148 **TO RECEIVE REPORT OF PARISH COUNCILLORS**

- Cllr CN asked the Council to consider not having a meeting every month and ask the Council to consider this at a meeting.
- Cllr CN requests that the money raised for the Christmas lights event is donated as agreed to Mannings Charity.
- Council to send a get well soon card for the Chairman.
- The increase in camera speed vans is to monitor the average speed on certain roads within the parish to see if they are suitable for the community speed watch. Cllr JC is waiting for the vetting approval from the police before we can proceed.

149 **CONFIDENTIAL ITEMS FOR DISCUSSION regarding responsibilities of maintenance of the car park and surrounding areas.**

The Council is 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.

The Council approved that this item was confidential, and the public left the room accordingly.

DATE OF NEXT MEETING Tuesday February 4th 2025

C Shinner

Clerk to the Parish Council

Hartlebury Parish Council – Parish Council Membership, K Arnott, C Atkinson, J Cosham, A Evans, E Hancocks, M Harris, J Hellens, J Hipkins, R Kirby, C Neale, K Pratt, A Scheps, 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.

FAG Finance Advisory group.

HPC Hartlebury Parish Council

Future dates for parish council meetings

2025 - March 4th, April 1st, May 6th, June 3rd, July 1st, August 5th, September 2nd, October 7th, November 4th and December 7th.

Annual Parish Meeting 30th April 2025