



Clerk to the Council – C Shinner
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**Minutes of the meeting of Hartlebury Parish Council held on
Tuesday 2nd July 2024 at 7.00pm 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 Hancocks (EH), Cllr Hipkins (JHP), Cllr Kirby (RK) Cllr Scheps (AS) Cllr J Hellens (JH) Cllr C Neale (CN)

Also present.

C Shinner (Clerk) and 5 members of the public.

47 APOLOGIES

Apologies were received from Cllr Mark Harris (MH) Cllr Allun Evans (AE) Cllr L Tarleton-Hodgson (LTH), Cllr K Pratt (KP) and Dst Cllr A Hartley (AH)

48 DECLARATIONS OF INTERESTS

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

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

There were no changes to the register of interest.

48.2 To consider dispensation requests (from DPI or DOI)

There were no dispensation requests.

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

Cllr RK declared an interest in items regarding CCTV as he is on the Parish Hall committee.

Cllr AS declared an interest in items regarding CCTV as he is a representative of the Council on the Parish Hall.

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

48.4 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.

Cllr RK declared an interest in the item re possible Council sponsorship of the Castle event. (His granddaughter is performing in the event)

49 PUBLIC QUESTION TIME

Residents were invited to give their views and question the parish council on issues on this Agenda, and raise issues for future consideration, at the discretion of the Chairman.

50 COUNTY COUNCILLOR

County Councillor Tony Miller (TM) reported the following

- Water leak on the A449. The water company has visited.
- County hall is still closed and people have been relocated.
- VAS access codes. It is understood that some VAS have optional data storage installed as standard. The new VAS for Podmore will be ELAN with data collection and the post for this VAS will be installed ASAP.

51 DISTRICT COUNCILLOR

District Councillor A Hartley sent his apologies to the meeting and submitted a report which is available on the website.

52 MINUTES OF MEETING

The minutes of the meeting of the Parish Council that was held on Tuesday 4th June 2024 were signed as correct.

53 PLANNING MATTERS

53.1 District Council Decisions- APPROVED.

Planning Ref: W/24/00943/FUL

Proposal: Reinstatement of planning permission for existing temporary mobile cabin- previous planning permission lapsed.

Location: Hartlebury C Of E School, Rectory Lane, Hartlebury, Kidderminster, DY11 7TD

Planning Ref: W/24/00491/FUL

Proposal: Erection of agricultural dwelling as approved under planning permission

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

Planning Ref: 21/02975/OUT

Proposal: Development of 6no. self-build dwellings

Location: Woodside Nurseries, Stourport Road, Crossway Green, Stourport On Severn, DY13 9SQ

Planning Ref: W/24/00787/FUL

Proposal: Re-roofing of Unit 27 E1 and E2.

Location: Bays 1 and 2 At, Unit 27E, Hartlebury Trading Estate, Hartlebury, Kidderminster, DY10 4JB

53.2 WITHDRAWN

W/24/00325/FUL

Proposal: Application to allow third party use of manège and stables, the extension and re-configuration of a stable block, siting of storage buildings and the erection of manège training mirrors (Variation of conditions 2 and 4, and removal of condition 3 Ref. W/23/01576/FUL)

Location: Grove Farm Bungalow, Lincomb Bank, Lincomb, Crossway Green, Stourport On Severn, DY13 9RB

53.3 Planning Applications for Parish Council Comment.

Planning Ref: W/24/00645/HP

Proposal: Proposed alterations to existing access and drive, to include new railings and gates, and erection of proposed porch.

Location: The Grove, Old Worcester Road, Hartlebury, Kidderminster, DY11 7XD

Description of additional information/amendment: Amended plans received to show existing and proposed visibility splays.

The Parish Council had no objections to this application.

54 FINANCE

54.1 Automatic payments

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

YU Energy	May 2024 £13.96 and June £13.29
HSBC Charges	May 2024 £8
Vodafone payment	£18

54.2 Payments

The Council agreed to the following payments:

<u>Top Cut mowing services</u> June 2024	£819
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<u>Clerk</u> June Clerk work	confidential
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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.

54.3 Finance Advisory Group

The Finance Advisory Group have not met this month.

55 REPORTS

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

55.1 CST & RSAG

- a) Update from the Advisory Group. The Police Charter documentation will be updated this month.
- b) CCTV update and discussion. It was noted that the CST group had been holding discussions and examining the ICO regulations. With the help of the ICO legal team a data protection impact assessment has been created for the Council to discuss and approve.
- c) The HPC CCTV policy was approved.
- d) It was noted that the Data protection and impact assessment document was still in need of additional material and was still a work in progress.
- e) The Council approved the use of CIL money for the CCTV project.

55.2 RE & AAG

Update from the Advisory Group. The advisory group presented notes from their meeting which are available on the website.

- a) For full Council to discuss and agreed to hold a New Years Eve Party.

This was discussed but it was agreed that a decision should be deferred until further information was available. It was agreed that the Parish Hall would remain booked at the present time.

b) The Council discussed and agreed the following.

- that 2 signs are ordered after fully investigating VFM quotation. Approx £50.00 +VAT. The actual cost is to be determined.
- Agreed the position of signs - one on Entry to car park & one on Front Car Park.
- Agreed message and wording, as per proposed suggestion, with the deletion of the comment re overnight parking.
- To add 'CCTV installed on this car park' was not approved.

c) Request from Ombersley Dramatic Society: Container on Car Park.

The Council refused this request.

d) The Council approved the risk assessment for the Scarecrow Event.

e) The Council approved the updated Hartlebury Hero terms and conditions.

f) The Council considered supporting an event that was being held at Hartlebury Castle event but agreed to refuse this request as awarding a grant to a private commercial company was considered not to be appropriate use of precept monies.

55.3 DC & DP AG.

The advisory group noted that live streaming was ongoing and that the group were liaising with the ICO. Cllr AS advised that he was in the process of arranging for Cllr JH to have access to the data on users of the website.

55.4 AAG

The Advisory Group noted that there were three allotments available.

On Saturday 20th July the plainings will arrive for the improvement of the track.

55.5 Patio wall monitoring group

The group noted that progress on the wall was continuing steadily. Some of the work had to be redone after some vandalism which has been reported to the Police. 4-5 courses of brickwork needed to be redone as a result. A CCTV camera has now been temporarily installed on site.

It is anticipated that the brickwork will be completed within 2 weeks and the railings will be installed soon after.

56. ADDITIONAL REPORTS

56.1 Councils' representative on the HPHMC noted there was nothing to report at the current time.

56.2 Clerk nothing to report.

56.3 The Handyman/Maintenance person report to Council is on the Council website.

57 CORRESPONDENCE

There were no comments on correspondence received.

58 TO RECEIVE REPORT OF PARISH COUNCILLORS

Each councillor was 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.

- Cllr EH noted that he was interested in the possible adoption of the railway station and would investigate further
- Cllr JHP noted that Biffa Weinerberger Hartlebury works would not be doing a clay win this year.
- CN noted that she was withdrawing from the staffing group and the RE&AAG.
- EH noted that there were works ongoing at Meadows Farm, Moors Avenue in Hartlebury with lots of excavation, including a lake and the destruction of wildlife. Clerk to report this to enforcement and Cty Cllr AM will report to Highways. It was noted that this was a possible wildlife crime.
- JH noted that a meeting with Patrick Connelly whose remit is youth work to discuss youth opportunities in the Parish of Hartlebury. It was agreed that JH, EH and JHP would meet Mr Connelly.
- JH asked the Parish Council if they would be interested in being involved in their project to ask people via the magazine on their vision for Hartlebury. It was agreed that the Clerk would provide a condensed summary of their meetings when time allowed.

59 PUBLIC QUESTION TIME

It was proposed that HPC investigates/adopts/ set up a Working Party to look at the introduction of 'protocol outlining the procedure for public participation at parish council meetings' considering live streaming.

The Council agreed that the DC&DPAG would look at this and if anything was deemed necessary to be added to the standing orders, then this would be proposed. All Councillors were invited to contribute to this discussion.

60 PUBLIC RIGHTS OF WAY MAINTENANCE

The footpath warden has written to the Council to ask for their financial support with the maintenance of the public rights of way.

The Council noted that the current footpath warden was feeling disheartened with the way that the County was managing the footpath scheme.

Cty Cllr AM will speak to P White at County with particular attention to be given to footpaths 540, 500, 513, 514, 549, and 516, although he noted that bridleways were a lower priority due to lack of funds. Cty Cllr AM noted that he may be able to fund the footpath warden in the next financial year.

DATE OF NEXT MEETING Tuesday 6th August and Tuesday 3rd September 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 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.

Future dates for parish council meetings

2024 - August 6th, September 3rd, October 1st, November 5th, December 3rd
2025 – January 7th, February 4th, March 4th, April 1st, May 6th, June 3rd, July 1st, August 5th,
September 2nd, October 7th, November 4th and December 7th.