



Clerk to the Council – C Shinner
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**Minutes of the meeting of Hartlebury Parish Council held on
Tuesday 5th November 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 Cosham (JC), Cllr Kirby (RK), Cllr Tarleton-Hodgson (LTH), Cllr Hellens (JH). Cllr Neale (CN). Cllr Evans (AE), Cllr J Hipkins (JHP) and Cllr Harris (MH).

Also present.

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

111 APOLOGIES

Apologies of absence were received from Cllr Scheps (AS) Cllr Pratt (KP) and Cllr Hancocks (EH)

112 DECLARATIONS OF INTERESTS

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

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

112.2 To consider dispensation requests (from DPI or DOI)
There were no dispensation requests received.

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

There were DPIs received from CA and JC re payments in 118.

112.4 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.

112.5 Appointment of a Vice Chair to Hartlebury Parish Council.

Councillors to propose and second nominations to this role.

Cllrs JC and CN nominated and seconded Cllr RK.

Cllrs CA and AE nominated and seconded Cllr LTH.

A vote was taken and Cllr RK was duly elected to the role of Vice Chair of Hartlebury Parish Council.

113 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.

114 COUNTY COUNCILLOR

Report received from County Councillor Tony Miller (TM)

- It was noted that Inn Lane was to be repaired.
- It was noted that the County Council was operating from Wildwood.
- It was noted that the County Council are to vote on a scheme to enable parish lengthsmen to access permits for using the County tip facilities.
- The VAS for A442 – Podmore Road has been ordered.
- If you have an EPC of 3 or below then there are grants for home insulation.
- Cllr LTH asked TM if the access to the School on the A449 could be more clearly signed that there is no right turn to the second entrance.
- It was noted that footpaths are the responsibility of the County Council.

115 DISTRICT COUNCILLOR

Report received from District Councillor Tony Hartley (TH)

- The Government have launched a consultation to enable remote voting. The consultation ends on 19th December 24.
- Wychavon is aiming to create a civil society covenant.
- There is a warm homes social housing fund to upgrade a significant amount of housing stock to band C and to help deliver warm energy efficient homes.

116 MINUTES OF MEETING

To **APPROVE** the minutes of the meeting of the Parish Council that was held on Tuesday 1st October 2024. This was approved with the inclusion of the following change under correspondence. "A member of the public had approached LTH and asked a question regarding kickbacks in relation to the CCTV contract"

117 PLANNING MATTERS

117.1 District Council Decisions- APPROVED

Planning Ref: W/24/01150/HP

Proposal: Re-build of existing outbuilding to form new garage

Location: Sunny Glen, 1 Titton Lane, Titton, Hartlebury, Stourport On Severn, DY13 9QS

Planning Ref: W/24/01919/DEM

Proposal: Demolition of buildings are well past their useful life and beyond economic repair.

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

W/24/00697/FUL

Proposal: Roxel (UK) Ltd Please ask for : Ian Irwin e-mail:

lan.irwin@malvern hills.gov.uk 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.

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

Planning Ref: W/24/01659/HP

Proposal: Proposed single-storey rear extension

Location: Wyndale, Old Worcester Road, Hartlebury, Kidderminster, DY11 7XS

Planning Ref: W/24/01522/LB

Proposal: Removal of the UPVC window in cellar and replacement with smaller conservation style timber window.

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

Planning Ref: W/23/01483/FUL

Proposal: Development of a ground mounted solar farm with ancillary infrastructure, security fence, access, landscaping and continued agriculture, to generate power to feed into the local distribution network.

Location: Norchard Farm, Norchard Lane, Crossway Green, DY13 9SN

117.2 Planning Applications for Parish Council Comment.

W/24/02103/CLE

Location: Mc Potatoes Ltd, Stourport Road, Crossway Green, DY13 9SE

Description of Proposal: Application of Lawful Development Certificate for continued use of premises for General Industrial (Class B2) purposes.

The Parish Council asked for an extension to allow the Council to reply.

W/24/01956/HP

Location: Oak Tree Bungalow, Narroway Lane, Crossway Green, Hartlebury, Stourport On Severn, DY13 9SH

Description of Proposal: Proposed construction of detached car garaging and ancillary home office accommodation.

The Parish Council objected due to concerns re biodiversity and size

W/24/01924/FUL

Location: The Orchards, Worcester Road, Summerfield, Kidderminster, DY11 7RG

Description of Proposal: Use of land for storage of materials (retrospective)

Objection due to loss of Green Belt space and previous conditions not respected.

24/02057/CLPU and 24/02056/GPDE

Location: Megans Hideaway, Green Gables, Lincomb, DY13

Description of proposal: Certificate of lawful need for single storey side extensions and prior notification for a larger home extension.

The Parish Council objected on the grounds that the use of GPDQ and CLPU is not appropriate for a new build where this should have been part of the original application.

24/02085/CLPU

Location Holmdale, Stanklyn Lane, Summerfield, Hartlebury, DY10 4HS.

Description of proposal; Certificate of lawfulness for proposed use of land for siting a twin unit mobile home for us ancillary to the main dwelling.

The Parish Council asked for an extension to reply to this application.

117.3 Atlas meeting.

Atlas are looking to consult with PC and residents on sites for new mobile masts.

The notes on this item have been circulated and are published on the website.

118 FINANCE

118.1 Automatic payments

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

YU Energy September 2024 £13.73

The contract has been renewed and additional charges made.

HSBC Charges September 2024 £8

Vodafone payment September 2024 £18

Information Commissioner DD (on or before 4/12/24) £35

118.2 Payments

The Council agreed the following payments:

Clerk October work Confidential

Poppy wreath from the RBL (to be presented by Cllr JHP) £22.24

Cllr C Atkinson re items for Christmas Fair and H Hero £123.28

GM Services Digging trench for the CCTV £150

GM Services parish council work for September 2024 £262.50

Clerk for CCTV purchases £240.22

Parish Council websites hosting and support for 12 months £314.64

Top Cut Mowing services contract for September 2024 £819

GM Services Lengthsman work and maintenance day for October 2024 £387.50

J Cosham allotment lock £15

118.3. Receipts

Scottish Widows interest on savings £520.38

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.

118.4 Finance advisory Group

The Council noted the report from the advisory group and received the updated restricted funds to October 2024. These notes are attached to these minutes.

119. REPORTS

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

119.1 CST & RSAG

- a) Update from the Advisory Group. It was noted that the VAS will be moved around the Parish to other roads.
- b) The group were still awaiting the community speedwatch vetting process.
- c) Submission of Police Community Charter priorities for Hartlebury (quarterly)

The group note that they do not have any specific priorities at the moment that need special attention from the police.

The group were pleased that speed camera vans are in the parish on a regular basis and would like this to continue especially if traffic speed could be monitored on Old Worcester Rd heading towards the A449 in the Kidderminster direction. Particularly between 4 and 5 pm as this is the change of shift for the workers on the industrial estate at the bottom of Station Road

- d) CCTV progress. Installation of the conduit ready for the CCTV. The conduit ready for CCTV installation to MUGA. The ground has been made good. GM services borrowed a CAT scan saving PC appropriately £40.00 for hiring one, plus time of collecting and returning (as this was not considered or included in original costings for job) thus making sure no electricity feeds or data cables were damaged during the digging. Thanks were given to Graham who offered his services free of charge to support GM services, the Parish Council and Hartlebury community.

119.2 RE & AAG

- a) Update from the Advisory Group was noted. The Christmas tree lights switch on was planned and various items were booked. The quote for the removal of moss was received by the Council but this quote was not approved. Other quotes to be obtained. The group noted that they would like the same budget expenditure in 2025-6 as 2024-5.
- b) Proposals re the car park at the Parish Hall were approved as follows
- HPC agreed to the expenditure of £560.00p for the maintenance of the Parish Hall Car Park.
 - HPC agreed to the maintenance person being engaged to complete the work.
 - HPC agreed for the PH representative (Cllr A.S.) to liaise with HPHMC and RE&A AG to arrange a suitable date, informing hall users and advertising on their website.
 - HPC agreed for suitable closure notices being displayed at the car park and on HPC website.
 - HPC agreed to the Clerk and RE&AA group representative (Cllr JHP) to order, arrange delivery of materials and liaise with the Maintenance person plus HPHMC through (Cllr A.S.) to complete the task.
 - It was agreed to ask for an assessment of the car park and that a formal maintenance schedule be investigated.
- c) Vandalism around the play area and how the Parish Council should deal with this. It was agreed that a letter is to be distributed noting this issue.
- d) Events budget "request" was the same as last year, and the RE&A "request" was circulated to all AG members and sent to the Clerk.

119.3 DC & DP AG.

Update from the Advisory Group. There was nothing to report.

119.4 AAG

Update from the advisory group.

It was noted that an email from Fisher German regarding bees and a borehole had been received and will be looked into in the new year.

120. MEMORIAL WALL

Discussion around the possibility of a Memorial Wall was deferred until a later date.

121. ADDITIONAL REPORTS

121.1 Councils' representative on the HPHMC.

a) The Platinum Jubilee celebration on September 21 was a huge success. Final figures are not yet available but likely to have raised about £2K to spend on a fitting memorial and improvements for the Hall.

b) The Hall is developing a logo for its website and other communications.

c) The Bar now has an up to date till and glass washing machine.

d) The Hall has signed up to the CCTV policy as written by the PC. However, there will be a delay in installing the system as the Hall's loft contractors failed to undertake the job on the agreed date.

e) A subcommittee is being formed to consider the Hall's hiring rates for 2025-26.

f) It was also previously reported that the HPHMC was happy to provide the Hall (and use of their post-box) for free in exchange for allowing them to co-sponsor next year's Scarecrow event. They would like to have a Trustee on the event planning committee.

121.2 Clerk. There was nothing to report.

121.3 Handyman/Maintenance person report to Council was read out to the Council. Preservative would be purchased to the value as agreed per the budget and some to be given to the Parish Hall Committee to preserve the picnic tables as per the Parish Halls kind offer.

121.4 Chairmans report. A complaint regarding alleged behaviour was being investigated.

122. CORRESPONDENCE

122.1 Councillors may ask for further information or actions regarding correspondence received.

The Council agreed not to allow a Parishioner to park a trailer on the car park.

123. 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.

124. STAFFING MEETING and consideration of a complaint.

The Council agreed 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 had a staffing meeting and considered a complaint from a parishioner.

In accordance with Hartlebury complaints procedure the Parish Council considered the complaint, but did not uphold this complaint and therefore no further action is necessary.

DATE OF NEXT MEETING Tuesday December 3rd, 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.
SAG Staffing advisory group.
PAG Planning advisory group.
FAG Finance Advisory group.
HPC Hartlebury Parish Council

Future dates for parish council meetings 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.

FINANCE ADVISORY GROUP DRAFT MEETING NOTES 10th October 2024

Attendees: Ray Kirby (Chair) (R.K.)
Clare Atkinson (C.A.)
Clare Shinner (C.S.)
Louise Tarleton-Hodgson (L.T.H.)
Keenan Pratt. (K.P.)

Apologies: Kevin Arnott (K.A.)
Mark Harris (M.H.)

- **Examination of Expenditure and receipts for 2024-25 2nd quarter.**

Items looked at:

1. Talbot Transport - £614.40
2. Microsoft (44) - £59.99
3. YU Energy (49) - £13.73
4. Fisher German (56)
5. August Bank Reconciliation (Unity) - £12,489.04

- **Unexpected Expenditure.**

Items discussed: P.J. Littlejohn costs and bill from Chadd & Co (£375) in relation to H.M.R.C. costs regarding previous clerk. Clerk has on reflection recommended that this be placed in the previously restricted funds for the payment of tax/ni for previous Clerk.

Also discussed, if there should be a future provision for the possibility of an election being called as a consequence of a Councillor resigning and ten residents insisting on an election.

- **Examination of reconciliations and budget v actuals for 2nd Quarter of 2024-25.**

Document reviewed.

Issues:

1. Check that all VAT refunds have been requested and have been received.
2. Follow up the letter sent to Insolvency Practitioner for Midland CBS regarding trying to recover costs associated with Patio Wall repair.

- **Update of reserves and CIL information.**

Document reviewed and amendments made, copy to be issued to Councillors.

- **Examination of Risks.**

It was recommended that future budgets should reflect that local residents will approach P.K. Littlejohn (auditors) questioning Parish Council practises which will reflect in a cost to the Parish Council.

- **Update of 3 year financial planning.**

1. Anticipating costs from P.K. Littlejohn.
2. Adding costs to sinking fund
3. Look at annual increases in budget.

4. Recommend increasing election fund to 2K (see previous comment).

- **Update on Internal & External Audit.**

1. Audit has been done but not concluded due to challenges raised.
2. Internal Auditor re-appointed for 2024-2025

- **Update on H.M.R.C. progress for Council and Clerk.**

Clerk now gets a monthly payslip and the tax and N.I. is paid every 3 months. The Clerk was able to start PAYE for the Council for September and October 2024.

- **Budget – draft for 2025-2026.**

Advisory groups need to submit their budgets a.s.a.p. so that they can be approved at December 2024 P.C. meeting.

- **Bus Shelter near Mitre Oak to be added to Asset Register.**

Clerk to add.

- **Available CALC Grants.**

Further investigation required.

- **A.O.B.**

New Financial Regulations to be issued and discussed.

Date of next Meeting: T.B.A.