



Hartlebury Parish Council

Clerk to the Council – Clare Shinner. Email clerk@hartlebury-pc.gov.uk

To Members of Hartlebury Parish Council

Notice is hereby given that the next meeting being the **Meeting of Hartlebury Parish Council** will be held on **Tuesday 1st October 2024 commencing at 7.00pm 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.

Please note that this meeting will be live streamed to the public via the Councils You Tube channel and recorded and then available via a private link available on contacting the Clerk.

BUSINESS OF THE AGENDA

1 APOLOGIES

To receive and approve apologies for absence.

2 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.

3 PUBLIC QUESTION TIME

Please note the following from the standing orders of Hartlebury Parish Council

- The period of time designated for public participation at a meeting in accordance with standing order 3(e) shall not exceed 15 minutes unless directed by the chairman of the meeting.
- Subject to standing order 3(f), a member of the public shall not speak for more than 5 minutes.
- In accordance with standing order 3(e), a question shall not require a response at the meeting nor start a debate on the question. The chairman of the meeting may direct that a written or oral response be given.
- A person shall raise his hand when requesting to speak and stand when speaking (except when a person has a disability or is likely to suffer discomfort)]. The chairman of the meeting may at any time permit a person to be seated when speaking.
- A person who speaks at a meeting shall direct his comments to the chairman of the meeting.
- Only one person is permitted to speak at a time. If more than one person wants to speak, the chairman of the meeting shall direct the order of speaking.

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 Parish Council meeting itself.

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 3rd September 2024.

7 PLANNING MATTERS

7.1 District Council Decisions- APPROVED

7.2 District Council Decisions – REFUSED

Planning Ref: W/23/02098/FUL

Proposal: Demolition of existing Dwelling and construction of New Detached Dwelling with associated external works including driveway and new access onto Summerfield Lane

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

7.3 Planning Applications for Parish Council Comment.

W/24/01801/FUL

Location: Tythe House, Whitleng Lane, Hartlebury, Kidderminster, DY10 4HD

Description of Proposal: Removal of Agricultural Occupancy Condition attached to Planning Approval reference W/77/828 (Condition 3).

W/24/01707/FUL

Location: Titton Farm, Titton Farm Lane, Titton, Stourport On Severn, DY13 9QR

Description of Proposal: Construction of one dwelling and associated works

W/24/01790/FUL

Location: The Old Kitchen, Quarry Bank, Hartlebury Description of Proposal:

Variation Of Condition 2 attached to planning approval reference W/22/00172/FUL for a revised layout and fenestration, with additional Utility Room

W/24/01768/FUL

Location: Locks View, Charlton Lane, Torton, Hartlebury

Description of Proposal: Five new gypsy plots each comprising one touring caravan, one static caravan and one utility block - (Variation of condition 1 Ref 19/02686/FUL and Appeal Ref APP/H1840/W/20/3256477)

W/24/01676/FUL

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

Description of Proposal: Change of use to Equestrian Use with the reuse of existing barn for stables

7.4 Planning appeal notification

APP/H1840/W/24/3349147

Proposal: Outline planning permission for the development of up to 8 self-build residential dwellings. All matters reserved apart from access. Site at: Land At (Os 8402 7347) Summerfield Lane Summerfield Hartlebury

8 FINANCE

8.1 Automatic payments

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

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|-----|---|--------------|
| | YU Energy August 2024 | £13.73 |
| | HSBC Charges August 2024 | £8 |
| | Vodafone payment August 2024 | £18 |
| 8.2 | <u>Payments</u> | |
| | To RESOLVE to agree the following payments: | |
| | Top Cut mowing services September 2024 | £819 |
| | Clerk September Clerk work | confidential |
| | GM Services Day rate for monthly maintenance, August 2024 | £250 |
| | National Allotment society | £66 |
| | Worcestershire Calc planning training session | £42 |
| | <u>Receipts</u> | |
| | Wychavon DC Precept and Grant (second payment) for 2024-5 | £22,994 |
| | Allotment payment | £10.56 |

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 Finance advisory Group

There has been no FAG meeting this month.

The notice of the audit and right to inspect the annual governance and accountability return has been published online on 25 September 2024. This states that the audit has been carried out but cannot be completed due to correspondence received in relation to 2023/24 and/or prior years.

The Parish Council of Hartlebury will respond to the external auditor when the external auditor contacts the Parish Council but until that time no action is deemed necessary.

9. REPORTS

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

9.1 CST & RSAG

a) Update from the Advisory Group

9.2 RE & AAG

a) Update from the Advisory Group attached.

b) Nomination for Hartlebury Hero award to be discussed and awarded if agreed,

c) Christmas lights party. Proposal - For the event team to go ahead and organise this event. To charge 50p for tea/coffee, squash free. Stalls to be charged £15 per pitch, no refunds unless the Council cancel event due to severe weather conditions. To buy gifts for children.

d) For the Council to approve holding a Scarecrow event next year on August 2nd and 3rd.

For the Events group to go ahead and organise this event.

For the clerk to email the Parish Hall with a thank-you for agreeing to let us use their post box and offering the hall for free.

9.3 DC & DP AG.

a) Update from the Advisory Group

b) Proposal for the adoption of a livestreaming and recording policy for Hartlebury Parish Council.

c) Proposal for the installation of a trench as part of the CCTV project and buying of equipment £240.22 plus costs of digging the trench.

9.4 AAG

Annual update from the Advisory Group attached.

Proposal

- a) Not to increase allotment rent
- b) Rolling contract for next 5 years, and for Cllr Clare Atkinson to sign the agreements.
- c) For the Clerk to contact Fisher German for permission to dig for water supply.
- d) To use allotment rent money for overgrown plots.
- e) To get 3 quotes to cut down and dig the overgrown plots.
- f) For Cllr Clare Atkinson to contact our maintenance man to see if he is agreement with our suggestion.
- g) For the Clerk to contact Fisher German to see if we are allowed to have bees and ask for the lease agreement for the land.

10. ADDITIONAL REPORTS

- Councils' representative on the HPHMC.
- Clerk.
- Handyman/Maintenance person report to Council.
- Chairmans report

11 CORRESPONDENCE

11.1 Councillors may ask for further information or actions regarding correspondence Received.

12 ADDITION TO THE STANDING ORDERS AFTER ITEM 3N.

The Parish Council to consider the following addition to the standing orders of Hartlebury Parish Council.

“The Council asks those recording the meeting not to edit the recording in a way that could lead to misinterpretation of the proceedings. This includes not editing an image or views expressed in a way that may ridicule or show a lack of respect towards those being recorded and avoid recording members of the public present unless they are addressing the meeting. Respect that some members of the public may prefer not to be filmed, they should sit or stand to the rear of the public area. Ensure no filming of young people under the age of 16 and / or vulnerable adults without express permission from those responsible for them. The public are the data controller for their posts and the Council can take no responsibility for these”

13 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.

14 CHADWICK BANK LAND

12.1 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.

12.2 For the Council to discuss the future of this land that the Parish Council own.

DATE OF NEXT MEETING Tuesday November 5th 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 –

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|------------|--|
| 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

2024 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.