



Clerk to the Council – C Shinner
Email: clerk@hartlebury-pc.gov.uk
Website: hartlebury-pc.gov.uk

**Minutes of the meeting of Hartlebury Parish Council held on
Tuesday 3rd September 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 Hancocks (EH), Cllr Hipkins (JHP), Cllr Kirby (RK) Cllr Hellens (JH) Cllr Neale (CN) Cllr Scheps (AS) Cllr Evans (AE) and Cllr Harris (MH)

Also present.

C Shinner (Clerk) and members of the public.

84 APOLOGIES

Apologies were received from Cllr L Tarleton-Hodgson (LTH) Cllr K Pratt (KP) Cty Cllr A Miller (AM) and Dst Cllr A. Hartley (AH)

85 DECLARATIONS OF INTERESTS

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

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

There were no changes to the register of interest.

85.2 To consider dispensation requests (from DPI or DOI)

There were no dispensation requests.

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

Cllr JHP declared an interest in planning application – W/24/01522/LB.

Cllr AE declared an interest in the following planning applications, W/24/01590/FUL, W/24/01263/CLE and W/24/01150/HP

85.4 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.

86 HARTLEBURY HERO

This item was moved from later in the agenda for expediency prior to public question time.

Cllr CA proposed that Ken Gray was awarded the Hartlebury Hero award for supporting many aspects of the Hartlebury community. The Council **agreed** with this proposal and the award was given. It is noted that the public present applauded this decision and Ken Gray was thanked and accepted the award.

87 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.

88 COUNTY COUNCILLOR

County Councillor Tony Miller is on annual leave.

89 DISTRICT COUNCILLOR

District Councillor A Hartley is on annual leave.

90 MINUTES OF MEETING

The minutes of the meeting of the Parish Council that was held on Tuesday 6th August 2024 were **signed** as correct, after Moors Farm was corrected to Meadow Farm (minute number 70)

91 PLANNING MATTERS

91.1 District Council Decisions- APPROVED.

Planning Ref: W/23/01421/FUL Associated Ref: W/23/01422/LB

Proposal: Conversion and alterations of redundant agricultural buildings to form 1no. new residential dwellinghouse

Location: Barns at , Walton Farm Cottages, Walton Lane, Hartlebury.

Planning Ref: W/24/01257/FUL

Proposal: Demolition of existing building (former kitchen to the New Elizabethan School) and erection of two-storey three-bedroom dwelling as approved under planning reference W/22/00172/FUL - variation of condition 2.

Location: The Old Kitchen, Quarry Bank, Hartlebury.

91.2 District Council Decisions REFUSED

Planning Ref: W/24/00543/LB Associated Ref: W/24/00542/HP

Proposal: Retrospective consent for unauthorised internal alterations, and enlargement of one existing window to create a door - Listed Building Consent

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

91.3 Planning Applications for Parish Council Comment.

W/24/01590/FUL

Location: Meadow Farm Bungalow, Moors Avenue, Hartlebury, Kidderminster, DY11 7YL

Description of Proposal: Proposed replacement self-build dwelling (part retrospective)

The Council noted that there was a lack of clear historical information and planning detail and ask for further information prior to be submitted prior to the Parish Council making a decision.

W/24/01263/CLE Location: Moors Building, Moors Farm, Station Road, Hartlebury, Kidderminster, DY11 7YJ
Description of Proposal: Certificate of lawfulness for the existing use of nursery business. This application was **approved** by the Parish Council.

W/24/01522/LB
Location: Waresley Manor, Manor Lane, Waresley, Hartlebury, Kidderminster, DY11 7XN
Description of Proposal: Removal of the UPVC window in cellar and replacement with smaller conservation style timber window.
This application was **approved** by the Parish Council.

W/24/01150/HP
Location: Sunny Glen, 1 Tilton Lane, Tilton, Hartlebury, Stourport On Severn, DY13 9QS
Description of Proposal: Re-build of existing outbuilding to form new garage.
The Council **approved** this application with the proviso that the dimensions (which are not included in the application) are approved by the planning officer.

W/24/01434/CLPU
Location land at Stourport Road, Charlton, Hartlebury
Description of proposal – certificate of lawfulness for the proposed construction of detached garage/workshop and new enlarges drive/turning area.
This application was **approved** by the Parish Council.

W/24/01489/CCO
Land at Stourport Road, Crossway Green
Description of proposal – discharge of conditions 11 (foul and surface water drainage details) of planning application W/22/0272/FUL. This was **refused** due to inadequate details and insufficient soakaways.(Note this was approved in August 2024)

91.4 Planning Application withdrawn

Planning Ref: W/24/01464/HP
Proposal: Application for changes to fenestration, finish and onsite parking as approved under planning permission reference W/22/00676/HP - variation of condition 2 and condition 4.
Location: Parkland View, The Avenue, Waresley, Hartlebury, Kidderminster, DY11 7XR

91.5 Planning enforcement

There was no update for the planning enforcement issue re ENF 24/00025 – Meadows farm, Moors Avenue.

92. FINANCE

92.1 Automatic payments

The Council **noted** the following direct debits/debit card payments taken:

| | | |
|------------------|-----------|--------|
| YU Energy | July 2024 | £13.73 |
| HSBC Charges | July 2024 | £8 |
| Vodafone payment | July 2024 | £18 |

92.2 Payments

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

| | |
|--|--------------|
| Top Cut mowing services August 2024 | £819 |
| Clerk July Clerk work | Confidential |
| Fisher German LLP payment of allotment rent (FG LLP has taken over from Savills) | £337.50 |
| Signtech 2 signs for the car-park area as agreed | £55.20 |
| GM Services Day rate for monthly maintenance, July 2024 | £250 |
| GM Services Lengthsman work July 2024 | £182.23 |
| M Services Day rate for monthly maintenance, August 2024 | £250 |
| GM Services Lengthsman work August 2024 | £175 |
| GM services expenses August 24 (gate caps for play area) | £4.29 |
| Elite Property Services final payment (upon authorisation that the site is clear) (Ref Parish Hall – rebuild of wall – total payments of £9700.45 excl VAT) | £3976.86 |

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

92.3 Finance Advisory Group

The notes from the finance advisory group were read out and **approved** by the Parish Council and there were no queries or objections regarding them. They are attached to the minutes.

The Council **approved** the appointment of D Edwards as the Parish Councils internal auditor for 2024-25.

93 REPORTS AND PROPOSALS FROM ADVISORY GROUPS

93.1 CST&RSAG

There was no meeting in August. Clearance was awaited for the Community Speed Group. A walkabout with the Police is to be arranged for the end of September.

CCTV - Andrew Scheps met on-site with Adam and Nil from ATEC as well as Graham Hipkins to go over pre-installation requirements for the CCTV system. It was confirmed that a locking cabinet will be built in the bar area to hold the recorder, and that power and internet requirements for the system will all be met. The PC will be responsible for installing 32mm flexi conduit from the side of the power cabinet on the green to the nearest corner of the tennis court fencing. ATEC will provide all cabling from the cabinet and all conduit from the corner of the fencing to the camera and wireless link positions. They will also provide the boxes and fittings necessary to get the cable from the cabinet to the conduit. Because this is all low voltage the conduit should be able to be dug in by hand. It was noted HPC should probably increase security for the power cabinet (locks). Full specifications for power consumption will be given so that quotes for two hours' worth of backup can be obtained and then HPC to decide if they want to include this in the initial installation. This can always be added later. Installation should commence the week of October 21st and finish by the end of that week

93.2 RE &AAG

The update from the Advisory Group was noted.

HPC **agreed** to the kind offer by Kidderminster U3A Petanque group to top dress the Hartlebury Courts with 6mm granite grit/gravel free of charge. The Clerk will contact the U3A representative and ask them to ensure that suitable transport to ensure the car park is not damaged is used and that the gravel is 6mm granite grit/gravel.

It was noted that the tennis courts/MUGA needed moss treatment and the Council **agreed** to obtain quotes to this effect.

93.3 DC & DP AG.

It was noted that activity data had been received via google analytics.

At the two community conversation events and in discussions with parishioners there had been multiple requests to livestream meetings for those that cannot physically attend. After a successful test of live streaming and recording, the Parish Council **agreed** to the implementation of streaming/recording at future meetings.

The Parish Council **agreed** to streaming of the meetings being available via a public link. The Parish Council **agreed** to the recording of the meetings and that a YouTube account with a private link would be the appropriate archival method. It was noted that the ICO had advised that the use of YouTube was acceptable.

93.4 AAG

The Advisory Group noted that there were currently 3 plots available.

93.5 Patio wall monitoring group

Cllr JHP was delighted to report that the work on the wall at the Parish Hall patio was finally completed and that the final payment to Elite Property Services could be made as per item 92.2.

An email from the Parish Hall was read out as follows:

“On behalf of Hartlebury Parish Hall Management Committee, could I kindly ask you to communicate to Hartlebury Parish Council councillors that following an inspection by a Worcestershire County Council building control surveyor on 28 August 2024, it has been confirmed in writing by him, following the successful repairs to the patio wall, that the danger to the public from the erstwhile crumbling mortar, 'has been removed therefore the temporary guarding can be taken down.'

The Public Safety Notice served on Hartlebury Parish Hall has consequently been rescinded, as of 28 August 2024, and the Parish Council may thus remove the Heras fencing at its earliest convenience.

May I further kindly ask you to communicate to the Parish Council, the Management Committee's sincere appreciation of the harmonious, consultative, transparent and professional manner in which the repair of the patio wall has been managed and executed for the benefit of the residents of Hartlebury and hirers of the Hall”

It was noted that the final rebuilding cost of the wall was £9700.45 excl VAT as per the initial quote as accepted by the Parish Council.

93.6 Suggested changes to the standing orders not approved.

94 ADDITIONAL REPORTS

94.1 Councils representative on the HPHMC

It was reported that the Arts Society had been approved as part of the Parish Hall governing body. Various policies were approved as was the re-insulation of the loft. It had been agreed that the Parish Hall would like to sponsor the Scarecrow event and that the use of the hall for this would be free of charge as a result.

94.2 Handyman/maintenance report to Council was noted and approved.

94.3 Chairmans report. It was noted that the staffing advisory group would meet to consider the FOI request by a member of the public.

95 CORRESPONDENCE

The Clerk received an allegation regarding a potential conflict of interest regarding the contract with the Parish Council and ATEC for CCTV provision. (The Council agreed to a joint contract with the Parish Hall for the provision of CCTV for a cost to HPC of £3297.50 to be supplied by ATEC)

The conflict of interest involves a member of the Parish Hall Committee and not a member of the Parish Council.

After taking legal advice from Malvern Hills Legal Department, the Clerk contacted the Parish Hall to ask for an overview and explanation of the situation to ensure full transparency on this matter. The Council noted the Parish Halls explanation as follows.

“At Hartlebury Parish Hall’s management meeting in February 2024, councillors Chris Neale, John Cosham and Andrew Scheps attended to receive a presentation from Vale Security on a possible joint Parish Council/Parish Hall CCTV system, which both parties deemed a worthwhile investment, both to protect the Hall’s assets and to enable the Parish Council to monitor the car park and Multi User Games Area.

Following the presentation, Trustee Julie Howells, who is Head of Finance at ATEC, offered to obtain a quotation from ATEC as a second option for consideration. In all, three quotations were received and considered by both the Hall Management Committee and the Parish Council, one was obtained by the Parish Council, the Vale Security Quotation and ATEC’s were supplied by the Parish Hall Management Committee.

Trustee Julie Howells was not present, nor offered any input into the Parish Hall Management Meetings in March or April when Trustees debated the merits of the different quotations.

It was at the April meeting where Parish Hall Trustees unanimously approved the ATEC quotation as it was, as the minutes state, ‘the most professional and best value for money.’ This decision was then communicated to the Parish Council for their consideration in May. At the May meeting of the Management Committee, which Trustee Julie Howells did not attend, nor offer any input to, Trustee Ray Kirby stated that he had advised the PC re the ATEC specifications.

It was confirmed by Councillor Scheps in June that the PC had also approved the ATEC quotation as the preferred supplier”

96 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.

Correspondence re a letter dated 16th August 2024 from Fisher German regarding change of management for the allotment field which had been sent to the previous clerk’s

address. During this discussion the problem with contacting HMRC was visited, along with other financial correspondence. As a result, Council discussed considering adopting a new permanent address for the Council to ensure the Council is protected in the future.

DATE OF NEXT MEETING Tuesday October 1st 2024

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.

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.

FINANCE ADVISORY GROUP MEETING NOTES 13th August 2024

Attendees: Ray Kirby (Chair) (R.K.)

Clare Atkinson (C.A.)

Mark Harris (M.A.)

Clare Shinner (C.S.)

Louise Tarleton-Hodgson (L.T.A.)

Apologies: Keenan Pratt.(K.P.)

Kevin Arnott (K.A.)

- **3 Month budget v actual (April to June incl).**

- Documents were viewed and following invoices, selected at random, were checked against bank statement: Worcs CALC - £72.00, Yu Energy - £23.40, Elite Property Services - £2910.14, Top Cut Mowing - £819.00, Vodaphone - £18.00 & Hartlebury Parish Mag - £25.00.
- Budget v Actual for the first three months of current financial year were scrutinised.
- Bank reconciliations for the first three months were checked and found to be correct.

- **H.M.R.C. Update.**

- When the Clerk started working for HPC in August 2023 – she noted her unfamiliarity with HMRC and the Finance Advisory Group agreed to look into the HMRC issues.
- In February 2024 the internal auditor raised the issue of not paying NI/Tax for the previous clerk for April-June 2023 incl. and this was noted in the FAG meeting notes – April 2024. LTH agreed to deal with this and contacted HMRC, but there was an hour delay for assistance and LTH was concerned re costs of phone call.
- Open becoming an employee in June 2024, the Clerk passed the issue of HMRC access to her accountant (and it was noted that they will be submitting an invoice for this work)
- The previous Clerk had left the PAYE ref numbers, but not the government gateway codes for access. (Access to the account is subject to phone verification and the relevant phone is no longer active)
- The address for HMRC was registered as the previous Clerk address and this was unable to be changed without phone authorisation. HMRC agreed to send a code via post and the previous clerk sent this to the current clerk in July 2024. (The address has now been changed to the office address of The Old Library Centre, Droitwich, which is an office rented by North Claines Parish Council for the Clerks use. The phone number is also changed to the current HPC phone number)
- Upon accessing the HMRC account it was noted that the account was left active and there was no P45 issued to the former Clerk. There is also a 5% fine for the non-payment of the tax and NI for April – June 2023.
- Because the account was left active, HMRC have assumed that HPC have still had an employee in the interim period, which the accountant will address on HPCs behalf. It is unsure where the notices to HPC from HMRC on this point have been sent and it is anticipated that there will no risk to the council.
- The Clerk has paid £1050 to cover the unpaid tax and NI and the fines to HMRC. It is anticipated that this resolves the issue, but the Clerk will keep the Finance Advisory Group abreast of any details.

- The Clerk from August 2024 will be on the HMRC PAYE. Up until this point the Clerk will pay her own TAX/NI.
- **Finances over the next three years and financial risks.**
 - Restricted Funds: CIL -£7066.40 with agreed CCTV costs (£3297.50) to come off this figure leaving balance of £3768.90. It was suggested this balance could be written back into the patio wall cost, but clarification needs investigating before putting to P.C.
 - Budgeted cost of £ 15K for the wall repair likely to come out around £11K, (Elite original quote of £9700.45 plus additional costs due to wall damage) The balance of money to be removed to reserves after the wall repair is complete.
 - It was anticipated that in response to a parishioners challenge on finances and the involvement of PKF Littlejohn a cost of up to £10K is anticipated. The advisory group suggest that was felt a similar amount should be budgeted in future years budgets as it was noted that this could be an annual expense. This presents a possible risk to the Council.
 - It was also considered that as a consequence of above that the precept would need to go up. However, it was also suggested that the reasons for the increase were clearly documented.
- **Consider Internal Audit Report.**
 - Internal audit report was reviewed in February and it was proposed that the internal auditors' recommendations were to be taken on board.
 - It was also agreed to put forward to the P.C. that Duncan Edwards be re-appointed as our auditor.
- **Financial Advisory Group Notes to go on P.C. Website.**
 - It was agreed to put to P.C. that the Finance Advisory Group meeting notes are put on the P.C. website and sent to councillors and that the notes are always approved by the full council.
- **External Audit Process.**
 - It was noted that the Clerk was not employed by the Council until June 2024 and her payments should not have been recorded in the salaries part of the AGAR 23-24. The AGAR was examined by the Finance Advisory Group in April 2024 and this was signed at the May 2024 meeting by the Chair of the Parish Council.
 - It was agreed that the Clerk will contact the Finance Advisory Group when PKF LittleJohn ask for clarification on the 18 Challenges as currently submitted by a parishioner. The Clerk has asked for all members of the finance advisory group to send her their thoughts on the challenges as submitted at this current time.
- **P.C. Postal address and associated risks.**
 - It was agreed to put to P.C. that the Clerk's office in Droitwich to be used but is not considered a long term solution and will require reviewing.
- **A.O.B.**
 - V.A.T. was considered a little ad-hoc and it was suggested it was re-claimed by the parish council every 6 months

Date of Next Meeting: T.B.A.