



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 November 5th 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.

2.5 Appointment of a Vice Chair to Hartlebury Parish Council.

Councillors to propose and second nominations to this role.

A vote can take place if needed.

A declaration of acceptance may be made at this point.

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 1st October 2024.

7 PLANNING MATTERS

7.1 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:

Ian.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

7.2 District Council Decisions – REFUSED

7.3 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.

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.

W/24/01924/FUL

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

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

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.

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.

7.4 Atlas

Information regarding ATLAS meeting from Cllr EH.

8 FINANCE

8.1 Automatic payments

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

YU Energy September 2024	£13.73
HSBC Charges September 2024	£8
Vodafone payment August 2024	£18
Information Commissioner DD (on or before 4/12/24)	£35

8.2 Payments

To **RESOLVE** to agree the following payments:

Clerk October work	Confidential
Poppy wreath from the RBL	£22.24
Clare 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

Receipts

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

To receive the report from the advisory group and receive the updated restricted funds to October 2024.

9. REPORTS

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

9.1 CST & RSAG

- a) Update from the Advisory Group
- b) Submission of Police Community Charter priorities for Hartlebury (quarterly)

9.2 RE &AAG

- a) Update from the Advisory Group attached.
- b) Proposal re the car park at the Parish Hall
 - HPC agrees to the expenditure of £560.00p for the maintenance of the Parish Hall Car Park.
 - HPC agrees to the maintenance person being engaged to complete the work.
 - HPC agrees 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 agrees for suitable closure notices being displayed at the car park and on HPC website.
 - HPC agrees to the Clerk and RE&A 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.
- c) Vandalism around the play area and how the Parish Council should deal with this.

9.3 DC & DP AG.

- a) Update from the Advisory Group.
- b) CCTV progress. Installation of the conduit ready for the CCTV.

9.4 AAG

Update from the advisory group

10. MEMORIAL WALL

Discussion around the possibility of a Memorial Wall and a resolution from the Parish Council to be made regarding any further actions including public consultation.

11. ADDITIONAL REPORTS

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

12. CORRESPONDENCE

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

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. STAFFING MEETING and consideration of a complaint.

The Council is to have a staffing meeting and consider a complaint from a parishioner. The Parishioner may read the complaint to the Council at this point.

13.1 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's decision on the complaint will be published in the minutes of this meeting.

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

2024 - 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.