



Clerk to the Council – C Shinner
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**Minutes of the meeting of Hartlebury Parish Council held on
Tuesday 1st October 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 Kirby (RK), Cllr Tarleton-Hodgson (LTH), Cllr Hellens (JH). Cllr Neale (CN). Cllr Scheps (AS) Cllr Evans (AE), and Cllr Harris (MH) Cllr K Pratt (KP) arrived at 8pm.

Also present.

C Shinner (Clerk) Cllr A Miller (AM), Dst Cllr A Hartley(AH), and members of the public.

97 APOLOGIES

Apologies were received Cllr Hipkins (JHP) and Cllr K Pratt (KP)

98 DECLARATIONS OF INTERESTS

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

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

There were no changes to the register of interest.

98.2 To consider dispensation requests (from DPI or DOI)

There were no dispensation requests.

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

LTH, CN and JC declared an interest regarding allotments as they are allotment holders.

MH declared an interest regarding Chadwick Bank land as the tenant.

98.4 To declare any Other Disclosable Interests on items on the agenda and their nature.

AE declared a DOI regarding planning application W/24/01707/FUL

CA declared a DOI regarding planning application W/24/01768/FUL

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.

99 PUBLIC QUESTION TIME

Residents were invited to give their views and question the parish council on issues on this Agenda.

100 COUNTY COUNCILLOR

AM noted that he had made a payment to the Parish Hall for a celebration cake. AM asked that the £150 originally given to the Parish Council (for the provision of a cake) be used for public rights of way issues.

AM is still trying to get the access codes for the VAS to enable access to speeding data.

AM noted the County Council is still under severe financial strain and that that County Hall was still out of action. £1.5m has been assigned to return the hall to suitably useful state.

101 DISTRICT COUNCILLOR

AH noted that the planning inspectors had confirmed that the SWDP review public consultation would be begun in early 2025. The planning inspectorate will analyse the document to ensure it is sound. Hopefully it will be formally adopted by the end of 2025.

Scam parking notices via texts are current and AH warned people to be aware of this scam to extort money and asks that these are reported to action fraud. Wychavon does not issue parking notices by phone or text.

Wychavon residents have a chance to have their say on the "Wychavon Residents survey" where a prize of £100 will be also available to be won for participation.

102 MINUTES OF MEETING

The minutes of the meeting of the Parish Council that was held on Tuesday 3rd September 2024 were **signed** as correct.

Cllr CN read out the following announcement. "At the September 2024 full council meeting, during the discussion regarding redirection of post (minute no 96), I inadvertently named a parishioner and mentioned part of their address. This was reported to said parishioner who subsequently sent an email of complaint, to which I immediately replied offering my profuse apologies for my lapse in data protection. I am sincerely sorry for my faux-pas and offer this as a public apology to the parishioner. Furthermore, I will put myself forward for GDPR retraining with the ICO. I would also like to announce that I have decided to relinquish the Vice Chair position, and now resign from that role tonight"

103 PLANNING MATTERS

103.1 District Council Decisions- APPROVED.

There were no applications approved.

103.2 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

103.3 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).

The Parish Council approved this application.

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.

The Parish Council approved this application.

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.

The Parish Council approved this application.

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)

The Parish Council refused this application.

The Council noted that the paperwork appeared to be incorrect as the previous permission had expired and that the information provided was minimal. It was agreed that a new application with a properly drawn up plan should be submitted

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.

The Parish Council approved this application.

103.4 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

104. FINANCE

104.1 Automatic payments

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

YU Energy August 2024	£13.73
HSBC Charges August 2024	£8
Vodafone payment August 2024	£18

104.2 Payments and receipts

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

Top Cut mowing services September 2024	£819
Clerk September Clerk work	Confidential
GM Services Day rate for monthly maintenance, September 2024	£250
National Allotment society	£66
Worcestershire Calc planning training session	£42

Receipts

Wychavon DC Precept and Grant (second payment) for 2024-5	£22,994
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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

104.3 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.

105 REPORTS AND PROPOSALS FROM ADVISORY GROUPS

105.1 CST&RSAG

There was no meeting this month. Speed vans have been in the Parish trying to reduce the speed of the traffic, on Old Worcester Road and Inn Lane. If the speed levels go to a reasonable level, then the "Community speed watch group" can go ahead. This has gone to the Police for vetting.

105.2 RE &AAG

a) The update from the Advisory Group was noted and the notes were circulated with the agenda and available online with the agenda items.

There was no additional update on the car charging points and the action on the flagpole is ongoing. Future projects are being investigated.

Football pitch, AE noted that the FA has examined the pitch and approved it as suitable for matches. The Council noted that the "Torton Turds" be acknowledged as the first team to build the pitch and AE proposed that some event be arranged to this effect.

Cllr MH left the meeting due to another engagement.

b) It was agreed that the Nominee for the Hartlebury Hero award would be invited the next Parish Council meeting.

c) Christmas lights party. Proposal approved - 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.

This proposal was agreed in full and the Council agreed to donate the money to the Mannings Charity.

d) The Council approved holding a Scarecrow event next year on August 2nd and 3rd and it was agreed that 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.

This proposal was agreed in full.

105.3 DC & DP AG.

a) An update was received from the advisory group.

b) Proposal for the adoption of a livestreaming and recording policy for

Hartlebury Parish Council. This was agreed by the Parish Council.

- c) Proposal for the installation of a trench as part of the CCTV project and buying of equipment £240.22 was agreed plus costs of digging the trench up to the cost of £150. The Council approved this expenditure as part of the CCTV project and agreed that this would be from CIL restricted funds. It was agreed to ask GM services to do this work.
Cllrs AE, CA and LTH did not approve this proposal, and the Councillors asked that their votes be minuted accordingly.
- d) Cllr AS agreed to be the Councils Data Protection Officer and Cllr JC agreed to be the second Data Protection Officer. AS to look into the need for DBS checks for these positions.
- e) It was noted that a better microphone was needed for the live streaming and AS agreed to provide an agenda item to this effect.

105.4 AAG

The annual update from the Advisory Group was noted.

Proposal

- a) Not to increase allotment rent. This was approved by the Parish Council.
- b) Rolling contract for next 5 years, and for Cllr Clare Atkinson to sign the agreements. This item is to be deferred until a later date, but it was noted that notice can be given as per the contract already issued. The Council also gave their approval for CA to sign the contracts on behalf of HPC.
- c) For the Clerk to contact Fisher German for permission to dig for water supply. This was approved by the Parish Council.
- d) To use allotment rent money for overgrown plots. This was not approved.
- e) Building of a temporary platform as a storage area for GM services to temporarily leave Parish Council green waste, until there is enough to take to the tip. The platform would be built from pallets and there would be no cost to the Council. This was approved.
- f) For Cllr Clare Atkinson to contact our maintenance man to see if he is agreement with our suggestion. This was approved by the Parish Council.
- 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. This was approved by the Parish Council.

106 ADDITIONAL REPORTS

106.1 Councils representative on the HPHMC

It was noted that the HPHMC had updated the terms and conditions for use of the hall. The loft is to be cleared, and a new till has been purchased for the bar. The water meter has been repaired. It was noted that the Jubilee event was sold out and was a great success.

106.2 Report from the Clerk

There was no report.

106.3 Handyman/maintenance was noted.

106.4 Chairmans report. The Chairman noted that she was dealing with 2 emails of complaint. It was noted that the staffing advisory group would meet to consider a complaint by a member of the public.

107 CORRESPONDENCE

There was a discussion regarding the CCTV contract and Cllr CN noted that “the quotes for the contract were not exactly the same, therefore the pricing was not exactly the same. What was accepted was a far bigger specification with better equipment which is why this quote was accepted”

Cllr AE gave his resignation to the Council and asked that this be recorded. (Please note that this does not take effect until it is received in writing)

108 ADDITION TO THE STANDING ORDERS AFTER ITEM 3N.

The Parish Council approved 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”

109 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.

It was noted that a parishioner request for money would perhaps be suitable for the Queen Elizabeth foundation and the Clerk will forward the contact details accordingly.

110 Chadwick Bank.

It was noted that this area of land that the Parish Council owned contained many badgers setts and 2 pylons and is currently rented by MH.

It was noted that it was unsuitable for use as an allotment.

Clerk to investigate the legal obligations relating to the Chadwick Bank Land.

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, 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.
HPC	Hartlebury Parish Council
FAG	Finance advisory group
SAG	Staffing advisory group

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.