



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 December 3rd 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 November 5th 2024.

7 PLANNING MATTERS

7.1 District Council Decisions- APPROVED

Planning ref W/24/01056/GPDE

Proposal. Prior notification for a larger home extension – single storey side extension.

Location – Megans Hideaway, Green Gables Lincomb Lane, DY13 9RE

Prior approval is not needed for this development.

Planning ref W/24/01790/FUL

Proposal. Demolition of existing building and erection of 2 storey 3 bedroomed dwelling.

Location -The Old Kitchen, Quarry Bank, Hartlebury.

7.2 District Council Decisions – REFUSED

Planning Ref: W/24/01956/HP

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

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

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.

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.

W/24/02192/HP

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

Description of Proposal: Single storey rear extension, entrance gates and replacement and alterations to windows and doors.

W/24/01862/FUL

Location: Land At (Os 8334 7101), Stourport Road, Charlton, Hartlebury

Description of Proposal: Reinstatement of derelict dwelling and erection of side and rear extensions, construction of garage and construction of a bat roost building.

7.4 Notification of planning appeal

W/23/01785/FUL – Planning inspectorate ref; APP/H1840/W/24/3353628

Location Moorlands Farm Coarse Fisheries, Manor Lane, Hartlebury DY11 7XN,

Proposal; Construction of four timber holiday chalets.

8 FINANCE

8.1 Automatic payments

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

YU Energy October	£16.33
YU Energy additional charges September 2024	£97.42
HSBC Charges October and November 2024	£8 per month
Vodafone payment September 2024	£18

8.2 Payments

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

Clerk. November work	Confidential
Top Cut Mowing services. Contract for October and November 2024	£819 per month.
GM Services. Maintenance day for October 2024	£250
Cllr C Atkinson. Expenses for light switch on and hero gift	£44.99
Hartlebury Parish Hall. Annual charge for use of hall	£275
Chad and Co. Preparation of monthly salaries for 24-25 and filing of payrolls at HMRC under RTI.	£295
Chad and Co. To solve the outstanding issues with HMRC re period July 2023-March 2024.	£375
Cllr J Hipkins. Reimbursement of gravel for car park	£444

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.

Receipts

Worcestershire County Council reimbursement PL scheme	£325
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8.3 Finance advisory Group

To receive the report from the advisory group.

To discuss and approve the attached budget for 2025-26

9. REPORTS

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

9.1 CST & RSAG

- Update from the Advisory Group
- CCTV update.

9.2 RE & AAG

- Update from the Advisory Group
- Vandalism on play area letter to be composed and agreed for distribution.
Council to approve the wording for the letter /notice.
- Awarding of the Hartlebury Hero for November 2024.
- Update on the Christmas Tree light switch on event.
- Update on the moving of the dog waste bin.

9.3 DC & DP AG.

- Update from the Advisory Group.
- To consider quotes for the equipment needed for Live Streaming of the meetings.

- 9.4 AAG
Update from the advisory group

10 ADDITIONAL AGENDA ITEMS for consideration.

- 10.1 Vexatious complaints and emails. Proposal from Cllr JHP.
To agree to review the Councils Policy for dealing with Vexatious or Repeated requests for information, to include points a,b,c,d and e as per the attached proposal form.
To agree to set up a Working party to carry out the review.
- 10.2 To set up a Strategy Advisory Group. Proposal from Cllr JH.
The key aim will be to explore community priorities for the Council through internal and external discussions and research in order to provide proposals for full Council discussions. A starting point will be to propose a vision statement for the Council.

11. ADDITIONAL REPORTS

- 11.1 Councils' representative on the HPHMC.
- 11.2 Clerk.
RK and CA to attend Chairman training from CALC.
- 11.3 Handyman/Maintenance person report to Council.
- 11.4 Chairmans report.
In accordance with the complaints procedure the Parish Council considered a complaint at its meeting on 5th November 2024. The Complaint was not upheld and was dismissed.

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.

DATE OF NEXT MEETING Tuesday January 7th 2025

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 Schepps, 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.