



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 January 7th 2025 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 their 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 their 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 December 3rd 2024.

7 PLANNING MATTERS

7.1 District Council Decisions- APPROVED

W/24/02192

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

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

Planning Ref: W/24/01232/LB Associated Ref: W/24/01231/HP

Proposal: Creation of internal WC

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

7.2 District Council Decisions – REFUSED

Nothing to date of agenda.

7.3 Planning Applications for Parish Council Comment.

Planning Ref: W/23/01358/FUL

Proposal: Demolition of existing buildings and the erection of 12 dwellings with access, open space, parking, landscaping and associated works. Change of use from Sui Generis to C3 - Residential.

Location: Formerly The Royal British Legion, Millridge Way, Hartlebury.

Planning Ref; W/24/02459/FUL

Location: Cheese Press, Chadwick Lane, Chadwick, Hartlebury, Kidderminster, DY11 7YH

Description of Proposal: Removal of Agricultural Occupancy Condition 9 on granted planning permission W/81/01353/FUL - Farmhouse, garage and farm buildings

Planning Ref; W/24/02428/CLPU

Lakeside Bungalow, Moorlands Farm Coarse fisheries, Manor Lane, Waresley Hartlebury

Description of proposal; Certificate of lawfulness for the proposed use of the building as a dwelling.

Planning Ref; W/24/02541/FUL

Location; Roxel, Ltd, Summerfield Lane, Summerfield, Hartlebury DY11 7RZ

Description of proposal; Erection of 8 single-storey buildings and 2 water tanks, to replace those approved for demolition under Prior Approval (Wychavon DC - W/24/01919/DEM and Wyre Forest DC - 24/0625/DEM) together with associated external works, including removal of earth mounds.

Planning Ref; W/24/02491/CLPU

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

Proposal; Certificate of lawfulness for proposed extensions to dwelling.

8 FINANCE

8.1 Automatic payments

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

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|--|--------|
| YU Energy November (paid in Dec) | £16.30 |
| HSBC Charges November 2024 paid Dec 24 | £8 |
| Vodafone payment November 2024 paid 13/12/24 | £18 |

8.2 Payments

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

| | |
|--|--------------|
| Clerk. December work | Confidential |
| Top Cut Mowing services. Contract for December 2024 | £819 |
| GM Services. Maintenance day for December 2024 | £250 |
| GM Services Lengthsman and expenses for November 2024 | £213.88 |
| A Scheps Purchase of panoramic camera for live streaming | £362.17 |
| A Scheps purchase of microphone | £49.99 |
| A Scheps purchase of laptop for live streaming | £699 |
| A Scheps purchase of USB for live streaming | £6.55 |
| J Hipkins Hire of roller and fuel for car park surfacing | £170.40 |

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

| | |
|--|---------|
| Worcs CC. PL reimbursement from October 2024 | £137.50 |
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8.3 Finance advisory Group

To receive the report from the advisory group.

9. REPORTS

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

9.1 CST & RSAG

Update from the Advisory Group.

9.2 RE & AAG

- a) Update from the Advisory Group
- b) Submission for tender of grounds maintenance contract.

9.3 DC & DP AG.

Update from the Advisory Group.

9.4 AAG

Update from the advisory group

9.5 Vexatious complaint policy working group

- a) Update from the Working Group

9.6 Strategy Advisory Group

- a) Update from the advisory group.

9.7 Audit Review and Financial Affairs (ARFR)

Report from December. Audit review meeting with clerk.

10. ADDITIONAL REPORTS

- 10.1 Councils' representative on the HPHMC.
- 10.2 Clerk.
 - To set the date for the Annual Parish Meeting.
- 10.3 Handyman/Maintenance person report to Council.
- 10.4 Chairmans report.

11. CORRESPONDENCE

Councillors may ask for further information or actions regarding correspondence received.

12. 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.

13. CONFIDENTIAL ITEM FOR DISCUSSION regarding responsibilities of maintenance of the car park and surrounding areas.

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.

DATE OF NEXT MEETING Tuesday February 4th 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 Scheps, 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. |
| FAG | Finance Advisory group. |
| HPC | Hartlebury Parish Council |

Future dates for parish council meetings

2025 - February 4th, March 4th, April 1st, May 6th, June 3rd, July 1st, August 5th, September 2nd, October 7th, November 4th and December 7th.