



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 February 4th 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 3 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 January 7th 2025.

7 PLANNING MATTERS

7.1 District Council Decisions- APPROVED

Planning Ref 24/02419/HP Associated Ref: W/24/01150/HP

Proposal: Re-build of existing outbuilding to form new garage (Variation of condition 2 Ref W/24/01150/HP)

Location: Sunny Glen, 1 Titton Lane, Titton, Hartlebury, DY13 9QS

Planning Ref: W/24/02239/FUL

Proposal: Re-build outbuilding and change of use of land to garden land (Retrospective)

Location: Carpenters, Worcester Road, Low Hill, Kidderminster, DY11 7RT

7.2 District Council Decisions – REFUSED

7.3 Planning Applications for Parish Council Comment.

Planning Ref: W/23/01894/FUL – additional information.

Proposal: Development of a solar farm with ancillary infrastructure, security fence, access, landscaping and designed to allow sheep grazing, to generate power to feed into the local distribution network for up to 40 years.

Location: Land At (Os 8426 6690), Crossway Green, Ombersley.

Planning Ref; W/25/00080/CLE

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

Description of Proposal: Certificate of lawfulness for the retention of existing dwelling.

Planning Ref; W/25/00038/CLE

Location : The Caravan, Charlton Lane, Torton, Hartlebury, Kidderminster, DY11 7SD

Proposal : Certificate of lawfulness for existing caravan as residential dwelling owned and occupied by the applicant

Planning Ref; W/24/02403/CLPU

Location : 35 Groves Way, Hartlebury, Kidderminster, DY11 7TU

Proposal : Certificate of lawfulness for the proposed single-storey side extension (use class C3) Date Valid : 06/01/2025 Applicant : Mr J Meacha

Planning ref; W/24/02601/SCR

Location : Bishops Wood Nursery Plant Centre At, Bishops Wood Nursery, Bishops Wood Lane, Crossway Green

Proposal : For the construction and operation of a battery energy storage facility for the storage of up to 100 MW electricity together with associated infrastructure, substation, security fencing, CCTV, security lighting and landscaping

8 FINANCE

8.1 Automatic payments

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

YU Energy December (paid in January 2025)	£18.36
HSBC Charges December 2024 paid January 25	£8
Vodafone payment December 2024 paid in January	£18

8.2 Payments

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

Clerk. January 2025 salary	Confidential
Top Cut Mowing services. Contract for January 2025	£819
GM Services. Maintenance day for January 2025	£250
Wychavon DC payment for the movement of a litter bin	£62.34
Mono Solar Installation, removal and storage of the Christmas tree lights	£336
CALC Training for 2 Councillors re chairmanship	£84
Mannings Charity – Donation from the Christmas event	£98.50

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

Hartlebury Parish Hall. Lease rental for the village hall land	£1
Worcestershire County. Council Parish Lengthsman reimbursements	£125

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) Grounds maintenance contract update.
- c) To approve the playground inspection.

9.3 DC & DP AG.

Update from the Advisory Group.

9.4 AAG

- a) Update from the Advisory Group
- b) Permission from the Parish Council is requested to proceed with beehive placement on the allotments after Fisher German gave their approval.

9.5 Vexatious complaint policy working group

Update from the Working Group and proposals.

- a) The proposed Abusive, Persistent or Vexatious Requests Complaints and Complainants Policy is approved.
- b) To be reviewed in 2026.

9.6 Strategy Advisory Group

Update from the advisory group and proposals.

- a) The Council should produce a newsletter to be distributed to all addresses in the Parish. The newsletter would inform residents of progress made by the Council, plans for consultation on future developments, explanation of the precept for 2025/6. This should be distributed in April 2025.
- b) The Council should take the opportunity of the Parish Meeting to set up another Community Conversation for councillors to engage with the public and hear their current concerns.
- c) The Council should arrange a permanent presence in the Parish Magazine giving details of how to contact the Council etc. It should also ensure news articles appear in the Magazine keeping residents fully up to date with developments.

10. ADDITIONAL REPORTS

- 10.1 Councils' representative on the HPHMC.
- 10.2 Clerk.
- 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.

Update on this topic.

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 March 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 –

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