

# **HARTLEBURY PARISH COUNCIL**

Clerk to the Council – L Cleaver

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Website: [www.hartlebury.org.uk](http://www.hartlebury.org.uk)

You are hereby summoned to attend the next meeting “Virtual” of Hartlebury Parish Council to be held on **Tuesday 2<sup>nd</sup> June 2020 commencing at 7.00pm.**

## **AGENDA**

**Please note that photographing, recording, broadcasting or transmitting the proceedings of this meeting is permitted in compliance with the Openness of Local Government Bodies Regulations 2014. Those who attend should expect that they may be filmed, recorded, photographed or otherwise reported about. Members of the public who would like access to this meeting, please contact Councillor S Tranter, details of which can be found on our website. Virtual Meeting Policy to be adhered to.**

1. Apologies.  
To receive apologies and to approve reasons for absence.
2. Declarations of Interest.  
Councillors are reminded:-
  - a) Of the need to update their register of Interests form.
  - b) To declare any Disclosable Pecuniary Interests (DPI) in agenda items and their nature.
  - c) To declare any Other Disclosable Interests (ODI) in items on the agenda and their nature. Councillors, who have declared a DPI or an ODI which falls within the terms of paragraphs 9 and 11 of the Code of Conduct, must leave “virtual “meeting room for the relevant items unless granted a dispensation.
3. Dispensations.  
To consider any written requests from Parish Councillors. Written requests for the Council to grant a dispensation (as required via Localism Act 2011 s33) are to be emailed and not handed to the Clerk at start of the meeting.
4. Adjournment of Meeting to hear from :-
  - a) Questions from members of the public emailed into Cllr L Cleaver.
  - b) Questions from Members of the Public (a maximum of 15 minutes in accordance with Parish Council’s Standing Orders for members of the public to submit comments or raise questions regarding matters on the agenda or for future consideration.
  - c) County Councillor Peter Tomlinson’s Report- to be circulated.
  - d) District Councillor Stephen Bateman’s Report – to be circulated.
5. To approve Minutes of the meeting held Tuesday 5<sup>th</sup> May 2020 as circulated.

6. Planning - a) 20-00876/FUL Sunnyglen, 1 Tilton Lane and Silverdale, 3 Tilton Lane. Erect new building. Demolition of Silverdale. Land subdivision. Change access arrangements.  
 20-00901/HP Consultation to HPC. Woodland Rise, Droitwich Road, Torton. Change of use - existing garage to residential annex.  
 20-00789/AGR Decision Notice - Proposed steel framed building, Podmore House - Prior Approval NOT required.  
 20-00858/FUL Application Consultation, Land adjacent Moorland Farm Fishery, Manor Lane, Waresley. Retrospective application, erection of stables and hay store forming stable block and feed shed.
- b) To consider any other planning matters since publication of agenda:-
7. Finance Committee Meeting -  
 a) To receive any comments with regards minutes of the Finance Committee Meeting Monday 18<sup>th</sup> May 2020, minutes already circulated.  
 b) To review Budget V Actual  
 c) **To approve recommendations from the committee, agenda item 5 Parish Magazine, five recommendations 1) There is no legal requirement for publication in the magazine however we strongly believe we should commit to its publication. 2) The Clerk to send every month only the Parish Councils minutes. 3) If minutes are over 4 pages in length, the Clerk may remove WC Cllrs & D Cllrs notes. Example Mays minutes are 9 pages in length. 4) The publication from the Clerk will be in word format, thus the editor may not make any alterations. Example: - the Editor will decide upon the layout of course but any wording may not be changed. 5) To avoid any inappropriate publication, anything other than council minutes must be reviewed by the FC if any additional cost and then approved by full council. If all agreed the Clerk would inform the Magazine accordingly. Agenda item 6 Budget Review: - Move £200 from Staffing Cost to Computer and Software to help support the funding of a possible new website. Receipts to be submitted to the Clerk for £59.47 so payment can be made to Cllr T Ingham (play area locks and tape). Agenda Item 13 Standing Orders – The wording “Staffing Advisory Group” be replaced with “Staffing Committee”.**
8. The Finance Committee ask for payment approval:-  
 Chq 102015 Topcut, March & April mowing £876.00  
 Chq 102016 R Mullett Locum Clerk. £312.50  
 Chq 102017 Cllr T Ingham £59.47  
 Chq 102018 Hartlebury Primary School. £20.00
9. Litter Picking. To hear from Cllr C Atkinson
10. Allotments. New Allotment tenancy agreement by Cllr C Atkinson. **Decision to approve agreement already circulated.**

11. Website Update: - to hear from a) Chair T Ingham with regards the current provider.  
b) Cllr L Cleaver, legal requirement's  
c) Website Development Group – update.

12. CALC Recommendations – To receive an update from Cllr L Cleaver

13. Staffing Committee a) To review minutes of the staffing committee Thursday 7<sup>th</sup> May  
b) To receive an update from Cllr L Meredith.

14. Correspondence, list to be circulated.

15. Councillors Reports and Items for Future Agendas.

- a) Cllr L Cleaver, Cllr report to all.
- b) Any other considerations.

16. Date of next meeting, Tuesday 7<sup>th</sup> July 2020

**Hartlebury Parish Council –**  
**Parish Council Membership, T Ingham (Chair), A Buck (Vice Chair) C Atkinson, S Bateman,**  
**L Cleaver, S Howard, K Humphrey, L Meredith, S Tranter.**