

## To Members of Hartlebury Parish Council

Notice is hereby given that the next 'virtual' meeting of the Parish Council will be held on Tuesday 3<sup>rd</sup> November commencing at 7.00pm. 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. **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.**

## BUSINESS OF THE AGENDA

### 1. APOLOGIES

To receive apologies and to approve reasons for absence.

### 2. DECLARATIONS OF INTERESTS

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

2.2 To declare any Disclosable Pecuniary Interests in items on the Agenda and their nature.

2.3 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. ADJOURNMENT OF THE MEETING

The time allocated is at the discretion of the Chairman. 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. This period is not part of the formal meeting and will not form part of the minutes.

Adjournment of Meeting to hear from: -

- 3.1 Questions from members of the public, who cannot attend, emailed to the Clerk.
- 3.2 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.
- 3.3 County Councillor Peter Tomlinson's report – no report.
- 3.4 District Councillor Stephen Bateman's report circulated before meeting.

### 4. MINUTES OF THE MEETING

To approve Minutes of the meeting held Tuesday 6<sup>th</sup> October 2020 already circulated.

### 5. PLANNING

#### District Council Decisions

20/01526/FUL– Low Hill Farm, Low Hill. Application for change of use of existing detached annex/holiday let to independent dwelling as a subdivision of existing property. This application is recommended for **Refusal by the planning officer.**

20/01314/LB– Hartlebury Castle, Stourport Road. To erect hand rails and to extend estate fencing along top bank both to improve safety. **Application Approved**

#### Planning Applications for Parish Council Comments, already circulated

20/01289/FUL Woodlands, Old Worcester Road. Change of use of redundant detached outbuilding to 2no. holiday lets.

20/02119/HP- Berrylands, Stourport Road, Chadwick Bank, Stourport On Severn. Change of Use of Existing Garage Building/Games Room to Use as Residential Annex (ancillary to Berrylands) part retrospective.

20/00561/CU- Site at Hangsmans Cross, Lincomb Lane. The use of land as a 2 pitch caravan site, consisting of 2 mobile homes, 2 touring caravans, 2 utility blocks, car parking, septic tank and associated works . The PC is being asked to only make comment in writing on the additional information.

**To consider any planning matter since publication of agenda**

### 6. FINANCE COMMITTEE MEETING

6.1 To receive any comments with regards minutes of the Finance Committee Meeting Monday 12<sup>th</sup> October, minutes already circulated.

6.2 To **RESOLVE** to agree

To move the amount of £36.00 from Other Admin to cover the charge for CPRE.

To agree the recommendations of the FC with regards changes to be made to the Grant Application form, inclusion of date, position within the organisation, possible photos as a follow up to ensure grant used as intended.

To agree the recommendation of the FC with regards the changes to the Complaints Procedure form, new clerks and new Chairs details to be added.

To agree the recommendation of the FC to use the services of DK Edwards for next year's internal audit £190.00 plus mileage 45p per mile.

- 6.3 To review Budget V Actual end September 2020 as circulated
- 6.4 To review bank reconciliation end September 2020 as circulated.
- 6.5 To **RESOLVE** to approve the following payments: -  
Standing order Savills £337.50 allotment rent

## 7. **WEBSITE AND SOCIAL MEDIA**

- 7.1 To consider update from Cllr Ingham with regards original proposer of the website
- 7.2 To consider from Cllr Meredith using social media platform for communication

## 8. **NEW HOMES BONUS SCHEME CLOSURE.**

- 8.1 Uncommitted funds £19,364. Information circulated 25<sup>th</sup> September, suggestions received so far;- from Cllr Evans -Skate/scooter park or BMX track or shop, Cllr Buck- new car park.
- 8.2 Any other suggestions
- 8.3 **RESOLVE** how to take this forward

## 9. **PARISH MAGAZINE**

- 9.1 To receive an update from Cllr Ingham and to **RESOLVE** to agree upon future publications.

## 10. **COUNCILLOR MEMBERSHIP**

- 10.1 To agree Cllr Allun Evans to join the Finance Committee with immediate effect.

## 11. **ALLOTMENT**

- 11.1 To consider the proposal from Cllr Atkinson already circulated and to **RESOLVE** to agree action

## 12. **PLANNING ENFORCEMENT RAISED BY CLLR T INGHAM**

- 12.1 To receive an update from Cllr S Bateman, concerns raised – Car boot area, travellers Worcester Road, Torton.

## 13. **A449 NURSERY & FOOTBALL TEAM SIGNAGE.**

- 13.1 To receive an update from Cllr S Bateman.

## 14. **RECYCLING BINS AT THE VILLAGE HALL**

- 14.1 To receive other possible site options and agree new location.

## 15. **THE CHAIRMANS DIAMOND JUBILEE COMMUNITY RECOGNITION AWARD 2020**

- 15.1 To consider any nominations

## 16. **CORRESPONDENCE**

- 16.1 List circulated and comments to be received with regards items in yellow.

**17. HANDYMAN/MAINTENANCE PERSON.**

17.1 To consider and approve the proposal of using Wyre Drainage as handyman/maintenance person.

**18. PLAYAREA ASSESMENT**

18.1 By Cllr K Pratt.

**19. TO RECEIVE REPORT OF PARISH COUNCILLORS**

19.1 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.

**20. ANY URGENT DECISIONS**

**21. DATE OF NEXT MEETING –**

**Hartlebury Parish Council –  
Parish Council Membership, T Ingham (Chair), A Buck (Vice Chair) C Atkinson, S Bateman,  
Allun Evans, K Humphreys, L Meredith, K Pratt, S Tranter.**