
To Members of Hartlebury Parish Council

Notice is hereby given that the next 'virtual' meeting of the Parish Council will be held on Tuesday 1st December 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, nothing to circulate.
- 3.4 District Councillor Stephen Bateman's report , nothing to circulate.

4. MINUTES OF THE MEETING

To approve Minutes of the meeting held Tuesday 3rd November 2020 already circulated.

5. PLANNING

District Council Decisions

19/02686/FUL– Land off Charlton Lane, Torton. 5 New gypsy plots each comprising 1 touring caravan, 1 static caravan and 1 utility block. **Notification of planning appeal.** which has been lodged with the Planning Inspectorate.

Any further written representations should be submitted to the Planning Inspectorate by 22nd December 2020.

19/02686/FUL– Land off Charlton Lane, Torton. **Alleged Breach** Without planning permission the unauthorised change of use of land from agricultural to a mixed use of agricultural and for the siting of a touring caravan for permanent residential occupation. Without planning permission the erection of a wooden day-room building for use as a dayroom ancillary to the siting of the touring caravan. Without planning permission, the erection of a brick building housing an electrical unit. **An appeal has been made against the issue of an Enforcement Notice for the alleged breach.**

19/02686/FUL– Land off Charlton Lane, Torton. Planning appeal has been lodged with the Planning Inspectorate relating to the appeal.

Any further written comments concerning the appeal to be forwarded to the Planning Inspectorate by 6th January 2021.

20/01777/FUL– Oakwood, Lower Poollands Lane, Hartlebury. Change of use and conversion of existing agricultural building to residential garage.

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

Applications Both Approved

Planning Applications for Parish Council Comments, already circulated

20/01721/HP Hollytree Cottage, Crossway Green, Stourport On Severn. Extension and alterations.

20/01720/HP- Old Post Office, Crossway Green, Stourport On Severn. First floor and side extension.

20/02371/FUL- Bells Farm Shop, Stourport Road, Chadwick Bank, Stourport On Severn. Expansion of existing farm shop, including café, education event space and car parking.

20/02315/HP- 6 Woodlands Close, Hartlebury. Part first floor and part two storey side extension.

20/02383/HP- Woodlands Rise, Droitwich Road, Torton, Hartlebury. Erection of attached single storey garage.

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 16th November 2020, minutes already circulated.
- 6.2 To **RESOLVE** to agree
CALC Training £150.00 "Flying Start" Full Council, Wednesday 9th December 7.00pm until 9.00pm.
CALC Training £40.00 Clerks Toolkit and CiLCA Training Wednesday 6th January 9.00am until noon.
To agree the recommendations of the Website Working Party and FC with regards the building of a new website (plus training) £500 to Atkinson Technical Services.
To agree that the FC Terms of Reference with regards it's membership be changed with immediate effect.
Payment of £16.00 to Cllr Tranter towards all the ink used on signage for the play areas and recycling bins.
Works for the new Handyman/Maintenance Person to a maximum amount £250.00 excluding vat
- 6.3 To review Budget V Actual end October 2020 as circulated
- 6.4 To review bank reconciliation end October 2020 as circulated.
- 6.5 To **RESOLVE** to approve the following payments: -
Chq nos 102038 R Mullett £437.50
102039 Information Commissioner £40.00
102040 Top Cut Inv 8692 Oct. £498.00

7. **WEBSITE AND SOCIAL MEDIA**

- 7.1 To **RESOLVE** to agree Website Working Party to now be called Website and Social Media Working Party to bring into play our new Facebook Page and possible future social media platforms.
- 7.2 To **RESOLVE** to agree a Facebook Policy already circulated.

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

- 8.1 Uncommitted funds £19, 364. To consider recommendations from the Working Party on how to take forward, already circulated.

9. **VILLAGE/PARISH HALL SURROUNDS**

- 9.1 To receive an update from the Clerk with regards quotes to tidy the surrounds and **RESOLVE** to agree works to be carried out.

10. **PARISH PRECEPT COUNCIL TAX 2021/22**

- 10.1 To **RESOLVE** to agree Precept figure of £25,000 taking into account works needed to PC Assets not undertaken in 2019/20 and a reduction in staffing payments together with an increase to Grants to help local charities, as circulated

11. **PARISH MAGAZINE**

- 11.1 To **RESOLVE** to agree the recommendation by Cllr A Buck already circulated.

12. **BIFFA /WIENERBERGER**

- 12.1 To consider a report from Cllr Tranter with regards recent meeting, report already circulated.

13. **CO-OPTION POLICY**

- 13.1 To **RESOLVE** to agree a Co-Option Policy already circulated.

14. **CORRESPONDENCE**

- 14.1 List circulated and comments to be received.

15. CLERKS REPORT

15.1 Report as circulated and comments to be received.

16. PLAYAREA ASSESMENT

16.1 To review quotes received so far with regard the surface of the larger of the two play areas

17. ALLOTMENTS – ADDITIONAL PLOTS ON ALLOTMENT FIELD

17.1 To RESOLVE to agree the recommendations by Cllr C Atkinson already circulated (see also map).

18. TO RECEIVE REPORT OF PARISH COUNCILLORS

18.1 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.

19. ANY URGENT DECISIONS

20. DATE OF NEXT MEETING –

21. UNDER THE PUBLIC BODIES (ADMISSION TO MEETING) ACT 1960, THE PUBLIC AND REPRESENTATIVES OF THE PRESS AND BROADCAST MEDIA BE EXCLUDED FROM THE MEETING DURING CONSIDERATION OF THE FOLLOWING BUSINESS AS PUBLICALLY WOULD BE PREJUDICIAL TO THE PUBLIC INTEREST BECAUSE OF THE CONFIDENTIAL NATURE OF THE AGENDA ITEM

21.1 - Land At Chadwick Bank

21.2 To consider an issue that has come to light during investigation of outstanding matters.

**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.**