

# HARTLEBURY PARISH COUNCIL

Clerk to the Council – L Cleaver  
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## To Members of Hartlebury Parish Council

Notice is hereby given that the next 'virtual' meeting of the Parish Council will be held on Tuesday 2nd February 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 EXTRAORDINARY MEETING

To approve the minutes of the Extraordinary meeting held Thursday 28<sup>th</sup> January 2021 already circulated.

### 5. PLANNING

**District Council Decisions- already APPROVED.**

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

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

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.

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

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

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

20/02347/LB. Yew Tree Cottage, Torton Lane, Hartlebury. Replacement of 3 wooden windows.

20/02521/FUL. Narroway House, Stoney Lane, Crossway Green, Stourport On Severn. Agricultural dwelling (removal of condition 3 of planning permission W.1440/80/0)

**District Council Decisions-already REFUSED.**

19/00832/S106 Talbot Hotel, Old Worcester Road, Hartlebury. Bizboxco, application under section 106A of the Town and Country Planning Act 1990 to modify the requirements relating to legal agreement dated 2<sup>nd</sup> December 2016 associated with planning permission reference no. W/15/000186/CU in relation to affordable housing.

20/00561/CU Site at Hangsman Cross, Lincomb Lane, Lincomb, Hartlebury. The use of the 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. Retention of stable building permitted under reference 19/02104/FUL.

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

20/02849/FUL. Pye Hill Farm, Walton Lane, Hartlebury. Conversion of former agricultural barn to holiday let including extension of access track and parking

20/02796/HP. Lower Poollands Farm, Lower Poollands Lane, Hartlebury. Proposed single storey rear extension and second storey extension.

20/02770/HP. Commonfields, Common Field, Titton, Hartlebury. Demolition of conservatory and erection of two storey rear extension. Alteration to front entrance and replacement of front porch.

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

## **6. FINANCE COMMITTEE MEETING / FINANCE**

6.1 To receive any comments with regards minutes of the Finance Committee meeting Monday 14<sup>th</sup> December 2020, minutes already circulated.

6.2 To **RESOLVE** to agree

Up to £100 for additional signage for the Allotments.

To agree payment for Clerk duties to R Mullet £350.00 chq 102043

To agree Clerks expenses L Cleaver, postage £7.80 chq 102044

To agree payment Top Cut Inv 8805 grounds maintenance £498.00 chq 102045

6.3 To review Budget V Actual end November 2020 as circulated

6.4 To review bank reconciliation end November 2020 as circulated.

6.5 To **RATIFY** the decision to approve the following payments made. -

Chq no 102042 £100.00 deposit M Atkinson website

Chq no 102046 £150.00 CALC Cllr training

Chq no 102047 £900.00 J&A works around the Village Hall

Chq no 102048 £40.00 CALC Clerks Training

Chq no 102049 £498.00 Top Cut Inv 8888 grounds maintenance December

Chq no 102050 £ 19.99 Cllr S Tranter urgent lock for Allotments

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

7.1 To **RESOLVE** to agree the completion of the Website, demo as already circulated.

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

8.1 To **RESOLVE** to agree the recommendations of this Working Party.

Funds £19,364. Information already circulated.

## **9. CHARGES – FOOTBALL PITCHES, NOTICE BOARDS & STREET FOOD VENDING.**

9.1 To **RESOLVE** to agree charges, details as circulated.

## **10. MEETING DATES 2021**

10.1 To **RESOLVE** to agree the proposed bi monthly meetings schedule already circulated.

**11. PARISH LENGTHSMAN**

11.1 To **RESOLVE** to agree new Parish Lengthsman Robin Hall, training by WCC required no date given.

**12. PARISH HANDYMAN/ MAINTENANCE PERSON**

12.1 To **RESOLVE** to agree new Handyman/Maintenance Person David Stokes

**13. CO-OPTION OF NEW PARISH COUNCILLORS.**

13.1 Co-option Procedure

13.2 Sign the Declaration of Acceptance of Office

13.3 Councillor membership on any group.

**14. CORRESPONDENCE**

14.1 List circulated and comments to be received on items marked yellow.

**15. CLERKS REPORT**

15.1 Report as circulated, comments to be received.

**16. GRASS MAINTENANCE CONTRACT FROM APRIL 2021**

16.1 To **RESOLVE** to agree to delegate to the Finance Committee, meeting 15<sup>th</sup> February 2021 to select the preferred Contractor from 1<sup>st</sup> April 2021 and award the Contract accordingly.

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

17.1 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.

**18. ANY URGENT DECISIONS**

**19. DATE OF NEXT MEETING Tuesday 6<sup>th</sup> April 2021**

**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.**