

HARTLEBURY PARISH COUNCIL

Clerk to the Council: Mrs Jo Hyrons
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12 May 2011

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Dear Councillor

You are duly summoned to attend the Annual Meeting of Hartlebury Parish Council to be held at 7pm on Tuesday 17 May 2011 in the Parish Hall.

AGENDA

- 1 **Election of Chairman and signing of Declaration of Office**
- 2 **Apologies:** To receive apologies and to approve reasons for absence
- 3 **Election of Vice Chairman and signing of Declaration of Office**
- 4 **Declaration of Acceptance of Office**
All Councillors must sign this in the presence of the Clerk
- 5 **Declarations of Interest:**
 - a: Register of Interests: Councillors will be issued with the Register of Interest Form which must be returned to Wychavon D.C. Please provide the clerk with a copy.
 - b: To declare any Personal Interests in items on the agenda and their nature.
 - c: To declare any Prejudicial Interests in items on the agenda and their nature.
(Councillors with Prejudicial Interests must leave the room for the relevant item)

The meeting will be adjourned for Public Question Time

The time allocated is at the discretion of the Council / 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. This period is not part of the formal meeting: brief notes will be appended to the minutes as an aide memoire. A Councillor with a prejudicial interest in a particular issue may address the Council on the issue during Public Question Time subject to the Councillor leaving the room in the event of an exchange on the issue between the public and the Council during this period.

- 6 **Standing Orders:** To note the Standing Orders (sent by email)
- 7 **Council's Scheme of Delegation**
To appoint members to the following Committees: (Chairman and Vice Chairman attend all)
Finance Committee – 4 councillors
Allotments Committee – 4 councillors
Playing Fields Committee – 4 councillors
Staffing Committee – Chair, Vice Chair, previous 2 chairmen
Planning – all councillors

And to the following outside bodies:
3 Councillors to the Parish Hall Management Committee
2 Councillors to the Worcestershire CALC Area Meeting
1 Councillor to Hartlebury Museum Society
1 Councillor to the Friends of Hartlebury Castle and Hurd Library
- 8 **Minutes**
To consider the approval of the minutes of the meeting held on 5 April 2011

- 9 Progress Reports** for information. Items raised for decision will appear on the next agenda:
- a Police Report
 - b Clerk's Progress Report (attached)
 - c County Councillor's Report
 - d Other Committee Reports
- 10 Finance**
To consider payments to be made.
- 11 Local Authorities Members' Allowances:**
To discuss and agree whether Hartlebury Parish Council should adopt the Members' Allowance Scheme allowing claims for Subsistence and Travelling Allowances - historically Councillors have not claimed.
- 12 Bus Service Review**
To discuss the revised proposals for changes to the bus service and agree a response. Specifically, it is still proposed that the 300 Sunday service (serving the Worcester Royal Hospital) be withdrawn. A letter was sent to Worcs C.C in March requesting that the service remain as many people relied on it to visit relatives. Further information can be found at www.worcestershire.gov.uk/public&schoolbusserviceview.
- 13 Staffing Committee Minutes:** To receive the minutes of the Staffing Committee held on 3 May 2011 and agree the recommendations made.
- 14 Affordable Housing**
To consider the request made by Nigel Potter (from Community First – working with Wychavon D.C) to support an additional Housing Needs survey in order to update their 2007 evidence. Their preferred area of land is on Old Worcester Road adjacent to the allotments.
- 15 New Councillors' Training**
To agree training provision for new Councillors.
- 16 Correspondence for Information:** To note correspondence. This will be available for inspection at the meeting. (Councillors are reminded that this is not an opportunity for debate or decision making. Items requiring discussion will be put on the agenda for the next meeting.)
- 17 Councillors' Reports and Items for Future Agenda**
(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 agendas. Councillors are respectfully reminded that this is not an opportunity for debate or decision making).

Councillors requiring additional information about any agenda item should contact the Clerk prior to the meeting.

Yours sincerely

Jo Hyrons
Clerk to Hartlebury Parish Council