

# HARTLEBURY PARISH COUNCIL

Clerk to the Council: Mrs Jo Hyrons  
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25 April 2012

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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 1 May 2012 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**

### **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.

- 4 **Standing Orders:** To note the Standing Orders (sent by email)
- 5 **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

## 6 Minutes

To consider the approval of the minutes of the meeting held on 3 April 2011 (attached)

- 7 **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 District Councillor's Report
  - e Other Committee Reports

**8 Finance**

To consider payments to be made:

**9 Neighbourhood Plans:**

To agree whether the Parish Council will commit to facilitating the preparation of a Neighbourhood Plan in Hartlebury. Please see attached flow chart.

**10 New Homes Bonus**

To agree a strategy for the allocation of monies through the above scheme. **Councillors are expected to have researched this initiative at**

<http://www.wychavon.gov.uk/cms/housing/new-homes-bonus.aspx>

**11 Localism**

To agree the Parish Council's response to the County Council's "Think Local" questionnaire.

**12 Wychavon Bursary**

To decide whether to participate in the refreshed "Wychavon Bursary Award" in honour of the Queen's Diamond Jubilee for a one off donation of £50.

**13 Hartlebury Parish Hall**

To gain an understanding of the Management Committee's plans for the future development of the parish hall.

**14 Railway Crossing**

To discuss the state of the crossing and agree action that the Parish Council will take.

**15 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