

To Members of Hartlebury Parish Council

Notice is hereby given that the next 'virtual' meeting of the Parish Council will be held on Tuesday 7th July 2020 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 into the PC by Cllr L Cleaver.

- 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 – to be circulated
- 3.4 District Councillor Stephen Bateman's report – to be circulated

4. **MINUTES OF THE MEETING**

To approve Minutes of the meeting held Tuesday 2nd June 2020 already circulated.

5. **PLANNING**

District Council Decisions

20/01029/AGR – The Paddock, Lincomb Lane – erection of general-purpose farm building – **Application Withdrawn**

20/00901/HP – Woodland Rise, Droitwich Road, Torton – existing garden to residential annex – **Application Approved**

20/00858/FUL – Land adjacent Moorland Farm Fishery, Manor Lane, Waresley – retrospective application erection of stables and hay store forming stable block and feed shed – **Application approved**

Planning Applications for Parish Council Comments

20/01071/HP - Whitegates A449 Mitre Oak to Crown Lane, Crossway Green.

Demolition of existing conservatory, front/rear extension and render to all elevation, rebuild existing ancillary building.

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 22nd June, minutes already circulated.

6.2 Application for a Grant Hartlebury PCC, update by Cllr L Cleaver having taken further advice.

6.3 To review Budget V Actual 1st June 2020 as circulated

6.4 To review bank reconciliation 1st June 2020 as circulated.

6.5 To **RESOLVE** to agree recommendation for R Mullett to provide Cllr Inductions (approx. £50) via zoom instead of a possible charge of £300.

6.6 To **RESOLVE** to agree the instruction of a new internal Auditor DKE Audit Services at a cost of £275.00 plus mileage

6.7 To **RESOLVE** to agree the Lengthsman rates £12.50 per hour and mileage @ 45p per mile.

6.8 To **RESOLVE** to approve the following payments: -

Chq 102019 Zurich Insurance £1,086.34 Council Insurance already sent as due 1/6/20

Chq 102020 Topcut, May mowing £438.00

Chq 102021 R Mullett Locum Clerk. £337.50

Chq 102022 CPRE £36.00 membership renewal (no provision in the budget)

Chq 102023 Midland CSB the community project contractor £3989.16

7. **CO-OPTION OF NEW PARISH COUNCILLOR**

8. **ALLOTMENTS**

New Allotment Tenancy Agreement by Cllr. C Atkinson – to **RESOLVE** to approve current new agreement already circulated for any allotment holder who has no agreement in place.

9. **WEBSITE**

9.1 Cllr L Cleaver, new legal requirements, Website Accessibility.

9.2 Website Development Group – to receive updates.

10. **CALC RECOMMENDATIONS**

10.1 To receive an update from Cllr L Cleaver

11. STAFFING COMMITTEE

11.1 To receive an update from Cllr L Meredith.

11.2 To **RESOLVE** to approved amended wording on Staffing Committee Terms of Reference

12. PARISH MAGAZINE

12.1 Update from the Finance Committee Cllr L Cleaver

12.2 To **RESOLVE** to approve recommendations

13. REVIEW COUNCILLOR MEMBERSHIPS

13.1 Parish Hall Management Committee

13.2 New parish councillor considerations

14. HARTLEBURY TRAIN STATION

14.1 Update by Cllr S Bateman, community station adoption scheme.

14.2 Railway station destinations by Cllr. L Cleaver

15. ADOPTION OF BLUE TELEPHONE BOX

15.1 To received update by Cllr L Cleaver

16. DATA PROTECTION (GDPR)

16.1 Use of email addresses, to **RESOLVE** to approve Email Privacy Notice .

16.2 Data Protection Policy – to **RESOLVE** to review and consider any changes necessary – already circulated

17. WORKING PARTY TERMS OF REFERENCE

17.1 Working Party Terms of Reference – to **RESOLVE** to adopt – previously circulated

18. COMMUNITY PROJECT

18.1 Community Project Terms of Reference to **RESOLVE** to rescind as no longer functional

19. PARISH MEETINGS

19.1 To consider and **RESOLVE** to approve live streaming on Face Book, Twitter account.

20. MANOR LANE – HEDGES ADJACENT TO SOUTH SIDE OF MANOR LANE

20.1 To receive update on background regarding said concern by Cllr L Cleaver.

20.2 To **RESOLVE** to agree parish council way forward

21. CORRESPONDENCE

21.1 List to be circulated.

22. SPEEDING WARESLEY ROAD/QUARRY BANK

22.1 To receive update from Cllrs Atkinson & Humphreys

23. TO RECEIVE REPORT OF PARISH COUNCILLORS

23.1 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.

24. URGENT DECISIONS

25. DATE OF NEXT MEETING – TUESDAY 4TH AUGUST 2020, 7.00PM

Cllr. Lesley Cleaver
Clerk to the Council

Hartlebury Parish Council –
Parish Council Membership, T Ingham (Chair), A Buck (Vice Chair) C Atkinson, S Bateman,
L Cleaver, S Howard, K Humphrey, L Meredith, S Tranter.