

# HARTLEBURY PARISH COUNCIL

Clerk to the Council – Cllr L Cleaver  
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Minutes of the Extraordinary Meeting “Virtual” of Hartlebury Parish Council held on Monday 20th April 2020 commencing at 7.00pm. This being an urgent meeting due to COVID -19 to ensure council functionality.

Present:- Cllrs T Ingham(Chair), A Buck (Vice Chair), C Atkinson, S Bateman, L Cleaver, S Howard, K Humphrey, L Meredith, S Tranter.

In attendance: - Three members of the public.

A message of support given by Cllr T Ingham (Chair) thanking all Parish Councillors for their help at this time.

## AGENDA

1. Apologies.  
*Cllr C McKenzie-Rowan, noted by all Councillors. .*
2. Declarations of Interest- *Cllr S Tranter, item 16.*
3. Dispensations. **None.**
4. Video Conferencing
  - a)To debate video conferencing. Cllr Tranter gave an explanation because of social distancing. Minimum requirement Cllrs able to hear and be heard. Encourage members of the public to write or email the Parish Council with their questions. Perhaps put a notice up on the parish notice boards to encourage questions.
5. County Councillor Peter Tomlinson’s Report. *None to circulate , the Clerk to send email address for said short report and future reports, lengthy discussion covered PPE, Covid-19 , hospital laundry, negative reviews, keeping in contact “Gold Command” that Cllrs have registered for the Good Samaritan scheme but not so far been taken up, perhaps try Hear to Help, suspect Annual Meetings will not take place.*
6. District Councillor Stephen Bateman general update.
  - a)Update collection waste bins (dog bins) – *May be suspended, DC level bulk waste service suspended, recycling not open, planning continues with restricted site visits. Special Council meet next week will be remote. Charlton Lane enforcement case no site visit as yet. Those with a professional licence can take waste away. Hartlebury could not therefore order a skip. Fraudulent people offering waste collection so beware. WDC website link for take away food services however not around Hartlebury. Hartlebury could purchase for example £100 voucher to help serve the local ward.*
7. To approve minutes of the meeting held 3<sup>rd</sup> March 2020. Proposed Cllr A Buck, seconded by Cllr S Tranter. Noted these had taken a long time to publish as not issued to the PC by the Clerk, the Parish Council only obtained their copy 1<sup>st</sup> April. Queries with regards Public Question

time minutes- the Clerk doesn't normally record parishioner's questions with minutes as they are not part of the actual meeting.

8. To approve minutes of the meeting held 6<sup>th</sup> April 2020 *Proposed Cllr A Buck, seconded by Cllr L Meredith.*
9. Review Councillor Membership vacant positions.
  - a) Business Liaison – *Cllrs C Atkinson, A Buck, S Howard, T Ingham, S Tranter.*
  - b) Green Maintenance/Grass/Lengthsman/Parish Infrastructure - *Cllrs C Atkinson, S Tranter.*
10. IT and Website.
  - a) To receive an update by champion Cllr S Tranter. *Access to the website only from 15<sup>th</sup> April. Cllr S Tranter will liaise with present provider, their time is provided free. A lengthy discussion took place with all present agreeing that we needed to start again. Cllr S Tranter to contact MT, Cllr L Meredith to contact a local company. Cllr S Bateman asked if HPC could ask for funding to develop the site, a small amount could be possible. Agreed the website needed to provide a lot more information. Presently the site doesn't meet standards required. From 1<sup>st</sup> April to-date email address. [Hartlebury.Clerk@hotmail.com](mailto:Hartlebury.Clerk@hotmail.com) cannot be opened so not being read. The Clerk to send a recorded letter to person previously responsible asking for immediate access. Cllr S Tranter to create a new Parish Council email address.*
11. HPC COVID -19 Help Team.
  - a) To receive an update from champions Cllrs C Atkinson and K Humphrey. *Leaflet given to the Vicar for the magazine, WI, school, village shop. Have received calls for help. Stourport on Severn and surrounding villages COVID-19 Mutual Aid-HPC to buddy up. A lengthy meeting took place with agreement to set up a Zoom meeting to go through issues, new ideas, Facebook, help Worcester food bank, scrubs.*
- 12.. Fly Tipping.
  - a) Suggestions on how to reduce. *Covert cameras may get stolen, perhaps open up a yard for waste to stop said issue. Cllr S Bateman better to raise concerns on WDC website with photos and he will speak to Enforcement. Members of the public who ask for waste to be collected should ensure the waste carrier has the appropriate licence. Notices to be erected Cllr S Bateman to look at.*
13. Play Ground.
  - a) To receive an update following the Rospa Inspection Report by champion Cllr S Howard. *Children still on the area. Pad locks and hazard tape put in place today to stop and notices. Cllr T Ingham to send to Cllr S Howard police contacts. Rospa report had been sent to the Contractor to address concerns asap.*
14. CALC
  - a) Review the recommendations from CALC as emailed March 13<sup>th</sup>.  
Recommendation number 1, Clerk to get an update. 2 – yes agreed to progress, 3 – the Clerk to ask CALC for Buddy partner. 4 – no longer applicable. 5 - Yes this subject for staffing. 6 – Yes the Clerk to ask CALC for minimum requirements (send also to Cllr M Meredith). 7 – Yes agreed needed. 8 - The Clerk to ask CALC who they would recommend. 9 – Yes noted. 10 - Yes agreed to action. 11 – Park and review at a later date.  
Other additional point - Yes help required.

15. Action Plan Report.

- a) To consider an "Action Plan Report" going back to September 2019 to ensure tasks have been progressed. **Yes agreed.**

16. Correspondence

- a) To review correspondence from ex Chair sent to all Cllrs Monday 23<sup>rd</sup> March with regards the Monitoring Office.
- b) Do the PC wish to formulate a reply. **Yes a thank you reply to be sent, to also address conflicting information.**

17. Finance Meeting Wednesday 15<sup>th</sup> April - **Chair Cllr T Ingham, said a few words about the selection of the Chair to the Finance Committee.**

- a) To receive an update from the Finance Chair. **Full notes will be circulated.**
- b) To approve schedule of payments January, February and March. List as circulated. (Pages marked 1 and 5) – Proposed Cllr T Ingham, seconded Cllr A Buck, abstained Cllr S Tranter. A question was asked who had signed said cheques, this information was unknown as no handover, cheques made under the Clerks delegated powers.**
- c) To consider cheque 102014 £1148.60 Worcestershire CALC. – CALC are a none for profit group who help give advice to Parish Councils. Proposed Cllr S Tranter, seconded Cllr T Ingham.**

18. Other Correspondence.

- a) List as circulated. **Cllr S Bateman asked for signs for the allotments. Badge holder if possible for Cllr C Atkinson.**

19. Councillors Reports and Items for Future Agendas. **It was noted a member of the public had kindly let the PC know the Lengthsman was currently in self isolation. Suggested and agreed we ask our current Lengthsman to take part in our next Zoom meet. Future agenda's – Allotment update, Website update.**

Also noted :- HPC would pay for the Church Clock to be serviced. Planning applications would be sent to all Parish Councillors as soon as received, voted on at the next meet. The Parish Council would go back to it's usual meeting dates - 1<sup>st</sup> Tuesday of the month. Staffing Committee to meet Thursday 30<sup>th</sup> April.

20. Date of next meeting, **Tuesday 5<sup>th</sup> May 2020 at 7.00pm (Virtual) with locum Clerk.**

**Hartlebury Parish Council – Cllr L Cleaver Acting Clerk  
Parish Council Membership, T Ingham (Chair), A Buck (Vice Chair) C Atkinson, S Bateman,  
L Cleaver, S Howard, K Humphrey, C McKenzie-Rowan, L Meredith, S Tranter.**