

HARTLEBURY PARISH COUNCIL

MINUTES OF THE VIRTUAL MEETING OF HARTLEBURY PARISH COUNCIL HELD ON TUESDAY 7TH JULY 2020

PRESENT: Cllr. Ingham - Chairman, Cllr. Mrs Cleaver, Cllr. Mrs Meredith Cllr. Mrs Humphreys, Cllr. Mrs. Atkinson Cllr. Miss Howard and Cllr. Tranter

ALSO PRESENT: Locum Clerk Ruth Mullett and 5 members of the public

Cllr. Mrs Atkinson asked to record the meeting

1. APOLOGIES

Apologies were received from Cllr. Bateman, Cllr Buck and County Cllr. Tomlinson.

2. DECLARATIONS OF INTEREST

Cllr. Mrs Meredith – agenda item 20

3. ADJOURNMENT OF THE MEETING TO HEAR FROM:

The meeting was adjourned to hear questions from members of the public. This does not form part of the formal council meeting.

County Cllr. Tomlinson – Circulated a Briefing Note prior to the meeting from Worcestershire County Council.

District Cllr. Bateman - Circulated a Wychavon District Council Leaders Update prior to the meeting.

4. MINUTES OF THE PREVIOUS MEETING

It was Proposed by Cllr. Meredith, Seconded by Cllr. Tranter and unanimously **RESOLVED** that the minutes of the Meeting held on Tuesday 2nd June 2020 be signed as a correct record.

5. PLANNING ISSUES

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20/01029/AGR – The Paddock, Lincomb Lane – erection of general-purpose farm building – **Application Withdrawn**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

20/00967/FUL – Little Acres Equestrian, Lincomb Lane – installation of manege mirrors – **Application Approved**

Planning Applications for Parish Council Comments

20/0107/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 – **No objections**

To consider any planning matter since publication of agenda

20/00561/CU – Site at Hangmans Cross, Lincomb Lane – The use of 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 block building permitted under reference 19/02104/FUL – Comments to be sent to Clerk who will forward to Cllr. Bateman to forward to Planning.

20/01313/HP – Hollies, Quarry Bank, Hartlebury – Mono pitched roof to existing flat roof – **No objections**

20/01292/FUL – Land adjacent 53 Summerfield Lane, Summerfield – replacement agricultural building – **No objections**

6. FINANCE COMMITTEE RECOMMENDATION: To approve recommendations from the Finance Committee held on 22nd June 2020.

1. Minutes were received by all councillors with no comments.
2. **Application for grant from Hartlebury PCC** – this item was deferred to obtain more information.
3. **Budget v Actual** – Budget scrutinised and agreed by all Councillors.
4. **Bank Reconciliation** – Bank Reconciliation scrutinised and agreed by all Councillors.
5. It was unanimously **RESOLVED** to agree for R Mullett to undertake Induction Training for all councillors.
6. It was unanimously **RESOLVED** to instruct DKE Audit Services at a cost of £275.00 plus mileage.
7. It was unanimously **RESOLVED** to agree Lengthsman rates of £12.50 per hour and mileage @45p per mile.
8. **Accounts for Payment** – It was unanimously **RESOLVED** to pay the following payments. Two councillors to sign the cheques.

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|-------------------|---------------------------|-----------|
| Cheque No. 102019 | Zurich Insurance | £1,086.34 |
| Cheque No. 102020 | Topcut - Mowing | £438.00 |
| Cheque No. 102021 | R Mullett – Locum Clerk | £337.50 |
| Cheque No. 102022 | CPRE - Subscription | £36.00 |
| Cheque No. 102023 | Midland CSB – Com project | £3,989.16 |

7. CO-OPTION OF NEW COUNCILLOR

It was unanimously **RESOLVED** to co-opt to the Council Allun Evans, and he duly signed his Declaration of Acceptance of Office.

8. ALLOTMENTS

Chairman thanked Cllr. Mrs Atkinson for all of her and her husband's hard work this year at the allotments. It was unanimously **RESOLVED** to adopt the new Allotment

Tenancy Agreement for all plot holders with no agreement in place and for the existing plot holders from 31st March 2021.

9. WEBSITE

It was agreed for the Website Working Party to look at the new Website Accessibility Regulations and report back to the full council whether the parish council comply or what changes need to be implemented.

One quotation had been received for the new website which was way over budget. The working party are still awaiting more quotations and will report back to the next full council meeting. Cllr. Ingham agreed to contact one of the original website proposers who had expressed an interest in wanting to submit a tender.

10. CALC RECOMMENDATIONS

Recommendation No. 1 – This has been completed

Recommendation No. 11 – Council buddying system – this is not possible due to Covid-19.

11. STAFFING COMMITTEE

It was unanimously **RESOLVED** to approve the amended wording on the Staffing Committee Terms of Reference.

Cllr. Mrs Meredith confirmed 5 requests for parish clerk application packs had been received but as yet no completed application forms had been returned.

12. PARISH MAGAZINE

Cllr. Ingham agreed to contact the Editor of the Magazine and suggest a meeting between herself and the parish council.

13. REVIEW COUNCILLOR MEMBERSHIP

Parish Hall Management Committee – Confirmation had been received that only one councillor is allowed to sit on this committee. The Chairman agreed to discuss the matter further with the Parish Hall Management Committee and report back to the council.

Cllr. Evans confirmed he would like to sit on the Parish Playing Fields and Parish Hall Surrounds Advisory Group, Business Liaison Group and Green maintenance/Grass/Lengthsman/parish infrastructure Group.

14. HARTLEBURY TRAIN STATION

Update on community station adoption scheme – this item was deferred

Cllr. Mrs Cleaver took part in a virtual West Midlands Community Rail Conference the purpose of which is to try and encourage people to visit parish events by train with transport links from the station to the various sites for example the castle. It was agreed to ascertain whether Peter Chapman of Community Rail Project could

come and talk further to the council.

15. ADOPTION OF BLUE TELEPHONE BOX

This item was deferred.

16. DATA PROTECTION (GDPR)

Email Privacy Notice – It was unanimously **RESOLVED** to adopt this policy.

Data Protection Policy – It was unanimously **RESOLVED** to set up a working party to look at this policy in more detail. Cllr. Miss Howard, Cllr. Tranter, Cllr. Mrs Meredith and Cllr. Mrs Atkinson agreed to join this working party.

17. WORKING PARTY TERMS OF REFERENCE

It was unanimously **RESOLVED** to adopt the Working Party Terms of Reference.

18. COMMUNITY PROJECT

It was unanimously **RESOLVED** to rescind the Community Project Terms of Reference.

19. PARISH MEETINGS

It was unanimously **RESOLVED** not to live stream council meetings to Facebook.

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

A letter had been received from a member of the public asking that the parish council write to all properties backing onto Manor Lane to ask them not to dump rubbish in this area. As this was private land it was agreed for the parish council not to contact the residents. Clerk to send a written response back explaining the council's position.

21. CORRESPONDENCE

Correspondence list has been circulated to all councillors.

22. SPEEDING WARESLEY ROAD/QUARRY BANK

Cllr. Mrs Humphreys agreed to liaise with the member of the public who raised these concerns and report back to the Crime, Speeding, Traffic and Road Safety Group to look further at speeding in these locations.

23. TO RECEIVE REPORT OF PARISH COUNCILLORS

1. Cllr. Mrs Cleaver confirmed she had received a thank you letter for kind words from the previous website provider.
2. Planning enforcement – car boot area
3. Planning enforcement – travellers Worcester Road/Taunton
4. Cllr. Mrs Meredith thanked Cllr. Mrs Cleaver for all her hard work in providing acting

clerk services.

24. URGENT DECISIONS

Cllr. Mrs Cleaver – confirmed that an extension to 31st August 2020 had been received for submission of the 2019/20 Annual Return (AGAR) and asked that R Mullett could assist in completing Return – this was agreed by all councillors.

Opening of play area – it was agreed for the play area to remain closed.

25. DATE OF NEXT MEETING – To be agreed subject to receipt of Internal Audit Report

Meeting closed at 9.00.

Signed(Chairman) Dated