

HARTLEBURY PARISH COUNCIL

MINUTES OF THE VIRTUAL MEETING OF HARTLEBURY PARISH COUNCIL HELD ON TUESDAY 25TH AUGUST 2020

PRESENT: Cllr. Ingham - Chairman, Cllr. Mrs Cleaver, Cllr. Mrs Meredith Cllr. Mrs Humphreys, Cllr. Mrs. Atkinson, Cllr. Bateman, Cllr. Buck, Cllr. Evans 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. Miss Howard and County Cllr. Tomlinson

2. DECLARATIONS OF INTEREST

None

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 – A Briefing Note read out by Cllr. Cleaver, there will be no other information distributed to all councillors.

District Cllr. Bateman – Council Leaders Update after the meeting which will be circulated to all councillors.

Peter Chapman – Community Rail Officer, Worcestershire Community Rail Partnership – gave a talk on train stations as destinations.

4. MINUTES OF THE PREVIOUS MEETING

It was unanimously **RESOLVED** that the minutes of the Meeting held on Tuesday 7th July 2020 be signed as a correct record with one minor change to the amount of the cheque number 102023 to read £3,989.16.

5. PLANNING ISSUES

District Council Decisions

20/00876/FUL – Erection of new dwelling, demolition of Silverdale, land subdivision, change of access arrangements – **Application Withdrawn**

20/01303/FUL – Pye Hill Farm, conversion of redundant former agricultural building to two dwellings and two entrance porches – **Application Approved**

20/00850/CU – Change of use Hayloft, Low Hill, holiday let to flexible holiday let – **Application Approved**

20/1071/HP – Whitegates A449 Mitre Oak to Crown, Crossway Green Lane – demolition of existing conservatory rear extension, render to all elevations –

Application Approved

20/01292/FUL – Demolition of stables and erection of new agriculture building land adjacent 53 Summerfield Lane, Summerfield – **Application Approved**

Planning Applications for Parish Council Comments

20/01396/CU – Norchard Farm, Norchard Lane, Crossway Green – conversion of a redundant barn to a single dwelling house – **Objection due to traffic concerns**

20/01413/CU – Little Acres Equestrian, Lincomb Lane, Lincomb – erection of stable block, tack room and feed barn, land change of use from agriculture to equine – **No objections**

20/01526/FUL – Low Hill Farm, Low Hill – change of use, existing detached annex/holiday let to independent dwelling as a subdivision of existing property – **No objections**

20/01314/LB – Hartlebury Castle, Stourport Road – To erect handrails to steps from the carriage circle to the Queen Elizabeth Walk, to improve accessibility and safety. To extend estate fencing along top of bank to the sunken garden, to improve safety. To erect handrails to steps to café, to improve accessibility and safety – **No objections**

6. FINANCE COMMITTEE RECOMMENDATION: To approve recommendations from the Finance Committee held on 20th July 2020.

1. Minutes were received by all councillors with no comments.
2. It was unanimously **RESOLVED** to agree the parish council joining the Allotment Society at a cost of £66.00 to be funded from the grass budget.
3. **Budget v Actual end of June 2020** – Budget scrutinised and agreed by all Councillors.
4. **Bank Reconciliation end June 2020** – Bank Reconciliation scrutinised and agreed by all Councillors.
5. It was unanimously **RESOLVED** to agree £14.00 return of the allotment rent money to be used on allotment expenditure.
6. It was unanimously **RESOLVED** for two Councillors to attend Playground Inspection training from The Children's Play Advisory Service at a cost of £156.00 per person.
7. **Accounts for Payment** – It was unanimously **RESOLVED** to pay the following payments. Two councillors to sign the cheques.

Cheque No. 102024	Topcut - Mowing	£438.00
Cheque No. 102025	R Mullett – Locum Clerk	£312.50
Cheque No. 102026	Clerks expenses	£39.89

7. WEBSITE

1. Cllr. Tranter confirmed that the Worcestershire County Council website was compliant with regards new regulations for website accessibility which come into force on 23rd September 2020.
2. Development of a new website is still ongoing.

3. Update from Cllr. Ingham on original proposer – this is again still ongoing.

8. STAFFING COMMITTEE

1. The minutes of the Staffing Committee held on 4th August 2020 were all received with no comments.
2. It was proposed by Cllr. Mrs Meredith seconded by Cllr. Ingham and unanimously **RESOLVED** to appoint Cllr. Mrs Cleaver as Clerk and RFO. Cllr. Mrs Cleaver will resign as a councillor and this post will be unpaid for twelve months as per LGA 1972 s.115(5). Ruth Mullett will continue as a locum as and when needed until Cllr. Mrs Cleaver is full trained and confident in the role. Cllr. Mrs Meredith thanked both Cllr. Mrs Cleaver and Ruth Mullett for all the hard work to date.

9. PARISH MAGAZINE

1. Cllr. Ingham is trying to make contact with the editor.

10. REVIEW COUNCILLOR MEMBERSHIP

1. Crime, speeding, traffic and road safety – Cllr. Mrs Cleaver stepped down Cllr. Mrs Humphreys agreed to join this group
2. Business Liaison Group – Cllr. Miss Howard stepped down from this group and Cllr. Bateman agreed to take her place.
3. Finance Committee – Cllr. Mrs Cleaver stepped down. A new Chairman will be elected at the next Committee meeting.
4. A working party meeting took place between the Parish Hall Committee of which sadly relations somewhat broke down. Acting Clerk has written to the Chairman of the Parish Hall Committee requesting that two members attend the meetings with just one councillor having voting rights. We are awaiting a response.

11. HARTLEBURY TRAIN STATEMENT

1. Cllr. Bateman gave an update on the community station adoption scheme and it was agreed for him to research this project further.
2. It was agreed for the Business Liaison Group to consider the project to move forward with the Railway Destinations Project.

12. ADOPTION OF BLUE PHONE BOX

1. Due to Covid19 restrictions at Wychavon District Council there is nothing to report on this item.

13. DATA PROTECTION (GDPR)

1. Cllr. Tranter confirmed the parish council were compliant, but this area would be monitored closely for any further developments.

14. INTRODUCTION NEW AGENDA FORM (CLLR. TRANTER)

1. It was unanimously **RESOLVED** to use the Agenda Form submitted by Cllr. Tranter. Acting Clerk to circulate to all parish councillors.

15. TAKE PRIDE IN HARTLEBURY (CLLR. MRS CLEAVER)

1. Cllr. Mrs Cleaver gave a talk on ways in which the parish council could raise awareness to parishioners with regards issues facing the parish on overgrown hedges, grass verges, footpaths, trees requiring pruning and litter. It was suggested maybe setting up a zoom meeting with interested residents in September. Acting Clerk to circulate on social media/noticeboards and see if there is any interest.

16. PLANNING ENFORCEMENT (CLLR, INGHAM)

1. Car boot area, travellers Worcester Road, Torton – Cllr. Bateman is going to contact Wychavon Planning Department for an update.

17. ANNUAL GOVERNANCE AND ACCOUNTABILITY RETURN 2019/20

1. It was unanimously **RESOLVED** to approve the year-end financial position to March 2020.
2. **Internal Auditor's Report** – it was unanimously to approve the Internal Audit report produced by DKE Audit Services for 2019/20. This was to be placed on our website as part of the AGAR.
3. **Section 1 Annual Governance and Accountability Return, the Annual Governance Statement for financial year to 31st March 2020** – councillors reviewed S1 AGAR, the Annual Governance Statement which had been issued in advance of the meeting and Cllr. Tranter as the only councillor in post at the time responded 'NO' to each of the first eight assertions, N/A to the ninth assertion. It was unanimously **RESOLVED** that the Chairman and RFO sign.
4. **Section 2 Annual Governance and Accountability Return, the Annual Accounting Statements for the financial year to 31st March 2020** - Councillors reviewed S2 AGAR, the Accounting Statements for financial year to 31st March 2020 which had been circulated as part of the agenda. It was unanimously **RESOLVED** that the Chairman and Clerk/RFO sign.

18. APPOINTMENT OF A NEW LENGTHSMAN

1. Following interviews, it was unanimously **RESOLVED** to appoint the successful Lengthsman who will undergo one days training via Zoom hosted by Worcestershire County Council on 28th August 2020. Acting Clerk to contact the successful applicant.

19. CARPARK POTHOLES AT VILLAGE HALL

1. It was unanimously **RESOLVED** to commence work on potholes in the parish hall car park on Friday 4th September 2020 at a cost of approx. £250.00. The carpark will need to be closed for two weeks. Acting Clerk to liaison with the parish hall.

20. INFORMATION EXCHANGE

1. An informal meeting has been requested with the parish council and key members of the Community Project, but no date has been forthcoming.

21. OUTDOOR PIZZA POP-UP

1. It was unanimously **RESOLVED** to agree a request from Urban Village Pizza for a weekly pop-up night on receipt of relevant Food Hygiene Certificate and Public Liability Insurance. This will be reviewed on 6th October 2020.

22. PAROCHIAL CHURCH COUNCIL

1. Following CALC/NALC advice it was **RESOLVED** 6 votes for, 2 votes against and 1 abstention not to grant funding to the Parochial Church Council. Locum Clerk suggested exploring offering the grant to Muddy Boots direct as a registered charity.

23. CORRESPONDENCE

1. Correspondence list circulated to all councillors. It was agreed for Acting Clerk to put more “closed” signs in the play area.

24. TO RECEIVE REPORT OF PARISH COUNCILLORS

1. Deputy Clerk confirmed a potential new councillor was in the audience tonight to observe the meeting. She will contact him after the meeting to see if he would be interested in being co-opted onto the parish council.
2. Deputy Clerk is to promote council vacancies to raise awareness and try and get more representation from all wards of the parish.

25. URGENT DECISIONS

Cheque 102027 – Top Cut Mowing invoice 8375 - £498.00
Invoice to DKE Audit Services of £323.60 for the internal audit.

26. DATE OF NEXT MEETING – TUESDAY 6TH OCTOBER 2020, 7.00PM

Meeting closed at 9.33.

Signed(Chairman) Dated