

DRAFT
HARTLEBURY PARISH COUNCIL

**MINUTES OF THE MEETING OF HARTLEBURY PARISH COUNCIL HELD ON
TUESDAY 3RD MARCH 2020 AT THE PARISH HALL, HARTLEBURY**

PRESENT: Cllr. Kirby, Chairman, Cllr. McKenzie-Rowan, Cllr. Miss Howard, Cllr. Bateman, Cllr. Buck, Cllr. Mrs Cleaver, Cllr. Mrs Meredith and Cllr. Tranter

ALSO PRESENT: County Cllr. Tomlinson, Acting Clerk Ruth Mullett and 15 members of the public

1. APOLOGIES

Apologies were received from Cllr Ingham and Neil Gulliver (Acting Parish Clerk).

2. DECLARATIONS OF INTEREST

None

3. DECLARATIONS OF INTEREST

None

4. ADJOURNMENT OF THE MEETING TO HEAR FROM :

Members of the public

The following items were discussed:-

1. Could the parish council please considering investing in a microphone as the audience find it difficult to hear some of the councillor's conversations?
2. The parish council was not quorate on 14th January 2020. Attempted to bring this matter to the Chairman at the time who was Cllr. Tomlinson but the parishioner felt intimidated. This accusation was addressed in depth by Cllr. Tomlinson.
3. Could the audit fee from PKF Littlejohn please be discussed in the Finance section of the agenda?

County Cllr. Tomlinson

***Open for Business** – Worcestershire Parkway opened on 23rd February to a flurry of excited passengers from far and wide, keen to be first to use the new station in the county for over 100 years.*

The station is a key part of the council's commitment to improve rail infrastructure around the county. Better rail connectivity allows easier travel into and out of the county, supporting the business and leisure economy.

The station will also help to remove traffic from the county's main roads and motorways. Currently there are many commuters that drive the entire journey or

drive to larger stations out of county. They do this to access better parking facilities and faster services to major cities. With its 500 space carpark and fast services to Cardiff and London Paddington, many of these commuters will now choose to travel from Worcestershire Parkway.

5G will help to continue the progress and development of technological innovation for health services and adult social care in parts of rural Worcestershire.

The West Mercia Rural 5G Project which will test and trial the benefits of 5G in rural areas, will launch on the 1st April following a successful bid which was led by Worcestershire County Council.

The Department for Digital, Culture and Media and Sport (DCMS) announced on 20th February the award of £3m to Worcestershire County Council who will be the lead partner for the project.

The project will look to trial ways in which we can improve connectivity in rural areas, and then look to explore how the improved connection can be used to benefit local residents.

Other partners in the project include local NHS organisations, alongside Airband and Tree who will plan, build and operate the 5G network. Shropshire Council is also a partner in the project.

Children and families – 9 in every 10 pupils across Worcestershire will be attending their first-choice secondary school this September. The total number of children offered one of their preferred places has increased from last year's figures and has risen to 96.1% compared to 94.8% in 2019. This year the County Council received 6,015 applications, which was 130 more than in 2019. Every child, for whom an application was submitted to the County Council, has been offered a school place.

A survey has been created by Worcestershire Children First and Families in Partnership to find out what parents and carers of children with SEND in Worcestershire think about the services available to them. The survey closed on Friday 28th February and was an ideal opportunity for parents and carers to share both their personal and their child's experiences, and their thoughts on how services have changed across the county.

Health and Wellbeing – Public health continues to work alongside Public Health England to distribute timely and relevant preventative advice on the spread of Covid-19. Guidance has been issued to schools, care homes and carers and a page of information and links has been added to the Worcestershire County Council website.

Worcestershire Children First has been working with schools to offer advice also Public Health England has stressed the importance of sharing the 'Catch it, bin it, kill it', messages around the spread of germs, and the communications team has been broadcasting these key messages across all social media channels for the council.

The Environment – The level of flooding around the county in recent weeks has been unprecedented. A big thank you to everyone in Highways, social care and

across many other of our service areas who have worked tirelessly to keep the public safe and begin the recovery process.

We have announced an emergency package of support to help residents and businesses to recover from flooding and have set aside a quarter of a million pounds to help flood hit communities get back on their feet. This is in addition to the funding that central Government have recently announced to help those worst affected. Flood information hubs have been opened in Bewdley, Tenbury, Worcester and Upton, and over 200 people across the county have already visited. The hubs have provided residents with advice on a wide range of concerns including permits for using larger vehicles at household recycling centres, advice on how to look after your health if you have had flood water enter your home, and how to access your money.

Council News Update – *Worcestershire County Council will be investing more money this year into social care and roads, as well as doubling its investment in reducing traffic congestion.*

Budget proposals for 2020/21 were approved at a meeting of the Council on Thursday (13th February 2020). The Council is putting forward a balanced budget for the coming financial year.

The net budget for 2020/21 will be £346 million (compared to £330 million in 2019/20).

Alongside meeting the increasing demands for providing social care, the council remains committed to the economic growth of Worcestershire. The budget will focus on a programme of improved infrastructure and development for the region.

District Cllr. Bateman

1. Wychavon District Council have frozen the budget for 2020/21 and an average Band D council tax is £1,760.00.
2. Civic Litter Enforcement Officers now have the authority to fine £150.00 for anyone witnessed throwing litter out of the car.
3. If any business or resident was affected by flooding from the River Severn could they please contact County Council Land Drainage Engineers so they have a full account of the position?
4. 19/02686/FUL – Five new gypsy plots each comprising one touring caravan, one static and one utility block – land off Charlton Lane, Hartlebury – this application is still in progress and are awaiting Planning Officer's recommendation. If the recommendation is to approve the application will be called into Planning Committee. There is also an enforcement issue with regards this site and the Enforcement Officer is due to make a site visit to ascertain the situation.
5. 19/02524 – Ikon Estate Warehouse – this application has been called into Planning Officer as Officer recommendation is to approve. Concern was expressed by councillors that this application was never circulated to them or placed on the agenda to give them the opportunity to respond.

5. MINUTES OF THE PREVIOUS MEETING

It was proposed by Cllr. Bateman, seconded by Cllr. McKenzie-Rowan and

unanimously **RESOLVED** that the minutes of the meetings held on 14th and 29th January be signed as a correct record.

6. CO-OPTION OF PARISH COUNCILLORS

Cllr. Mrs Humphreys and Cllr. Mrs Atkinson were duly elected as Parish Councillors and both signed their Declaration of Acceptance of Office.

7. REPORT ON FINANCE BY THE CLERK COVERING THE FOLLOWING ITEMS:

- 1. List of payments for approval – February 2020**
- 2. 2019/20 budget v actual**
- 3. Community project current position**

It was discussed by Councillors that they would like to set up a formal Finance Committee. Therefore due to the absence of the Clerk and the Acting Clerk not having sight of the full accounts it was unanimously **RESOLVED** to defer all financial matters and for an urgent Finance Committee Meeting to be called within the next two weeks.

8. PLANNING ISSUES

20/00328/HP – 33 Southall Drive, Hartlebury – erection of greenhouse to rear of existing garage - **No objections**

9. REPAIR AND MAINTENANCE OF THE PARISH HALL CAR PARK

It was noted the car park had severely deteriorated with pot holes showing. This was attributed to the heavy rainfall during the December General Election. It was agreed for Clerk to ascertain whether the Lengthsman would be prepared to make good the car park with more Breedon gravel.

10. RE-APPOINTMENT OF INTERNAL AUDITOR

This item was deferred.

11. ADVISORY GROUPS MEMBERSHIP

Finance Committee

Cllr. Mrs Cleaver
Cllr. Buck

Cllr. McKenzie-Rowan
Cllr. Kirby

Cllr. Tranter
Cllr. Mrs Humphreys

Staffing Committee

Cllr. Miss Howard
Cllr. Kirby

Cllr. Mrs Humphreys
Cllr. Mrs Atkinson

Cllr. Buck

Playing Fields and Parish Hall Surrounds Advisory Group

Cllr. Miss Howard

Allotments Advisory Group

Cllr. Mrs Atkinson

Green Maintenance/Grass/Lengthsman/Parish/Infrastructure

Deferred

Representative for Parish Hall Management Committee

Cllr. Buck

Manning Charity

Jan Hipkins

David Simons

EnviRecover GLG/Biffa GLG

Cllr. Tranter

Wienerberger/Biffa CLG

Cllr. Tranter

Cllr. Kirby

Worcestershire CALC

Cllr. Kirby

Queen Elizabeth Foundation

Cllr. Kirby

12. APPOINTMENT OF BANK SIGNATORIES

It was unanimously **RESOLVED** for Cllr. Kirby, Cllr. Tranter and Cllr. Ingham to be appointed bank signatories.

13. CORRESPONDENCE

South Worcestershire Development Plan Review – councillor's had not been given a copy. It was agreed for the Chairman to circulate and place a copy on the website.

It was also asked whether we could have a list of correspondence on the agenda and copies of such circulated with the agenda.

14. COUNCILLORS' REPORTS AND ITEMS FOR FUTURE AGENDAS

1. Responses to questions raised by the public at the September meeting.
2. Can we please have councillor name plaques on the table?
3. Can we please make sure the minutes are put into the parish magazine as no entry was submitted this month?
4. Could Standing Orders please be distributed to all councillors?
5. Could there be a section on the website entitled Useful Information/Frequently Asked Questions?
6. Could we have some guidance with regards communication and how we can contact the Clerk?
7. Taylor Wimpey Site – to look at drainage
8. Fly tipping

15. DATE OF NEXT MEETING – Tuesday 7th April 2020 – 7.00pm in the Parish Hall.

16. UNDER THE PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960, THE PUBLIC AND REPRESENTATIVES OF THE PRESS AND BROADCAST MEDIA BE EXCLUDED FROM THE MEETING DURING CONSIDERATION OF THE

FOLLOWING ITEMS OF BUSINESS AS PUBLICALLY WOULD BE PREJUDICIAL TO THE PUBLIC INTEREST BECAUSE OF THE CONFIDENTIAL NATURE OF THE AGENDA ITEM – RESIGNATION OF THE CLERK

The Chairman confirmed the resignation of the Clerk. It was discussed to await advice/training from Worcestershire CALC before any appointment of a new Clerk.

Concern was expressed that the Clerk's resignation letter was on the website and the Chairman agreed to ask the Clerk to urgently remove.

Meeting closed at 10.10pm.

Signed(Chairman) Dated

DRAFT