

HARTLEBURY PARISH COUNCIL

MINUTES OF THE VIRTUAL MEETING OF HARTLEBURY PARISH COUNCIL HELD ON TUESDAY 3RD NOVEMBER 2020

PRESENT: Cllr. Ingham - Chairman, Cllr. Mrs Meredith, Cllr. Mrs. Atkinson, Cllr. Bateman, Cllr. Buck, Cllr. Mrs Humphreys, Cllr. Pratt, Cllr. Evans and Cllr. Tranter

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

Cllr. Mrs Atkinson and Cllr. Tranter asked that the meeting be recorded

1. APOLOGIES

Apologies were received from County Cllr. Tomlinson. The Chairman passed on his condolences on behalf of the council on the sad passing of Cllr. Tomlinson's wife.

2. DECLARATIONS OF INTEREST

Cllr. Mrs Atkinson agenda item 11.1

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 – Apologies given and no report.

District Cllr. Bateman – Cllr. Bateman also gave a verbal update on developments at Wychavon District Council.

4. MINUTES OF THE PREVIOUS MEETING

It was proposed by Cllr. Mrs Meredith seconded by Cllr. Buck and unanimously **RESOLVED** that the minutes of the Meeting held on Tuesday 6th October 2020 be signed as a correct record

5. PLANNING ISSUES

District Council Decisions

20/01526/FUL – Low Hill Farm, Low Hill – Application for change of use of existing detached annex/holiday let to independent dwelling as a subdivision of existing property. This application is recommended for **Refusal by the Planning Officer**

20/01314/LB – Hartlebury Castle, Stourport Road – to erect handrails and to extend estate fencing along top bank both to improve safety – **Application Approved**

20/01863/FUL – Little Acres Equestrian, Lincomb Lane - Construction of a stable block retrospective – **Application Approved**

Planning Applications for Parish Council Comments

20/01289/FUL – Woodlands, Old Worcester Road – change of use of redundant detached outbuilding to 2 no. holiday lets – **No objections**

20/02119/HP – Berrylands, Stourport Road, Chadwick Bank – change of use of

existing garage building/games room to use as a residential annex (ancillary to Berrylands) part retrospective - **No objections**

20/00561/CU – Site at Hangmans Cross, Lincomb Lane – the use of land as a 2 pitch caravan site, consisting 2 mobile homes, 2 touring caravans, 2 utility blocks, car parking septic tank and associated works. The parish council is asked to only make comments in writing on the additional information – **No comment**

6. FINANCE COMMITTEE RECOMMENDATION: To approve recommendations from the Finance Committee held on 12th October 2020.

1. Minutes were received by all councillors with no comments.
2. It was unanimously **RESOLVED** to: -
 - Move 36.00 from budget line Other Admin to cover the charge for CPRE.
 - Agree recommendations from the Finance Committee with regards changes to be made to the Grant Application Form, inclusion of date, position within the organisation, possible photos as a follow up to ensure grant used as intended.
 - Agree recommendation of the Finance Committee with regards the changes to the Complaints Procedure Form, new clerks and new chairs details to be added.
 - Agree recommendation of the Finance Committee to use the Services of DK Edwards for next years internal audit at a cost of £190.00 plus mileage at 45p per mile.
3. **Budget v Actual end of September 2020** – Budget scrutinised and agreed by all Councillors.
4. **Bank Reconciliation end September 2020** – Bank Reconciliation scrutinised and agreed by all Councillors.
5. **Accounts for Payment** – It was unanimously **RESOLVED** to pay the following payment. Two councillors to sign the cheques.

Standing Order	Savills Allotment Rent	£337.50
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7. WEBSITE

1. Update from Cllr. Ingham with regards original proposer – there has been no progress with this item and will not be carried forward.
2. Cllr. Mrs Meredith is now in receipt of three quotations for a new website and two are in budget and these will be brought to the next Finance Committee for consideration.
3. It was unanimously **RESOLVED** for Cllr. Mrs Meredith to set up a Hartlebury Parish Council Facebook page to share news about the council to residents. Only Cllr. Mrs Meredith will have access to share information in conjunction with the Clerk.

8. NEW HOMES BONUS CLOSURE

1. Wychavon District Council have confirmed that Hartlebury Parish Council is

entitled to £19,364.00 in uncommitted funds from the New Homes Bonus Scheme of which we would need to decide on a project by 31st March 2021 and to have commenced the project by 31st March 2022. Ideas for projects received so far are :-

- Skate/scooter park
- BMX track
- Shop
- New carpark
- Improved parking at the railway station
- VAS sign
- Hearing loop sound system at the parish hall
- Rubber matting in the play area
- Grass at Talbot carpark for additional parking

It was unanimously **RESOLVED** to set up a working party consisting of Cllr. Tranter, Cllr. Ingham, Cllr. Buck, Cllr. Pratt, Cllr. Mrs Atkinson and Cllr. Evans. Clerk to arrange a meeting.

9. PARISH MAGAZINE

1. Nothing to report

10. COUNCILLOR MEMBERSHIP

1. It was unanimously **RESOLVED** for Cllr. Evans to join the Finance Committee.

11. ALLOTMENTS

1. Cllr. Buck confirmed he would again provide 30 ton of gravel for the allotment track free of charge and would also lay it. Councillors thanked Cllr. Buck for his most generous donation.

12. PLANNING ENFORCEMENT

1. Cllr. Bateman asked that the clerk log all enforcement issues on the Wychavon Planning site as a first point of contact.

13. A449 NURSERY AND FOOTBALL TEAM SIGNAGE

1. As 12.1

14. RECYCLING BINS AT THE PARISH HALL

1. Clerk to find out off Wychavon District Council when they will be emptying the recycling bins so she can arrange for the gates to be open.

15. THE CHAIRMANS DIAMOND JUBILEE COMMUNITY RECOGNITION AWARD 2020

1. Cllr. Tranter has a nomination and will let the Chairman know.

16. CORRESPONDENCE

1. Correspondence list circulated to all councillors. Items for action :-
 - West Midlands Trains – Annual Community Rail Conference 2020, Friday 13th November 2020 – no councillors wish to attend
 - Worcestershire CALC AGM Monday 30th November 2020 – no councillors wish to attend
 - Worcestershire.GOV – what can a Remembrance Sunday event involve – no councillors wish to attend
 - Celebrate Worcestershire's' Community Rail Partnership 1st Anniversary Webinar 6th November – no councillors wish to attend
 - Western Power – online workshop – West Midlands Network Area Tuesday 10th November – no councillors wish to attend

17. HANDYMAN/MAINTENANCE PERSON

1. It was unanimously **RESOLVED** to approve the proposal of using Wyre Drainage as handyman/maintenance.

18. PLAY AREA ASSESSMENT

1. Cllr. Buck, Cllr. Pratt and Clerk have done a risk assessment of the play area surfaces. It was unanimously **RESOLVED** that the smaller children's play area could now be opened but that the larger play area would have to stay closed as they felt the surface was not fit for purpose. Clerk is in the process of obtaining some quotes to rectify the surface and Cllr. Tranter is to put some signs up informing residents of the situation.

19. TO RECEIVE REPORT OF PARISH COUNCILLORS

1. Cllr. Mrs Humphries has an issue with speeding from a local resident and it was agreed to set up a working party meeting to discuss this issue further.
2. Cllr. Pratt – maintenance of parish hall grounds and possible links with the local school
3. Cllr. Sheridan – Energy Resource Park

20. URGENT DECISIONS

1. Cheque No. 102036 Web Solutions Hosting £43.06
Cheque No. 102037 Wyre Drainage – repair of manhole covers £310.00
2. Cllr. Buck gave an update on a meeting with the Chairman, himself and members of the Parish Hall Committee. Cllr. Buck felt it was a successful meeting and that successful relationships were being forged. It was agreed that we would access the old Clerk's computer to see if we could find any information about the Parish Hall Project. It was also agreed that we would get someone independent from the Parish Council and the Parish Hall Committee who would come and survey the car park and give recommendations.

21. DATE OF NEXT MEETING – Tuesday 1st December 2020 – 7.00pm

Meeting closed at 8.46pm

Signed(Chairman) Dated