

HARTLEBURY PARISH COUNCIL

MINUTES OF THE VIRTUAL MEETING OF HARTLEBURY PARISH COUNCIL HELD ON TUESDAY 1ST DECEMBER 2020

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

Cllr. Bateman joined the meeting at 7.50pm

ALSO, PRESENT: Clerk Lesley Cleaver, Locum Clerk Ruth Mullett and 11 members of the public

1. APOLOGIES

Apologies were received from County Cllr. Tomlinson.

2. DECLARATIONS OF INTEREST

Cllr. Ingham - agenda item 5 – neighbour of planning application 20/02347

Cllr. Tranter - agenda item 6 – remuneration of ink cartridges

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 – As Cllr. Bateman joined the meeting late no report was given.

4. MINUTES OF THE PREVIOUS MEETING

It was proposed by Cllr. Mrs Meredith seconded by Cllr. Evans and unanimously **RESOLVED** that the minutes of the Meeting held on Tuesday 3rd November 2020 be signed as a correct record

5. PLANNING ISSUES

District Council Decisions

19/02686/FUL – Land off Charlton Lane, Torton – 5 new gypsy plots each comprising 1 touring caravan, 1 static caravan and 1 utility block. – Notification of planning appeal lodged with Planning Inspectorate – **No further comments**

19/02686/FUL – Land off Charlton Lane, Torton - alleged breach without planning permission the unauthorised change of use of land from agricultural to a mixed use of agricultural and for the siting of a touring caravan for permanent residential occupation. Without planning permission the erection of a wooden day-room building for use as a dayroom ancillary to the siting of the touring caravan. Without planning permission the erection of a brick building housing an electrical unit – an appeal has been made against the issue of an Enforcement Notice for the alleged breach – **No further comments**

19/02686/FUL – Land of Charlton Lane, Torton – planning appeal has been lodged

with the Planning Inspectorate relating to the appeal – **No further comments**

20/01777/FUL – Oakwood, Lower Poollards Lane, Hartlebury – change of use and conversion of existing agricultural building to residential garage – **Application Approved**

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 - **Application Approved**

Planning Applications for Parish Council Comments

20/01721/HP – Hollytree Cottage, Crossway Green, Stourport on Severn – extension and alterations – **No comments**

20/01720/HP – Old Post Office, Crossway Green, Stourport on Severn – first floor and side extension – **No objections**

20/02371/FUL – Bells Farm Shop including café, education event space and car parking – **No objections**

20/02315/HP – 6 Woodlands Close, Hartlebury – part first floor and part two storey side extension – **No objections**

20/02383/HP – Woodlands Rise, Droitwich Road, Torton – erection of attached single storey garage – **No objections**

20/00786/LB – Worcestershire County Museum, Hartlebury Castle, Stourport Road – stonework repairs and gutting replacement – **No objections**

20/02521/FUL – Narroway House, Stoney Lane, Crossway Green – agricultural dwelling – removal of condition 3 of planning permission W14480/) – **No objections**

20/02347/LB – Yew Tree Cottage, Torton Lane, Torton – replacement of three wooden windows – **No objections**

6. FINANCE COMMITTEE RECOMMENDATION: To approve recommendations from the Finance Committee held on 16th November 2020.

1. Minutes were received by all councillors with no comments.

2. It was unanimously **RESOLVED** to: -

- Agree CALC Flying Start training at a cost of £150.00.
- agree Clerks Toolkit and CILCA training at a cost of £40.00.
- Agree the recommendations of the Website Working Party and Finance Committee to instruct Atkinson Technical Services to build our new website at a cost of £500.00.
- Agree the revised Finance Committee Terms of Reference.
- Agree to pay Cllr. Tranter £16.00 towards ink for signage for the play areas and recycling bins.
- Agree to pay a maximum of £250.00 excluding VAT to pay the handyman/maintenance person.

3. **Budget v Actual end of October 2020** – Budget scrutinised and agreed by all Councillors.

4. **Bank Reconciliation end October 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.

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|-------------------|--------------------------|---------|
| Cheque No. 102038 | R Mullett – Locum | £437.50 |
| Cheque No. 102039 | Information Commissioner | £40.00 |
| Cheque No. 102040 | Top Cut | |

7. WEBSITE

1. It was unanimously **RESOLVED** to agree Website Working Party now be called Website and Social Media Working Party to incorporate the new council Facebook page and possible future social media platforms.
2. It was unanimously **RESOLVED** to adopt the new Facebook Policy.

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. The parish council are expected to consult with the community to invite their views on ideas for projects of which the money can be spent on. It was unanimously **RESOLVED** for the New Homes Bonus Working Party to liaise with the community via noticeboards, Facebook, website and email to express their views on project ideas. A new email address has been created to collate ideas nhb.hpc@gmail.com. The working party will then bring their proposal to the full council in February for agreement to then submit to Wychavon District Council before the application closing date of 17th February 2021.

9. VILLAGE/PARISH HALL SURROUNDS

1. Pending receipt of quotations it was unanimously **RESOLVED** to agree in principle the figure of £1,000.00 excluding VAT to tidy the parish hall surrounds.

10. PARISH PRECEPT COUNCIL TAX 2021/22

1. It was unanimously **RESOLVED** to approve the budget for 2021/22 and Precept the figure of £25,000.00 upon Wychavon District Council.

11. PARISH MAGAZINE

1. It was unanimously agreed that pending a written apology in print in the parish magazine by the Sales Administrator and the Editor, the parish council would provide copies of our minutes to be inserted into the magazine. We would not be paying a subscription for this service.

12. BIFFA/WIENERBERGER

1. Cllr. Tranter circulated a report on a meeting with CLC held on 19th November 2020 and this was noted by all councillors.

13. CO-OPTION POLICY

1. The Chairman thanked Cllr. Mrs Atkinson for raising the fact that we did not have a Co-option Policy.
2. It was unanimously **RESOLVED** to adopt the new Co-Option Policy.

14. CORRESPONDENCE

1. List circulated and nothing to report.

15. CLERK'S REPORT

1. Report circulated and noted by all councillors.

16. PLAY AREA ASSESSMENT

1. Pending receipt of quotations it was unanimously **RESOLVED** to agree an amount of £1,500.00 excluding VAT to rectify the play area surfacing in the larger play area.

17. ALLOTMENTS – ADDITIONAL PLOTS ON ALLOTMENT FIELD

1. Cllr. Mrs Atkinson apologised for a misunderstanding with regards allocating an additional 14 allotments plots and this was accepted by all Councillors. The Chairman thanked Cllr. Mrs Atkinson for all hard work and enthusiasm. It was duly **RESOLVED** by full council to ratify the decision to allocate an additional 14 new allotment plots all of which have been rented.
2. It was also duly agreed that once there were 10 people on the waiting list Cllr. Mrs Atkinson could allocate additional plots.
3. Cllr. Mrs Atkinson confirmed that she had sourced free of charge some conifer chipping to try and alleviate some of the mud on the allotment paths. Although the conifer chipping were of no cost to the parish council prior approval was not sought.

18. TO RECEIVE REPORT OF PARISH COUNCILLORS

1. Cllr. Mrs Atkinson – Parish Christmas Tree to be placed on next agenda

19. ANY URGENT DECISIONS

1. It was unanimously agreed to site the spare refurbished noticeboard in the bus shelter at Summerfield.
2. **Parish Hall Rear Car Park** - Cllr. Buck confirmed that due to health and safety issues over pot holes in the rear car park at the parish hall it would need to remain closed. Two meetings have been organised, one with a surveyor who will consider the car park fall and one a technical specialist with expertise on fall and sub-surfacing. On receipt of the reports the closure will be discussed further. It was unanimously **RESOLVED** that these reports would be forwarded to Breedon Aggregates by Cllr. Buck and that the council would act upon the resulting advice from Breedon's regarding the repairing and reopening of the rear car park.
3. **Parish Hall Front Disabled Car Park** – bare patches in the gravel/chip to the front disabled car park are deteriorating to such an extent that this also raises concerns with regards health and safety of any disabled person using the car park for fear of any slip or fall especially in freezing conditions. It was unanimously **RESOLVED** that disabled parking will not at this time be allowed until the council look into what the Contracts Administrator who listed this as a

defect in June 2019 failed to have this corrected. Again once reports are received by the parish council they will discuss a way forward. The front disabled car park can be continued to be used for drop-off and collection.

4. **Cheque No.** 102041 – PKF Littlejohn – External Audit

20. DATE OF NEXT MEETING - Tuesday 2nd February 2020

21. UNDER THE PUBLIC BODIES (ADMISSION TO MEETING) ACT 1960, THE PUBLIC AND REPRESENTATIVES OF THE PRESS AND BROADCAST MEDIA BE EXCLUDED FROM THE MEETING DURING THE CONSIDERATION OF THE FOLLOWING BUSINESS AS PUBLICALLY WOULD BE PREJUDICIAL TO THE PUBLIC INTEREST BECAUSE OF THE CONFIDENTIAL NATURE OF THE AGENDA ITEM.

1. Land at Chadwick Bank
2. To consider an issue that has come to light during investigation of outstanding matters

Separate confidential minutes have been drafted for council approval.

Meeting closed at 9.20pm

Signed(Chairman) Dated