

HARTLEBURY PARISH COUNCIL

MINUTES OF THE VIRTUAL MEETING OF HARTLEBURY PARISH COUNCIL HELD ON TUESDAY 2ND FEBRUARY 2021

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

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

Cllr. Mrs. Atkinson asked to record the meeting

1. APOLOGIES

None

The Chairman confirmed that he had received a resignation from Cllr. Bateman. Cllr. Bateman will continue to help and assist the council in his role as District Councillor and the Chairman thanked him on behalf of the parish council for all his support and guidance.

2. DECLARATIONS OF INTEREST

Cllr. Evans - agenda item 12 – friend of the applicant
Cllr. Tranter - agenda item 13 – relative of the applicant

3. URGENT DECISIONS

Agenda Item 13 – Co-Option of New Parish Councillors

Cllr. Mrs Atkinson proposed a motion *“To defer the co-option this evening as it is very unfair to co-opt any new member onto the council with the situation we find ourselves in at the moment. The deferment would give the two new enquiries we have to join the council chance to send in their CV’s etc. So propose the item is deferred till later in the year.”* It was seconded by Cllr. Mrs Humphreys and unanimously **RESOLVED** that the item would be deferred until the next meeting of the full council.

Cheque No. 102051	DPS - Repair of bus shelter	£144.00
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Cllr. Tranter asked to change the Zoom Protocol that members of the public request the codes 24 hours prior to the meeting. After discussion it was proposed by Cllr. Tranter, Seconded by Cllr. Mrs Meredith that codes are requested no later than mid-day of the meeting date.

4. ADJOURNMENT OF THE MEETING

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

- Could the Clerk please send me an agenda prior to the meeting.
- County Council concentrating at present on challenges that Covid have presented. All officers not on the front line are working from home.
- CC has had to use extra Government Funding due to frontline care for children and adult healthcare.
- County has formed a gold, silver and gold command scale.
- Gave an update on Covid cases within the Worcestershire parish.
- Became involved in the car park at the village hall as the County Council issued a request to put the parish hall forward as a Covid testing centre. It cannot be used as the car park is closed. Cllr. Tomlinson asked Clerk to minute *“Against the background of the new strain that is going round where the government is introducing in certain areas and one is very close to us in the West Midlands people going from door to door to test people for the new strain which is so virulent that it is getting ahead of vaccinations and I feel that the crisis your residents are facing is surely much more greater than any issues you have with the car park and a reminder to everyone that Wychavon District Council have declared the car park safe to use so I appeal to you to please remove those blocks tomorrow, allow your residents of the parish you are constitutionally appointed to serve that is your duty access to their village hall. Whatever the arguments argue later and let the hall be used.”*

District Cllr. Bateman

- Key areas of working is the Business Support discretionary funding scheme for local businesses and all links can be found on the Wychavon Website.
- Reminder of the closing date for the New Homes Bonus Scheme of 17th February 2021.
- Charlton Lane Travellers site Enforcement has been rejected by the District but confirmed that the applicants have gone to appeal.
- Shorthill Caravan Site – again district rejected and applicant has gone to appeal.

5. MINUTES OF THE PREVIOUS MEETING

It was proposed by Cllr. Tranter, seconded by Cllr. Pratt and unanimously **RESOLVED** that the minutes of the Extraordinary Meeting held on Thursday 28th January 2021 be signed as a correct record with the following amendments.

Item 19.2 – replace On receipt of reports with It was unanimously **RESOLVED** that these reports will 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.

Item 19.3 – The front disabled car park can be continued to be used for drop-off and collection.

6. PLANNING ISSUES

District Council Decisions Already Approved

20/01720/HP – Old Post Office, Crossway Green, Stourport on Severn – first floor side extension

20/02383/HP – Woodlands, Old Worcester Road, Hartlebury – change of use of redundant detached outbuilding to 2 no. holidays lets.

20/02371/FUL – Bells Farm Shop, Stourport Road, Chadwick Bank, Stourport on Severn – Expansion of existing farm shop, including café, education event space and car parking.

20/01721/HP – Hollytree Cottage, Crossway Green, Stourport on Severn – Extensions and alterations.

20/02315/HP – Woodland Rise, Droitwich Road, Torton – erection of attached single storey garage

20/02315/HP – 6 Woodlands Close, Hartlebury – part first floor and two storey side extension.

20/02347/LB – Yew Tree Cottage, Torton Lane, Hartlebury – replacement of 3 wooden windows

20/02521/FUL – Narrowway House, Stoney Lane, Crossway Green, Stourport on Severn – Agricultural dwelling (removal of condition 3 of planning permission W.1440/80/0)

District Council Decisions Already Refused

19/00832/S106 – Talbot Hotel, Old Worcester Road, Hartlebury – Bizboxco application under Section 106A of the Town and Country Planning Act 1990 to modify the requirements relating to legal agreement dated 2nd December 2016 associated with planning permission reference no. W/15/000186/CU in relation to affordable housing.

20/00561/CU – Site at Hangman Cross, Lincomb Lane, Lincomb, Hartlebury – the use of the 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 building permitted under reference 19/02104/FUL.

Planning Applications for Parish Council Comments Already Circulated

20/02849/FUL – Pye Hill Farm, Walton Lane, Hartlebury – conversion of former agricultural barn to holiday let including extension of access track and parking – **No Objections**

20/02796/HP – Lower Poollands Farm, Lower Poollands Lane, Hartlebury – proposed single storey rear extension and second storey extension – **No Objections**

20/02770/HP – Commonfields, Common Field, Tifton, Hartlebury – demolition of conservatory and erection of two storey rear extension. Alteration to front entrance and replacement of front porch – **No Objections**

7. FINANCE COMMITTEE RECOMMENDATION: To approve recommendations from the Finance Committee held on 14th December 2020.

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

2. It was unanimously **RESOLVED** to pay the following accounts -

Cheque No. 102043	R Mullett – Locum	£350.00
Cheque No. 102044	L Cleaver – Postage	£7.80
Cheque No. 102045	Top Cut – Grounds Maintenance	£498.00

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

4. **Bank Reconciliation end November 2020** – Bank Reconciliation scrutinised and agreed by all Councillors.

5. **Accounts for Payment** – It was unanimously **RESOLVED** to ratify the decision to approve the following payments. Two councillors to signed the cheques.

Cheque No. 102042	M Atkinson – website deposit	£100.00
Cheque No. 102046	CALC – Councillor Training	£150.00
Cheque No. 102047	J & A – works at village hall	£900.00
Cheque No. 102048	CALC – Clerk’s Training	£40.00
Cheque No. 102049	Top Cut – Grounds Maintenance	£498.00
Cheque No. 102050	Cllr. S Tranter – allotment lock	£19.99

8. WEBSITE

1. Cllr. Mrs Meredith gave an update on the new website which is nearly ready to go live and a test link has been circulated to all councillors for final comments. The next step is for all documents to be uploaded by Cllr. Tranter and training to be received on how to upload documents by the Website Working Party. Cllr. Mrs Meredith asked if the Locum Clerk could check all policies, spelling and privacy notes were all correct. The Chairman thanked the working party for all the work they have put into getting the new website live.

9. NEW HOMES BONUS CLOSURE

1. Following consultation with the parish it was unanimously **RESOLVED** to get three quotes for an outdoor gym and allotment track and dependant on costs submit to Wychavon District Council. It was proposed by Cllr. Ingham, seconded by Cllr. Tranter and unanimously **RESOLVED** to delegate the final decision dependant on quotations to the working party as we only have until 17th February to submit to District.

10. CHARGES – FOOTBALL PITCHES, NOTICEBOARDS, STREET FOOD VENDING

1. This item was deferred.

11. MEETING DATES 2021

1. It was **RESOLVED** to agree the bi-monthly meeting schedule and hold the Annual Parish Meeting prior to the Annual Meeting in May.

12. PARISH LENGTHSMAN

1. It was unanimously **RESOLVED** to appoint the new Parish Lengthsman Robin Hall and agree for training to be carried out by WCC one a suitable date has been received.

13. PARISH HANDYMAN/MAINTENANCE PERSON

1. It was unanimously **RESOLVED** to appoint David Stokes as the new parish handyman/maintenance person.

14. CORRESPONDENCE

1. List circulated and nothing to report.
2. It was agreed for the Clerk to distribute the Correspondence every two weeks to all councillors.

15. CLERKS REPORT

1. Report circulated and noted by all councillors.

16. GRASS MAINTENANCE CONTRACT FROM APRIL 2021

1. It was proposed by Cllr. Tranter, seconded by Cllr. Ingham and unanimously **RESOLVED** to agree to delegate to the Finance Committee meeting of 15th February 2021 to select the preferred contractor from 1st April 2021 and award the contract accordingly.

17. TO RECEIVE REPORT OF PARISH COUNCILLORS

1. Cllr. Pratt – gave an update on engagement he had had with the Castle with regards a Covid Testing Centre.
2. Cllr. Mrs Atkinson – suggested steel rope plates to cover the pot holes on the car park, maybe source how much to hire or whether Worcestershire County Council would be prepared to loan some.
3. Cllr. Mrs Atkinson – confirmed that the outstanding payment of £100.00 to Leapgate Builders would not be required.

18. ANY URGENT DECISIONS

1. Covered as agenda item 3.

19. DATE OF NEXT MEETING - Tuesday 6th April 2021

Meeting closed at 8.35pm

Signed(Chairman) Dated