

HARTLEBURY PARISH COUNCIL

MINUTES OF THE VIRTUAL MEETING OF HARTLEBURY PARISH COUNCIL HELD ON TUESDAY 2nd June 2020

PRESENT: Cllr. Ingham - Chairman, Cllr. Bateman, Cllr. Mrs Cleaver, Cllr. Mrs Meredith Cllr. Mrs Humphreys, Cllr. Mrs. Atkinson Cllr. Miss Howard and Cllr. Tranter

ALSO, PRESENT: Locum Clerk Ruth Mullett and 6 members of the public

1. APOLOGIES

Apologies were received from Cllr Buck and County Cllr. Tomlinson.

2. DECLARATIONS OF INTEREST

None

3. DISPENSATIONS

None

4. 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 – Circulated a Briefing Note prior to the meeting from Worcestershire County Council on Covid-19.

District Cllr. Bateman - Circulated a Wychavon District Council Leaders Update prior to the meeting.

All District Council meetings are still being held virtually. Public toilets in the district are now open and car parking is still free. He reported a relaxation by the Government on construction working hours which have changed to Monday to Saturday, 7.00am to 9.00pm. This is to enable the construction industry to move ahead at the normal pace while maintaining social distancing. This legislation is currently on the statute books until May 2021 and could have an impact on local residents with construction projects adjacent to them.

5. MINUTES OF THE PREVIOUS MEETING

It was unanimously **RESOLVED** that the minutes of the Meeting held on Tuesday 5th May 2020 be signed as a correct record with minor amendments.

6. PLANNING ISSUES

20/00876/FUL – Sunnyglen, 1 Titton Lane and Silverdale, 3 Titton Lane – erect new building, demolition of Silverdale, land sub-division change access arrangements –
No objections

20/00901/HP – Consultation to HPC. Woodland Rise, Droitwich Road, Torton – change of use – existing garage to residential annex – **No objections**

20/00789/AGR – Decision Notice – Podmore House - Proposed steel framed building – prior approval not required.

20/00858/FUL – Land adjacent to Moorland Farm Fishery, Manor Lane, Waresley – retrospective application, erection of stables and hay store forming stable block and feed shed - **No objections**

20/00967/FUL – Little Acres Equestrian, Lincomb Lane, Hartlebury – installation of manage mirrors – **No comment**

20/01029/AGR – Application for prior notification of agricultural development for the erection of a general-purpose farm building – **No objections**

7. FINANCE COMMITTEE RECOMMENDATION: To approve recommendations from the Finance Committee held on 18th May 2020.

1. Cllr. Mrs Cleaver thanked the Finance Committee for all their help so far since commencement of the committee.
2. **Budget v Actual** – budget had been scrutinised and councillors were all in agreement.
3. **Parish Magazine** – On the request of Cllr. Mrs Cleaver this item was deferred.
4. **Budget Review** – It was unanimously **RESOLVED** to move £200.00 from budget line staffing costs to computer and software to help support the funding of a possible new website.
5. **Standing Orders** – The wording “Staffing Advisory Group” be replaced with “Staffing Committee”.
6. **Accounts for Payment** – It was unanimously **RESOLVED** to pay the following payments. Two councillors to sign the cheques.

Cheque No. 102015	Top cut	mowing x 2	£876.00
Cheque No. 102016	R Mullett	Locum Clerk	£312.50
Cheque No. 102017	Cllr. Ingham	Locks and tape	£59.47
Cheque No. 102018	Hartlebury Primary School		£20.00

8. LITTER PICKING

Cllr. Atkinson asked whether we could put a link on our website to Wychavon District Council Adopt a Street Scheme which is a litter picking initiative being run to help look after your own community. <https://www.wychavon.gov.uk/waste-and-recycling/street-care-and-cleaning/adopt-a-street>

9. ALLOTMENTS

Proposed New Tenancy Agreement – As this agreement would not come into effect till March 2021 it was agreed to postpone adopting until a few representatives from the parish council and allotment tenants could meet to discuss any issues or concerns with regards the revised agreement. This would have to take place once restrictions with Covid-19 are lifted.

10. WEBSITE UPDATE

Since taking on his Chairmanship Cllr. Ingham confirmed he had spoken to the previous website provider. At the time the website was down and he was uncertain as to what was happening. He stated at that time he wished to step down. He has provided an excellent service for a number of years and the chairman asked the Acting Clerk to write on the Council's behalf thanking him for his service and commitment. In the interim we have been using My Parish supported by Worcestershire County Council.

Cllr. Mrs Cleaver confirmed hartlebury.org although a lovely website lacked much of the information expected on a parish council website and as such the council was not legally compliant. Cllr. Tranter has now uploaded a lot of information on the interim website. We just need to post last year's Internal Auditor's Report and we have met our legal obligations which should be uploaded shortly.

Council is now in the process of talking to new providers and obtaining quotations/proposals for a new Hartlebury Parish Council website. Cllr. Tranter confirmed he had been able to access historical information on the previous website.

11. CALC RECOMMENDATIONS

Recommendation No. 6 – Non compliance of the website has now been fulfilled.

Recommendation No. 11 – Council buddying system – this is on hold due to Covid-19.

12. STAFFING COMMITTEE

Staffing Committee held a meeting specifically to look at recruiting a new clerk. CALC have confirmed they will advertise the vacancy on their website free of charge and we will advertise on our noticeboards and website. A Job Description and Advertisement had been produced and all councillors were in agreement for the vacancy to be advertised. It was also stressed that at an absolute minimum the candidate would need to be CILCA qualified. It was agreed to put a closing date of mid-July.

13. CORRESPONDENCE

Correspondence list has been circulated to all councillors.

Cllr. Mrs Cleaver confirmed she had received an email from Zurich confirming our insurance was due to expire. As this was an urgent decision it was unanimously agreed to pay the premium asap as the Parish Council has a duty to insure it has adequate insurance cover.

14. Councillors Reports and Items for Future Agendas

1. Adoption of blue telephone box
2. Recruitment of new Lengthsman

3. Revisit all notices for play area and muga

4. Maintenance work offer

5. Co-option of new councillor

6. Councillor email addresses

7. Council Twitter account

8. Councillor Induction Packs and review of council policies

15. DATE OF NEXT MEETING – Tuesday 7th July 2020 – 7.00pm

Meeting closed at 8.15pm.

Signed(Chairman) Dated