**HARTLEBURY PARISH COUNCIL**

**Minutes of the Parish Council Meeting of held on Tuesday 2nd July 2013**

**Present:** Cllrs P Holden (Chairman), R Kirby (Vice-Chairman), Mrs C Boughton-Thomas, Mrs J Jones, A Bishop, A. Cupper, G Howard, A Jones, D Southall, D. Stocker, H J Webb, District Councillor N Dowty and County Councillor M. Broomfield. In Attendance: Mrs B Byng (Clerk)

**1**. **Apologies**: Apologies were accepted from Cllr Mrs L Brookes.

1. **Declarations of Interest**: None. The Chairman confirmed he has registered a gift from the HCPT re two tickets for an event at Hartlebury Castle.

3. The meeting was adjourned for **Public Question Time** – see notes appended at the end.

4. **Minutes: a)** The minutes of the **Parish Council** meeting held 4 June were approved and signed, subject to one amendment to min. ref 3 when several Councillors confirmed that, at the recent EA drop-in sessions, they had urged the EA to progress air quality monitoring in Hartlebury. b) The minutes of the **Playing Fields Committee** held on 3rd June were noted, together with the actions taken following the risk review and inspection by RoSPA. c) The minutes of the **Staffing Committee** held 3rd June 2013 were noted. d) The minutes of the **Allotment Committee** will be circulated shortly.

5. **Progress reports**:

a) **Police Report** – Two reports relating to incidents in May and June were received. Cllr Southall reported problems re traffic being mis-directed by satnav to a dead-end road off Norchard Lane. Cllr Broomfield was asked to raise this with County Council Highways. Cllr J Jones reported that the hanging baskets from the White Hart Public House have been recently stolen and Cllrs expressed their regret. Cllr Stocker proposed the PC invite the new Local Policing Officer, PC Paul Cound, to attend a Parish Council meeting. Agreed.

 b) **Clerk’s Report** – *A copy of the Clerk’s Report is available on the PC website.*

**c) District Councillor’s Report:** (i) Cllr Dowty reported that the **British Legion** has been boarded up and surrender of the leasehold is being pursued. It is possible that the site may be sold for redevelopment. The matter is ongoing. (ii) **Reporting issues to WCC** – at present the recording system used by WCC Hub does not interface with that used by WCC Highways Dept. An e-mail has been sent to the Leader of the Council asking for this matter to be resolved. **Air quality survey –** Cllrs Dowty and Broomfield have attended a meeting following the large fire in Kidderminster. Results of tests by the fire service were discussed. Cllrs feel that there is still merit in getting a new air quality reading done for Hartlebury, and Cllr Dowty said he will ring Steve Jorden, and also raise the Birmingham survey and the letters to the Kidderminster Shuttle re water pollution/dead fish after the recent fire.

 d) **County Councillor’s Report**: Cllr Broomfield provided an update on the incinerator decision, which will be on the WCC full council agenda in Sept. There has been delay in receiving the costings from Mercia Waste. Defra are to be sent all the relevant information/costings in order to make the final recommendation, then, based on this, WCC officers pass information onto a special Cabinet meeting (Sept). The sanction of full Council (Sept) to the expenditure will be required, based on the borrowing requirements. Some alternatives have already been dismissed. Cllrs expressed concern as new County Councillors may not be fully up to date and may need a full presentation. Cllrs felt all alternatives and costings should be made known before a final decision is made and reminded Cllr Broomfield he was in a good position to petition Defra. Cllr Broomfield agreed to write a letter to Defra this week. He also intends to e-mail all County Councillors and stated his intention to vote against the current proposal. Ten days before the Cabinet meeting the papers will be made public via the internet. Cllrs felt this did not allow a lot of time. Cllr Broomfield therefore agreed to send out e-mails now, rather than wait, and Cllrs agreed that a letter to Defra setting out the case against the incinerator should also be sent out from the Parish Council. A small sub-committee of Councillors will progress this as a matter of urgency.

 e) **Parish Hall Management Committee:** Cllrs on this Committee reported the PHMC’s point of view regarding bookings and the decision of the PC to move the venue of their monthly meetings. Discussion has taken place regarding possible sound-proofing of the Committee Room. Bookings are still improving and the PHMC are looking at new ways of working. PHMC constitution is being brought up-to-date based on a new model. It is intended that one member from each body/society will be represented, and all members on PHMC will be Trustees. A grant has been obtained to enable the roof/ceiling to be repaired. Cllr Howard enquired whether, under the new constitution, the PC will have the same standing and Cllr Webb confirmed that the PC are overall trustees; the Charity Commissioners would not allow this to change.

f) **Biffa site visit:** The Chairman pointed out this was a new agenda item re the site visit made 27th June. He and Cllr Webb had attended, looked at the landfill and re-siting of the gas flare. A footpath was moved in the past with a view to this re-siting. Retrospective planning permission for this move is being obtained by the company. After the flare is re-sited the footpath will be upgraded. Re-engineering of Phase 1 (capacity 100,000 tonnes p.a., but filling at 50,000 – 60,000 tonnes p.a.) will then take place. Filling of Phase 1 is likely to take a further 3 years approx. A new odour control system is installed. Cllrs noted that site traffic on the Old Worcester Road will continue for the next 3 years, at least, which is a concern. Phase 2 is likely to be problematic as there is discharge from the adjoining WCC site, and Phase 3 has great crested newts in residence.

**6 Finance**: a) Payments totalling £2,476.76 were approved and reasons for this higher expenditure discussed. Cllrs also noted that payments approved (totalling £1,750) at the last meeting have been forwarded this month to Hartlebury Gardening Club and HPCC. b) The Chairman advised the meeting that he had e-mailed all councillors and obtained their consent prior to signing off the Annual Return and Annual Governance Statement, for submission by the due date, 30 June 2013. The forms were not ready for sign-off at the June PC Meeting. He called for Councillors to confirm their agreement to those present and there was majority approval (Proposer: Cllr Boughton-Thomas, seconded by: Cllr J Jones). c) Cllrs approved expenditure of £100 for the purchase of a gift to Helen Senior, in recognition of her internal audit work carried out for the PC for many years. d) Cllrs noted the award of one increment to the present Clerk, with effect from 1st June 2013 and whilst she works her period of notice.

**7 Queen Elizabeth 1 Foundation:** Cllr Southall advised his willingness to continue as Trustee and Cllrs approved his appointment to this registered charity for a further four-year term.

**8 Parish Clerk Appointment:** Five applicants have now been short-listed for interview on 6th July. Unsuccessful applicants have been advised and some have asked for feedback, which the Chairman will provide.

9 **Parish/Neighbourhood Plan:** To date, 340 survey replies have been received. A further Steering Group meeting is planned and results will be analysed.

**10 Incinerator:** a) An update was provided regarding the meeting held with Peter Luff MP on 6th June. Mr Luff has since responded to all points raised at this meeting. He has checked with the EU regarding the matter raised that under a proposed ‘ruling’ no recycled waste should go to incineration by 2020. At present, this is more of a government ‘aspiration’, but he commented that many ‘aspirations’ are passed by the EU. He pointed out that the responsible government body for waste/incineration is Defra. b) A letter from the PC is to be sent out as soon as possible to Owen Patterson, Secretary of State for Defra, highlighting all the key points and with input from WAIL and HWAG. It was proposed that the letter should also be sent to the new County Councillors and this was agreed, but should go to them only after the letter has been received by Defra. c) Cllr A Jones urged that the PC continue to press for air quality monitoring to take place in Hartlebury, despite the assurances given by the Head of Worcs Regulatory Services, which do not take into account that receptor data is not valid as it was not taken near residences. The Chairman confirmed that a letter will be sent to Steve Jorden saying the PC would like this matter taken further.

**11** **Old Worcester Road Development:** Dates have been provided by WDC for a meeting at the Civic Centre, Pershore.

**12** **Traffic** – **private road/lane onto Quarry Bank** The Chairman reported that he has been contacted by a resident regarding the traffic dangers encountered when accessing the junction of Quarry Bank from/to the unmade road running off it. After discussion, it was agreed that, this is County Highways matter over which the PC has no jurisdiction. However Cllr A Jones, also a resident of this road, volunteered to talk to his neighbours in a private (non-Cllr) capacity and ask for their co-operation to avoid further problems or violation of the Highway Code.

**13 Venue for PC Meetings:** Cllrs agreed that the PC meetings should be held at the New Elizabethan School, at least for the current year. However, ad hoc Committee meetings should continue to be held, in the interim, at the Parish Hall. Clerk to notify both parties of this decision. Cllrs agreed to review the situation again in March 2014.

**Correspondence for Information**: Noted (as circulated with Agenda).

**Councillors’ Report and Items for Next Agenda:**

* Lovell lorries seen speeding down Old Worcester Road. Clerk to report to Site Manager.
* Overhanging shrubbery, Inn Lane. Clerk to make report to WCC Highways.
* Traffic backing up on A449 at black bridge traffic lights, causing queues down Rectory Lane – Clerk to report to WCC Highways and Cllr Broomfield will follow this matter up also.
* Progress re Village Hall signs queried with Cllr Broomfield. Matter was agreed with Roy Fullee. Clerk to chase up.
* Cllr Kirby expressed thanks to Cllr Howard for his assistance with ensuring the playing field was left in good order after the Dog Show on 30th June. Cllr Howard confirmed it had been ‘a brilliant show’.

**DATE OF NEXT MEETING**:

**Tuesday 6th August 2013 - PC & PLANNING COMMITTEE 7.00 PM – NEW ELIZABETHAN SCHOOL**

*The meeting closed at 9.20 pm*

Signed ……………………………………(Chairman) Dated ……………………………

**NOTES FROM PUBLIC QUESTION TIME**

Ten residents attended and the following issues were raised:

**Allotment concerns: a) Water supply** - reasons given as to why this idea could cause problems to allotment holders and the PC. The Chairman explained the background and confirmed that, at this stage, the PC are just exploring the possibility of a water supply as it was a shame to let an opportunity slip, and Lovell have been helpful in following up an enquiry on our behalf with Severn Trent re possible cost/feasibility. No commitment has been made and the PC is aware that the vote by allotment holders for a supply is 50/50. b) **Security of gate –** this is being left open and security is being compromised. The gate lock security code may need to be changed. The Chairman confirmed that this issue arose at the last Allotment meeting. An e-mail is to be sent out to remind allotment holders to always shut/lock the gate. The Chairman and Clerk will liaise on this.

**Highways concerns** – a) footpath outside The Birches, Old Worcester Road has roots growing through it and has resulted in a trip/nasty fall to a local lady, requiring her to seek hospital treatment. Cllr Stocker confirmed he had already reported this and the Clerk confirmed a request for repair has been sent to Worcestershire Hub. b) the footpath off Station Road, between The Moors Cottage and the entrance to Unwicks Farm Fishery is in need of repair as the tarmac is uneven/damaged. Clerk to report to Worcestershire Hub (*Note: residents can also report issues directly, via the WCC website*)

**Planning applications** – a resident advised her intentions regarding a forthcoming application. Another resident explained the background and problems encountered regarding several applications for a new build on existing farm property which have previously been turned down by the PC. Based on new advice, a new application is being submitted which should come through in the next month or so, showing reduced structure size and location. The resident provided copy correspondence, for information, to the Clerk. Cllrs made it clear that the opinion of the PC is not always taken up by WDC., e.g. WDC decision to approve OWR development despite PC opposition. It was agreed that dialogue re proposed planning applics. is always useful. **Air Quality Monitoring** – a resident drew attention to the smell caused by the recent large fire at Lawrence’s Recycling Plant on the Stourport Road, Kidderminster and how a similar smell is likely when the incinerator is up and running. He asked the PC to continue to urge for air quality monitoring to take place in Hartlebury.

**Old Worcester Road –** Mr Roper confirmed he would like to attend the meeting being arranged with Highways and WDC Planning representatives. It was also suggested that the VAS is moved closer to the proposed entrance to the OWR development, to monitor speeding this in this area. The Clerk will arrange this with the Lengthsman.

A resident raised a point regarding tons of waste coming to Hartlebury from Birmingham. The Chairman pointed out that the latest developments regarding the **incinerato**r and landfill are substantive agenda items.