

30th March 2016

Hartlebury Parish Council Meeting to be held on Tuesday 5th April 2016 at 7.00 pm in the New Elizabethan School, Quarry Bank, Hartlebury.

AGENDA

Please note that this meeting may be recorded by members of the public.

1. **Apologies:** To receive apologies and to approve reasons for absence.
2. **Declarations of Interest:**
 - a) Register of Interests: Councillors are reminded of the need to update their register of interests should there be any changes to be declared.
 - b) Register of Gifts & Hospitality: Councillors are reminded of the need to declare any gifts/hospitality received. (*Register and guidance already circulated to each councillor*)
 - c) To declare any Disclosable Pecuniary Interests in items on the agenda and their nature.
 - d) To declare any Other Disclosable Interests in items on the agenda and their nature.Councillors who have declared a Disclosable Pecuniary Interest, or an Other Disclosable Interest which falls within the terms of paragraph 12(4) (b) of the Code of Conduct, must leave the room for the relevant items. *Failure to register or declare a Disclosable Pecuniary Interest may result in the commission of a criminal offence.*

Public Question Time:

The meeting will be adjourned for Public Question Time

The time allocated is at the discretion of the Council/Chairman to a maximum of 30 minutes. Residents are invited to give their views and question the Parish Council on issues on this agenda, or raise issues for future consideration at the discretion of the Chairman. **Members of the public may not take part in the Parish Council meeting. This period is not part of the formal meeting: brief notes will be appended to the minutes as an aide memoire.** A Councillor with a prejudicial interest in a particular issue may address the Council on the issue during Public Question Time subject to the Councillor leaving the room in the event of an exchange on the issue between the public and the Council during this period.

The meeting will be reconvened to conduct the items of business listed below.

3. **Dispensations: Decision.** To consider any requests to grant a dispensation for Agenda items.
4. **Minutes: Decision.** To approve the minutes of the PC Meeting held on 1st March 2016.
5. **Planning Applications/Appeals received since last meeting for review: Decisions.**

W/16/00314/PP Orchard House, Chadwick Lane, Stourport-on-Severn DY13 9QZ.
Two storey rear extension.
The Planning Sub-committee has reviewed this application and recommends offering no objection.

W/16/00392/PN Garage block off The Avenue, Waresley, Hartlebury.
Demolition of existing garage block and development of a single storey residential dwelling with parking provision.
The Planning Sub-committee has reviewed this application and offers divergent views; to be discussed in the meeting.

W/16/00554?PP Bramble Cottage, Norchard Lane, Crossway Green DY13 9SN.
Proposed single storey side extension.
6. **Planning Applications/Appeals decided by Sub-committee since last meeting:**

W/16/00435/CU The Farm House, Bishops Wood lane, Stourport-on-Severn DY13 9SE.
Change of use converted farm buildings, scheduled for demolition from residential to workshop & storage.
The Planning sub-committee wished to request that it is made a **condition** (rather than just appearing in the background under 1.2 as an **intention**) that there will be no residential use and that the kitchen will be removed; WDC has been notified accordingly.

7. Planning Applications/Appeals withdrawn: None.

8. Planning Applications/Appeals Approved:

W/16/00106/PN The Farm House, Bishops Wood lane, Stourport-on-Severn DY13 9SE.
Demolition of existing house (converted farm buildings) and build one replacement house.
Substitution of house type approved under W/15/01775/PN to include new detached garage and store and reduced residential cartilage and revised access.

9. Planning Applications/Appeals Refused:

W/15/00947/OU (Appeal) Land between Commonfields and Glendale, Common Field, Totton, Hartlebury.

Outline planning consent for a single storey residential dwelling with all matters reserved; resubmission of application W/14/01211/OU.

10. Enforcements: To consider sites at Torton and off Worcester Road.

11. Traveller Site Allocation/SWDP: Discussion and action proposals.

12. Progress Reports: For information; items raised for decision will appear on the agenda of future meetings.

- a) Police Report.
- b) Clerk's Progress Report. (BG)
- c) District Councillor's Report. (ND)
- d) County Councillor's Report. (MB)
- e) HPHMC Meeting. (AM)
- f) Finance Committee Meeting 9th March. (LC)
- g) SmartWater Drop-in session 10th March. (ST)
- h) Playing Fields Committee Meeting 22nd March. (ST)
- i) CLG Meeting 14th March. (ND & ST)
- j) H&W LG Meeting 23rd March. (ST)

13. Finance:

a) Bank Balances: To note bank balances at 31st March 2016.

HSBC Treasurer's Account	£17,195.43
HSBC Deposit Account	£6,355.13
Scottish Widows Account	£10,000.00
HLTC Account	£692.76

b) Payments this month: Decision. To consider and approve payments of cheques 101451 to 101455 and Clerk's salary by SO totalling £TBA.

Clerk's expenses	chq 101451	£71.58 (Salary £520.13 by SO)
BGS, lengthsman	chq 101452	£TBA.00
Top Cut (Grounds maintenance)	chq 101453	£TBA.00
St James's PCC (Grass cutting grant)	chq 101454	£1,345.00
HMRC (PAYE for Jan, Feb & March)	chq 101455	£390.20

c) 4th quarterly bank reconciliation: Decision. To approve and sign the bank reconciliation for the quarter ending 31st March 2016.

d) Lengthsman Scheme: Decision. To consider and approve continued engagement; to approve rate of pay for the Lengthsman.

e) P3 Scheme: Decision. To consider and approve continued engagement; to approve vote of thanks for Mr John Denby, Footpath Warden.

f) **Church Clock Servicing: Decision.** To consider quotations for the work and select the most appropriate.

g) **Risk Assessment: Decision.** To review and adopt the Risk Assessment document and Meetings Schedule agreed by the Finance Committee at its meeting on 9th March 2016.

h) **Risk Assessment: Decision.** To accept the Risk Assessment carried out by the Finance Committee at its meeting on 9th March 2016.

i) **Insurance: Decision.** To review and endorse the Insurance proposals agreed by the Finance Committee at its meeting on 9th March 2016.

j) **Reserve cash holding:** To note that the Finance Committee would like it to be known that it will be scrutinizing very closely in future the level of the Council's cash holding to ensure that, as far as possible, it is never allowed to fall below the recommended level of one year's precept.

k) **Queen's Birthday Events: Decision.** To consider making a grant to St James's PCC in support. (CB-T)

14. **Location of Bus Shelter: Decision.** To consider relocating the damaged bus shelter.

15. **Incinerator & HTE Issues:** To receive any updates on air quality monitoring, light & noise pollution.

16. **Old Worcester Road Development:** To receive any further updates.

17. **Traffic Issues/Speeding:** To receive any further updates.

18. **SmartWater: Decision.** To consider and decide on the proposal to implement the scheme. (AM)

19. **Correspondence:** For Information to note correspondence as circulated. Full details are available from the clerk.

20. **Action Summary:** To review actions from previous meetings.

21. **Councillors' Reports and Items for Future Agenda:** Each Councillor is requested to use this opportunity to report minor matters of information not included elsewhere on the Agenda and to raise items for future agendas.

Dates for your Diary:

Tuesday 3rd May 2016 - 7.00pm – PC & Planning Meeting - New Elizabethan School.

Tuesday 17th May 2016 - 6.00pm – Allotments Committee Meeting – on site.

Tuesday 31st May 2016 - 7.00pm – Playing Fields Committee Meeting – Parish Hall.