

27th July 2016

Hartlebury Parish Council Meeting to be held on Tuesday 2nd August 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 5th July 2016.
5. **Planning Applications/Appeals received since last meeting for review: Decisions.**

W/16/01605/PN Land adjacent to Chards Oak, Church lane, Crossway Green.
The construction of a four bedroom, two storey dwelling with integral garage, parking and associated works. Amendment to planning permission W/15/02035/PN

W/16/01703/CU Melbury House, Charlton Lane, Hartlebury DY11 7SD.
Use of land and building as independent dwelling (C3) not in accordance with planning permission DR326/58.

W/16/00937/PN Moorlands Farm Coarse Fisheries, Manor Lane, Waresley, Hartlebury DY11 7XN.
Change of use of agricultural land to pasture land and erection of stables with concrete base.

W/16/01688/AA Land at Lincomb Lock, Titton Farm Lane, Titton, Hartlebury.
Two freestanding warning signs.
6. **Planning Applications/Appeals decided by Sub-committee since last meeting:**

W/16/00811/CU Oaklea, Stourport Road, Crossway Green, Stourport DY13 9SG
Change of use and extension of existing detached games room to create two bed bungalow.
The Sub-committee declined to comment on the application; WDC has been advised.

W/16/01538/PP Dove cottage, Rectory Gardens, Hartlebury DY11 7TF
Installation of roof light in front roof space.
The Sub-committee offered no objection to this application; WDC has been advised.

7. Planning Applications/Appeals withdrawn:

W/16/01195/CU The Orchards, Worcester Road, Summerfield, Kidderminster DY11 7RG.
Change of use of land and provision of new private drive and screen wall to road. Part retrospective.

8. Planning Applications/Appeals Approved:

W/15/00187/LB Talbot Hotel, Old Worcester Road, Hartlebury DY11 7XD
Proposed redevelopment of the site. Conversion of existing public house to form 3 no. dwellings and the construction of 4 no. dwellings on part of the remainder of site. Resubmission of W/12/02376/CU.

W/16/01132/PP Waresley Bakery. Waresley Road, Hartlebury DY11 7XT.
Re-locate driveway/parking area to Worcester Road, with reduced ground level; lower and partial removal of existing brick wall and amendment to access with revised dropped kerb. Proposed conversion of existing driveway/parking area to Waresley Road to garden area with new boundary fence.

W/16/01031/PP 11 Old Worcester Road, Hartlebury DY11 7XB.
Installation of external wall insulation to all elevations of the property in a neutral colour (whiter/cream/grey).

9. Planning Applications/Appeals Refused:

W/16/01192/PN The Orchards, Worcester Road, Summerfield, Kidderminster DY11 7RG.
Erection of dog kennels and enclosed yard. Part retrospective.

10. Enforcements: None.

11. 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. (NDo)

12. Finance:

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

HSBC Treasurer's Account	£20,860.87
HSBC Deposit Account	£6,356.25
Scottish Widows Account	£10,000.00
Hartlebury Lawn Tennis Club	£719.15

b) **Payments this month: Decision.** To consider and approve payments of cheques 101581 to 101584 and Clerk's salary by SO totalling £1,387.16.

Clerk's expenses	chq 101581	£52.53 (Salary £520.13 by SO)
BGS, lengthsman	chq 101582	£238.50
Top Cut (Grounds maintenance)	chq 101583	£516.00
HPHMC (Room Hire)	chq 101584	£60.00

c) **New Elizabethan School: Decision.** To agree on effecting the previously agreed grant.

13. Standing Orders: **Decision.** To review modifications and adopt up-dated Standing orders. (BG)

14. Meeting Schedule: **Decision.** To approve modifications to the meeting schedule to be compatible with the new Standing Orders and the Risk Assessment Schedule. (BG)

15. Planning Sub-Committee name change: **Decision.** To approve name change to "Planning Committee", there being no Committee to which it can be "Sub(serviant)". (BG)

16. Parish Plan: To finalize arrangements for completing Parish Plan procedures. (SH)

17. **Parish Hall Steering Group: Decision.** To approve Terms of Reference. (BG)
18. **Incinerator:** To receive any further updates.
19. **Old Worcester Road Development:** To receive any further updates.
20. **Traffic Issues/Speeding:** To receive any further updates.
21. **Correspondence:** For Information to note correspondence as circulated. Full details are available from the clerk.
22. **Action Summary:** To review actions from previous meetings.
23. **Councillors' Reports and Items for Future Agendas:** 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:

Thursday 18th August 2016 - 7.00pm – Playing Fields Committee Meeting – Parish Hall.

Tuesday 6th September 2016 - 7.00pm – PC & Planning Meeting - New Elizabethan School.