

29th November 2016

**Hartlebury Parish Council Meeting to be held on Tuesday 6th December 2016 at 7.00pm
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 9 and 11 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 November 2016.
5. **Planning Applications/Appeals received since last meeting for review: Decisions.**
W/16/02508/CU land adjacent to Perry Cottage, Perry Lane, Torton, Hartlebury.
Change of use of land to domestic garden.
6. **Planning Applications/Appeals decided by Committee since last meeting:**
W/16/02572/PP Ruskin House, Stourport Road, Chadwick Bank, Stourport-on-Severn DY13 9SD.
Single storey rear extension.
The Planning Committee wished to offer no objection to this application. WDC has been advised.
7. **Planning Applications/Appeals withdrawn:** None.
8. **Planning Applications/Appeals Approved:**
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.

W/16/01883/CU Roberts Paddock, Whitelenge Lane, Hartlebury DY10 4HD.

Continuation of the use of land for the siting of a mobile home and touring caravan without compliance of condition 1 and 2 (planning ref: W/11/02059/OU) which are proposed to be removed.

W/16/02048/PP 3 Bank Cottages, Inn Lane, Hartlebury DY11 7TA.

Two storey and single storey side extension.

W/15/00186/CU & W/15/00187/LB Talbot Hotel, Old Worcester Road, Hartlebury DY11 7XD

Re-development of the site. Conversion of existing public house to form 3 no. dwellings and the construction of 4 no. dwellings on part of site. Re-submission of application W/12/02376/CU.

9. Planning Applications/Appeals Refused:

W/16/02156/CU Hayloft, Low Hill, Hartlebury DY10 4HT.

Change of use of Hayloft and associated land from holiday let to independent residential dwelling.

W/16/02197/PN Land off Worcester Road, Torton.

Proposed amenity block to provide showers and laundry facilities to existing registered caravan site and public toilets to serve car boot.

W/16/02154/PN The Orchards, Worcester Road, Hartlebury DY11 7RG.

Provision of new private drive and screen fence to road – part retrospective.

10. Enforcements/Other: 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)
- d) County Councillor's Report. (PT)
- e) Public Consultation 10th November. (SH)
- f) FC Meeting 17th November. (LC)
- g) Boundary Commission Hearing 15th November. (ST)

12. Finance:

a) Bank Balances: To note bank balances at 30th November 2016.

HSBC Treasurer's Account	£27,371.01
HSBC Deposit Account	£6,357.37
Scottish Widows Account	£10,000.00
Hartlebury Lawn Tennis Club	£680.72

b) Since the last meeting, a cheque (101589) has been issued to BGS for £220.50.

c) Payments this month: Decision. To consider and approve payments of cheques 101607 to 101615 plus cheque 101589 and Clerk's salary by SO totalling £3,421.68.

Clerk's expenses	chq 101607	£67.25 (Salary £520.13 by SO)
BGS (Lengthsman)	chq 101608	£169.50
Top Cut (Grounds maintenance)	chq 101609	£834.00
HPHMC (Room hire)	chq 101610	£120.00
Worcs CALC (Training)	chq 101611	£90.00
John Dowty Ltd (Printing)	chq 101612	£33.30
Grant Thornton (Auditor)	chq 101613	£360.00
Dpsprint4u (Parish Plan)	chq 101614	£787.00
Hartlebury PCC (Parish Magazine)	chq 101615	£220.00

d) Quarterly Reconciliation: Decision. To approve and sign the bank reconciliation for the quarter ending 30th September 2016. (Please refer to tabs "Payments", "Receipts" and "Reconciliation" on the spreadsheet and scans of the bank statements). To note an internal audit by the appointed councillor.

e) Budget & Precept 2017-18: To receive the Finance Committee's preliminary budget and precept proposals for 2017-18. (For precept, please refer to item 9 of the FC Meeting of 17th November 2016).

f) **Playground refurbishment: Decision.** To consider the Biffa offer to fund work up-dating the playground.

g) **Tree felling:** To review progress.

h) **Parish Hall Works:** To review progress in relation to tree cutting.

i) **Financial Regulations Amendment: Decision.** To append to point 5.4 of the Regulations approved on 2nd February 2016 the following sentence :-“At least one signatory shall also initial the relevant invoice(s)”.

13. **Appointment of new clerk: Decision.** To review progress and confirm appointment (if an offer has been made and accepted).

14. **Policy Approval: Decision.** To consider and adopt policies on Data Protection, Freedom of Information and Records Management.

15. **Date of Annual Parish Assembly: Decision.** Following comments last year it is proposed to have the Assembly immediately prior to the April Parish Council meeting.

16. **Incinerator:** To receive any further updates.

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

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

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 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:

Tuesday 3rd January 2017 - 7.00pm – PC Meeting - New Elizabethan School.

Thursday 12th January 2017 - 7.00pm – Finance Committee Meeting – Parish Hall.

Thursday 19th January 2017 - 7.00pm – Playing Fields Committee – Parish Hall.