

29<sup>th</sup> June 2016

**Hartlebury Parish Council Meeting to be held on Tuesday 5<sup>th</sup> July 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. **County Cllr Maurice Broomfield:** To offer an appreciation of Cllr Broomfield's dedication to serving the Community for 49 years and to offer condolences to his family.
3. **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.*
4. **Casual Vacancy:**
  - (a) To note a resignation.
  - (b) **Decision.** To consider filling of casual vacancies on the Council.

#### 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.**

5. **Dispensations: Decision.** To consider any requests to grant a dispensation for Agenda items.
6. **Minutes: Decision.** To approve the minutes of the PC Meeting held on 7<sup>th</sup> June 2016.
7. **Planning Applications/Appeals received since last meeting for review: Decisions.**

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).  
The Planning Sub-Committee recommended offering no objection to this application, subject to the cladding not contrasting with the finish on any attached property.

W/16/01563/OU Shorthill Caravan Site, Crossway Green, Stourport-on-Severn DY13 9SH.

Outline application for 6no holiday static caravans with all matters reserved.

The Planning sub-committee recommends objecting to this application.

W/16/00392/PN **Appeal** Garage off The Avenue, Waresley, Hartlebury.

Demolition of existing garage block and development of a single storey residential dwelling with parking provision.

#### 8. Planning Applications/Appeals decided by Sub-committee since last meeting:

W/16/01408/PP Clare Dale, Waresley Road, Hartlebury DY11 7XB.

Installation of external wall insulation to all elevations of the property in a neutral colour (whiter/cream/grey).

The Planning Sub-Committee recommended offering no objection to this application; WDC has been advised.

#### 9. Planning Applications/Appeals withdrawn: None.

#### 10. Planning Applications/Appeals Approved:

W/16/01268/PP Wyndale, Old Worcester Road, Hartlebury DY11 7XS.

Proposed bay window to lounge.

W/16/01408/PP Clare Dale, Waresley Road, Hartlebury DY11 7XB.

Installation of external wall insulation to all elevations of the property in a neutral colour (whiter/cream/grey).

#### 11. Planning Applications/Appeals Refused: None.

#### 12. Enforcements: None.

**13. 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) HPHMC Meeting Report 15<sup>th</sup> June. (AM)
- e) Finance Committee Meeting 16<sup>th</sup> June. (LC)
- f) WDC Planning Committee Meeting concerning "The Talbot" 30<sup>th</sup> June. (DS)

#### 14. Finance:

**a) Bank Balances:** To note bank balances at 30<sup>th</sup> June 2016.

HSBC Treasurer's Account	£22,362.72
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 101572 to 101578 and Clerk's salary by SO totalling £1,931.13.

Clerk's expenses	chq 101572	£74.01 (Salary £520.13 by SO)
BGS, lengthsman	chq 101573	£170.50
Top Cut (Grounds maintenance)	chq 101574	£456.00
Hartlebury Gardening Club	chq 101575	£250.00
CPRE	chq 101576	£36.00
Staples Stationary	chq 101577	£34.49
HMRC Clerk's PAYE	chq 101578	£390.00

**c) 1st quarter bank reconciliation, 2016-17: Decision.** To approve and sign the bank reconciliation for the quarter ending 30th June 2016.

**d) Financial performance to date:** To note the financial performance to date compared to the annual budget.

**e) Queen's birthday Events: Decision.** To consider varying the decision made at the April 2016 meeting to underwrite the PCC's events up to a value of £200 and increase the payment to £202.22, which would cover its full costs of both day's events; to be paid by cheque 101579.

f) **New Elizabethan School: Decision.** To consider making a grant of £250 to NES in recognition of their generosity in allowing their hall to be used for Council meetings; to be paid by cheque 101580.

15. **Standing Orders: Decision.** To review and adopt up-dated Standing Orders as presented. (BG)
16. **Parish Plan: Decision.** To accept proposals relating to the draft Parish Plan and Village Design Statement. (SH)
17. **Constituency Boundary Changes: Decision.** To review parliamentary proposals and consider action. (SB)
18. **Litter Pick:** To consider progressing a litter pick in Hartlebury.
19. **Parish Hall development: Decision.** To review and accept proposal and Terms of Reference. (BG)
20. **Incinerator:** To receive any further updates.
21. **Old Worcester Road Development:** To receive any further updates.
22. **Traffic Issues/Speeding:** To receive any further updates.
23. **SmartWater:** To review the situation and decide on future actions. (AM)
24. **Correspondence:** For Information to note correspondence as circulated. Full details are available from the clerk.
25. **Action Summary:** To review actions from previous meetings.
26. **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 2<sup>nd</sup> August 2016 - 7.00pm – PC & Planning Meeting - New Elizabethan School.

Tuesday 16<sup>th</sup> August 2016 - 7.00pm – Playing Fields Committee Meeting – Parish Hall.

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