

24th February 2016

Hartlebury Parish Council Meeting to be held on Tuesday 1st March 2016 immediately after the Annual Parish Meeting which commences 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.

Before the meeting commences, Cllr Tranter has some words of appreciation for the work carried out by Cllr Holden prior to his resignation.

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 2nd February 2016.
5. **Planning Applications/Appeals received since last meeting for review: Decisions.**
GPDQ/16/00430/GPDQ Riddings, Lincomb Bank, Stourport DY13 9SF.
Prior approval for conversion of 2no. agricultural buildings to residential.
6. **Planning Applications/Appeals decided by Sub-committee since last meeting:**
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.

The Planning sub-committee offered no objections and WDC has been notified accordingly.

W/16/00255/PN Underground water pipeline, Stanklyn Lane, Summerfield, Hartlebury.

Construction of underground water pipeline (approximately 2.2km in length) and associated infrastructure forming part of the Birmingham Resilience Project.

The Planning sub-committee offered no objections and WDC has been notified accordingly.

7. Planning Applications/Appeals withdrawn: None.

8. Planning Applications/Appeals Approved:

15/000037/CM Safeline Environmental Ltd, Ikon Estate, Droitwich Road, Hartlebury DY10 4EU.

CU from light industrial to Sui Generis to enable receipt, transfer and temporary storage of asbestos.

W/15/03002/PN Fairbairn House, Inn Lane, Hartlebury DY11 7TB.

New dwelling house.

9. Planning Applications/Appeals Refused: None.

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. (ND)
- d) County Councillor's Report. (MB)
- e) HPHMC Meeting. (AM)
- f) Parish Plan Steering Group. (SH)

12. Finance:

a) Bank Balances: To note bank balances at 29th February 2016.

HSBC Treasurer's Account	£17,534.25
HSBC Deposit Account	£6,354.02
Scottish Widows Account	£10,000.00

b) Payments this month: Decision. To consider and approve payments of cheques 101443 to 101450 and Clerk's salary by SO totalling £TBA.

Clerk's expenses	chq 101443	£80.02 (Salary £520.13 by SO)
BGS, lengthsman	chq 101444	£TBA.00
Grant Thornton (External Audit)	chq 101445	£532.50
HPHMC (Room Hire)	chq 101446	£60.00
John Dowty Ltd (Printing)	chq 101447	£18.38
Staples (Stationary)	chq 101448	£32.79
AG Print (Smartwater leaflet)	chq 101449	£120.00
Savills (Allotment Rent)	chq 101450	£312.50

c) Churchyard Mowing: Decision. To consider making a grant to St James's PCC (£1,345 given in 2015-16).

d) Grounds Maintenance Contract: Decision. To consider and ratify the grounds maintenance contract recently agreed by the Playing Fields Committee.

13. Administrative Procedures:

a) Recording of Meetings: Decision. To receive proposals relating to the recording PC and Committee Meetings and decide on their acceptance. (NDa)

b) Automatic transfer of emails: To advise of new arrangements. (ST)

14. Incinerator: To receive any further updates.

15. Old Worcester Road Development: To receive any further updates.

16. Traffic Issues/Speeding: To receive any further updates.

17. Smartwater: To review progress.

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

19. Action Summary: To review actions from previous meetings.

20. 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:

Wednesday 9th March 2016 - 7.00pm – Finance Committee meeting – Parish Hall.

Tuesday 22nd March 2016 - 6.30pm – Playing Fields Committee Meeting – on site.

Tuesday 5th April 2016 - 7.00pm – PC & Planning Meeting - New Elizabethan School.