

# HARTLEBURY PARISH COUNCIL

## MINUTES OF MEETING –Tuesday 2<sup>nd</sup> February 2016– New Elizabethan School

**Present:** Cllrs S. Tranter (Chair), Mrs W. Abercrombie, Mrs C. Boughton-Thomas, Ms L. Cleaver, D. Ingram, Mrs E. Jones, Mrs L. Meredith, and A. Murcott.

**In Attendance:** District Cllr N. Dowty, Brian Gale (Clerk) and 7 members of the public. County Cllr M. Broomfield had indicated he was unwell and unable to attend.

**1. Apologies:** Apologies were received from Cllrs Mrs S. Hickman (Vice-chair) (on holiday), S. Brown (work), N. Davis (work), P. Holden (unwell), and D. Simons (close relation unwell).

**2. Declarations of Interest:** As a resident in a property opposite the TW Old Worcester Road development and a member of HWAG, Cllr S. Tranter declared an interest in items 15 and 16; Mrs E. Jones, member of HWAG, declared an interest in item 15.

The meeting was adjourned for <b>Public Question Time</b> – see notes appended.
---

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

**3. Dispensations:**

It was noted that Cllrs Tranter and Mrs Jones already have dispensations place to speak and vote in in relation to matters relating to the incinerator.

**4. Minutes:** (a) Acceptance of the minutes of the Parish Council meeting of 1st December 2015 was proposed by Cllr Murcott, seconded by Cllr Mrs Meredith and agreed.

(b) Acceptance of the minutes of the Parish Council meeting of 5th January 2016 was proposed by Cllr Mrs Meredith, seconded by Cllr Mrs Abercrombie and agreed.

**5. Planning Applications/Appeals received since last meeting for review:** None.

**6. Planning Applications/Appeals considered by Sub-committee since last meeting:** None.

**7. Planning Applications/Appeals withdrawn:** None.

**8. Planning Applications/Appeals Approved:**

W/15/02869/PN & /// Site 39, 31 and surrounding land, Hartlebury Trading Estate.

Demolition of Unit 39 of the Hartlebury Trading Estate and the development of a Car/Lorry park as approved by the planning permission W/14/02040/PN. Application to vary conditions 5 and 6 of planning permission W/14/02040/PN to amend drainage scheme.

**9. Planning Applications/Appeals Refused:**

W/15/02791/CU & /// Caravan off Worcester Road, Torton.

Proposed mobile home for site manager (Live/work unit).

W/15/03009/OU Shorthill Caravan Site, Crossway Green, Stourport-on-Severn DY13 9SH.

Outline application with all matters reserved for the change of use of land for the stationing of up to 6no. static caravans for permanent occupation.

**10. Enforcements:** Completion of Planning Enforcement Scrutiny Team Survey. The survey was completed and will be sent to WDC by the Clerk.

**11. Progress Reports:**

**a) Police Report.** The report had been previously circulated and it was noted that there had been 1 burglary, 1 theft, and 3 acts of vehicle crime. The report further confirmed that the residents of Inn Lane had been written to (and a notice put in the Post Office) concerning parking.

**b) Clerk's Progress Report.(BG).** The report had been previously circulated and was noted.

**c) Dist. Councillor's Report.(ND).** The report had been previously circulated and was noted.

- d) **County Councillor's Report.**(MB). No report.
- e) **Finance Committee Meeting 11<sup>th</sup> January 2016.**(LC). The Minutes had been previously circulated and were noted. Concern was expressed over certain grants made in 2014 and further modifications to the Financial Regulations may be brought forward.
- f) **Playing Fields Committee Meeting 14<sup>th</sup> January 2016.**(ST). The Minutes had been previously circulated and were noted. Cllr Abercrombie will write a briefing note as guidance to potential contractors and continue to advise as required but, because of her work position, not take part in any selection or decisions concerning the award of any contract.
- g) **Parish Plan Working Group Meeting 19<sup>th</sup> January 2016.**(SH). The report had been previously circulated and was noted.
- h) **HPHMC Meeting.**(AM). The report had been previously circulated and was noted. Full co-operation in checking the validity of earlier grants was promised.

## 12. Finance:

- a) **Bank balances** at 31<sup>st</sup> January 2016 were noted to be:-
 

HSBC Treasurer's Account	£20,223.51
HSBC Deposit Account	£6,354.02
Scottish Widows Account	£10,000.00
- b) **Payments:** Payments by cheques 101439 to 101442 and SO totalling £2,926.76 were proposed by Cllr Ingram, seconded by Cllr Mrs Meredith and agreed unanimously.
- c) **Allotments Committee Meeting 2<sup>nd</sup> February 2016:** The meeting was noted and Cllr Mrs Abercrombie proposed that its decision to increase allotment rents by 2% be ratified; this was seconded by Cllr Mrs Jones and agreed unanimously. It was noted that vacant plots and the field will be advertised locally and in surrounding parishes and, in the case of the field in the local press. The increase in rent requested by the agents of the land owners will be challenged.
- d) **2016-17 Budget & Precept:** Acceptance of the 2016-17 budget recommended by the Finance Committee at its 11<sup>th</sup> January 2016 meeting was proposed by Cllr Ingram, seconded by Cllr Tranter and agreed unanimously. Acceptance of the 2016-17 precept recommended by the Finance Committee at its 11<sup>th</sup> January 2016 meeting was proposed by Cllr Ms Cleaver, seconded by Cllr Ingram and agreed unanimously. The Clerk will submit the precept request.
- e) **Grounds maintenance contract:** The invitation to tender document which had been issued to four contractors resulted in only one quotation; the search will be widened.
- f) **Financial Regulations:** Acceptance of the Financial Regulations recommended by the Finance Committee at its 11<sup>th</sup> January 2016 meeting was proposed by Cllr Ingram, seconded by Cllr Mrs Meredith and agreed unanimously.
- g) **Asset Register:** Acceptance of the Asset Register recommended by the Finance Committee at its 11<sup>th</sup> January 2016 meeting was proposed by Cllr Mrs Abercrombie, seconded by Cllr Mrs Boughton-Thomas and agreed unanimously.
- h) **GT Audit Report 2014-15:** The report was reviewed and received. Regulations are to be tightened to obviate the possibility of any repetition of the failure to comply with statutory procedures. The Chair plans to look at other anomalies and received offers to help from Cllrs Mrs Abercrombie and Mrs Meredith.

**13. George Ward's Recognition Award:** The Council were pleased to hear of the 2<sup>nd</sup> place award for George's unstinting work in many fields in the village and wished to congratulate him on his well-deserved success.

**14. Smartwater:** The objective is to have the scheme in place by May to combat the anticipated increase in crime at this time of year. This is to be achieved by a leaflet drop as soon as possible (by Councillors) to every dwelling in the village. The Clerk will draft a letter (based on the recent Parish Magazine article which will be put on the reverse of a Smartwater company-designed illustration) intended to give residents an opportunity to express their views by a number of media. There is then to be a consultation meeting on 10<sup>th</sup> March; it is hoped that WDC will accept this as an adequate consultation process to enable it to allocate NHB money to the project. 1200 leaflets will be needed and Cllr Tranter will check out the printing cost. Cllr Ingram will pursue the possibility of getting Smartwater kits more cheaply elsewhere.

**15. Incinerator:** The Envirecover Drop-In session on 25<sup>th</sup> January was noted although it was thought that its publicity left something to be desired. It was reported that a “steady stream” of visitors attended. Cllr Ingram wished to draw a line under his previous concern that money had been sought by the Church from Severn Waste at the same time as the Council were trying to resist it coming to Hartlebury. Given that none of the Authorities involved were prepared to undertake an air quality survey in the area before the commissioning of the incinerator, it was suggested that a letter be sent to WDC noting this fact and seeking assurance that the data from the 2006 survey could be taken as being base-line and that future figures be viewed in relation to this data. The Clerk will prepare a draft.

**16. Old Worcester Road Development:** It was noted that the problems experienced by a Southall Drive resident having the pavement outside his house dug up repeatedly had been addressed by the District Councillor (email of 28<sup>th</sup> January to Enforcement and Highways).

**17. Traffic Issues/Speeding:** The Council agreed that the roads for further investigation by the Safer Roads Partnership prior to hand-held speed “guns” being issued should be Rectory Lane, Old Worcester Road and Droitwich Road, in that order of priority. Cllr Murcott will convey that information. It was noted that the VAS could be up-graded to register speeds at a cost of about £400. The future of advance warning signs on Rectory Lane was queried.

**18. Correspondence:** The correspondence list circulated was noted. The Clerk will acknowledge a resident’s email of complaint concerning the grant to WAIL in 2014 and draft a fuller response for the Council to consider. Last year’s RoSPA report will be sent to Cllr Mrs Abercrombie.

**19. Action Review:** Actions were reviewed and councillors were asked to check the summary for outstanding actions they are responsible for.

**20. Councillors’ Reports and Items for Future Agenda:**

- Cllr Mrs Boughton-Thomas noted fly-tipping on Chadwick Lane; Dist. Cllr Dowty will report it.
- Cllr Ms Cleaver requested a sign on the new bus shelter asking people to use the waste bin.

**DATE OF NEXT MEETING:**

**Tuesday 1st March 2016 - PC & PLANNING COMMITTEE 7.00 PM – N. E. SCHOOL**  
**Meeting closed at 21.55 hrs**

Signed .....(Chairman)      Dated .....

Prior to the commencement of the formal meeting, the Council was addressed by Mr Ian Connelly of the Safer Roads Partnership who explained the process leading to the issuance of a speed “gun” to a village (although none are available at present). The Council will identify hot-spots they believe need to be investigated and the Partnership will install for 1 week a fixed speed monitoring system to see if the problem is appropriate for a village team or if other action is required; if a speed team is the right approach, a team will be trained and issued with “gun”, hi-vis jackets and sign; transgressors exceeding the speed limit will be written to and eventually visited (unless the excess speed is greater than 20mph in which case they will be visited immediately. Cllr Murcott will progress. (See item 17).

**NOTES FROM PUBLIC QUESTION TIME**

Seven residents attended and the following issues raised:-

- A resident noted that WAIL had still not presented its detailed accounts and suggested the Council should use its influence to make this happen; a request will be sent.
- Mr Paul Rabin of “The Shed” issued an invitation to Councillors to visit his site; he also emphasised that he was continuing to liaise with the relevant planning authorities.
- A resident queried the display of all meeting papers on the web-site and the implementation of a Publication Scheme.
- It was noted that there was still unauthorized signage by the Taylor-Wimpey site; the District Councillor advised that a formal complaint had been lodged.