

25th October 2016

Hartlebury Parish Council Meeting to be held on Tuesday 1st November 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 4th October 2016.
5. **Council's Scheme of Delegation: Decisions.** In the light of recent appointments, to review/modify the appointment of Councillors to committees and outside bodies.
6. **Planning Applications/Appeals received since last meeting for review: Decisions.**

W/16/02154/PN The Orchards, Worcester Road, Hartlebury DY11 7RG.
Provision of new private drive and screen fence to road – part retrospective.
The Planning Committee does not suggest offering any objection to the driveway provision but is concerned about the screen fence and any further actions which might lead to the removal of any trees.

W/16/02409/CU Land off Worcester Road, Torton.
Part conversion of existing agricultural unit to form manager's quarters.
The Planning Committee objects to this application on the grounds that such quarters are not necessary for a site containing just 5 caravans and that it further violates a green belt site.

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

W/16/02265/LB Bishop's House, Hartlebury Castle, Hartlebury DY11 7XX.

Internal re-ordering of the former Bishop's House at Hartlebury Castle.

The Planning Committee wished to offer no comment on the basis that it presumes the Trust is acting in the best interests of the Castle.

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.

The Planning Committee objected to this application on the grounds that the scale of such facilities is disproportionate for a site containing just 5 caravans and with 28 car boot sales per year, and that it further violates a green belt site.

8. Planning Applications/Appeals withdrawn:

W/16/02114/CU Perry Cottage, Perry Lane, Torton, Hartlebury DY10 4HY.

Extension of garden area.

W/16/01964/AA Land off Rectory Lane, Hartlebury.

Freestanding advertisement sign to Christmas tree plantation.

9. Planning Applications/Appeals Approved:

W/16/01176/PN Hartlebury Service Station, Crown Lane, Hartlebury DY11 7XP.

The retention of an ATM installed in steel secure room and two anti ram raid bollards.

W/16/01177/AA Hartlebury Service Station, Crown Lane, Hartlebury DY11 7XP.

Illuminated ATM fascia and illuminated ATM surround. Retrospective.

W/16/01956/PP April Cottage, Wilson Road, Hartlebury DY11 7XU.

Proposed ground floor extension and raising of roof to form first floor accommodation. (Amendments to planning approval W/14/01748/PP).

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/16/02087/PP Hythe, 53 Summerfield Lane, Hartlebury DY11 7SA.

Demolition of garage and erection of ground floor rear extension.

10. Planning Applications/Appeals Refused: None.

11. Enforcements/Other: None.

12. 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 Reports. (PT)
- e) Mercia CLG Minutes 10th October. (ST)
- f) HPHMC Meeting 19th October. (JH)
- g) PHESG Meeting 20th October. (SH)
- h) Playing Fields Committee Meeting 20th October. (ST)
- i) Boundary Change Public Meeting 27th October. (ST)
- j) Young Peoples Consultation Event 29th October. (JH)

13. Finance:

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

HSBC Treasurer's Account	£28,141.49
HSBC Deposit Account	£6,357.37
Scottish Widows Account	£10,000.00
Hartlebury Lawn Tennis Club	£680.72

b) Payments this month: Decision. To consider and approve payments of cheques 101597 to 101606 (excepting 10159 & 101599) and Clerk's salary by SO totalling £827.53.

Clerk's expenses	chq 101597	£52.53 (Salary £520.13 by SO)
BGS (Lengthsman)	chq 101598	£TBA.00
Top Cut (Grounds maintenance)	chq 101599	£TBA.00

HPHMC (Room hire)	chq 101600	£30.00
Worcs CALC (Training)	chq 101601	£30.00
dpsprint4u (Meeting flyers)	chq 101602	£59.00
Staples (Stationary)	chq 101603	£43.82
Information Commissioner Fee	chq 101604	£35.00
Web Solutions (Hosting)	chq 101605	£43.06
S Tranter expenses (VAS charger)	chq 101606	£13.99

c) 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.

d) Budget 2017-18: To receive councillors’ suggestions for inclusion in next year’s budget.

e) New Elizabethan School: Decision. To receive any further updates. (JH/ST)

f) Playground refurbishment: Decision. In the event that an outside organization does not effect the replenishment of the playground surface, it is proposed to accept a quotation from R Wilkes to supply and spread 10 m³ of chips.

g) Tree felling: Decision. Trees on Village Green.

h) Parish Hall Works: Decision. Trees by Parish Hall and other works. (JH)

i) Appointment of grounds maintenance contractor: Decision. To endorse the Playing Fields Committee decision to re-appoint of Top Cut Mowing Services as grounds maintenance contractor.

14. Freedom of Information: Decision. To consider the Council’s position. (SH)

15. Bus Shelter: Decision. To review the selected location of a replacement shelter.

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. SmartWater: To review the situation and decide on future actions.

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

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

22. 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 10th November 2016 - 7.00pm – Public Consultation – Parish Hall.

Thursday 17th November 2016 - 7.00pm – Finance Committee Meeting – Parish Hall.

Tuesday 6th December 2016 - 7.00pm – PC Meeting - New Elizabethan School.