

# **HARTLEBURY PARISH COUNCIL**

**A meeting of Hartlebury Parish Council was held at the New Elizabethan School, Quarry Bank, Hartlebury on the 4<sup>th</sup> July 2017**

**Present:** Councillors Sandra Hickman (Vice Chair) (In the Chair), Caroline Boughton-Thomas, Neil Davis, Jan Hipkins, Cath Holden, Tanya Kirk and David Simons.

**In Attendance:** Neil Gulliver (Parish Clerk), C/Cllr Peter Tomlinson, D/Cllr Nigel Dowty and 10 members of the public.

Before the commencement of business, the Chairman announced that Wendy Abercrombie, Lesley Cleaver, Eve Jones, Laura Meredith and Sheridan Tranter had all tendered their resignations as parish councillors with immediate effect. The normal election process would now take effect.

The Chairman went on to thank them for the time they had dedicated to the role and in particular thanked Sheridan Tranter for his hard work. On a personal note, the Chairman thanked Sheridan Tranter for the help and support he had given her in the organisation and delivery of the public consultation events which had taken place during his time in office.

## **1. Welcome to Cath Holden, New Parish Councillor**

The Chairman welcomed Cath Holden to her first meeting as a Parish Councillor and hoped she would find the role rewarding.

## **2. Apologies**

None.

## **3. Declarations of Interest**

Tanya Kirk declared an interest in Agenda item 7(1)(ii).

## **4. Dispensations**

None.

## **5. Public Question Time**

The following issue was dealt with at the request of a member of the public:-

**Further Housing Development in Spennells** – The Parish Council were asked to give their support to local residents in opposing the proposal to build over 1,700 houses on a site which ran along the southern edge of Spennells from the railway line to the A448 Bromsgrove Road. Almost all this land was in the green belt and also part of it fell in the Hartlebury parish boundary. The Chairman asked Nigel Dowty if he could raise the Parish Council's concerns with the District Council. He pointed out, although the planning application would be dealt with by Wyre Forest District Council, the Parish Council would be consulted as part of the site fell in the parish.

It was noted that public meetings would take place on Monday 10 July and Friday 21 July, 2017.

**Flower Bed at Junction of Inn Lane and Old Worcester Road** – The Parish Council were thanked for arranging for the lavender bush to be cut back at the junction.

**Parish Clerk** – A member of the public who had attended a Stoke Parish Council meeting claimed that he had witnessed bullying by the Hartlebury Parish Council Clerk at that meeting. The Chairman advised on the correct procedure for making such an allegation and offered to supply relevant details if necessary.

## **6. Minutes of the Meeting held on the 2<sup>nd</sup> May 2017**

Under Minute 14, the Chairman referred to the request submitted to everyone by former Councillor Meredith regarding the wording of the item relating to the Mannings Charity. It was agreed that the wording in the draft minutes should be replaced with the following:-

*'Laura Meredith stated that the Parish Council should be aware that Peter Holden had submitted the annual return for the Mannings Charity without the knowledge or consent of the other Trustees. The figures were forwarded to the Trustees after the return had been submitted and we had not seen the bank statements to verify the figures. A declaration was signed with the Charity Commission before the submission stating that it had been brought to the attention of all Trustees when it had not.'*

The minutes of the meeting held on the 20<sup>th</sup> June 2017 as amended above were then approved unanimously and signed by the Chairman.

## **7. Planning Issues**

### **(1) New Applications for Comment**

**17/01147/HP 1 Torton Villas, Worcester Road, Low Hill, Kidderminster – Proposed drop kerb driveway access to A449.**

The Parish Council had no objections to this application.

**17/00822/CU Chadwick Bank Nurseries, Stourport Road, Chadwick Bank. – Change of use of land to site nine log cabins, four camping pods and shower and toilet block ancillary to the proposed holiday accommodation with associated parking for tourist use.**

The Parish Council discussed the application in detail with particular concerns being expressed about the impact on other local holiday businesses in the area and highways issues. There was also concern that the holiday lets could become long term lets in the future. Nigel Dowty commented that he understood that the District Council's Planning Officers were likely to support the application.

The Parish Council voted to support the application but the District Council should be made aware of their concerns regarding the close proximity of the Lincomb Lock Caravan Park, the poor access road to the site and the public right of way.

Caro Boughton-Thomas objected to the application while Tanya Kirk abstained from the vote.

### **(2) Update on Previous Planning Applications**

None.

## **8. Progress Reports**

### **(1) County Councillor's Report**

Peter Tomlinson made the following comments:-

- He had been appointed to the Health Overview & Scrutiny Committee and was Chairman of the Standards and Ethics Committee.
- The County Council had concerns about the problems within the NHS and the possibility of funding running out. The Health Overview & Scrutiny Committee would be looking at these issues and ways of improving people's health.
- The County was still in special measures for children's services but things were progressing under a good management team.
- Gerry Brienza had now been appointed as the County's Highways Liaison Officer.

### **(2) Police Report**

In noting the report, the Clerk was asked liaise with the SNT Team to get a more detailed report for future meetings.

### **(3) District Councillor's Report**

Nigel Dowty made the following comments:-

- With reference to comments by former Councillor Jones at the last meeting stating that she was unhappy with him holding discussions with District Council staff regarding the community project, he pointed out his involvement and support had been an important factor in the Parish Council's bid for New Homes Bonus and Section 106 monies being successful. The Chairman endorsed that comment.
- He stated that he was having policy discussions with District Council Planning Officers regarding the Shorthill Caravan Site. He expected this matter to be resolved by the Planning Committee.

### **(4) Business Liaison Group**

Jan Hipkins reported that there had not been any recent meetings of the Group.

## **9. Finance**

### **(1) Current Financial Position**

The Council noted the bank balances as at the 30<sup>th</sup> June 2017 as follows:-

|                             |            |
|-----------------------------|------------|
| HSBC Treasurer's Account    | £27,859.84 |
| HSBC Deposit Account        | £6,359.40  |
| Scottish Widows Account     | £10,000.00 |
| Hartlebury Lawn Tennis Club | £680.72    |

### **(2) Payments for June 2017**

The following payments totalling £2,540.83 were then proposed by Jan Hipkins, seconded by Neil Davis and agreed unanimously:-

|                             |            |         |
|-----------------------------|------------|---------|
| Clerk's salary              | chq 101654 | £525.44 |
| HMRC                        | chq 101655 | £131.20 |
| Clerk's expenses            | chq 101656 | £67.25  |
| Top Cut Mowing Services Ltd | chq 101657 | £582.00 |

Came & Co – Annual Insurance  
Premium

chq 101658 £1234.94

### **10. EfW Incinerator/Community Liaison Group (CLG)**

In noting the reports, it was agreed that the report by Peter Townley and Graham Hipkins should be in the public domain. It was agreed that it should be available on the website and also on the parish notice boards. Nigel Dowty commented that the CLG had put the onus on the Parish Council to keep other parishes up-to-date with developments and may question what was being done. The Clerk was asked to ensure that all minutes and reports were forwarded to Ombersley and Elmley Lovatt Parish Councils.

Graham Hipkins was asked to look at a process for reporting back to the Parish Council after each CLG meeting.

### **11. Traffic Issues/Speeding/Parking Improvements**

After the Chairman had explained the background to the report, it was unanimously agreed to hold a short public meeting later in the year to identify all the parking issues in the parish with a view to then holding a meeting with the Highways Liaison Engineer. It was also important that the meeting looked at possible solutions rather just the problems.

### **12. Parish Council Website**

Neil Davis explained that he was concerned that the current website was largely out of date and contained a lot of information which should not be there. He added that there was a possibility that the site would be regarded as being in breach of the data protection laws. After discussion, it was agreed that the current website should be taken down as soon as possible with a brief explanation and the Clerk's contact details remaining. The Chairman asked Neil Davis to bring a report to the Council's next meeting on developing a new website.

### **13. Old Worcester Road Development**

The Chairman reported that Taylor Wimpey had now sold 45 houses of which 25 were now occupied.

### **14. Correspondence**

The Clerk stated that he had the following items of correspondence:-

**1) Electricity Apparatus at Chadwick Bank** – The Clerk stated that Western Power had requested permission to enter a piece of land owned by the Parish Council to carry out urgent maintenance work to the electricity supply in that area. It was agreed that permission should be granted.

**2) Parish Lengthsman** – The Clerk reported that Barry Bennett had had to resign as the Parish Lengthsman due to health reasons. It was agreed that the Clerk should write to him thanking him for his hard work on their behalf. It was agreed to advertise the position in the Post Office and on the parish notice boards.

**3) St Mary's Lychgate** – After the Clerk had explained that he had now received the correspondence from the PCC, Caro Boughton-Thomas explained that, at this stage, the PCC were only looking for an indication from the Parish Council that they would consider giving financial support towards the cost of repairs to the lychgate. It was agreed that the Clerk should send details of the Council's grant policy to the PCC.

## 15. Action Summary

The Clerk circulated a copy of the latest Action Summary and asked Councillors to check that he had covered all the relevant issues.

## 16. Councillors' Points of Information and Items for Future Agendas

- Cath Holden and Jan Hipkins agreed to discuss the possibility of the Parish Council holding its meetings at the Parish Hall at the next meeting of the Parish Hall Management Committee.
- Jan Hipkins stated that in view of the Parish Lengthsman's resignation, she would arrange for the footpath sign at the allotments to be re-installed.
- Tanya Kirk that the signage for the resurfacing of the A449 was completely wrong and she would speak to County Highways.
- Neil Davis pointed out that the time had been missed off the last two Parish Council agendas.
- Neil Davis added that the footpath in Woodbury Close was getting worse and it had been reported.
- Jan Hipkins referred to the vandalised bus shelter on the Old Worcester Road. The Clerk confirmed that this had been logged.
- The Chairman informed the Parish Council that she had been invited to attend a meeting with Severn Waste to discuss possible further funding for the community project. The Parish Council agreed that she should attend on their behalf. It was also agreed that she should submit a complaint to Sport England for not being willing to explain why their bid for funding had been rejected

## 17. Exclusion of the Press and Public

Members of the press and public were excluded from the meeting to allow confidential discussions to take place under Agenda items 18 and 19.

## 18. Confidential Minutes of the Meeting held on the 6<sup>th</sup> June 2017

Consideration of these minutes was deferred to allow requested amendments to be made to the narrative therein.

## 19. Hartlebury Community Project

- (1) Contract for Landscape Design Services
- (2) Payments for Landscape Consultant

The Parish Council considered issues relating to the contract and payments schedule for the Landscape Consultant.

### **DATE OF NEXT PC MEETING:**

**Tuesday 1<sup>st</sup> August 2017 - 7.00 pm at the NEW ELIZABETHAN SCHOOL.**

The meeting closed at 9.30pm.

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