

21st December 2016

**Hartlebury Parish Council Meeting to be held on Tuesday 3rd January 2017 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 6<sup>th</sup> December 2016.
5. **Planning Applications/Appeals received since last meeting for review: Decisions.**

W/16/02784/PN Hartlebury Garage, Old Worcester Road, Hartlebury DY11 7XH.  
Demolition of existing garage and bungalow and erection of 1 no. detached house and 2 pairs of semi-detached houses with associated access and parking.

W/16/02947/PP Willow Cottage, Stanklyn Lane, Summerfield, Kidderminster DY10 4HP.  
Proposed single storey extensions to front and rear.

W/16/02895/PN Hartlebury Castle, Stourport Road, Hartlebury.  
Installation of bat loft adjacent to Hartlebury Castle Workshops.
6. **Planning Applications/Appeals decided by Committee since last meeting:**
7. **Planning Applications/Appeals withdrawn:**

Application for Street Trading License at Torton Farm for a mobile snack bar.

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

W/16/02572/PP Ruskin House, Stourport Road, Chadwick Bank, Stourport-on-Severn DY13 9SD.  
Single storey rear extension.

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

W/16/02409/CU Land off Worcester Road, Torton.  
Part conversion of existing agricultural unit to form manager's quarters.

**10. Enforcements/Other:** 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. (NDo)
- d) County Councillor's Report. (PT)
- e) PHESG 8<sup>th</sup> December 2016. (SH)

**12. Finance:**

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

HSBC Treasurer's Account	£24,866.90
HSBC Deposit Account	£6,358.13
Scottish Widows Account	£10,000.00
Hartlebury Lawn Tennis Club	£680.72

**b) Payments this month: Decision.** To consider and approve payments of cheques 101616 to 101619 and Clerk's salary by SO totalling £TBA.00.

Clerk's expenses & salary adjustment	chq 101616	£103.01 (Salary £520.13 by SO)
BGS (Lengthsman)	chq 101617	£TBA.00
HMRC (Clerk's PAYE for Oct,Nov,Dec)	chq 101618	£406.28
Cllr J Hipkins expenses (Refreshments)	chq 101619	£6.73

**c) Financial Performance:** To review the financial performance to November 2016. (LC)

**d) 2017-18 Budget & Precept: Decision.** To consider and approve recommendations made by the Finance Committee at its meeting on 3rd January 2017.(LC)

**e) Grant Request for Community Café: Decision.** To consider a grant request.

**f) Tree felling: Decision.** Trees on Village Green.

**g) Parish Hall Works:** To review progress in tree-felling and step-pointing.

**13. External Funding: Decision.** To consider making applications for external funding. (SH)

**14. Incinerator: Decision.** To agree on Council delegates for the CLG and to receive any further updates. (EJ)

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

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

**17. SmartWater: Decision.** To consider requesting support funding County Councillor's Divisional Fund and decide on future actions.

**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 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 10th January 2017 - 1.45pm – Allotments Committee – On site.

Thursday 19th January 2017 - 7.00pm – Playing Fields Committee – Parish Hall.

Thursday 19th January 2017 - 7.15pm – PHESG – Parish Hall.

Tuesday 7th February 2017 - 7.00pm – PC Meeting - New Elizabethan School.

Tuesday 7th March 2017 - 7.00pm – PC Meeting - New Elizabethan School.