

HARTLEBURY PARISH COUNCIL

MINUTES OF MEETING –Tuesday 6th December 2016– New Elizabethan School

Present: Cllrs S. Tranter (Chair), Mrs S. Hickman (Vice-chair), Mrs C. Boughton-Thomas, Ms L. Cleaver, N. Davis, Mrs J. Hipkins, Mrs E. Jones, Mrs T. Kirk and D. Simons.

In Attendance: District Councillor N. Dowty, prospective Clerk Mr Neil Gulliver, 4 members of the public and Clerk B. Gale.

1. Apologies: Apologies were received and accepted from Cllrs Mrs W. Abercrombie (ill), D. Ingram (prior commitment) and Mrs L. Meredith (prior commitment). Cllr S. Brown was absent. County Councillor P. Tomlinson had advised of his unavailability.

2. Declarations of Interest: Cllr S. Tranter declared an interest in item 16, Cllr Mrs Hickman in item 11a and Cllr Ms Cleaver in items 8 and 9.

At this point the order of business was changed so that item 13 could be considered before the prospective Clerk had to depart.

The meeting was adjourned for Public Question Time – see notes appended.

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

3. Dispensations: No requests had been received.

4. Minutes: Acceptance of the minutes of the Parish Council meeting of 1st November 2016 was proposed by Cllr Davis, seconded by Cllr Mrs Hipkins and agreed unanimously. They were duly signed by the chairman.

5. Planning Applications/Appeals received since last meeting for review:

W/16/02508/CU land adjacent to Perry Cottage, Perry Lane, Torton, Hartlebury.

Change of use of land to domestic garden.

The Council had no objection to this application being approved; WDC will be advised accordingly.

6. Planning Applications/Appeals decided by the Planning Committee since last meeting:

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

Single storey rear extension.

The Planning Committee wished to offer no objection to this application. WDC has been advised.

7. Planning Applications/Appeals withdrawn: None.

8. Planning Applications/Appeals Approved:

W/16/00392/PN Garage block off The Avenue, Waresley, Hartlebury.

Demolition of existing garage block and development of a single storey residential dwelling with parking provision.

The Council mused over how the “affordable housing” aspect of the approval was relevant to a single dwelling.

W/16/01883/CU Roberts Paddock, Whitelenge Lane, Hartlebury DY10 4HD.

Continuation of the use of land for the siting of a mobile home and touring caravan without compliance of condition 1 and 2 (planning ref: W/11/02059/OU) which are proposed to be removed.

W/16/02048/PP 3 Bank Cottages, Inn Lane, Hartlebury DY11 7TA.

Two storey and single storey side extension.

W/15/00186/CU & W/15/00187/LB Talbot Hotel, Old Worcester Road, Hartlebury DY11 7XD

Re-development of the site. Conversion of existing public house to form 3 no. dwellings and the construction of 4 no. dwellings on part of site. Re-submission of application W/12/02376/CU.

The Council wondered why approval had taken so long (agreement over sec. 106 monies), expressed hopes that the development could be monitored to ensure it progressed speedily with

minimal further deterioration to the listed building and queried if there was any merit in having the main building listed as an Asset of Community Value. Cllrs Mrs Jones and Simons will investigate.

9. Planning Applications/Appeals Refused:

W/16/02156/CU Hayloft, Low Hill, Hartlebury DY10 4HT.

Change of use of Hayloft and associated land from holiday let to independent residential dwelling.

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.

W/16/02154/PN The Orchards, Worcester Road, Hartlebury DY11 7RG.

Provision of new private drive and screen fence to road – part retrospective.

Ongoing concern was expressed at the continuing development of the site; it was noted that some of the trees had TPOs in place and WDC enforcement will be monitoring the situation.

10. Enforcements/Other: None.

11. Progress Reports:

a) Police Report. The report had been previously circulated and was noted. Cllr Mrs Hickman expressed concern that the “theft from a vehicle” crime which had taken place at her house was not listed in the report, despite the attendance of a PCSO. The Clerk will raise the issue. It was noted that there had been no police presence at a meeting for some time and it was hoped that County Cllr Tomlinson will be able to arrange a visit by the new PCC, perhaps jointly with Ombersley. Cllr Mrs Kirk will be collating the location of crimes over the last few months.

b) Clerk’s Progress Report. (BG) The report had been previously circulated and was noted. Village Green trees – WCC Highways advise that they are a matter for the Council and Cllr Mrs Hipkins will arrange for an authoritative, independent inspection to confirm they should be felled; to forestall residents’ complaints, a notice will be put out advising that this is the plan.

c) District Councillor’s Report. The report had been previously circulated and was noted.

d) County Councillor’s Report. The report had been previously circulated and was noted

e) Public Consultation 10th November. Cllr Mrs Hickman advised that the event had been attended by 57 residents and that the results would be discussed at the PHESG meeting on 8th December; the feedback analysis will be put on Google Drive.

f) FC Meeting 17th November. The minutes had been previously circulated and were noted. Further work is needed to finalize the budget but it was felt that the proposed 2% precept increase would still leave very little contingency. District Cllr Dowty will check out the costs associated with dog-bins with WDC.

g) Boundary Commission Hearing 15th November. The report had been previously circulated and was noted. Cllr Tranter had addressed the hearing where it had been confirmed that for any change in district council boundaries, there would have to be a full consultation and all parties would have to be in agreement. District Cllr Dowty confirmed that WDC has received protests about any change from many Hartlebury residents. A resident was thanked for his assistance in travel arrangements to attend the hearing.

12. Finance:

a) Bank Balances: To note bank balances at 30th November 2016.

HSBC Treasurer’s Account	£27,371.01
HSBC Deposit Account	£6,357.37
Scottish Widows Account	£10,000.00
Hartlebury Lawn Tennis Club	£680.72

b) It was noted that since the last meeting, a cheque (101589) has been issued to BGS for £220.50.

c) Payments this month: The following payments (including that to BGS detailed in item 12b) totalling £3,421.68 were proposed by Cllr Simons, seconded by Cllr Mrs Jones and agreed unanimously:-

Clerk's expenses	chq 101607	£67.25 (Salary £520.13 by SO)
BGS (Lengthsman)	chq 101608	£169.50
Top Cut (Grounds maintenance)	chq 101609	£834.00
HPHMC (Room hire)	chq 101610	£120.00
Worcs CALC (Training)	chq 101611	£90.00
John Dowty Ltd (Printing)	chq 101612	£33.30
Grant Thornton (Auditor)	chq 101613	£360.00
Dpsprint4u (Parish Plan)	chq 101614	£787.00
Hartlebury PCC (Parish Magazine)	chq 101615	£220.00

d) 2nd quarter bank reconciliation: Approval of the 2nd quarter (ending 30th September 2016) bank reconciliation was proposed by Cllr Simons, seconded by Cllr Mrs Hipkins and agreed unanimously. The reconciliation document was signed by the Finance Committee chair, the non-signatory councillor and the RFO.

e) Budget & Precept 2017-18: The Finance Committee's preliminary budget and precept proposals for 2017-18 were presented and accepted by the Council, noting that part of the payments budget had yet to be finalized.

f) Playground refurbishment: Cllr Tranter proposed acceptance of the Biffa offer to fund materials to up-date the playground; this was seconded by Cllr Mrs Hipkins and agreed unanimously. It was noted that the material costs may be about £850 and that, further, Biffa employees may undertake the necessary work; should that be the case, it was agreed some form of recompense should be offered to them. The company's generosity will be recognized by a letter.

g) Tree felling: Please refer to minute 11b above.

h) Parish Hall Works: Trees – Cllrs Tranter and Ingram will do the necessary work. **Steps** – it was noted that work was needed with due consideration being given the fact that the area is due for complete refurbishment in the near future. TW will be approached by the business Liaison Group to seek their assistance.

i) Financial Regulations Amendment: Cllr Ms Cleaver proposed amending to point 5.4 of the Regulations approved on 2nd February 2016 the following sentence :-“At least one signatory shall also initial the relevant invoice(s)”. The proposal was seconded by Cllr Mrs Kirk and agreed unanimously. The Clerk will implement the change.

13. Appointment of new clerk: Cllr Mrs Hickman advised that there had been 24 requests for application packs (including modified job and person specifications), which had resulted in 4 applications. All applicants had been formally interviewed (including a written exercise) as a result of which an offer had been made and provisionally accepted. Cllr Hickman proposed that the offer be confirmed; this was seconded by Cllr Tranter and agreed unanimously. Mr Neil Gulliver was duly appointed as Clerk to the Council with an official starting date of 1st January 2017; the current Clerk will liaise with Mr Gulliver to effect a smooth hand-over. Final details of the employment will be agreed between Mr Gulliver and Cllr Mrs Hickman.

14. Policy Approval: The matter will be held over to a later meeting pending minor modifications and review by Worcestershire CALC.

15. Date of Annual Parish Assembly: Acceptance of the suggestion to move the date of the Annual Parish Assembly to immediately prior to the April Parish Council meeting was proposed by Cllr Tranter, seconded by Cllr Davis and agreed unanimously.

16. Incinerator: The recently Mercia Waste document addressing noise issues was noted. Cllr Mrs Jones noted differences in the ways which the companies seemed to be addressing concerns of residents in Gloucestershire to those in Worcestershire and further queried the constitution of the local CLG. District Councillor Dowty, in his capacity as chair of the CLG (although it may be that County Councillor Tomlinson should take that role), has called a meeting for 12th December at which he has called for full attendance; at this meeting Cllr Jones will be able to raise these matters. It was suggested that the Council should have little to say on the matter but that if Cllr Mrs Jones wished to involve it then she should perhaps bring a formal proposal for discussion.

17. Old Worcester Road Development: Concerns were raised over site water escaping into gardens in Old Forge Gardens (WDC Enforcement are to investigate), unfinished works by Talbot Close and semi-complete houses having their un-shaded lights left on all night. Cllr Davis note that he had visited the site to raise the issue of contractors' vehicles speeding in Old Worcester Road; the site manager had been courteous (but could do little without registration details beyond issue a general warning to contractors) and co-operative to the extent of offering to effect repairs to village brick-bordered flower beds.

18. Traffic Issues/Speeding: It was noted that illegal rabbit coursing and shooting has been taking place near local roads; councillors were advised to call the police if they became aware of such activities.

19. Correspondence: For Information; to note correspondence list as circulated. Full details are available from the clerk and on Google Drive. It was noted that drainage down Inn Lane was still a problem not yet being fully addressed by WCC Highways. Further, Cllr Tranter advised that he had attended the WDC briefing session on recently introduced planning software.

20. Action Summary: Summary was reviewed.

21. 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.

- Cllr Mrs Hickman asked councillors to offer copies of the Parish Plan to interested parties.
- Cllr Simons noted he and others had surveyed St Mary's lychgate and prepared a schedule of repairs for contractors to quote against. He further noted that the new Town & Country Planning Act called for developers to pay up-front a Community Infrastructure Levy (as opposed to the current Section 106 payments which are paid when a certain percentage of a development has been sold). Also, in future, Neighbourhood Development Plans are to assume greater significance.
- It was noted that the field at Moorfields Farm recently given approval for private use seems to be being used for hire purposes; WDC Enforcement has been advised.
- It was noted that the number of caravans at the site in Torton seems to be increasing beyond the number for which permission has been granted.

DATE OF NEXT PC MEETING:

Tuesday 3rd January 2017 - 7.00 pm at the NEW ELIZABETHAN SCHOOL

Meeting closed at 21.30 hrs

Signed(Chairman) Dated

NOTES FROM PUBLIC QUESTION TIME

Four members of the public attended; issues raised were:-

- Appreciation of the work of the Parish Plan Steering Group in finally producing a Plan – and can a Neighbour Development Plan now be addressed?
- Can the SmartWater project be pushed forward again?