

HARTLEBURY PARISH COUNCIL

A meeting of Hartlebury Parish Council was held at the New Elizabethan School, Quarry Bank, Hartlebury on the 1st August 2017

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

In Attendance: D/Cllr Nigel Dowty and 7 members of the public.

It was noted that the Parish Clerk had been unable to be present at the meeting as he was attending a funeral. Cath Holden took the minutes of the meeting.

The meeting was recorded by a member of the public.

1. Welcome to Ray Kirby, New Parish Councillor

The Chairman welcomed Ray Kirby to his first meeting as a Parish Councillor and hoped he would find the role rewarding.

2. Election of Chairman

David Simons, seconded by Jan Hipkins, moved and it was unanimously resolved that Sandra Hickman be elected as Chairman of Hartlebury Parish Council.

3. Election of Vice Chairman

Jan Hipkins, seconded by Cath Holden, moved and it was unanimously resolved that David Simons be elected as Vice Chairman of Hartlebury Parish Council.

4. Apologies

An apology was received from C/Cllr Peter Tomlinson.

5. Declarations of Interest

David Simons declared a general personal interest as he was working for Worcestershire County Council.

6. Dispensations

None.

7. Public Question Time

The following issues were dealt with:-

Resignation Letters – In response to a question on the publication of the letters of resignation by former Parish Councillors, the Chair stated that the Parish Council had no intention of publishing the letters.

Response time of emails from the Clerk – A member of the public asked whether a four day response time from the Clerk was considered to be acceptable. The Chair said that in her opinion it was, but that the question could be put to the Clerk at a future meeting.

Parish Council Minutes – A member of the public asked that the font size on the minutes displayed on the notice boards be made larger.

A member of the public stated that he had a question for the Clerk but would defer it for a future meeting.

Councillors requesting an election – The question was asked whether it was appropriate for Councillors to request an election when a vacancy on the Council arose. The Chair stated that a councillor was also a parishioner and was entitled to exercise his or her democratic right to request an election be held.

8. Minutes of the Meeting held on the 4th July 2017

The minutes of the meeting held on the 4th July 2017 were approved unanimously and signed by the Chair.

9. Membership of Committees and Other Bodies

Following discussion, the Parish Council agreed the following changes to the committee memberships and representatives on other organisations:-

Finance Committee – Ray Kirby to fill the vacancy.

Planning Committee – All Councillors to be consulted on planning issues.

Allotments Committee – The Clerk to join Jan Hipkins and Tanya Kirk.

Staffing Committee – Caro Boughton-Thomas and Cath Holden to fill the vacancies. Tanya Kirk to act as the independent person for the Clerk to confide in.

Green Maintenance/Grass/Lengthsman/Parish Infrastructure – David Simons to fill the vacancy.

Mannings Charity – Jan Hipkins and David Simons to fill the Parish Council vacancies.

EfW Incinerator CLG – The filling of the two Parish Councillor vacancies was deferred.

Weinberger/Biffa CLG – Jan Hipkins and David Simons to fill the vacancies.

Worcestershire CALC Area Meeting – Cath Holden and Ray Kirby to fill the vacancies.

Business Liaison Group – To be reconsidered in January 2018.

10. Planning Issues

1) New Applications for Comment

i) 17/01304/FULWaresley Grange, Worcester Road, Kidderminster.

Refurbishment/alterations to an existing metal profiled sheet clad shed & additional garaging at the rear.

The Parish Council had no objections to this application.

ii) 17/01307/HP Melbury House, Charlton Lane, Torton, Hartlebury

Two storey side extension & single storey rear with replacement detached garage.

The Parish Council had no objections to this application.

iii) 17/01364/CUHartlebury Castle, Stourport Road, Charlton, Hartlebury

Additional use of Hartlebury Castle as a venue for weddings, civil ceremonies & other events not in accordance with conditions 2, 3 & 4 of permission ref W/15/02870/CU with regards to the times for ceremonies & amplified music.

The Parish Council were very supportive of Hartlebury Castle and were keen to work with them in any way they can. However, they thought that conditions 2 and 3 should not be removed as they were not unreasonable. In relation to condition 4 the Council thought that this should be removed as there was no issue with the Castle being allowed music outside but there should be a timeframe attached to the condition to safeguard local residents.

**iv) 17/01420/HP Church House, Rectory Lane, Hartlebury
Single storey rear extensions.**

The Parish Council had no objection to this application.

2) New Applications Already Commented On Due to Planning Deadlines

i) 17/00877/FULLand Adjacent Moorlands Farm Fishery, Manor Lane, Waresley, Hartlebury - New access track to serve paddocks and stables (retrospective).

The Council had submitted strong objections to this application.

ii) 17/01205/FUL Roxel (UK Rocket Motors Ltd), Summerfield Lane, Summerfield, Hartlebury - Construction of 2 storage buildings.

The Council had raised no objections to this application.

3) Update on Previous Planning Applications

The update was noted.

11. Progress Reports

(1) County Councillor's Report

In noting the report, Nigel Dowty commented on the Velo Birmingham Road Cycle Event which would be taking place on the 24th September but would not have a major impact on the village. Most Councillors reported that they were not previously aware of this event.

(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. It was also noted that the Parish Council understood that PCSO Aidan Goundry was retiring shortly and, if correct, the Clerk should write to him thanking him for his hard work.

(3) District Councillor's Report

Nigel Dowty reported that he was following up a complaint by a local parishioner relating to a faulty heating system at The Birches. He added that Serco had now taken over as the waste contractor.

(4) Hartlebury Community Project Steering Group

The Chair announced that there would be a public drop-in event at the Parish Hall on the 14 September between 4pm and 8pm to view the proposed final plans for the project.

12. Hartlebury Community Project

(1) Progress Report

David Simons gave an update on the progress of the project and confirmed that the ecology report as referred to in the report had now been completed. Jan Hipkins, seconded by Neil Davis, moved and it was unanimously agreed:-

That the Parish Council to approve the following amounts in relation to the contract with GLA:

The sum of £5,115.56 (£4,262.97 plus £852.59 VAT) paid to Greenway LA Limited against Payment Notice No.1 dated 5th July 2017 as an interim valuation of work carried out against the approved contract value; and

The further sum of £62.17 (plus VAT) to be added to the approved contract value in respect of additional visit charges, for door entry and repairs to the tennis pavilion to facilitate surveys. (The added amount will be included in Payment Notice No.2.)

(2) Ecology Survey Additional Expenditure

The Parish Council gave consideration to whether or not the pavilion should be retained. It was noted that if the building was demolished then it would be necessary to carry out further ecology surveys. After further discussion, David Simons, seconded by Jan Hipkins, moved and it was unanimously agreed:-

That the existing tennis pavilion should be demolished and approval given to the additional expenditure of up to £1,175.00 excl VAT for the ecology survey.

13. Finance

(1) Current Financial Position

The Council noted the bank balances as at the 25th July 2017 as follows:-

HSBC Treasurer's Account	£87,803.39*
HSBC Deposit Account	£6,359.40
Scottish Widows Account	£10,000.00
Hartlebury Lawn Tennis Club	£680.72

(This sum included the balance of the NHB Scheme monies of £61,043.44. The original amount being £66,159.00 minus the first payment on the Community Project of £5,115.56).

(2) Payments for July 2017

The following payments totalling £1,280.51 were then proposed by Jan Hipkins, seconded by Neil Davis and agreed unanimously:-

Clerk's salary	chq 101661	£525.44
HMRC	chq 101662	£131.20
Clerk's expenses	chq 101663	£50.87
Top Cut Mowing Services Ltd	chq 101664	£582.00

14. Envicover Community Liaison Group (CLG): terms of reference for Community Representatives

After discussion, Neil Davis, seconded by Caro Boughton-Thomas, moved and it was unanimously agreed:-

That the Terms of Reference for the Community Representative role on the CLG be approved and adopted.

That formal notification be sent to EnviRecover identifying the Parish Council's Community Representatives and agreed Terms of Reference.

Graham Hipkins and Peter Townley would make email addresses available to the public so that any questions posed could be answered directly.

It was noted that open days had been offered for later in the year and would be advertised.

15. Parish Council Website

It was noted that the website had now been reinstated with a number of changes to bring it up-to-date. Neil Davis expressed the view that it important for only the Clerk to have control over the website. He added that the current design needed modernising and being made better suited to purpose. It was suggested that some of the current content was not necessary. It was agreed that the Clerk should look into this.

16. Correspondence

None.

17. Action Summary

The Action Summary was noted and brought up to date.

18. Councillors' Points of Information and Items for Future Agendas

- Neil Davis announced that he would be resigning as a Parish Councillor as he was taking on a new post which required him to work away from home. The Chair said he would be greatly missed and on behalf of the Council thanked him for his hard work.
- The Chair suggested that a full page advertisement should be put in the Parish Magazine to alert parishioners to all that was happening at the moment in terms of Parish Council vacancies, news of the community project etc. The Parish Council supported this idea.
- The question of the Parish Council moving its meetings to the Parish Hall was raised and it was agreed that Cath Holden and Jan Hipkins should submit a proposal for decision at the next meeting.

19. 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.

20. Confidential Minutes of the Meetings held on the 6th June and the 4th July 2017

The confidential minutes of the meeting held on the 6th June 2017 were approved unanimously and signed by the Chair.

With reference to the confidential minutes of the meeting held on the 4th July 2017, David Simons suggested a slight amendment to the wording of the third paragraph of the resolution which was agreed. It was unanimously agreed that the minutes be approved as amended and signed by the Chair.

DATE OF NEXT PC MEETING:

Tuesday 5th September 2017 - 7.00 pm at the NEW ELIZABETHAN SCHOOL.

The meeting closed at 8.45pm.

Signed(Chairman) Dated