

DRAFT
HARTLEBURY PARISH COUNCIL

A meeting of Hartlebury Parish Council was held at the Parish Hall, Hartlebury on the 3rd July 2018

Present: Councillors Sandra Hickman (Chair), David Simons (Vice Chair), Caroline Boughton-Thomas, Elizabeth Davies, Shelagh Fisher, Jan Hipkins, Cath Holden, Ian Hutchinson, Ray Kirby, and Mike Tooley.

In Attendance: C/Cllr Peter Tomlinson, D/Cllr Nigel Dowty, Neil Gulliver (Parish Clerk) and 5 members of the public.

1. Apologies

Apologies were received from Tim Cupper (personal), Simon Fletcher (holiday) and Tanya Kirk (work).

2. Declarations of Interest

3. Dispensations

None.

4. Adjournment of Meeting to hear from:-

1) Members of the Public

A member of the public expressed his concern about the speed of traffic travelling along Rectory Lane. Cty Cllr Peter Tomlinson pointed out that this was a matter for the County Council and he would speak to the officers concerned to get the matter addressed.

Members of the public also raised questions about the availability of the Parish Council accounts for public inspection and on the progress of delivering Smartwater across the parish.

2) County Councillor Peter Tomlinson

Cty Cllr Peter Tomlinson commented on the latest Members Update and also his input resolving the problems with getting training organised for the new Parish Lengthsman. He also picked up on the issue of speeding along Rectory Lane and other roads within the village which he proposed to take back to the County Council in an attempt to get some resolution.

3) District Councillor Nigel Dowty

D/Cllr Nigel reminded the Parish Council about the Supporting Communities Event on the 5th July 2018. He then referred to planning application no. 18/00426 relating to Greenacres, Narrowway Lane which had been refused by the Planning Officers but would now be considered by the District Council's Planning Committee at the end of July 2018. He reminded the Parish Council that they had supported the application and would now have the opportunity to speak at the meeting if they so wished. It was agreed that the Parish Council had nothing to add to their original submission.

5. Minutes of the Meeting held on the 5th June 2018

The minutes of the meeting held on the 5th June 2018 were approved unanimously and signed by the Chair.

6. Co-Option of a Parish Councillor

The Chair reported that Shelagh Fisher had come forward for co-option onto the Parish Council and gave a brief resume of her background.

The Chair, seconded by David Simons, then moved and it was unanimously agreed that Shelagh Fisher be co-opted to the Parish Council.

7. Planning Issues

1) New Application for Comment

i) 18/00104/FUL – 8 Worcester Road, Summerfield, Hartlebury – External & internal refurbishment of the property.

The Parish Council had no issue with this applications but did note the highways authority had asked for it to be deferred.

2) New Applications Already Commented On Due to Planning Deadlines and Update on Previous Planning Applications

The report was noted.

8. Hartlebury Community Project Report

(1) Update

The Chair and David Simons gave a brief update on the progress of the project which was currently three weeks behind schedule. Although work on the rear of the Parish Hall was now in progress, the change from flag paving to 100% block paving in the free issue materials would prevent delays from being recovered.

The front section of the Parish Hall was handed back on the 25th June 2018, the demolition of the tennis pavilion (under ecological supervision) and the old court fencing and fixtures were now complete for construction of the MUGA to commence. Drainage works to the football pitch would commence very soon.

Unfortunately during excavations to the rear of the Parish Hall, materials containing asbestos had been uncovered and would have to be removed in the appropriate manner at an additional cost.

(2) Finance/Payments

David Simons reported that Valuation No.2 had recently been completed and the gross value to date was approximately £77,000.00, including amounts paid for materials and equipment purchased for the project.

A payment of £47,482.64 plus VAT was currently due to the Contractor to be paid on or before the 15th July 2018. An amount of £19,942.71 would be invoiced to the Parish Hall Management Committee for the ENTRUST funding element.

A further payment of £799.00 plus VAT was also to be made to Greenway LA Ltd for project design support which included the sum of £335.00 for a further ecology survey prior to the demolition of the tennis pavilion.

The payments to Midland CSB Ltd and Greenway LA Ltd were unanimously endorsed by the Parish Council.

In summary, David Simons stated that, despite the delays, the quality of work was pleasing. The main concern was that the redesign at the front and other unforeseen issues, the project contingencies were now spent. The Contractor's proposals for the new doors to the patio at the

rear of the hall were still awaited.

It was then agreed to deal with Agenda item 14.

14. Replacement of Parish Notice Boards

The Clerk reported the notice boards outside the school and the Parish Hall were urgently in need of replacement while the board at the end of Inn Lane was not for for purpose. He added that he had received 2 written quotes, one from Greenbarnes Ltd for £3,618.86 plus VAT and one from the Parish Notice Board Company for £4,050.00 plus VAT. He had contacted a third company who had quoted a higher figure but he awaited the written confirmation.

After discussion, Jan Hipkins, seconded by Ray Kirby, moved and it was unanimously agreed to proceed with the replacement of the three parish notice boards as quoted for by Greenbarnes Ltd.

It was suggested that the Clerk approach the owner of the Post Office/Stores to see whether they would be agreeable to the notice board for the Inn Lane area could be displayed on the wall of their building.

It was also agreed, at a later date, to review whether there was a need for additional notice boards in the parish.

The normal agenda sequence was then resumed.

9. Annual Return and Governance Statement 2017/18

After opening comments by the Clerk, the Parish Council gave their unanimous approval to the Chairman and the Clerk being given authority to sign off the Annual Return and approval was also given to the Annual Governance Statement contained therein.

10. Finance

(1) Current Financial Position

The Council noted the bank balances as at the 30th June 2018 as follows:-

HSBC Treasurer's Account:-

1)Parish Council General Funds	£27,800.70
2)Community Project Funds	£79,552.07
Treasurer's Account Total	£107,352.77
HSBC Deposit Account	£6,362.89
Scottish Widows Account	£10,000.00

The funds for the Community Project were currently as follows:-

Total Income to Date	£142,292.30	Total Expenditure to Date	£62,740.23
Remaining Funds	£79,552.07		

(2) Payments for June 2018

The new payments totalling £7,085.70 were proposed by Ray Kirby, seconded by Cath Holden and agreed unanimously:-

Payment approved at previous meeting

Midland CSB Ltd	chq 101742	£32,756.83
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Current payments

Clerk's salary	chq 101743	£614.81
HMRC	chq 101744	£176.17
Clerk's expenses	chq 101745	£56.02
Centrewire Ltd – Kissing Gates	chq 101746	£6,000.00
Hartlebury PHMC	chq 101747	£90.00
Simon Fletcher - Allotments	chq 101748	£48.70

11. Revised Budget 2018/19

The Clerk presented the revised budget pointing out that there had been no change to the level of overall funds available for 2018/19 but costs against some individual budget items had been amended to better reflect anticipated spending on those items. He added that, following the decision regarding the replacement of the parish notice boards made earlier, it would be appropriate to combine the budget allocations for Other General Maintenance/Minor Works and Notice Boards totalling £5,300. This was agreed by the Parish Council.

The Clerk then stated that he would bring the budget back to the October 2018 meeting with details of expenditure for the first half of the financial year.

Jan Hipkins commented that she hoped to be in a position to bring proposals for the launch of the community project to the August 2018 meeting with costings which would need to be budgeted for.

12. Parking Update

The Chair gave an update on developments since the last meeting and highlighted the following points:-

- The Chair and David Simons had met with the Head of the New Elizabethan School about the ongoing problems on taxis parking outside the school in Quarry Bank. It had been agreed that little could be done at the end of this academic year. However when the new contract for the taxis was issued from September 2018 it would be possible to state the time that the taxis were allowed to arrive at the school. It was also hoped that the police would assist in ensuring that the taxis adhered to the new rules.
- With regard to the potential provision of parking facilities in the village, negotiations were continuing with landowners and the local planners. It was hoped to have a further report available for the August 2018 meeting.
- The Chair and the Clerk would be attending the Supporting Communities Event on the 5th July 2018 organised by Wychavon District Council at which more details on the updated New Homes Bonus Protocol would be announced. Under the protocol, the Parish Council would have the opportunity to bid for up to £100,000. The Parish Council agreed that the Chair had the authority to submit an expression of interest for funding under the Protocol. It was noted that whatever project the Parish Council ultimately decided to proceed with, it would need to be supported by a consultation with the local community.

13. Risk Assessment Schedule Review – Updated Version

After the Parish Council had endorsed the revised Risk Assessment Schedule, the Chair asked Ian Hutchinson to convene a meeting of the Finance & Risk Management Advisory Group to look at the Schedule in detail.

14. Replacement of Parish Notice Boards

This item was dealt with earlier.

15. Correspondence

The Clerk commented that he had been notified that CALC were arranging additional training courses for new Councillors. Unfortunately the dates would not have been convenient for Hartlebury councillors but he would asked CALC to arrange further training in the early autumn. This was noted.

16. Action Summary

In noting the Action Summary, the Parish Council agreed to look at the options of either replacing or repairing the bench in Old Worcester Road as a matter of urgency.

It was also agreed to go ahead and update the Chairman's Board in the Parish Hall at a cost of approximately £50.00.

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

None.

18. Exclusion of the Press and Public

Members of the press and public were excluded from the meeting to allow confidential discussion to take place under Agenda item 19.

[At this juncture, the members of the public left the meeting.]

19. Confidential Minutes of the Meeting held on the 5th June 2018

The confidential minutes of the meeting held on the 5th June 2018 were unanimously approved.

DATE OF NEXT PC MEETING: Tuesday 7th August 2018 - 7.00 pm at the PARISH HALL.

The meeting closed at 8.45pm

Signed(Chairman) Dated