

# HARTLEBURY PARISH COUNCIL

Clerk to the Council - Neil Gulliver  
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You are hereby summoned to attend the next meeting of **Hartlebury Parish Council** to be held on **Tuesday 6<sup>th</sup> February 2018 commencing at 7.00pm at the Parish Hall, Waresley Court Road, 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

Councillors are reminded:-

- a) of the need to update their Register of Interests form.
- b) to declare any Disclosable Pecuniary Interests (DPI) in agenda items and their nature.
- c) to declare any Other Disclosable Interests (ODI) in items on the agenda and their nature.

*Councillors who have declared a DPI or an ODI which falls within the terms of paragraphs 9 and 11 of the Code of Conduct, must leave the room for the relevant items unless granted a dispensation.*

### 3. Dispensations

To consider any written requests from Parish Councillors.

*Written requests for the Council to grant a dispensation (as required via Localism Act 2011, s33) are to be handed to the Clerk in advance of the start of the meeting.*

### 4. Adjournment of Meeting to hear from:

**a) Members of the Public** - a maximum of 15 minutes in accordance with the Parish Council's Standing Orders to be allowed for members of the public to submit comments or raise questions regarding matters on this agenda or for future consideration.

**b) County Councillor Peter Tomlinson**

**c) District Councillor Nigel Dowty**

### 5. Minutes of the Meeting held on the 9<sup>th</sup> January 2018

### 6. Planning Issues

#### 1) New Applications for Comment

i) 17/02614/CLE – Taylors Meadow, Lincomb Lane, Lincomb, Hartlebury – Application for lawful development certificate for existing use for mooring boats & siting of static caravan for occasional accommodation (& holidays).

ii) 17/02610/HP – Woodrow, Inn Lane, Hartlebury – Removal of rear conservatory, proposed extensions to front, rendering of & changes to external fenestration.

iii) 18/00142/LB – Shenley, Stoney Lane, Crossway Green, Stourport-on-Severn - Amendment to door style.

iv) 18/00114/HP – Meadowsweet Cottage, 7 Worcester Road, Titton, Stourport-on-Severn - Single storey rear extension with mono pitched roof.

v) 18/00113/LB – Worcestershire County Museum, Hartlebury Castle, Stourport Road, Charlton, Hartlebury – Internal alterations to museum display infrastructure.

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

These applications are listed under a separate report.

**8. Police Report**

**9. Hartlebury Community Project Report (SH)**

**10. Extension of Grounds Maintenance Contract**

**11. Verbal Update by Chair on Current Projects and Decisions on Next Steps (SH)**

**12. Finance**

To note the current financial position, to approve the payments for January 2018 and authorise the Clerk to make any necessary payments arising from February 2018.  
(Clerk to circulate details at the meeting)

**13. Parish Council Policies & Procedures**

**14. Proposed Residential Development in Crossway Green**

**15. Dates of Meetings 2018/19**

**16. Allotments Rent 2018/19**

**17. Correspondence**

**18. Action Summary**

**19. Councillors' Reports and Items for Future Agendas**

**20. Exclusion of the Press and Public**

The Parish Council is asked to move a motion excluding members of the press and public from the meeting to allow Councillors to discuss the following item in closed session.

**21. Confidential Minutes of the Meeting held on the 9<sup>th</sup> January 2018**

**Neil Gulliver  
Clerk to Hartlebury Parish Council**

**Parish Council Membership  
Councillors Sandra Hickman (Chair), David Simons (Vice Chair), Caroline Boughton -Thomas, Tim Cupper, Simon Fletcher, Jan Hipkins, Cath Holden, Ian Hutchinson, Ray Kirby, Tanya Kirk and Mike Tooley + 2 vacancies.**

**FOR ANY ENQUIRIES REGARDING THIS MEETING PLEASE CONTACT NEIL GULLIVER,**

**PARISH CLERK ON 07927 311041.**

**Date of Next Meeting - Tuesday 6<sup>th</sup> March 2018 – Parish Hall**