

# 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 3<sup>rd</sup> July 2018 commencing at 7.00pm at the Parish Hall, Waresley Court Road, Hartlebury.**

## AGENDA

**Please note that photographing, recording, broadcasting or transmitting the proceedings of this meeting is permitted in compliance with the Openness of Local Government Bodies Regulations 2014. Those who attend should expect that they may be filmed, recorded, photographed or otherwise reported about.**

### 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:

1) **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.

2) **County Councillor Peter Tomlinson**

3) **District Councillor Nigel Dowty**

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

### 6. Co-Option of A Parish Councillor

### 7. Planning Issues

#### 1) New Applications for Comment

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

#### 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. Hartlebury Community Project

## **9. Annual Return and Governance Statement 2017/18**

The Parish Council are asked to approve the Annual Return and Governance Statement for submission to the External Auditor. (Copies attached)

## **10. Finance**

To note the current financial position and to approve the payments for June 2018. (Clerk to circulate details at the meeting)

## **11. Revised Budget 2018/19**

## **12. Parking Update**

## **13. Risk Assessment Schedule Review – Updated Version**

## **14. Replacement of Parish Notice Boards**

## **15. Correspondence**

## **16. Action Summary**

## **17. Councillors' Reports and Items for Future Agendas**

## **18. 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.

## **19. Confidential Minutes of the Meeting held on the 5<sup>th</sup> June 2018**

**Neil Gulliver**  
Clerk to Hartlebury Parish Council

### **Parish Council Membership**

**Councillors Sandra Hickman (Chair), David Simons (Vice Chair), Caroline Boughton -Thomas, Tim Cupper, Elizabeth Davies, Simon Fletcher, Jan Hipkins, Cath Holden, Ian Hutchinson, Ray Kirby, Tanya Kirk and Mike Tooley + 1 vacancy.**

**FOR ANY ENQUIRIES REGARDING THIS MEETING PLEASE CONTACT NEIL GULLIVER,  
PARISH CLERK ON 07927 311041.**

<b>Date of Next Meeting – Tuesday 7<sup>th</sup> August 2018 – Parish Hall</b>
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