

**DRAFT**  
**HARTLEBURY PARISH COUNCIL**

**The Annual General Meeting of Hartlebury Parish Council was held at the Parish Hall,  
Hartlebury on the 1<sup>st</sup> May 2018**

**Present:** Councillors Sandra Hickman (Chair), David Simons (Vice Chair), Caroline Boughton-Thomas, Tim Cupper, Simon Fletcher, Jan Hipkins, Cath Holden, Ray Kirby and Mike Tooley.

**In Attendance:** D/Cllr Nigel Dowty, Neil Gulliver (Parish Clerk) and 3 members of the public.

**1. 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.

There being no further nominations, Sandra Hickman was unanimously elected.

**2. Election of Vice Chairman**

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

There being no further nominations, David Simons was unanimously elected.

**3. Apologies**

Apologies were received from Ian Hutchinson and Tanya Kirk (both work) and C/Cllr Peter Tomlinson.

**4. Declarations of Interest**

Jan Hipkins declared a personal interest in Agenda item 12. Simon Fletcher declared a personal interest in Agenda item 10(1)(i). Caroline Boughton-Thomas declared a personal interest in Agenda item 14.

**5. Dispensations**

None.

**6. Adjournment of Meeting to hear from:-**

**1) Members of the Public**

A member of the public asked about the progress of the Parish Council's parking consultation to which the Chair responded that the responses had been collated and a report would be considered at the Parish Council's next meeting.

**2) County Councillor Peter Tomlinson**

C/Cllr Peter Tomlinson was absent.

**3) District Councillor Nigel Dowty**

D/Cllr Nigel Dowty reported that he had spoken to the District Council officers regarding the former British Legion club and it was now up to Rooftop to come up with a scheme for developing the site. He had asked the Council officers to come up with a timeframe for any project on the site.

**7. Police Report**

PC Rees gave a short presentation on the Community Messaging Service (CSM) which had been developed by West Mercia Police. He stated that the aim of CSM was to alert and inform local communities about what was happening in their area and how they could better protect themselves and their property from harm. He encouraged the Parish Council to spread the word about the scheme across the parish and added that this system would be a better way for the Council to be kept up-to-date with local incidents rather than the monthly incident report.

The monthly incident report was noted.

## **8. Minutes of the Meeting held on the 3<sup>rd</sup> April 2018**

It was noted that the figure of £82.85 under Minute 9(1)(i) on page 2 should read £182.85.

The minutes of the meeting held on the 3<sup>rd</sup> April 2018 as amended were then approved unanimously and signed by the Chair.

## **9. Membership of Additional Parish Council Groups and Representation on External Groups**

The membership list was agreed with the following amendments:-

Playing Fields Advisory Group Lead Councillor – Jan Hipkins

Allotments Advisory Group Lead Councillor – Tanya Kirk

Finance & Risk Management Advisory Group Lead Member – Ian Hutchinson

Business Liaison Group Additional Members – Tim Cupper and Caroline Boughton-Thomas with Tim Cupper as Lead Councillor

Website Development Group – Add Mike Tooley

Under External Groups add Hartlebury Castle – David Simons

## **10. Planning Issues**

### **1) New Applications for Comment**

#### **i) 000758/ADV – Shorthill Caravan Site, Crossway Green, Stourport-on-Severn – Erection of 8 non illuminated signs.**

The Parish Council considered this application in detail and it was agreed to object to this application on the grounds that the number of signs was excessive and intrusive. It was added that one sign would be sufficient and potentially more effective.

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

The report was noted.

## **11. Hartlebury Community Project Report**

### **(1) Update**

The Chair gave a brief update on the project and confirmed that work started on the 30 April and was due to be completed by the end of November 2018. She confirmed that funding for the project had now reached just over £412,000 and which included £30,000 from Sport England.

It was noted that there appeared to have been some lack of communication regarding access to the front of the Parish Hall which was the starting point for the project. It was agreed that better communications would be necessary to ensure that all users of the Hall and the local residents in general were fully aware of the timescale for the project. It was agreed that the programme outline should be included as part of the next Parish News.

### **(2) Proposal to Accept Sport England Terms and Conditions and to Authorise Signing the Agreement**

The Chair introduced the report and then took the Council through each of the terms and conditions specified by Sport England and clearly set out in the report. Jan Hipkins, seconded by Caroline Boughton-Thomas, then moved and it was unanimously agreed to accept the Terms and Condition as outlined by Sport England and to authorise the Chair and the Clerk to sign the documents on behalf of the Parish Council.

During the discussions it was agreed that Jan Hipkins would work with Sport England to set targets and measure the impact of the investment while Mike Tooley would carry out the monthly checks on all the equipment.

It was also agreed that an amount for a sinking fund to eventually replace the new facility and an amount for maintenance would be added to the annual budget going forward.

### **(3) Quotation Adjustments and Additional Payments to Landscape Consultant**

After David Simons had presented the report and highlighted the key points, it was unanimously agreed to approve a reduced amount of £611.60 for the Consultant's work in stages H & J and to also approve the further amounts for additional charges and expenses amounting to £644.03 to be paid to Greenway LA Ltd.

It was noted that the above amounts were included in the draft Payment Notice circulated to Councillors which would be issued after the meeting and were subject to VAT additions which would be reclaimed.

## **12. Finance**

### **(1) Current Financial Position**

The Council noted the bank balances as at the 30<sup>th</sup> April 2018 as follows:-

HSBC Treasurer's Account:-	
1)Parish Council General Funds	£38,580.79
2)Community Project Funds	£69,772.63
Treasurer's Account Total	£108,353.42
HSBC Deposit Account	£6,361.77
Scottish Widows Account	£10,000.00

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

Total Income to Date	£96,729.83	Total Expenditure to Date	£26,957.20
Remaining Funds	£69,772.63		

### **(2) Payments for April 2018**

The payments totalling £14,438.23 were proposed by David Simons, seconded by Ray Kirby and agreed unanimously:-

#### **Payments approved at previous meeting**

Hartlebury Gardening Club	chq 101721	£250.00
T. Kirk – Pantomime	chq 101722	£250.00
Welcome to Our Future – Kissing Gates	chq 101723	£100.00

#### **Current payments**

Clerk's salary	chq 101724	£548.10
HMRC	chq 101725	£136.80
Clerk's expenses	chq 101726	£86.65
Hartlebury PHMC	chq 101727	£45.00
Smartwater Technology Ltd	chq 101728	£9377.04
Playsafety Ltd	chq 101729	£96.60
Greenway LA Ltd	chq 101730	£2226.75
Came & Co – Insurance	chq 101731	£1284.34
J. Hipkins – Printing Expenses	chq 101732	£32.95

## **13. Parish Council Policies and Procedures**

The Parish Council approved the following policies and procedures:-

**1) Data Protection Policy**

Jan Hipkins, seconded by Cath Holden, moved and it was unanimously agreed to adopt the new Data Protection Policy.

**2) Equal Opportunities Policy**

It was agreed to delete the comma between gender and reassignment in paragraph 1 and to insert the words 'as a basis of' between the words 'adopts' and 'the' in the fourth sub-paragraph of Paragraph 4.

David Simons, seconded by Ray Kirby, then moved and it was unanimously agreed to adopt the new Equal Opportunitites Policy as amended.

**3) Scheme of Delegation to the Parish Clerk**

In considering the draft Scheme of Delegation the following amendments were agreed:-

- i) Note 1 – 'in' not 'inn'.
- ii) Note 3 – insert 'meeting' after 'full council'.
- iii) Note 4 – reword to read 'Delegation of urgent business is essential to support the effective management of the Council's activities.'
- iv) Note 9 – replace 'comprehensive' with 'exhaustive'.

Under the Planning Section, it was agreed that the Clerk should consult David Simons, Simon Fletcher and Caroline Boughton-Thomas on planning applications outside of the Council's meeting cycle. All other Councillors should also be copied into such applications.

David Simons, seconded by Cath Holden, moved and it was unanimously agreed to adopt the new Scheme of Delegation to the Parish Clerk as amended.

**4) Publication Scheme**

Jan Hipkins, seconded by Caroline Boughton-Thomas, moved and it was unanimously agreed to adopt the revised Publication Scheme.

**5) Risk Assessment Schedule**

The Chair pointed out that any references to Committees in the text should be amended to the appropriate Advisory Group.

Jan Hipkins, seconded by David Simons, then moved and it was unanimously agreed to reaffirm the Risk Assessment Schedule as amended.

**14. Grant Application**

The Clerk presented an application for a grant from Hartlebury WI of £250.

After discussion, Jan Hipkins, seconded by Cath Holden, moved and it was unanimously agreed to give a grant of £250 to the Hartlebury WI.

**15. SmartWater Update**

The Chair confirmed that all arrangements were in place for the distribution of the Smartwater kits to residents on the 5<sup>th</sup> and 12<sup>th</sup> May, 2018 at the Parish Hall. Jan Hipkins circulated a number of large posters advertising the event which would be posted around the parish. The Chair added that she had been advised that six volunteers would be required each day and a rota had been drawn up to which Councillors were asked to add their names.

**16. Correspondence**

None.

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

Cath Holden reminded the Council that the 'Chairmans Board' in the Parish Hall needed updating. Caroline Boughton -Thomas agreed to find out who did the last update.

The Chair raised the following issues:-

- 1) Photographs and a short biography were still needed from Councillors to go on the website.
- 2) A licence application had been made to site a mobile fish and chip van on the villager green on Friday evenings and the lay-by next to the former Talbot Inn on Saturday evenings. She had received an objection from a local resident regarding the proposed second site. The Parish Council discussed this matter and agreed that they should respond to the proposed site at the former Talbot Inn as this would be sited in a layby which had been identified as part of the potential solution to the parking problems in that area. It seemed more appropriate that an alternative site should be found in that part of the village.
- 3) The Clerk was asked to contact the organiser of the Chaddesley Corbett Point to Point to ask them to remove the large advertising sign at Black Bridge in between events. It would be more appropriate for the sign to be in place a week before an event and then removed.

**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.

**19. Update on Parish Council Issues**

The Chair updated the Council on a number of issues relating to the work of the Parish Council which were currently of a confidential nature.

**DATE OF NEXT PC MEETING: Tuesday 5<sup>th</sup> June 2018 - 7.00 pm at the PARISH HALL.**

The meeting closed at 9.10pm.

Signed .....(Chairman)      Dated .....