

HARTLEBURY PARISH COUNCIL

Clerk to the Council - Neil Gulliver
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You are hereby summoned to attend the **Annual General Meeting** of **Hartlebury Parish Council** to be held on **Tuesday 1st May 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. Election of Chairman

2. Election of Vice Chairman

3. Apologies

To receive apologies and to approve reasons for absence.

4. 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.

5. 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.

6. 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

7. Police Report – PC Rees due to attend meeting

8. Minutes of the Meeting held on the 3rd April 2018

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

The Parish Council are asked to reappoint members as set out on the list circulated with the agenda.

10. Planning Issues

1) New Applications for Comment

- i) 18/00758/ADV – Shorthill Caravan Site, Crossway Green, Stourport-on-Severn – Erection of 8 illuminated advertisement signs (4 – 1.95m x 1.0m, 2 – 1.2m x 1.2m, 2 – 0.5m x 0.8m) Retrospective.

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

These applications are listed under a separate report.

11. Hartlebury Community Project

- 1) Verbal Update
- 2) Proposal to accept Sport England terms and conditions and to authorise signing the agreement
- 3) Quotation Adjustments and Additional Payments to Landscape Consultant

12. Finance

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

13. Parish Council Policies and Procedures

To approval the following policies:-

- 1) Data Protection Policy (new policy)
- 2) Equal Opportunities Policy (new policy)
- 3) Scheme of Delegation to the Parish Clerk (new policy)
- 4) Publication Scheme (revised scheme)
- 5) Risk Assessment Schedule (existing)

Items 1) and 4) will require further revision following the introduction of the General Data Protection Regulations in May 2018.

14. Grant Application

15. SmartWater Update

16. Correspondence

17. Councillors' Reports and Items for Future Agendas

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 5th June 2018 – Parish Hall
