

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

**A meeting of Hartlebury Parish Council was held at the Parish Hall, Hartlebury on the 6<sup>th</sup> November 2018**

**Present:** Councillors Sandra Hickman (Chair), David Simons (Vice Chair), Caroline Boughton-Thomas, Elizabeth Davies, Shelagh Fisher, Cath Holden, Tanya Kirk and Mike Tooley.

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

**1. Apologies**

Apologies were received from Tim Cupper (illness), Simon Fletcher (holiday), Jan Hipkins (holiday) and Ian Hutchinson (work).

**2. Declarations of Interest**

David Simons declared a personal interest in Agenda item 8.

**3. Dispensations**

None.

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

**1) Members of the Public**

Members of the public raised the following points:-

- i) What was the position regarding the proposed Chloros development on the Hartlebury Trading Estate. The Chair replied that the company were organising a public meeting on the 27<sup>th</sup> November.
- ii) Quality of the pothole repairs along the Old Worcester Road was very poor. C/Cllr Peter Tomlinson agreed to take this up with the County Highways.
- iii) Questions were raised about the unfinished landscaping on the Taylor Wimpey site. D/Cllr Nigel Dowty agreed to follow this up with the District Council's Enforcement Officer.
- iv) The view put forward that the Parish Council should look again at putting double yellow lines on the corner of Inn Lane/Old Worcester Road outside the Post Office. The Chair recognised that parking in that area remained a problem and agreed that it should be reviewed again. She added that she was meeting the Highways Liaison Engineer from County Highways later in the week and would discuss the problem with him. The Clerk was asked to speak to the local PCSOs to see if they would make random visits to warn drivers about the safety issues of parking there.

**1) County Councillor Peter Tomlinson**

C/Cllr Peter Tomlinson made the following points:-

- i) The County Council had introduced a voluntary redundancy scheme as they tried to reduce staffing levels.
- ii) He was still working with officers to see what could be achieved regarding the parking issues at Hartlebury Station.
- iii) There would be no additional funding from Central Government for adult healthcare.
- iv) He had been in touch with West Mercia Police and the Police & Crime Commissioner regarding the ongoing problems involving the Travelodge.

### 3) **District Councillor Nigel Dowty**

D/Cllr Nigel Dowty made the following points:-

- i) There would be some changes to the political leadership of the District Council following a special Council Meeting later in the week.
- ii) The review of the South Worcestershire Development Plan had now been launched and views were being sought from all interested parties.
- iii) He was disappointed that there was no Parish Council representation at the last meeting of the CLG held on the 15<sup>th</sup> October.

The Chair thanked both Peter Tomlinson and Nigel Dowty for all the support and help they give to the Parish Council.

### 5. **Minutes of the Meeting held on the 2<sup>nd</sup> October 2018**

It was noted that the reference to Hartlebury Industrial Estate in Minute 4(2) should read 'Hartlebury Trading Estate'.

David Simons pointed out that the word 'unfixed' had been omitted at the end of the second sentence of the first paragraph in Minute 7(1).

The minutes of the meeting held on the 2<sup>nd</sup> October 2018 as amended were then approved unanimously and signed by the Chair.

### 6. **Planning Issues**

#### 1) **New Application for Comment**

##### **i) 18/02124/HP – 13 Ashdene Close, Hartlebury – Proposed single storey rear extension with pitched roof over existing garage**

The Parish Council supported this application.

##### **ii) 18/02134/FUL – De Beers Garden Centre, Worcester Road, Torton, Hartlebury – Conversion of existing house to staff room, office, admin & store and replacement new dwelling for owners with removal of existing polytunnels, improvement to boundary landscaping; rainwater management systems & energy improvements (re-submission of 17/02055/FUL)**

It was noted that the Parish Council had supported the original application and it was agreed that there was no reason to change that decision.

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

The report was noted.

### 7. **Hartlebury Community Project Report**

#### **(1) Update**

David Simons reported that the rear section of the Parish Hall Car Park had been handed-over on Friday 19<sup>th</sup> October 2018. It had been substantially completed approximately two weeks earlier, but it was necessary for the Breendon gravel surfacing to mature before it could be opened to traffic. Following completion of the main physical works on the Parish Hall site, the loose gravel has been cleared from the front car park, which should improve wheelchair access. The front car park awaited line markings to demarcate the disabled parking spaces and all areas awaited planting/landscaping works.

He went on to state that the Contractor had agreed to concentrate on completing works to the Parish Hall site ahead of the works on the Village Green site, but had also substantially completed the MUGA and Tennis Courts which awaited line markings, equipment and signage. The Play Areas and associated car parking next to the MUGA remained incomplete and in progress.

Notwithstanding the progress made during October, the Contractor was unlikely to complete the remaining works by the Contract Completion date of 30<sup>th</sup> November 2018. A request for extension of time to 21<sup>st</sup> December 2018 had been received, which cited delays due to variation instructions and late availability of Bare Root Plant stock. A decision on extension of time would be given as soon as possible.

## **(2) Finance/Payments**

David Simons reported that Valuation No. 6 had recently been completed and the gross value to date was £302,263.44, including variations and amounts paid for materials and equipment purchased for the project.

A resulting payment of £69,742.35 plus VAT was currently due to the Contractor, to be paid on or before 15<sup>th</sup> November 2018. An amount of £29,291.79 would be invoiced to PHMC for the Entrust funding element.

A further payment of £464.00 plus VAT was also being made to Greenway LA Ltd for project design support.

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

## **(3) Summary**

David Simons stated that the quality of work completed continued to be good. Despite the hand-over of all physical elements of the Parish Hall works during October however, progress towards completion remained disappointing.

Due to the redesign at the front and other unforeseen changes, project contingencies were spent-up as previously reported. Savings had been instigated to economise on gravel grid works to the parking bays and provisional allowances that were now known to be unnecessary have also been omitted.

The Contractor had confirmed that due to delays and other constraints on resourcing, no submission would be made in respect of the provisional sum for the patio doors to the Parish Hall bar. Midland CSB Limited would not now install the doors and the Parish Hall Management Committee had been advised to make arrangements for separate completion of these works.

## **8. Finance**

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

The Council noted the bank balances as at the 31<sup>st</sup> October 2018 as follows:-

HSBC Treasurer's Account:-

1)Parish Council General Funds	£16,383.54*
2)Community Project Funds	£66,672.54
Treasurer's Account Total	£83,056.08
HSBC Deposit Account	£6,364.04
Scottish Widows Account	£10,000.00

\*excludes £11,275.77 being reclaimed from HMRC.

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

Total Funds Available            £379,817.53                      Total Expenditure to Date        £250,768.81

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

The new payments totalling £90,366.50 were proposed by Shelagh Fisher, seconded by Cath Holden and agreed unanimously:-

### **Current payments**

Clerk's net salary	chq 101884	£598.82
HMRC	chq 101885	£165.53
Clerk's expenses	chq 101886	£795.26
Information Commissioner	chq 101887	£40.00
D Simons	chq 101888	£22.68
PKF Littlejohn LLP	chq 101889	£480.00
UK Web Solutions Ltd	chq 101890	£43.06
Parish Lengthsman	chq 101891	£515.41
Top Cut Mowing Services Ltd	chq 101892	£582.00
Midland CSB Ltd	chq 101894	£83,690.82
Greenway LA Ltd	chq 101895	£556.80

## **9. Updated Standing Orders**

After the Clerk had explained the major changes to the Standing Orders, David Simons, seconded by Caroline Boughton-Thomas moved and it was unanimously agreed to adopt the revised Standing Orders with immediate effect.

## **10. Dates of Meetings – January 2019 to March 2021**

The programme of Parish Council meetings from January 2019 to March 2021 was approved.

## **11. Correspondence**

The Chair reported that Jan Hipkins had resigned as the Parish Council's representative on the Hartlebury Parish Hall Management Committee. After discussion, it was agreed not to fill the vacancy on the Committee.

## **12. Action Summary**

The Action Summary was noted. The Chair reported that the old notice board from the top of Inn Lane had been restored by a local resident and thought needed to be given to where it might be used. The Clerk was asked to look at possible options such as the Summerfield area. It was also noted that thought also needed to be given to how the council gets its message to other outlying parts of the parish.

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

Tanya Kirk raised the following points:-

- 1) Complaints had been received about the language and disruption caused by the football matches at the Shed.
- 2) Speeding along the A4025 continued to be an issue.
- 3) The proposed pantomime had been postponed until 2019.
- 4) The number of signs which had appeared relating to the Lincomb Lock Caravan Park. It was agreed that this matter should be raised with the District Council's Enforcement Officer.

Shelagh Fisher commented on the problems caused around Waresley Court Road by inappropriate and inconsiderate parking when football matches were taking place on the green.

Caro Boughton-Thomas reminded the Clerk that the footpath along the A4025 needed to be cleared to make it safe for pedestrians. The Clerk agreed to follow this up.

The Chair raised the following points:-

- 1) Hartlebury Trading Estate had agreed to pay for and install a second defibrillator which would be sited outside the hairdressers on the Old Worcester Road.
- 2) County Highways had agreed to pay for the roundels to be painted on the entrances to the Old Worcester Road.
- 3) Weinerberger had asked for a quote on the cost of a second Vehicle Activation Sign and she was hopefully that they might agree to meet the cost.

Elizabeth Davies reported that the wooden public footpath sign at the bottom of Inn Lane was broken. The Clerk agreed to report this to the County Council. She added that the footpath through the Taylor Wimpey site was not being maintained. Nigel Dowty agreed to raise this with the District Council's Enforcement Officer.

#### **14. 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 items 15 and 16.

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

#### **15. Confidential Minutes of the Meeting held on the 2<sup>nd</sup> October 2018**

The confidential minutes of the meeting held on the 2<sup>nd</sup> October 2018 were unanimously approved.

The Chair updated the Council on progress since the meeting on the 2<sup>nd</sup> October.

#### **16. Complaint Against Parish Council**

The Chair reminded the Council of the background to the complaint received from a local resident. The Parish Council discussed the issue at length and agreed the wording of a formal response.

**DATE OF NEXT PC MEETING: Tuesday 4<sup>th</sup> December 2018 - 7.00 pm at the PARISH HALL.**

The meeting closed at 9.10pm

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