

DRAFT
HARTLEBURY PARISH COUNCIL

A meeting of Hartlebury Parish Council was held at the Parish Hall, Hartlebury on the 4th September 2018

Present: Councillors Sandra Hickman (Chair), David Simons (Vice Chair), Caroline Boughton-Thomas, Tim Cupper, Elizabeth Davies, Shelagh Fisher, Jan Hipkins, Cath Holden, Ian Hutchinson, Ray Kirby, Tanya Kirk and Mike Tooley.

In Attendance: C/Cllr Peter Tomlinson, D/Cllr Nigel Dowty, Neil Gulliver (Parish Clerk) and 2 members of the public.

1. Apologies

An apology was received from Simon Fletcher (holiday).

2. Declarations of Interest

3. Dispensations

None.

4. Adjournment of Meeting to hear from:-

1) Members of the Public

A member of the public suggested that, with regard to speeding issue along the Old Worcester Road, the Council could look at using the type of signs used on Warwickshire roads which flash a repeating message at drivers exceeding the speed limit.

2) County Councillor Peter Tomlinson

Cty Cllr Peter Tomlinson commented on the latest Members Update and highlighted, in particular, the financial issues which the County Council needed to address leading up to the next financial year.

The Chair then thank him for his help in resolving the problems with Ringway and for the excellent response from the County Council regarding the issues affecting the Old Worcester Road. However she was unhappy that the County Council had arranged the resurfacing of Waresley Court Road without first informing the Parish Council. The fact that the road was closed for three days caused significant problems to the progress of the community project. Peter Tomlinson asked the Chair to email him details of this so that he could take the matter up with the County Council officers.

3) District Councillor Nigel Dowty

D/Cllr Nigel reported that the new waste collection contracts would start in October and there may be changes to the existing collection arrangements. With regard to planning issues, the application relating to Moorlands Farm was still being considered by the Planning Officers. With regard to Shorthill Caravan Park, the Enforcement Officer had been on site and asked for three caravans to be relocated elsewhere on the site.

The Chair commented that she had received a request from Hartlebury Trading Estate to adopt the roundabout at Crown Lane. Peter Tomlinson replied that this would be a County Highways matter and asked her to email him with the details.

5. Minutes of the Meeting held on the 7th August 2018

The minutes of the meeting held on the 7th August 2018 were approved unanimously and signed by the Chair.

6. Planning Issues

1) New Application for Comment

i) 18/01741/OUT – Land off Stoney Lane, Crossway Green, Stourport-on-Severn– Outline application for the erection of 5 dwellings with access from Stoney Lane.

The Parish Council agreed to submit their objection to this application on the grounds that the proposed construction of five large detached homes was inappropriate for this location particularly without a variety of homes to suit a range of occupants.

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

The report was noted.

7. Traffic Issues in Old Worcester Road

The Chair presented the results of the traffic survey carried out between the 18th and the 24th July 2018 and stated that it was now important that action was taken to raise awareness of the speed limit along this road. After a discussion about the various possible options to help manage traffic speed, it was unanimously agreed to adopt all the recommendations in the report together with the suggestion earlier regarding the type of illuminated speed signs.

It was also agreed that discussions be held with Wienerberger and Biffa via the Community Liaison Group to see whether they could help in managing the timing of vehicles arriving and leaving their depots.

8. Hartlebury Community Project Report

(1) Update

David Simons gave a brief update on the progress of the project and confirmed that it was still intended that the remaining Parish Hall works and the Village Green works would be completed by the 28th September. He added that during August the project had been disrupted by unexpected resurfacing work on Waresley Court Road. However he was concerned about the apparent shortage of labour on the project during that month.

(2) Finance/Payments

David Simons reported that Valuation No.4 had recently been completed and the gross value to date was £174,100.00, including variations and amounts paid for materials and equipment purchased for the project.

A payment of £48,832.85 plus VAT was currently due to the Contractor to be paid on or before the 15th September 2018. An amount of £20,509.80 would be invoiced to the Parish Hall Management Committee for the ENTRUST funding element.

A further payment of £652.10 plus VAT was also to be 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.

(2) Proposed Launch Arrangements

Jan Hipkins presented the report together with the draft programme and responded to Councillors' questions. She pointed out that the programme was still to be finalised.

During discussion, the following actions were agreed:-

- 1) Cath Holden to look after any cake donations etc for the day.
- 2) Councillors to distribute flyers for the event together with smartwater kits to those households which have still not received one.
- 3) Councillors to inform the Clerk which streets etc they will be willing to deliver to.
- 4) Flyers and smartwater kits to be distributed at the next Parish Council meeting.
- 5) Councillors to let Jan Hipkins know their availability to volunteer on the day.

9. Finance

(1) Current Financial Position

The Council noted the bank balances as at the 31st August 2018 as follows:-

HSBC Treasurer's Account:-

1)Parish Council General Funds	£24,206.16
2)Community Project Funds	£86,858.46
Treasurer's Account Total	£111,064.62
HSBC Deposit Account	£6,362.89
Scottish Widows Account	£10,000.00

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

Total Income to Date	£240,576.17	Total Expenditure to Date	£172,873.58
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(2) Payments for August 2018

The new payments totalling £69,408.11 were proposed by Jan Hipkins, seconded by David Simons and agreed unanimously:-

Current payments

Clerk's salary	chq 101862	£598.82
HMRC	chq 101863	£165.53
Clerk's expenses	chq 101864	£292.37
Cumbria Clock Co	chq 101865	£198.00
Greenbarnes	chq 101866	£4,342.62
Savills (UK) Ltd	chq 101867	£337.50
Ringway	chq 101868	£2,950.15
Parish Lengthsman	chq 101869	£515.98
Midland CSB Ltd	chq 101870	£51,638.58
Greenway LA Ltd	chq 101871	£556.80
Top Cut Mowing Services	chq 101872	£582.00
Signtech (Midlands) Ltd	chq 101873	£43.20

10. Recording of Parish Council Meetings

The Chair reminded the Council of the history behind the decision in 2016 to pass a motion whereby the Council would not record meetings and retain related recorded information. In the light of recent events regarding the recording of meetings and subsequent investigations, it seemed appropriate to revisit the decision made in 2016.

After discussion, the Chair, seconded by David Simons, moved and it was unanimously agreed that the previously made decision not to record Council meetings be revoked.

The Chair pointed out that this did not prevent any member of the public recording any future meetings nor did it prevent any Councillor doing so in their own capacity.

11. Extraordinary Confidential Meeting of the Parish Council

It was agreed that an extraordinary confidential meeting of the Parish Council would be held on Tuesday 18 September 2018 at the Parish Hall commencing at 7.00pm.

12. Review of Advisory Group Membership

It was agreed that Elizabeth Davies should be added to the Advisory Groups on Finance and Risk Management and Crime, Speeding, Traffic and Road Safety.

The Chair urged the lead members of the Advisory Groups to call meetings in the near future, particularly the Allotments Advisory Group and the Finance and Risk Management Group.

13. Correspondence

The Clerk reported that, as a result of writing to a number of allotment holders regarding the condition of their plots, he had received several emails from one tenant about the problems of dog mess on the site and that he was making use of CCTV to try and record the offenders. However the Clerk had also received a further email from a local resident complaining about a drone being used to film the allotment site which was also flying over their garden where children were playing. The Clerk had visited the site and found that notices had been put up informing anyone using the site that they were being filmed. He was concerned about the apparent use of the drone to 'manage' the site and the problems it was causing to other residents. The Parish Council took the view that the use or misuse of a drone should be referred to the police. The Clerk agreed to ensure that this was done.

14. Action Summary

The Action Summary was noted.

It was agreed that arrangements should be made to reprint the Parish Plan as soon as possible.

15. Councillors' Points of Information and Items for Future Agendas

Tanya Kirk commented that she had received complaints from local residents regarding the noise from the recent Truckfest event at the Shed. It was noted that there was little that the Parish Council could do other than make Worcestershire Regulatory Services aware of the problem for future events.

Tim Cupper stated that the organisers of the Chaddesley Point-to-Point proposed to display signs about their December meeting in the coming weeks but had assured him that they would remove them as soon as the event had taken place.

Mike Tooley questioned why there was no street lighting in the village. The Chair replied that the idea of street lights had been canvassed a number of years ago and residents had clearly indicated that they did not want them.

The Chair reported that Hartlebury Trading Estate had offered to buy a second defibrillator for the village but she would check whether they intended to buy just the defibrillator or the cabinet as well.

DATE OF NEXT PC MEETING: Tuesday 2nd October 2018 - 7.00 pm at the PARISH HALL.

The meeting closed at 9.05pm

Signed(Chairman) Dated