

DRAFT
HARTLEBURY PARISH COUNCIL

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

Present: Councillors Sandra Hickman (Chair), David Simons (Vice Chair), Caroline Boughton-Thomas, Tim Cupper, Elizabeth Davies, Shelagh Fisher, Simon Fletcher, 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 5 member of the public.

1. Apologies

None.

2. Declarations of Interest

Simon Fletcher and Tanya Kirk declared personal interests in Agenda item 6(1). The Chair reminded the meeting that she had a dispensation allowing her to speak and vote on Agenda No. 7.

3. Dispensations

None.

4. Adjournment of Meeting to hear from:-

1) Members of the Public

Members of the public raised the ongoing issue of the parking problems at the junction of Inn Lane and Old Worcester Road and the likelihood of a planning application being submitted to the Planning Authority in relation to The Shed.

2) County Councillor Peter Tomlinson

C/Cllr Peter Tomlinson commented on the work ongoing at the County Council to balance the books and the reasons for the differing levels of pothole repairs on the County's highways.

The Chair added that she had met with County Council officers to look at the pothole problem in Old Worcester Road. The County Council would be prepared to resurface the road but it would need to be supported by C/Cllr Tomlinson which he agreed to do.

3) District Councillor Nigel Dowty

D/Cllr Nigel Dowty stated that he had nothing to report but would comment on the planning application in relation to Shorthill Caravan Park later in the meeting.

5. Minutes of the Meeting held on the 6th November 2018

The minutes of the meeting held on the 6th November 2018 were approved unanimously and signed by the Chair.

6. Planning Issues

1) New Application for Comment

i) 18/02294/HP – Ryland House, Old Worcester Road, Hartlebury – New vehicle access.

The Parish Council supported this application.

ii) 18/02270/CU – Shorthill Caravan Site, Crossway Green, Stourport-on-Severn – The use of land for the stationing of caravans for residential purposes for 10 gypsy pitches, 1 site manager's pitch together with the formation of additional hardstanding and utility/dayrooms ancillary to that use and the siting of 24 touring caravans for transit pitches for use by gypsies and travellers – as approved under planning permission ref.no. W/14/00297 (as allowed on appeal ref. no. APP/H1840/A/14/2229284 but without compliance with condition no.3 (so as to allow the permanent use of the land for the stationing of static caravans for residential purposes for 10 gypsy pitches, 1 site manager's pitch together with the formation of additional hardstanding and utility/dayrooms ancillary to that use)).

After D/Cllr Nigel Dowty reminded the Parish Council of the background and history of this site, a lengthy discussion ensued during which the Parish Council unanimously agreed that the application should be strongly opposed on the grounds of the adverse effect that it would have on the local community and businesses, tourism and the reputation of Hartlebury. The Clerk was requested to write a strong letter of objection to the District Council.

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

The Clerk updated the meeting on three applications which had previously been considered.

7. Parking Proposals

In introducing this item, the Chair stated there had been two reported accidents and several 'near misses' at the junction at the top of Inn Lane and Old Worcester Road. She added that inconsiderate parking by some members of the public was causing reduced visibility at this junction and was having a potential impact on public safety. The Parish Council had been asked to revisit this issue and put measures in place to address it. She presented two plans drawn up by County Highways showing the possible options and pointed out that under Plan 1A she had asked County Highways to reduce in length the lines around the top of Station Road but they had considered that that would be a potential safety issue.

Jan Hipkins, seconded by David Simons, moved and it was unanimously agreed to progress with proposals as set out on Plan 1A. C/Cllr Peter Tomlinson agreed to inform the County Council that this project had his support.

It was recognised that in order for the proposals to be successful, support would be needed from the local Police. The Clerk agreed to follow this up with the Area Commander.

The Chair then mentioned that the problems of taxis parking outside the New Elizabethan School in Quarry Bank had returned despite letters being sent to the taxi companies asking them not to arrive at the school before 3pm. It was agreed that a further letter should be sent to the companies concerned and that the local police be made aware that the problem had returned.

8. Hartlebury Community Project Report

(1) Update

The Parish Hall Car Parks were now in full use and the Breedon gravel surfacing was settling down well with regular use by traffic. The line markings to the front spaces remained to be completed, it was necessary to cancel the intended work in week commencing 26th November 2018 due to adverse weather conditions.

A snag list had been compiled and sent to the Contractor in respect of the two Parish Hall sections that have been handed over and included items that were also raised by PHMC.

Following the last Parish Council meeting the Contractor had been awarded an extension of time of 2 weeks in respect of earlier delays, the Date for Completion now being 14th December 2018 although this was being hampered by adverse weather conditions.

Notwithstanding the earlier delays, reasonable progress had been made to the play areas and the scheduled planting was nearing completion. The car parking area next to the MUGA remained incomplete and would be the last physical element to be completed. The MUGA and tennis court required court markings and equipment installation to complete.

(2) Finance/Payments

David Simons reported that Valuation No. 7 had recently been completed and the gross value to date was £353,362.28 including variations and amounts paid for materials and equipment purchased for the project.

A resulting payment of £48,543.90 plus VAT was currently due to the Contractor, to be paid on or before 15th December 2018. An amount of £20,388.44 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; this was for a one day standard monthly site inspection with advice, at the all-in rate agreed in February 2018.

(3) Summary

David Simons stated that the quality of work completed continued to be good. The enemy of completion in December 2018 is the adverse weather conditions of high winds and driving rain experienced recently. There was a significant difference between his valuation of variations and recent submissions from the Contractor, which remained to be resolved.

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 PHMC had been advised to make arrangements for separate completion of these works. PHMC had also been advised to arrange for completion of cladding repairs direct with their original cladding specialist.

9. Finance

(1) Current Financial Position

The Council noted the bank balances as at the 30th November 2018 as follows:-

HSBC Treasurer's Account:-

1)Parish Council General Funds	£11,426.41 *
2)Community Project Funds	£25,212.18
Treasurer's Account Total	£36,638.59
HSBC Deposit Account	£6,364.04
Scottish Widows Account	£10,000.00

*excludes £14,929.47 being reclaimed from HMRC plus £515.98 outstanding from Worcestershire County Council.

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

Total Funds Available	£379,817.53	Total Expenditure to Date	£321,520.58
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(2) Payments for November 2018

The new payments totalling £66,686.60 were proposed by Ray Kirby, seconded by Jan Hipkins and agreed unanimously:-

Current payments

Clerk's net salary	chq 101896	£599.02
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HMRC	chq 101897	£165.53
Clerk's expenses	chq 101898	£92.27
Centrewire Ltd	chq 101899	£5,886.00
HPHMC	chq 101900	£62.50
Top Cut Mowing Services Ltd	chq 101901	£582.00
Hartlebury Parish Magazine	chq 101902	£250.00
B D Rodenhurst	chq 101903	£240.00
Midland CSB Ltd	chq 101904	£58,252.68
Greenway LA Ltd	chq 101905	£556.80

10. Elections

The briefing note by the Clerk was noted.

The Chair commented that she felt that this was a good Council and hoped that all current Councillors would stand for re-election.

11. Correspondence

The Clerk reported the following items of correspondence:-

- 1) Wychavon District Council had launched their Community Recognition Awards 2018 and were seeking nominations by the 1 February 2019.
- 2) Councillors were reminded to submit any comments on the South Worcestershire Development Plan by the 17 December.
- 3) Peter Holden had retrieved the litter picking equipment and had offered to organise a litter - pick afternoon in 2019. The Council thanked him for this offer which they gratefully accepted and agreed to liaise with him in the New Year.

12. Action Summary

The Action Summary was noted.

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

Jan Hipkins questioned the activities currently ongoing at the scrap metal business in Manor Lane which she felt were in breach of the planning conditions. D/Cllr Nigel Dowty agreed to raise the matter with the District Council's Enforcement Officer.

The Chair raised the following points:-

- 1) She had met with the Divisional Highways Engineer to agree the location of the village gates. The Clerk had received three quotes and it was agreed to go ahead and purchase the gates.
- 2) Weinerberger had agreed to pay for a second Vehicle Activation Sign as long as the Parish Council cover the cost of installation. The VAS should be alternated between the Old Worcester Road and Station Road.
- 3) She had submitted 2 expressions of interest to the District Council for £100,000 each in respect of parking initiatives. The District Council had advised that the bids should be combined into a single bid of £200,000. It was agreed that she should continue negotiations with the landowners.
- 4) Together with David Simons, C/Cllr Peter Tomlinson and D/Cllr Nigel Dowty, she had met with representatives from West Midland Trains, Worcestershire County Council and Wychavon District Council regarding a new car park at the station. She felt that the discussions had been productive and work would continue to move this project forward.

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.

15. Confidential Minutes of the Meeting held on the 6th November 2018

The confidential minutes of the meeting held on the 6th November were unanimously approved.

16. Parish Council Bank Accounts

The Clerk notified the Council of administrative changes which were required to their bank accounts.

DATE OF NEXT PC MEETING: Tuesday 8th January 2019 - 7.00 pm at the PARISH HALL.

The meeting closed at 8.45pm

Signed(Chairman) Dated