

**Draft**  
**HARTLEBURY PARISH COUNCIL**

**A meeting of Hartlebury Parish Council was held at the Parish Hall, Hartlebury on the 4<sup>th</sup> June 2019**

**Present:** Councillors Ruth Whittaker (Chair), Ray Kirby (Vice Chair), Simon Fletcher, Ian Hutchinson and Sheridan Tranter.

**In Attendance:** C/Cllr Peter Tomlinson, D/Cllr Stephen Bateman, Neil Gulliver (Parish Clerk) and 13 members of the public.

**1. Apologies**

An apology was received from Shelagh Fisher.

**2. Declarations of Interest**

**3. Dispensations**

None.

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

**1) Members of the Public**

The following issues were discussed:-

**Parish Hall Surrounds** – A member of the public expressed concern about the access from the patio area to the car park. The Chair replied that this would be looked at by the Playing Fields & Parish Hall Surrounds Advisory Group which would be set up later in the meeting.

**Countryside Nurseries/Truck Fest** – A member of the public who lived next to the site complained about the noise and pollution from the recent Truck Fest event and the impact it had on the lives of those living in the vicinity. He asked for help from the Parish Council to see what could be done to either stop any future events or to manage them better. Peter Tomlinson pointed out that this was a matter for Worcestershire Regulatory Services who would need as much information as possible to help them deal with this. The Chair added that she was very happy for the Parish Council to provide any help and support they could and to enlist the help of both Peter Tomlinson and D/Cllr Stephen Bateman. She added that there was also a wider issue in the area regarding the heavy traffic along the A4025 and surrounding lanes which also needed to be addressed.

**Bowbrook Estate** – A member of the public commented on the gates on the footpath by the Post Office which had been painted a hideous yellow. She asked if they could be repainted. Stephen Bateman agreed to check the position.

**Community Project** – A member of the public commented on the installation of some of the benches as part of the project and pointed out that there were still a number of other benches currently stored in her back garden which needed to be installed and asked for Councillors to help her husband and Graham Hipkins in installing them. Ian Hutchinson and Simon Fletcher volunteered their help. She also stated that as part of their installation it would be necessary for the Council to purchase another bulk load of concrete to set the benches in and asked if the Council would agree to meeting the cost. It was agreed to deal with this under Agenda item 7.

**Moorlands Farm Fisheries** – A member of the public commented on the background to the planning permission which had originally been given to site 2 caravans there. The current situation was that there were now five caravans on the site together with a trailer tent which were in constant use. All of which was contrary to the planning permission. She had reported the matter to the Planning Enforcement Team and asked that the Parish Council also contact them to reinforce

the need to deal with this breach. This was agreed.

## 2) County Councillor Peter Tomlinson

Cty/Cllr Peter Tomlinson reported on his first meeting as Chairman of the County Council. He also commented on the County Council's proposal to introduce variable speed cameras along the A449 between Ombersley and Black Bridge which would cost £440,000, the funding for which would be provided by the Police & Crime Commissioner. He also confirmed that he was still willing to use some of his Divisional Fund to help purchase more kissing gates for the local footpaths. The Clerk agreed to sort out the costs involved.

## 3) District Councillor Stephen Bateman

D/Cllr Stephen Bateman made the following points:-

- 1) The former British Legion club had now been sold to Rooftop who were proposing to convert the site into 13 units to be available to those with a connection to the Armed Forces. Sheridan Tranter commented that he recalled that the Parish Council had been allocated monies from the sale of the site. The Clerk was asked to follow this up.
- 2) He would be taking over as Chair of the EnviRecover CLG with the next meeting scheduled for the 10 June.
- 3) He confirmed that, at this stage, the planning application in relation to Shorthill Caravan Park had not been called in the District Council's Planning Committee but he was willing to do so if that was the wish of the Parish Council. It was agreed that the application should be referred to the Planning Committee at which time the Parish Council would have an opportunity to present its views.

## 5. Minutes of the Meeting held on the 14<sup>th</sup> May 2019

The minutes of the meeting held on the 14<sup>th</sup> May 2019 were approved unanimously and signed by the Chair.

## 6. Planning Issues

### 1) New Application for Comment

- i) **19/0116/FULL (Wyre Forest DC) – Old Rose and Crown, Worcester Road, Stourport-on-Severn – Single storey side extension.**

The Parish Council had no comment to make on this application.

## 7. Finance

### (1) Current Financial Position

The Council noted the bank balances as at the 31<sup>st</sup> May 2019 as follows:-

HSBC Treasurer's Account:-

1)Parish Council General Funds	£28,988.85
2)Community Project Funds	£9,773.52
Treasurer's Account Total	£38,762.37
HSBC Deposit Account	£6,373.06
Scottish Widows Account	£10,000.00

### (2) Payments

The new payments totalling £4,332.04 were proposed by Ian Hutchinson, seconded by the Ray Kirby and agreed unanimously:-

Clerk's Salary	s/o	£612.62
HMRC	chq 101944	£168.99
Clerk's expenses	chq 101945	£74.42
Parish Lengthsman	chq 101946	£143.35
JACS (UK) Ltd	chq 101947	£2149.58
Zurich Insurance	chq 101948	£1062.28

CPRE	chq 101949	£36.00
DM Payroll Services Ltd	chq 101950	£110.00
Signtech Ltd	chq 101951	£10.80

The Chair reminded the Council that a request had been made earlier for the cost of concrete to secure the remaining benches etc as part of the Community Project to be met by the Council. It was anticipated that this cost in the region of £250. The Council agreed to meet this cost.

## **8. Annual Return and Governance Statement 2018/19**

After opening comments by the Clerk and the Chair, Sheridan Tranter explained that he was not happy to approve the document without access to the detailed accounts. The Chair and Ian Hutchinson pointed out that the Annual Return and the Governance Statement had already been approved by the Council's Internal Auditor. The Chair, seconded by Ian Hutchinson, then moved that the Annual Return and Governance Statement be put to a vote. At this point Sheridan Tranter asked for a recorded vote.

The Chair, Simon Fletcher, Ian Hutchinson and Ray Kirby voted to approve the Annual Return and Governance Statement for 2018/19. Sheridan Tranter abstained.

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

The Chair opened the discussion on this item by reminding the Council that this had been deferred from the last meeting to allow the Clerk to provide further background information. She added that she had recently attended a training session run by CALC at which she had been able to confirm that it was perfectly acceptable to set up Advisory Groups as suggested in the report. Sheridan Tranter then commented that he was not comfortable with this approach as he felt that Councillors were not being held accountable particularly where finance was concerned. It was pointed out to him that these Groups would be informal with no powers and any decisions on any matters would rest with the Council. After further discussion, Ian Hutchinson, seconded by Ray Kirby, moved that the Council reaffirms the continued practice of Advisory Groups. Sheridan Tranter asked for a recorded vote.

The Chair, Simon Fletcher, Ian Hutchinson and Ray Kirby voted in favour of the proposal to continue with Advisory Groups. Sheridan Tranter abstained.

The Council then looked at the membership of a number of bodies and agreed the following:-

Finance & Risk Management Advisory Group – The Chair, Ian Hutchinson, Ray Kirby & Sheridan Tranter  
 Parish Hall Management Committee – Simon Fletcher  
 Mannings Charity – Shelagh Fisher & Simon Fletcher  
 EnviRecover CLG – Ian Hutchinson & Sheridan Tranter + Graham Hipkins & Peter Townley (Community Representatives)  
 Worcestershire CALC – Ray Kirby  
 Playing Fields & Parish Hall Surrounds Advisory Group – The Chair & Sheridan Tranter

## **10. Arrangements for the Co-Option of Parish Councillors**

It was agreed that the Council needed to attract new individuals to come forward to be co-opted onto the Council as soon as possible. It was therefore agreed that the following actions should be put in place:-

- Further item in the next Parish Magazine
- Notice in Parish Notice Boards
- Press article in the Kidderminster Shuttle
- Possible flyer to be circulated particularly to the outlying areas of the parish

It was also suggested that the Parish Council look at the type of skill sets they might require from any new applicants.

## **11. Grant Applications**

### **(1) Hartlebury WI**

The Chair reminded the meeting that this application had been received at a previous meeting but the Council had requested further information which had now been received. The Council questioned likely cost of a banner and, after discussion, it was agreed that the Parish Council would meet the cost of only a re-usable banner up to a maximum of £250 and that the WI be asked to seek a quote for the banner to be submitted to the Clerk.

### **(2) Gardening Club**

The Council agreed to give a grant of £250 to the Gardening Club.

## **12. Correspondence**

The Clerk reported that he had received two letters from Wychavon District Council notifying the Parish Council that they were due two payments under the Community Infrastructure Neighbourhood Fund. The first payment of £1410.00 had already been received and a further payment of £808.11 would be received in October 2019.

He pointed out that any monies received from the Fund had to be spent on the local infrastructure within five years of receipt. He suggested that the monies already received could be set against the new village gates which could be regarded as part of that infrastructure. This was agreed.

## **13. Action Summary**

This item was deferred to a future meeting.

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

The Chair stated that she would be unable to attend the July meeting and that Ray Kirby, the Vice Chair, would chair that meeting.

**DATE OF NEXT PC MEETING: Tuesday 2<sup>nd</sup> July 2019 - 7.00 pm at the PARISH HALL.**

The meeting closed at 8.25pm

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