

DRAFT
HARTLEBURY PARISH COUNCIL

**A meeting of Hartlebury Parish Council was held at the Parish Hall, Hartlebury on the 5th
February 2019**

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

In Attendance: D/Cllr Nigel Dowty, Neil Gulliver (Parish Clerk) and 21 members of the public.

1. Apologies

Apologies were received from Shelagh Fisher (unwell), Simon Fletcher (personal commitments) and C/Cllr Peter Tomlinson.

2. Declarations of Interest

3. Dispensations

None.

4. Adjournment of Meeting to hear from:-

1) Members of the Public

The following issues were discussed:-

Old Worcester Road, Inn Lane and Station Road – Proposed Prohibition of Waiting – A number of members of the public expressed their view both for and against suggested proposals. Particular concerns were expressed about the safety at the junction but also the possible impact the proposals may have in particular on the Post Office and Village Store. The Chair explained in some detail the background to the proposals but made it clear that, due to the reaction of residents and business owners at the previous Parish Council meeting in January which had been fed back to Worcestershire County Council's Highways Department, the County Council had agreed to put the proposals on hold indefinitely.

At this juncture, the behaviour from the public gallery necessitated in the Chair adjourning the meeting at 7.15pm.

The meeting reconvened at 7.25pm and the Chair asked for any public questions not related to the parking proposals:-

Speeding – A member of the public asked what action was being taken to manage the speed of traffic along the Old Worcester Road. The Chair stated that new speed limit roundels would be drawn on the highway at both ends of the road and white village gates were also being installed on the advice of County Highways. She was also working with the Trading Estate to try and ensure that vehicles using that site did not travel through the village.

A further debate ensued on the proposed parking restrictions on the Old Worcester Road/Inn Lane during which the Chair reiterated again that the proposals were on hold following the Parish Council meeting in January.

Parish Council – A member of the public stated that he felt that the work done by the Parish Council in trying to find solutions to the parking problems in the village had not been properly appreciated. He added that a possible solution might be to extend the existing lay-by in Old Worcester Road.

Parking outside Old Elizabethan School – A representative from the New Elizabethan School asked for the Parish Council's support to get the County Council to introduce either temporary or permanent parking restrictions outside the school to try and alleviate the current problems. The Parish Council agreed to write to the County Council on this issue.

2) **County Councillor Peter Tomlinson** – not present

Tanya Kirk commented on the excellent item in the County Councillor's newsletter regarding access to information about provision within education, health and social care for children and young people who have Special Educational Needs. She asked if this could be included on the Parish Council's website as it might be helpful to local families.

3) **District Councillor Nigel Dowty**

D/Cllr Nigel Dowty made the following points:-

- 1) He reminded Councillors that the next EnviRecover CLG meeting would be held on Monday 11 February at 5pm.
- 2) Fly tipping was becoming an increasing problem in the area and asked everyone to be vigilant.
- 3) Discussions were still ongoing with regard to the planning application in relation to Shorthill Caravan Park although he understood that it would be considered at the District Council's Planning Committee on the 7 March and that it would be good for a representative of the Parish Council to attend that meeting. He added that the Police and the Travelodge had lodged strong objections and he was asking for a site meeting to try and get some proper order to the site and encourage local integration.

5. **Minutes of the Meeting held on the 8th January 2019**

The minutes of the meeting held on the 8th January 2019 were approved unanimously and signed by the Chair.

6. **Planning Issues**

1) **New Applications for Comment**

There were no new applications to consider.

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**

David Simons reported that the Contractor did not re-commence work on the site until the second week of January 2019, as was customary for construction firms over the Christmas and New Year period.

Unfortunately the available time during January had been mainly spent on remedial works so there was no further payment due for the month of January.

He stated that the works were complete except for the erection of signage and ROSPA certification to the play area. It was hoped that practical completion could be certified in the next two weeks.

8. **Finance**

(1) **Current Financial Position**

The Council noted the bank balances as at the 31st January 2019 as follows:-

HSBC Treasurer's Account:-

1)Parish Council General Funds	£10,017.38*
2)Community Project Funds	£2,500.00
Treasurer's Account Total	£12,517.38
HSBC Deposit Account	£6,367.21
Scottish Widows Account	£10,000.00

*excludes £2,004.54 being reclaimed from HMRC plus £587.43 outstanding from Worcestershire County Council and £5,907.28 due from the Community Project funding.

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

Total Funds Available	£409,817.53	Total Expenditure to Date	£378,444.14
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(2) Payments for January 2019

The new payments totalling £3,337.90 were proposed by David Simons, seconded by Jan Hipkins and agreed unanimously:-

Clerk's net January salary	chq 101912	£598.82
HMRC	chq 101913	£165.53
Clerk's expenses	chq 101914	£42.10
Bendcrete Leisure Ltd	chq 101915	£2,460.00
M. Guyatt – Parish Lengthsman	chq 101916	£71.45

9. Renewal of Grounds Maintenance Contract

It was agreed that the Clerk should seek tenders for the grounds maintenance contract for 2019.

10. Re-appointment of Internal Auditor

The Clerk reported that Diane Malley from DM Payroll Services Ltd had written to him offering her services as the Council's Internal Auditor, either on a 1 year contract with a fee of £110 or a 3 year contract with an annual fee of £100. The Clerk added that she had been the Council's Auditor for the past 2 years and had provided good value for money.

The Parish Council agreed to opt for a one year contract.

11. Allotment Rents

Tanya Kirk reminded the meeting that the rent review for the site was due in March 2019 and, at this stage, it was not clear what if any changes would be made to the annual rent.

Elizabeth Davies, seconded by Cath Holden, moved and it was unanimously agreed to keep the allotment rents at the same level as 2018/19 with the proviso that they be reviewed once the outcome of the rent review was known.

12. Arrangements for the Annual Parish Meeting – 5 March 2019

After discussion, it was agreed that the format for the meeting should follow the same as in 2018. The Chair stated that she would be unable to attend the meeting and that it would be led by David Simons.

The Chair then pointed out that, as there would not be a formal Parish Council meeting in March 2019, she suggested and it was unanimously agreed that the Clerk should be authorised to make any necessary payments which would normally have been approved at the March meeting. All such payments would be reported to the April 2019 meeting.

13. Correspondence

The Chair reported the following items:-

- 1) She had not received a reply from Heineken regarding the breakdown of negotiations to purchase land for a community car park.
- 2) She had received complaints about the parking in relation to the station. However she had not received any further communication from any agency regarding the future provision of improved parking facilities at the Station.
- 3) She had received a range of communications both supporting and opposing the proposed parking restrictions at the junction of Old Worcester Road and Inn Lane.

The Clerk reported that a letter had been received from the Parish Hall Management Committee supporting the proposal by the Community Project Management Team to seek further independent advice on the disabled access to and fire escape from the Parish Hall.

Caro Boughton -Thomas asked if a list of correspondence etc could be made available for future meetings.

14. Action Summary

The Action Summary was noted.

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

Tanya Kirk complimented the County Council on clearing the footpath on the A4025.

Mike Tooley asked who would be liable in the event of cars being damaged by footballs being kicked out of the MUGA. The Clerk agreed to check with the Council's insurers

Tim Cupper asked for an update on the development of the former British Legion club. Nigel Dowty agreed to follow this up.

16. 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 item 17.

17. Report of the Staffing Advisory Group

Following comments by Cath Holden and the Chair, it was unanimously agreed to implement the national pay increase for the Clerk with effect from the 1 April 2019.

DATE OF NEXT PC MEETING: Tuesday 6th April 2019 - 7.00 pm at the PARISH HALL. The Annual Parish Meeting to take place on Tuesday 5th March 2019 at 7.00pm.

The meeting closed at 8.25pm

Signed(Chairman) Dated