

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

**A meeting of Hartlebury Parish Council was held at the Parish Hall, Hartlebury on the 2<sup>nd</sup>  
April 2019**

**Present:** Councillors Sandra Hickman (Chair), Caroline Boughton-Thomas, Tim Cupper, Elizabeth Davies, Shelagh Fisher, Cath Holden, Ian Hutchinson, Ray Kirby and Tanya Kirk.

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

**1. Apologies**

Apologies were received from Simon Fletcher, Jan Hipkins and David Simons (all holiday).

**2. Declarations of Interest**

Caro Boughton-Thomas, Cath Holden and Ray Kirby declared an interest in Agenda item 10. Cath Holden declared a personal interest in Agenda item 8.

**3. Dispensations**

None.

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

**1) Members of the Public**

The following issues were discussed:-

**Parish Council Advisory Groups** – A member of the public questioned when and by whom was it decided to change the Committee meetings to 'Advisory Groups'.

**Challenge to the Accuracy of the Minutes of the February 2019 meeting** – A member of the public questioned the accuracy of the minutes as they did not include any reference to a) to extend the public question time to nearer 30 minutes as was the case in the past, b) for election details to be made available to the public and c) for the general public to be allowed to use hand held speed guns. These comments were noted.

**Old Worcester Road** – Several members of the public commented on the new roundels on the highway and the poor quality of the white lining down the centre of the road. It was also suggested that the white lines should be continued the full length of the road. The Clerk agreed to follow this up with County Highways.

**Parish Council** – A member of the public congratulated the Parish Council for all their achievements since they had been in office. He felt that they had achieved more in a short period of time than any of their predecessors.

**Parking Issues** – A member of the public asked that the new Parish Council revisit the parking issues affecting Old Worcester Road/Inn Lane/Station Road.

**Community Project** – A member of the public congratulated the Parish Council and the Parish Hall Management Committee for successful completion of the project which had made a vast improvement to the village and its facilities.

Questions were also raised regarding smartwater, crime figures and the parish precept.

**2) County Councillor Peter Tomlinson**

Cty/Cllr Peter Tomlinson briefly reported on the financial situation at the County Council and the Council's intention to review the way that it does business in future.

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

D/Cllr Nigel Dowty made the following points:-

- 1) He would be attending the District Council's Planning Committee on the 4<sup>th</sup> April when they will be considering the planning application for 8 Walton Cottages, Hartlebury.
- 2) Discussions were still ongoing with regard to the planning application in relation to Shorthill Caravan Park which had included a recent site visit involving the owner and all interested agencies. The site owner and his agent had been requested to review the layout of the site with a view to putting a buffer between the neighbouring properties and the caravans.
- 3) He confirmed that this would be his last meeting as a District Councillor as he was standing down after 8 years. The Chair thanked him for all his support and help over that period.

### **5. Minutes of the Meeting held on the 4<sup>th</sup> February 2019**

At the Chair's suggestion it was agreed to include the points raised in the public part of the meeting relating to public question time, election details and the general public being allowed to use handheld speed guns.

The minutes of the meeting held on the 4<sup>th</sup> February 2019 as amended were approved unanimously and signed by the Chair.

### **6. Planning Issues**

#### **1) New Applications for Comment**

**i) 19/00522/HP – Pleck Lodge, Quarry Bank, Hartlebury – Single storey extension and enlargement of existing dormer window.**

The Parish Council supported this application by a majority vote with one abstention.

**ii) 19/00566/FUL – Bells Farm Shop, Stourport Road, Chadwick Bank – Change of use of land to a holiday glamping site with 6 accommodation bell tents; toilet/shower facilities; wildlife areas; a den building area; hot tubs and sauna; ball games area and 1 community bell tent.**

The Parish Council supported this application but did also agree with the comments of the Landscape Officer regarding the proposed site layout and the colour of the bell tents.

**iii) 19/00363/FUL – Bishops Wood Rescue Centre, Bishops Wood Lane, Crossway Green - Retrospective change of use of building to a joinery workshop and addition of a lean-to for storage purposes.**

The Parish Council felt that there was insufficient information available to enable them to comment on this application. They were particularly concerned with the noise impact on the neighbour from the joinery workshop and also the impact on traffic using Bishops Wood Lane which was very narrow at certain points.

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

The report was noted.

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

The Chair stated that the new facilities were now fully open and already being well used and she was getting positive messages from users. There was still some minor items to be finished off over the next few weeks. It was now intended to seek the views of the local community via the parish

Council website, a suggestions box in the village hall and the parish magazine. It was intended to hold a small event in the near future and to invite all our sponsors and this would probably take place on a Tuesday morning whilst the Community Cafe was open.

The Chair then presented the Health and Safety Policy for the Project together with the details of the inspection process. Elizabeth Davies, seconded by Ray Kirby, moved and it was unanimously agreed to adopt the policy and procedures.

## 8. Finance

### (1) Current Financial Position

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

HSBC Treasurer's Account:-

1)Parish Council General Funds	£121,172.65**/**
2)Community Project Funds	£10,578.74
Treasurer's Account Total	£31,751.39
HSBC Deposit Account	£6,370.35
Scottish Widows Account	£10,000.00

\*\*includes £2,800.00 from Wienerberger for VAS - \*\*\*excludes £2,678.09 being reclaimed from HMRC plus £127.95 outstanding from Worcestershire County Council.

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

Total Funds Available £409,817.53                      Total Expenditure to Date      £394,923.36

### (2) Payments

The new payments totalling £21,758.71 were proposed by Ray Kirby, seconded by Shelagh Fisher and agreed unanimously:-

#### Payments since last Parish Council meeting

Clerk's net February salary	chq 101917	£598.82
HMRC	chq 101918	£165.53
GPD Contracts Ltd	chq 101919	£1811.25
Midland CSB Ltd	chq 101920	£14378.83
Greenway LA Ltd	chq 101921	£410.72
Clerk's Expenses	chq 101922	£366.19
Signtech Ltd	chq 101923	£166.80
Savills (UK) Ltd	chq 101924	£337.50

#### March Payments

Clerk's net March salary	chq 101925	£598.82
HMRC	chq 101926	£165.53
Clerk's expenses	chq 101927	£139.74
Cath Holden (Refreshments)	chq 101928	£15.00
Hartlebury PCC	chq 101929	£1600.00
Jan Hipkins (Expenses)	chq 101930	£63.17
Parish Lengthsman	chq 101931	£169.95
Greenway LA Ltd	chq 101932	£312.00
Graham Hipkins	chq 101933	£225.60
Clerk's net April Salary	chq 101934	£612.62
HMRC	chq 101935	£168.99
AJM Fire Risk Assessment	chq 101936	£216.00

Tanya Kirk commented that she had not been contacted by Savills (UK) Ltd regarding the rent review for the allotments and she would pursue this.

## 9. Renewal of Grounds Maintenance Contract

The Clerk reported that, despite several enquiries, he had only received one tender from the Council's existing contractor at a cost of £4,890 plus VAT. He added that this was approximately £1,000 above the previous contract. After discussion, it was agreed that the Clerk should be

authorised to try and negotiate a lower figure either for a 1 or 2 year contract. If he was unsuccessful, the Council agreed to accept the tendered price for a 1 year contract.

## **10. Grant Applications**

The Clerk presented two applications for grants from the Hartlebury Parish Hall Management Committee and the Hartlebury WI Both organisations were requesting a grant of £250.

After discussion, it was agreed by a majority vote to give a grant of £250 to the Hartlebury Parish Hall Management Committee. With regard to the application from Hartlebury WI, it was agreed that the Clerk should request further information regarding what the grant was actually to be used for as this was not clear from the application.

## **11. Correspondence**

The Chair reported that she had now received a reply from Heineken regarding the negotiations to purchase land next to the White Hart for a community car park. Heineken had now confirmed that they wished to retain the site for possible expansion of the current site. She added that she had asked for the 'For Sale' sign to be removed.

## **12. Action Summary**

The Action Summary was noted.

The Chair asked Tim Cupper to look at possible sites for the noticeboard in the Summerfield area.

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

Tim Cupper asked for an update on the development of the former British Legion club. Nigel Dowty confirmed that the District Council were in negotiations with Rooftop regarding a proposal based on 12 units. The District Council had reaffirmed their financial support for the proposal and their desire to see the houses used by those with a connection to the Armed Forces.

## **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 item 15.

## **15. Confidential Minutes of the Meeting held on the 5<sup>th</sup> February 2019**

The confidential minutes of the meeting held on the 5<sup>th</sup> February 2019 were approved unanimously and signed by the Chair.

**DATE OF NEXT PC MEETING: Tuesday 14<sup>th</sup> May 2019 - 7.00 pm at the PARISH HALL. This will be the Parish Council's Annual General Meeting.**

The meeting closed at 8.15pm

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