

Draft
HARTLEBURY PARISH COUNCIL

**A meeting of Hartlebury Parish Council was held at the Parish Hall, Hartlebury on the 2nd
September 2019**

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

In Attendance: D/Cllr Stephen Bateman and 16 members of the public.

1. Apologies

Apologies were received from C/Cllr Peter Tomlinson and Neil Gulliver (Parish Clerk).

2. Declarations of Interest

3. Dispensations

None.

4. Adjournment of Meeting to hear from:-

1) Members of the Public

The following issues were discussed:-

Taylor Wimpey site- A member of public asked what was being done about the mess in the public roadway/bund around footpath/wall of stray bales. Obligations made by Taylor Wimpey had not been carried out. Cllr. Bateman to get more information.

Old Worcester Road - Member of public raised the issue of the road resurfacing on the Old Worcester Road, stating it was an "Abomination" It was agreed that the Chair/Clerk should speak to C/Cllr. Peter Tomlinson.

Parking/Speeding - Member of the public raised the issue of parking/speeding in the village stating that the issue had been brought up a number of times and pointed out that C/Cllr Peter Tomlinson had stated previously that as the issue had been raised to the P.C. that they in turn should take the issue up with County/Highways. The Chair stated that a Public Consultation is required to ensure all the facts are noted.

Residents - Member of public questioned what was meant by "Residents" with reference to the residents meeting arranged for 25th September concerning issues with events at "The Shed". Chair stated it refers to residents of the village.

Station Road - Member of public enquired about what was happening about the broken hand barrier on the footpath in Station Rd. leading from the railway station towards Trading Estate. Cllr Kirby stated that he had already spoken to C/Cllr. Peter Tomlinson regarding this and would mention it again to find out what progress was being made, if any.

High Meadows, Manor Lane - Member of public stated that the planning application for High Meadows, Manor Lane for the siting of a log cabin should have been refused as it was on Green Belt Land. For the same reason the site for "The Metal Man" business should also have been refused especially as there had appeared storage containers on the site and cars were being dismantled on site. This has been reported and no feedback received. Residents adjacent to the site are concerned that it will be difficult to sell their property if the need arose. D/Cllr. Stephen Bateman to look into.

Community Project - Member of public stated that the efforts of past and current members of the Parish Council and local residents in installing the new table and chairs around the Village Green should be minuted. Particular mention should be given to Graham Hipkins for organising the event and for all his efforts.

Neighbourhood Plan - Member of the public raised the issue of the proposed Neighbourhood Plan with respect to its cost and resources required to make it happen. It was also pointed out that there were outstanding priorities not closed off in the Parish Plan. Neighbourhood Plan could take up to 2 years to complete.

Co-Option - Member of public raised the issue of Co-option onto the Parish Council. As it was over 35 days since the formation of the current Council and no further parishioners have come forward, the question asked as to whether should D/Cllr. Stephen Bateman now take the issue up with the District Council? The Chair stated that advertisements had been placed and she felt that residents would come forward if the dynamics of the Council were different.

Residents Issues - Member of public commended the chair for her comment that residents' issues and comments should take preference over commercial issues. Ray Kirby was also thanked for his assistance in advising on the issue she had raised at the last meeting.

Cancellation of Council Meeting - Member of public raised a question as to when a Parish Council meeting was cancelled should Councillors who could attend at least listen to any issues that the public may wish to bring to their attention. Sheridan Tranter stated he had attended on the night to see if anybody turned up to advise the meeting had been cancelled. The Chair confirmed that Councillors had been notified and notices had been put up in the village.

Clerk - Member of public asked what had happened to Agenda 11 item from previous agenda (clerk's resignation). The Chair confirmed this would be dealt with under Agenda item 11 – Correspondence.

Sound Issue - Member of public asked as it was sometimes difficult to hear what was said sometimes could a microphone be supplied and what had happened to proposed "Hearing Loop".

Internal Audit – Sheridan Tranter asked as a member of the public why it needed a F.O.I. request for a copy of the internal audit. He was also upset that he had to bring his ill father to the meeting that had been arranged for him to see the accounts that he had previously requested as a councillor, but was only granted as a member of the public.

Quorate – Sheridan Tranter requested an apology from Ray Kirby in respect to the previous meeting not being quorate, having been told it was. The Chair stated it was the Chair of that meeting, coupled with the Clerk's advice who deemed that the quorate number was 4 and following advice from CALC. However, subsequently the Chair, following further discussions with the Vice Chair, contacted CALC and received the information that the quorate should be 5. The Council was now aware all future meetings would require at least 5 Councillors to be present to ensure that the meetings were quorate

2) **County Councillor Peter Tomlinson**

Cty/Cllr Peter Tomlinson was absent due to other commitments.

3) **District Councillor Stephen Bateman**

D/Cllr Stephen Bateman made the following points:-

- 1) Regulatory Services had been consulted regarding "The Shed" issue.
- 2) Shorthill Caravan Park – Legal advice being sought by police as there are technical legal issues ongoing. Not on agenda at Committee stage as yet.

3) He recognised that there always contentious planning issues for both residents and the Parish Council and stressed that he could always be approached to get involved.

5. Minutes of the Meeting held on the 2nd July 2019

The minutes of the meeting held on the 2nd July 2019 were approved unanimously and signed by the Chair.

6. Planning Issues

1) New Application for Comment

None.

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

The report was noted.

7. Finance

(1) Current Financial Position

The Council noted the bank balances as at the 28th August 2019 as follows:-

HSBC Treasurer's Account:-

1)Parish Council General Funds	£26,730.79*
2)Community Project Funds	£9,564.92
Treasurer's Account Total	£36,295.71
HSBC Deposit Account	£6,373.56
Scottish Widows Account	£10,000.00

(2) Payments

The new payments totalling £3,275.96 were proposed by Ian Hutchinson, seconded by the Shelagh Fisher and agreed unanimously:-

July Payments

Clerk's Salary	s/o	£612.62
HMRC	chq 101958	£168.99
Clerk's expenses	chq 101959	£53.81
Top Cut Mowing Services Ltd	chq 101960	£876.00
Wychavon District Council	chq 101961	£50.00
Parish Lengthsman	chq 101962	£350.36
Graham Hipkins	chq 101963	£250.32
Hartlebury Parish Hall	chq 101964	£62.50

August Payments

Clerk's Salary	s/o	£612.62
HMRC	chq 101965	£168.99
Clerk's expenses	chq 101966	£50.55
Signtech (Midlands) Ltd	chq 101967	£19.20

Simon Fletcher asked for an update on the costs for the Community Project. The Chair agreed to ask the Clerk to prepare the figures for a future meeting.

8. Neighbourhood Plan

The Chair and Simon Fletcher had attended a training workshop at Wychavon on planning and running a consultation and would be attending a further workshop on preparing a Neighbourhood Plan on the 24 October. It was noted that public consultation was required to consider residents' views, areas of training needed to be considered. It was also noted that efforts needed to be focused on completing Parish Plan. At a later date a Steering Committee would need to be agreed.

Simon Fletcher was asked to obtain copies of other completed Neighbourhood Plans – Chaddesley Corbett & Fern Heath.

9. Playing Fields and Parish Hall Surrounds Advisory Group

The Chair stated that the Parish Lengthsman was happy to look after ground around Hall once the initial clearing work had been completed. She added that quotes were being sought to do the initial work which was likely to cost £200-£250 day and would entail up to 3 days work.

Simon Fletcher, seconded by Shelagh Fisher, moved and it was unanimously agreed to support the Chair’s request for a mandate from Parish Council to accept the quote to carry out required ground clearance work.

10. Possible Siting of a Container on the Parish Hall Car Park by Ombersley Drama Group

The Chair stated that a request had been made by Ombersley Drama Group to site a container on car park for storing their scenery equipment.

During discussion, it was felt that it would be inappropriate for the container to be sited on the car park with the main reasons being health & safety, an eye sore and the taking up of car park space. Ray Kirby, in his capacity of P.H.M.C. Chair, stated he was surprised this was on the agenda as the P.H.M.C. was awaiting further information regarding this request. The Drama Group had been told it was unlikely permission would be granted to put the container on the car part and they had stated they were seeking permission to put it on the adjacent land. P.H.M.C. was awaiting their proposal before bringing to Parish Council.

11. Correspondence

The Chair stated that, in respect of the Clerk’s resignation, she had had various discussions with him and had reluctantly accepted his resignation. However, after the Clerk had consulted various people, he had withdrawn his request which was formally accepted.

12. Action Summary

In considering the Action Summary, Ray Kirby, seconded by Sheridan Tranter, moved and it was unanimously agreed to purchase a new Vehicle Activation Sign at a cost of £2,800 plus VAT.

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

Shelagh Fisher stated she had felt uneasy coming to meetings. The Chair stated that the Council was not working together and stressed that they needed to work as a team. Too much time was being wasted with internal matters.

DATE OF NEXT PC MEETING: Tuesday 1st October 2019 - 7.00 pm at the PARISH HALL.

The meeting closed at 7.45pm

Signed(Chairman) Dated