

# Hanley Castle Parish Council

**Minutes** of the Annual Meeting of the Parish Council held on Thursday, 18<sup>th</sup> May 2023 in Hanley Swan Village Hall after the Annual Parish Meeting.

**Present:** Councillors: Sue Roberts (Chairman), Alison Sparkes, Alex Walker, Sue Adeney.

**Apologies:** Councillors Pippa Barkley, Lesley Smith.

**In Attendance:** The Clerk, C&DCllr Tom Wells, DCllr Katherine Wells, Nick Harper (Pond Warden) and 11 parishioners. Sara Beadon, Angela Hartland.

**53/23 Election of Chairman 2023/2024 & signing of Declaration of Acceptance of Office** - Cllr S Roberts was proposed by Cllr Walker and seconded by Cllr Sparkes. All voted in favour. Cllr Roberts thanked everyone for their vote of support and signed the Declaration of Acceptance of Office.

**54/23 Welcome and Apologies:** Cllr Roberts welcomed everyone to the Annual meeting of the Parish Council. Cllr Roberts accepted the apologies received by the Clerk.

## **55/23 Declarations of Interest & Dispensation Requests from Councillors**

a) Register of Interests: Councillors were reminded that they must complete the register of interest post election – The Clerk had emailed a copy to each Councillor.

**56/23 Co-Option to fill Councillor Vacancies following Election:** Following the Elections on the 4<sup>th</sup> May, the Council had two Councillor vacancies that they were offering for Co-Option. Two candidates had applied for the vacancies, Sara Beadon, a previous Councillor, and Angela Hartland. Both applications were approved and all Councillors voted in favour of co-opting them onto the Council. The Clerk would contact the Elections Officer and advise them of the appointments.

*The meeting was then closed to allow members of the public to ask questions or make comments. No questions were raised as they had been asked at the Parish Meeting.*

**57/23 Election of Vice Chairman 2023/2024** – Cllr Adeney was proposed by Cllr Roberts and seconded by Cllr Sparkes, all voted in favour.

## **58/23 Election of Representatives:**

Environmental Working Group

(To include Hanley Carbon Neutral, sustainable transport)

Nominations: Cllrs Adeney & Beadon

Staffing Committee

Nominations: Cllrs Sparkes & Roberts

Worcestershire CACL

Nominations: Chairman & Vice Chairman

Village Hall Committee

Nomination: Tony Atkinson

Lead Finance Member

Nomination: Cllr Sparkes

Lead Planning Member

Nomination: Cllr Adeney

Communications/Social Media

Nomination: Cllr Sparkes

Upton Villages Together	Nomination: Cllr Roberts
Business Liaison	Nomination: Cllr Barkley & Beadon
Community Orchard	Nomination: Cllr Walker
Agricultural Liaison	Nomination: Cllr Walker
Three Counties Liaison	Nomination: Cllr Smith
Parish Link Liaison	Nomination: Cllr Walker
Cemex Liaison	Nomination: Cllr Barkley
Speed & Traffic Safety	Nomination: Cllr Barkley & Beadon
Hanley Castle Parochial Charities	Helen Owens (Phillip Tufton stepped down)

All nominees were appointed as per the above list. The Clerk was asked to write to Phillip and thank him for being the representative for many years and to contact Tony Atkinson to confirm he is happy to continue in his role.

**59/23 Minutes:** The Minutes of the Meeting of the Parish Council held on Thursday, 20<sup>th</sup> April 2023 had been previously circulated and the minutes were **approved**.

**60/23 Matters Arising and Progress Reports** for information:

- a) Action list was discussed and updated. The replacement benches had been provided at the Big Help Out Day.

**61/23 Finance:**

- a) Payments in the schedule of Appendix 1 were approved.
- b) The audit questionnaire statement for the Financial Accounts for 2022/2023 was read out and agreed. The Statement of Accounts was circulated and approved.
- c) Confirmation of ring fenced funds: Funds would be ring fenced for the following purchases if possible – the allotments, VAS, small Bobbies, smaller electric bike & new bins.
- d) Increase in Clerk Hours – it was proposed that the Clerk’s hours were increased from 30 hours a month to 35 hours, and the number of hours worked would be logged. Appropriate holiday would be taken with out of office notifications put on the email account.

**62/23 Planning:** a) To Consider the following application referred by MHDC for consultation:

Application No.	Location	Proposal
<a href="#">M/23/00586/CM</a>	Haylers End Energy Recovery Plant Hangmans Lane Hanley Castle Worcester WR8 0AJ	County Matters consultation by Worcestershire County Council - Proposed amendments to the Artificial External Lighting and CCTV Scheme for Security and Safety purposes of the existing Energy from Waste Plant
The application was discussed and it was agreed to echo the comments of MHDC and also comment on the points raised by parishioners close to the site. Objection to the proposed application and query the need for lighting at night when site not in use.		

b) Planning Decisions:

<a href="#"><u>M/23/00369/HP</u></a>	Hectors House Worcester Road Hanley Swan Worcester WR8 0EA	Demolition of existing garaging and proposed two storey side extension and single storey rear extension	Application Approved
<a href="#"><u>M/23/00323/HP</u></a>	Bramble Cottage Church End Hanley Castle Worcester WR8 0BL	Alterations to existing single-storey rear extension	Application Approved
<a href="#"><u>M/23/00135/GPDE</u></a>	Barston House Picken End Hanley Swan Worcester WR8 0DQ	Single storey flat roof extension to the rear of the existing house.	Decision - Other
<a href="#"><u>M/23/00083/FUL&amp;LB</u></a>	Hanley Castle High School Church End Hanley Castle Worcestershire WR8 0BL	Minor Extension to Former School House to form a Bathroom Management Area (BMA)	Application Approved

c) NHDP: Next Steps & Actions – a new committee had been formed and had had an initial meeting. It would start on the revisions once the SWDP timetable has been finalised. It was agreed to request that the housing needs survey is undertaken and the Clerk would find out how long this might take so that it could be timetabled to coincide with the revised NHDP.

**ACTION: The Clerk to email K Stevenson-Pugh to enquire.**

**62/23 Highways Matters**

a) Road Safety Matters– A meeting had been arranged to meet with the Headmaster of HCHS; the Police were set to attend too. CCllr Wells said that he would try to reduce the speed limits outside of the Parish’s schools and he asked that the Headmasters sent in a request in support of the reduction.

b) Works for Lengthsman – The lime tree opposite the pump house was reported to be in need of attention.

**ACTION: The Clerk was asked to report it to Highways as it was on land under their responsibility.**

c) The repair of Gilberts End bridge was felt to be a danger.

**ACTION: Cllr Adeny to take a photo so that it can be reported again.**

d) Green Infrastructure – The Clerk had been provided with a name of someone to contact regarding failure to adhere to green infrasturcte planning conditions.

**ACTION: The Clerk to contact them and request a site visit.**

**63/23 Report of the:**

a) **Parish Paths Warden** – (Peter Goodyear)

b) **Pond Wardens** (Nick Harper)

- c) **Playing Field Warden** (Graham Holmes)
- d) **Local Police**

These had all been delivered at the Annual Parish Meeting.

#### **64/23 Correspondence**

- a) **Marches Homes** – The Developer had been in contact and offered to attend a meeting to discuss the Parish Council’s concerns regarding the plans they were proposing. The July meeting was an acceptable date for both parties. However, CCllr Wells advised to proceed with caution as it would enable them to say that they had consulted with the local community.
- b) **Parish Housing Needs Survey** – Kathryn Stevenson-Pugh email, it was agreed to ask how long it might take to do as it would be required to dovetail with the revamped NHDP.
- c) **Parish Council Newsletter** - Request from Police & Crime Commissioner

#### **65/23 Topics raised by Councillors, Committees, Clerk & Parishioners**

- a) **Parishioner Email regarding drains** – Cllr Roberts read out an email she had received from Michael Roberts regarding an issue he was having with the drains. They were in contact with Severn Trent but it was agreed that the Parish Council would write to Severn Trent in support of the parishioner.
- b) **Quiet Sundays** – The idea of introducing Quiet Sundays into the Parish was proposed by Cllr Adeney, it was suggested that on certain Sundays parishioners would be asked not to participate in noisy gardening activity during a few set hours. The proposal was seconded by Cllr Beadon. It was agreed that Cllr Adeney would put something into the Parish Link and also on the website when proposed times were agreed.

**66/23 Items for the Next Agenda:** Nothing raised.

**67/23 Date of next meeting:** The date of the next meeting was set for 15th June 2023.

Signed ..... Date: 15<sup>th</sup> June 2023  
Chairman

Appendix 1: Schedule of Payments & Receipts 18<sup>th</sup> May 2023.

**Payments to be Approved at May Meeting**

Rebecca Abunassar	Benches / Nuyard	£486.82
Oracle Environmental	Water Monitoring	£360.00
Rebecca Abunassar	April Clerk Duties	£519.20
New Farm Grounds	April Cuts	£805.25
ROSPA	Annual Risk Assessment	£180.00
C Smith	Fence Repairs	£40.00

Signed ..... Date: 15<sup>th</sup> June 2023  
Chairman