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**Minutes of the meeting of Hartlebury Parish Council held on  
Wednesday 22nd May at 6.30pm at the Parish Hall in Hartlebury**

*DRAFT UNTIL SIGNED AT A SUBSEQUENT MEETING*

Present

Cllr Arnott (KA), Cllr Atkinson (CA), Cllr J Cosham (JC) Cllr Evans (AE), Cllr Harris (MH), Cllr Hancocks (EH), Cllr Hellens (JHL), Cllr Hipkins (JHP), Cllr Kirby (RK), Cllr Neale (CN) Cllr Tarleton-Hodgson (LTH) Cllr Scheps (AS) and Cllr K Pratt (KP)

Also present.

C Shinner (Locum Clerk) and 3 members of the public. County Cllr AM (Tony Miller)

**16 APPOINTMENT OF.**

- a. Chairman of the Council. Clare Atkinson was appointed.  
Proposed by Cllr CN and seconded by Cllr KP.
- b. Vice Chairman of the Council. Chris Neale was appointed.  
Proposed by Cllr JC and seconded by Cllr JHP.

(JHL arrived at this point)

**17 APOLOGIES and DECLARATIONS OF INTERESTS**

Failure to register or declare a Disclosable Pecuniary Interest may result in the commission of a criminal offence.

Cllr Hipkins declared a DOI in the item re Manninge Charity (JHP is a trustee of a charity that would like to use advertising space) JHP has a current dispensation for items relating to the Parish Hall.

Cllr C Atkison declared a DOI in the item re Manninge Charity (JHP is a trustee of a charity that would like to use advertising space) JHP has a current dispensation for items relating to the Parish Hall.

Cllr Kirby declared a pecuniary interest (DPI) in items regarding The Parish Hall as he is Vice Chairman of the Parish Hall.

Cllr Arnott declared a pecuniary interest (DPI) in items regarding the Parish Hall as his wife is a trustee of the Parish Hall.

Cllr C Neale

CN declared a DOI in items regarding the CCTV as she has used one of the companies previously. CN has a current dispensation for matters relating to the Parish Hall.

It was noted that failure to register or declare a Disclosable Pecuniary Interest may result in the commission of a criminal offence.

## **18 PUBLIC QUESTION TIME**

A member of the public asked various questions of the Parish Council.

## **19 COUNTY COUNCILLOR - Report of County Councillor Tony Miller (TM)**

- a) TM noted that one of his main areas for Hartlebury was speeding.
- b) He noted that he has arranged for a survey in the Podmore area to see if a VAS is possible.
- c) TM noted that a parishioner had queried the site for the VAS at Bells Farm and would prefer a VAS facing the Mitre Oak roundabout. TM noted that this was deemed not possible due to the nature of the road. TM will inform the parishioner accordingly.
- d) TM reminded the Parish Council that they should ask for traffic assessments on relevant planning applications to ensure that traffic issues are considered.
- e) TM noted that he would like to donate a cake (or £150) to the Parish Hall for their platinum (70<sup>th</sup>) celebrations.
- f) It was noted that the traffic operation order to change the speed limit on Hartlebury Common is to go ahead hopefully by the end of year.
- g) TM to chase up the response of highways re the proposed noticeboard by the Mare and Colt. What three word location///nasal.link.herds.

## **20 DISTRICT COUNCILLOR – Dst Cllr Hartley sent his apologies to the meeting.**

## **21 MINUTES OF MEETING**

The minutes of the meeting on Tuesday April 9<sup>th</sup>, 2024, were adjusted as follows. Item 13.1 “remove brickwork and block pavers” replaces “remove brickwork and blockwork” They were then signed as a correct record.

**APPOINTMENT OF PARISH COUNCIL WORKING PARTIES, ADVISORY GROUPS AND MEMBERSHIP/REPRESENTATIVES OF THE PARISH COUNCIL ON EXTERNAL BODIES.** The leader of AG/WP to be appointed at first meeting of the group and ratified at next Full PC meeting

**22**

### **Councillors were appointed as follows.**

- a) Recreation, Events and Amenities Advisory Group (REAAG)  
JHP, CN, AE, EH, KP, CA
- b) Allotments Advisory Group (AAG)  
CA, KP, AE, LTH, JC
- c) Staffing Advisory Group (SAG)  
CA, CN, JHP, LTH, RK, KA
- d) Finance Advisory Group (FAG)  
CA, KP, MH, LTH, RK, KA
- e) Crime, Speeding, Traffic and Road Safety Advisory Group (CST&RSAG)  
CN, JC, RK, AS, MH
- f) Digital Communications and Data Protection Advisory Group (DC&DPAG)  
KP, CN, AS, JH
- g) Planning Advisory Group (PAG)  
CA, JHP, AE, JC, RK, EH
- h) Audit Review Financial Affairs Advisory group. (ARFAAG)  
CN and JHP.

- i) Council representative on the Parish Hall Management Committee.  
AS
- j) Council representative on the Samuel Manninge Charity.  
CA and JHP.
- k) Council representative on EnviRecover CLG.  
Cllr JC.
- l) Council representative on the Weinerberger/Biffa CLC.  
MH.
- m) Queen Elizabeth Foundation.  
Currently Mrs C Boughton-Thomas is a representative on behalf of the Parish Council.  
The second representative role was agreed for as RK

## **23 REVIEW STANDING ORDERS, FINANCIAL REGULATIONS AND OTHER ADOPTED PROCEDURES.**

- a) Standing orders were approved.
- b) Financial regulations have been approved by Council in November 2023.  
New ones are now available from NALC, and the Council will consider adopting these after the Finance Group has considered them at a later date.
- c) Code of Conduct was approved.
- d) Publication Scheme was approved.
- e) Complaints procedure was approved.
- f) Data Privacy Notice was approved.
- g) Disciplinary and grievance procedures were approved.
- h) Grants policy was approved.
- i) Memorial Bench policy as adopted in September 2023 – this was deferred until further amendments are made.
- j) Asset register as approved April 2024 was approved.
- k) Safeguarding children and young people (as adopted 2018) was approved.
- l) Vexatious complaints (as adopted 2018) were approved.
- m) Advisory groups/Working parties' terms of reference were approved with the addition of the following changes -
  - working parties to be referenced in the title and all references to be interchangeable with advisory group.
  - the audit review groups remit is to check all aspects of the Parish Council finance and audit procedures.
  - The leader of AG/WP to be appointed at the first meeting of the group and ratified at the next full Parish Council meeting
- n) Sickness absence policy was approved.
- o) Equality Opportunity Policy was approved.

## **24 PLANNING MATTERS**

### **24.1 District Council Decisions- APPROVED.**

W/24/00144/HP

Proposal: Two storey side extension

Location: Norchard Farmhouse, Norchard Lane, Crossway Green, Stourport On Severn, DY13 9SN

W/24/00187/HP

Proposal: Proposed single storey rear extension

Location: Parkstones, Wilson Road, Hartlebury, Kidderminster, DY11 7XU

W/24/00403/FUL

Proposal: Proposed bat house and alterations to existing defence post to provide bat mitigation pursuant to grant of prior approval for demolition  
Location: Roxel (Uk Rocket Motors) Ltd, Summerfield Lane, Summerfield, Hartlebury, Kidderminster, DY11 7RZ

W/24/00121/HP

Proposal: Rear extension to include alterations to external materials and replacement of flat roof with pitched.  
Location: Woodmeadow, Bishops Wood Lane, Crossway Green, Stourport On Severn, DY13 9SE

W/24/00072/LB

Proposal: Formation of ensuite bathroom with new window to rear elevation  
Location: Red House, Quarry Bank, Hartlebury, Kidderminster, DY11 7TE

W/24/00393/PIP

Proposal: Permission in principle for up to 2 residential dwellings  
Location: Titton Farm, Titton Farm Lane, Titton, Hartlebury, DY13 9Q

Planning Ref: W/22/02727/FUL

Proposal: Construction of 2no detached dwellings Location: Land at (OS 8410 6851), Stourport Road, Crossway Green

Planning Ref: W/24/00127/HP

Proposal: Extensions and alterations to existing dwelling and single storey detached garage Location: Glebe Farmhouse, Parsons Lane, Hartlebury, Kidderminster, DY11 7YQ

#### 24.2 District Council Decisions- REFUSED or disposed of

W/23/01689/OUT

Proposal: Outline planning permission for the development of up to 8 self-build residential dwellings.  
Location: Land At (Os 8402 7347), Summerfield Lane, Summerfield, Hartlebury

#### 24.3 Planning Applications for Parish Council Comment.

W/24/00697/FUL

Location: Roxel (Uk Rocket Motors) Ltd, Summerfield Lane, Summerfield, Hartlebury, Kidderminster, DY11 7RZ

Description of Proposal: Erection of 27 single-storey buildings to replace those proposed for demolition under Prior Approval W/23/02047/DEM, together with associated external works, including removal of earth mounds.  
Wychavon DC has approved this application. No objection from Hartlebury Parish Council.

W/24/00154/HP

Proposal: Two-storey side extension, single storey front extension and detached garage to the rear

Location: 12 Woodbury Close, Hartlebury, Kidderminster, DY11 7TL  
Additional information/amendment(s) have been received for this planning application. The description of the proposal has been changed since the original consultation to include all the elements of the proposal. Please note, the driveway from Woodbury Close initially proposed has now been removed from the proposal. Council can re-comment on this application if they think appropriate to do so.

Wychavon DC has approved this application.

W/22/00537/OUT

Proposal: Outline application (some matters reserved) for change of use from Commercial Vehicles sales yard to Pay and Display Car Park for Public Use and the Construction of 12 No. Flexible Light Industrial Buildings, with associated adoptable access road.

Location: Station Park, Station Road, Hartlebury, Kidderminster, DY11 7YJ

The advisory group deemed that this was disposed of.

W/24/00598/GPDQ

Planning ref; Barn At (Os 8232 6828), Lincomb Lane, Lincomb, Hartlebury

Proposal : Notification for Prior Approval for the proposed change of use of an Agricultural Building to 1 no. dwellinghouse (Class C3), and for building operations reasonably necessary for the conversion.

Wychavon DC has approved this application.

W/24/00893/AGR

Location: Bishops Wood Nursery Plant Centre At, Bishops Wood Nursery, Bishops Wood Lane, Crossway Green

Description of Proposal: Steel Frame Poly Tunnel

There were no objections to this application from Hartlebury Parish Council.

W/24/00874/AGR

Location: Bishops Wood Nursery Plant Centre At, Bishops Wood Nursery, Bishops Wood Lane, Crossway Green

Description of Proposal: Erection of log bar.

There were no objections to this application from Hartlebury Parish Council

W/24/00645/HP

Location : The Grove, Old Worcester Road, Hartlebury, Kidderminster, DY11 7XD  
Proposal : Proposed alterations to existing access and drive, to include new railings and gates, and erection of proposed porch.

There were no objections to this application from Hartlebury Parish Council

W/24/00580/HP

Location : New Residential House At, De Beers Garden Centre, Worcester Road, Torton

Proposal : Proposed New Access and gates. Retention of existing brick pillars and fencing. (Resubmission of W/23/02199/HP)

There were no objections to this application from Hartlebury Parish Council

W/24/00787/FUL

Location : Bays 1 and 2 At, Unit 27E, Hartlebury Trading Estate, Hartlebury, Kidderminster, DY10 4JB

Proposal : Re-roofing of Unit 27 E1 and E2.

There were no objections to this application from Hartlebury Parish Council

## 25 FINANCE

### 25.1 Automatic payments

To **note** the following direct debits/debit card payments taken:

YU Energy £23.40 (March 24) £21.90 (April 24)

HSBC Charges £8 (April 24) £8 (March 24) and £8.00 (February 24)

Vodafone Monthly payment Office Mobile phone. £18

### 25.2 Payments

The Council **RESOLVED to** agree the following payments:

<u>Top Cut mowing services</u> April 2024	£819
<u>Clerk</u> April Clerk work	£1656.25
<u>Clerk</u> April expenses	£32.40
<u>DKE</u> Audit Services for 2023-24	£369.80
<u>GM Services</u> Maintenance Day plus expenses April 24 (invoice 35)	£321.54
<u>Gardening Club</u> donation for planters around the parish	£250
<u>ROSPA</u> inspection of Hartlebury Village Green, gym and play equipment.	£384
<u>Zurich insurance</u>	£1463.89
<u>Calc</u> training for internal and external audit	£72
<u>Elite Property Services</u> Deposit for work on the Patio wall	£2910.14
<u>Worcestershire Calc</u> Yearly charge	£1270.14

### 25.3 Receipts

<u>Wychavon DC</u> First instalment of precept and associated grant	£22994
<u>Payment</u> for allotments	£1249.38
<u>WCC</u> reimbursement for PL	£287

### 25.4 Finance Advisory Group

The finance advisory group met and noted the following which was agreed by the Council.

The Hartlebury Parish Council Financial regulations were deemed in the opinion of the finance advisory group to be of a more rigid standard than the NALC ones.

The Advisory group approved the AGAR for signature at the full council meeting.

It was noted that £15,000 was in the reserves for the rebuild of the wall in the car park.

Additional money was to be placed in reserve until it was confirmed that there were no outstanding monies owed to HMRC.

The Advisory group will work on a three-year plan once the wall and allotment projects are completed.

It was noted that the advisory group have considered the internal auditors interim report. It is noted that due to the inability to access Parish Council funds for 6 months, the internal auditor has marked 3 items as not being carried out correctly.

The year end budget to actual has been prepared for the year 2023-24 and the Council agreed that this should be made available on the Parish Councils website.

### 25.5 The internal auditor has provided the final report for the Parish Council for consideration and to submit to the external auditor.

- 25.6 Council approved and signed the Annual Governance statement for 2023-4 as recommended by the Finance Advisory Group.
- 25.7 Council approved and signed the Accounting statements for 2023-4 as recommended by the Finance Advisory Group.

## 26. REPORTS

To receive reports from Parish Councillors & advisory groups/working parties.

### 26.1 DC and DPAG

The Parish Hall asks the Parish Council to support them in the provision of CCTV for the Parish Hall and surrounding areas. Quotes for the provision of this service were provided and the Parish Hall are asking the Council for 50% of the initial costs and 100% of the yearly costs thereafter (around £500pa). The Parish Council had a long discussion on this matter and it was noted that there were £2146 in the funds for this project and that the proposed quotes were around £7000.

It was agreed that another quote would be sought for this project and the specification for the quote would be provided.

It was noted that there had been great support from the public for CCTV at the Community Conversation.

It was noted that the RE & AAG anticipated monies (£1000) left in their budget allocation and were happy to pass this to the CCTV project.

### 26.2 RE & AAG

There had been 5 groups asking for access to the football pitch which currently was on a first come first served basis. The football association is to inspect the pitch and give their feedback on the state of the pitch.

The Advisory Group asked the Council to consider a booking facility for the pitch and the Councillors are to provide feedback on the proposed terms and conditions.

The Clerk is to discuss the VAT element of letting out the pitch with CALC.

### 26.3 The Council approved the following locations as suitable for displaying adverts.

On a post outside St James church on Quarry Bank.

On entry to the village x 4

On the planter by the school

On a post by the Allotments entrance

On a post outside the Parish Hall

### 26.4 CST & RSAG.

Update – Biffa are asking for data from the VAS and GM is to pass this over to the CST group

Local Police priorities from Hartlebury Parish Council for the forthcoming 3 months were agreed as Speeding, parking, and general vandalism.

VAS. The Parish Council do not have the powers to decide on the location of the VAS in particular the one that is being considered close to Bishopswood Junction. The County Cllr will explain to the parishioner the reason for the location of this sign.

### 26.5 AAG

Update from the Advisory Group – the annual meeting has been held and all is going well. There are currently 6 vacant plots. A meeting to discuss the anticipated track repairs is to be scheduled.

## **27 ADDITIONAL REPORTS**

### **27.1 HPHMC (Parish Hall)**

The hall is happy that the work on the wall has started.

They are keen to push forward with the CCTV with the help of the Parish Council.

The parish hall committee are keen that the blocks on the car park are removed. The letter had been sent to the owner of the blocks asking him to remove the blocks in question.

Handyman/Maintenance person report received by the Council.

The Council agreed that dark brown wood preservative be purchased for the bench maintenance. It was noted that bolts had gone missing from the fencing around the MUGA and had been replaced.

## **28 CORRESPONDENCE**

Correspondence list is sent out via email to Councillors, they may raise any matters regarding correspondence at this part of the meeting.

28.1 Request from Cllr JHP asking that advertising the Manninge charity on the Parish Council website be considered was approved.

28.2 Request from Cllr JHL asking that an advert for the Parish Magazine be placed on the Council website, social media and parish noticeboards was approved.

28.3 It was agreed that a letter be sent to the MP and Platform Housing regarding the letter re the Birches that was submitted to the Council that implied consultation with The Parish Council on Platforms proposals – which had not been received.

## **29 TO RECEIVE REPORTS OF PARISH COUNCILLORS**

Each councillor is requested to use this opportunity to report minor matters of information not included elsewhere on the agenda and to raise items for future debates. Councillors are respectfully reminded that this is not an opportunity for debate or decision making.

29.1 Envirecovery installation is to have their millionth watt celebration and Cllr JC is to go and represent the Parish.

29.2 Cllr CN noted that she will bring forward a proposal regarding dog fouling in the Parish. It was agreed that dog fouling was a problem within the Parish. Cllr JHP has contacted the green dog walkers scheme in Wychavon who will supply signs and stencils free of charge.

29.3 Cllrs CA and EH to investigate mobile mast and digital connectivity.

29.4 Cllr CN to request that the Recreation events amenities advisory group be split into two groups and will present an agenda item for the next meeting.

29.5 Cllr JHP to submit an agenda item on the marking of pickleball on the tennis courts.

## **30 TO DISCUSS ONGOING MATTERS RELATING TO THE PARISH HALL PATIO WALL AND THE CAR PARK.**

(Cllrs KA and RK left the room for this item)



- 30.1 The Parish Council agreed to the appointment of John Denby as a member of the Patio Repair Working Party to assist with managing the contract.
- 30.2 It was noted that the work had started on the wall repair and liaison with Weinerburger regarding the bricks was ongoing.

**31 PARISH MAGAZINE**

The Editor of the Magazine asks the Parish Council to consider changing the minutes in the Parish magazine to a more informal format. He noted that the full minutes were easily accessible and as a result the minutes did not need to be carried in the magazine. It was agreed that the Clerk would submit a short editorial type of piece on the work of the Parish Council each month.

**32 Update on Clerks Position**

The Council agreed to employ the current interim Clerk from 1<sup>st</sup> June subject to a satisfactory interview. A contract had been drawn up to this effect.

**DATE OF NEXT MEETING Tuesday June 4<sup>th</sup> 2024**

Meeting dates for 2025 agreed.

C Shinner  
Clerk to the Parish Council

**Hartlebury Parish Council – Parish Council Membership, K Arnott, C Atkinson, J Cosham, A Evans, Ed Hancocks, M Harris, J Hellens, J Hipkins, R Kirby, C Neale, K Pratt, A Scheps, L Tarleton-Hodgson.**

**Abbreviations –**

DC & DPAG	Digital Comms and Data Protection Advisory Group
RE &AAG.	Recreation, Events and Amenities Advisory Group
CST & RSAG	Crime, Speeding, Traffic, and Road Safety Advisory Group
AAG	Allotments advisory group.
SAG	Staffing advisory group.
PAG	Planning advisory group.
HPC	Hartlebury Parish Council

**Future dates for parish council meetings**

2024 - June 4<sup>th</sup>, July 2<sup>nd</sup>, August 6<sup>th</sup>, September 3<sup>rd</sup>, October 1<sup>st</sup>, November 5<sup>th</sup>, December 3<sup>rd</sup>.

2025 – January 7<sup>th</sup>, February 4<sup>th</sup>, March 4<sup>th</sup>, April 1<sup>st</sup>, May 6<sup>th</sup>, June 3<sup>rd</sup>, July 1<sup>st</sup>, August 5<sup>th</sup>, September 2<sup>nd</sup>, October 7<sup>th</sup>, November 4<sup>th</sup> and December 7<sup>th</sup>.