



Clerk to the Council – C Shinner
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**Minutes of the Council meeting of Hartlebury Parish Council held
on Tuesday 1st July 2025 at 7.30pm at the Parish Hall in Hartlebury**

DRAFT UNTIL SIGNED AT A SUBSEQUENT MEETING

Present

Cllr Atkinson (CA), Cllr Arnott (KA), Cllr Cosham (JC), Cllr Kirby (RK), Cllr Hancocks (EH), Cllr Hellens (JH), Cllr Hipkins (JHP) Cllr Neale (CN) and Cllr Tarleton-Hodgson (LTH) Cllr Griffiths (JG)

Also present.

C Shinner (Clerk) Cty Cllr T Miller (TM) Dst Cllr A Hartley (AH), and members of the public.

It is noted that this Parish Council meeting is live-streamed by the Parish Council.

42 APOLOGIES

Apologies were received from Cllr Scheps (AS) and Cllr Harris (MH)

43 DECLARATIONS OF INTERESTS and Councillor matters.

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

43.1 Register of Interests – Councillors were reminded of the need to update their Register of Interests.

43.2 To consider dispensation requests (from DPI or DOI).

There were no dispensation requests received.

43.3 To declare any Disclosable Pecuniary Interests in items on the agenda and their nature. There were no DPIs received.

43.4 To declare any Disclosable Other Interests on items on the agenda and their nature. There were no DOIs received.

(Councillors who have declared a Disclosable Pecuniary Interest, or an Other Disclosable Interest which falls within the terms of Paragraph 12(4)(b) of the Code of Conduct, must leave the room for the relevant items.

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

43.5 J Griffiths has requested to join the following advisory groups, STAG, EAG and ARFAAG and there were no objections to this.

43.6 The Parish Council has been given notification that it may proceed with a co-option for the final vacancy on the Council. The Co-option policy is available online and people are encouraged to apply.

44 PUBLIC QUESTION TIME

Please note the following from the standing orders of Hartlebury Parish Council.

- The period of time designated for public participation at a meeting in accordance with standing order 3(e) shall not exceed 15 minutes unless directed by the chairman of the meeting.
- Subject to standing order 3(f), a member of the public shall not speak for more than 3 minutes.
- In accordance with standing order 3(e), a question shall not require a response at the meeting nor start a debate on the question. The chairman of the meeting may direct that a written or oral response be given.
- A person shall raise their hand when requesting to speak and stand when speaking (except when a person has a disability or is likely to suffer discomfort)]. The chairman of the meeting may at any time permit a person to be seated when speaking.
- A person who speaks at a meeting shall direct their comments to the chairman of the meeting.
- Only one person is permitted to speak at a time. If more than one person wants to speak, the chairman of the meeting shall direct the order of speaking.

Residents were invited to give their views and question the parish council on issues on this Agenda, or raise issues for future consideration, at the discretion of the Chairman. It was noted that members of the public may not take part in the Parish Council meeting itself.

45 COUNTY COUNCILLOR

45.1 To receive report of County Councillor Tony Miller (TM).

TM noted that there had been a request from a parishioner to move the VAS sign from Bells Farm towards Mitre Oak Island on the A449 but noted that this is not safe to do so and the Parish Lengthsman would not be able to move the sign from this location.

45.2 TM noted that he had assumed the following roles, fire authority, waste credit and planning at WCC and had a small highways budget of his own.

45.3 TM noted he has had only one parishioner contact him this month and that was related to highways speed. He notes that the volume of traffic has increased and therefore the perception of speed is greater than it is.

46 DISTRICT COUNCILLOR

46.1 To receive report of District Councillor Tony Hartley (TH).

TH noted that Wychavon had announced funding to support neighbourhood plans.

46.2 The Wychavon Rural Fund supports businesses and communities up to £25,000 Projects must be completed by January 2026.

46.3 Wychavon is being proactive re empty homes and targeted intervention is having results.

47 MINUTES OF MEETING

47.1 The Council **APPROVED** the minutes of the meeting of the Parish Council that was held on Tuesday June 3rd, 2025.

48 PLANNING MATTERS

48.1 District Council Decisions- APPROVED

Planning Ref: W/25/00507/HP

Description of proposal; Proposed change from granted planning permission for a single storey building comprising of double garage and office.

Location: Glebe Farmhouse, Parsons Lane, Hartlebury, Kidderminster, DY11 7YQ

Planning Ref: W/24/02422/HP

Proposal: Two-storey front extension, including roof mounted solar panels and front entrance porch.

Location: Whitleng House Cottage, Whitleng Lane, Hartlebury, DY10 4HD

48.2 District Council decisions – REFUSED.

Planning Ref: W/25/00332/HP

Proposal: Proposed construction of detached car garaging and ancillary home office Accommodation.

Location: Oak Tree Bungalow, Narroway Lane.

48.3 Planning Applications for Parish Council Comment.

Application Number: W/25/01088/OUT

Location: De Beers Garden Centre, Worcester Road, Torton, DY11 7SB Description of Proposal: Demolition of existing garden centre. Outline consent for up to x24 dwellings (50% Affordable) with associated highway works, landscape works and relocation of bus stop (all matters reserved excluding access and layout)

The Parish Council objected to this application and a letter detailing the reasons is attached to these minutes.

Application Number: W/25/00597/OUT

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

Description of Proposal: Outline application for 22 dwellings with all matters reserved.

The Parish Council commented on this application and a letter detailing this is attached to these minutes.

Application Number: W/25/01213/PIP

Location: Woodside Nurseries, Stourport Road, Crossway Green, Stourport On Severn, DY13 9SQ Description of Proposal:

Permission in Principle for the construction of up to 3 no. dwellings

The Parish Council commented as follows. The new application is adjacent to the previous application creating even more of a ribbon development which is not encouraged. The Council expressed concerns about the number of entrances to these developments onto a busy road so the Parish Council suggest that PIP is only granted if the previous access road is extended within the 2 sites, if possible, in order to minimise the number of entrances/exits to the busy main road.

W/25/01153/HP

Location: Ashley House, Inn Lane, Hartlebury, Kidderminster, DY11 7TA

Description of Proposal: Demolition of two existing garages, proposed one replacement detached garage with increase access width.

The Parish Council approved this application.

W/2501189/CCO

Location: Roxel Ltd, Summerfield Lane, Summerfield, Hartlebury
Description of proposal: Discharge of condition 4, cycle parking plan of planning application W/24/02521
The Parish Council approved this application.

49 FINANCE

49.1 Automatic payments

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

YU Energy May 2025 (paid in June 2025)	£18.73
HSBC Charges May 2025 (paid June 2025)	£8.00
Vodafone payment May 25 (paid in June 2025)	£19.15

49.2 Payments

The Council agreed the following payments:

Clerk. June 2025 salary	Confidential
CALC employment training for Clerk (new guidelines on harassment)	£42
NALC planning training for E Hancocks	£42
Glebe Contractors Grounds maintenance	£690
Microsoft subscription	£84.99

Please note that all invoices and bank statements are available for the Council to examine at each meeting. All payments are electronic and operate on a two-party identification basis.

Please note that the HSBC account has been “switched” to the Unity account.

49.3 Receipts

Zurich insurance refund after adjustments.	£81.52
Allotment income	£20.90

49.4 Finance meeting to be arranged in July to review the first quarter 2025-26.

49.5 The bank reconciliation for June 2025 was noted and the Parish Council funds at the end of June 2025 are £61,577.47

50 REPORTS

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

50.1 CST & RSAG

Update from the Advisory Group was received as follows:

There are now 4 working batteries for the Old Worcester VAS and 3 non-working ones for disposal.

An abandoned car was noted in Waterlaide Road, but this is taxed and insured and is not illegally parked.

There was a request for a VAS on the A4025 from the Mitre Oak roundabout to the Bishops Wood Lane Junction which the group will discuss next month.

50.2 R & AAG

a) The update from the Advisory Group was received.

- b) Lengthsman tools disposal options and agreement. The Parish Council agreed that the Power tools be removed from HPC Asset register.
- c) For the Parish Council to agree for the Hedge Cutter, Grass Strimmer and Leaf Blower to be donated to Hartlebury Allotments Association for use to keep the allotments site tidy. On the understanding that the Allotments Association take on full responsibility for the use and maintenance of the equipment. This was approved.
- d) Dates for future Parish Council meetings.
 - d1.1) HPC agreed to leave the date to first Tuesday of month after a bank holiday Monday recognising date required for proposals and paperwork to be submitted plus advertising the meeting.
 - d.2.1) HPC agreed to not hold a January Council meeting unless there was a pressing reason.
- e) HPC agreed that the Finance Advisory Group and Clerk meet and recommend any amendments to HPC finance regulations and procedures to facilitate the above for full council approval.
- f) Review on Annual Asset maintenance checks.
R & AAG members to draw up a priority list for the Clerk, to inform future order of maintenance work required.
- g) Grounds Maintenance Contract 3-month review.
The quality of the work carried out by GMC is of a high standard. In the contract there was a 3-month probation period clause. R & AAG members recommend this has been successfully completed and the Clerk to take appropriate action. Approved by the Parish Council
- h) A qualified tree specialist resident has looked at the Tennis Court tree root damage and the visit and advice were free of charge.
His assessment is that given the proximity of the Maples the root damage is going to be an ongoing problem. It is likely that the Parish will have to fell the tree in question, alternatively, a root barrier could be installed, however this will be a more expensive option than felling and can get complicated if services are in the way.
Approximate cost of felling the maple closest to the tennis courts plus vat that would be fell, poison and remove is under £1000 approx. (does not include stump grinding). Root barrier could run into much larger amounts.
The Parish Council agreed to contact an additional tree specialist (from the Parish magazine) and to contact the Wychavon tree officer for their opinion.

50.3 DC & DP AG.

- a) Update from the Advisory Group
- b) Updated live streaming policy is to be revisited and represented to the Council for approval.

50.4 AAG

- a) Update from the Advisory Group was received. It was noted that the pony was still on the land next to the allotments. A proposal re the overgrown trees is to be drawn up.

50.5 STAG

- a) Update from the Advisory Group. The group have been very active and note that the previous Parish Plan has not been rewritten since its original inception in 2016.

STAG is going to hold a workshop to examine “The purpose of the Parish Council and the way forward” for all the Parish Councillors to attend.

50.6 WPACP

a) Update was received from the Working party Group to include note that Kevin Arnott is now chair of the working group.

b) This group are proceeding with the investigation into leasing the car park to the Hartlebury Parish Hall Committee. Documents presented for discussion include the first draft of the “head of terms” for this agreement and a map of area.

Whilst these are not the final draft of the Heads of Terms, the Group were given permission by the Parish Council to proceed with this process. This would include the engagement of solicitors. It was noted that the Parish Hall had said that they would refund CCTV monies spent by the Parish Council on the car park if this lease proceeds.

c) The Parish Council approved the engagement of solicitors to proceed with the examination of heads of terms and the lease condition. Hartlebury Parish Council approved the proposal of a medium sized firm of solicitors. Clerk to contact the solicitors to agree engagement details with Painters Solicitors.

d) Car park disabled parking change.

The peninsulas between the disabled parking bays to be cut back and the planted areas replaced with permeable pavers which require a very shallow base and allow water through, therefore both protecting the trees and improving accessibility and vehicular manoeuvrability. This will be at no cost to the Parish Council. The Council approved this and is in receipt of a full risk assessment.

50.7 EAG

a) Update from the advisory group was received.

b) Sunflower competition

To agree the Terms and Conditions.

The Council discussed and approved a Smyths toy voucher amount for each category.

Tallest Sunflower.

1st prize £20

2nd prize £15

3rd prize £10

Widest Sunflower.

1st prize £20

2nd prize £15

3rd Prize £10

It was agreed that all children that have taken part should have a block of chocolate up to £1.50 each with the exception of the top 3 winners.

c) Scarecrow competition

For Council to agree the terms & conditions and risk assessment. It was noted that the risk assessment needed to be adjusted and resubmitted.

To discuss voucher amounts and type of voucher as prizes.

1st prize £50 or £50

2nd prize £30 or £30

3rd prize £20 or £20

50.8 SAG

The Staffing advisory group met and interviewed a candidate for the role of Lengthsman and maintenance contractor.

Following receipt of acceptable references, the Parish Council approved the contractor and the Lengthsman training will be organised as agreed in minute

number 25.2F.

The Parish Council approved the use of Simon Fox.

51 ADDITIONAL REPORTS and associated items.

- 51.1 Councils' representative on the HPHMC.
- 51.2 Clerk.
- 51.3 Handyman/Maintenance person report to Council.
- 51.4 Chairmans report

52 CORRESPONDENCE

Councillors may ask for further information or actions regarding correspondence received.

- JHP noted the Platform Housing pop up event on 19th August, all relevant documentation has been received.
- Training with Lucy Bird, CN to attend ZOOM training via CALC on 9th July "Capturing community insight through informal engagement methods" and "Creating a shared understanding and vision of community health and wellbeing" on 24th July 2025.
- Planning enforcement –A parishioner notes that the new bungalow on Waresley Road has installed high fences and the parishioner has reported this to planning enforcement.

53 TO RECEIVE REPORT 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.

There was nothing further noted,

DATE OF NEXT MEETING Tuesday August 5th 2025.

C Shinner

Clerk to the Parish Council

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

Abbreviations –

DC & DPAG	Digital comms and data protection advisory group
R & AAG	Recreation and amenities advisory group
EAG	Events advisory group
CST & RSAG	Crime, speeding, traffic, and road safety advisory group
AAG	Allotments advisory group.
SAG	Staffing advisory group.
STAG	Strategy advisory group.
PAG	Planning advisory group.
FINAG	Finance Advisory group.
HPC	Hartlebury Parish Council
ARFAAG	Audit review and financial affairs advisory group.

WPACP Working party for actions regarding the Car Park

Future dates for parish council meetings

2025 August 5th, September 2nd, October 7th, November 4th and December 2nd.

Parish Council meetings in 2026

3rd February 2026, 3rd March 2026, 7th April 2026

5th May 2026, 2nd June 2026, 7th July 2026, 4th August 2026, 1st September 2026

6th October 2026, 3rd November 2026, 1st December 2026

Plus the

Annual Parish Meeting 29th April 2026 from 530pm