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**Minutes of the meeting of Hartlebury Parish Council held on  
Tuesday 3rd December 2024 at 7.00pm at the Parish Hall in  
Hartlebury**

*DRAFT UNTIL SIGNED AT A SUBSEQUENT MEETING*

**Present**

Chairman - Cllr Atkinson (CA), Cllr Arnott (KA), Cllr Cosham (JC), Cllr Kirby (RK), Cllr E Hancocks, Cllr Harris (MH), Cllr Hellens (JH), Cllr J Hipkins (JHP) Cllr Neale (CN), and Cllr Scheps (AS).

**Also present.**

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

**124 APOLOGIES**

Apologies approved for absence, Cllr Tarleton-Hodgson (LTH), Cllr Evans (AE) and Cllr K Pratt (KP)

**125 DECLARATIONS OF INTERESTS**

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

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.

125.1 Register of Interests – Councillors are reminded of the need to update their Register of Interests.

125.2 To consider dispensation requests (from DPI or DOI)

125.3 To declare any Disclosable Pecuniary Interests in items on the agenda and their nature.

Cllr CA declared an interest in a payment – minute ref 132.2 – reimbursement of items of expenditure.

Cllr JHP declared an interest in a payment – minute ref 132.2 – reimbursement for purchase of gravel.

Cllrs JHP and CA declared an interest in the payment to the Manning Charity – minute ref 133.2

125.4 To declare any Other Disclosable Interests on items on the agenda and their nature.

Cllr JHP declared an interest in the annual rental payment to the Parish Hall – as her husband is on the Parish Hall Committee. Minute ref – 132.2

## **126 HARTLEBURY HERO AWARD**

(This item was brought forward from later in the agenda for expediency)

The Parish Council were delighted to award this to Mr Stan Buller –for service to the Community.

## **127 PUBLIC QUESTION TIME**

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.

Members of the public may not take part in the Parish Council meeting itself.

## **128 COUNTY COUNCILLOR**

Report from County Councillor Tony Miller (TM)

- Reduction of speed from 50-40MPH was taking a long time to implement. MH asked for a time frame. TM will investigate when this will happen and noted that it is on the list to be done.
- West Mercia Police were increasing stops for drink driving over the holiday period.
- There is an increase in address fraud locally and TM asks residents to be alert.
- VAS. JC asked whether an investigation has been done to put new VAS posts on Inn Lane and Waresley Road. TM happy to investigate this if locations are sent to him and if they are approved, then TM will pay for the posts.
- Local speeds were too high for a “community speed-watch” to be currently set up.

## **129 DISTRICT COUNCILLOR**

Report from District Councillor Tony Hartley (TH)

- As part of Wychavon’s local democracy day, pupils were invited to petition the Council on topics of concern.
- There is extra security for parks and open spaces to prevent unauthorised encampments.
- Residents can win prizes for recycling items at home via a new partnership with Wychavon and litter lotto at home.

## **130 MINUTES OF MEETING**

The Council **APPROVED** the minutes of the meeting of the Parish Council that was held on Tuesday November 5<sup>th</sup> 2024.

## **131 PLANNING MATTERS**

### **131.1 District Council Decisions- APPROVED**

Planning ref W/24/01056/GPDE

Proposal. Prior notification for a larger home extension – single storey side extension.

Location – Megans Hideaway, Green Gables Lincomb Lane, DY13 9RE

Prior approval is not needed for this development.

Planning ref W/24/01790/FUL

Proposal. Demolition of existing building and erection of 2 storey 3 bedroomed dwelling.

Location -The Old Kitchen, Quarry Bank, Hartlebury.

### **131.2 District Council Decisions – REFUSED**

Planning Ref: W/24/01956/HP

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

Location: Oak Tree Bungalow, Narroway Lane, Crossway Green, Hartlebury, Stourport On Severn, DY13 9SH

### 131.3 Planning Applications for Parish Council COMMENT.

W/24/02103/CLE

Location: Mc Potatoes Ltd, Stourport Road, Crossway Green, DY13 9SE Description of Proposal: Application of Lawful Development Certificate for continued use of premises for General Industrial (Class B2) purposes.

The Council noted that this was a confirmation that the premises have been in industrial use over a period of time. No comment was needed.

24/02085/CLPU

Location Holmdale, Stanklyn Lane, Summerfield, Hartlebury, DY10 4HS.

Description of proposal; Certificate of lawfulness for proposed use of land for siting a twin unit mobile home for us ancillary to the main dwelling.

There were **no objections** to this application.

W/24/02192/HP

Location: Skeys Farm, Stourport Road, Charlton, Hartlebury, Kidderminster, DY11 7YA

Description of Proposal: Single storey rear extension, entrance gates and replacement and alterations to windows and doors.

There were **no objections** to this application.

W/24/01862/FUL

Location: Land At (Os 8334 7101), Stourport Road, Charlton, Hartlebury Description of Proposal: Reinstatement of derelict dwelling and erection of side and rear extensions, construction of garage and construction of a bat roost building.

There was **no objection** to this application although it was noted that the land was a wildlife area which may need some protection.

### 131.4 Notification of planning appeal

W/23/01785/FUL – Planning inspectorate ref; APP/H1840/W/24/3353628

Location Moorlands Farm Coarse Fisheries, Manor Lane, Hartlebury DY11 7XN, Proposal; Construction of four timber holiday chalets.

## 132 FINANCE

### 132.1 Automatic payments

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

YU Energy for October paid in Nov	£16.33
YU Energy additional charges September 2024	£97.42
HSBC Charges October (paid Nov) 2024	£8.59
Vodafone payment October 2024 pd 12/11/24	£18
Unity bank charges for October 24 paid Nov 24	£6

### 132.2 Payments

The Council **agreed** to the following payments:

Clerk. November work	Confidential
Top Cut Mowing services. Contract for October and November 2024	£819 per month.
GM Services. Maintenance day for October 2024	£250

Cllr C Atkinson. Expenses for light switch on and hero gift	£44.99
Hartlebury Parish Hall. Annual charge for use of hall	£275
Hartlebury Parish Hall. Hire of hall for Christmas event.	£45
Chad and Co. Preparation of monthly salaries for 24-25 and filing of payrolls at HMRC under RTI.	£295
Chad and Co. To solve the outstanding issues with HMRC re period July 2023-March 2024.	£375
Cllr J Hipkins. Reimbursement of gravel for car park	£444

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

### 132.3 Receipts received.

Worcestershire County Council reimbursement PL scheme	£325
National grid wayleave	£397.23
C Atkinson from Christmas lights switch on	£98.50
VAT from first 6 months	£3,476.81

### 132.4 Finance advisory Group

The report from the advisory group was received and noted.

It was proposed that the Council apply for a debit card. It was noted that the Council did not have a debit card at the current moment which is why some items were paid for by Councillors and reimbursed afterwards. This proposal was **approved**.

The draft budget was adjusted and subsequently **approved** for 2025-26 and the precept was **approved** at £56,963.00

It is anticipated that this will equate to a levy for a band D property in Hartlebury to be £40.12 which is an increase per band D household of approximately £7 per year.

(In 2024-25 the Hartlebury levy for Band D was £33.09)

This approved budget will be placed online.

### (Notes

The budget for 2025-26 was discussed in detail and it was noted that there was a large increase (£12,467) in the amount of money needed for 2025-26.

This was noted as consisting of increasing ongoing costs and additional expenditures as per the circulated draft budget and including -

£7,400 extra for external audit costs (due to 3 investigations over the previous 4 years)

£500 for maintenance of Church Clock and Churchyard maintenance

£1,050 for the Crime and Speeding Group

£1,500 for moss treatment of the tennis court and annual servicing of the play equipment)

## 133 **REPORTS**

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

### 133.1 CST & RSAG

The group have not met this month, but it was noted that there were more speed vans in the area and there was no progress on vetting for the Community Speed watch scheme and it appeared to be a low priority for the police.

CCTV update. The group were waiting for the rescheduled date for the installation of the CCTV.

### 133.2 RE &AAG

- Update from the Advisory Group was submitted to the Council.
- Vandalism on play area – two letters were composed and slightly adjusted and agreed for distribution. One will be sent to the school and parents from the Chair of the Parish Council and the notice on the play area will come from the Clerk.
- Update on the Christmas Tree light switch on event from Cllr CA. “The Christmas tree light switch on was a great success despite the weather and the parish hall was packed with families who were all enjoying themselves with the fun and games. I would like to thank the stall holders and members of the Council who were available to help on the day especially Cllrs LTH, KP, EH, JHP and family and friends and a special thankyou to Cllr AE who came up trumps with a replacement Santa four hours before the event and to Steve Carrigan who was the replacement Santa, and the children loved him”  
It was agreed that the Manning Charity should receive proceeds from this event.
- Update on the moving of the dog waste bin. The risk assessment for this work has been done and Wychavon will move the bin and continue to empty it as per the previous arrangement. There will be a charge of £50 for the bin to be moved and this will be taken from the maintenance budget.
- It was noted that Wychavon will not be supplying the recycling pods for the car park as residents can put extra recycling out and a second recycling bin can be obtained from Wychavon.

### 133.3 DC & DP AG.

- Update from the Advisory Group was circulated with the agenda and is as follows. It was decided that all members of the group would be present for the training by Atec when the system is installed. This will provide backup for the weekly checks in case somebody is out of town.
- After over a year of Cllr Scheps being webmaster, it was decided that Cllr Hellens would be shown how to perform the webmaster duties and eventually take over that role with support from Cllr Scheps.
- Cllr Neale agreed to continue to oversee social media and news item posts on the website.
- Purchase of streaming equipment. The quotes were received and the cheapest was agreed by the parish council. It was noted that prices do change online frequently so the price may vary slightly. These items were laptop, camera, microphone and USB. It was noted that future items include a laptop case and a tripod. These items will be paid for out of the allocated budget items for DC and DPAG.

(at 20.15 Cllr MH left the meeting)

### 133.4 AAG

It was noted that all the tenants had been contacted regarding their tenancy for the forthcoming year and to date of the meeting, there were 2 unsure tenants.

The Council agreed to ask the Church commission for feedback on their meeting at the allotments.

## **134 ADDITIONAL AGENDA ITEMS for consideration.**

### 134.1 Vexatious complaints and emails. Proposal from Cllr JHP.

It was agreed to review the Councils Policy for dealing with Vexatious or Repeated requests for information, to include points a,b,c,d and e as per the proposal form. It was agreed to set up a Working party to carry out the review and this will consist of Cllrs JHP, CN, EH and KA.

**134.2 Strategy Advisory Group.** Proposal from Cllr JH.

It was agreed to set up a strategy advisory group whose key aim will be to explore community priorities for the Council through internal and external discussions and research to provide proposals for full Council discussions. A starting point will be to propose a vision statement for the Council. Councillors JH, JC and RK agreed to form this group.

## **135. ADDITIONAL REPORTS**

**135.1 Councils' representative on the HPHMC.**

The report from the representative was noted as follows.

The Hall's new logo is now in use.

Hall improvements following the successful Jubilee Celebration include new tea pots for the kitchen and memorials for the Hall lobby.

Solar lighting for the patio is being costed.

A Parish Hall archive for its significant documents is in the process of being established at The Hive. A request for any documents for the archive has been put on the Hall's social media and on Hartlebury Matters. The archive would be available for anyone to explore once set up.

The Committee has approved the following policies i) Joint CCTV policy with the PC ii) Vexatious Individuals

Unfortunately, the CCTV cannot be installed until the lofts have been cleared of asbestos. Tentatively scheduled for February 2025.

The Hall is undertaking a price comparison exercise with similar Halls to establish its rates for hire for 2025.

A vote of thanks for long serving Trustee Ray Kirby was made as he stands down from the Committee.

It was noted that there will be no charge for the use of the Parish Hall at Parish Council events if HPHMC is involved in the organisation of the event.

**135.2** The Clerk noted that Cllrs RK and CA are to attend Chairman training from CALC.

**135.3** The Handyman/Maintenance person report was read to the Council.

**135.4** Chairmans report.

In accordance with the complaints procedure the Parish Council considered a complaint at its meeting on 5th November 2024. The Complaint was not upheld and was dismissed. The Chairman noted that they were dealing with an additional complaint.

## **136 CORRESPONDENCE**

- The Councillors asked the Clerk to fill in and return a biodiversity on verges consultation.
- Cllr EH noted that the friends of Hartlebury Station was ongoing and a newsletter would be published shortly.
- Cllr EH noted that Atlas were trying to get a dialogue going for a mobile mast and they would arrange a meeting separate to the Parish Council.
- Cllr JH asks that the local MP be contacted to inform them of the methods of communication within Hartlebury.

## **137 TO RECEIVE REPORT OF PARISH COUNCILLORS**

Cllr CN noted that she will not be present at the HPC February meeting and Cllr JHP noted she will not be present at the HPC May meeting.

**DATE OF NEXT MEETING Tuesday January 7th 2025**

C Shinner  
Clerk to the Parish Council

**Hartlebury Parish Council – Parish Council Membership, K Arnott, C Atkinson, J Cosham, A Evans, E 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.  
FAG Finance Advisory group.  
HPC Hartlebury Parish Council

**Future dates for parish council meetings**

2025 - 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>.