



# Hartlebury Parish Council

**Clerk to the Council – Clare Shinner. Email [clerk@hartlebury-pc.gov.uk](mailto:clerk@hartlebury-pc.gov.uk)**

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## **To Members of Hartlebury Parish Council**

Notice is hereby given that the next meeting being the **Meeting of Hartlebury Parish Council** will be held on **Tuesday March 4<sup>th</sup> 2025 commencing at 7.00pm at the Hartlebury Parish Hall, Waresley Court Road, Hartlebury, DY11 7TQ.**

All members of the Council are hereby summoned to attend for the purpose of considering and resolving upon the business to be transacted at the meeting. The meeting is open to the press and members of the public to put questions or raise concerns regarding matters on this agenda or for future consideration. There is no expectation on the council to respond to any comments made at this time.

Under the Openness of Local Government Bodies Regulations 2014, any members of the public are allowed to take photographs, film, and audio record the proceedings and report on all public meetings (including on social media). No prior notification is needed but it would be helpful to let the Clerk know of any plans to film or record so that any necessary arrangements can be made to provide reasonable facilities to report on meetings. This permission does not extend to private meetings or parts of meetings which are not open to the public. All recordings and photograph equipment should be taken away if a public meeting moves into a session which is not open to the public.

If you are recording the meeting, you are asked to act in a reasonable manner and not disrupt the conduct of meetings for example by using intrusive lighting, flash photograph or asking people to repeat statements for the benefit of the recording. You may not make oral commentary during the meeting. The Chairman has the power to control public recording and/ or reporting so it does not disrupt the meeting. Recording must be clearly visible to anyone at the meeting.

Please note that members of public exercising their right to speak during Public Question Time may be recorded.

Please note that this meeting will be live streamed to the public via the Councils You Tube channel and recorded and then available via a private link available on contacting the Clerk.

## **BUSINESS OF THE AGENDA**

### **1 APOLOGIES**

To receive and approve apologies for absence.

## **2 DECLARATIONS OF INTERESTS**

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

- 2.1 Register of Interests – Councillors are reminded of the need to update their Register of Interests.
- 2.2 To consider dispensation requests (from DPI or DOI)
- 2.3 To declare any Disclosable Pecuniary Interests in items on the agenda and their nature.
- 2.4 To declare any Other Disclosable Interests on items on the agenda and their nature, 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.

## **3 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 are 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.

**To award THE HARTLEBURY HERO for March 2025.**

## **4 COUNTY COUNCILLOR**

- 4.1 To receive report of County Councillor Tony Miller (TM)

## **5 DISTRICT COUNCILLOR**

- 5.1 To receive report of District Councillor Tony Hartley (TH)

## **6 MINUTES OF MEETING**

- 6.1 To **APPROVE** the minutes of the meeting of the Parish Council that was held on Tuesday February 4<sup>th</sup> 2025.

## 7 PLANNING MATTERS

### 7.1 District Council Decisions- APPROVED

Planning Ref, W/24/01862/

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

Planning Ref: W/24/01801/FUL

Proposal: Removal of Agricultural Occupancy Condition attached to Planning Approval reference W/77/828 (Condition 3).

Location: Tythe House, Whitleng Lane, Hartlebury, Kidderminster, DY10 4HD

Planning Ref: W/24/01707/FUL

Proposal Construction of one dwelling and associated works

Location: Titton Farm, Titton Farm Lane, Titton, Hartlebury, Stourport On Severn, DY13 9QR

### 7.2 District Council Decisions – REFUSED

### 7.3 Planning Applications for Parish Council Comment.

Planning Ref W/23/01540/FUL

Proposal: Construction and operation of a battery energy storage system with ancillary infrastructure

Location: Lincomb Farm, Lincomb Lane, Lincomb, Hartlebury, Stourport On Severn, DY13 9RB

Additional information/amendment(s) have been received for this planning application.

Planning Ref W/24/02422/HP

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

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

Planning Ref: W/25/00260/CU

Location: Hangmans Cross, Lincomb Lane, Lincomb, Hartlebury

Description of Proposal: Variation of condition 2 granted on appeal of Planning application W/20/00561/CU-The use of land as a 2 pitch caravan site consisting of 2 mobile homes, 2 touring caravans, 2 utility blocks, car parking, septic tank and associated works. Retention of stable building permitted under reference 19/02104/FUL.

## 8 FINANCE

### 8.1 Automatic payments

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

YU Energy January 2025 (paid in February 2025)	£16.75
HSBC Charges January 2025 (paid February 2025)	£8
Vodafone payment January 2025 (paid in February 2025)	£18

## 8.2 Payments

To **RESOLVE** to agree the following payments:

Clerk. February 2025 salary	Confidential
Top Cut Mowing services. Contract for February 2025	£819
C Atkinson. Hartlebury Hero award gift	£20
C Atkinson. For allotment bee stakes and nails.	£37.89
GM Services Maintenance day and Lengthsman hours for January 2025	£500

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.

## Receipts

Nothing received to date of agenda.

## 8.3 Finance advisory Group

To receive the report from the advisory group.

## 9. **REPORTS**

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

### 9.1 CST & RSAG

a) Update from the Advisory Group.

### 9.2 RE & AAG

a) Update from the Advisory Group

b) Grounds maintenance contract April 2025- March 2028

b.1) HPC agrees to select a company from the attached shortlist, to award the 3 year rolling Grounds maintenance contract, starting date April 2025 ending March 2028.

b.2) HPC agrees for Clerk to contact the successful company inviting them to enter into a 3 year contract on receipt of relevant paperwork e.g. Insurance documentation, operator training/ qualifications, method statements, risk assessments, references.

When all the above has been received.

3) HPC agrees to instruct the Clerk to confirm the starting date of the contract 1st day of April 2025. End date of contract last day of March 2028

### 9.3 DC & DP AG.

a) Update from the Advisory Group.

b) [hartlebury.org.uk](http://hartlebury.org.uk) domain is due for renewal early next month the group proposes to keep the domain for a further 12 months The cost for a year is £12 + VAT.

### 9.4 AAG

a) Update from the Advisory Group

### 9.5 Strategy Advisory Group

a) Update from the Advisory Group

## 10. **ADDITIONAL REPORTS**

10.1 Councils' representative on the HPHMC.

10.2 Clerk. Due to time constraints, the Clerk suggests that a Councillor is appointed to take the minutes from the Annual Parish Meeting in April 2025.

10.3 Handyman/Maintenance person report to Council.

10.4 Chairmans report.

## **11. CORRESPONDENCE**

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

## **12. 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.

**The Council is to consider that under the Public Bodies (Admission to Meetings) Act 1960, the public and representatives of the press and broadcast media be excluded from the following part of the meeting during the consideration of the following business as it would be prejudicial to the public interest because of the confidential nature of the items.**

## **13. CONFIDENTIAL ITEM FOR DISCUSSION regarding responsibilities of maintenance of the car park and surrounding areas.**

- To appoint a working party to continue the discussion and to report back to the Parish Council on this matter.
- To consider placing this item on the public April agenda.

## **14. Confidential item for discussion – Staffing Advisory Group**

- Matters regarding the Clerk.

**DATE OF NEXT MEETING Tuesday April 1st 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.
STAG	Strategy advisory group.
PAG	Planning advisory group.
FAG	Finance Advisory group.
HPC	Hartlebury Parish Council

**Future dates for parish council meetings**

2025 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>.