



Hartlebury Parish Council

Clerk to the Council – Clare Shinner. Email clerk@hartlebury-pc.gov.uk

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 April 1st 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.

Apologies sent by KA for May 6th meeting.

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 AWARD.

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 March 4th 2025.

7 PLANNING MATTERS

7.1 District Council Decisions- APPROVED

Planning Ref: W/24/02541/FUL

Proposal: Roxel (UK) Ltd

Erection of 8 single-storey buildings and 2 water tanks, to replace those approved for demolition under Prior Approval (Wychavon DC - W/24/01919/DEM and Wyre Forest DC - 24/0625/DEM) together with associated external works, including removal of earth mounds.

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

Planning Ref: W/25/00038/CLE

Proposal: Certificate of lawfulness for existing caravan as residential dwelling owned and occupied by the applicant.

Location: The Caravan, Charlton Lane, Torton, Hartlebury, Kidderminster, DY11 7SD.

7.2 District Council – withdrawn

Planning Ref: W/25/00260/CU

Proposal: Variation of condition 2 granted on appeal of Planning application W/20/00561/CU (APP/H1840/W/21/3276934) -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.

Location: Hangmans Cross, Lincomb Lane, Lincomb, Hartlebury.

7.3 Planning Applications for Parish Council Comment.

Application Number : W/25/00407/HP

Location: Titton Hill Farm, Yard Cottage, Lincomb Lane, Lincomb, Hartlebury, DY13 9RQ

Description of Proposal: Single storey front and side extensions, and proposed new porch.

Application Number : W/25/00332/HP

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

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

Application Number : W/25/00397/LB Associated Ref:W/25/00396/HP

Location: Yew Tree Cottage, Torton Lane, Torton, Hartlebury, Kidderminster, DY10 4HX

Description of Proposal: Three windows to be replaced.

Application Number : W/24/01676/FUL

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

Description of Proposal: Change of use to Equestrian Use with the reuse of existing barn for stables.

Application No: W/25/00507/HP

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

Proposal : Proposed change from granted planning permission for a 4-bay single storey garage, to a 4-bay garage with room/storage over (2 storey)

Application No: W/25/00531/HP

Location : 5 Ashdene Close, Hartlebury, Kidderminster, DY11 7TN

Proposal : Proposed single-storey extension and new pitched roof over existing garage and bay window.

Application No: W/25/00544/GPDE

Location : 8 Council Houses, Old Worcester Road, Hartlebury, Kidderminster, DY11 7XB

Proposal : Prior Notification for a Larger Home Extension - Single storey rear extension.

Application No: W/25/00347/GPDQ

Location : 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 3no dwellinghouses (Class 3), and for building operations reasonably necessary for the conversion.

7.4 District Council Decisions – REFUSAL

Planning Ref: W/25/00080/CLE

Proposal: Certificate of lawfulness for the retention of existing dwelling.

Location: Meadow Farm Bungalow, Moors Avenue, Hartlebury, Kidderminster, DY11 7YL.

7.5 Notificaton of planning appeal

Planning Ref: W/24/00543/REF: - APP/H1840/Y/25/

Description of proposal. Retrospective consent for unauthorised internal alterations, and enlargement of one existing window to create a door - Listed Building Consent.

Location 4 Pansington Farm Barns Worcester Road. Titton, Stourport On Severn DY13 9QX.

8 FINANCE

8.1 Automatic payments

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

YU Energy February 2025 (paid in March 2025)

£14.66

HSBC Charges February 2025 (paid March 2025)

£8

Vodafone payment February 2025 (paid in March 2025) £18

8.2 Payments

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

Clerk. March 2025 salary	Confidential
Top Cut Mowing services. Contract for March 2025	£819
GM Services Maintenance day for February and March and Lengthsman hours for February 2025	£642
Premiere Press Leaflet printing for village circulation	£198
Cllr C Atkinson reimbursement for Hartlebury Hero prize	£20
Donation to St James Church for clock and Churchyard maintenance 25-26	£500
Parish Council websites 1 year domain renewal for Hartlebury.org.uk	£14.40

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.

8.3 Receipts

WCC ref TM	£707
WCC re PL	£250
Wychavon re VE day grant	£250
National Grid. Wayleave payment	£397.23

8.4 The Finance advisory group agreed to recommend the new NALC financial regulations in their January meeting. The Parish Council is to consider the regulations and decide if they wish to adopt them accordingly.

9. **REPORTS**

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

9.1 CST & RSAG

a) Update from the Advisory Group as per attached notes.

9.2 RE & AAG

a) Update from the Advisory Group.

b) Proposal for VE 80 Day

Fish & Chip Big Lunch in celebration of VE Day's 80th Anniversary.

On: Bank Holiday Monday 5th May from 12 noon until 4pm

AT: Hartlebury Parish Hall Tickets: charge £6 per adult and £3 per child (limited to 100 attendees)

Food: Fish & Chips cooked fresh by The Village: Mobile Fish & Chip van

Beverages & cakes: donated. Dispensed by volunteer tea ladies

Activities: Table top games for children and adults

Music: Background 1940's style Education: PowerPoint/slide show from Royal British Legion about VE Day Bar: HPHMC to open the bar.

c) Glebe contractors have been awarded the contract for maintenance 2025-28 as agreed at the February meeting. A contract has been issued and signed.

9.3 DC & DP AG.

a) Update from the Advisory Group.

9.4 AAG

a) Update from the Advisory Group.

b) Planting of shrubs around the beehives up to £70 plus £10 for plant food.
Proposal from Cllr CA.

9.5 Strategy Advisory Group

a) Update from the Advisory Group.

9.6 Working party for actions regarding the Car Park

a) The Working party are providing comments on the Draft Heads of Terms to the Parish Hall Management Committee (PHMC)

b) The working party would like permission from the Council to meet with the representatives of the PHMC to discuss the Heads of Terms.

c) The working party would like permission from the Council to seek three quotes from firms of solicitors to:

a. Confirm the Council can legally enter into such a lease.

b. Advise the Council on the wording of such a lease.

10. ADDITIONAL REPORTS

10.1 Councils' representative on the HPHMC.

10.2 Clerk.

10.3 Handyman/Maintenance person report to Council.

10.4 Chairmans report.

Disciplinary Policy for Hartlebury Parish Council to be considered and approved.

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.

13. CONFIDENTIAL MATTERS REGARDING THE CLERK AND PROVISION OF EXTRA HOURS AS NECESSARY.

DATE OF NEXT MEETING Tuesday May 6th 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 May 6th, June 3rd, July 1st, August 5th, September 2nd, October 7th, November 4th and December 2nd.