



Clerk to the Council – C Shinner
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**Minutes of the meeting of Hartlebury Parish Council held on
Tuesday 4th March 2025 at 7.00pm 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 E Hancocks, Cllr Harris (MH), Cllr Hellens (JH), Cllr J Hipkins (JHP) Cllr Neale (CN) and Cllr Scheps (AS) Cllr Tarleton-Hodgson (LTH)

Also present.

C Shinner (Clerk) Cty Cllr T Miller (TM), Dst Cllr A Hartley (TH), and 6 members of the public.

Chairman CA asked everyone present to consider other peoples feelings, to be respectful and to remember that the meetings were recorded.

164 APOLOGIES

Apologies approved for absence, Cllr Evans (AE) and Cllr Pratt (KP)

165 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.

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

165.2 To consider dispensation requests (from DPI or DOI)

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

Cllr CA declared an interest in payments to be made to herself for reimbursement of expenses.

Cllr AS declared an interest in planning application regarding 25/00260CU as it was a neighbours property.

166 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.

Steve Carrigan was awarded a Hartlebury Hero award for being a last-minute Santa for the Christmas lights event in December 2024.

167 COUNTY COUNCILLOR

Report from County Councillor Tony Miller (TM)

- TM has received a request for assistance at Black Bridge towards the traffic lights to improve issues regarding speed, traffic flow and access. It was noted as being a bendy road and AM noted that cars driving at an unsafe speed for the road were liable for prosecution.
- A resident has asked for double yellow lines around the school. If the Parish Council wish to proceed with this, they will have to communicate with the Governors at the School. It was agreed that this should be discussed by the CST and RASAG
- Elections for the County Council will go ahead on 1st May 2025.
- Cllr JHP thanked TM for the siding out of the A449.
- There is a water leak at the Station by the crossing which is encroaching up to the railway line. RK as approached Severn Trent and asks TM to follow this action up on the Parish Councils behalf.

168 DISTRICT COUNCILLOR

Report from District Councillor Tony Hartley (TH)

- Work is underway at the Nature reserve in Droitwich and WDC is working with the Canals Trust to ensure the wildlife at Coney Meadow is protected and the site is enhanced.
- A Rik Mayall comedy festival is taking place in Droitwich in May/June 25 and a Rik Mayall art piece mural has been unveiled in Droitwich.

169 MINUTES OF MEETING

The Council **APPROVED** the minutes of the meeting of the Parish Council that was held on Tuesday February 4th, 2025 with the change of payment to GM Services noted as December 2024 and not January 2025.

170 PLANNING MATTERS

170.1 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, Whitlenge 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

170.2 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.

The Parish Council had no additional comments to make on this application further to their original comments.

Planning Ref W/24/02422/HP

Location: Whitlunge House Cottage, Whitlunge Lane, Hartlebury, DY10 4HD Description of

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

The Parish Council had no objection to this application.

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.

The planning advisory group found this application impossible to interpret and ask that it is resubmitted with more clarity. There are references to before and after plans, but the Council could not find them.

171 FINANCE

171.1 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 February 2025)	£18

171.2 Payments

The Council agreed 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

171.3 Receipts

No receipts received in February 2025.

171.4 Finance advisory Group

The had been no meeting of the finance advisory group in February. To receive the report from the advisory group.

172 REPORTS

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

172.1 CST & RSAG

There had been no meeting this month so there was nothing to report.

172.2 RE & AAG (TM and AH left at this point)

a) Update from the group. Report was circulated to the Council.

JHP noted thanks to CA for going through archived paperwork and finding the Field in Trust Associate Deed of Dedication regarding the playing fields and the document will be sent to the Clerk for storage online.

It was noted that a parishioner had asked if the litter could be picked up in Low Hill Bridge area and pavements sided out, but due to the 60MPH zone the Parish Lengthsman could not do this action and it had been forwarded to Highways.

22nd November for the Christmas lights switch on.

CA has rebooked the hall for the HPC meetings until March 2026.

b) Grounds maintenance contract April 2025- March 2028.

It was noted that the RE&AAG had examined the 12 quotes received after advertisement on contracts finder at the.gov.uk website.

All tenders were of the same specification as agreed by the Council. Tenders were anonymised by the Clerk. A short list of 3 tenders were presented to the Council for their final selection. It was agreed to select a company from the shortlist, and the Council agreed to award the 3 year rolling Grounds maintenance contract, starting date April 2025 ending March 2028 to the lowest price of the final three tenders at a 3-year cost of £21.116.76 HPC agreed for the Clerk to contact the successful company inviting them to enter a 3-year contract on receipt of relevant paperwork e.g. Insurance documentation, operator training/ qualifications, method statements, risk assessments, references.

172.3 DC & DP AG.

a) Update from the Advisory Group. It was noted that the CCTV would be installed after 31 March 2025.

b) 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. The Council agreed to pay this subscription for one further year.

172.3 AAG

a) Update from the Advisory Group. It was noted that there were 5 plots available, these have been advertised on social media and the notice boards.

172.4 Strategy Advisory Group

a) Update from the Advisory Group. It was noted that this group was looking at the way forward for the Council, looking at future projects and communication.

JH presented a draft newsletter that the Council approved in principle for distribution around the parish. The document will be circulated to all Councillors for their final comments and the cost would be no more than £200. which was approved. The leaflet will be delivered around the first week of April.

Community Conversation III was discussed and It was noted that Atlas would be attending the Community Conversation III which will be held after the Annual Parish Meeting.

CN noted that she had invited Lucy Bird to come to the Community Conversation and that time banking was also an interesting innovation.

173 ADDITIONAL REPORTS

173.1 Councils' representative on the HPHMC.

- It was noted that the new treasurer for the hall was Tony Jauncey.

- It was noted that the lofts were cleared and the CCTV installation would go ahead after the 31st March 2025.
- It was noted that there was a Barn Dance scheduled for October 18th 2025 to celebrate 70 years of the hall.

173.2 Clerk report.

Due to time constraints, it was agreed that CN would take the minutes from the Annual Parish Meeting in April 2025. Clerk is to send invitations to the Annual Parish Meeting.

173.3 Chairmans report and maintenance report. The Chairman reported that GM services has communicated that he will be unable to carry on with the work as he has a new job, GM Services will finish as Parish Lengthsman on 31st March and as maintenance contractor on 31st May 2025. It was noted that he had said it had been a privilege to work for the Parish, but his workload had become difficult to manage. The Council expressed their thanks for his hard work, dedication and professionalism and wished him well for the future. The Clerk will advertise the positions.

174 CORRESPONDENCE

Councillors can ask for further details of correspondence sent to them in advance of this meeting.

CN noted that she had attended some training via CALC as per the correspondence and time-banking was mentioned. CN proposes that the Parish Council considers this at their next meeting.

175 TO RECEIVE REPORT OF PARISH COUNCILLORS

EH noted that the Hartlebury Station Adoption Group were expecting progress due a new appointment by West Midlands Trains.

176 RESPONSIBILITIES OF THE MAINTENANCE OF THE CAR PARK AND SURROUNDING AREAS.

The Council voted and agreed that this item did not need to be confidential.

The following summary of the previous confidential discussions was read out.

January 2025 Parish Council meeting.

The Parish Council discussed an idea proposed by the Parish Hall Management Committee regarding leasing the Parish Hall Car Park to them. HPC recognised that the proposal had some attractions due to the avoidance of future costs relating to the car park (Maintenance, CCTV, insurance etc)

There was concern that it may not be possible to lease the car park due to legal complications arising from the original acquisition of the land and the conditions applied to it at the time.

HPC did not wish to spend money getting its own legal advice until it could be confirmed there were no “red flags” HPC asked its representative on the HPHMC to request that the HPHMC undertake an initial review of the legal documentation to confirm whether the proposal was viable. If the proposal appeared legally viable then HPC would be prepared to consider a proposal. No decision was made to enter into an agreement re the car park.

The Strategy Working Group met with representatives of the PHMC to discuss this.

February 2025 Parish Council meeting

A meeting was held with the Parish Hall representatives (STAG) to discuss the possibility of the leasing of the car park by the Parish Council to the Parish Hall.

Attendees were as follows, John Hellens (HPC), Ray Kirby (HPC),

Sandra Hickman (Co-optee PHMC); Graham Hipkins (PHMC) Simon Fletcher (PHMC) were there on behalf of the Hall Committee as trustees or co-opted members.

Apologies received from Ed Hancocks (HPC), Andrew Scheps (HPC) and John Cosham (HPC).

This item formed part of the STAG meeting as item 159.6

It was noted that members of the hall committee and others would provide the preliminary research regarding the leases and land registry. It was noted that HPC would then get independent legal advice should the Council wish to proceed.

The Council agreed to appoint a working party to continue the discussion and to report back to the Parish Council on this matter.

Cllrs JC, KA, MH and CA were appointed on the Car Park Advisory Group (CPAG)

177 The Council considered 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.

Staffing advisory Group.

The Council agreed variations to the Clerks contract, holiday and pension arrangements.

The meeting was closed at 2130hrs

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 grou

PAG Planning advisory group.

FAG Finance Advisory group.

HPC Hartlebury Parish Council

Future dates for parish council meetings

2025 April 1st, May 6th, June 3rd, July 1st, August 5th, September 2nd, October 7th, November 4th and December 2nd.