



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 **Annual Meeting of Hartlebury Parish Council** will be held on **Tuesday May 13th 2025 commencing at 7.45pm 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 APPOINTMENT OF (and signing of acceptance of office documents)

- 1.1 Chairman of the Council.
- 1.2 Vice Chairman of the Council.
- 1.3 Information regarding co-option of Councillor.

2 APOLOGIES

To receive and approve apologies for absence.
Apologies sent by KA and AS.

3 DECLARATIONS OF INTERESTS

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

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

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

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

3.3 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.

4 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.

5 COUNTY COUNCILLOR

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

6 DISTRICT COUNCILLOR

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

7 MINUTES OF MEETING

To **APPROVE** the minutes of the meeting of the Parish Council that was held on Tuesday April 1st, 2025.

8 APPOINTMENT OF PARISH COUNCIL WORKING PARTIES AND MEMBERSHIP/REPRESENTATIVES OF THE PARISH COUNCIL ON EXTERNAL BODIES

- 8.1 Recreation, Events and Amenities Advisory Group (RE & AAG)
- 8.2 Allotments Advisory Group (AAG)
- 8.3 Staffing Advisory Group (SAG)
- 8.4 Finance Advisory Group (FAG)
- 8.5 Crime, Speeding, Traffic and Road Safety Advisory Group (CST&RSAG)
- 8.6 Digital Communications and Data Protection Advisory Group (DC&DPAG)
- 8.7 Planning Advisory Group (PAG)
- 8.8 Audit Review Financial Affairs Advisory group (ARFAAG)
- 8.9 Strategic Advisory Group (STAG)
- 8.10 Working party for actions involving the Car Park (at the parish hall) (WPACP)

- 8.11 Council representative on the Parish Hall Management Committee
- 8.12 Council representative on the Samuel Manninge Charity
- 8.13 Council representative on EnviRecover CLG
- 8.14 Council representative on the Weinerberger/Biffa CLC
- 8.15 Queen Elizabeth Foundation.
Mrs C Boughton-Thomas and Cllr R Kirby are appointees/trustees for 4 years (until 2028)

9 REVIEW STANDING ORDERS, FINANCIAL REGULATIONS AND OTHER ADOPTED PROCEDURES.

Changes are noted

- 9.1 Standing orders.
- 9.2 Financial regulations. To adopt the new financial regulations (2024) as recommended by FAG.
- 9.3 Code of Conduct.
- 9.4 Publication Scheme
- 9.5 Complaints procedure
- 9.6 Data Protection policy
- 9.7 Disciplinary Policy (adopted April 2025)
- 9.8 Grants policy
- 9.9 Memorial Bench policy as adopted in September 2023.
- 9.10 Co-option policy
- 9.11 Safeguarding children and young people (as adopted 2018)
- 9.12 Abusive, persistent or vexatious requests, complaints and complainant policy (adopted February 2025)
- 9.13 Live streaming and recording of Council meetings policy 2024
- 9.14 Sickness absence policy
- 9.15 Internal controls policy
- 9.16 General reserves policy
- 9.17 Equality and Diversity policy
- 9.18 Fraud and corruption policy

- 9.19 Facebook policy
- 9.20 Grievance procedure
- 9.21 Vexatious complaints
- 9.22 To approve the Asset register May 2025
- 9.23 To approve the Risk register May 2025

10 PLANNING MATTERS

10.1 District Council Decisions- APPROVED

Planning Ref: W/24/02459/FUL

Location: Cheese Press, Chadwick Lane, Chadwick, Hartlebury, Kidderminster, DY11 7YH.

Removal of Agricultural Occupancy Condition 9 on granted planning permission W/81/01353/FUL - Farmhouse, garage and farm buildings.

10.2 Planning Applications for Parish Council Comment

Application Number : W/25/00820/S106

Location: Lakeside Bungalow, Moorlands Farm Coarse Fisheries, Manor Lane, Waresley, Hartlebury, Kidderminster, DY11 7XN

Description of Proposal: Application for a S106A of the Town & Country Planning Act 1990 to modify the existing legal agreement so to remove any such ties on the property and its associated curtilage in order it becomes an unrestricted C3 Use dwellinghouse.

Application Number : W/25/00437/HP

Location: Gowrie, Waresley Road, Hartlebury, Kidderminster, DY11 7XT

Description of Proposal: Proposed two storey side and rear extension; front single storey extension to increase size of porch and provide garage.

10.3 Notification of planning appeal decision

Appeal dismissed at Land At (Os 8402 7347), Summerfield Lane, Summerfield, Hartlebury, Worcestershire, DY11.

Appeal allowed at Moorlands Farm Coarse Fisheries, Manor Lane, Waresley, Hartlebury DY11 7XN.

11 FINANCE

11.1 Automatic payments

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

YU Energy March 2025 (paid in April 2025)	£16.23
HSBC Charges March 2025 (paid April 2025)	£8.50
Vodafone payment March 2025 (paid in April 2025)	£18

11.2 Payments

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

Clerk. April 2025 salary	Confidential
PKF Littlejohn LLP Professional services re review of AGAR 2023-24	£2605.98
Zurich town and parish council – insurance for 2025-26	£1162.39
Play Safety Ltd. Annual inspection of play areas	£393.60
John Cosham. Repayment for purchase of allotment lock	£5.98
ATEC. For the CCTV installation project	

J Hipkins. Replacement “glass” for the bus shelter	£117.67
C Shinner repayment for 5ft Tommy as approved April 1 st , 2025.	£221.35
Glebe Contractors Landscape Management April 2025	£690

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.

11.3 Receipts

Wychavon First instalment of precept for 25-26	£28,482
Wychavon DC CIL payments	£2446.15

11.4 The Finance advisory group

- a) Report from the meeting held on 25 April 2025 – notes are attached to the agenda.
- b) The restricted funds to the end of March 2025 are submitted to the Council for their approval.
- c) The draft restricted funds for April 2025 are submitted for Council approval.
- d) The CIL documents are submitted to the Council for their approval.

- 11.5 The limited assurance review for the year ended 31 March 2024 has been completed and the report and certificate and associated documents are available on the Parish Council website.

12. REPORTS

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

12.1 CST & RSAG

- a) Update from the Advisory Group
- b) To purchase a new battery for the VAS at £91.50

12.2 RE & AAG

- a) Update from the Advisory Group.
- b) To separate this group into two parts, one for events and one for all other items and to appoint Councillors accordingly.
- c) Fields in Trust deed of dedication. Agree Clerk places relevant documents on website, original copies kept by the clerk, stored on the HIVE.
- d) Football pitch request for local junior team to use next season. Recommendation to HPC agree for Clerk to contact the manager, outline their responsibilities in organising and liaison for using the pitch. All required public liability, safeguarding, risk assessments etc to be provided, further consideration at full HPC meeting.
- e) RoSPA report on play equipment, Chain covers on swings should be removed to allow for full inspection, a shackle requires replacing on Cantilever Swing. Agree for Clerk to action repairs if necessary.
- F) Lengthsman training fees, As no imminent training available from WCC. Agree once lengthsman has been appointed, HPC fund training from an alternative provider cost £432.00 +VAT. For HPC to agree this cost to be transferred from Grounds Maintenance budget as HPC secured a saving of £129 per month on the new contract. This would still leave £1,116.in the budget.
- g) A request from Platform housing to the RE&AAG for them to use the green and MUGA car park on Tuesday 19th August for a residents liaison meeting to be discussed.

- 12.3 DC & DP AG.
a) Update from the Advisory Group.
- 12.4 AAG
a) Update from the Advisory Group.
- 12.5 Strategy Advisory Group
a) Update from the Advisory Group.
- 12.6 Working party for actions regarding the Car Park
a) Update from the Advisory Group
- 12.7 Report on the Annual Parish Meeting.

13. ADDITIONAL REPORTS

- 13.1 Councils' representative on the HPHMC.
- 13.2 Clerk.
- 13.3 Handyman/Maintenance person report to Council.
- 13.4 Chairmans report.

14. CORRESPONDENCE

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

15. 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.

16. CONFIDENTIAL MATTERS

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.

- Discussion regarding the possible implementation of the vexatious policy and additional items.

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