



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 4th November 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. (Cllrs JG and KA send their apologies)

2 DECLARATIONS OF INTERESTS and Councillor matters.

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.
- 2.5 Please note that there is still one Councillor vacancy available for co-option and parishioners may apply to join the Council by contacting the Clerk or consulting the co-option policy on the Councils website.

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.

4 COUNTY COUNCILLOR

To receive report of County Councillor Miller (TM).

5 DISTRICT COUNCILLOR

To receive report of District Councillor Hartley (AH).

6 MINUTES OF MEETING

To **APPROVE** the minutes of the meeting of the Parish Council that was held on Tuesday 7th October, 2025.

7 PLANNING MATTERS

7.1 District Council decisions- APPROVED

Planning Ref: W/25/01651/CU

Proposal 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 - (Variation of condition 2 of planning permission W/20/00561/CU allowed on appeal)

Location: Hangmans Cross, Lincomb Lane, Lincomb, Hartlebury

7.2 Planning advisory group meeting report (attached) and planning applications for Parish Council Comment.

7.3 Planning appeals

Planning Ref: W/25/01406/PIP

Proposal: Permission in Principle for the construction of 1 no. dwelling

Location: Honeysuckle Cottage 1 Whitleng Lane Hartlebury Kidderminster DY10 4HD.

7.4 Harmony Energy public meeting

Update from E Hancocks.

8 FINANCE

8.1 Automatic payments

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

YU Energy September 2025 (paid in October 2025)	£18.11
Vodafone payment September 25 (paid in October 2025)	£19.15
Unity fee for September 25	£6

8.2 Payments

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

Clerk. October 2025 salary, NI and tax	Confidential
Glebe Contractors Grounds maintenance October	£690
S Fox. Maintenance and PL work October 2025 (includes £49.46 for timber preservative items)	£447.38
Parish Council websites website hosting and domain renewal	£386.64
Information Commissioner fee	£52
Chad and Co Pay roll for 2025-26	£375
North Claines Parish Council Fees for 2025-26	£293.60
Clare Atkinson Sweets and gifts for Christmas event	£145.72

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

Nothing to date of the publication of the agenda.

8.4 Finance meeting

a) The next finance advisory group meeting notes to be discussed as necessary and approved by the Parish Council.

b) Consideration of precept for 2026-27, the finance advisory group submit the budget as attached and suggest a precept request of £61,520

This will equate to an increase of 8%.

Band D in 2025-26 was £40.02

Band D in 2026-27 is anticipated to be in the region of £43.42 (if the tax base remains unchanged) This will be confirmed in February 2026.

8.5 The bank reconciliations

The reconciliation to the end of October will be available at the meeting.

9 REPORTS

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

9.1 CST & RSAG

a) Update from the Advisory Group.

No meeting has been held in October of the CST & RSAG however the police have expressed disappointment with the delay in Community Speed Watch training but accept the program will restart in spring

9.2 R & AAG

a) Update from the Advisory Group report attached.

b) For HPC to agree for the application for temporary traffic lights and associated permits to be applied for to carry out the work on the 2 trees at the junction on Waresley Court Road and Woodbury Close, North side of Tennis Courts.

c) For HPC to agree to the additional £600.00p for Traffic management and permits necessary to carry out the Pollarding maintenance work on the 2 trees by the Tennis Courts.

d) Report on footpaths (attached)

e) HPC to agree the wording of the commemorative VE tree dedication plaque (attached)

9.3 DC & DP AG.

a) Update from the Advisory Group.

9.4 AAG

a) Update from the Advisory Group (attached)

9.5 STAG

a) Update from the Advisory Group. To include matters arising from the workshop report (attached)

b) Proposal for a Calendar of events for Hartlebury.

It is proposed that Hartlebury Parish Council be the organisation to bring stakeholders together and set up a calendar. When established, with the agreement of the stakeholders it could be put under the management of another body.

STAG proposes that the group develops the structure for the calendar in collaboration with the stakeholders.

9.6 EAG

a) Update from the advisory group.

10 ADDITIONAL REPORTS and associated items.

10.1 Councils' representative on the HPHMC.

10.2 Clerk.

10.3 Handyman/Maintenance person report to Council.

10.4 Chairmans report – attendance at Remembrance Day service.

11 Proposed car park lease

In accordance with the agreed Heads of Terms, the Council are to agree a 'schedule of condition' supported by photographic evidence as the standard to which the Hall agrees to maintain the car park. The Council is to agree the name/s of the councillors who would be undertaking this task. The Parish Hall have asked that they work with the hall's nominee Simon Fletcher.

12 CORRESPONDENCE

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

13 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.

DATE OF NEXT MEETING Tuesday December 2nd, 2025.

C Shinner

Clerk to the Parish Council

Hartlebury Parish Council – Parish Council Membership, K Arnott, C Atkinson, J Cosham, J Griffiths, 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
R & AAG	Recreation and amenities advisory group
EAG	Events 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.
FINAG	Finance Advisory group.
HPC	Hartlebury Parish Council
ARFAAG	Audit review and financial affairs advisory group.

WPACP Working party for actions regarding the Car Park

Future dates for parish council meetings

3rd February 2026, 3rd March 2026, 7th April 2026

5th May 2026, 2nd June 2026, 7th July 2026, 4th August 2026, 1st September 2026

6th October 2026, 3rd November 2026, 1st December 2026

Plus, the

Annual Parish Meeting 29th April 2026 from 530pm