



# 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 7<sup>th</sup> October 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 MH and AS have sent 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).

- From Cllr J Griffiths regarding allotments.

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 Council's 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). To include update on the progress of the proposed new Unitary Council

## **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 2<sup>nd</sup> September, 2025.

## **7 PLANNING MATTERS**

### **7.1 District Council decisions- APPROVED**

Planning Ref: W/25/01561/PIP

Proposal: Permission in Principle for the construction of a single dwelling (self build) and associated works

Location: Land At (OS 8236 6981), Titton Farm Lane, Titton, Hartlebury

Planning Ref: W/25/01465/FUL

Proposal: Erection of One Industrial Unit for Class B8 (Storage or Distribution) Purposes and an Office & Warehouse Building for Class E(g) (Office, Research & Development) & B8 (Storage or Distribution)

Location: Roma Concept Furnishings, Stourport Road, Crossway Green, Stourport On Severn, DY13 9SE

Planning Ref: W/25/01213/PIP

Proposal: Permission in Principle for the construction of up to 3 no. dwellings

Location: Woodside Nurseries, Stourport Road, Crossway Green, Stourport On Severn, DY13 9SQ

Planning Ref: W/25/01633/FUL

Proposal: Change of use of land from agricultural land to residential curtilage serving Cobblers Barn.

Location: Cobblers Barn, Low Hill, Hartlebury, Kidderminster, DY10 4HT

### **7.2 District Council decisions – REFUSED**

Planning Ref: W/25/01406/PIP

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

Location: Honeysuckle Cottage, 1 Whitlence Lane, Hartlebury, Kidderminster, DY10 4HD

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

### **7.3 Planning Applications for Parish Council Comment.**

Application Number: W/25/01651/CU

Location: Hangmans Cross, Lincomb Lane, Lincomb, Hartlebury

Description of 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)

Application Number: W/25/01869/FUL

Location: Shorthill Caravan Site, Crossway Green Description of Proposal:

Material change of use to use as a residential caravan site for 22 Gypsy/Traveller families, each with one static caravan/mobile home.

Application Number: W/25/01784/LB

Location: Old House Farm, Crown Lane, Waresley, Hartlebury, DY11 7XP

Description of Proposal: Remove (and retain where possible) existing roof tiles and battens, check and repair existing roof structure as required, install new felt, battens and tiles.

Application Number: W/25/02064/FUL

Location: The Old Kitchen, Quarry Bank, Hartlebury

Description of Proposal: Proposed detached double garage to serve domestic dwelling

## 8 FINANCE

### 8.1 Automatic payments

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

YU Energy August 2025 (paid in September 2025)	£18.64
Vodafone payment August 25 (paid in September 2025)	£19.15
Unity fee for September 25	£6

### 8.2 Payments

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

Clerk. September 2025 salary, NI and tax	Confidential
Glebe Contractors Grounds maintenance September	£690
S Fox. Maintenance and PL work September 2025	£339.58
National Allotment society subscription	£84
Sign Tech overlay stickers	£6
Hartlebury Castle, room hire and refreshments for STAG meeting	£60
Royal British Legion. Poppy wreath	£25

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.

### Donation request.

Hartlebury WI ask for a donation towards their bi-annual Christmas Tree Festival Money is raised for local charities and also "FOOTSTEPS" – a bereavement charity for children.

Request for £250 to help purchase refreshment items - insulated cups, mulled wine, tea, coffee, hot chocolate, squash, cakes and biscuits etc.

### 8.3 Receipts

Wychavon DC Precept and Grant 25-26 pt 2

£28,481

### 8.4 Finance meeting

a) The next finance advisory group meeting is booked for 20<sup>th</sup> October 2025 at 5.30pm when the budget will be considered.

### 8.5 The bank reconciliations

To the end of August 2025, the reconciliation is noted as £54,624.62

The reconciliation to the end of September 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.

b) Community Speed Watch update.

c) Parish Priorities requested from West Mercia Police. Council to agree on the priorities for policing Hartlebury PC.

### 9.2 R & AAG

a) Update from the Advisory Group.

b) Tree order - Davidia Involucrata, to update the Council on costings and to seek approval for the larger tree to be ordered/purchased and planted in time for Remembrance Day rather than leaving it to the spring.

The tree is to cost £470 which will mean a £220 cost to the Council.

c) Hedges around the tennis court. The advisory group advice that in order to fulfil our duty of care to court users that the East hedge is cut to 1.40 metres and then to manage new growth in future years.

### 9.3 DC & DP AG.

a) Update from the Advisory Group.

b) Proposal for a back up battery for the CCTV – see attached quotes.

### 9.4 AAG

a) Update from the Advisory Group

### 9.5 STAG

a) Update from the Advisory Group.

### 9.6 WPACP

a) Update from the Working party Group

### 9.7 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

- The Chairman proposes the purchase of a poppy wreath.
- Proposal from the Chairman that all requests and emails from Councillors to the Clerk are copied into the Chairman and Vice Chairman.

## **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.

**DATE OF NEXT MEETING Tuesday November 4<sup>th</sup>, 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**

December 2<sup>nd</sup>.

### **Dates for The Parish Council to meet in 2026**

3<sup>rd</sup> February 2026, 3<sup>rd</sup> March 2026, 7<sup>th</sup> April 2026

5<sup>th</sup> May 2026, 2<sup>nd</sup> June 2026, 7<sup>th</sup> July 2026, 4<sup>th</sup> August 2026, 1<sup>st</sup> September 2026

6<sup>th</sup> October 2026, 3<sup>rd</sup> November 2026, 1<sup>st</sup> December 2026

Plus, the  
Annual Parish Meeting 29<sup>th</sup> April 2026 from 530pm