



Clerk to the Council – C Shinner
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Minutes of the Council meeting of Hartlebury Parish Council held on Tuesday 5th August 2025 at 7.00pm at the Parish Hall in Hartlebury

DRAFT UNTIL SIGNED AT A SUBSEQUENT MEETING

Present

Chairman - Cllr Kirby (RK), Cllr Atkinson (CA), Cllr Cosham (JC), Cllr Hancocks (EH), Cllr Hellens (JH), Cllr Hipkins (JHP) Cllr Neale (CN) Cllr Tarleton-Hodgson (LTH) Cllr Griffiths (JG) and Cllr Harris (MH)

Also present.

C Shinner (Clerk) Cllr T Miller (TM) and 5 members of the public.

It was noted that this Parish Council meeting was live-streamed by the Parish Council.

54 APOLOGIES

To receive and approve apologies for absence.

Dst Cllr A Hartley, Cllr Arnott and Cllr Scheps were noted as sending their apologies for absence which were duly approved,

55 DECLARATIONS OF INTERESTS and Councillor matters.

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

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

55.2 To consider dispensation requests (from DPI or DOI). There were no dispensation requests to be considered.

55.3 To declare any Disclosable Pecuniary Interests in items on the agenda and their nature. Cllr CA declared a DPI in a payment to Cllr CA.

55.4 To declare any Other Disclosable Interests on items on the agenda and their nature,

Other disclosable interests were declared in the allotments from Cllrs CN, JC and JG.

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.

55.5 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.

55.6 Appointment of a trustee to the Queen Elizabeth I Foundation.

The Council has been informed that C. Boughton-Thomas has retired from the board of trustees and Mr T. Morgan has asked the Council to appoint a new trustee.

An application for this role has been received by Mrs H. Talbot and is attached to the agenda for consideration by the Parish Council. The Parish Council approved the appointment of Mrs H Talbot.

55.7 Mike Tooley was awarded the Hartlebury Hero award.

56 PUBLIC QUESTION TIME

Please note the following from the standing orders of Hartlebury Parish Council.

- The period 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 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.

57 COUNTY COUNCILLOR

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

- TM noted the ongoing discussions re the Unitary process.
- TM noted that VAS can have data that can be examined.

Cllr JC noted that there were conflicting views on the installation of a sign on Bishopswood Lane. A parishioner has noted that B Barnes at Highways say that this was a suitable site for a VAS. TM notes that it is not a suitable site as it is not a safe location. TM is to ask BB to contact the Parishioner direct to explain the situation.

58 DISTRICT COUNCILLOR

58.1 To receive report of District Councillor Hartley (AH). AH sent his apologies and no report was received.

59 MINUTES OF MEETING

- 59.1 To **APPROVE** the minutes of the meeting of the Parish Council that was held on Tuesday July 1st, 2025.
The minutes of the meeting were approved and signed accordingly as a correct record.

60 PLANNING MATTERS

60.1 District Council Decisions- APPROVED

Planning Ref: W/25/01009/HP

Proposal; Single storey rear extension (retrospective)

Location: Bishops Wood Nursery, Bishops Wood Lane, Crossway Green, Stourport On Severn, DY13 9SE

Planning Ref: W/25/01153/HP

Proposal: Demolition of two existing garages proposed one replacement detached garage with increase access width.

Location: Ashley House, Inn Lane, Hartlebury, Kidderminster, DY11 7TA

Planning Ref: W/22/02554/FUL

Proposal Conversion of barns to form three residential dwellings with associated outbuildings, parking and landscaping. Retention of existing dwelling

Location: Hartlebury Riding School, Manor Lane, Waresley, Hartlebury, Kidderminster, DY11 7XN

60.2 District Council decisions – REFUSED.

Planning Ref: W/25/00720/FUL

Proposal: Existing garage replaced with 4 bay garage and change of use of land to form residential curtilage.

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

60.3 Planning Applications for Parish Council Comment.

Application Number: W/25/01561/PIP

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

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

PAG had not discussed this application.

5/000015/SCO (This is available via the WCC planning register as this is a WCC consideration and determination)

(Documents also available on Wychavon at 25/01542)

Description of proposal. Request for a Scoping Opinion for Extension to and Consolidation of Clay Extraction at

Location New House Farm Quarry.

The Council noted this was not a planning application but a request to limit some of the information that has to be provided for the statement, there was no objection to this.

W/25/01465/FUL

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

Description of 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)

The Parish Council approved this application.

W/25/01112/AGR

Location: Pear Tree Farm, Crossway Green, Stourport On Severn, DY13 9SH

Description of Proposal: Prior notification for a new agricultural building for storage of farm machinery and feedstuffs.

The Parish Council approved this application.

W/25/01350/FUL

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

Description of Proposal: The demolition of 36 existing buildings and the construction of 19 replacement buildings, together with associated external works, including removal of earth mounds.

The Parish Council approved this application.

W/25/01406/PIP

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

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

The Parish Council approved this application.

W/25/01548/LB

Location: Winnall Cottage, Winnall Lane, Lincomb, Hartlebury, Stourport On Severn, DY13 9RG

Proposal: Removal of 1 x internal wall between the kitchen and dining room, and removal of 1 x stud wall (internal pantry cupboard in kitchen)

PAG had not discussed this application.

W/25/01495/CLPU

Location: Woodbine Cottage, Field Lane, Crossway Green, Stourport On Severn, DY13 9SR

Proposal Certificate of Lawfulness for the proposed conversion of existing outbuilding to provide accommodation incidental to the main house.

The Parish Council objected to this application as it is an already extensively developed site. This application is described as incidental, but this is a separate dwelling.

W/25/01269/GPDE

Location: 11 Waresley Court Road, Hartlebury, Kidderminster, DY11 7TQ

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

The Parish Council approved this application.

W/25/01458/CLPU

Location: Summerfield Farm, Summerfield Lane, Summerfield, Hartlebury, Kidderminster, DY11 7SA.

Proposal: Application for Lawful Development Certificate for proposed two storey rear extension and single storey side extension.

The Parish Council had no objection to this application.

61 FINANCE

61.1 Automatic payments

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

YU Energy June 2025 (paid in July 2025)	£18.07
Vodafone payment June 25 (paid in July 2025)	£19.15

61.2 Payments

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

Clerk. July 2025 salary	Confidential
PL training to Speed training and assessment Ltd Part 1	£204
PL training to Speed training and assessment Ltd Part 2 (T1/T2)	£228
Glebe Contractors Grounds maintenance	£690
Gardening group donation	£250
Painters Solicitors deposit on account	£250
C Atkinson Prizes for sunflower/scarecrow and H-Hero	£235.50
Fisher German 6-month allotment rent	£337.50

For information - St James Church note the £500 in the budget allocated to the maintenance of the clock and churchyard. They attach a quote for repairs to the clock to the sum of £4000 and ask if the Parish Council can fund some of these repairs above the £500 that was budgeted for. This will be considered at the budget setting meeting of the Parish Council.

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.

61.3 Receipts

Allotment income	£18.32
Wayleave payment	£85

61.4 Finance meeting

- Report from the advisory group was received and approved and all Council Groups were asked to note that any budget applications for 2025-26 must be received by the Clerk by the end of September 2025.
- Council approved the notes and proposals from the advisory group meeting held on 22 July 2025.
- Council approved the new reserves and internal controls policy.
- Council approved the regular payments.
- Council approved the application of a corporate multipay card.

61.5 The bank reconciliation to the end of June 2025 is £61,557.47
The bank reconciliation to the end of July 2025 is £57,304.80

62 REPORTS

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

62.1 CST & RSAG

- a) Update from the advisory group. It was agreed that clarity was needed regarding the potential site of a VAS sign at Bishops Wood/Mitre Oak.
- b) The notes from the CST & RSAG were noted and accepted.

62.2 R & AAG

- a) Update from the advisory group. The notes from the R&AAG were noted and accepted.
- b) Tree quotes for the maple tree near the tennis courts that is causing damage were considered and the Council agreed to ask all the companies to quote for root barrier and to pollard the two trees to the original pollarding points.

62.3 DC & DP AG.

- a) Update from the advisory group, there was no update from the group.
- b) Data streaming policy for adoption by the Parish Council. The Council approved this policy,

62.4 AAG

- a) Update from the advisory group.
- b) The Council discussed and approved the following.
 - To allow 2 more chip bays on site.
 - Re Email from Fisher German 29th October 2024 allowing for the dig for boreholes (provided necessary planning or environmental consents are checked before the start)
For both groups and a couple of tenants who know where the water supply is underground to meet to investigate work and quotes.
 - For both groups to look at where the mesh track is most needed, and if deemed necessary, to use the same firm as council used previously.
 - Public access. The Council agreed to stop the public coming onto the allotments site and the AAG will get quotes for this work accordingly.

62.5 STAG

- a) Update from the advisory group. The notes from the meeting were noted and the Council noted that STAG hoped to have plans for the Council to consider by January.

62.6 WPACP

- a) Update from the working party group. There has not been a meeting, but solicitors have been approached and authentication of members of the Council is underway.

62.7 EAG

- a) Update from the advisory group.
- b) Risk assessments to be approved by The Parish Council for the Scarecrow and the Sunflower competition. 4 in total. It was noted that the risk assessments needed some adjustments prior to the scarecrow event on Saturday.

63 ADDITIONAL REPORTS and associated items.

- 63.1 Councils' representative on the HPHMC.
- 63.2 Clerk.
- 63.3 Handyman/Maintenance person report to Council.
- 63.4 Chairmans report

64 CORRESPONDENCE

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

65 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.

66 VEXATIOUS POLICY UPDATE

Due to the confidential nature of the discussion, this part of the meeting was closed to the public whilst the Council debated the implementation of this policy and agreed to implement this policy for a request that the Council deemed vexatious.

DATE OF NEXT MEETING Tuesday September 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

2025 October 7th, November 4th and December 2nd.

Dates for The Parish Council to meet in 2026

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

Annual Parish Meeting 29th April 2026 from 5.30pm

Finance Advisory meetings to be held at 530 on

Monday October 20th 2025

Tuesday January 20th 2026