



Clerk to the Council – C Shinner
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Minutes of the Council meeting of Hartlebury Parish Council held on Tuesday 2nd September 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) Cllr Harris (MH) Cllr Arnott (KA) and Cllr Scheps (AS)

Also present.

C Shinner (Clerk) and 3 members of the public.

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

67 APOLOGIES

To receive and approve apologies for absence.

Dst Cllr A. Hartley and Cty Cllr T. Miller noted as sending their apologies for absence which were duly approved.

68 DECLARATIONS OF INTERESTS and Councillor matters.

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

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

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

There were dispensation requests from Cllr CN and Cllr JC relating to remaining in the Council meeting for allotment items.

This was approved, although no permission was given for Cllr CN or Cllr JC to participate in voting on allotment matters.

68.3 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.

68.4 To declare any Other Disclosable Interests on items on the agenda and their nature. There were no other disclosable interests declared.

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.

- 68.5 It was noted 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.

69 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.

70 COUNTY COUNCILLOR

- 70.1 To receive report of County Councillor Miller (TM).
TM sent his apologies and no report was received.

71 DISTRICT COUNCILLOR

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

72 MINUTES OF MEETING

To **APPROVE** the minutes of the meeting of the Parish Council that was held on Tuesday August 5th 2025.

It was noted that under minute number 66 that the following be added "The Council agreed to the implementation of this policy for a request that was deemed a vexatious request"

The minutes of the meeting were approved and signed accordingly as a correct record.

It was noted that Cllr AS needed to leave the meeting early and with the Chairmans approval he gave his updates and left the meeting at this point.

73 PLANNING MATTERS

73.1 District Council Decisions- APPROVED

Planning ref: W/25/00820/S106

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.

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

Planning ref: W/25/01112/AGR

Proposal; Prior notification for a new agricultural building for storage of farm machinery and feedstuffs

Location: Pear Tree Farm, Crossway Green, Stourport On Severn, DY13 9SH
Permission not needed.

73.2 Planning advisory Group update

It was noted that there looked like there was to be more building in the parish and the parish needed to ensure there was additional infrastructure as a result.

73.3 Planning Applications for Parish Council comment.

Application number: W/25/01767/HP

Location: Narroway House, Stoney Lane, Crossway Green, Stourport On Severn, DY13 9SL

Description of Proposal: Proposed single storey extension and glazed canopy.
Hartlebury Parish Council had no objection to this application.

Application number: W/25/01633/FUL

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

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

Hartlebury Parish Council had no objection to this application.

Application number; W/25 /25/01561/PIP

Location; Land at Tilton Farm Lane, Hartlebury

Description of proposal; Permission in principle for the construction of a single dwelling,

The Parish Council recommended no objections but asked for planning restrictions to include no commercial caravans to be sited within the curtilage of the new dwelling and that the neighbour's septic tank drainage issues are resolved prior to permission being granted. This was approved on 1/9/25 by WDC.

Application number, W/25/01627/CLPU

Location; Morbay, Waresley Road, Hartlebury, Kidderminster, DY11 7XT

Description of proposal; Application for a lawful development certificate for a proposed single storey side extension.

Hartlebury Parish Council had no objection to this application.

73.4 Planning application to planning inspectorate for appeal

Planning Ref; W/25/01085/GPDQ

Proposal; Notification for prior approval for the proposed change of use of an agricultural building to 1 dwelling and associated operational development.

Location; Torton Farm, Droitwich Road, Torton, Hartlebury DY10 4HU

74 FINANCE

74.1 Automatic payments

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

YU Energy July 2025 (paid in August 2025)	£18.75
Vodafone payment July 2025 (paid in August 2025)	£19.15
Unity fee for July 2025	£6

74.2 Payments

The Council agreed the following payments:

Cllr CA left the room and returned after payments were agreed.

Clerk. Salary August 2025	Confidential
Clerk expenses April – August 2025	£85.49
Glebe Contractors Grounds maintenance August 2025	£690
S Fox training course time	£212.50
C Atkinson Smyths voucher for Scarecrow competition additional prize. £10	
M1 Fee for S Fox (PL registration)	£61.20

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.

74.3 Receipts

No receipts this month.

74.4 Finance meeting

a) The Council noted that any budget applications for 2025-26 must be received by the Clerk by the end of September 2025.

The next finance advisory group is booked for 5.30pm on the 20th of October 2025 when the budget will be considered.

74.5 The bank reconciliation to the end of July 2025 is £57,304.80

The bank reconciliation to the end of August 2025 is £54,624.62

75 **REPORTS**

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

75.1 CST & RSAG

a) Update from the advisory group. It was noted that there had been no meeting since the last parish council meeting.

b) It was noted that B Barnes from Highways had approved the site of a VAS sign at Bishops Wood/Mitre Oak. It was hoped that the Bells Farm VAS would be moved to this location. It was noted that the parish council Lengthsman would not be able to move a sign at this location. It is hoped that this VAS may be able to be used to monitor the speed at the Bishops Wood/Mitre Oak location.

75.2 R & AAG

a) Update from the advisory group. The notes from the R&AAG were noted and accepted. It was noted that S Fox was now registered as a Lengthsman and that his public liability was in place. JH has met with him to go through the list and to hand over the relevant items.

R&AAG to look at the "Worcestershire rights of way improvement plan" and will bring suggested reply to the Council for consideration.

b) Three updated tree quotes for the maple tree near the tennis courts that is causing damage were asked for but only one supplier would perform the root training and tennis court work that had been requested by the Parish Council.

It was therefore agreed to accept the Quote from Mr Grove for £1725 (excl VAT)

It was also noted that the planting of the Davidii Involucrata (utilising the Wychavon VE80 £250 donation) would hopefully be planted at the same time as the work above.

It was agreed that due to the savings on the R&AAG budget for grass mowing this year that a larger tree should be sourced (additional funding may be needed) to ensure a substantial specimen.

Cty Cllr AM has agreed to provide a plaque for the tree and the Council agreed that it would be planted on the village green near the junior play area.

75.3 DC & DPAG (This took place prior to PQT but is minuted here for minute continuity)

a) Update from the advisory group, there had been no meeting and thanks were given to Cllr CN for updating the website.

75.4 AAG

a) Update from the advisory group. There are currently 3 empty plots. There are 2 ponies on the land adjacent, and Wychavon is trying to address this issue.

b) Overgrown plots. It was agreed that overgrown plots would be offered at a reduced cost/free (subject to negotiation) for the first year of ownership to encourage new users.

Overgrown trees and bushes – the Council will write to the relevant tenants to ensure these are kept under control.

The AAG has approached companies to quote for tree work.

It was agreed to ask tenants if they wish to keep their plots in January of each year instead of November.

It was noted that some of the allotment documentation on the website was out of date and DC&DPAG and AAG will revisit these documents and update/archive accordingly.

75.5 STAG

a) Update from the advisory group. A meeting/workshop of Councillors (to discuss the purpose/role of the parish council and discuss future aspirations) is arranged for 27th September. A questionnaire is also available for Councillors to complete.

75.6 WPACP

a) Update from the working party group. There has not been a meeting, but solicitors have been instructed, and they are in contact with the solicitors of the Parish Hall Management Committee.

75.7 EAG

a) Update from the advisory group was noted and many events are planned for the forthcoming year.

b and c) A report on the sunflower and scarecrow competition is attached to these minutes. An additional prize was approved at £10 as there was a joint third prize.

- d) A Christmas House lighting event was agreed for 13/14 December. An event management plan and relevant risk assessments will be provided. For residents only. Free to enter. 1st 2nd 3rd prize agreed at £50, £30 and £20, Voting boxes to be placed around parish. Flyer to be made for advertising in magazine, notice boards, website, Facebook page and Hartlebury matters.
- e) The Parish Council approved the Christmas tree lighting event. An event management plan and relevant risk assessment will be provided. A flyer will be sent to magazine for October, November issues. The Council thanked Cllr CA for all her hard work on these events. JG will investigate future sponsorship of the events.

75.8 SAG

- a) The Council approved the appraisal system procedure document.
- b) The Council approved the staff appraisals personal performance & development standard meeting form.
- c) The Council approved the following items.
The revised working party and advisory group terms of reference
The removal of the staffing committee terms of reference from the website and archived.
The staffing advisory group terms of reference.
The group note that JHP was elected Chair of the Staffing Advisory Group.

75.9 ARFAG

- a) Update from the advisory group
- b) The asset register, and associated insurance valuation were updated and will be submitted to FINAG for consideration.

76 ADDITIONAL REPORTS and associated items

- 76.1 Councils representative on the HPHMC reported the following.
There is an open meeting on the 27th September at 3pm to discuss the interest in setting up a repair shop.
Barn Dance on the 8th November - £15 including food.
The bar is open on Thursdays from 7-9pm as a Community Pub until the end of the month.
- 76.2 Clerks report.
There was nothing to report.
- 76.3 Handyman/Maintenance person report to Council.
There was nothing to report
- 76.4 Chairmans report.
The Chairman noted that any request to the Clerk should be copied to the Chairman and the Vice Chairman.

77 CORRESPONDENCE

Councillors discussed the correspondence.
It was noted that Councillors should respond to the Worcestershire local nature recovery strategy.

78 TO RECEIVE REPORT OF PARISH COUNCILLORS

JG asked that information from the District and Council Councillors would be sought at the next meeting re unitary government.

DATE OF NEXT MEETING Tuesday October 7th, 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 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 5.30pm on
Monday October 20th 2025
Tuesday January 20th 2026

EAG report on the Scarecrow and Sunflower competition

Hartlebury Parish Council would like to thank everyone that took the time to enter into another successful scarecrow competition. Our thanks go to the competitors that took the time to build their scarecrows, to those that toured around the village to look at the scarecrows and to those that voted for their favourite. We had 21 scarecrow entries. We would also like to thank The Tap House for hosting this event and Simon Emeny for putting the map together.

This year we had voting boxes at various locations around the village to enable residents to vote over the whole of the scarecrow weekend.

There was a wide range of scarecrows, from Ozzy Osbourne to Minions. Congratulations go to The Tap House for the winning Ozzy, 2nd place to the Leapgate Activity Centre for their Minions and 3rd

place to the Red House for their Ozzy. The Tap House has donated their prize to the Kidderminster Food Bank together with an additional donation from themselves.

Once again feed back from the public has been brilliant, everyone said how much they enjoyed themselves, and recommend we do the event again next year.

This year, HPC also held a children's sunflower competition and would like to thank all the 23 children and parents that took part. All children that didn't win a voucher has been given a block of chocolate which has been greatly received.