



Clerk to the Council – C Shinner
Email: clerk@hartlebury-pc.gov.uk
Website: hartlebury-pc.gov.uk

Minutes of the Council meeting of Hartlebury Parish Council held on Tuesday 7th October 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 Hipkins (JHP) Cllr Neale (CN) Cllr Tarleton-Hodgson (LTH) Cllr Griffiths (JG) and Cllr Arnott (KA)

Also present.

C Shinner (Clerk) and 5 members of the public.

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

79 APOLOGIES

To receive and approve apologies for absence.

Dst Cllr Hartley, Cllr Harris Cllr Scheps and Cllr Hellens were noted as sending their apologies for absence which were duly approved.

80 DECLARATIONS OF INTERESTS and Councillor matters.

It was noted that failure to register or declare a Disclosable Pecuniary Interest may result in the commission of a criminal offence.

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

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

- Cllr J Griffiths regarding allotments was granted a dispensation to participate in discussions re allotment items but not allowed to vote on this matter.

80.3 No Disclosable Pecuniary Interests were declared in items on the agenda and their nature.

80.4 No Other Disclosable Interests on items on the agenda and their nature were declared., It was noted that failure to register or declare a Disclosable Pecuniary Interest may result in the commission of a criminal offence.

80.5 It was noted that 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.

81 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.

82 COUNTY COUNCILLOR

To receive report of County Councillor Miller (TM). To include update on the progress of the proposed new Unitary Council. (The report is included at this point although TM arrived at 7.30pm)

- TM noted that in his opinion the single tier reorganisation would be easier to manage, and the final decision would be made by the Government.
- The road and fire budget was to be cut.
- On-demand buses are going ahead
- There is to be no new high school and SND pupils to go to mainstream schools.
- It was noted that there was ongoing confusion regarding the possible inclusion of a VAS sign at Bishopswood/Mitre Oak as minuted in 75.1. AM and JC are to meet to obtain a definitive action and to report to the Council accordingly.
- TM agreed to arrange a speed trap on Crown Lane and Rectory Lane to the A449.
- TM to pay for the plaque for the VE80 commemoration tree.

83 DISTRICT COUNCILLOR

Apologies were received from District Councillor Hartley (AH).

84 MINUTES OF MEETING

The Council **APPROVED** the minutes of the meeting of the Parish Council that was held on Tuesday 2nd September 2025, but the date of the Parish Hall Barn Dance was changed to 8th November 2025.

85 PLANNING MATTERS

85.1 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

Planning Ref: W/25/01767/HP

Proposal: Proposed single storey extension and glazed canopy.

Location: Narrowway House, Stoney Lane, Crossway Green, Stourport on Severn, DY13 9SL

85.2 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

85.3 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)

The Parish Council commented the following – the principle of changing plans that

have already been determined by a Government Inspector at appeal is making a mockery of inspectors decisions which have been considered carefully and in detail. Whilst planning officers are recommending approval the Planning Advisory Group of the Parish Council objects to the alterations. Clerks note, this application was approved by Wychavon prior to the Councils comment being received.

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.

Comment from the Parish Council - In the opinion of the Parish Council the current proposals are poorly presented and not thought through.

The site is currently overcrowded and in our opinion is not sustainable.

The layout approved recently has/had not been adhered to and looks shambolic and ad hoc. There are buildings that do not appear on any approved plans.

We understand there are now security gates on the drive preventing access.

Even adding area 2 (the supposed caravan storage area – which is already occupied without permission) to the available space does not give enough room to accommodate the asked for number of static residential pitches.

(Using the area required per site in the latest approval) 24 traveller touring caravan sites (11month rule) become 22 static residential pitches, Plus the existing 10 pitches making 32 residential.

The drainage field for the existing sewage treatment has been occupied with vehicles.

The plans aim to convert the mobile pitches to residential. The current infrastructure seems inadequate for the current use.

This application is not being put as a retrospective planning permission though some of it has already been implemented.

The proposal is very light on detail, and no space has been allocated for the extra sewage treatment plant and associated drainage field. The collection and storage of general waste or recycling is also missing from the site layout plan. The resultant 32 static residential units will have a negative impact on the Parish due to the increased demand on infrastructure and facilities.

The councils strongly worded objections of 2018 are still mostly relevant. We wish to highlight concern number 3 – The proposed settlement will dominate and overwhelm the local population and number 11 –The Parish Council were made aware that many residents were hesitant about raising any objections to the application because they felt there could be reprisals if they could be identified. Condition 3 of the plans only just approved 5/9/25 limit the Shorthill Site to 10 static residential vans.

The permission requested is not proportional to the ability of the site to deliver.

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.

There were no objections to this application from the Parish Council.

Application Number: W/25/02064/FUL

Location: The Old Kitchen, Quarry Bank, Hartlebury

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

The Parish Council had no objection but note that the location is close to the property boundary and the adjacent Right of Way so finding a suitable soakaway location may be difficult. The property is inside the Village Conservation Area so planning officers must ensure it fits in with its protected surrounding area.

86 FINANCE

86.1 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

86.2 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 September 2025	£339.58
National Allotment society subscription	£84
Sign Tech overlay stickers	£6
Hartlebury Castle, room hire	£48
Royal British Legion. Poppy wreath	£29.49

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 "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.

The Council agreed not to grant this donation.

86.3 Receipts

Wychavon DC Precept and Grant 25-26 pt 2	£28,481
--	---------

86.4 Finance meeting

The next finance advisory group meeting is booked for 20th October 2025 at 530pm when the budget will be considered.

86.5 The bank reconciliations

The reconciliation to the end of August is noted as £54,624.62

The reconciliation to the end of September is noted as £80,849.21

87 REPORTS

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

87.1 CST & RSAG

Update from the Advisory Group.

- a) Community Speed Watch update. To date 5 people have been vetted. This has been deferred until the Spring.
- b) Parish Priorities requested from West Mercia Police. CST had no definitive parish priorities at the current time.

87.2 R&AAG

a) Update from the advisory group was circulated.

b) Tree order – Davidia Involucrata. The tree is to cost £470 which will mean an additional cost of £220 (£250 from the VE80 grant) to the Council, and this was approved. It was also agreed that JHP, JG and CN would organise a plaque dedication event.

c) Hedges around the tennis court. The advisory group advice is that to fulfil the duty of care to court users that the east hedge is cut to 1.40 metres and then future (trained conical) growth to be managed in conjunction with monitoring moss growth on the court. The Council agreed to this advice.

d) Rubbish was noted in the play area as well as a damaged bench on the green, It was agreed that the Clerk should report this to the Police and CCTV could be accessed if the Police felt this was necessary. The car park surface has also been damaged by a car and this will be reported to the Police and CCTV accessed by the Police if necessary.

e) The group have examined the WCC footpath survey and the Council approved that R&AAG could complete this survey.

87.3 DC & DP AG.

a) Update from the Advisory Group.

b) Proposal for a backup battery for the tennis court and MUGA CCTV – see attached quotes. The cheapest device was approved for purchase.

87.4 AAG

a) Update from the Advisory Group.

It was noted that there were 3 empty plots remaining.

The Pony had been removed from the field adjacent, and fences has been erected by Wychavon.

It was agreed that unmaintained plots would be sent an improvement notice.

87.5 STAG

a) Update from the Advisory Group. It was noted that a workshop had been undertaken, and the group met to identify the core purpose and shape the future. The presentations and outcomes will be shared.

Communication, engagement and performance will be prioritised and proposals to the Council may be made in December.

87.6 WPACP

a) Update from the Working party Group. As previously agreed, the lease was

being drafted by the Parih Hall solicitors and when it is ready, it will be shared with HPC and the HPC solicitors.

87.7 EAG

- a) Update from the advisory group. Organisation of the Christmas event is ongoing.

88 ADDITIONAL REPORTS and associated items.

88.1 Councils' representative on the HPHMC report was as follows:

- a) The meeting about setting up a Repair Shop at the Hall went well and plans are being formulated on implementation.
- b) A friendly reminder about the Barn Dance to celebrate the Platinum Celebration of the opening of the Hall on 8.11.25. Tickets are £15 to include supper.
- c) Progress on Car Park Lease continues well and the PHMC's legal representative is working closely with the PC legal representative to ensure all points are covered.

88.2 Clerk.

88.3 Handyman/Maintenance person report to Council.

88.4 Chairmans report

- a) The Chairman proposed the purchase of a poppy wreath and the Council agreed.
- b) The Chairman requests that emails from Councillors to the Clerk are copied into the Chairman and Vice Chairman.

89 CORRESPONDENCE

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

Community signposting JHP to attend (CALC)

JHP also attended a dementia awareness course and CALC is also happy to deliver this course to residents and JHP will pursue this option.

EH noted that the Hartlebury Station was being adopted by a volunteer group.

90 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 4th, 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 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

Plus, the

Annual Parish Meeting 29th April 2026 from 530pm