



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 2nd December 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.

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 4th November, 2025.

7 PLANNING MATTERS

7.1 District Council decisions- APPROVED

Planning Ref: W/25/02064/FUL

Proposed detached double garage to serve domestic dwelling

Location: The Old Kitchen, Quarry Bank, Hartlebury

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

a) Report and discussion regarding delegated planning and the mechanism that the Planning Advisory Group recommend. See also item 9.8b.

b) Planning applications for Parish Council Comment.

W/25/02304/LB Location: Waresley Grange, Worcester Road, Waresley, Kidderminster, DY11 7XL Description of Proposal: Removal of existing tiles to north facing roof and tile replacement

W/25/00597/OUT

Proposal: Outline application for 20 dwellings with all matters reserved Location: Station Park, Station Road, Hartlebury, Kidderminster, DY11 7YJ Additional information/amendment(s) have been received for this planning application.

W/25/02383/OUT

Location: Argate Farm, Parsons Lane, Hartlebury, Kidderminster, DY11 7YQ Description of Proposal: Outline planning application for a permanent rural workers dwelling (self-build) reserving all matters except access

W/25/01088/OUT

Additional information/amendment(s) have been received for this application.

Description of proposal. Demolition of existing garden centre.

Outline consent for up to x24 dwellings (50% Affordable) with associated highway works, landscape works and relocation of bus stop (all matters reserved excluding access and layout)

Location: De Beers Garden Centre, Worcester Road, Torton, DY11 7SB

8 FINANCE

8.1 Automatic payments

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

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

8.2 Payments

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

Clerk. November 2025 salary, NI and tax	Confidential
Glebe Contractors Grounds maintenance November	£690
S Fox. Maintenance and PL work November 2025	TBC
C Atkinson Refreshments for the light switch on event	£18.47

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

£57.16 paid in from the Christmas lights event.

8.4 Finance

a) Approve the internal auditor for 2025-26 (letter attached) as Gill Lunghey.

8.5 The bank reconciliations

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

9 **REPORTS**

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

9.1 CST & RSAG

a) Update from the Advisory Group.

9.2 R & AAG

a) Update from the Advisory Group

b) Proposal that maintenance (potholes) to the PH car park is carried out before the end of the financial year.

9.3 DC & DP AG.

a) Update from the Advisory Group.

9.4 Allotments and AAG

a) Update from the Advisory Group (attached) to include termination of one plot holders agreement.

b) For the Council to reconsider the decision made on the 5th August 2025 to close the public access to the allotments as previously recommended by the AAG. 4 Councillors have requested this action, and their letter is attached to this agenda.

NB This item is to be discussed under Allotments advisory group although the advisory group have not put this item forward.

9.5 STAG

a) Update from the Advisory Group.

9.6 EAG

a) Update from the advisory group regarding the Christmas Tree Lights event

b) Update on other matters.

9.7 WPACP

- a) Update from the advisory group.
- b) The Parish Council is asked to approve the appointment of Councillor Mark Harris to work with the Parish Hall's representative to document the condition of the car park at the date of the lease.
- c) The Hall's Solicitors have now sent the draft lease to Painters. The Hall's Solicitors have asked for some additional information from Painters for which Painters have quoted £550+VAT. This is being considered and an update will be given at the Council meeting.

9.8 SAG

- a) Update from the advisory group.
 - b) After due consideration to agree to adopt the Scheme of delegation for Planning matters, Finance and Urgent Decisions. As presented in the Delegation Policy for Hartlebury Council.
- The Council is to discuss and consider the mechanism for delegated planning.

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

11 CORRESPONDENCE

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

WI

Letter received from the WI in reply to a Councillors' comments at the October 2025 Council meeting. Council to agree a reply to the WI regarding confidentiality concerns, accuracy of statements, conflict of interest and impact on reputation.

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 February 3rd, 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