



## Minutes of the Council meeting of Hartlebury Parish Council held on Tuesday 2<sup>nd</sup> December 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 Harris (MH) Cllr Hellens (JH) Cllr Scheps (AS) Cllr Griffiths (JG) and Cllr Arnott (KA)**

### Also present.

C Shinner (Clerk) Dst Cllr Hartley, Cty Cllr Miller and members of the public.

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

### **104 APOLOGIES**

To receive and approve apologies for absence.

There were no apologies received.

### **105 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.

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

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

105.3 Disclosable Pecuniary Interests were declared re finance items on the agenda to Cllr CA and to the Manning Charity. JHP (Manning Charity)

105.4 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.

105.5 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.

### **106 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.

#### **107 Correspondence – Hartlebury WI**

The Chairman brought this item forward for the convenience of the members of the WI who attended the meeting.

The WI had expressed concern regarding the decision made by the Parish Council regarding a request for a grant and the comments made by Cllr LTH on the matter. After discussion and a vote, the Parish Council agreed that the statements from Cllr LTH on the WI had influenced their decision-making regarding the application of a grant in October 2025. The Chairman noted an apology should be given to the WI for the decision that was made in October 2025.

The grants policy was referenced, and it was agreed that in the future any future grant decisions would adhere to the grants policy and that unrelated discussions would be discouraged. It was agreed that in the future the relevant form be returned to the Clerk to ensure consistency and transparency. The Chairman also reminded the Council of their obligations regarding declarations of interests.

#### **108 COUNTY COUNCILLOR**

Report from County Councillor Miller (TM).

- A highways grant of £2000 towards an ELAN city VAS. The Parish Council will need to provide the remaining £1500. WCC will also cover the costs of installation. WCC will provide the item and invoice the Parish Council accordingly.
- Flytipping is an ongoing concern.
- Energy saving leaflets were distributed.
- Culvert clearing was ongoing and Councils were asked to report blocked drains online.
- TM was trying to arrange for the parking at the Station.

#### **109 DISTRICT COUNCILLOR**

Report from District Councillor Hartley (AH).

- AH noted that gutter and road cleaning is being looked at by the overview and scrutiny committee to assess the performance levels of the Street Cleaning Contractor.
- It is anticipated that the new authority changes will save around £9M per year.
- R Morris (Leader of Wychavon) noted that we" did not ask for the change as we value Wychavon, but as the Government are forcing this upon us, we are trying to get the best result for the residents" If there is to be a North/South Worcestershire split then consideration will be given to the distribution of the assets.

## 110 MINUTES OF MEETING

The Council **APPROVED** the minutes of the meeting of the Parish Council that was held on Tuesday 4<sup>th</sup> November 2025.

## 111 PLANNING MATTERS

### 111.1 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

### 111.2 Planning advisory group meeting report and planning applications for Parish Council Comment.

a) Report and delegated planning and the mechanism that the Planning Advisory Group recommend was approved. See item 113.8b for full details.

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.

The Parish Council approved this application.

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.

The Parish Council had no further comments related to the additional information received.

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.

The Parish Council approved this application.

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.

The Parish Council has already objected to these proposals and approved additional comments further to the additional information received. These comments are available on the PAG advisory group notes published along with the agenda.

## 112 FINANCE

### 112.1 Automatic payments

YU Energy October 2025 (paid in November 2025)	£18.64
Vodaphone payment October 25 (paid in November 2025)	£19.15
Unity fee for October 25 (Paid in November 2025)	£6
ICO registration fee by standing order	£52
Yu energy for Nov to pay in December by DD will be	£18.77
Vodaphone for Nov to pay in December by DD will be	£19.15

### 112.2 Payments

The Council agreed 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	£490.39
(PL £168.75 and Maint £291.66 and consumables £29.98)	
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.

### 112.3 Receipts

£57.16 paid in from the Christmas lights event.

£5 from a table holder from the Christmas lights event.

£10 Allotment payment.

### 112.4 Auditor

The Parish Council approved the internal auditor for 2025-26 as Gill Lunghey.

### 112.5 The bank reconciliations

The reconciliation to the end of November is £72912.76.

The next finance meeting is 20<sup>th</sup> January 2026.

## 113 REPORTS

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

### **113.1 CST & RSAG**

Update from the Advisory Group. It was noted that the group were in the process of trying to obtain data from the Station Road VAS. The manufacturer of the sign had been contacted by Russ at BIFFA and been asked for the relevant details and JC is to work with S Fox once these codes have been obtained.

It was noted that there had been a request to reverse the sign on the B4025 and the group agreed to investigate if this was a possibility.

### **113.2 R & AAG**

a) Update from the Advisory Group, a report was available for approval, and it was noted that the pollarding of the trees near the tennis court would go ahead on the 7<sup>th</sup> January.

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

HPC agreed to the expenditure from R&AAG budget for cost of materials and hire of vibrating roller. It was noted that the cost would be approximately £530.00 for the maintenance of the Parish Hall Car Park.

HPC agreed to the maintenance person being engaged to complete the work.

HPC agreed for the PH representative (Cllr A.S.) to liaise with HPHMC, R&A AG and Clerk to arrange a suitable date, informing hall users and advertising on their websites. HPC agreed for suitable closure notices being displayed at the car park and on HPC website.

HPC agreed to the Clerk to order, hire and arrange delivery of materials.

HPC agreed for Clerk R&AAG group representative (Cllr JHP) to liaise with the maintenance person plus HPHMC through (Cllr AS) to complete the task.

### **113.3 DC & DP AG.**

Update from the Advisory Group. It was noted that the CCTV had resulted in 2 number plates being retrieved and sent to the local Police.

The costings for a tripod are to be sent to the Clerk and Chairman, as the current tripod used for the streaming of meetings does not belong to the Parish Council and it was agreed that one should be purchased as it was accounted for and already allocated. Quotes to be received.

### **113.4 Allotments and AAG**

a) Update from the Advisory Group. The Council agreed to the termination of one plot holders' agreement.

b) For the Council to reconsider the decision made on the 5<sup>th</sup> 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 was attached to the agenda. NB This item was discussed under Allotments advisory group although the advisory group have not put this item forward.

It was noted that Fisher German had confirmed there was no path registered over the allotments.

The Council agreed to delay this decision until the February meeting when more allotment holders have had an opportunity to reply to the email asking for feedback on the topic.

### **113.5 STAG**

Update from the Advisory Group included that the calendar is being worked on and STAG is also researching the structure and organisation of other PCs.

#### **113.6 EAG**

Update from the advisory group regarding the Christmas Tree Lights event. CA noted “This had been a great success with good feedback, thanks were given to S Fox for being Santa and to the Wellness Choir who were brilliant and a very big thankyou was given to Leapgate activity centre for all their help on the day” £62.16 was raised and the Council agreed this should be donated to the Manning Charity.

Best Dressed Christmas House – not many applications were received to date.

#### **113.7 WPACP**

a) Update from the advisory group. It was noted that the Heads of Terms from the Parish Hall solicitors had been received and would be reviewed by the Parish Councils solicitors – Painters, who have been engaged for this purpose. The group are meeting in December to discuss this.

A freedom of information request has been made, and an answer been given. It was noted that the reply to this was submitted 4 days after the mandated 20 days and the Council is to review this FOI process after the parishioner has requested the Council to do so. RK will arrange this review.

b) The Parish Council approved 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. This will be done after the agreed maintenance from 113.2b is undertaken.

c) The Hall's Solicitors have sent the draft lease to Painters (The Parish Councils solicitor). The Hall's Solicitors have asked for some additional information (title information and due diligence) from Painters for which Painters have quoted £550+VAT. The Parish Council agreed that this was unnecessary and that if deemed necessary, then to ask the PHMC to cover the cost.

#### **113.8 SAG**

a) Update from the advisory group. RK and KA are investigating the pension scheme as previously agreed. The additional 5 hours per month as previously approved on an ad hoc nature were approved to be for use over 12 months as the Clerk needs. This will enable the Clerk to use “spare” hours for Breakthrough Communication training.

b) After due consideration, the Council agreed to adopt the Scheme of delegation for Planning matters, Finance and Urgent Decisions. As presented in the Delegation Policy for Hartlebury Council. It was noted that regular payments can be authorised under a previous Council decision (61.4 in August 2025)

The Council approved the delegated decision making as per the policy.

The Council discussed and approved the mechanism for delegated planning as follows. The Clerk was given delegated powers to respond on behalf of the Council to Planning applications between meetings or when the planning deadline expires prior to the next Parish Council meeting. The Council approved that 3 members of the PAG should review planning applications and report their decisions to the Clerk who would respond to Wychavon accordingly. All decisions will be noted on the agenda and minutes of the subsequent Council meetings.

## **114 ADDITIONAL REPORTS and associated items.**

- 114.1 Councils' representative on the HPHMC. The work on the front car park is due to start imminently and will take 4 days. There is a vacancy for a trustee on the Parish Hall management committee.
- 114.2 The Clerk had nothing to report,
- 114.3 Handyman/Maintenance person report to Council. There was no report for this month.
- 114.4 Chairman had nothing to report.

## **115 CORRESPONDENCE**

Councillors may ask for further information or actions regarding correspondence received. There was nothing to report.

## **116 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. There was nothing raised at this point.

**DATE OF NEXT MEETING Tuesday February 3rd, 2026.**

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**

- 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

