



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 3rd March 2026 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 during public question time. There is no expectation of the council to respond to any comments made at this time. Please note that interruptions by the public during the main meeting will not be tolerated.

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 photography 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 other 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 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.

4. County Councillor.

To receive report of the County Councillor Miller (TM).

5. District Councillor.

To receive report of the District Councillor Hartley (AH).

6. Minutes of meeting.

To approve the minutes of the meeting of the Parish Council that was held on Tuesday 3rd February 2026.

7. Planning matters.

7.1 District Council approved decisions on planning applications.

Planning Ref: W/25/02235/HP

Ground & first floor extension including increase in height of existing gable roof, fenestration alterations

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

Planning Ref; W/25/01088/OUT

Proposal: 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,
additional information/amendment(s) have been received for this planning application.
Transport Technical Note v2 Rev B
Proposed Site Plan dwg 0135_00_100 submitted 23 Nov 2025

7.2 Appeal decisions from the planning inspectorate.

Approved – W/25/01406/PIP. Honeysuckle Cottage, Hartlebury

7.3 Planning applications submitted for the Parish Councils comments.

W/25/000027/CM & W/26/00222/CM
Hartlebury Trading Estate Unit145

8. Finance

8.1 Items purchased on the Councils Lloyds/Unity credit card in February 2026.

8.2 Automatic payments

To **note** the following direct debits/debit card payments to be taken in March 2026:

YU Energy for February 2026	£19.26
Vodafone payment For February 2026	£19.15
Unity fee for bank charges February 2026	£6
Lloyds monthly charge for the Council credit card February 2026	£3

8.3 To **RESOLVE** to agree the following payments for payment in March 2026.

Clerk. February 2026 salary, NI and tax	Confidential
S FOX February 2026	TBC
WCC Contribution to VAS unit	£900
Parish Council website domain renewal	£14.40
Glebe Contractors mowing contract	£690
C Atkinson. Christmas light event, sweet money and gifts	£165.00

8.4 Receipts

WCC Reimbursement of PL Jan 2026	£37.50
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8.5 Bank reconciliation

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

8.6 Letter to PKF Littlejohn

Proposal; After consideration, the Council to approval the Council's formal response to the accepted objections along with relevant supporting documentation.

9. Reports.

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

9.1 CST & RSAG

Update from the advisory group.

9.2 R & AAG

Update from the advisory group.

Proposals.

9.2.1 *Grass verge by the tennis court.*

HPC agrees to the preparation and restoration of the surface by reseeding the grass verge.
HPC agrees to the Clerk investigating the cost and purchasing of grass seed if less than £50. HPC agrees to let the Clerk instruct the maintenance person to complete the work.
HPC approves the posting of no parking notices on the grass verge.

9.2.2 Car park at the Parish Hall. The suggested date for the scheduled maintenance Thursday 26th March weather dependant

The car park will be closed to allow for curing of the surface. It is anticipated that the car park will reopen on Tuesday 7th April.

After due consideration, HPC agrees to the expenditure from R&AAG budget for a further 2 bags of Breedon gravel to be purchased at a cost of £390.00 + VAT and HPC agrees to the Clerk to order the Breedon gravel.

9.2.3 Possible temporary option to allow the car park to remain open before scheduled full maintenance.

9.3 DC & DPAG

Update from the advisory group.

9.4 Allotments and AAG

Update from the advisory group

Proposals.

9.4.1 Tree work

7 trees are over the 3Mtr height (which is the maximum height specified in the tenancy agreement) 2 are unsafe as they overhang. Three quotes have been obtained to reduce these trees and make safe, wood to be chipped and placed in wood chip bins on site.

Quotes are excl VAT. a) £1000 b) £750 c) £650

Proposal;

Council to accept one of the three quotes and commission the work to be done.

The AAG recommends that the cost of this should be allocated evenly between the allotment restricted funds and 50% from general funds.

Council is to agree on which budget this should be allocated from.

9.4.2 Tenancy agreement

New updated allotment tenancy agreement

9.5 STAG

Update from the advisory group.

9.6 EAG

Update from the advisory group.

Proposals from the advisory group:

9.6.1 Dates for this year's events.

9.6.2 To discuss the amount of prize money.

9.6.3 Magazine advertising £200. Advertising banner plus flyers £150.

Hartlebury Hero £100.

9.6.4 For the event advisory group to go ahead and organize these events.

9.6.5 For the Council to ring fence any money raised at these events in the restricted funds for future parish expenditure such as a new bench or new plants pots.

9.6.6 For the event advisory group to explore enthusiasm for a walk about, a car boot and a summer event on the green, if feedback is good, to go ahead and organize these events.

9.7 WPACP

Update from the advisory group.

The advisory group met on 19th February and went through the report provided by Painters. There will be some changes which will then be forwarded to Painters for comment/discussion.

10 Additional reports and associated items.

10.1 Councils representative on the HPHMC.

10.2 Clerk.

10.3 Handyman/maintenance report to the Council.

10.4 Chairmans report.

10.5 Complaints to be investigated by Council at this point of the meeting as per the Hartlebury Complaints procedure.

10.5.1 FOI Asbestos.

10.5.2 FOI Car park documentation.

11 Correspondence.

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

12 To receive reports of Parish Councillors.

Each Councillor may use this opportunity to raise minor matters of information not included elsewhere on the agenda.

DATE OF NEXT MEETING Tuesday 7th April 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

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 5:30pm