



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 7th April 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. Cllr Scheps

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 March 2026.

7. Planning matters.

7.1 District Council approved decisions on planning applications.

7.2 Appeal decisions from the planning inspectorate.

Appeal Ref: APP/H1840/Y/25/3360771

4 Pansington Farm Barns, Worcester Road, Titton, Worcestershire DY13 9QX •

The works proposed are described as 'retrospective consent for unauthorised internal alterations, and enlargement of one existing window to create a door.

7.3 Planning applications submitted for the Parish Councils comments.

Application Number : W/26/00492/PIP Location: Land At Os 8430 7072, Inn Lane,

Hartlebury Description of Proposal: Permission in Principle for the construction of up to 7no. dwellings

Planning Ref: 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.

Technical Design Note – Acoustic Assessment Sustainable Drainage Assessment

Application Number : W/26/00631/FUL

Location: Land At (Os 8437 7024), Old Worcester Road, Hartlebury

Description of Proposal: Full planning application for 41 affordable homes (Use Class C3), access from Worcester Road, green infrastructure including sustainable drainage, landscape buffering and ancillary works.

Application Number : W/26/00528/FUL

Location: Perry Farm, Perry Lane, Torton, Hartlebury, Kidderminster, DY10 4HY

Description of Proposal: Change of use of barn to secure dog play barn

Application Number : W/25/02579/FUL Location: Charlton Mill, Stourport Road, Charlton, Hartlebury, DY11 7YE

Description of Proposal: Formation of hardstanding and use for commercial vehicle storage and hire (retrospective), erection of sheds for domestic garden maintenance (retrospective) and erection of garage/workshop for use ancillary to the dwelling

Application Number : W/26/00484/FUL

Location: Moors Farm, Station Road, Hartlebury, Kidderminster, DY11 7YJ

Description of Proposal: Retrospective change of use of existing buildings and associated outdoor space to a day nursery (Class E(f)) including partially retrospective associated works and ancillary parking

Application Number : W/26/00453/HP

Location: 1 New Park House, Rectory Lane, Hartlebury, Kidderminster, DY11 7TD

Description of Proposal: Proposed demolition of the existing garage and outbuildings and their replacement with a new garage, storage area and gym/games room ancillary to the main dwellinghouse. Proposed rear porch.

Application Number : W/26/00558/HP

Location: Parkfield Place, Inn Lane, Hartlebury, DY11 7TA

Description of Proposal: Single storey side extension

Application Number : W/26/00414/FUL Associated Ref:21/01743/FUL

Location: Sandall Cottage, Worcester Road, Torton

Description of Proposal: Variation of condition 2 (approved plans) of planning permission 21/01743/FUL (demolition of existing dwelling. Construction of 4 bedroom detached house with garage. Creation of new access)

8. Finance

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

Hire It plant and tool hire. Bomag roller for car park repairs £48
(Previously agreed minute no -113.2 December meeting of HPC)

8.2 Automatic payments

To **note** the following direct debits/debit card payments to be taken in April

Breedon gravel order for a timed arrival	£12
YU Energy for March 2026	£TBC
Vodafone payment For March 2026	£19.15
Unity fee for bank charges March 2026	£7
Lloyds monthly charge for the Council credit card March 2026	£3

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

Clerk. March 2026 salary, NI and tax	Confidential
Glebe Contractors mowing contract March 26	£690
S Fox March PL	£504.17
Clerk expenses from September 2025-March 2026 incl	£67.68
ROSPA Play safety annual play inspection	£412.80

Hartlebury WI ask for a donation towards CPR training, The cost will be £165 (or £330 if 2 sessions are needed) Council to consider this proposal.

8.4 Receipts

WCC Reimbursement of PL November 2025 and February 2026	£785
WCC Reimbursement of PL March 2026	£510
WCC payment from TM	£300

8.5 Bank reconciliation

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

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.

9.3 DC & DPAG

Update from the advisory group.

9.3.1 The Clerk has prepared an IT policy for the Councils consideration and approval. Council to consider the adoption of this policy which is now required for Parish Councils.

9.4 Allotments and AAG

Update from the advisory group

9.5 STAG

Update from the advisory group.

9.5.1 Proposal for new advisory group structure to aid effectiveness of Hartlebury Parish

Council.

9.6 EAG

Update from the advisory group.

9.7 WPACP

Update from the advisory group.

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.

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 5th May 2026. (Annual Parish Council meeting)

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

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