



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 3rd March 2026 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 Arnott (KA) Cllr Tarleton-Hodgson (LTH) Cllr Hellens (JH) Cllr Scheps (AS) Cllr Griffiths (JG)

Also present.

C Shinner (Clerk) Dst Cllr Hartley (AH) and members of the public.

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

130 APOLOGIES

To receive and approve apologies for absence.

There were apologies received and accepted by Cllr Harris (MH)

131 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.

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

To consider dispensation requests (from DPI or DOI).

131.2 No Disclosable Pecuniary Interests were declared.

131.3 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.

131.4 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.

132 PUBLIC QUESTION TIME

Residents were 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.

133 COUNTY COUNCILLOR

There was no report received from County Councillor Miller.

134 DISTRICT COUNCILLOR

Report from District Councillor Hartley (AH).

- Further legal action planned against the owner of the Raven Hotel.
- “We are Wychavon” support fund being finalised to focus primarily on promoting activity, business and young people.
- Preparations for the unitary changes are proceeding and a formal decision is expected in 2027 and the new arrangements to come in 2028

135 MINUTES OF MEETING

The Council **APPROVED** the minutes of the meeting of the Parish Council that was held on Tuesday 3rd February 2026.

136 PLANNING MATTERS

136.1 District Council decisions- APPROVED 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

136.2 Appeal decisions from the planning inspectorate.

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

136.3 Planning applications submitted for the Parish Councils comments.

W/25/000027/CM & W/26/00222/CM

Hartlebury Trading Estate Unit145

It was noted that this comment was submitted prior to the meeting.

HPC has no objections but could planners double check that the present storage tanks are adequate for the increased bunded area especially considering the expected increase in rainfall due to global warming and likely storm discharge to the stream.

137 Finance

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

No payments made.

137.2 Automatic payments

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

YU Energy for February 2026	£17.06
Vodafone payment For February 2026	£19.15
Unity fee for bank charges February 2026	£7
Lloyds monthly charge for the Council credit card February 2026	£3

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

Clerk. February 2026 salary, NI and tax	Confidential
WCC Contribution to VAS unit	£900
Parish Council website domain renewal (9/3/26-9/3/27)	£14.40
Glebe Contractors mowing contract February 2026	£690
S Fox PL Feb £608.33 and Maintenance £75	£683.33

137.4 Receipts

WCC Reimbursement of PL Jan 2026	£37.50
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137.5 Bank reconciliation

The reconciliation to the end of February was noted as £61,277.63

137.6 Letter to PKF Littlejohn

The Council approved the Council's formal response to the accepted objections along with relevant supporting documentation.

137.7 Finance meeting

The finance group met in January to examine the finances for the third quarter of the financial year and the notes from the meeting are attached to these minutes.

138. Reports.

Reports and proposals from Parish Councillors & advisory groups/working parties.

138.1 CST & RSAG

Update from the advisory group.

- It was noted that the Community Speed Watch training meeting had been cancelled due to the number of volunteers unable to attend.
- It was noted that the group had tried to access the VAS (Station Road) data via Bluetooth but were unable to do so. The company who supplied the device will be contacted to remedy the issue and try to obtain a key.

138.2 R & AAG

Update from the advisory group.

The update from the advisory group was noted

Proposals.

- Grass verge by the tennis court.
HPC agreed to the preparation and restoration of the surface by reseeded the grass verge.
HPC agreed to the Clerk investigating the cost and purchasing of grass seed if less than £50.
HPC agreed to let the Clerk instruct the maintenance person to complete the work.
HPC approved the posting of no parking notices on the grass verge.
It was noted that the Council would like the advisory group to consider a proposal for a long-term solution re the parking issue on the verge.

- Car park at the Parish Hall.
The suggested date for the scheduled maintenance is 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.
HPC agreed 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.
The Council discussed possible temporary options to allow the car park to remain open before scheduled full maintenance and agreed that this could go ahead up to a maximum cost of £500 if a suitable solution could be found.

138.3 DC & DPAG

Update from the advisory group. The group are working on a policy for next month.

138.4 Allotments and AAG

Proposals

- Tree work. It was noted there are 7 trees over 3 metre height (which is the maximum height specified in the tenancy agreement). Three quotes have been obtained to reduce these trees and make them safe, wood to be chipped and placed in wood chip bins on site. Quotes are excl VAT. a) £1000 b) £750 c) £650. The Council accepted quote 3 and agreed that the cost should come from the Council funds and not the allotment funds. (It is noted that Cllr CA voted against this tree reduction work and asked the objection be minuted)
However, The Council ask the Allotment Advisory Group to go ahead initially with the work on the 4 trees on the main allotment boundary and to reach an agreement regarding the action needed on the 3 trees on the plot holders' areas.
The Advisory group are to prepare a proposal for the other 3 trees in time for the next meeting of the Council and after consultation with the relevant plot holders.
- Tenancy agreement. The Council approved the updated tenancy agreement, and it was noted that there was no rent increase for the financial year 2026-27.

138.5 STAG

Update from the advisory group. It was noted that a discussion document has been circulated on efficiencies for the parish council and the group will meet to discuss these further in March.

138.6 EAG

Update from the advisory group.

Proposals from the advisory group:

- It was agreed to keep the prize money the same as 2025-26.
- Magazine advertising agreed at £200. Advertising banner plus flyers agreed at £150. Hartlebury Hero agreed as £100.
- It was agreed that the event advisory group could go ahead and organize these events after the receipt for each event of the relevant risk assessment and event management plan.
- It was agreed that the event advisory group could explore enthusiasm for a walk about "car boot" and a summer event on the green.

138.7 WPACP

Update from the advisory group.

It was noted that the advisory group met on 19th February and reviewed the Parish Council solicitors' observations regarding the heads of terms of the proposed lease.

Their comments have been forwarded to the Parish Halls Solicitor.

139 Additional reports and associated items.

139.1 Councils representative on the HPHMC.

It was noted that Kellys Heros went well and decorators are starting at the hall soon.

139.2 Clerk had nothing to report.

139.3 Handyman/maintenance report to the Council. The handyman was very busy at the current time.

139.4 Chairmans report.

There was nothing to report.

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

139.5.1 FOI Asbestos.

The Council considered the complaint re the asbestos FOI (received on 13 Feb 2026) which had asked for specifics regarding the asbestos removal at the Parish Hall.

The Councillors had reviewed the complaint from the parishioner and the details of the FOI reply as sent to the parishioner on the 20th February 2026. The Council agreed that they were happy with the response as sent to the Parishioner and noted that all matters relating to the hall were managed by the Parish Hall Management Committee and not the Parish Council. The complaint was dismissed.

A Councillor noted that this complaint was deliberate obstruction of Council activities causing the use of Council resources and placing a financial burden on the parishioners of Hartlebury.

139.5.2 FOI Car Park documentation.

The Council considered the complaint re the car park documentation FOI which asked for documentation re the ongoing investigation to the possible leasing of the car park at the Parish Hall to the Parish Hall.

Original request received on 27th October 2026, and the FOI reply was sent to the Parishioner on 28th November 2026.

The parishioner asked (28th November 2026) for an internal review. The Council performed an internal review in January 2026 and sent a response on 20th February 2026. The parishioner then submitted a complaint on 3 February 2026.

The Council agreed they were happy with the Council responses to date and dismissed the complaint.

A Councillor noted that this complaint was deliberate obstruction of Council activities from one parishioner causing the use of Council resources and placing a financial burden on the parishioners of Hartlebury.

140 Correspondence.

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

- CA noted interest in the mobile signal temporary project and the Clerk noted that she had contacted the department in question to express an interest.
- CN urged Cllrs to respond to the letter from Wychavon re the local government reorganization

141 To receive reports of Parish Councillors.

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

- Cars noted as being parked in a dangerous fashion on Inn Lane. Operation SNAP suggested as a solution to this problem.

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

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

Notes from the finance advisory group meeting January 2026

Notes from the FINAG 20 January 2026

1 Examination of third quarter of the financial year July to Sept 2026 incl.

- Check invoices – a random selection were examined and found to be in order (72/84/92 and 98)
- The bank reconciliation was checked against bank statements and found to be in order.
- Check budget v actuals and identify any potential issues. It was noted that the events had split from the RE group and the columns needed to be adjusted accordingly and split costs appropriately. Clerk to action.
- Restricted funds updated to January 2026 – There are no changes to date.

2 Finances 2025-6

- PL invoices were noted as being lower than last year and it is anticipated that the full amount available from WCC will not be claimed this financial year.

3 Finances 2024-25

- VAT for second half. The clerk has spoken to HMRC and noted the briefing note VATGPB4425 to Council. Clerk will reclaim VAT accordingly for 2024-5

4 Corporate multipay business application

- Card obtained and the charges are £3 per month for this facility. Unity does not have a debit type of card and the card obtained will pay any purchases each month to avoid interest.

5 Reply from insurers for CSB (re the wall) note that they do not insure for faulty work.

6 Budget format was noted.

7 Any other issues to discuss and action to be recommended to full Council.

It was noted that the reserves would be revisited at the end of the financial year and potentially increased if funds allowed.

It was noted that the Council had yet to arrange the Clerks pension arrangements.

There were no recommendations to the Council at this time.