



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 5th May 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 APPOINTMENT OF (and signing of acceptance of office documents)

- 1.1 Chairman of the Council
- 1.2 Vice Chairman of the Council
- 1.3 Information regarding casual vacancy for one role.
- 1.4 Resignation of Cllr Hellen and Cllr Scheps.

2 APOLOGIES

To receive and approve apologies for absence.

3 DECLARATIONS OF INTERESTS

Failure to register or declare a Disclosable Pecuniary Interest may result in the commission of a criminal offence.

3.1 Register of Interests – Councillors are reminded of the need to update their Register of Interests.

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

3.3 To declare any Disclosable Pecuniary Interests in items on the agenda and their nature.

3.4 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.

3.5 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.

4 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.

5 APPOINTMENT OF PARISH COUNCIL WORKING PARTIES AND MEMBERSHIP/REPRESENTATIVES OF THE PARISH COUNCIL ON EXTERNAL BODIES

To note the advisory groups terms of reference and for the Council to agree if they wish the quorate number of Councillors of each group to remain at two or to be increased to three.

5.1 Recreation and Amenities Advisory Group	(R & AAG)
5.2 Allotments Advisory Group	(AAG)
5.3 Staffing Advisory Group	(SAG)
5.4 Finance Advisory Group	(FAG)
5.5 Crime, Speeding, Traffic and Road Safety Advisory Group	(CST&RSAG)
5.6 Digital Communications and Data Protection Advisory Group	(DC&DPAG)
5.7 Planning Advisory Group	(PAG)
5.8 Audit Review Financial Affairs Advisory group	(ARFAAG)
5.9 Strategic Advisory Group	(STAG)
5.10 Working party for actions involving the Car Park (at the parish hall)	(WPACP)
5.11 Events Advisory Group	(EAG)

- 5.12 Council representative on the Parish Hall Management Committee. To note the need for a dispensation due to the trustee status that this appointment entails.
- 5.13 Council representative on the Samuel Manninge Charity
- 5.14 Council representative on EnviRecover CLG
- 5.15 Council representative on the Weinerberger/Biffa CLC
- 5.16 Queen Elizabeth Foundation.
(H Talbot and Cllr R Kirby are appointees/trustees for 4 years (until 2028))

6 REVIEW STANDING ORDERS, FINANCIAL REGULATIONS AND OTHER ADOPTED PROCEDURES.

- 6.1 Standing orders. Please note the changes to the standing order as suggested.
- 6.2 Financial regulations.
- 6.3 Code of Conduct.
- 6.4 Publication Scheme – please note the new revised document.
- 6.5 Complaints procedure
- 6.6 Data Protection policy
- 6.7 Disciplinary Policy
- 6.8 Grants policy
- 6.9 Memorial Bench policy
- 6.10 Co-option policy
- 6.11 Safeguarding children and young people
- 6.12 Privacy policy for individuals
- 6.13 Streaming policy
- 6.14 Sickness absence policy
- 6.15 Internal controls policy
- 6.16 General reserves policy
- 6.17 Equality and Diversity policy
- 6.18 Fraud and corruption policy
- 6.19 CCTV policy and CCTV data impact assessment
- 6.20 Grievance procedure
- 6.21 Abusive, persistent or vexatious complaints policy
- 6.22 FOI policy – new policy to be considered.
- 6.23 Reserves Policy
- 6.24 Email privacy notice
- 6.25 Data protection policy
- 6.26 To approve the Asset register May 2026
- 6.27 To approve the Risk register May 2026
- 6.28 IT Policy (New policy to be considered)

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

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

9 Minutes of meeting.

To approve the minutes of the meeting of the Parish Council that was held on Tuesday 7th April 2026.

10. Planning matters.

10.1 District Council decisions on planning applications.

Refused

Location: Land At Os 8430 7072, Inn Lane, Hartlebury.

Permission in Principle for the construction of up to 7no. dwellings

Approved

Planning ref: W/26/00728/PIP

The Caravan, Charlton Lane Torton Hartlebury Kidderminster DY11 7SD

Planning ref: W/25/01784/LB

Old House Farm Crown Lane Waresley Hartlebury DY11 7XP

Planning ref: W/25/02304/LB

Waresley Grange, Worcester Road, DY11 7XL

10.2 Appeals from the planning inspectorate.

Construction and operation of a battery energy storage system at Lincomb Farm, Lincomb Lane, Hartlebury has been submitted for appeal.

10.3 Planning applications submitted for the Parish Councils comments

W/2600828/HP

Location. Greenway House, Stanklyn Lane, DY10 4HS.

Description of proposal. Single storey garage extension.

W/26/00839/HP

Location. Wyndale, Old Worcester Road, DY11 7XS.

Description of proposal. Single storey front extension plus chimney.

W/26/00620/HP

Location. Tythe House, Whitleng Lane, DY10 4HD

Description of proposal. Garage conversion, side extension & porch.

W/26/00732/CLPU

Location. Woodbine Cottage, Field Lane, DY13 9SR

Description of proposal. Out building to detached dwelling.

11. Finance

11.1 Items purchased on the Councils Lloyds/Unity credit card.

Screwfix multi purpose lawn seed	£29
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11.2 Automatic payments

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

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

11.3 To **RESOLVE** to agree the following payments for payment in May 2026.

Clerk. April 2026 salary, NI and tax	Confidential
Glebe Contractors mowing contract March 26	£690
S Fox April PL	£31.25
S Fox April Maintenance	£179.17
Clerk expenses from September 2025-March 2026 incl	£67.68
Worcestershire Calc subscription	£1449.68

11.4 Receipts

Wychavon Grant (£746) and Precept

£30,760

11.5 Bank reconciliation

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

12. Reports.

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

12.1 CST & RSAG

Update from the advisory group.

12.2 R & AAG

Update from the advisory group.

1) Footpath matters.

Proactive cut responsibility. Background in report.

a) HPC agrees to adopt responsibility of maintaining footpath/bridlepath 500,516/517,513, 514, 540 using the £450 from WCC JD and SF to carry out work.

b) HPC agrees that the R&AAG sets up maintenance plan with the assistance of JD for remaining PROW, priority list included in report, the budget earmarked for this work is £1,200 .

c) HPC agrees JD reports to Clerk and R&AAG when work required. That the Clerk manages the budget spending and instructs SF on timing of work and JD coordinates the volunteers to assist on the day.

d) Blocked footpaths, background in report.

HPC agrees for the Clerk to resend the list relevant WCC officer for attention.

2) ROSPA.

Football goal post, corrosion at base of uprights, HPC agrees for Clerk to ask SF to inspect and advise. Clerk to arrange routine maintenance on play areas.

3) Maintenance list.

Notice Board instillation change of position, background in report.

Bus Shelter Southbound Summerfield. HPC agrees that instead of installing 2 metal post on grass verge that the notice board is attached to the north side of the Bus shelter.

12.3 DC & DPAG

Update from the advisory group.

12.4 Allotments and AAG

Update from the advisory group

12.5 STAG

Update from the advisory group.

Strategic Advisory Group suggestions for development of Estates Management Advisory Group and its Terms of Reference is to be proposed at the June meeting of the Parish Council.

12.6 EAG

Update from the advisory group.

12.7 WPACP

Update from the advisory group.

13 Additional reports and associated items.

13.1 Councils representative on the HPHMC.

13.2 Clerk

13.3 Handyman/maintenance report to the Council.

13.4 Chairmans report. To include an update on the request for an internal review as part of an FOI.

14 Correspondence.

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

15 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 2nd June 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 July 2026, 4th August 2026, 1st September 2026

6th October 2026, 3rd November 2026, 1st December 2026