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**Minutes of the Council meeting of Hartlebury Parish Council held on Tuesday 3<sup>rd</sup> February 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 Tarleton-Hodgson (LTH) Cllr Harris (MH) Cllr Hellens (JH) Cllr Scheps (AS) Cllr Griffiths (JG)

Also present.

C Shinner (Clerk) Cllr Miller (TM) and members of the public.

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

**117 APOLOGIES**

To receive and approve apologies for absence.

There were apologies received and accepted by Dst Cllr Hartley (AH) and Cllr Arnott (KA) It was noted that KA was having a sabbatical from the Council for a few months due to personal reasons.

**118 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.

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

To consider dispensation requests (from DPI or DOI).

118.2 Disclosable Pecuniary Interests were declared re finance items on the agenda. Cllr CA for a refund of a payment made and Cllr JG for training payment to CALC.

118.3 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.

118.4 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.

**119 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.

## 120 COUNTY COUNCILLOR

Report from County Councillor Miller.

- Has a meeting with E Barker re the car park at the Station.
- Is meeting with Hartlebury Estate to talk about the impact of the vans and their movement from the Hartlebury Estate.
- There is a safety audit to be done on the A449 due to accidents.
- Culvert on Titton lane is being inspected as there is a disputed blockage.
- Worcester Road, pathway and hedge need attention. (It was agreed that JHP would action this via the PL budget to include in the 2025-26 PL allocation)
- CN noted issue with Groves Way Tree ownership. (Parishioner concerned re state of tree) Clerk sent TM the details which note ownership (land registry) as Highways. TM to action.
- WCC to increase the precept by 10%
- Dementia awareness courses available in March at Ombersley Parish Hall.
- TM noted that he had a small highways budget for 2026-27 if there were any small highways jobs needed actioning.
- The invoice for the new VAS was received today by HPC but the pole had not yet been installed (Bishopswood Lane) TM to follow this up.

## 121 DISTRICT COUNCILLOR

Report from District Councillor Hartley (AH). AH was unable to attend the meeting.

## 122 MINUTES OF MEETING

The Council **APPROVED** the minutes of the meeting of the Parish Council that was held on Tuesday 2<sup>nd</sup> December 2025.

## 123 PLANNING MATTERS

### 123.1 District Council decisions- APPROVED

W/25/01310/DEM

Description of proposal: Proposed demolition of 36 buildings.

Location: Roxel (UK Rocket Motors Ltd) Summerfield Lane, Summerfield, DY11 7RZ

### 123.2 Appeal decisions from the planning inspectorate.

W/25/01085/GPDQ. Appeal Ref: 6000481

Torton Farm, Droitwich Road, Torton, Hartlebury, Worcestershire DY10 4HU

Appeal allowed.

### 123.3 Planning advisory decisions made by the Planning Advisory Group (PAG) via delegated decision prior to this meeting and comments submitted via the Wychavon planning portal.

W/25/02630/FUL

Hartlebury Trading Estate Units 27C, 27d and 27e

Description of proposal. New raised roof.

Comment from the Parish Council. Asbestos is mentioned as an existing roofing material, no objections as long as all asbestos is safely removed.

W/25/02235/HP

Summerfield Farm  
Extensions and Windows.  
Comment from the Parish Council. There were no objections to this proposal.

W/25/02746/HP  
Oak Tree Bungalow, Narroway Lane  
Description of proposal – Detached garage.  
Comment from the Parish Council. Continued objection to this proposal as an overdevelopment of the site.

#### 123.4 Planning applications submitted for the Parish Councils comments.

W/25/01519/CLE

Location: 5 Torton Villas, Worcester Road, Low Hill, KIDDERMINSTER, DY11 7RT

Description of Proposal: Certificate of lawfulness for siting of 1no. static caravan, being used as a residence/change of used of land. Small building in corner of site.

Objection

The plot has been extended out from its original west boundary to swallow more field.

aerial photo 2006- which seems to show large field shed, beyond the original boundary.

2013 shows vehicles and extended hardcore. The aerial satellite views do not substantiate the use claims. Various structures/vehicles can be seen but are not identified. What is possibly a mobile home shows from 2018. Adding another separate dwelling to the greenbelt is not normally permitted. College attendance is not a planning issue and not an extenuating circumstance. 10 years occupancy is not proven.

There have been 2 enforcements relating to the larger site, one in 2018(ENF/18/0224) All of the original 2018 reasons for refusal still apply. The application is asking for this abuse of planning to be formalised but the Parish Council feel that the situation merits enforcement.

W/25/02790/CLPU

Location: 2 Groves Way, Hartlebury, Kidderminster, DY11 7TU

Description of Proposal: Certificate of Lawfulness Development for the proposed two single storey extensions.

The Parish Council had no objection to this application.

It was noted that there was a further application that would need a delegated decision made before the next meeting.

25/000027/CM Hartlebury Trading Estate. Proposed demolition of existing redundant outbuilding.

The Planning Advisory Group as per the delegated decision-making policy will let the Clerk know of their reply to the application and the rest of the Council can contact PAG with their comments.

## **124 FINANCE**

### 124.1 Payments

Payments paid in January 2026 prior to this meeting

Glebe Contractors maintenance contract for December 2025	£690
Clerk. December 2025 salary, NI and tax	Confidential
HMRC for Oct-Dec incl.	Confidential
YU energy charge for December 2025	£21.04
Lloyds monthly charge for the Council credit card January 2026	£3

Lloyds monthly charge for the Council credit card December 2025	£3
Vodafone Council phone charges for December 2025	£19.15
Unity Fee for bank Charges December 2025	£6

#### 124.2 Items purchased on the Councils Lloyds/Unity credit card in January 2026.

Bredon Gravel. Aggregates as agreed December meeting 2025	£468
Comms express. Backup power for CCTV as agreed October 2025	£121.06

Items paid for on the credit card will be automatically paid for on 9 Feb 2026.

#### 124.3 Automatic payments

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

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

#### 124.4 The following payments for payment in February 2026 were approved.

Glebe Contractors maintenance contract for January 2026	£690
Clerk. January 2026 salary, NI and tax	Confidential
S FOX. December 2025	£319.56
(Lengthsman hours £33.33, Maintenance hours £256.25. Consumables £29.98)	
Hartlebury Parish Hall meetings 1/4/25 to 31/3/26	£300
Donation to Mannings Charity (Christmas light event)	£62.16
Worcestershire Calc training October 2025 (JG)	£42
James Grove Tree work	£2328
Clare Atkinson gift vouchers for the best dressed xmas house lights event	£100
S Fox. January 2026	£171.61
(Lengthsman hours £33.33, Maintenance hours £81.25. Consumables £57.03)	
Fisher German. Allotment rent. 29/9/25-24/03/26	£337.50

#### 124.5 Receipts

WCC repayment of Lengthsman charges	£37.50
Hartlebury Parish Hall. Peppercorn rent	£1

#### 124.6 Precept information

The 2026-27 Budget Requirement for Hartlebury Parish Council in the sum of £61,520. This will result in a Band D charge of £42.99 on the 2026-27 Council Tax Demand, **an increase of 7.2%** compared with the current year's charge.

#### 124.7 Bank reconciliation

The reconciliation to the end of December is £70,466.55  
The reconciliation to the end of January 2026 is £67,286.78.

### **125 REPORTS**

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

#### 125.1 CST & RSAG

Update from the advisory group

- Cllr JC noted that training for the Community Speed Watch would require 2 hours of daylight in a suitable location and they may need to hire the hall accordingly for £20. It was noted that there were 9 volunteers and 6 had had their police checks to date.
- Update re the VAS uploading of data progress. Cllr JHP and Russ have been trying to access the app and are awaiting the relevant code. Russ is contacting companies for that information.
- The invoice for the portion of the VAS not paid by WCC has been received and will be paid at the next parish council meeting.
- There was no update to the police priorities.

### 125.2 R & AAG

Update from the advisory group.

- A second bench has been vandalised on the green and repaired.
- Tree work by the tennis court has been completed, the area may need reseeding.
- Breedon gravel has been delivered in preparation for car park maintenance which will go ahead in better weather, it is anticipated this will be by the end of March 2026.

### 125.3 DC & DPAG

Update from the advisory group.

- The battery back up system for the CCTV has been received and will be fitted shortly.

### 125.4 Allotments and AAG

Update from the advisory group.

- The AAG met with Fisher German onsite who confirmed that there was no permissive path or public right of way over the allotment site.
- Land not to be sold by Fisher German.
- There are 6 vacant plots available.
- Community allotments are being investigated.

#### 125.4.2 Public access to the allotment.

The Council reconsidered the decision made on the 5<sup>th</sup> August 2025 to close public access to the allotments as previously approved. 4 Councillors contacted the Clerk to request this action.

It was noted that the allotment holders were contacted via email regarding their view on public access to the allotments, and there were 13 replies, of which 7 were in favour of keeping the allotments open to the public and 5 were not in favour (one was undecided) The Council voted to approve the proposal that HPC allows public access to the allotments, but that suitable signage is to be arranged. (NB 3 Councillors abstained due to their dispensations as previously granted) Suitable signage will be proposed at the March meeting by the AAG.

### 125.5 STAG

- It was noted that progress had been made with the calendar and the group are formulated how this will work.
- STAG ask that the Council submit any items/issues for consideration.

### 125.6 EAG

An update from the advisory group was provided.

- The best dressed house Christmas Lights display competition had a good turnout of 14 applicants and 100 members of the public voted. Thanks were given to all who entered and to the public who voted and visited the houses.
- It was noted that there would be proposals submitted in March for future events.
- CA asked for suggestions for events.

### 125.7 WPACP

Update from the advisory group.

- Cllr MH noted that Cllr KA had stepped back from the Council for a few months which has delayed meetings.
- The Solicitors have taken a while to respond, but the Council have received the documents (2<sup>nd</sup> February 2026) commenting on the Heads of Terms of the proposed lease of the Car Park to the Parish Hall.
- MH noted that the WPACP would meet and go through the solicitor's response and reply to the solicitors.
- MH said that he will return to the Council in March with further details.

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

### 126.1 Councils representative on the HPHMC.

- The Bredon Gravel has arrived ready for work to be carried out on the potholes in the car park as soon as the weather improves.
- Both the Council and the Hall are hopeful the lease agreement can be finalised by March/April this year.
- Improvements to disabled carpark are complete so reversing and turning is now easier.
- The darts evenings begin on Feb 5th when the bar will be open.
- Kelly's heroes will be performing on Feb 21<sup>st</sup>, 2026.
- A line dance class is being considered as a new venture for 2026

126.2 Clerks report. The Clerk had nothing to report.

126.3 Handyman/Maintenance person report to Council.

- It was noted that there were a few reports of antisocial behaviour.

126.4 Chairmans report.

FOI update (FOI from October 2025)

- The Chairman read the summary of the review (attached to the minutes) on the enquiry into the FOI as requested by a Parishioner in December 2025. The Clerk will also send the Parishioner a copy of this report
- The Chairman also noted that the same Parishioner has also contacted the Council on the Day of this Council meeting and submitted a complaint about the handling of the FOI request. The Council will therefore consider this complaint at their next meeting on March 3<sup>rd</sup>, 2026.

The Chairman noted the following points,

- FOI requests relate to items held by the Council (on the laptop or hard copy) The Clerk does not attend the working party meetings and relies on the Working party group to forward information. It was noted that the Clerk routinely deletes items from the laptop and email.

- The Council has not yet formally agreed to transfer the car park to the Parish Hall and will not make this decision until legal advice has been considered. This decision will be made at a full Council meeting. The Council are committed to transparency.
- The members of the Council on the Working Party for actions re the car park are CA, KA, MH and JC.

## **127 CORRESPONDENCE**

- TM noted that there was a connectivity map to show where the mobile signal was poor.
- Cllr CA noted that it was disappointing that CALC would not allow Councillors to contact them as part of the new” ticketing system.” The Clerk noted that she would be happy to facilitate this for any Councillor who wished to ask CALC for information or advice.

## **128 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.

- Cllr JG noted that he was stepping down from the Events Advisory Group and will concentrate his efforts on the STAG. It was noted that this will leave the EAG with 2 members although MH may fill in once KA returns.
- JHP noted that the Worcester “on Demand Bus scheme” would like HPC to post this on the website.
- JHP noted that there was someone from Wychavon who was interested in working with the Café to bring a wellbeing advisory hub once a month.

## **129 Staffing Advisory Group**

The Council considered that under the public bodies act 1960 the public and representatives of the press and media be excluded from this part of the meeting as it would be prejudicial to the public interest because of the confidential nature of the items.

- Councillors reviewed the Clerks working hours and holiday entitlement.
- Councillors agreed that it was appropriate to issue a Variation of Contract letter to the Clerk to reflect the outcome of the review.
- Councillors agreed the wording of the Letter of Variation.
- Report received by council regarding Clerks Annual Personal Performance and Development review. Councillors agreed for the STAG to further develop recommendations made.

**DATE OF NEXT MEETING Tuesday March 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**

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