Hartlebury
Parish Council

Clerk to the Council – Clare Shinner. Email clerk@hartlebury-pc.gov.uk

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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 2nd June 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)
   CN asks the Council for a dispensation regarding matters re the Parish Hall as she is a representative for the Council for the Parish Hall as appointed in May 2026

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 are three Councillor vacancies 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 5th May 2026.

7. Planning matters.

<u>7.1 District Council approved decisions on planning applications.</u>

W/26/00484
Moors Farm, Station Road, Hartlebury DY11 7YJ
Retrospective change of use of buildings and associated outdoor space to nursery.

W/26/00620/HP
Tythe House, Whitlenge Lane, Hartlebury, DY10 4HD
Garage conversion, upward side extension and erection of porch.

W/26/00558/HP
Parkfield Place, Inn Lane, Hartlebury DY11 7TA
Single storey side extension

7.1.1 District Council refused decisions on planning applications.
W/25/02579/FUL. Charlton Mill, Stourport Road Charlton Hartlebury DY11 7YE

7.2 Appeal decisions from the planning inspectorate.

7.3 Planning applications submitted for the Parish Councils comments.
W/26/00774/FUL
Location. Land rear of 68 Waresley Park, Hartlebury.
Proposal. Extension of existing garden and erection of fence.

W/26/01049/NMA
Location. Moorlands Fishery 4 chalets – approved at appeal 1/4/25.
Proposal, Design changed

8. Finance

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

8.2 Automatic payments
To **note** the following direct debits/debit card payments to be taken in June 2026

YU Energy for May 2026	£tbc
Vodaphone payment For May 2026	£21.65
Unity fee for bank charges May 2026	£7
Lloyds monthly charge for the Council credit card May 2026	£3

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

Clerk. May 2026 salary, NI and tax	Confidential
Glebe Contractors mowing contract May 26	£731.95
S Fox May PL £68.75 and Maintenance for May £25	£93.75
Hartlebury Magazine (Hartlebury PCC) advertising costs for EAG	£50

Prizes for the Events group £235 plus chocolate (£20?) (plus, extra prizes (£20?) in case of a tie) to be purchased by the Clerk on the Council card.

Zurich insurance for the Parish Council for 2026-27	£885.41

(Parish Council insurance with reduced costs insured as agreed at May meeting of HPC)

WI Donation as agreed in April towards defibrillator course	£165
Gill Lungley. Internal audit for financial year 2025-26	£179.20
Hartlebury Gardening Club Donation for 2026-27 as agreed in budget	£250

Donation to Citizens Advice Bureau. CAB have noted that they have assisted 26 people in the area. The suggested donation as noted at the May Parish Council meeting is £500. Council to consider this donation.

Application for a grant for Hartlebury Station Friends. No amount specified.

8.4 Receipts

Worcestershire County Council Reimbursement of PL April 2026 £36.25

8.5 Bank reconciliation
The reconciliation to the end of May will be available at the meeting.
8.6 AGAR 2026-27
8.6.1 Parish Council to note the internal auditors report as attached
8.6.2 Parish Council to approve and sign Annual Governance Statement
8.6.3 Parish Council to approve and sign Accounting Statements
8.6.4 Public inspection dates noted as 3 June 2026 to 14 July 2026

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

9.1 CST & RSAG
Update from the advisory group. Notes of the meeting are attached to the agenda.
9.1.1 For the Council to agree to ask Cty Cllr Miller TM ask as him to order an Elan City solar powered VAS sign with 6-year warranty to replace the battery one on Old Worcester Road estimated cost £2.9K.
9.1.2 Clerk to write to Tony Miller asking him to contact Barry Barnes to organise the 76mm steel post currently be used to support the faulty VAS on Old Worcester Road (opposite Woodlands House) be replaced with an 89 mm steel post to take new Solar VAS sign

9.2 R & AAG
Update from the advisory group. Notes are attached to the agenda.
9.2.1 Council to consider prohibiting motorised battery powered children's vehicles.
9.2.2 Grass maintenance in the village. HPC to agree to R&AAG mapping and investigating ways to future proof the upkeep and appearance of the Parish.

9.3 DC & DPAG
Update from the advisory group.

9.4 Allotments and AAG
Update from the advisory group. Notes are attached to the agenda.

9.5 STAG
Update from the advisory group. Notes are attached to the agenda.

9.6 EAG
Update from the advisory group.
Cllr CN has withdrawn from the AG and Cllr KA has joined in her place.
A proposal for the Clerk to arrange purchase of prizes is noted in 8.3.

9.7 WPACP
Update from the advisory group. There has been no progress this month and the group are awaiting feedback from Painters Solicitors.

9.8 Wienerberger-Biffa Hartlebury and Waresley CLC Report,

9.9 ARFAG
Report from the advisory group.

HPC were presented with the asset register at the May meeting which included insurance suggestions.
At the May meeting a reviewed asset register was presented this review included consideration of the insurance policy quotation for 2026/27 ensuring the correct level of cover was maintained. The Clerk spoke to the insurance provider regarding some items that were no longer on HPC asset register, this has resulted in a reduction of the annual premium.

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 7th July 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 Hipkins, R Kirby, C Neale, 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

4th August 2026, 1st September 2026
6th October 2026, 3rd November 2026, 1st December 2026