



Clerk to the Council – C Shinner  
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**Minutes of the Council meeting of Hartlebury Parish Council held on Tuesday 5<sup>th</sup> May 2026 at 7.00pm in the Parish Hall in Hartlebury**

*DRAFT UNTIL SIGNED AT A SUBSEQUENT MEETING*

Present

**Chairman - Cllr Kirby (RK)**, Cllr Atkinson (CA), Cllr Hipkins (JHP) Cllr Neale (CN) Cllr Arnott (KA) Cllr Tarleton-Hodgson (LTH) Cllr Cosham (JC) Cllr Griffiths (JG) Cllr Harris (MH)

Also present.

C Shinner (Clerk) and 3 members of the public.

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

**BUSINESS OF THE AGENDA**

**13 APPOINTMENT OF (and signing of acceptance of office documents)**

13.1 Chairman of the Council.

JC proposed RK and this was seconded by MH.

RK accepted the role of Chairman and signed the acceptance of office documents.

13.2 Vice Chairman of the Council

RK proposed EH and this was seconded by JC.

EH accepted the role of Vice Chairman and signed the acceptance of office documents.

13.3 Information regarding casual vacancy for one role.

It was noted that there was still a vacancy on the Council.

13.4 Resignation of Cllr Hellen and Cllr Scheps. RK noted the resignation of two Councillors and thanked them for their hard work and dedication to the Council over the last few years.

**14 APOLOGIES**

To receive and approve apologies for absence. Apologies were accepted from Dst Cllr A Hartley.

**15 DECLARATIONS OF INTERESTS**

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

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

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

- 15.3 To declare any Disclosable Pecuniary Interests in items on the agenda and their nature.
- 15.4 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.
- 15.5 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.

## **16 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. (NB - The Council does not have to answer questions from the public)

## **17 APPOINTMENT OF PARISH COUNCIL ADVISORY GROUPS AND MEMBERSHIP/REPRESENTATIVES OF THE PARISH COUNCIL ON EXTERNAL BODIES**

The advisory groups terms of reference were noted and the Council agreed that the quorate number of Councillors of each group was to be raised to three Councillors. The Councillors for each advisory group are as follows.

- 17.1 Recreation and Amenities Advisory Group (R & AAG)  
Cllrs JC, CN, JH, EH.
- 17.2 Allotments Advisory Group (AAG)  
Cllrs CN, JG, JC, LTH, CA.
- 17.3 Staffing Advisory Group (SAG)  
Cllrs JH, RK, CA, LTH.
- 17.4 Finance Advisory Group (FINAG)  
Cllrs KA, RK, LTH, MH, CA
- 17.5 Crime, Speeding, Traffic and Road Safety Advisory Group (CST&RSAG)  
Cllrs JC, CN, RK, MH
- 17.6 Digital Communications and Data Protection Advisory Group (DC&DPAG)  
Cllrs CN, KA, JHP
- 17.7 Planning Advisory Group (PAG)  
Cllrs EH, RK, JC, CA, JHP
- 17.8 Audit Review Financial Affairs Advisory group (ARFAAG)  
Cllrs JHP, CN, JG
- 17.9 Strategic Advisory Group (STAG)  
Cllrs JG, RK, EH
- 17.10 Working party for actions involving the Car Park (at the parish hall) (WPACP)  
Cllrs JC, KA, MH, CA
- 17.11 Events Advisory Group (EAG)  
Cllrs LTH, CN, CA
- 17.12 Council representative on the Parish Hall Management Committee. To note the need for a dispensation due to the trustee status that this appointment entails. Cllr CN.

- 17.13 Council representative on the Samuel Manninge Charity, Cllr JHP and CA.
- 17.14 Council representative on EnviRecover CLG. Cllr JC.
- 17.15 Council representative on the Weinerberger/Biffa CLC. Cllr KA.
- 17.16 Queen Elizabeth Foundation.  
(H Talbot and Cllr R Kirby are appointees/trustees for 4 years (until 2028))

**18 REVIEW STANDING ORDERS, FINANCIAL REGULATIONS AND OTHER ADOPTED PROCEDURES.**

These were all approved.

- 18.1 Standing orders. Please note the changes to the standing order as suggested.
- 18.2 Financial regulations.
- 18.3 Code of Conduct.
- 18.4 Publication Scheme – please note the new revised document.
- 18.5 Complaints procedure
- 18.6 Data Protection policy
- 18.7 Disciplinary Policy
- 18.8 Grants policy
- 18.9 Memorial Bench policy
- 18.10 Co-option policy
- 18.11 Safeguarding children and young people
- 18.12 Privacy policy for individuals
- 18.13 Streaming policy
- 18.14 Sickness absence policy
- 18.15 Internal controls policy
- 18.16 General reserves policy
- 18.17 Equality and Diversity policy
- 18.18 Fraud and corruption policy
- 18.19 CCTV policy and CCTV data impact assessment
- 18.20 Grievance procedure
- 18.21 Abusive, persistent or vexatious complaints policy
- 18.22 FOI policy – new policy to be considered.
- 18.23 Reserves Policy
- 18.24 Email privacy notice
- 18.25 Data protection policy
- 18.26 Asset register May 2026 and associated insurance values.
- 18.27 To approve the Risk register May 2026.
- 18.28 IT Policy

**19 County Councillor.** To receive report of the County Councillor Miller (TM). AM was not present at the meeting.

**20 District Councillor.** To receive report of the District Councillor Hartley (AH). AH sent his apologies to the meeting.

**21 Minutes of meeting.**

The minutes of the meeting of the Parish Council held on Tuesday 7<sup>th</sup> April 2026 were signed as a correct record.

## **22. Planning matters.**

### 22.1 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

### 22.2 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.

Planning ref W/25/02746/HP

Application for a garage at Oak Tree Bungalow, Narrowway Lane, Hartlebury.

### 22.3 Planning applications submitted for the Parish Councils comments

W/26/00828/HP

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

Description of proposal. Single storey garage extension.

There was no objection to this application.

W/26/00839/HP

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

Description of proposal. Single storey front extension plus chimney.

There was no objection to this application.

W/26/00620/HP

Location. Tythe House, Whitlence Lane, DY10 4HD

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

There was no objection to this application.

W/26/00732/CLPU

Location. Woodbine Cottage, Field Lane, DY13 9SR

Description of proposal. Out building to detached dwelling.

The Parish Councils previous objection (W/25/01495/CLPU) reflects the Parish Councils view re the creation of a separate dwelling in the greenbelt. The application gives no evidential photos of existing structures, comparative sizes or the current use of the

outbuildings. This looks like a completely new dwelling and should require full planning permission. There is insufficient information and an inappropriate application for this proposal.

W/26/00728/PIP

The Caravan – Charlton Lane – New build dwelling

The PAG objected to this application and has concerns about ribbon development on a country lane changing the greenbelt landscape of the area.

W/26/00732/CLPU

Woodbine Cottage –Field Lane - Out building to detached dwelling

PAG's (Original W/25/01495/CLPU) objection still reflects our views re the creation of a separate dwelling in greenbelt. The application gives no evidential photographs of existing structures, comparative sizes (old to new) or the current use of the outbuildings. This looks like a completely new dwelling and should require full planning permission.

### **23. Finance**

Finance advisory group provided an account of their meeting and notes circulated to the Council.

#### 23.1 Items purchased on the Councils Lloyds/Unity credit card.

Screwfix multi purpose lawn seed	£29
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#### 23.2 Automatic payments

The following direct debits/debit card payments are to be taken in May

YU Energy for April 2026	£23.34
Vodafone payment For April 2026	£21.65
Unity fee for bank charges April 2026	£7
Lloyds monthly charge for the Council credit card April 2026	£3

#### 23.3 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 and fuel surcharge	£731.95
J & A Tree Services work on allotments as previously agreed	£780
S Fox April PL	£31.25
S Fox April Maintenance	£179.17
Worcestershire Calc subscription	£1449.68

#### 23.4 Receipts

Wychavon Grant (£746) and Precept	£30,760
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#### 23.5 Bank reconciliation

The reconciliation to the end of April was noted as £88,496.89

### **24 Reports.**

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

### 24.1 CST & RSAG

Update from the advisory group. There had been no advisory group meeting this month but it was noted that there had been speeding officers in the Parish.

- Cllr JC met with Highways engineer who provided useful information for the group. Notes circulated with the agenda.
- VAS on Worcester Road is out of order and someone who repairs VAS will be approached.
- It was noted that there was no change in the police priorities.

### 24.2 R & AAG

An update from the advisory group was provided and the report published with the agenda.

1) Footpath matters.

Proactive cut responsibility. Background in report as published with the agenda.

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

b) HPC agreed 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 agreed that JD reports to Clerk and R&AAG when work is 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 agreed that the Clerk 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 installation change of position, background in report.

Bus Shelter Southbound (Mare and Colt/Summerfield) HPC agreed that instead of installing 2 metal post on grass verge that the notice board is attached to the North side of the Bus shelter.

### 24.3 DC & DPAG

Update from the advisory group. Cllr CN has all the items from A Scheps and the group is proceeding to ensure people can operate the live streaming and website. It was noted that a Data Protection Officer is needed in conjunction with the Parish Hall Committee and various members of the Council who would know how to use the CCTV and the Streaming equipment.

### 24.4 Allotments and AAG

Update from the advisory group was given.

All rent is received and all agreements have been signed. 95% of plot holders have insurance. There are two allotments free. The 4 trees have been cut as previously agreed.

### 24.5 STAG

Update from the advisory group noted that STAG will meet again this month and report back,

#### 24.6 EAG

Update from the advisory group. It was noted that sunflower and runner bean plants will be given out on the 16<sup>th</sup> of May in the MUGA car park, application forms for entry are to be sent to the Clerk.

#### 24.7 WPACP

Update from the advisory group. It was noted that the lease has gone back to the solicitor and they will liaise with the Parish Halls solicitor. A schedule of condition has been produced by the advisory group.

#### **25 Additional reports and associated items.**

25.1 Councils representative on the HPHMC. No report this month

25.2 Clerk. Nothing to report.

25.3 Handyman/maintenance report to the Council. Nothing to report.

25.4 Chairmans report. The Chairman noted that an internal review on a FOI as requested by a parishioner had been undertaken and the results sent to the parishioner.

It was also noted that the Annual Parish Meeting went well, although there were not as many residents in attendance this year.

#### **26 Correspondence.**

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

It was noted that Age Concern had advertised an event “with the Parish Council” It is assumed that this is an error and Age Concern meant “with the Parish Hall” and the Clerk will advise them accordingly.

Station Road Car Park – charges have been installed by the owner; complaints have been made and WCC informed.

#### **27 To receive reports of Parish Councillors.**

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

It was noted that citizens advice bureau were asking for donation. £500 was suggested to go on the next agenda.

There has been a complaint about an uncut piece of land, RE&AAG to investigate.

JHP agreed to investigate an uncut area of land that a Parishioner has complained about.

**DATE OF NEXT MEETING Tuesday 2<sup>nd</sup> June 2026.** (Cllr CN sent apologies)

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.  
FAG 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> 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