



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 4th August 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. A Hartley

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).

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 still 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 7th July 2026.

7. Planning matters.

7.1 District Council decisions on planning applications.

Refused

W/26/00631

Location Land at Old Worcester Road, Hartlebury.

Proposal Application for 41 affordable homes.

Approved

W/26/01112/FUL

Unit 23 Hartlebury Trading Estate, Hartlebury, Kidderminster DY10 4JB

Re-roofing, re-cladding and subdivision of Unit 23 to create 5 units

7.2 Planning inspectorate appeal decisions.

Appeal Ref: 6008852 at Oak tree Bungalow, Narroway Lane DY13 9SH
This appeal was dismissed.

7.3 Planning applications for consideration by the Council.

W/26/01624/HP

Location - The Lodge. 71 Summerfield Lane, Hartlebury DY11 7SA

Description of proposal – removal of existing rear conservatory and erection of a single storey rear extension.

8. Finance

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

Smyths Toys Superstore gift vouchers as prizes for events group	£135
Tesco gift vouchers as prizes for events group	£100

8.2 Automatic payments

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

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

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

Clerk. July 2026 salary, NI and tax	Confidential
Clerk Chocolate for event gifts	£31.50
Glebe Contractors mowing contract July 26	£731.95
S Fox PL July 26	£TBC
S Fox work on footpaths with footpath warden	£TBC
(Please note this is funded from £857 in restricted funds for footpaths and by PROW WCC who have agreed to pay £475 to cover the strimming of the footpaths in Hartlebury this year)	
Donation to Hartlebury PCC (request) as per budget allocation	£500
Fisher German for Church commissioner. Allotments rent 6 months.	£337.50
Cllr JC reimbursement of measuring wheel for allotments	£16.99

8.4 Receipts

WCC Donation from Cty Cllr AM towards 2 nd VAS	£1000
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8.5 Bank reconciliation

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

9. Reports.

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

9.1 CST & RSAG

Update from the advisory group.

9.2 R & AAG

Update from the advisory group. See notes from the walk around the parish

9.3 DC & DPAG

Update from the advisory group.

Proposals.

To: elect Cllr Neale as the HPC Monitoring Officer, to agree to receive training from ATEC

To: agree that the Clerk download a Phone App linked to the CCTV system for weekly monitoring of cameras.

9.4 Allotments and AAG

Update from the advisory group.

Notes from the advisory group are attached to the agenda.

9.5 STAG

Update from the advisory group.

Notes from the advisory group meeting are attached to the agenda.

9.6 EAG

Update from the advisory group.

9.7 WPACP

Update from the advisory group.

9.8 FINAG

Update from the advisory group.

9.9 SAG

Update from the advisory group.

10 Change and reduction of HPC meetings dated 2026.

For the Council to discuss and vote on the proposal as attached to the agenda to reduce the meetings for Hartlebury Parish Council.

Full HPC meetings will be scheduled to be held in November and December 2026.

Full HPC meetings will be scheduled to be held in March, May, June, September, November and December 2027

11 Additional reports and associated items.

11.1 Councils representative on the HPHMC.

11.2 Clerk

11.3 Handyman/maintenance report to the Council.

11.4 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 1st September 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

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