



Clerk to the Council – C Shinner
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Minutes of the Council meeting of Hartlebury Parish Council held on Tuesday 2nd June 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 Arnott (KA) Cllr Tarleton-Hodgson (LTH) Cllr Griffiths (JG) Cllr Hancocks (EH) and Cllr Cosham (JC).

Also present.

C Shinner (Clerk) and members of the public.

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

28 APOLOGIES

To receive and approve apologies for absence.

There were apologies received and accepted by Dst Cllr Hartley, Cllr Neale (CN) and Cllr Harris (MH)

29 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.

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

29.2 To consider dispensation request for Cllr Neale regarding matters re the Parish Hall as she is a representative for the Council as appointed in May 2026. This was approved by the Parish Council.

29.3 Disclosable Pecuniary Interests. There were none declared.

29.4 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. There were none declared.

29.5 It was noted that 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.

30 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.

31 COUNTY COUNCILLOR

County Councillor Miller was not present at the meeting.

32 DISTRICT COUNCILLOR

There was a report from District Councillor Hartley which is published along with the agenda for this meeting on the Parish Council website.

33 MINUTES OF MEETING

The Council **APPROVED** the minutes of the meeting of the Parish Council that was held on Tuesday 5th May 2026.

34 PLANNING MATTERS

34.1 District Council approved decisions on planning applications.

W/26/00484

Moors Farm, Station Road, Hartlebury DY11 7YJ

Retrospective change of use of buildings and associated outdoor space to nursery.

No objection to this application.

W/26/00620/HP

Tythe House, Whitlenge Lane, Hartlebury, DY10 4HD

No objection to this application.

Garage conversion, upward side extension and erection of porch.

No objection to this application.

W/26/00558/HP

Parkfield Place, Inn Lane, Hartlebury DY11 7TA

Single storey side extension

No objection to this application.

34.1.1 District Council refused decisions on planning applications.

W/25/02579/FUL. Charlton Mill, Stourport Road Charlton Hartlebury DY11 7YE

34.2 Appeal decisions from the planning inspectorate.

None to date

34.3 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.

Deferring decision until the next PAG meeting.

W/26/01132/LB

Location: Park Cottage, Rectory Lane, Hartlebury, Kidderminster, DY11 7TD

Description of Proposal: Installation of full fibre broadband infrastructure to the dwelling, comprising the installation of a small external Openreach Customer Service Point (CSP)

box which replaces an older CSP, fibre optic cabling, and associated internal Optical Network Terminal (ONT).

35 Finance

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

None to date

35.2 Automatic payments

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

YU Energy for May 2026	£24.15
Vodafone 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

35.3 The following payments for payment in June 2026 were approved

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 was agreed at £500.

35.4 Receipts

Worcestershire County Council Reimbursement of PL April 2026	£36.25
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35.5 Bank reconciliation

The reconciliation to the end of May was noted as £83,731.70

35.6 AGAR 2026-27

35.6.1 Parish Council noted the internal auditors report, and this will be discussed by the Finance Advisory Group at their next meeting.

35.6.2 Parish Council approved and signed the Annual Governance Statement.

35.6.3 Parish Council approved and signed the Accounting Statements.

35.6.4 Public inspection dates noted as 3 June 2026 to 14 July 2026.

36 Reports.

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

36.1 CST & RSAG

Update from the advisory group. Notes of the meeting are attached to the agenda. The VAS on the A4025 has been installed.

36.1.1 The Council agreed to ask County Cllr Miller TM 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) This was accounted for in the 26-27 budget. Biffa/Weinberger will see if they can support this purchase.

36.1.2 Clerk to write to Tony Miller asking him to contact Barry Barnes to organise the 76mm steel post currently being 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.

36.2 R & AAG

Update from the advisory group. Notes attached to the agenda.

36.2.1 Council to consider prohibiting motorised battery powered children's vehicles. (CST & RSAG to discuss this with PCSO P Holland) Damage is being done to the pétanque courts and the car park. A sign will be proposed at the July meeting.

36.2.2 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.

36.2.3 There is an exposed cable on the Green. Clerk is to contact an electrician to do continuity test to examine this cable.

36.3 DC & DPAG

Update from the advisory group. Nothing to note.

36.4 Allotments and AAG

Update from the advisory group. The group has met. Notes have been made about the meeting although CA and LTH disputed the notes made. The remaining two members of the group present agreed with the notes made.

36.5 STAG

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

Key actions are that a public meeting will be held, centered around mobile phone service and one on housing developments (incl solar panel application) A proposal will be brought to the Council and will be organized as a matter of urgency.

36.6 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.

The Councillors gave out the sunflowers, and 30 children are taking part.

Details for the Scarecrows are in the magazine.

36.7 WPACP

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

36.8 Wienerberger-Biffa Hartlebury and Waresley CLC Report.

KA attended the meeting. Hedges have been trimmed around the site, but a small section is still to be attended to after the bird nesting season.

KA noted that there are no concerns and the works are to be shut down for some weeks due to capacity being reached.
Biffa has some fruit trees available.

36.9 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.

38 Additional reports and associated items.

38.1 Councils representative on the HPHMC. Nothing to report.

38.2 Clerk. Nothing to report.

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

38.4 Chairmans report. The Chairman read out a letter from Wychavon legal department re a code of conduct complaint made by two Parishioners against 5 Hartlebury Councillors. The Code of conduct was noted as not being in the public interest to pursue and the complaint is dismissed.

39 Correspondence.

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

40 To receive reports of Parish Councillors.

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

Cllr EH noted that the Station Group has agreed to a wildflower bed and although it is going to take time to make it the Station appealing with new noticeboards, shelters etc. they are confident of achieving their goal.

Cllr JHP noted an increase in litter in and around the public areas.

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