



Clerk to the Council – C Shinner
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Minutes of the Council meeting of Hartlebury Parish Council held on Tuesday 7th July 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) Cllr Neale (CN) Cllr Harris (MH) 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 although it was noted that this may be audio only.

41 APOLOGIES

To receive and approve apologies for absence.

There were apologies received and accepted by Dst Cllr Hartley,

42 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.

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

42.2 To consider dispensation requests. There were no dispensations asked for.

42.3 Disclosable Pecuniary Interests. There were declarations of interest declared by RK, EH, JC, MH, KA and CN re the grant application for the Station Group.

42.4 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.

42.5 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.

43 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.

44. County Councillor.

To receive report of the County Councillor Miller (TM).

- The VAS post has been put in Bishopswood Lane and this may be a temporary location.
- It was noted that the recently introduced parking charges at the Station were not notified to Council and no reply to the queries have been received. Parking is becoming an issue along Station Road at the current time and WCC is looking into parking restrictions.
- It was noted that the gutters and edges of the pavements around the Parish are full of weeds and are a trip hazard. TM noted that this is a District issue and if JHP passed on the locations, then he would submit to Wychavon and AH on the Parish Council's behalf and a road sweeper will be arranged.
- TM noted that if the broken VAS make and model were forwarded to him, he had a contact who may arrange repairs.

45. District Councillor.

To receive report of the District Councillor Hartley (AH). There was no report provided as AH had sent his apologies.

46. Minutes of meeting.

The minutes of the meeting of the Parish Council that was held on Tuesday 2nd June 2026 were approved and signed as a correct record.

47. Planning matters.

47.1 District Council approved decisions on planning applications.

W/26/00453/HP

Location. 1 New Park House, Rectory Lane, Hartlebury, Kidderminster DY11 7TD

Proposal. Proposed demolition of the existing garage and outbuilding and replacement with garage, storage area and games/gym.

W/26/01112/FUL

Location. Unit 23 Hartlebury Trading Estate, DY10 4JB

Proposal. Re-roofing, re-cladding and subdivision of unit 23 to create 5 units.

47.2 Planning applications submitted for the Parish Councils comments.

W/26/01435/PIP

Location. Land at OS 8326 7116, Stourport Road, Charlton, Hartlebury.

Proposal. Permission in principle for a single dwelling.

Hartlebury Parish Council had no objection to this application.

W/26/00828/HP

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

Proposal. Single storey garage extension.

Hartlebury Parish Council had no objection to this application.

W/26/00839/HP – Wyndale. Old Worcester Road, Hartlebury. DY11 7XS

Proposal. Proposed single-storey front extension, relocation of front door with open porch, chimney, and replacement boundary wall.

Hartlebury Parish Council had no objection to this application.

48. Finance

48.1 Items purchased on the Councils Lloyds/Unity credit card in June 2026.

Nothing to date of agenda.

48.2 Automatic payments

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

YU Energy for June 2026	£23.02
Vodafone payment For June 2026	£21.65
Unity fee for bank charges June 2026	£7
Lloyds monthly charge for the Council credit card June 2026	£3
Microsoft 365-year subscription	£84.99

The Friends of Hartlebury Station asked for a £500 grant.

All the Councillors with an interest left the room. As there were only 4 Councillors remaining, Cllr JG was elected as Chairman for the consideration of this item.

It was noted that whilst the Council wanted to support local groups, they felt that a smaller grant would be appropriate with a more finely tuned application and additional information. It was also noted that other funding sources could also be explored by the group.

48.3 To **RESOLVE** to agree the following payments for payment in July 2026.

Clerk. June 2026 salary, NI and tax	Confidential
Glebe Contractors mowing contract June 26	£731.95
S Fox PL June 26	£86.41
S Fox work on footpaths with footpath warden	£969.96
(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)	
Citizens Advice Bureau. Donation as agreed in previous meetings	£500
J Cosham Reimbursement of cost for keys	£18
Mr. W Harvey. Make-safe repair of exposed damaged cable on green.	£80

48.4 Receipts

WCC reimbursement of PL expenditure for May 2026	£73.75
WCC Donation from Cty Cllr TM towards 2 nd VAS	£1000

48.5 Bank reconciliation

The reconciliation to the end of June is £81,309.74

49. Reports.

49.1 CST & RSAG

The group had not met, but the VAS on Old Worcester Road was to go ahead as Cllr AM has donated £1000 towards this purchase.

There has been vandalism on the other VAS on Old Worcester Road and locks are to be fitted accordingly. The unit also needs repair.

49.2 R & AAG

Update from the advisory group was noted as published with the agenda online.

The Council approved the banning of e scooters, bicycles and scooters on the Parish Hall Car Parks or pétanque courts. They also approved the banning of e-bikes and e scooters on the Muga, play areas and village green.

a) The Council approved the following wording, design and purchase of notice.

“No riding of E-Bikes, E-Scooters, Bicycles or Scooters on Parish Hall Car Parks or Petanque Courts.

b) The Council approved the following wording, design and purchase of notice.

“No riding of E-Bikes or E-Scooters on the MUGA, Play Areas or Village Green”

It was noted that the noticeboard was on the maintenance contractors list of items to be done.

49.3 DC & DPAG

Update from the advisory group was given and it was noted that Cllr JG has joined this group and is being trained.

49.4 Allotments and AAG

Update from the advisory group was noted as published with the agenda online.

Proposal – Request for approval to sell excess produce. This will be an amendment to the existing tenancy agreement.

This was approved by the Parish Council and noted that any funds that are received as part of this initiative will be used for the benefit of the allotment group and produce is not to be sold for personal gain.

49.5 STAG

Update from the advisory group was noted as being published with the agenda.

The Parish Council approved the proposal for the Hartlebury Parish Development and Infrastructure Forum.

The Parish Council approved the proposal for the public meeting for mobile and broadband services in Hartlebury Parish.

The Council approved the proposal that the Hartlebury Community Calendar be hosted on the Parish Council website and supported by a clear operating framework to govern submission, moderation, publication and review, thereby addressing the considerations set out above. Implementation of the Hartlebury Community Calendar will follow a three-phase approach, with the aim of going live by 1st September 2026, or sooner if practicable. No additional costs are expected at this stage, as the existing website already includes events functionality. It was approved that the DC & DPAG be in control of this initiative.

49.6 EAG

Update from the advisory group.

It was noted that there were only a few scarecrows registered to date.

It was noted that the events group were to arrange for the reinstallation of the cable to the Christmas tree, which had been made safe after it was noted as being exposed. D Hudson had been approached for a quote to this effect (along with a request for a bill for the lighting of the Christmas tree in 2025) A quote to repair the cable has been obtained by W Harvey and the EAG will consider their options.

49.7 WPACP

Update from the advisory group.

It was noted that slow progress was being made with the solicitors for the draft contract and it is hoped that a draft contract will be sent to all Councillors soon for their consideration.

50 Additional reports and associated items.

50.1 Councils representative on the HPHMC. Nothing to report.

50.2 Clerk. Emergency cable repair and associated work on The Green noted as in 49.6.

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

50.4 Chairmans report. Nothing to report.

51 Correspondence.

Cllr CN asked the Council to investigate an emergency plan for Parish. The Clerk will fill in the questionnaire as sent by CALC.

Cllr CN noted the launch of the dementia alliance.

52 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 JHP noted that she would be bringing a new proposal to the Council re meeting dates.

KA noted the HMRC increase to 55p per mile for business miles car journeys, suggested the Council review current situation. Staffing AG agenda item for their next meeting, bring back recommendations to full council.

JHP noted advertised Parish/Town Council Local Government reorganisation and environmental seminar, Thursday 24th September. Agreed that JHP and RK would attend to represent HPC. Clerk to book places when details are published.

CN noted that she had attended the WI CPR/Defibrillator training (which was sponsored by HPC)

DATE OF NEXT MEETING Tuesday 4th August 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

1st September 2026

6th October 2026, 3rd November 2026,

1st December 2026