



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 1st September 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).

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.
- Parishioners are requested to ask questions of the Parish Council only.
- 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 should 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.

Hartlebury does not have a District Councillor at the current time, and a bye-election is to be held in due course.

6. Minutes of meeting.

To approve the minutes of the meeting of the Parish Council that was held on Tuesday 4th August 2026.

7. Planning matters.

7.1 District Council decisions on planning applications.

None received to the date of the agenda.

7.2 Planning inspectorate appeal decisions.

Planning appeal submitted for W/26/01435/PIP at Land at os 8326 7116, Stourport road, Hartlebury

7.3 Planning applications for consideration by the Council.

W/24/01768/FUL

Locks View, Charlton Lane, Torton Hartlebury.

Proposal. Three new gypsy plots each comprising one touring caravan, one static caravan and one utility block - (Variation of condition 1 Ref 19/02686/FUL and Appeal Ref APP/H1840/W/20/3256477)

W/26/01856/TDC5

Honeysuckle Cottage1 Whitlence Lane, Hartlebury, Kidderminster, DY10 4HD

Technical Details Consent for the construction of 1no. dwelling (self build) following Permission in Principle W/25/01406/PIP

8. Finance

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

8.2 Automatic payments

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

YU Energy for August 2026	£TBC
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Vodafone payment For August 2026	£TBC
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Unity fee for bank charges August 2026	£7
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Lloyds monthly charge for the Council credit card August 2026	£3
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8.3 To **RESOLVE** to agree the following payments for payment in September 2026.

(some of these payments are already preapproved)

Clerk. August 2026 salary, NI and tax	Confidential
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Glebe Contractors mowing contract August 26	£724.92
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S Fox PL July 26	£93.75
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S Fox maintenance July 26	£100
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S Fox work on footpaths with footpath warden	£175
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(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)

C Atkinson Additional chocolate gifts for events	£7.45
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ATEC for investigation of the non-working cameras at the MUGA (estimate)	£379 plus VAT
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Chris Cooke – VAS repair	£120
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8.4 Receipts

HMRC VAT reimbursement for 2025-26	£3517.65
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Hartlebury WI reimbursement for defib training donation	£10
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8.5 Bank reconciliation

The reconciliation to the end of August 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.

- Pop up Youth sessions organized by the YMCA on Woodbury Close.
- A trip hazard near the tennis courts has been addressed as an emergency.

9.3 DC & DPAG

Update from the advisory group.

Proposal approving that ATEC examine nonfunctioning CCTV cameras as per attached proposal.

9.4 Allotments and AAG

Update from the advisory group.

Proposal to use Simon Fox for various items of maintenance at £25 per hour – as per the attached proposal.

9.5 STAG

Update from the advisory group.

9.5.1. Update on Hartlebury Community Calendar

9.5.2. Approve Hartlebury Connectivity Working Group terms of reference

9.5.3. Outcome from the Housing & Development public meeting

9.6 EAG

Update from the advisory group.

9.7 WPACP

Update from the advisory group.

9.8 FINAG

9.8.1 Update from the advisory group. Notes attached.

Proposals for consideration as follows. Detailed proposals attached to agenda

9.8.2 Proposal to open Unity Bank Instant Access Account.

The Clerk to open a Unity Bank Instant Access Account in Councils name

To approve that the Clerk can transfer funds between its Current Account and the proposed Instant Access Account, (but to retain a minimum of £10,000 in the Current Account)

9.8.3 Proposal to Appoint Rachel Jefferies as Internal Auditor

9.8.4 Proposal to renew contract with YU Energy

9.8.5 For the Council to consider and approve the Schedule of Regular Payments shown in Appendix A of the Financial Advisory Groups Report

9.9 SAG

To agree that the public and press be excluded from this item on the agenda due to the confidential nature of the items to be discussed. (This item may be held after the end of the agenda for convenience)

Update from the advisory group after their meeting in August 2026.

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 3rd November 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

3rd November 2026

1st December 2026