



Clerk to the Council – C Shinner
Email: clerk@hartlebury-pc.gov.uk
Website: hartlebury-pc.gov.uk

Minutes of the Council meeting of Hartlebury Parish Council held on Tuesday 4th August 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) T Miller (TM) and 3 members of the public.

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

53 APOLOGIES

To receive and approve apologies for absence.

There were apologies received and accepted by Dst Cllr Hartley,

54 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.

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

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

54.3 Disclosable Pecuniary Interests. There was a declaration of interest received from Cllr JC cost reimbursements.

54.4 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.

54.5 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.

55 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.

56 County Councillor.

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

- The Council thanked TM for the VAS money. TM to check the cost of the units as purchased by Highways.
- Parking Station Road. The increased parking (due to the charges on the Station Car park) is impeding vehicles. TM is looking into parking control for the Road and will update the Council on progress.
- Chadwick Lane. There is a width restriction sign but HGVs still using the road. TM noted that this should be brought to the attention of the police.

57. District Councillor.

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

58. Minutes of meeting.

The minutes of the meeting of the Parish Council that was held on Tuesday 7th July 2026 were approved and signed as a correct record.

59. Planning matters.

59.1 District Council approved decisions on planning applications.

Refused

W/26/00631

Location Land at Old Worcester Road, Hartlebury.

Proposal Application for 41 affordable homes.

W/26/01435/PIP

Land at Stourport Road, Charlton Hartlebury.

Permission in principle for a single dwelling

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

59.2 Planning inspectorate appeal decisions.

Appeal Ref: 6008852 at Oak tree Bungalow, Narroway Lane DY13 9SH

This appeal was dismissed.

W/23/01540/FUL - Lincomb Farm, Lincomb Lane, Lincomb, Hartlebury, Stourport On Severn, DY13 9RB

The development proposed is the installation of modular battery units with ancillary equipment, including power conversion units, 11kV transformer compound, switchroom,

DNO substation and site office to provide standby, emergency electricity to support and facilitate renewable and low carbon energy projects.

The inspector declined to determine on this appeal and no action was taken.

59.3 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.

There were no objections to this application.

60. Finance

60.1 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

60.2 Automatic payments

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

YU Energy for July 2026	£23.80
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

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

Clerk. July 2026 salary, pension, NI and tax.	Confidential
Clerk Chocolate for event gifts	£31.50
Glebe Contractors mowing contract July 26	£724.92
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
Cllr JC reimbursement of VAS key duplicates	£18
Sign-tec Signs as approved car park	£54

60.4 Receipts

Reimbursement from WCC for strimming footpaths	£475
Reimbursement from WCC for PL June 26	£87.50
Linda Cross R and L subs	£114

(It was noted that this receipt was unexpected, and the Clerk anticipates that this is a BACS error)

60.5 Bank reconciliation

The reconciliation to the end of July.	£76701.81
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61. Reports.

61.1 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.

61.2 R & AAG

There was no official meeting but a walk around the Parish noting the condition of trees and hedgerows and parishioners approached.

Weed growth in the road had been partially addressed by Wychavon maintenance.

Hedge on the rear of the Car Park has been trimmed as part of the maintenance contract.

Vandalism on the tennis Court was reported, and S Fox had rectified.

61.3 DC & DPAG

Update from the advisory group and proposals.

Agreed: To elect Cllr Neale as the HPC CCTV Responsible Officer, and to receive training from ATEC.

Agreed: That the Clerk download a Phone App linked to the CCTV system for weekly monitoring of cameras.

Agreed to also update the policies to change references to DPO to CCTV Responsible Officer.

61.4 Allotments and AAG

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

5 letters had been sent to tenants with substandard plots and decisions will be made according to responses.

Plots have been re-measured as part of producing an up-to-date map of the area.

61.5 STAG

Update from the advisory group.

Notes from the advisory group meeting are attached to the agenda and also an update from the public meeting.

Public meetings – was held on Thursday 30th July focusing on broadband and mobile signal in the area. There were 24 attendees and positive feedback was given to the Council for holding the meeting.

Public meeting will be on housing developments.

61.6 EAG

Update from the advisory group. The scarecrow event participation was noted as disappointing and entrants (18) were down from last year (20) TM noted he would give a prize of gardening vouchers for 2027.

Sunflower/runner bean judging is to go ahead on the 9th August and participation for this was up from last year.

61.7 WPACP

Update from the advisory group. It was noted that the draft heads of terms were being produced but progress was slow.

61.8 FINAG

Update from the advisory group. The group are meeting on 12th August 2026.

61.9 SAG

Update from the advisory group. The group are meeting on 12th August 2026.

62. Change and reduction of HPC meetings dated 2026.

The Council discussed the proposal as attached to the agenda to reduce the meetings for Hartlebury Parish Council.

It was agreed that full HPC meetings will be scheduled to be held in November and December 2026 and full HPC meetings will be scheduled to be held in February, March, May, June, July, September, November and December 2027.

It was agreed that there will be no scheduled meetings in January, April, August and October for the foreseeable future.

Cllrs LTH and CA voted against the proposal and asked that their negative vote be minuted.

63. Additional reports and associated items.

63.1 Councils representative on the HPHMC. The floor has been revarnished and sealed and they are also buying new stage curtains and looking into a more user-friendly website. There will be a murder mystery evening in September.

63.2 Clerk. Nothing to report.

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

63.4 Chairmans report. Nothing to report.

64 Correspondence.

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

Cllr CN noted the following

- Blue phone box – Clerk to ask for further information.
- Clerk to reply to town and parish survey.

Cllr JHP noted the following

- Resilience grant – perhaps for the Station Group
- To book RK and JHP to the Parish and Council meeting. 16th September

65 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 JG to put the Worcestershire funding finder on the website.

26th August NALC training for social media training - £35 approved.

Cllr JHP noted the QR codes for benches for people to access mental health support.

Cllr CN noted free defibrillators available. For RE&AAG to consider.

Cllr CA noted the Free swimming Wychavon is offering for over 60 yrs and under 16 yrs.

DATE OF NEXT MEETING Tuesday 1st September

Future dates for parish council meetings

3rd November 2026 and 1st December 2026

2nd February, March 2nd, May 4th, June 1st, July 6th, September 7th, November 2nd and 7th December 2027.

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

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.