Hartlebury Parish Council

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Minutes of the Council meeting of Hartlebury Parish Council held on Tuesday 1st September 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.

66 APOLOGIES
To receive and approve apologies for absence.

67 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.
67.1 Register of Interests – Councillors were reminded of the need to update their Register of Interests.
67.2 To consider dispensation requests. There were no dispensations asked for.
67.3 Disclosable Pecuniary Interests. There was a declaration of interest received from Cllr CA for cost reimbursements.
67.4 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.
67.5 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.

68 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.

69. County Councillor.

Report of the County Councillor Miller (TM).

Noted that there was an issue with parking by the school and field gates by the school. TM noted this is a police matter. There is no support from Highways for restrictions around the school. TM suggests this is a parish priority to submit to the Police as part of their parish priorities.

VAS on Worcester - TM to add £2000 for this purpose, from his Highways budget.

TM has applied for some parking restrictions around Station Road (because of the car park at the Station becoming fee paying) and this will be put to the Parish Council at some point. There is a possibility of a piece of land available for parking and WCC is to investigate this for a peppercorn rent.

TM noted if road signs are left around parish, then if the number on the reverse is contacted, that sign should be removed within 24 hrs.

70. District Councillor.

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

71. Minutes of meeting.

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

The draft minutes were changed under item 62 and the minute now reads “Cllrs LTH and CA voted against the proposal and asked that their votes be minuted” The minutes were subsequently approved.

72. Planning matters.

72.1 District Council decisions on planning applications.

None received to the date of the agenda.

72.2 Planning inspectorate appeal decisions.

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

72.3 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)

The Council has already objected to this application, and the application has been approved.

W/26/01856/TDC5
Honeysuckle Cottage1 Whitlenge Lane, Hartlebury, Kidderminster, DY10 4HD
Technical Details Consent for the construction of 1no. dwelling (self build) following Permission in Principle W/25/01406/PIP
No objection was given to this application.

73. Finance

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

73.2 Automatic payments

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

YU Energy for August 2026	£23.82
Vodaphone payment For August 2026	£21.65
Unity fee for bank charges August 2026	£7
Lloyds monthly charge for the Council creditcard August 2026	£3

73.3 The Council **RESOLVED** to agree the following payments for payment in September 2026. (some of these payments were already preapproved)

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

(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
Chris Cooke – VAS repair	£120
Nalc training for social media (Cllr JG)	£42

73.4 Receipts

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

73.5 Bank reconciliation

The reconciliation to the end of August is £77463.72

74. Reports.

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

74.1 CST & RSAG

Update from the advisory group.

- Police priorities to be monitoring the parking at Station Road and around the school.
- The VAS has been repaired and will be installed on Old Worcester Road. It was noted that large lorries going down unsuitable roads should be recorded and reported to the Police.

74.2 R & AAG

Update from the advisory group.

- Pop up Youth sessions were organized by the YMCA in Woodbury Close.
- A trip hazard (rebar) near the tennis courts has been addressed as an emergency.
- JHP put a polite notice on benches asking people to dispose of dog waste.
- Signage approved at previous meeting to be put up.

74.3 DC & DPAG

Update from the advisory group.

- A proposal that ATEC examine the nonfunctioning CCTV cameras was approved at an estimated cost of £379 plus VAT.
- It was noted that a maintenance contract would be advisable and a proposal will be made to this effect.

74.4 Allotments and AAG

Update from the advisory group.

- Proposal to use Simon Fox for various items of maintenance at £25 per hour on an ad-hoc basis was approved. It was noted that this cost would be met by the allotment funds that are held within the Councils restricted funds.

74.5 STAG

Update from the advisory group.

74.5.1. Update on Hartlebury Community Calendar. 24 events have been posted from a variety of organisations.

74.5.2. The Council approved Hartlebury Connectivity Working Group terms of reference. It was noted that this group was a mix of Councillors and Parishioners and this group would eventually become independent of the Parish Council.

74.5.3. The Housing & Development public meeting was discussed. It was noted that the group would explore the possibility of a Village Plan. It was noted that the Birches was remaining empty and this was creating concern.

74.6 EAG

Update from the advisory group.

- It was noted that there were 17 scarecrow entries and over 200 people voted and winners had been given prizes.
- Sunflower and bean competition. 29 children entered and prizes had been awarded.
- Cllr CA is to contact the electrician to regain the Christmas lights and obtain the invoice for Christmas 2025

74.7 WPACP

Update from the advisory group.

- No progress to date, but there will be a proposal in November 2026.

74.8 FINAG

74.8.1 Update from the advisory group. Notes are available with the agenda.

Proposals for consideration as follows. Detailed proposals attached to agenda

74.8.2 Proposal to open Unity Bank Instant Access Account.

It was approved that the Clerk to open a Unity Bank Instant Access Account in Councils name and it was approved 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)

74.8.3 The proposal to Appoint Rachel Jefferies as Internal Auditor was approved.

74.8.4 The proposal to renew contract with YU Energy was approved.

74.8.5 The Council considered and approved the Schedule of Regular Payments shown in Appendix A of the Financial Advisory Groups Report and which is attached to the end of these minutes.

74.9 SAG

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

- The Council noted the salary increase for the Clerk as approved by NALC, this will be backdated to April 2026. This is an existing contractual agreement.
- Increases to mileage were noted and accepted.
- The Parish Council agreed 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 was held after the end of the agenda for convenience) Public and press were excluded.

75 Additional reports and associated items.

75.1 Councils representative on the HPHMC noted the Parish Hall were changing their electricity supplier, investigating new curtains and had a new trustee on the hall committee.

75.2 Clerk. Nothing to report.

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

75.4 Chairmans report. Nothing to report.

76 Correspondence.

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

- Survey for dog control to be done by the Clerk on behalf of the Council and as many Councillors as possible.
- Community resilience plan, a proposal for this was suggested by Cllr CN.

77 To receive reports of Parish Councillors.

Each Councillor may use this opportunity to raise minor matters of information not included elsewhere on the agenda. There were no matters raised.

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

Appendix
Regular payments approved by the Council as per item 74.8.5

Payee	**Frequency**	**Maximum Pre-approved Limit**
Direct Debits		
Lloyds Bank card payment	Monthly	5
Vodaphone – Phone for Council	Monthly	25
Unity – bank charges	Monthly	10
YU energy – charges for the lighting on the green	Monthly	30
ICO subscription	Annually	50
Fisher German – allotment rent	6 - Monthly	400
National allotment society subscription	Annually	70
Other regular payments		
Clerk salary and HMRC payments and NEST pension	Monthly	confidential
Glebe mowing contract	Monthly	750
Simon Fox Maintenance Parish Lengthsman invoices	Monthly	 500 600
ROSPA play area inspection.	Annually	400
Parish Council website, hosting and support	Annually	450
North Claines parish council. office etc	Annually	400
Internal auditor	Annually	400
External auditor	Annually	400
Worcestershire Calc subs	Annually	1500
Hartlebury Village Hall – rent for meetings	Annually	300