Hartlebury Parish Council

Clerk to the Council – Clare Shinner. Email clerk@hartlebury-pc.gov.uk

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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 December 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 Applications from two parishioners who wish to be co-opted onto the Parish Council.

- Shaun Hall
- Joshua Bennett

Please note that there are still three more 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.

To receive report of the District Councillor Miller (TM)

6. Minutes of meeting.

To approve the minutes of the meeting of the Parish Council that was held on Tuesday 3rd November 2026.

7. Planning matters.

<u>7.1 District Council decisions on planning applications.</u>

<u>Approved</u>

Planning Ref: W/26/02253/HP
Location: Oakhampton. Stanklyn Lane, Summerfield, Hartlebury, Kidderminster DY10 4HS
Proposed single-storey rear extension, replacement dormer and garage conversion.

<u>Refused</u>

Planning Ref: W/26/01926/HP Associated Ref: W/26/01927/LB

Proposal: Erection of single storey front porch extension, 2-storey side and rear extension, and erection of detached garage
Location: Shenley, Stoney Lane, Crossway Green, DY13 9SL

7.2 Planning applications for consideration by the Parish Council.
W/26/02572/FUL
Location: Barn At (Os 8232 6828), Lincomb Lane, Lincomb, Hartlebury
Proposal: Demolition of existing poultry shed and erection of a single storey 4-bed detached dwelling.

W/26/01597/PIP
Location: Land At Os 8241 7021Common Field, Titton Hartlebury
Proposal: Permission in principle for a single dwelling

W/26/02256/FUL
Location: Land At Os 8401 6864, Church Lane, Crossway Green.
Proposal: Demolition of vacant agricultural buildings and the erection of 3 no. dwellings and associated works and access

8. Finance

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

CeX Reconditioned phone for Hartlebury Office as approved in Nov HPC meeting	£342.95
Huck Nets tennis net as agreed in November 2026	£231.06
Hire it – items for events work on the cable on the Green as approved in Nov HPC meeting	£126
Black Country wrought iron work. Tree guard as approved in Nov HPC meeting	£75

8.2 Automatic payments
To **note** the following direct debits/debit card payments taken in December 2026

YU Energy for November 2026	£TBC
Vodaphone payment For November 2026	£21.65
Unity fee for bank charges November 2026	£7
Lloyds monthly charge for the Council credit card November 2026	£3

8.3 To **RESOLVE** to approve the following payments for payment
(some of these payments are already preapproved)

Clerk. November 2026 salary, NI, pension and tax	Confidential
Glebe Contractors November 26	@£724.92
Simon Fox October 2026 Parish Lengthsman work	£204.17
Signtech signs approved Nov 2026	£19.80
Wayne Harvey Electrician work on the Green	£205
Hartlebury Parish Magazine advert for Christmas events	£50

8.4 Receipts

National Grid Wayleave payment	£453.09

8.5 Bank reconciliation
Bank reconciliation to the end of November will be available at the meeting.

8.6 Council to vote on donation to the Hartlebury Station Group for a planter £250
(This item was approved at the last HPC meeting, but as only 4 Council members were present, this decision was not quorate) Council to vote on this donation after co-option of new Councillors.
(NB Cty Cllr AM also to donated £250 for an additional planter as noted at the November meeting of the Parish Council)

9. Reports.

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

9.1 CST & RSAG

9.1.1 Update from the advisory group.

9.1.2 Update on the ordering of the VAS unit as approved in November 2026 at a cost of £3000.

9.1.3 New VAS installed on Old Worcester Rd November 2026 (part paid HPC and WCC) is now in place

9.2 R & AAG

Update from the advisory group.

9.2.1 Update on costings for replacing Safety Grass Matting under the Titan Carousel. See att quotes.

9.2.2 Update on installing post and chain fencing on grass verge by Tennis Court.

9.3 DC & DPAG

Update from the advisory group.

9.4 Allotments and AAG

9.4.1 Update from the advisory group.

9.4.2 Proposal – General maintenance on the allotment site
To hire a mini digger for 1 day enabling 8hrs of general maintenance.
Cost of hire £100 + delivery and diesel £130
To use restricted allotment funds

9.4.3 Proposal for a small memorial area in memory of Sharon, as per attached proposal. Also would the Council like to donate towards this area and if so, how much would they think appropriate?

9.5 STAG

Update from the advisory group.

9.6 EAG

Update from the advisory group.

9.7 WPACP

Update from the advisory group. The working group are on the verge of finalising their proposal for the Council to consider leasing the car park at the Parish Hall (to the Parish Hall committee) and anticipate this will be ready within the next few weeks

There is no Parish Council meeting in January 2026 scheduled at this current time. WPACP propose that an ordinary Parish Council meeting is scheduled for January 5th, 2027, to discuss this proposal. The Council is to consider and agree/refuse the scheduling of a January meeting for the Parish Council

9.8 FINAG

9.8.1 Update from the advisory group.

To note the tax base for next year.

The precept as approved by the Council in November 2026 for the financial year 2027-28 will be £43.04 for a band D household, which is 0.12% increase from 2026-27 band D which was £42.99

8.8.2 The Council have received the decision from the external auditor for the audit of 2024-25 and will examine this in their January meeting and report back to the Council in February 2026,

9.9 SAG

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.

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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 2nd February 2027 (and additional meeting on 5th January 2027 if approved as per 9.7)

C Shinner
Clerk to the Parish Council

Hartlebury Parish Council – Parish Council Membership, K Arnott, C Atkinson, J Cosham, E Hancocks, M Harris, J Hipkins, R Kirby, C Neale.

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

2nd February 2027
2nd March 2027