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 3rd November 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 Hancocks (EH) Cllr Neale (CN) Cllr Harris (MH) and Cllr Cosham (JC).

Also present.
C Shinner (Clerk) T Miller (TM) and 4 members of the public.
It was noted that this Parish Council meeting was live streamed by the Parish Council.

78. Apologies.
To receive and approve apologies for absence.
Cllr R Kirby informed the Council that J Griffiths resigned from the Council (11th September 2026) and L Tarleton-Hodgson resigned from the Council (30th October 2026)

79. 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.
79.1 Register of Interests – Councillors are reminded of the need to update their Register of Interests.
79.2 To consider dispensation requests (from DPI or DOI) Cllr RK asked for a dispensation regarding the Friends of Hartlebury Station Group and the Council approved his dispensation.
79.3 To declare any Disclosable Pecuniary Interests in items on the agenda and their nature. Cllr CA declared an interest in item 84.4.
Cllrs MH, EH JC and CN declared an interest in the Hartlebury Station Group request for a grant and left the room at this point of the meeting.
79.4 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.

79.5 Please note that there are five Councillor vacancies, interested parishioners can apply to join the Council by contacting the Clerk or consulting the co-option policy on the Councils website.

80. Public Question Time.
The meeting was closed for public question time and reopened after.

81. County and District Councillor.
To receive report from the County Councillor Miller (TM)

- Concern re parking by the Station. TM is looking into alternative parking arrangements. TM suggests limited 45min waiting time would be appropriate.
- Planning issue. TM investigating parishioners concerns.
- Grants are available for the parish and asks for a list of groups who may need funding support.
- It is noted that the Government have said that devolution is still open for consideration.
- The VAS is to be installed this week.
- Connectivity is being looked into and TM is to ask the connectivity expert from WCC to contact the Council.
- Sign by Black Bridge is still there and TM to arrange for this to be removed.

82. Minutes of meeting.
The minutes of the meeting of the Parish Council that was held on Tuesday 1st September 2026 were approved and signed as a correct record.

83. Planning matters.
83.1 District Council decisions on planning applications.
Approved
Planning Application W/23/01358/FUL
Formerly The Royal British Legion, Millridge Way Hartlebury

Refused
W/26/01415/TDC5 - Land At (Os 8236 6981) Titton Farm Lane Titton Hartlebury
Technical Details Consent for construction of a single dwelling (self-build) and associated works in connection with permission in principle W/25/01561/PIP

83.2 Planning inspectorate appeal notifications.
26/00492/PIP
Proposal: Permission in Principle for the construction of up to 7no. dwellings
Site at: Land at OS 8430 7072 Inn Lane Hartlebury

83.3 Planning applications for consideration by the Council.
W/26/02122/AGR Berkley Farm, Summerway Lane, Torton, Hartlebury, Kidderminster. DY11 7SE
Prior approval for construction of an agricultural building.

No objection was returned for Hartlebury Parish Council.
(WDC have approved this application)

W/26/02066/FUL Thislands, Worcester Road, Low Hill, Kidderminster DY11 7RL.
Change of use of existing redundant stable building to C3 Self build dwelling.
Hartlebury Parish Council returned no objection to this application.

W/26/02087/HP Field Barn, Torton Lane, Torton, Hartlebury, Kidderminster, DY10 4HX
Side extensions to existing garage, new veranda to main house.
No objection from Hartlebury Parish Council was submitted.
(This was approved by WDC on 12/10/26)

W/26/02229/HP Capilano, Waresley Road, Hartlebury, Kidderminster, DY11 7XT
Single storey garden outbuilding
Hartlebury Parish Council returned no objection to this application.

Consultation on a Planning Application (County Matter)
26/000045/CM
New House Farm Quarry, Walton Lane, Hartlebury DY10 4JE
Proposed extension to clay extraction including consolidation of clay working and restoration of land etc.
Hartlebury Parish Council returned no objection to this application.

W/26/02253/HP Oakhampton, Stanklyn Lane, Summerfield, Hartlebury DY10 4HS
Proposed single storey rear extension, replacement dormer and garage conversion
Hartlebury Parish Council returned no objection to this application.

W/26/01933/CLPU
Summerfield Farm, Summerfield lane DY11 7SA
Notification for Prior Approval for the proposed change of use of an Agricultural Building to 1 Dwellinghouse (Class use C3), and for building operations reasonably necessary for the conversion.
Hartlebury Parish Council returned no objection to this application.

W/26/02297/FUL
Cycene House, Quarry Bank, Hartlebury DY11 7TE
Change of use of vacant dwelling to education use (Class F1) in association with adjacent school, erection of timber glazed canopy to rear, and new pedestrian gate to side boundary
PAG recommended support but note that parking should be limited.

W/26/01926/HP Associated Ref:W/26/01927/LB
Shenley, Stoney Lane, Crossway Green, DY13 9SL
Erection of single storey front porch extension, 2-storey side and rear extension, and erection of detached garage
PAG recommended objection on the grounds of overdevelopment in the green belt and the proposal was not sympathetic to the existing buildings and façade.

The Council approved all the recommendations from the PAG.

84. Finance

84.1 Items purchased on the Councils Lloyds/Unity credit card in October 2026.

Tescos vouchers for prizes for "Christmas best dressed House"	£100

84.2 Automatic payments

To **note** the following direct debits/debit card payments taken in October 2026

YU Energy for September 2026	£23.13
Vodaphone payment For September 2026	£21.65
Unity fee for bank charges September 2026	£7
Lloyds monthly charge for the Council credit card September 2026	£3

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

YU Energy for October 2026	£25.75
Vodaphone payment For October 2026	£21.65
Unity fee for bank charges October 2026	£7
Lloyds monthly charge for the Council credit card October 2026	£3

84. The Council approved the following payments for payment

(some of these payments are already preapproved and therefore paid)

Clerk. September and October 2026 salary, pension, NI and tax	Confidential
Glebe Contractors mowing contract September and October 26	@£724.92
The National Allotment society – annual subs	£84
Parish Council websites Hosting and support for one year	£314.64
Nalc Invoice for training "Managing the Message"	£42
Chad and Co payroll for year 26-27	£375
Simon Fox Parish Lengthsman invoice for August 2026	£279.17
ATEC (previously approved Sept 26 as £379 estimate) repair to CCTV cameras	£295.20
Simon Fox September 2026 (PL £50 and £52.08 is maintenance)	£102.08
Simon Fox Work on the allotments (as previously discussed to come from restricted funds)	£100
Information Commissioners office fee	£47
C Atkinson Items for Christmas light switch on event	£146.31
Poppy Wreath Royal British Legion	£30

84.4 Receipts

Wychavon DC Precept and grant 2nd payment	£30,760
Worcestershire County Council PL reimbursement August 26	£287.25
Worcestershire County Council PL reimbursement September and July 26	£148.75

84.5 Bank reconciliation

The bank reconciliation to the end of September is £105,862.53

The bank reconciliation to the end of October is £101,622.13.

84.6 Grant request

Friends of Hartlebury Station ask for a donation of £250. Council to decide whether to award this request. Cllrs EH, CN, JC and MH left the meeting at this point and returned after this item was discussed and voted upon.

(It was noted that the Council gave £250 to the gardening club) The Council agreed they would provide the same amount to improve the environment of the Parish by the installation of a planter by Friends of Hartlebury Station.
(Cty Cllr T Miller noted that he would also donate £250 for the provision of an additional planter by the group. This money would come into the Parish Council accounts, and the Council would transfer it to The Friends of Hartlebury Station account from T Miller)

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

85.1 CST & RSAG
Update from the advisory group.
9.1.1) Proposal to use the existing budget to purchase 2 solar powered VAS signs to replace the battery-operated signs on Old Worcester Road as soon as possible at a cost of £4679.98 excl VAT.
Cllr J Cosham noted that after discussions it was only one VAS that was needed. The cost would be in the region of £2441 to replace the VAS on the Old Worcester Road and this was approved.
The damaged VAS unit on the Stourport Road would be examined and repaired.
The VAS on Stourport Road (Bishopswood Road) is noted as being the Parish Councils asset by TM

85.2 R & AAG
Update from the advisory group.
85.2.1) Replacing of the tennis net and safety matting underneath Titan Carousel as per the proposal. The Parish Council approved this proposal, and the Clerk will purchase the net at £183.56. The Clerk will also obtain quotes for matting 1m x 1m.
85.2.2) Purchase of tree guard and dedication plaque for the Memorial tree as per the proposal was approved by the Council at a total cost of £91.50
85.2.3) Request for clerk to contact WDC Tree officer seeking an onsite meeting for advice on future works on the following trees, Oak Bole by play area on Green and Mitre Oak both due for an inspection in preparation for a proposal and possible TPO planning application to full council. This was approved.
85.2.4) Seek councillors views on placing bollards on grass verge underneath trees by tennis courts to prevent further damage to surface and tree roots. Replacing no parking signage. The Council agreed to investigate signage and bollard costs.
85.2.5) Tennis court hedge South side. Clerk to write to residents regarding this season's reduction in height.

85.3 DC & DPAG
Update from the advisory group.
There have been glitches on the website which CN has acted upon. CN notes more support from Councillors is needed. It was also noted that a maintenance contract with ATEC was still under discussion.
Replacement phone. After discussion re the quotes, as per the proposal attached, the Council approved the purchase of a replacement reconditioned iPhone for the Clerk to use. It has a 5 year warranty and the price of £340 was approved.

85.4 Allotments and AAG
Update from the advisory group. There was nothing to report.

85.5 STAG
Update from the advisory group. There was nothing to report.

85.6 EAG
Update from the advisory group.
Santa and the Choir has been arranged.
85.6.1 Proposal to re-install the electricity cable on the Green for the Christmas Tree lights.
It was noted that the trench needed to be dug to install the conduit and cable, and this would require the hire of a mini digger by S Fox. This is an unanticipated cost. This needs to be done prior to the Christmas Lights on Event. The digger would cost around £150 to include delivery and diesel.
The electrician will then attend to connect the cable, and that cost is estimated to be under £250.
This is a permanent long-term solution to supply electricity to the Christmas Tree.
The Council approved this proposal.

85.7 WPACP
Update from the advisory group.
Progress has been made and the lease has been constructed and is in line with the Heads of Terms (with 2 differences) The group is hopeful that this proposal will be put to the Council to consider at the December Council meeting.

85.8 FINAG
85.8.1) The Council approved the notes from the meeting.
85.8.2) Budget for 2027-28. The Council considered the budget for the forthcoming financial year, and FINAG recommended the same precept as the current year £61,250.
The Council approved the budget for 2027-28 and the precept for 2027-28 as above.

85.9 SAG
Update on the payment of the Clerks pension contributions. This discussion was held in a confidential part of the meeting. The Clerks pension contributions will be correct by the end of March 2027.

86 Additional reports and associated items.
86.1 Councils representative on the HPHMC. Trustees are looking to fill a trustee position of treasurer. A successful bingo night has been well received. The bar is also doing well and the committee are considering opening an additional night.
86.2 Clerk. Nothing to report.
86.3 Handyman/maintenance report to the Council. There was nothing to report.
86.4 Chairmans report. RK will represent the Council at Remembrance Day event.

87 Correspondence.
Councillors asked for further information or actions regarding correspondence received.

88 To receive reports of Parish Councillors.
EH noted that the Connectivity Group was trying to get people to respond to online surveys. Mobile signal data from TM to be sent to EH.

DATE OF NEXT MEETING 1st December 2026.

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
1st December 2026
2nd February 2026
2nd March 2026