

**Minutes of the Meeting of Hanbury Parish Council (HPC)
Held in the Hanbury Pavilion on Monday 19th May 2025.**

Present

Chairman	Mark Bishop (MAB)
Councillors	Neil Cook (NC)
	Sarah Sproule (SS)
	Ian Few (IF)
	Ange Burnett (AB)
	Roy Raxter (RR)

Also present – 8 members of the public.

1. To appoint a Chairman.

- 1.1 Mark Bishop noted that he would like to step down as Chairman although would remain as a Councillor. It was agreed that he would chair the May meeting but that a new Chairman would need to be agreed at the June meeting.
- 1.2 To appoint a Vice Chairman. It was agreed that this would be agreed at the June meeting.
- 1.3 Apologies for absence.
Apologies for absence were received and approved from Cllrs R Terry and T Johns.
- 1.4 Update on the Co-option process to fill the vacancy on the Parish Council.
The Clerk is awaiting the permission from the electoral department for the Council to co-opt for a vacancy on the Council. When this is received it was agreed that the Council will consider co-options for the Vacancy.

2. Declarations of Interest.

- a) Register of interests; Councillors are reminded of the need to update their register of interests.
- b) Councillors to declare any other Disclosable Pecuniary Interests in items on the agenda and their nature.
- c) Councillors to declare any Other Disclosable Interests in items on the agenda and their nature.
- d) Written requests for the council to grant a dispensation (S33 of the Localism Act 2011) are to be with the clerk at least four clear days prior to a meeting.
There were no declarations received.

3. To consider the approval of the minutes from the last Parish Council Meeting that was held on Monday 28th April 2025.

The minutes were approved as an accurate record and signed accordingly.

Public Question Time

The Parish Council meeting was closed for public question time and reopened after.

4. Appointment of Officers/representatives.

4.1 Parish Council Committees and Working parties,

4.1.1 Recreation

To include the Recreation Ground, playground and Village Hall Field, the cricket club and football club matters. Agreed as Ian Few, Tony Johns and Roy Raxter.

4.1.2 Staffing Committee and the Finance Committee:

Agreed as Cllrs Mark Bishop, Rosie Terry and Ian Few.

4.1.3 Byways and the Village Hall Committee.

Agreed as Neil Cook, Roy Raxter

4.1.5 Pavillion Committee

Agreed as Ian Few and Ange Burnett.

4.2 Parish Council representatives to sit on other committees:

4.2.1 Representatives of the parish council on Hanbury Parochial Charities:

Agreed as Sarah Sproule.

It is noted that the representatives of the parish council should be on the parish council during their year of appointment.

4.2.2 Representative on Village Hall Management Committee:

Agreed as Cllr Neil Cook.

4.2.3 Custodians of Memorial Garden:

It was agreed to discuss this at the June Parish Council meeting.

4.3 Other appointed responsibilities

4.3.1 Tree Warden: Currently vacant.

4.3.2 Pollution Warden : Cllr R Terry.

4.3.3 Playground Inspections, Football Club Liaison and Recreation Ground – delegated responsibility for maintenance and Parish Field – delegated responsibility for maintenance: Cllr Roy Raxter and Tony Johns.

4.3.4 Flood Liaison Contact: Cllr Ian Few.

4.3.5 Parish Lengthsman supervision – Currently vacant

4.3.6 Main contact for interim Planning Applications: Cllr Mark Bishop.

5 Review Standing Orders

The latest NALC standing orders were approved.

6 Review Financial Regulations

The latest NALC financial regulations were approved.

7. Review of other adopted procedures.

7.1 Complaints Procedure, Code of conduct, data protection policy and publication scheme. Social media policy. Grievance & Disciplinary Procedures
The Clerk had no alterations to suggest and these were approved.

8. Approve Risk Log and Asset register for the year ending 31 March 2025

(Also to note the insurance asset register updated for submission to the insurers)
These was all noted and approved.

9. Progress reports from the previous minutes for information.

ND noted that there was no funding available for the memorial gardens.

10. Correspondence received to date:

- Parishioner contacts the Parish Council to ask for bus stops at the stop near the Vernon Arms/garage. Council to consider this proposal. Parish Councils can supply bus stops as they feel appropriate although consultation with Highways is required. Bus stops can be custom built or purchased as units online.
- Info from Lizzy Evans re the bus shelter proposal.

The Council noted the need for a bus shelter at this location, however due to the infrequent nature of the buses it was agreed that this was not a financially suitable option at the current term and agreed that a bus stop would not be approved. It was also noted that buses on demand were currently in discussion at WCC and that this could help mitigate this situation.

11. County and District Councillors Reports:

11.1 County Cllr Tony Miller. (AM)

AM noted that he would chase the proposed new VAS and would meet with Barry Barnes to ascertain a date for the resurfacing of the road outside the village hall.
AM looking into the parking issue at Hanbury First School.

11.2 District Cllr Nick Dawkes. (ND)

12. Planning:

12.1. Any plans that arrive prior to the meeting and that need urgent consideration may be discussed at this point. All plans are available on the Wychavon website.

Application number; W/25/00934/TDC5

Location: Earls House, Earls Common Road, Stock Green, Redditch, B96 6SY

Description of Proposal: Technical Details permission for the construction of 1no. dwelling following Permission in Principle W/24/00449/PIP

This application was approved by the Parish Council.

Application Number: W/25/00893/HP

Location: Woolmere House, Droitwich Road, Hanbury, Bromsgrove, B60 4DD

Description of Proposal: Construction of detached garden shed and log store.

This application was approved by the Parish Council.

12.2 Planning committee at Wychavon

W/23/02488/OUT Land at Droitwich Road – outline planning application for a rural exception site for up to 10 dwellings

This application is to be considered at the planning committee on the 19th June and the Council is to decide if a representative of the Council should attend and appoint someone accordingly.

District Councillor N Dawkes had previously emphasized the importance of a representative of the Council and the public being at the meeting to ensure that the Committee see the level of objection to this proposal. Cllrs AB or TJ to attend.

13. To Receive Reports and discuss matters regarding.

13.1.1 Village Hall Management Committee

It was noted that the current caretaker was leaving, and the VHMcommittee were looking into the hiring of a new caretaker.

13.1.2 MB noted that he was to amend the agreement between the Village Hall and the Parish Council re the village Hall and send the amended copy to the Clerk. There is a delay due to the need to hire a new caretaker.

13.1.3 It was noted that the façade/guttering of the Parish Hall needed renewal and that 3 quotes were needed for this work to go ahead.

13.1.4 The Council approved the moving of the plaque for the flagpole (currently on the façade of the village hall – on a buttress) to the uprights of the main porch, facing into the porch.

13.2 Tree inspections around the parish. The Clerk and Gary Gartland met with Adrian Hope – tree surgeon to perform the checks on the Parish Council Trees. A quote for related works would be received and urgent work was approved by the Parish Council.

13.3 Pavilion Committee

- Purchase of new chairs for the pavilion. Estimated arrival 26/5/25. Old chairs to be disposed of.

13.4 Recreation ground

- Cricket club and HPC safety at the recreation ground. Update to the council on actions over the past week regarding the safety of users of the play area and the proximity to the Cricket pitch. It was noted that the situation was being monitored, and complaints had not been received by the Clerk this month to date. New risk assessments were available online.
- Various quotes were received for the fencing of MUGA and surrounds. The Council noted that the fencing for the MUGA and additional fencing was necessary and that the cheapest quote for the work should be approved and the work booked in as soon as possible.
- Temporary green fencing and posts for interim lawn issues. £131.94 from AMAZON was approved.
- Signage for the play area. The Council approved the quote from Paul Hill for the signage at the play area. The signs are to be in the same style as previously and Paul Hill was the preferred supplier.
- Official opening of the play area at the Recreation Ground. It was agreed to delay this until the issues surrounding the play area were addressed.
- Parking at the recreation ground.

There have been reports of inconsiderate parking in the vicinity because of the success of the playground. (It is noted that car parking on junctions is an offence, and this should be reported to the Police by residents)

The possibility of extending the current car park to accommodate the cricket club users was discussed and Cllr IF is to present the proposal at the June meeting of HPC.

- Quarterly inspection of play area and other inspections were agreed to be discussed at the June meeting of HPC.

13.5 Councillor for overseeing social media for HPC

- Update from Cllr SS. Nothing to report.

13.6 Mobile signal

- Update from Atlas. Still awaiting update.
- Application for a mast at Westlands Farm - ongoing.

13.7 Memorial Gardens

At the Annual Parish Meeting Dave Griffiths noted that whilst he was happy to remain custodian of the memorial gardens, he should like the Parish Council to consider the horticultural development of the area. The council noted that there was no current desire to change the memorial gardens.

14. Finance Appendix A

14.1 Monies received to the Parish Council this month.

Wychavon DC. Precept 2025-26 £17500

14.2 Payments requested and submitted to the Parish Council

Payments were approved as follows.

Clerk Salary - tax and pension for April 2025 Confidential

R Burnett - Cleaning of Pavilion (every 2 weeks) £44

AJ Gallagher - Insurance for Parish Council for 2025-26 (it was noted that this amount would increase due to reconsidered insurance costs of buildings) and the Clerk is awaiting an updated charge. £1,277.73

14.3 The Council approved the following regular payments that are paid over the financial year.

A Hope Tree inspections and maintenance	Up to £750 per invoice.
AI Media Computer services and website hosting	Up to £300 per invoice
C Cooke P Lengthman, maintenance and litter	Up to £750 per invoice
Clerks' salary.	Confidential.
EE Ltd. Mobile phone charges office phone/wifi pavilion.	Monthly charge of £35
Eon Next. Payment for electricity at the pavilion	Amount varies monthly.
G Lungley and PKF Littlejohn	Internal and external audit
HMRC. Quarterly payments of tax and NI contributions	Confidential
Information Commissioners Office. Subscription	Annual charge of up to £50
L Strobel. Mowing and hedge cutting services.	Up to £500 per invoice
Lloyds bank charges automatically taken	Up to £10 per month
Nest. Pension to the Clerk	Confidential
Pat testing as arranged by the VHMC	Up to £25 per invoice
R Burnett. Cleaning of the pavilion	£22 per visit.
Water Plus. Water for the pavilion	Amount varies per invoice.
Wychavon. Bin emptying	Up to £200 per invoice

- 14.4 To consider the internal audit report as received from G Lungley.
The report was received and circulated to the Council and the Council considered the recommendations. The Clerk is to publish the reconciliations and budget v actuals on the Councils website quarterly.
- 14.5 Approval of the Annual Governance Statement for 2024-5 for Hanbury Parish Council.
The Council approved and signed the statement after examining the internal report and on the recommendation of the finance committee.
- 14.6 Approval of the Accounting Statement for 2024-25 for Hanbury Parish Council.
The Council approved and signed the statement after examining the internal report and on the recommendation of the finance committee
- 14.7 The bank reconciliation for April was made available and funds noted as **£37,120.05**
- 14.8 The dates for the public inspection of the AGAR are to be 3rd June to 14th July as suggested by the external auditors.

15 Parish Lengthsman and parish maintenance issues.

There was nothing to report.

16 Highways and any Police matters:

- 16.1 To discuss any highways issues/accidents reported locally. Nothing to report.
- 16.2 It was agreed to ask Cathy Atkinson for the speed data and information on the progression of the community speed watch scheme.

17 Parish Councillors' Reports and Items for Future Agenda

There was nothing to report.

18 Date of next meetings

The Clerk to Hanbury Parish Council is C Shinner and can be contacted on clerk@hanburyparishcouncil.gov.uk or c/o Eggthorne Cottage, Loggerheads Lane, Hanbury. WR9 7EB 07961296369

30th June 2025

28th July 2025

29 September 2025

27 October 2025

24 November 2025

No meeting in December 2025

Abbreviations

ABCC – Astwood Bank Cricket Club, CC – Chris Cooke – Parish Lengthsman

Cty Cllr – County Councillor, Dst Cllr - District Councillor

HPC – Hanbury Parish Council, RG – Recreation ground

VHMC – Village Hall Management Committee

HPC Councillors

MAB – Mark Bishop, NC – Neil Cook, TJ - Tony Johns, IF – Ian Few,

RT – Rosie Terry, RR - Roy Raxter, SS Sarah Sproule. AB - Ange Burnett.

AM – County Councillor A Miller. ND – District Councillor N Dawkes

Public question time

Parishioners attended the meeting noted that the new play area was very busy and that this was creating issues for residents.

The Council noted their current actions on the matter. Issues around parking and facilities were discussed.