

**You are duly summoned to the meeting of Hanbury Parish Council
(HPC) to be held on Monday 19th May 2026 which will be held**

in Hanbury Pavilion at 19.30hrs.

1. To appoint a Chairman.

1.1 To appoint a Vice Chairman

1.2 Apologies for absence

To receive apologies for absence and to approve reasons for absence.

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.

3. To consider the approval of the minutes from the last Parish Council Meeting that was held on Monday 27th April 2025.

Public Question Time

The Parish Council meeting is closed for public question time and reopened after. The time allocated is at the discretion of the council/chairman. Residents are invited to give their views and question the Parish Council on issues on this agenda or raise issues for further consideration at the discretion of the chairman. Members of the public may not take part in the parish council meeting itself. This period is not part of the formal meeting; brief notes will be appended to the minutes as an aide memoire.

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. Currently Ian Few, Tony Johns and Roy Raxter.

4.1.2 Staffing Committee and the Finance Committee:

Currently - Cllrs Mark Bishop, Rosie Terry, and Ian Few.

4.1.3 Byways and the Village Hall Committee.

Currently Neil Cook, Roy Raxter

4.4.5 Pavillion Committee

Currently 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:

Currently Sarah Sproule

It 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:

Currently Cllr Neil Cook.

4.2.3 Custodians of Memorial Garden:

Dave Griffiths is also a Custodian on behalf of the Parish Council but has resigned. The Council need to appoint a new custodian on behalf of the Council.

Cllrs Roy Raxter and Gary Gartland are also custodians of the Gardens.

4.3 **Other appointed responsibilities**

4.3.1 Pollution Warden : Currently Cllr R Terry.

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

4.3.3 Flood Liaison Contact: Currently Cllr Ian Few.

4.3.4 Main contact for interim Planning Applications: Currently Cllr Mark Bishop.

5 Review Standing Orders

The latest NALC standing orders are to be approved.

6 Review Financial Regulations

The latest NALC financial regulations are to be approved.

7. Review of other adopted procedures and policies.

7.1 Complaints Procedure

7.2 Grievance & Disciplinary Procedures

7.3 Code of Conduct to be updated to the most current version.

7.4 Other policies to be approved annually.

Data protection

Grants to voluntary organisations

Publication scheme

Social Media policy

8. Approve Risk Log and Asset register for the year ending 31 March 2026

(Also to note the insurance asset register updated for submission to the insurers)

9. Progress reports from the previous minutes for information. Appendix B.

10. Correspondence received to date:

See attached spreadsheet.

- Council to consider purchasing new planter.

11. County and District Councillors Reports:

11.1 County Cllr Tony Miller.

11.2 District Cllr Nick Dawkes.

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.

12.2 Planning approved by Wychavon
Proposal: Addition of snow guards and replacement of 3 sets of garage doors to the coach house and stables
Location: Hanbury Hall, School Road, Hanbury, Droitwich Spa, WR9 7EA

13. To Receive Reports and discuss matters regarding.

13.1 Village Hall Management Committee

13.2 Pavilion Committee

13.3 Recreation ground

13.4 Councillor for overseeing social media for HPC

14. Finance Appendix A

14.1 Monies received to the Parish Council this month.

Wychavon DC. Precept 2026-27	£18,200
Pavilion Rent tai chi	£90
Pavilion Rent art group	£180
Pavilion other rental	£40

14.2 Payments requested and submitted to the Parish Council

To consider payments to be made as follows.

Clerk Salary, pension, NI and tax for May 2026	Confidential
EE ltd phone May 2026 and Pavilion Sim for WIFI	£37.29
R Burnett Pavilion Cleaning – 1 May 26	£25
Eon heating pavilion	£90.35
Gallagher insurance for the parish council	£2,149.45
L Strobel Grass mowing May 2026	£160

14.3 To note and approve the following regular payees who are paid via standing order or direct debit over the financial year.

Eon Next. Payment for electricity at the pavilion	Amount varies monthly.
Nest. Pension to the Clerk	Confidential
HMRC. Quarterly payments of tax and NI contributions	Confidential
Water Plus. Water for the pavilion	Amount varies per invoice.
Information Commissioners Office	Annual charge under £50
EE ltd Mobile phone charges office phone and wifi pavilion	Monthly charge under £40

14.4 To consider the internal audit report as received from G Lunghey.

There are several issues raised that the finance committee/Clerk can address at the next finance meeting.

- The Council need to update their finance and standing orders (which is done in item 5 and 6 of this agenda)
- All Councillors need to use the Council email addresses.

- 14.5 To consider the approval of the Annual Governance Statement for 2025-6 for Hanbury Parish Council.
- 14.6 To consider the approval of the Accounting Statement for 2025-26 for Hanbury Parish Council.
- 14.7 To note the public inspection dates of 3rd June to 14th June 2026 for the public inspection of the unaudited accounts of Hanbury Parish Council 2025-26.

15 Parish Lengthsman and parish maintenance issues.

- 15.1 Parish Maintenance.
- 15.2 Parish Lengthsman scheme

16 Highways and any Police matters:

- 16.1 To discuss any highways issues/accidents reported locally.

17 Parish Councillors' Reports and Items for Future Agenda

Councillors may use this opportunity to report minor matters of information not included elsewhere on the agenda and to raise items for future agendas.

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

June 29th 2026 (Cty Cllr AM sent his apologies)

July 27th 2026

No meeting in August 2026

September 28th 2026

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