

**Minutes of the Meeting of Hanbury Parish Council (HPC)
Held in the Hanbury Pavilion on Monday 19th May 2026.**

Present

Chairman	Cllr Johns (TJ)
Councillors	Cllr Cook (NC)
	Cllr Bishop (MB)
	Cllr Burnet (AB)
	Cllr Jo Williams (JW)
	Dst Cllr Dawkes (ND)
	Cty Cllr Miller (AM)

1. To appoint a Chairman.

Tony Johns was appointed as Chairman.

1.1 To appoint a Vice Chairman

Mark Bishop was appointed as Vice Chairman

1.2 Apologies for absence

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

Apologies were accepted from Cllr Few (IF) Cllr Sproule (SS) Cllr Raxter (RR) and Cllr Terry (RT)

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 2026.

These were signed as a correct record of the meeting.

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. Ian Few, Tony Johns and Roy Raxter.

4.1.2 Staffing Committee and the Finance Committee:

Cllrs Mark Bishop, Rosie Terry, and Ian Few.

4.1.3 Byways and the Village Hall Committee.

Neil Cook, Roy Raxter

4.4.5 Pavillion Committee

Ange Burnet.

4.2 Parish Council representatives to sit on other committees:

4.2.1 Representatives of the parish council on Hanbury Parochial Charities:

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:

Cllr Neil Cook. It was noted that the current trustees were Milton Bowyers and David Lowe.

4.2.3 Custodians of Memorial Garden:

Tony Johns is to take on this role and Cllrs Roy Raxter and Gary Gartland are also custodians of the Gardens.

4.3 Other appointed responsibilities

4.3.1 Pollution Warden : 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: Cllr Roy Raxter and Tony Johns.

4.3.3 Flood Liaison Contact: Cllr Ian Few.

4.3.4 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 and policies.

All the policies and procedures were approved as below.

7.1 Complaints Procedure

7.2 Grievance & Disciplinary Procedures

7.3 Code of Conduct agreed 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
Vexatious policy
IT 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)
These were approved.

9. Progress reports from the previous minutes for information.

It was noted that there was no further information on the unit for the first responder at this time.

10. Correspondence received to date:

See attached spreadsheet.

- Council to consider purchasing new planter. The Council approved this and JW to approach a local builder.

11. County and District Councillors Reports:

- 11.1 County Cllr Tony Miller. TM sent his apologies.
- 11.2 District Cllr Nick Dawkes. ND sent his apologies.

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

The Chairmans report for the Annual Meeting was noted.

Nic Nicklin had stood down from the Village Hall after 50 years of support.

It was noted that the back door was in need of replacement and Clerk is to ask Cllr SS to obtain a quote.

- 13.2 Pavilion Committee

There was a query regarding the bin collection at the Pavilion – the Clerk noted they were collected from 3rd May to 6th September – Tuesdays for refuse and Fridays for recycling.

- 13.3 Recreation ground

A new sign re dogs on the recreation ground is to be installed soon.

- 13.4 Councillor for overseeing social media for HPC

Nothing to report.

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

The Council approved the 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	£2,191.05
L Strobel Grass mowing May 2026	£160
G Lungley Internal Auditor 2026	£179.20
Paul Hill Sign for recreation ground	£165

14.3 The Council noted and approved 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
Cathedral hygiene. Sanitary bins in the pavilion	Monthly charge under £30

14.4 To consider the internal audit report as received from G Lunghey.
There are several issues raised that the finance committee/Clerk will address at the next finance committee meeting and include

- The Council need to update their finance and standing orders (which was done in item 5 and 6 of this meeting)
- All Councillors need to use the Council email addresses. Any Councillor who has problems with this can ask the Clerk for support.

14.5 To consider the approval of the Annual Governance Statement for 2025-6 for Hanbury Parish Council. This was approved and signed by the Council.

14.6 To consider the approval of the Accounting Statement for 2025-26 for Hanbury Parish Council. This was approved by the Council.

14.7 It was noted that the public inspection dates of 3rd June to 14th June 2026 of the unaudited accounts of Hanbury Parish Council 2025-26 had been agreed.

15 Parish Lengthsman and parish maintenance issues.

- 15.1 Parish Maintenance.
There was nothing to note.
- 15.2 Parish Lengthsman scheme
There was nothing to note.

16 Highways and any Police matters:

- 16.1 To discuss any highways issues/accidents reported locally.
It was noted that any suspicious behavior should be reported to the Droitwich East Safer Neighbourhood team at West Mercia and any inconsiderate driving or parking should be photographed and sent to operation SNAP at West Mercia.
An accident was noted at Goosehill Junction.

Speeding at the school was noted again and the Clerk will email Nick Dawkes, the Wychavon Councillor and ask if his "black box" could be borrowed as was kindly volunteered at the last HPC meeting. Mr. and Mrs. R Spencer had offered to have the black box in their house.

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.
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

June 29th 2026 (Cty Cllr AM sent his apologies)
July 27th 2026 (AB, TJ JW apologies)
No meeting in August 2026
September 28th 2026

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Actions from the May 2026 meeting

10 JW to approach a local builder re a new planter

13.1 Village Hall Management Committee

It was noted that the back door was in need of replacement and Clerk is to ask Cllr SS to obtain a quote.

16.1

Speeding at the school was noted again and the Clerk will email Nick Dawkes, the Wychavon Councillor and ask if his "black box" could be borrowed as was kindly volunteered at the last HPC meeting. Mr and Mrs R Spencer had offered to have the black box in their house.

Actions from the February 2026 meeting outstanding

8.3 Pavilion

Ross Harris from Northeast Worcestershire First - The Council agreed to the installation of the box by the first responders and the Council will obtain a quote for the installation of an external socket. Clerk asked RH for box then will arrange installation. No further update

8.4 Recreation ground

Hedge laying, this will need to be actioned in September 2026. Clerk and RT

11 Highways and any Police matters:

11.1 To discuss any highways issues/accidents reported locally.

The matter of speeding around the School was brought up by a member of the public. Cty Cllr A Miller agreed to perform a safety audit and also to ask BB to look into the possibility of siting a VAS on School Road. It was noted that the 20MPH on the speed signs were advisory and that the actual speed limit was 40MPH.