

HARVINGTON PARISH COUNCIL.

Minutes of the Ordinary Parish Council meeting held in Harvington Village Hall on Wednesday 14 January 2026 at 7.45pm

Present: Cllrs. Mr Salter; Mr Jones; Ms Smith; Mrs Ball; Mrs Allison; Mr Baugh, Mr Powell, Mr Colebrook, and Mr Barker.

In attendance: Mrs J White (Clerk); and 1 Parishioner.

81. Apologies: County Cllr. Mrs Bell; Dist. Cllr. Mr Reeves; Neighbourhood Watch Officer.

82. Interests/Dispensations: None declared.

83. Reports:
No County Cllr. report presented, apologies.
No Dist. Cllr. report presented, apologies. Please reach out to District Cllr. Mr Reeves with any queries.
No Police report presented.
No Neighbourhood Watch Co-ordinator report presented, apologies.

Public Question Time: Meeting suspended at 19.47, reconvened at 19.54. Notes appended to these minutes.

84. Minutes: Proposed by Cllr. Baugh, seconded by Cllr. Jones and **resolved** by all those present at that meeting, that the Minutes of the Parish Council Meeting, held on the 10th December 2025, be adopted. Duly signed by the Chair.

85. Clerk report:

- a) Uneven footpath: reported to WCC Public Rights of Way Officer (514B) 3.12.25
- b) Removal of roadworks signage: reported to Highways 3.12.25
- c) Fly-tipping on parish boundary, nr Leys Road: reported to WDC 5.12.25
- d) Pill box, near Offenham Locks: a number of building/monument protection options investigated but in conclusion, none are viable for the parish council to move forward with.
- e) Fence posts: have been replaced by the contractor at the Orchard.
- f) Track alongside village hall: reported to PROW 15.12.25 for review. Advised they will inspect the report within an aim of 4 weeks, and if remedial works are required, if not urgent, they will be scheduled within the rolling programme of maintenance/improvement.
- g) Orchard carpark surface: no further update from Highways, pending assessment.
- h) Fallen trees, Jubilee Orchard: Contractors assessed the naturally-seeded wind-fallen trees and confirmed they are not likely to be salvageable. Contractor to make safe and presentable.
- i) Interest rates: 0.1% reduction in rate for business instant access account (wef 20.1.26).
- j) Fly-tipping, Alcester Road: reported to WDC 22.12.25, aiming to be cleared by end January 2026.
- k) Vehicle Activated Sign, Crest Hill: maintenance needed, reported to Lengthsman 22.12.25.
- l) Bus Shelter, Village Street: spending approved by S106 committee, and the Minor Infrastructure Projects Team are awaiting an instalment date, hoped for February. No extra cost to be met.
- m) Potential hazard (ducks, Evesham Road): matter with Traffic Management team for assessment.

86. Cllrs. report:

- a) Play Refurbishment report: update on progress (Cllrs. Mrs Allison, Mrs Ball and Mr Powell): Toddler unit is installed and being well-used and enjoyed. Workmen were helpful and professional.
- b) Asset Report: update (Cllr. Colebrook): Items to note, steel bench and noticeboard in storage. Also raised that a company advertising waste removal, outside the village hall, are reluctant to remove their advertising and noted that the planters are in a poor condition but still serviceable. Bleed kit to be added to assets list. Noted a presumed typing error on asset 17a.

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87.	Council Matters: the following considered:
87.1	<u>Update S106 funds:</u> Committee required, to continue with play refurbishment/further developments – Cllr. Mr Baugh reviewing. Funding terminology limits options, with an emphasis on additionality, rather than replacement. Further consideration needed.
87.2	<u>Newsletter frequency:</u> consider whether to vary the frequency of the newsletter, placing information on social media and place information in the Arch Messenger. A volunteer has expressed an interest in acting as Editor, if the newsletter is quarterly or every other month. The suitability of the different communication methods were discussed and it was noted that the Clerk will contact the Arch Messenger to ascertain whether it's possible to take out a page on a regular basis and seek the cost, as well as the cost of an occasional one-off insert. Agreed that the newsletter information could be uploaded to the website and a soon-to-be-formed parish council Facebook and Instagram page.
87.3	<u>Toddler fencing:</u> consideration of gated and fenced area around toddler equipment to keep children safe. Cllrs. Allison and Ball to seek three quotes. Size and precise location to be determined, forming part of the quote.

88.	Financial Matters: the following considered:
88.1	<u>Schedule of payments and summary of accounts to 12.01.26</u> resolved.
88.2	<u>HNP housing needs survey:</u> agree distributor and associated costs (quotes 1, 2). Agreed there was a need for an up-to-date housing survey to underpin our policies and intent. Quote 1 – are independent, though historically have had lower take-up rates and initially provided inaccurate data. Quote 2 – survey is free, well-organised, detailed, and they will analyse the data but concerns raised over any question restrictions (pre-set questions, with option to add 5 questions of our choice) and independent results. Proposal is to go with Quote 2 – proposed by Cllr. Smith, seconded by Cllr. Colebrook, and resolved unanimously by all present.
88.3	<u>Internal Auditor:</u> discussion to agree cost and choice of auditor. Options considered and decision to accept the latest quote (LB) proposed by Cllr. Colebrook, seconded by Cllr. Baugh, and resolved unanimously by all present.
88.4	<u>Relocation/Removal Dog Waste bins:</u> from Jubilee Orchard and Lion Court following resident request. Dog waste can now be put in litter bins. Proposed changes: remove dog waste bin from Orchard carpark - not to be replaced; remove dog waste bin from the Orchard's pedestrian entrance and re-site it at the top of Blakenhurst; remove dog waste bin from opposite Hawkes Piece; remove dog waste bin from the entrance to Lion Court and re-site it opposite Hawkes Piece, proposed by Cllr. Powell, seconded by Cllr. Allison, resolved by 8 in favour, 1 abstained vote.
88.5	<u>Budget approval:</u> 2026/27 budget approval (v5.1). Details discussed and budget proposed by Cllr. Colebrook, seconded by Cllr. Ball, resolved unanimously by all those present.

89.	Planning.
89.1	To note application dealt with by delegated authority: W/25/02099/LB Langton House, Village Street. Proposal: Conversion of external rear porch to form new internal boot room; replacement of 3no. first-storey rear-facing C20th window frames; formation of new ground-storey rear-facing doorway to replace existing window opening. Installation of 16no. solar photovoltaic panels to the ground-storey rear-facing lean-to roof, and the first-storey south-facing roof valleys; with associated wall-mounted, ground-storey, rear-facing, 2no. batteries. No comment.

90.	Correspondence circulated to members:
	<ul style="list-style-type: none"> a) CALC Health & Wellbeing newsletter - 8.12.25 b) NALC Chief Executive's bulletin - 8.12.25 c) NALC Events Newsletter - 10.12.25 d) Fraud & Scam bulletin - 10.12.25 e) Neighbourhood Watch December newsletter - 15.12.25 f) NALC Chief Executive's bulletin - 15.12.25 g) CALC Update 25-07 - 15.12.25 h) Heart of England Forest drop-in event (22.1.26) - 15.12.25

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- i) WDC Climate change presentation notes – 17.12.25
- j) NALC Chief Executive's bulletin – 22.12.25
- k) CALC AGM Draft Minutes (13.11.25) – 22.12.25
- l) Evesham Volunteer Community Car Share – 22.12.25
- m) West Mercia's Crime bulletin, December 2025 – 22.12.25
- n) Severn Trent Winter newsletter – 05.01.26
- o) NALC open letter – 05.01.26

91. Pursuant to section 1(2) of the Public Bodies (Admission to Meetings) Act 1960 it is resolved that, because of the confidential nature of the business to be transacted, the public and press leave during the consideration of the following items on this Agenda:
 Contractor contract and payment – proposed by Cllr. Smith, seconded by Cllr. Jones and **resolved** by unanimous vote by all present.
 Councillor resignation query and explanation of the process.

Meeting closed at 20.46.

Signed by the Chairman:..... Dated: 11 February 2026

Public participation: Meeting suspended at 19.47, reconvening at 19.54.

a). Update re Lion Court. Landscape Officer has referred the matter to the Enforcement Officer, who has sought contact information for Ground Solutions and Lion Court. Residents have received correspondence from Ground Solutions and have pushed back on paying for the works proposed. The two main issues are: Planning permission; and no site specific management plan.

b). Fruit trees to donate – Clerk to liaise with Ground Solutions.

c). Request for a dog walking field within the village. Land to the rear of Ragley Road and in front of the Lion Court field, near to the culvert are both likely to be unsuitable/privately owned areas of land.

Payments & Expenses.

Payments for Authorisation - January 2026						
Date	Payee	Details	NET	VAT	TOTAL	Relevant Power/Statutory Provision
15.01.2026	Limebridge Rural Services Ltd	J O Maintenance (Posts)	885.00	177.00	1062.00	LGA 1972, 111
30.01.2026	Lloyds	Service charge	4.76	0.00	4.76	LGA 1972, 111
30.01.2026	Mrs N Holland	Contractor payment	56.55	0.00	56.55	LGA 1972, 111
30.01.2026	Mr S Skeys	Parish Lengthsman and FA (Nov+Dec)	627.20	0.00	627.20	LGA 1972, 111
30.01.2026	HMRC	HMRC PAYE and NIC (Jan)	165.10*	0.00	165.10	LGA 1972, 111
30.01.2026	Mrs J White	Clerk salary & expenses (Jan)	1122.91	0.00	1122.91	LGA 1972, 111
30.01.2026	Orion Cleaning	Bus Shelter cleaning R Baker	50.00	0.00	50.00	LGA 1972, 111
TOTAL			2746.42	177.00	3088.52	

* No ER NICs to pay, as they (£122.60) will be offset against HMRC credits held

Payments 09.12.25 - 12.01.26:

Reference:	Payee	Details	NET	VAT	TOTAL	Relevant Power/Statutory Provision
P25-106	Current Account	Internal transfer to reserves	1800.00	0.00	1800.00	LGA 1972, 111
P25-107	Wychavon District Council	Leys Rod, annual bin charge x2	194.74	38.95	233.69	LGA 1972, 111
P25-108	Loyds Bank	Service charge business account	4.67	0.00	4.67	LGA 1972, 111
P25-109	Turtle Medical	Bleed kit supplies	60.48	12.10	72.58	LGA 1972, 111
P25-110	Limebridge Rural Services Ltd	Amenity contract and Christmas Tree	1056.00	211.20	1267.20	LGA 1972, 111
P25-111	HMRC	HMRC PAYE and NIC (Dec)*	165.10	0.00	165.10	LGA 1972, 111
P25-112	Mrs J White	Clerk salary & expenses (Dec)	1122.91	0.00	1122.91	LGA 1972, 111
P25-113	Sovereign	Final payment toddler unit (CIL)	2503.80	500.76	3004.56	LGA 1972, 111
P25-114	Giff Gaff	Mobile Phone payment	5.00	1.00	6.00	LGA 1972, 111
P25-115	Amazon	Tamper clips for bleed kit	11.63	2.33	13.96	LGA 1972, 111
TOTAL			6924.33	766.34	7690.67	

Amenity Contract:

			NET	VAT	TOTAL	Relevant Power/Statutory Provision
None Dec 25						
TOTAL			0.00	0.00	0.00	

Receipts 10.12.25 - 12.01.26:

Reference	Receivee	Details	NET	VAT	TOTAL	Relevant Power/Statutory Provision
R25-26	Internal transfer to current acc	Transfer between accounts	5000.00	0.00	5000.00	LGA 1972, 139
R25-27	Internal transfer to current acc	Transfer between accounts (CIL)	3004.56	0.00	3004.56	LGA 1972, 139
R25-28	Internal transfer to current acc	Transfer between accounts	3000.00	0.00	3000.00	LGA 1972, 139
TOTAL			11004.56	0.00	11004.56	

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Summary of Accounts:

Harvington Parish Council 2025-26	Budget 2025/26	Receipts/ Payments	Variance	% Spent	Notes
Receipts					
Precept inc WDC Grant	45222.00	45222.00	0.00		
WCC Amenity	1500.00	1494.99	5.01		
VAT - Recoverable (and received)	5000.00	5303.00	-303.00		
Wayleave payment	43.00	46.52	-3.52		
WCC - Lengthsman February 25.	0.00	201.60	-201.60		
WCC - Lengthsman 2025-26	2468.44	1845.20	623.24		
Transferred from reserves	0.00	21695.00	-21695.00		Funds for recruitment budget.
CIL Funds from reserves	0.00	26635.38	-26635.38		
Returned funds (correction)	0.00	100.00	-100.00		
Returned funds (solicitors)	0.00	1800.00	-1800.00		
Total	54233.44	104343.69	-48210.25		Funds remaining from 2024-25 £7899
Payments					
Staff costs inc HMRC and NI	23880.00	15306.37	8573.63	64%	
Clerical Expenses	500.00	336.82	163.18	67%	
Admin Expenses	500.00	426.70	73.30	85%	£300 transferred from recruitment budget
Recruitment Budget	1100.00	414.50	685.50	38%	£1500 transferred from reserves (£400 since transferred out)
Training	400.00	175.00	225.00	44%	£100 transferred from recruitment budget
Subscriptions	1200.00	1108.73	91.27	92%	
PC Insurance	1192.00	1191.77	0.23	100%	£32 transferred from Subscriptions
Audit Fees	560.00	559.80	0.20	100%	£240 transferred out to Amenity contract JO
Grant/Donation.	2500.00	1893.99	606.01	76%	VE Day;Bleed Kit;Citizens Advice; Guides & Rangers, School Prize, Remembrance
Website	300.00	243.00	57.00	81%	
Village Newsletter	2300.00	900.00	1400.00	39%	
Amenity Contract main. PF	2400.00	1534.00	866.00	64%	£500 transferred out to planters
Play Insp: + Asset Maint PF	2800.00	2354.00	446.00	84%	£2000 transferred from maintenance assets
Amenity Contract Maintenance JO	1840.00	1835.00	5.00	100%	£240 transferred in from Audit fees, £150 transferred from Xmas Tree, £500 transferred from Annual Inspect.LeaseJO
Ann. Inspect+ Assets JO,Lease	2000.00	497.89	1502.11	25%	£500 transferred to Amenity contact JO
Planters	3000.00	2936.00	64.00	98%	£500 transferred from PF
Street Lighting	3000.00	949.60	2050.40	32%	
Litter/Dog bins x 9	750.00	681.59	68.41	91%	
Xmas Tree	850.00	820.00	30.00	96%	£150 transferred out to Amenity contract JO
Defibrillators	3595.00	3476.11	118.89	97%	Transferred from reserves £2895.
Maintenance assets	613.00	200.00	413.00	33%	Offset by £100 for correction of bank transfer. £387 transferred from Main.Assets to SWARCO
Amenity Contract+ Trees	8000.00	5355.00	2645.00	67%	
Parish Lengthsman (PC)	1300.00	421.20	878.80	32%	
VAT - Recoverable	5000.00	9909.64	-4909.64	198%	
VAS Swarco Contract	3387.00	3387.00	0.00	100%	£387 transferred from Maintenance of assets
Contingency	3089.00	249.35	2839.65	9%	£3089 added from 24/25. Transfer
Repayment to N+L PC	500.00	500.00	0.00	100%	
Planning Solicitors	1500.00	1500.00	0.00	100%	
CIL funding transfer from reserves	16620.18	22960.34	-6340.16	138%	
Transfer to reserves	0.00	23811.29	-23811.29	-100%	£1800 solicitors fee refund transferred to reserves
	94676.18	105934.69	-11258.51		
WDC - FL Allev.	592.75	206.00	386.75	35%	
WDC - HNP Grant	1428.16	0.00	1428.16	0%	
WCC - PL Scheme	2468.44	1845.20	623.24	75%	
TOTAL	99165.53	107985.89	-8820.36		
Treasurers Account: 01.04.25	9961.23				
Income received	104343.69				
Minus payments	107985.89				
Treasurers A/C Total 12.01.26	6319.03				
Business savings A/C	39217.35				
Total in A/C	45536.38				