

HARVINGTON PARISH COUNCIL.

Clerk Mrs. J White – Tel: 07746948392
19 Oak Tree Lane, Cookhill, Alcester, B49 5LH.
Email: clerk@harvington-pc.gov.uk Website: <https://www.harvington-pc.gov.uk/>

HARVINGTON PARISH COUNCIL.

The Annual Parish Council Meeting will be held Wednesday 13 May 2026 at 7.45pm to be held in the Village Hall, Harvington. All members of the Council are hereby summoned to attend for the purpose of considering and resolving upon the business to be transacted at the meeting. The meeting is open to the press and members of the public to put questions or raise concerns regarding matters on this Agenda or for future consideration.

AGENDA

1.	<u>Election of Chairman:</u> an annual requirement; the appointed member will sign a Declaration of Office.
2.	<u>To consider apologies:</u> and to approve reasons for non-attendance.
3.	<u>Election of Vice-Chairman.</u>
4.	<u>Interests/Dispensations:</u> a) <u>Register of Interests:</u> Councillors are reminded of the need to update their register of interests. b) <u>To declare any Disclosable Pecuniary Interests:</u> in terms on the agenda and their nature. c) <u>To declare any Other Disclosable Interests:</u> in items on the agenda and their nature. d) <u>To consider any dispensations received.</u>
5.	<u>Annual business as per Standing Orders:</u>
5.1	<u>Appointment of Committee and Working Groups</u> a). Staffing Committee: for issues relating to employment. Appoint 2 members, plus Chairman and Vice-Chair. b). Finance & General Purposes Working Group: for issues relating to budget preparation and all matters relating to financial governance/policies. Appoint 2 members, plus Chairman and Vice-Chair. c). Harvington Neighbourhood Plan Working Group: to act as an approved delegation for planning applications outside of Parish Council Meetings and undertake Plan review. Appoint 3 members. d). Play Refurbishment Working Group: to review and update play facilities. Appoint 3 members.
5.2	<u>Appointments and Representations:</u> a). Village Hall Representative (1) b). Wychavon CALC Representative (1) c). Assets check and Asset Report (quarterly) (1) d). Perkins Educational Foundation (1) e). Phone Kiosk (<i>covered by volunteer parishioner</i>) f). Weekly Orchard Inspection (1) g). Weekly Playground Inspection (1) h). Weekly Defibrillators/bleed kit Inspection (1) i). Flood Wardens (2) j). Social Media support (1) k). Village Newsletter (1)
5.3	<u>Finance and Governance:</u> a). Agree Annual Subscription to CALC b). Agree adherence to Standing Orders c). Agree adherence to Financial Regulations

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- d). Agree adherence to Code of Conduct
- e). Agree signatories for bank accounts x3 minimum
- f). Confirmation insurance is in place in respect of insurable risks.
- g). Asset Register.

6. To receive reports from: County Cllr., District Cllr., Neighbourhood Watch Co-Ordinator; and the Police.

The meeting will be adjourned for Public Question Time.

Members of the public are invited to question councillors and/or share their views on agenda items, or other issues for consideration, at the discretion of the Chairman. Members of the public may not take part in the meeting. This period is not part of the formal meeting but a summary will be appended to the Minutes.

7. To approve the Minutes of the Ordinary Parish Council Meeting held on 08.04.26.

8. Clerk's report:

- a) Recent resignation of two councillors; Cllr. Mr Baugh and Cllr. Mrs Ball. On behalf of the parish council, the Clerk would like to offer sincere thanks to the Councillors for their long-standing service and much hard-work. The two vacancies are now in the process of advertisement.
- b) The parish council have been advised of the sad news of the passing of three former councillors: former District Councillor Clive Holt; former councillor John Langley, who was also an active Perkins Trust representative and member of the Neighbourhood Plan working group; and Elizabeth Robinson, former Chairman and councillor. The Parish Council wishes to pass their sincere condolences onto the family and friends of all individuals.
- c) Divisional funding granted for future replacement batteries and pads for the defibrillators and bleed kit, totalling £761.50, added to budget.
- d) Jubilee Orchard: loss of a fruit tree, removed.
- e) Bus Shelter, Village Street: installation 6-8 May 2026.
- f) Concerns of barbed wire along footpath 508B reported to WCC for review 15.4.26. WCC aim to review the issue within 4 weeks and decide if any remedial work is required. There is currently a high demand for remedial work, so any work will not take place immediately.
- g) There has been some superficial scratch damage reported on the new toddler slide. Council members are liaising with the suppliers of the MUGA unit to rectify the impaired goal post.
- h) Report of graffiti and a broken padlock in the playground: reported to councillors who undertook half a day's cleaning to remove graffiti. Also reported to Evesham SNT - 27.4.26
- i) Reports of blocked drains/gulleys in Leys Road. Grips and gulleys checked and Clerk has contacted Lengthsman to carefully assess weeds/flow on his next visit.

9. Cllr. & Representative Reports:

9.1 Play Refurbishment report: update on progress (Cllr. Mrs Allison).

10. Council Matters: to consider the following:

- 10.1 To note and confirm adherence to, or implementation of in the case of new policies:
 - a). Scheme of Delegation (new)
 - b). Internal Controls Policy
 - c). Complaints Procedure
 - d). FOI and publication scheme
 - e). Communication and Social Media Policy (updated)
 - f). Risk Management Policy (updated)
 - g). Home and Lone Working Policy (new)
 - h). Equality Policy (new)

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10.2	Review and approve Staffing Committee Terms of Reference
10.3	Agree dates for Finance & General Purposes Group
11.	Financial Matters: to consider the following:
11.1	<u>Schedule of payments and summary of accounts to 11.05.26.</u>
11.2	<u>To receive and approve the Internal Auditor report: for 2025-26.</u>
11.3	<u>External Auditor Documents for 2025-26:</u> AGAR Section 1 Annual Governance Statement to be discussed and resolved. AGAR Section 2 Accounting Statement to be discussed and resolved and signed. <u>Explanation of Variances to accounts 2025-26.</u> <u>Proposed dates for Exercise of Public Rights.</u>
11.4	<u>Grant donation request: South Worcestershire Citizen's Advice Bureau.</u>
11.5	<u>Planters: quote for replacement of planters and earth bund on village green</u>
11.6	<u>Review Balances and Reserves Policy: Actions taken: £1000 moved into Reserves for ear-marked election costs; £1000 ear-marked funds for Greenway removed and moved into Renewals; £505 ear-marked funds for Booklet printing paid; £600 funds ear-marked for 2028 Welcome to Harvington booklet.</u>
11.7	<u>Review SWARCO Contract: for maintenance of VAS.</u>
11.8	<u>Arch Messenger: cost of regular advertising.</u>
11.9	<u>MUGA Football net: replacement panel quote.</u>
11.10	<u>Repairs to playing field: quote for repairs to zip wire, bolts for MUGA and footrests.</u>
11.11	<u>Installation of toddler fencing: recommendation to accept Quote 4 and to use CIL funding.</u>
12.	Planning:
12.1	<u>Planning Application to be considered: W/26/00815/HP, 15 Brookdale, Harvington, WR11 8ND. Proposal: First floor side extension, replace rear conservatory and replace lean-to porch with pitched roof porch. Comments required by 18/05/26.</u>
12.2	<u>Planning Application to be considered: W/26/00931/FUL, Leys Barn Farm, Leys Road, Harvington, WR11 8JA. Proposal: Erection of replacement building to replaced existing damaged building. Comments required by 20/05/26.</u>
12.3	<u>To note application dealt with by delegated authority: Arrow Valley Solar Farm. Proposal: Pre-application stage, for development consent. Comments: None</u>
12.4	<u>To note application dealt with by delegated authority: W/26/00718/HP 69 Hughes Close, Harvington, WR11 8NZ. Proposal: Removal of existing garage and replace with two storey side and single storey rear extensions. Comments: Harvington Parish Council have no objections to the building's extension or compliance with the neighbourhood plan. However, the council wishes to make the following comments for consideration by the Planning Officer: a) this proposal appears to present an encroachment on number 71 next door in that: Number 71's side window would be facing a brick wall - 3 or 4 feet away; b) the newly proposed bedroom 3 may potentially overlook number 71's garden. There is however, sufficient parking on the front garden, despite losing an older-style garage.</u>
12.5	<u>To note application dealt with by delegated authority: W/26/00744/HP 57 Village Street, Harvington, WR11 8NQ. Proposal: Single-storey rear extension. Comments: Harvington Parish Council have no objections to the extension in principle but would like to comment that the elevations shows the EPDM rubber roof as flat. As part of the planning process, the parish council would like it to be confirmed that this roof will be pitched, to ensure controlled water runoff.</u>
12.6	<u>To note application dealt with by delegated authority: W/26/00735/FUL No.2 The Courtyard, Oak Tree Farm, Crest Hill, Harvington, WR11 8NS. Proposal: Provision of freestanding timber barrel sauna and adjoining open shower. Change storeroom into treatment room and WC. Comments:</u>

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	Harvington Parish Council have no objection to this application in terms of design, function and positioning. The parish council would like to raise the comment that there does not appear to be a statement explaining expected energy consumption, water usage and operational emissions, available to view.
12.7	<u>HNP Minutes:</u> to note.

13.	<u>Correspondence circulated to members:</u> a). WDC Taxi/Private Hire survey – 1.4.26 b). CALC Councillors weekly briefing – 1.4.26 c). Dementia awareness festival, Pershore - 1.4.26 d). SPD Consultation information – 1.4.26 e). WCC Budget statement, County Cllr. Bell – 1.4.26 f). NALC Chief Executive’s bulletin – 8.4.26 g). CALC Councillors weekly briefing – 8.4.26 h). Fraud & Scam Bulletin – 8.4.26 i). CALC Health & Wellbeing newsletter – 8.4.26 j). NALC Chief Executive’s bulletin – 13.4.26 k). CALC Councillors weekly briefing – 15.4.26 l). NALC Chief Executive’s bulletin – 20.4.26 m). West Mercia SNT car theft briefing – 22.4.26 n). CALC Councillors weekly briefing – 22.4.26 o). NALC Events briefing – 22.4.26 p). NALC Chief Executive’s bulletin – 27.4.26 q). West Mercia Policing Consultation – 27.4.26 r). Neighbourhood Watch newsletter – 27.4.26 s). Public Transport forum event – 29.4.26 t). CALC Health & Wellbeing newsletter – 6.5.26 u). CALC Councillors weekly briefing – 6.5.26 v). NALC Chief Executive’s bulletin – 6.5.26 w). Fraud and Scam bulletin – 6.5.26
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14.	<u>Pursuant to section 1(2) of the Public Bodies (Admission to Meetings) Act 1960</u> 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: Request.
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Circulation: All members of the Parish Council; District and County Councillors.

Dated: 6 May 2026

Signed: Mrs. J White (Clerk)

Supporting papers for meeting:

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Minute No.:	All documents sent by one-drive link	Position:
Agenda No: 5.3a	CALC Subscription	For approval
Agenda No: 5.3b	Standing Orders	For review
Agenda No: 5.3c	Financial Regulations	For review
Agenda No: 5.3d	Code of Conduct	For review
Agenda No: 5.3g	Asset Register	For review
Agenda No: 7	Draft Minutes April 2026 Parish Council Meeting.	For approval
Agenda No: 8.6	South Worcestershire CAB Grant request	For consideration
Agenda No: 10.1a	Scheme of Delegation	For review
Agenda No: 10.1b	Internal Controls Policy	For review
Agenda No: 10.1c	Complaints Policy	For review
Agenda No: 10.1d	FOI and Publication Policy	For review
Agenda No: 10.1e	Communication and Social Media Policy	For review
Agenda No: 10.1f	Risk Management Policy	For approval
Agenda No: 10.1g	Home and Lone Working Policy	For approval
Agenda No: 10.1h	Equality Policy	For review
Agenda No: 10.2	Staffing Committee Terms of Reference	For approval
Agenda No: 11.4 a/b	Grant Donation Request (CAB)	For approval
Agenda No: 11.5	Quotes for planters (up to 3 replacements) and village green bund	For approval
Agenda No: 11.6	Balances and Reserves Policy	For approval
Agenda No: 11.7	SWARCO Maintenance contract July 26-27 quote	For approval
Agenda No: 11.8	Arch Messenger quote	For approval
Agenda No: 11.9	MUGA Football net – quote for replacement panel	For approval
Agenda No: 11.10	Playing field equipment repairs quote	For approval
Agenda No: 11.11	Toddler fencing – acceptance of quote and use of CIL funding	For approval
Agenda No: 12.1	Planning application w/26/00815/HP (15 Brookdale)	For consideration
Agenda No: 12.2	Planning application w/26/00931/FUL (Leys Barn Farm)	For consideration
Agenda No: 12.7	HNP Meeting minutes	To note