

HARVINGTON PARISH COUNCIL.

Minutes of the Annual Parish Council meeting, held in Harvington Village Hall on Wednesday 13 May, 2026 at 7.45pm.

Present	Cllrs. Mr Salter, Mr Jones, Mrs Allison, Ms Smith, Mr Powell, Mr Barker and Mr Colebrook. <u>In attendance:</u> Mrs Jenny White (Clerk), District Cllr. Reeves and 0 parishioners.
1.	Election of Chairman: proposed by Cllr. Colebrook, seconded by Cllr. Jones and resolved by all that Cllr. Salter be elected as Chairman. Declaration of Acceptance of Office duly signed. Statement: It is with sadness to inform the parish council of the passing of 3 former councillors: former District Cllr. Clive Holt who represented Harvington for many years; former councillor John Langley, who passed away in India. A private cremation and memorial service to include the interment of ashes will be held at St James' Church on 11 July at 11am; and Elizabeth Harrison, a former Chair of the Parish Council. She was involved in setting up the Village News, the first bypass and the playing fields. Our thoughts are with all the families.
2.	To receive and approve apologies of absence: Apologies received from County Cllr. S Bell, District Councillor Craig Reeves who will attend late due to a conflicting appointment, Neighbourhood Watch Co-ordinator and the local Police.
3.	Election of Vice-Chairman: proposed by Cllr. Smith, seconded by Cllr. Colebrook and resolved by all that Cllr. Jones be elected as Vice-Chairman.
4.	Declarations of Interests and Dispensations: a) <u>Register of Interests:</u> Councillors reminded of the need to update their register of interests. b) <u>To declare any Disclosable Pecuniary Interests:</u> None. c) <u>To declare any Other Disclosable Interests:</u> None. d) <u>To consider any dispensations received:</u> None.
5.	The following Annual Business considered, as per Standing Orders: <u>5.1 Appointments to Committee and Working Groups:</u> a) <u>Staffing Committee:</u> Appointed Cllr. Salter, Cllr. Jones, Cllr. Powell and Cllr. Allison. b) <u>Finance & General Purposes Working Group:</u> Issues relating to budget preparation and all matters relating to Financial Governance/Policies: Appointed Cllr. Salter, Cllr. Jones, Cllr. Powell and Cllr. Allison. c) <u>Harvington Neighbourhood Plan Working Group:</u> to act as a delegation for planning applications outside of Parish Council Meetings and undertake Plan review. Appointed: Cllr. Smith, Cllr. Colebrook and Cllr. Jones. d) <u>Play Refurbishment Working Group:</u> to review and update play facilities. Appointed: Cllr. Allison, Cllr. Barker and Cllr. Powell. <u>5.2 Appointments & Representations:</u> a) <u>Village Hall Representative:</u> Cllr. Powell (1) b) <u>Wychavon CALC Representative:</u> Cllr. Smith (1) c) <u>Assets check and Asset Report:</u> Cllr. Jones (1) d) <u>Perkins Educational Foundation:</u> Cllr. Smith (1) e) <u>Phone Kiosk:</u> Volunteer parishioner Mr R Baugh (1) f) <u>Weekly Orchard Inspection:</u> Cllr. Allison (1) g) <u>Weekly Playground Inspection:</u> Cllr. Powell (1) h) <u>Weekly Defibrillators/bleed kit Inspection:</u> Cllr. Allison (1) i) <u>Flood Wardens:</u> Cllr. Powell and Cllr. Barker (2) j) <u>Social Media support:</u> Cllr. Smith (1) k) <u>Village Newsletter:</u> Cllr. Powell (1)

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	5.3 Finance and Governance Review: a) <u>Annual Subscription to CALC:</u> to pay the annual subscription of £1155.99 + £207.43 VAT (total £1363.42) proposed by Cllr. Allison, seconded by Cllr. Smith and resolved by all. b) <u>Standing Orders:</u> adherence agreed by all. c) <u>Financial Regulations:</u> adherence agreed by all. d) <u>Code of Conduct:</u> adherence agreed by all. e) <u>Banking Signatories:</u> Cllr. Allison, Cllr. Colebrook, Cllr. Powell, Cllr. Jones f) <u>Confirmation insurance is in place:</u> Agreed and approved. g) <u>Asset Register:</u> updates noted and approved.
6.	Reports from County Cllr., District Cllr., Neighbourhood Watch and Police: District Councillor: • Magnolia is scheduled before planning committee on 28 May 2026. • Conversations are taking place with David Lloyd and Highways about traffic around the Twyford island, with Highways seeking further planning details. • There are continuing discussions regarding the greenway project. • PSPO proposals have been submitted to the WDC Executive board for discussion and approval. • There is a slippy section of Leys Road, District Cllr and Clerk are awaiting an update from Highways. • New bus shelter has been well received and the work in implementing it commended.
Public Question Time: The meeting adjourned for Public Question Time from 20.01 hrs to 20.18hrs. See notes appended to these minutes.	
7.	Minutes: Proposed by Cllr. Powell, seconded by Cllr. Jones and resolved by all to adopt the Minutes of the meeting held on the 08.04.26, duly signed by the Chairman.
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 currently being advertised. 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 Harrison, former Chair and parish 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 complete. 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 a 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.	Cllrs reports: Progress on toddler area refurbishment project: fencing quotes sourced, including a quote from a local supplier. It is hoped that with the council's approval of recommended supplier, that installation can take place in the next month or two.

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10.	Council Matters:
10.1	Resolved to abide by and adopt the following policies: all resolved to agree and abide by each of the following: a). Scheme of Delegation b). Internal Controls Policy c). Complaints Procedure d). FOI and publication scheme e). Communication and Social Media Policy f). Risk Management Policy g). Home and Lone Working Policy h). Equality Policy
10.2	<u>Staffing Committee Terms of Reference:</u> reviewed and approved.
10.3	<u>Dates of Finance & General Purposes Group:</u> Agreed as 4pm on: Monday 1 June; Monday 29 June; Tuesday 1 September; 5 October; 2 November; 30 November; 4 January 26; 1 February and 1 March 26.

11.	Financial matters:
11.1	Schedule of payments/expenses and summary of accounts to 11.05.26. Proposed by Cllr. Allison and seconded by Cllr. Smith, resolved by all.
11.2	<u>To receive and approve the Internal Auditor Report:</u> matter deferred whilst awaiting receipt of the Auditor's Report.
11.3	<u>External Auditor Documents for 2025/26 considered:</u> matter deferred, as above.
11.4	<u>Grant Donation Request:</u> CAB request reviewed and agreed with £200 to be granted, proposed by Cllr. Allison, seconded by Cllr. Powell and resolved by all.
11.5	<u>Planters:</u> discussion of replacement of 3 planters. Quotes had been reviewed by the F&GP working group, who recommended purchasing the softwood planters; one on village green and two at the crossroads. Proposed by Cllr. Smith, seconded by Cllr. Allison, and resolved by all. Discussion of the incorporation of earth bund on the village green, with the proposal to use CIL funding if possible. Proposed by Cllr. Smith seconded by Cllr. Powell and resolved by all.
11.6	<u>Review Balances and Reserves Policy:</u> Resolved to transfer £1000 into Reserves for ear-marked election costs, remove £1000 ear-marked funds for the Greenway and moved into Renewals, remove £505 from ear-marked funds to pay the printing invoice for the Welcome to Harvington Booklet, move £600 of funds into ear-marked funds for 2028 Welcome to Harvington booklet. All agreed.
11.7	<u>Review SWARCO Contract:</u> for maintenance of VAS. Agreed to not renew the maintenance package when it expires in July 2026.
11.8	<u>Arch Messenger:</u> cost of regular advertising considered and concluded that it is not required.
11.9	<u>MUGA Football net:</u> replacement panel quote considered and agreed that a quote from a spot-welder may be a better option. Agreed that we would not pursue the quote with Sovereign.
11.10	<u>Repairs to playing field:</u> approval of quote for repairs to zip wire and climbing frame footrests at £269 + VAT, proposed by Cllr. Barker, seconded by Cllr. Smith and resolved by all.
11.11	<u>Installation of toddler fencing:</u> F&GP Committee had reviewed all quotes and gave the recommendation to accept the local supplier's quote for 34.86m, and agreed to use CIL funding for payment, proposed by Cllr. Allison, seconded by Cllr. Powell and resolved by all.

12.	Planning.
12.1	<u>Planning Application to be considered:</u> 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. No comment.
12.2	<u>Planning Application to be considered:</u> W/26/00931/FUL, Leys Barn Farm, Leys Road, Harvington, WR11 8JA. Proposal: Erection of replacement building to replaced existing damaged building. No Comment.
12.3	<u>To note application dealt with by delegated authority:</u> Arrow Valley Solar Farm. Proposal: Pre-application stage, for development consent. No Comment.

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12.4	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.
12.5	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 show 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.
12.6	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: Harvington Parish Council have no objection to this application in terms of design, function and positioning but would like to raise 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 from a family with links to the village, agreed to in principle, all councillors in agreement. Waiting for approval from WDC.
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Meeting closed at 21.05.

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Signed by the Chairman: **Dated: 10 June 2026.**

Public Question Time:

- a) Query raised over what is happening to the empty property in Hughes Closes. Advised that it is currently going through legal processes. Recommendation to speak to the District Councillor.
- b) Concerns raised about a potential injury to children with the barbed wire along path 508B. Matter has been raised with Footpaths Officer.
- c) Positive feedback received for the new bus stop.
- d) The village postman is long-standing in post and it was enquired raised whether we could recognise his long service to the village.
- e) Concerns raised about 4 missing stop-cock covers in the vicinity of Leys Road. Clerk to report to Severn Trent.
- f) Residents are concerned about the speed of traffic coming off the Stratford Road into Village Street. Matter to be raised with Highways, to seek guidance on whether speed limits can be reviewed for traffic approaching Crest Hill.
- g) Report that a storm drain cover on the Stratford Road had been moved and posed a potential trip/fall hazard. The cover has since been replaced by Councillor.
- h) Concern raised about 57 Village Street and the development work being undertaken before planning permission has been granted. Enforcement team has been notified.

Payments and Expenses:

Payments for Authorisation - May 2026

Date	Payee	Details	NET	VAT	TOTAL	Relevant Power/Statutory Provision
14.05.26	Worcs CALC	Annual subscription	1155.99	231.20	1387.19	LGA 1972, 111
14.05.26	Sutcliffe Play	Play equipment replacement parts	66.44	13.29	79.73	LGA 1972, 111
29.05.26	HMRC	HMRC PAYE and NIC (May)	248.97	0.00	248.97	LGA 1972, 111
29.05.26	Mrs J White	Clerk salary & expenses (May)	1368.28	0.00	1368.28	LGA 1972, 111
29.05.26	Limebridge Rural Services Ltd	Amenity contract (April/May)	1472.00	294.40	1766.40	LGA 1972, 111
TOTAL			4311.68	538.89	4850.57	

Payments 02.04.26 - 11.05.26:

Reference:	Payee	Details	NET	VAT	TOTAL	Relevant Power/Statutory Provision
P26-1	Giff Gaff	Monthly Phone payment	5.00	1.00	6.00	LGA 1972, 111
P26-2	Worcs CALC	Worcestershire CALC - Clerk AGAR training	40.00	8.00	48.00	LGA 1972, 111
P26-3	Bloomfield	HNP Newsletter printing	105.00	0.00	105.00	LGA 1972, 111
P26-4	Robert Baker	Orion Cleaning - bus shelters x2	50.00	0.00	50.00	LGA 1972, 111
P26-5	Lloyds	Transfer to reserves	1000.00	0.00	1000.00	LGA 1972, 111
P26-6	Lloyds	Service charge	4.25	0.00	4.25	LGA 1972, 111
P26-7/a	Simon Skeys	Parish Lengthsman (FL Allev/PL March)	584.50	0.00	584.50	LGA 1972, 111
P26-8	HMRC	HMRC tax and NIC (April 2026)	218.23	0.00	218.23	LGA 1972, 111
P26-9	Mrs J White	Clerk salary and expenses (April 2026)	1305.19	0.00	1305.19	LGA 1972, 111
P26-10	Limebridge Rural Services Ltd	Amenity contract March 2026	1298.00	259.60	1557.60	LGA 1972, 111
P26-11	Giff Gaff	Mobile Phone payment	5.00	1.00	6.00	LGA 1972, 111
P26-12	Bloomfield	Welcome to Harvington printing	505.00	0.00	505.00	LGA 1972, 111
P26-13	Wychavon District Council	Dog litter bin relocation/removal	161.35	32.27	193.62	LGA 1972, 111
TOTAL			5281.52	301.87	5583.39	

Amenity Contract:

Date	Payee	Details	NET	VAT	TOTAL	Relevant Power/Statutory Provision
Apr-26	Limebridge Rural Services Ltd	Amenity Playing Field mowing	246.00	49.20	295.20	LGA 1972, 111
		JO Maintenance	123.00	24.60	147.60	LGA 1972, 111
		Amenity mowing contract	862.00	172.40	1034.40	LGA 1972, 111
		Planters (1/8th)	241.00	48.20	289.20	LGA 1972, 111
TOTAL			1472.00	294.40	1766.40	

Receipts 02.04.26 - 11.05.26:

Reference	Receiver	Details	NET	VAT	TOTAL	Relevant Power/Statutory Provision
R26-1	Internal transfer to current acc	Transfer between accounts	1000.00	0.00	1000.00	LGA 1972, 139
R26-2	Internal transfer to community acc	Internal transfer to community account	2000.00	0.00	2000.00	LGA 1972, 139
R26-3	HMRC	VAT repayment for 2025-26	10010.64	0.00	10010.64	LGA 1972, 139
R26-4	WCC Divisional Grant	WCC Grant (defib pads/batteries)	761.50	0.00	761.50	LGA 1972, 139
R26-5	WDC Precept	Precept and grant	27501.00	0.00	27501.00	LGA 1972, 139
R26-6	Internal transfer to current acc	Internal transfer to community account	505.00	0.00	505.00	LGA 1972, 139
TOTAL			41778.14	0.00	41778.14	

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Summary of Accounts:

Harvington Parish Council 2026-27	Budget 2026/27	Receipts/ Payments	Variance	% Spent	Notes
Receipts					
Precept inc WDC Grant	55000.00	27501.00	27499.00		
WCC Amenity	1500.00	0.00	1500.00		£1569.74 to arrive
VAT - Recoverable (and received)	10000.00	10010.64	-10.64		
Wayleave payment	48.00	0.00	48.00		
WDC - Flood Alleviation	450.00	0.00	450.00		
WCC - Lengthsman 2026-27	2500.00	0.00	2500.00		2427.39 to arrive
Transferred from reserves	0.00	3505.00	-3505.00		
CIL Funds from reserves	0.00	0.00	0.00		CIL Funds remaining: £7288.25
WCC Divisional Funds	0.00	761.50	-761.50		For defibrillators
Total	69498.00	41778.14	27719.86		
Payments					
Staff costs inc HMRC and NI	20800.00	1473.57	19326.43	7%	
Clerical Expenses	200.00	36.00	164.00	18%	
Admin Expenses	620.00	28.10	591.90	5%	
Training	1450.00	40.00	1410.00	3%	
Subscriptions	1200.00	0.00	1200.00	0%	
PC Insurance	1250.00	0.00	1250.00	0%	
Audit Fees	700.00	0.00	700.00	0%	
Grant/Donations	1100.00	0.00	1100.00	0%	
Website	260.00	0.00	260.00	0%	
Village Newsletter	2280.00	105.00	2175.00	5%	
Amenity Contract main. PF	2500.00	236.00	2264.00	9%	
Play Insp: + Asset Maint PF	2000.00	0.00	2000.00	0%	
Amenity Contract Maintenance JO	1200.00	0.00	1200.00	0%	
Ann. Inspct+ Assets JO,Lease	2400.00	0.00	2400.00	0%	
Planters	3400.00	232.00	3168.00	7%	
Street Lighting	2100.00	0.00	2100.00	0%	
Litter/Dog bins x 9	840.00	161.35	678.65	19%	
Xmas Tree	920.00	0.00	920.00	0%	
Defibrillators	1331.50	0.00	1331.50	0%	Grant of £761.50 added
Maintenance assets	2000.00	50.00	1950.00	3%	
Amenity Contract+ Trees	8500.00	830.00	7670.00	10%	
Parish Lengthsman (FA)	600.00	30.00	570.00	5%	
Parish Lengthsman (outside of scheme)	1138.00	0.00	1138.00	0%	
VAT - Recoverable	5490.00	301.87	5188.13	5%	
VAS Swarco Contract	1880.00	0.00	1880.00	0%	
Contingency	4100.00	0.00	4100.00	0%	
CiL funding transfer from reserves	0.00	0.00	0.00	0%	
Transfer to reserves	0.00	1000.00	-1000.00	0%	
HNP major review Costs	0.00	0.00	0.00	0%	WDC Funding grant balance £7850
TOTAL	70259.50	4523.89	65735.61		
WDC - HNP Grant	1428.16	0.00	1428.16	0%	
WCC - PL Scheme	2500.00	554.50	1945.50		

Treasurers Account: 01.04.26	1496.56
Income received	41778.14
Minus payments	5583.39
Treasurers A/C Total 11.05.26	37691.31

Business savings A/C	32759.42
Total in A/C	70450.73