

HARVINGTON PARISH COUNCIL

Draft Minutes of the Ordinary Parish Council meeting held in Harvington Village Hall on Wednesday 9 September 2026 at 7.45pm

Present: Cllrs. Mr Salter; Mrs Allison; Mr Jones; Mr Brownlee; Mr Colebrook; District Cllr. Reeves,
In attendance: Mrs J White (Clerk), Ms L McGing, Rebekah Valender, Alan Williams (Tree Warden) and
12 Parishioners.

(Cllr. Brownlee vacated the meeting and building ahead of discussion point 46.4)

37. Apologies: Cllr. Mr Powell, Cllr. Ms Smith, Cllr. Mr Barker, County Cllr. Mrs Bell, Neighbourhood
Watch Co-ordinator, Police.

38. Interests/Dispensations: Cllr. Brownlee stated that he has made a declaration of a disclosable
pecuniary interest, in relation to agenda item 10.4 (minute ref 46.4).

Register of Interests: None. Councillors reminded they should ensure these are kept up to date.

39. Co-option: One application received. Co-option proposed by Cllr. Brownlee, seconded by Cllr.
Colebrook and **resolved** by all via a show of hands, that Ms McGing be co-opted. Declaration of
Office duly signed.

40. Reports:
No County Cllr. reported presented.
Dist. Cllr. Mr Reeves:

- Unitary Council proposals have been paused and elections will continue as originally planned.
- In relation to the recent wildfire, District Cllr. Reeves took the opportunity to give thanks for the show of strength and spirit from the village.
- The District Councillor and the Clerk have started a conversation about devising an emergency parish plan.
- A consultation for up to 150 proposed homes has been published by RCA Regeneration, with details on the Wychavon Planning Portal for an Environmental Impact Assessment. Please use this opportunity to make your comments known.
- There is a Local Government Reorganisation event on 24 September 2024 at Wychavon District Council.

Rebekah Vallender - Becky grew up in the village with many connections here and is volunteering her time outside of her role at Hereford and Worcestershire Fire and Rescue to talk with us about wildfires, causes and precautions - and is happy to take any questions.

- Over Becky's 22 years' service for the service, statistically the service has been busier than they have ever been before. 80-90% of fires are started by human error and could be preventable.
- In relation to Harvington's fire, it had been a hot, dry day but the service were grateful for the village's support and efforts.
- In terms of reducing the risk, there is lots of advice:
 - Do not store lithium-ion batteries in the sun, as one exploded recently in Pershore.
 - Be careful with BBQ's, as sparks can cause fires.
 - Be aware that compost bins can set alight in hot weather.
 - Be mindful of stacking up wood or rubbish.
 - Keep hedgerows clear.
 - Keep the areas clear outside sheds.
- The fire service will always attend any concerns. If a call has been made, any further calls about the same incident won't generate a bigger response, unless the fire has dramatically changed.
- Householders are entitled to a free home safety check, for households with occupants over 65 years or under 11 years.
- It is worth knowing where your nearest fire hydrant is.

HARVINGTON PARISH COUNCIL

	• There are 2 drone units, which were both deployed in Harvington. • Further information is available in leaflet form, which will be distributed to the Baptist church for residents to pick up and read through. The parish council will post further details on their website and social media. No <u>Neighbourhood Watch Co-ordinator</u> report presented. No <u>police report</u> presented.
Public Question Time: Meeting suspended at 19:55, reconvened at 20:12. Notes appended to these minutes.	

41.	Minutes: Proposed by Cllr. Allison, seconded by Cllr. Brownlee and resolved by all those present at the last meeting, that the Minutes of the Parish Council Meeting, held on the 8 th July 2026, be adopted. Duly signed by the Chair.
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42.	Clerk report: a) Discussions are continuing re. taking on the ownership of the community land off Village Street. Clerk also requested the wild-flower meadow was assessed for a fire risk and mowed if needed. b) Successful installation of 3 replacement planters took place earlier in the summer and have been planted with summer bedding, all of which are doing well. Approval has also been granted for a flower bed on the green, to be installed and planted in early Autumn. c) Fly-tipped debris and ropes in the trees at the top of Crest Hill were reported to WDC twice in July 2026, and since removed. d) Planning department have confirmed an on-going investigation re planning enforcement for 57 Village Street. e) WCC's Public Rights of Way Team investigated the concerns of barbed wire along path 508B and closed the case. They reported, "the barbed wire is flush with and well attached to fence. Path plenty wide enough not to have to walk anywhere near barbed wire". f) Feedback re the brambles outside of the shop was reported to the owners, who agreed to tidy the area – 13.7.26 and again on 29.7.26. g) Speeding concerns have been reported to the County Councillor, to raise awareness and seek her support. A suggestion for the installation of traffic calming or a speed limit reduction seems to fall outside of normal County Council highways policy for this road. h) Clerk is continuing to liaise with Highways regarding placement of a bench on Station Road, near the bus stop. i) Contractors have been asked to undertake weed spraying around the village remove overhanging branches on a tree, at the entrance to Grange Lane. j) Various hedges/over-growth have been reported to Rooftop, who have agreed to add the work to their regular maintenance schedule. k) Maintenance has been completed in the playing area with replacement footholds on one climbing frame and essential safety repairs to the zip wire seat and tread. New bark will also be added. l) PSPO dog-fouling consultation is live until 5 October 2026, for council members to feedback their views. m) Split wood on the new bus shelter (Village St) has been reported to Littlethorpe for remedy. n) The Parish Lengthsman has been nominated and awarded with the 'Connected Communities Recognition Scheme 2026' award. Our congratulations go out to Simon and his father, who work hard in keeping our village tidy and well-maintained. o) Clerk has successfully enrolled with the Society of Local Council Clerks and CILCA training is almost complete. The next few months will be spent building the assessment portfolio.
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43.	Cllrs. report:
43.1	CALC Report, re Planning (Cllr. Smith) – report provided on behalf of Cllr. Smith.
43.2	Quarterly Asset Report (Cllr. Jones).

HARVINGTON PARISH COUNCIL

44.	<u>Council Matters: to consider the following:</u>
44.1	<u>Asset Register:</u> to note.
44.2	<u>Biodiversity Policy:</u> new policy considered. It was proposed by Cllr. Allison, seconded by Cllr. Brownlee and resolved by all to approve the new policy.
44.3	<u>Discretions Policy:</u> new pension policy considered. It was proposed by Cllr. Colebrook, seconded by Cllr. Jones and resolved by all to approve the new policy.
44.4	<u>Film, Recording and Social Media Policy:</u> update reviewed. It was proposed by Cllr. Colebrook, seconded by Cllr. Brownlee and resolved by all to approve the updated policy.
44.5	<u>Health and Safety Policy:</u> update reviewed. It was proposed by Cllr. Colebrook, seconded by Cllr. Allison and resolved by all to approve the updated policy.
44.6	<u>Concern over open space, top of Crest Hill:</u> discussion took place regarding the current state and concluded that the council's actions are limited. It was noted that councillors had spoken to the youth's involved on 2 separate occasions to try and deter them.
44.7	Replacement of Jubilee Tree and trees around the orchard – decision to defer until the Tree warden can offer a preferred Jubilee Tree option and to find the cost of a replacement.

45	<u>Financial Matters: the following considered:</u>
45.1	<u>Schedule of payments and summary of accounts to 07.09.26</u> agreed and noted.
45.2	To note the transfer of funds between budget headings: • £200 from Streetlighting to Planters • £590 from Newsletter to Planters • £90 from Newsletter to Admin expenses • £200 from Newsletter to Clerical expenses • £2800 from Contingency to (new) Pension Contributions (this had been planned and budgeted)
45.3	<u>Councillor expenses:</u> noted (£24.27 school book prize).
45.4	<u>Insurance renewal:</u> 2026-27 quote (year 2 of 3 year agreement).
45.5	<u>Playing field update:</u> Clerk is continuing to liaise with the insurers and gather quotes, and has also spoken with some residents, with plans to communicate with all residents along the playing field, when further information is available.
45.6	<u>Playing field repairs:</u> decision to approve the cost and basketball net replacement by Cllr. Brownlee, subject to an appropriate risk assessment and equipment being in place.
45.7	<u>Remembrance Wreath:</u> suggested donation to Evesham British Legion as proposed by Cllr. Colebrook, seconded by Cllr. Brownlee, and resolved by all for a suggested donation of £100.
45.8	<u>Budget 2027/28:</u> Call for budget items/considerations. A request was received to look at the swings in the orchard and to consider the cost of a new seat for one of the toddler swings.
45.9	<u>Clerk's Pay:</u> noted the nationally agreed pay award, back-dated to 1 April 2026 and budgeted for.

46.	<u>Planning:</u>
46.1	<u>Proposed 'Call for Sites':</u> To note the proposed 'Call for Sites' by the Parish Council, expected to be released during September or October 2026. Survey details were agreed, with agreement for any minor changes made at the discretion of the HNP Group and the Clerk, pending the results of the housing needs survey.
46.2	<u>To note planning decision: W/26/00941/HP, Birch House, Grange Lane:</u> Removal of conservatory, replacement car port and porch and alterations to the roofline and windows. Approved (subject to conditions).
46.3	<u>To note application dealt with by delegated authority: W/26/01423/FUL, Orchard, Bromley Close, Harvington and amended comment.</u> Proposal: Shed for storage of horticultural equipment. Comments: Harvington Parish Council have reviewed the application for this site and whilst there is no objection in principle, the Parish Council wishes to request that the Planning Officer takes into account a number of points, before any decision is made. It is therefore, proposed by the Parish Council, that the application is <u>deferred</u> until the issues below have all been resolved.

HARVINGTON PARISH COUNCIL

	1. Clarification whether all interested parties have been consulted and clarification over who will be given permission for the shed, given the land is believed to be for community benefit with no permitted development. 2. The owner of Ivy Bank has informed us that he is unhappy with the location of the shed, as it is in close proximity to his roof and bedroom windows, potentially causing noise problems and concerns over the storage of petrol; 3. The Parish Council are working on the basis that that the occupants of Cleeve Hill Gardens, who undertake their own grounds maintenance (including the orchard), want the shed to store their gardening equipment in. 4. Upon visiting the site, it is clear that there is a large electricity pole with a transformer attached, not mentioned in the planning application. The Parish Council wish to query if a shed should be located so close to the pole, and perhaps a better location would be further along the hedge, where there is clear space. The location of the shed could not be considered in the other direction, due to an old tree, which the Parish Council strongly feel should be preserved. 5. There appears to be differences in the square metres given in the application. The site area is given as 1138 sq. m. The erection of a timber-framed shed is 3.05x2.44m approx. The total gross new internal floor space (including changes of use) is 7.4 sq. m.
46.4	<u>Planning Application to be Considered:</u> W26/01869/FUL Beverley, Station Road, Harvington, WR11 8NJ. Proposal: Retrospective application for entrance porch. <u>It was noted that Cllr. Brownlee left the meeting ahead of this agenda item.</u> After discussion, it was agreed that there was no comment.
46.5	<u>Planning Application Appeal Notification:</u> W25/02430/HP Magnolia, Station Road, Harvington, WR11 8NJ. To note planning appeal against a refusal of a householder/commercial advertiser application. To note no opportunity for further comments permitted under planning regulations.
46.6	<u>HNP Minutes:</u> to note (6 July 2026 and 4 August 2026).

47. Correspondence circulated to members:

- a). CALC Health & Wellbeing Newsletter – 6.7.26
- b). NALC Star Council Awards – 6.7.26
- c). NALC Chief Executive's bulletin – 6.7.26
- d). Neighbourhood Watch Our News – 8.7.26
- e). West Mercia's Fraud & Scam Bulletin – 8.7.26
- f). NALC Chief Executive's bulletin – 13.7.26
- g). CALC Councillor's Weekly Briefing – 20.7.26
- h). CALC Unitary Decision Briefing – 20.7.26
- i). Wychavon District Council Unitary Decision – 20.7.26
- j). NALC Chief Executive's bulletin – 20.7.26
- k). NALC Chief Executive's bulletin – 28.7.26
- l). Neighbourhood Watch Our News – 29.7.26
- m). West Mercia Police & Crime Commissioner survey – 29.7.26
- n). NALC Chief Executive's bulletin – 3.8.26
- o). Neighbourhood Watch Our News – 5.8.26
- p). PSPO consultation – 10.8.26
- q). Unitary division information – 10.8.26
- r). NALC Chief Executive's bulletin – 17.8.26
- s). Fraud & Scam bulletin – 17.8.26
- t). CALC Area Minutes – 17.8.26
- u). CALC Councillor's briefing – 24.8.26
- v). NALC Events newsletter – 2.9.26
- w). Heart of England Forest newsletter invitation – 2.9.26
- x). West Mercia PCC Newsletter – 2.9.26
- y). Chief Executive's bulletin – 2.9.26

HARVINGTON PARISH COUNCIL

48. 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:

A contract amendment has been agreed for the Parish Lengthsman, to reflect the change in HMRC business mileage rate. A claim for the difference will be back-dated to 6 April 2026.

Meeting closed at 21:30

Public participation: Meeting suspended at 19:55 reconvening at 20:12.

- a). Concerns raised that there is no central support on the new MUGA, and a central stay should be in place to stop the vibrations and noise. Clerk to raise this with Sovereign.
- b). Concerns raised about the potential outline planning for up to 150 homes. The SWDP and the Neighbourhood Plan don't allow for the development outside of the boundary, where this plot is. There will be a lot of people who may disagree with the potential plans. The parish council are waiting for an application to be submitted. The SWDP and the neighbourhood plan are effective but there is a concern that because WDC were 0.7% over the tolerance for planning applications refused, applications will now be considered under the Government's Section 69. Works are underway to try and legally overturn this process but whilst Section 69 is in place, there may be less control over a refusal to the application. WDC and Nigel Huddleston have been challenging the enforcement of Section 69 but there is no current update.
- c). The Planning Group are working to revise the Neighbourhood Plan, and a housing needs survey has been undertaken. This will feed into a call for sites survey shortly.
- d). A query raised over the field where the fire was situated and what was happening to developing the site? There is currently an access issue, which means the situation is at a standstill. It is understood that the developers may hope to gain access from Station Road, though this action point is privately owned and a single-track road. It would also need permission from the Highways department, which seems unlikely to be granted due to visibility splays.
- e). Dr. Stephen Foster provided an update on the Parish Games:
- The Parish Games have been running for a long time, and this year shows the promise of success. However, in order for the village to do well, the Games are reliant on people participating, currently encouraged via Facebook. The question was raised how we can encourage more people to participate, to keep the Games a success. Suggestions included: mentioning the Games in the Arch Messenger; on the parish council website; speaking to the gym at the bottom of Crest Hill, and the youth group at the Baptist Church.

HARVINGTON PARISH COUNCIL

Payments & Expenses

Payments for Authorisation - September 2026

Date	Payee	Details	NET	VAT	TOTAL	Relevant Power/Statutory Provision
17.09.26	ICO Data Certificate (DD)	Data Protection Certificate	52.00	0.00	52.00	LGA 1972, 111
17.09.26	PD Hughes	Playing field repairs - zip wire seat and footholds (previously approved)	269.00	53.80	322.80	LGA 1972, 111
17.09.26	PD Hughes	Emergency Playing field repairs - zip wire tread	360.00	72.00	432.00	LGA 1972, 111
17.09.26	PD Hughes	Urgent Playing field repairs - top up bark	320.00	64.00	384.00	LGA 1972, 111
18.09.26	Simon Skeys	Parish Lengthsman (Jul, Aug)	522.60	0.00	522.60	LGA 1972, 111
19.09.26	Lloyds Bank	Service charge	4.25	0.00	4.25	LGA 1972, 111
24.09.26	Rob Baker (Orion Cleaning)	Bus Shelter cleaning	50.00	0.00	50.00	LGA 1972, 111
30.09.26	Worcester Pension Fund	Pension Contributions (Sept Ee and Er)	362.58	0.00	362.58	LGA 1972, 111
30.09.26	HMRC	HMRC PAYE and NIC (Sept)	356.53	0.00	356.53	LGA 1972, 111
30.09.26	Mrs J White	Clerk salary & expenses (Sept)	1,516.68	0.00	1,516.68	LGA 1972, 111
30.09.26	Limebridge Rural Services Ltd	Amenity contract	1,752.00	350.40	2,102.40	LGA 1972, 111
TOTAL			5565.64	540.20	6105.84	

Payments 07.07.26 - 07.09.26:

Reference:	Payee	Details	NET	VAT	TOTAL	Relevant Power/Statutory Provision
P26-35	Rob Baker (Orion Cleaning)	Bus Shelter cleaning	50.00	0.00	50.00	LGA 1972, 111
P26-36	Lloyds Bank	Service charge	4.35	0.00	4.25	LGA 1972, 111
P26-37	The Play Inspection Company	Playground Inspections x3	234.00	46.80	280.80	LGA 1972, 111
P26-38	Simon Skeys (PL)	Parish Lengthsman (Jun)	319.50	0.00	319.50	LGA 1972, 111
P26-39	Limebridge Rural Services Ltd	Amenity contract (Jun), including provision of new planters/soil x3 (£660)	2402.00	480.40	2882.40	LGA 1972, 111
P26-40	HMRC	HMRC PAYE and NIC (Jul)	253.30	0.00	253.30	LGA 1972, 111
P26-41	Mrs J White	Clerk salary & expenses (Jul)	1398.11	0.00	1398.11	LGA 1972, 111
P26-42	SLCC	CILCA enrolment	495.00	0.00	495.00	LGA 1972, 111
P26-43	Giff Gaff	Mobile phone contract	5.00	1.00	6.00	LGA 1972, 111
P26-44	Wychavon District Council	Annual bin cleanse (Leys Rd shop)	100.12	20.02	120.14	LGA 1972, 111
P26-45	Mr C Powell	Councillor Expenses (School Prize)	24.27	0.00	24.27	LGA 1972, 111
P26-46	Worcestershire County Council	Streetlighting Q1	474.80	0.00	474.80	LGA 1972, 111
P26-47	Lloyds Bank	Service charge	4.25	0.00	4.25	LGA 1972, 111
P26-48	Limebridge Rural Services Ltd	Amenity contract (Jul)	1605.00	321.00	1926.00	LGA 1972, 111
P26-49	Worcester Pension Fund	Pension Contributions (Aug Ee and Er)	297.47	0.00	297.47	LGA 1972, 111
P26-50	HMRC	HMRC PAYE and NIC (Aug)	283.23	0.00	283.23	LGA 1972, 111
P26-51	Mrs J White	Clerk salary & expenses (Aug)	1401.35	0.00	1401.35	LGA 1972, 111
P26-52	Land Registry	PF Title deeds	7.00	0.00	7.00	LGA 1972, 111
P26-52	Giff Gaff	Mobile phone contract	5.00	1.00	6.00	LGA 1972, 111
TOTAL			9363.75	870.22	10233.87	

Amenity Contract:

Date	Payee	Details	NET	VAT	TOTAL	Relevant Power/Statutory Provision
Aug-26	Limebridge Rural Services Ltd	Amenity mowing contract	431.00	86.20	517.20	LGA 1972, 111
		Removing windfallen trees x3 JO	360.00	72.00	432.00	LGA 1972, 111
		Planters (1/8th) + watering (8 visits)	961.00	192.20	1153.20	LGA 1972, 111
TOTAL			1752.00	350.40	2102.40	

Receipts 07.07.26 - 07.09.26:

Reference	Receivee	Details	NET	VAT	TOTAL	Relevant Power/Statutory Provision
R26-9	Worcestershire County Council	Parish Lengthsman	277.50	0.00	277.50	LGA 1972, 139
TOTAL			277.50	0.00	277.50	

HARVINGTON PARISH COUNCIL

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	1569.74	-69.74		
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	2427.39	853.50	1573.89		
Transferred from reserves	0.00	3505.00	-3505.00		
CIL Funds from reserves	0.00	0.00	0.00		
Transferred to reserves	0.00	0.00	0.00		
WCC Divisional Funds	0.00	761.50	-761.50		For defibrillators
Total	69425.39	44201.38	25985.51		CIL Funds remaining: £7288.25
Payments					
Staff costs inc HMRC and NI	20800.00	7801.65	12998.35	38%	
Pension Contributions WPF	2800.00	297.47	2502.53	11%	£2800 transferred in from Contingency (Aug);
Clerical Expenses	400.00	169.00	231.00	42%	£200 transferred in from newsletter (Aug);
Admin Expenses	710.00	396.92	313.08	56%	£90 transferred in from newsletter (Aug);
Training	1450.00	535.00	915.00	37%	
Subscriptions	1200.00	1200.99	-0.99	100%	
PC Insurance	1250.00	0.00	1250.00	0%	
Audit Fees	700.00	0.00	700.00	0%	
Grant/Donations	1100.00	224.27	875.73	20%	South Worcs CAB, School Prize,
Website	260.00	0.00	260.00	0%	
					£200 transferred out and moved into Clerical expenses (Aug); £90 transferred out and moved into Admin expenses (Aug); £590 transferred out and moved into planters (Aug);
Village Newsletter	1400.00	105.00	1295.00	8%	
Amenity Contract main. PF	2500.00	1713.00	787.00	69%	
Play Insp: + Asset Maint PF	2000.00	429.44	1570.56	21%	
Amenity Contract Maintenance JO	1200.00	246.00	954.00	21%	
Ann. Inspect+ Assets JO,Lease	2400.00	117.00	2283.00	5%	
					£590 transferred in from Newsletter(Aug); £200 transferred in from Street Lighting (Aug);
Planters	4190.00	2366.00	1824.00	56%	£200 transferred out and moved into Planters (Aug);
Street Lighting	1900.00	474.80	1425.20	25%	
Litter/Dog bins x 9	840.00	561.82	278.18	67%	
Xmas Tree	920.00	0.00	920.00	0%	
Defibrillators	1331.50	53.95	1277.55	4%	Grant of £761.50 added
Maintenance assets	2000.00	760.00	1240.00	38%	
Amenity Contract+ Trees	8500.00	2985.00	5515.00	35%	
Parish Lengthsman (FA)	600.00	145.50	454.50	24%	
Parish Lengthsman (outside of scheme)	1138.00	0.00	1138.00	0%	
VAT - Recoverable	5490.00	3981.54	1508.46	73%	
VAS Swarco Contract	1880.00	0.00	1880.00	0%	
					Transferred out £2800 into new Pension (as budgeted for) (Aug);
Contingency	1300.00	32.80	1267.20	3%	
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	25597.15	44662.35		
WDC - HNP Grant	1428.16	0.00	1428.16	0%	
WCC - PL Scheme	2500.00	1408.00	1092.00		

Treasurers Account: 01.04.26 1496.56
Income received 44201.38
Minus payments 25588.55
Treasurers A/C Total 07.09.26 20109.39

Business savings A/C 32814.71
Total in A/C 52924.10