**Minutes of the Annual Meeting of Honeybourne Parish Council held at 7.15 pm
 in the Village Hall on Tuesday 14th May 2019**

**Present:** Cllrs. D Cowan (Chairman), Colin Clear, Matt Henson, Graham Clelland, Cathryn Steward, Heath Jobes, Graham Taylor & Sylvia Matthews

**In Attendance:** J Stedman (Clerk) Cllr Thomas Havemann-Mart, and 2 members of the public).
All members signed their declaration of office before the start of the meeting.

Members were reminded to return their election expenses and return their declaration of Disclosable Pecuniary Interests to WDC

1. **Election of Chairperson:** Cllr David Cowan being the only nominee was unanimously elected as Chairman for 2019-20
	1. Cllr David Cowan read out and signed the Chairman’s declaration of office.
2. **Apologies:** To receive apologies and agree the reason for absence: Cllr. Andy Attridge **Council agreed** Cllr Andy Attridge can sign his declaration of office at the next meeting
3. **Disclosures of Interests:**
	1. **Register of Interests:** Members are reminded of the need to update their register of interests if any changes have occurred.
	2. **To declare any Disclosable Pecuniary Interests** in items on the agenda and their nature. None declared
	3. **To declare any Other Disclosable Interests** in items on the agenda and their nature.
	 None declared
4. **Co-option:**Council voted on the co-option of two candidates for the Parish Councillor vacancies,
Mr Trevor Askew and Mr Jonathan Barnes were both unanimously elected to join the council.

Mr Jonathan Barnes signed his declaration of office and the chairman invited him to join the council meeting and the Clerk issued a new councillors pack to Cllr Barnes

It was agreed Cllr Askew will sign his declaration of office at a later dateas he was unable to attend the meeting.
The Clerk confirmed a new councillor pack and meeting papers would be delivered to Cllr Askew.

1. **Election of Vice-Chairperson** Cllr. Cathryn Steward being the only nominee was unanimously elected as Vice-Chairman for 2019-20

1. **Appointment of Committees and Working Groups** Staffing committee: Cllrs. G. Clelland, A. Attridge, G, Taylor
	1. Precept Group: Full Council
	2. Neighbourhood Plan Group: Cllr. H Jobes
2. **Appointments to Outside Bodies – Delegates** Honeybourne Village Hall Committee Cllr. H Jobes
Worcestershire County Association of Local Councils (2 representatives) - None
3. **Members Dispensations renewals for the next four years was agreed for:**
	1. Cllr Graham Clelland for business relating to the Village Hall or Community Centre. Council agreed to the Dispensation
	2. Cllr Cathryn Steward for business relating to the PROW 540 on the Fair View estate. Council agreed to the Dispensation
4. **Document Review:**
Council considered and agreed the following policy document: -
	1. The content and values of the Council’s asset register was considered and agreed after missing items were added
	2. The suitability of the Council’s Health & Safety policy - agreed without changes
	3. The suitability of the Council’s risk assessment. - agreed without changes
	4. Amendments or updates to the council’s cemetery fees, it was agreed without change
	5. Amendments or updates to the council’s Recreation Field and Pavilion fees. was agreed by a majority vote to leave the fees without change pending a full review in six months or earlier if circumstances change.
	6. Amendments or updates to the council’s allotment fees was agreed without change
	7. Amendments to the new 2018 Standing Orders. - agreed to add the following wording to SO 3s – “to allow voting by paper ballot when appropriate “
	8. Amendments to the financial regulation adopted in 2016. agreed without changes

	There being no further business the Chairman closed the annual meeting at 7.52

Chairman Date

Minutes of the Honeybourne Parish Council Ordinary Meeting held at 7.15 pm
 in the Village Hall on Tuesday 14th May 2019

Present: Cllrs. David Cowan (chairman), Colin Clear, Heath Jobes, Matt Henson, Graham Clelland, Andy Attridge, Cathryn Steward, Graham Taylor, Sylvia Matthews & Jonathan Barnes

In Attendance: J Stedman (Clerk), Cllr Thomas Havemann-Mart, Cllr Alastair Adams & two members of the public were present

1. Apologies were accepted from: Cllrs Andy Attridge & Trevor Askew.
2. Disclosures of Interests
 To declare and disclose any Disclosable Pecuniary Interests in items on the agenda and to declare any other Disclosable Interests in items on the agenda and their nature, if necessary.

**Disclosable Pecuniary** None disclosed
**Other Interests**: None disclosed

**Register of Interests:** Members were reminded to update their register of interests
3. **Chairman to Move:** The meeting be now adjourned for Open Forum – No comments made

**Ward Members Report:
 Cllr Thomas Havemann-Mart** presented his report to the council which was noted and appended to the minutes.
**Cllr Alastair Adams** presented his report to the council which was noted and appended to the minutes.

**The Chairman closed** the open forum at 8.00 and reconvened the meeting.

1. **Minutes:**

 The Council agreed the wording of the minutes of the April ordinary meeting as a true record of the meeting and they were signed by the Chairman.

1. **Clerk’s Report on Matters in Progress were noted:**
	1. Vicarage Nursery Caravans; Bal Padda confirmed the caravans are for storage for staff use and equipment and not used as residential units. - This information will be verified at the pending members site visit in June.
	2. Parking at the Community Centre site has ceased no further actions taken
	3. An email sent to Cllr Alastair Adams has been forwarded to the Clerk, the email contains a letter accusing the Parish Council of malpractice over the sale of the old village hall site and dealing with the deeds, it also makes accusation of mismanagement of the council’s mowing contract. As the letter was not sent to the Clerk and only to Cllr Alastair Adams who has responded to the sender no further actions have been taken.
	4. Recreation Field water leak reported to STW – STW confirmed they are not responsible for the water main beyond the property boundary and would take no action regarding the suspect leak which was reported to be an audible leak as no water was visible on the field. It was agreed to request the Handyman to carry out investigation into the suspect leak.
2. Pl**anning Applications:**
	1. **19/00918/HP:** Location: 1 Weston Road, Honeybourne, Proposal: Proposed single storey front and rear extension and roof alignment. Applicant: Mr David Cumberland
	The Council has no objection or comment on the application.
	2. **19/02377/FUL** Lockley Homes Proposal: Proposed erection of 8no. dwellings, car park and associated works. Location: Fancutts Garage, High Street, amended application form to clarify who the applicant is and the redesigned of the scheme
	Council support the proposed plan amendments
	3. **19/01052/HP:** 9 Dudley Road, Honeybourne, Proposal: Two storey side extension, single storey rear extension and new front porch Applicant: Mrs Deborah Greg

The Council has no objection or comment on the application.

1. **Planning Matters Noted:**
	1. 19/00571/LB: Cotswold View, 1 School Street, Honeybourne: Erection of single-storey rear extension to replace existing plus timber windows to replace existing uPVC versions - Listed Building Consent, **Granted** with 3 conditions
	2. 19/00577/HP - 9 Dudley Road Honeybourne, 2 Storey side extension, single storey rear extension and new front porch. **Granted** with 3 conditions
	3. 19/00630/HP: Meadowhead Barn, Bretforton Road, Honeybourne, Proposal: Widen drive, replace and extend fence, garden patio and pathways **Granted** with 3 conditions
	4. 19/00365/ADV: Camfields Ltd, Proposal: V board advertisement: The Gate Inn, Weston Road, Honeybourne, application **Refused** with 2 reasons
2. **Neighbourhood Development Plan: NDP**
	1. The next NDP group meeting is scheduled for June 5th at the pavilion when the responses from the regulation 14 consultation will be presented and two further large development proposals considered by the NDP group.
3. **Finance:**
	1. Council agreed to a part payment of £20,000 to the Community Centre’s agreed support funding.
	2. **Payments:** Council approved the schedule of payments as in appendix A of these minutes.
	3. Council approve the 2018-19 end of the financial year bank reconciliation account balances and final budgets; Cllr Steward checked the bank statements and signed off the accounts as a correct balance.
	4. Members noted the receipt of the first precept payment of £44,501.00 paid by WDC
	5. Council considered a request for investing up to £500 each to help the local Police buy an additional Speed gun. It was agreed more information is required before a decision can be made. Clerk to make enquiries and report to the June meeting
4. **Audit:**
	1. Council considered the internal auditors report in the AGAR form and noted the comments confirming no action is required to resolve issues raised.
	2. Council considered and answered all the questions in Section 1 of the AGAR with an affirmative answer.
	3. Council agree accountancy figures in Section 2 of the AGAR – which were verified with the end of year reports.
	4. Council agreed the Clerks explanation of variances in the budgetary figures.
5. **Power of Competence:**
	1. Council approved the following resolution for adopting the General Power of Competence (GPC)
	2. **To Resolve that** “Honeybourne Parish Council confirms it fulfils the GPC criteria of;
	A qualified Clerk, a minimum of two-thirds of the councillors were elected at the last ordinary election and the council has resolved at a meeting of the council and each subsequent relevant annual meeting in an election year that it meets these criteria.”
6. **New play equipment**
	1. Members confirmed the site meeting arranged to be held with councillors and the Eibe representative on May 20th at 6.00pm on the Recreation Field. This is a no obligation meeting to consider the current popular play and recreational equipment for The Leys and Recreation Field.
	2. Cllr Cathryn Steward proposed, and it was agreed that a working group is put in place consisting of councillors and parishioners to enable the play equipment project to have a wider consultation and expedite its progress, the group will be initiated following the site visit and report to the June meeting.
7. **The Leys Playing Field**
8. **Inspection:** The weekly visual inspection for The Leys found no safety matters to report and litter picking was carried out.
9. **Lease:** The Clerk reported The Leys Playing Field lease is now with the County Councilfor their consideration. The County Councilrequested an administration fee of £500 to conclude the lease agreement and a further £100 for registering the lease with the land registry; council agreed the proposed fees and the Clerk will progress the matter.
10. **Recreation Field:**
	1. Members noted the Recreation Field has had a full spring fertiliser application on April 26th
	2. It was agreed to leave the tennis net permanently erected in the MUGA for the summer months and request the Handyman to erect it by June 8th It was also agreed to remove the 5-a-side goalposts out of the MUGA onto the Recreation Field and Cllr Matt Henson would liaise with the Handyman regarding the site and fixing. The netball nets to be removed and relocated where possible.
	3. The Clerk reported on the drainage trench filling by the Probation Services which was carried out on a very wet day causing problems with the works as the topsoil was very wet. The works are still in progress and the Clerk will liaise with the probation services to continue the trench filling.
	4. Council agreed to Honeybourne school using the Recreation Field for their sports day on 28th June; the marking of a running track to be carried out by Matt Henson as before.
11. **Pavilion Matters**
	1. The Clerk reported that safety grills have been ordered to be fitted to the panel heaters in the pavilion as a child suffered slight burns after touching a heater. The heaters were switched off following the incident. Honeybourne Harriers Football Club have purchased the grills and Matt Henson offered to fit them when received.
	2. Matt Henson reported the following installations will all be completed shortly: -
		1. the wall units in the kitchen above the worktop.
		2. the secure key box installation.
		3. the new turn locks to the patio doors.
		4. the child proof gate installation in the kitchen
12. **Council and** **Community Matters**
	1. The Clerk reported on the progress with the new Parish Council website which is awaiting a draft publication for council consideration.
	2. Council agreed to having the telephone kiosk exchanged for a fully refurbished kiosk, Clerk to arrange the exchange and have Defibrillator signage fitted.
	3. A letter from Richard Levett, CALC executive was noted
	4. Members accepted an invitation from Mr. Bal Padda to visit vicarage nursery in June – clerk to confirm a visit date for a 6.00pm visit.
	5. The Clerk reported on quality issues raised with the mowing contractor over the cemetery, Elm Green and the Recreation Field; all the quality issues were due to the environmental conditions at the time of mowing. The contractor is to carry out an extra cut to all areas to improve the quality.
13. **Annual Parish Meeting:**
	1. Members noted without comment the draft minutes of the APM
	2. The parish Neighbourhood Watch Scheme creation was disputed by members as it was reported to be already set up but not for the whole parish as intended. The matter will be considered again at the June meeting when further information is made available. Clerk to confirm the current scheme set up for the June meeting.
	3. The Chairman reported on the property security marking event carried out by WDC in April and expressed his disappointment in the uptake as only two parishioners attended to have property marked.
14. **Village Hall and Community Centre:**
	1. Cllr Graham Clelland reported that the tender process is completed and the funding for the Community Centre building project is almost completed, the sale of the old Village Hall is about to the concluded and it is hoped building works for the Community Centre will commence in June.
	2. Members noted a letter of thanks received from the Village Hall Chairman for the donation from the Christmas tree light sponsorship.
15. Highways: matters to be reported
	1. New highway matters to be reported to County Highways. –
		1. Commercial signage - Porky's signage still not removed from the highway Cllr Alastair Adams confirmed he will pursue the matter.
	2. The response from UK cycling events regarding the council complaint over litter dropping at cycle events throughout the village was noted.
	3. Council fully agreed to initiating the postponed traffic light controlled pedestrian crossing on Station Road and to make enquiries into the possibility of having traffic light controls on the Gate Inn crossroads. The proposal will be strengthened by the extra traffic generated from the new Long Marston 3,500 new homes development accessing the station via the crossroads and the very many requests for parishioners to install the crossing. Clerk to request the proposals are implemented by the County Counciland supported by WDC.
	4. **VAS:** Cllr Graham Taylor reported on the proposed new VAS device purchase for
	 £3-4,000 and confirmed the local police will not make any use or carry out enforcement using the data collected by the ANR camera on the VAS as its not legally calibrated for traffic speed. In consideration of this Cllr. Taylor proposed the purchase of a new VAS is postponed in favour of the requested pedestrian crossing on station road.
	5. **Rail Link:** Correspondence received from Warwickshire County Council regarding the Honeybourne to Stratford rail link and the potential traffic related problems for Honeybourne at the Gate Inn cross roads was considered and it was agreed to write to Warwickshire County Council, Stratford District Council, WDC and WCC expressing the Honeybourne Parish Council’s concerns over the failure to carry out a traffic impact assessment for Pebworth and Broad Marston as a commuter route to Honeybourne station and other westerly destinations .
	Clerk to send a letter to all concerned

1. **Lengthsman and Handyman:**
2. New and existing jobs for the Lengthsman and Handyman. –
	1. Weed spraying throughout the village
3. **VAS report:** as the VAS was loaned to Pebworth no report was available this month
4. **Public Rights of Way (PROW):**
	1. Actions for any reported PROW problems or issues. No issues reported

1. **Street Lights:** To report any lights in need of attention
	1. The Clerk confirmed a purchase order has been sent to E-on for the new streetlight in Green Close. The supplier confirmed there is an 8 week wait for the new column and it is expected to be delivered in June.
2. **Cemetery:**
	1. Council agreed to place a public notice in the Garden of Remembrance reminding the public of the condition for the placement of items on plots as the excessive pots and plants currently placed around the plots are unacceptable.
	2. The Clerk reported the ongoing treatment of the Japanese Knot weed infestation in the Churchyard is underway and will continue until successful.
3. **Allotments:**
	1. Members noted Kevin Gisbourne’s report on rents collected and vacant plots -
	as four rent payments still due as of May 10th and at least 15 plots are vacant with possibly two more becoming vacant. The Vacant plots will be advertised in the Village Newsletter.
	2. Council agreed to continue the 20% foreigner rule to allow non-parishioners to rent plots.
4. **Matters Raised by Members –**
	1. **Cllr Heath Jobes –** Chase up the youth bus visit as it never materialised from the request last autumn - Cllr Thomas Havemann-Mart confirmed he would help to secure a visit
	2. **Cllr Matt Henson** – Place on the June agenda an option to have CCTV cameras fitted in the pavilion.

1. **Meeting Dates:**
	1. It was confirmed the next Ordinary Council Meeting is scheduled for the 11th June at the Village Hall at 7.15 pm,

There being no further business the Chairman thanked Cllr Thomas Havemann-Mart for his attendance and closed the meeting at 10:17

Chairman Date

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| --- | --- | --- | --- | --- |
|  | **Payments Authorised**  |  |  |  |
| **Cheque** |  |  | **Gross**  | **Net** |
| **Number** | **Payee** | **Details**  | **Payment**  | **Payment** |
| 1813 | Westhill Direct | Office consumables  | 236.61 | 197.18 |
| 1814 | Honeybourne Harriers  | Donation for football tournament  | 1000.00 | 1000.00 |
| DD | Npower | Streetlight energy | 937.88 | 781.56 |
| DD | Npower | Streetlight energy | 338.45 | 282.04 |
| 1815 | J Stedman | Clerk's salary and expenses  | \*\*\* | \*\*\* |
| 1816 | Limebridge RS  | Amenity contract  | 2736.00 | 2280.00 |
| 1817 | Geoff Bradley  | Internal Audit  | 105.00 | 105.00 |
| 1818 | Calum McAlinden  | Website hosting fee  | 15.00 | 15.00 |
| 1819 | Worcestershire CALC  | CALC & NALC fees  | 952.77 | 793.99 |
| 1820 | E-on | Streetlight Maintenance  | 118.80 | 99.00 |
| 1820 | E-on | Streetlight Maintenance  | 108.00 | 90.00 |
| 1821 | Honeybourne Village Hall | Build project Grant  | 20000.00 | 20000.00 |
| 1822 | Fairview Trading Co Ltd  | Soil for Rec Field trenches  | 371.52 | 309.60 |
| 1823 | Honeybourne Harriers  | Pavilion Heater protection grills  | 213.17 | 213.17 |
| 1823 | Honeybourne Harriers  | Pavilion door locks  | 105.67 | 88.06 |
| 1824 | WDC  | Comm Centre planning condition fee  | 116.00 | 116.00 |

**Ward members reports**

Cllr Thomas Havemann-Mart report to the meeting

My name is Thomas Havemann-Mart I am the new district councillor taking over from Alistair Adams. I have so far been to induction and will be on the licensing committee.

Thomas asked to go along to the park equipment meeting and the meeting the strawberry grower.

Thomas has been finding out about the controlled pedestrian crossing and the youth bus.