

HONEYBOURNE PARISH COUNCIL

Locum Clerk to the Council: Lynne Yapp, 36 Abbey Road, Pershore, Worcs WR10 1JP

Tel: 01386 552233 / Email: clerk@honeybourne-pc.gov.uk

[Please contact the clerk for the Zoom link to access the meeting](#)

To members of Honeybourne Parish Council

You are hereby summoned to an ordinary virtual meeting of the Parish Council to be held on Tuesday 8th September at 7.15pm. The virtual meeting will be via Zoom as normal meetings in public are suspended due to the Covid-19 sanctions on public gatherings and self-isolation. Please contact the clerk if you require a link to the meeting

1. Apologies: To receive apologies and approve reasons for absence

2. Declarations of Interest:

- a) Register of Interests: Councillors Are Reminded of The Need to Update Their Register of Interests.
- b) To Declare Any Disclosable Pecuniary Interests in Items on The Agenda and Their Nature.
- c) To Declare Any Other Disclosable Interests in Items on The Agenda and Their Nature.
- d) Dispensations granted:
 - Cllr Clelland - Village Hall or Community Centre (*Clarification required of any voting rights*)
 - Cllr Henson – Pavilion / Recreation Field / Amenities – voting rights granted

Cllrs who have declared a Disclosable Pecuniary Interest or Other Disclosable Interest which falls within the terms of paragraph 12(4) (b) of the Code of Conduct, must leave the room for the relevant items.

OPEN FORUM: The meeting will be adjourned for Open Forum

3. MINUTES: To consider approval of the Draft Minutes from Meetings dated 14th July and 11th August 2020

4. COUNTY COUNCILLOR REPORT:

5. DISTRICT COUNCILLOR REPORT:

6. PLANNING:

- a) Planning Applications:
 - 20/00608 Long Marston Airfield – *Any comments*
- b) Any other Planning Matters: *Nothing to report*

7. FINANCE :

- a) Council to approve cheques for payments and payments made during the month (if any)
- b) Council to approve bank reconciliation
- d) Urgent H & S Issue - Prior to the meeting, Cllr Henson brought to the attention of the Chair and Vice Chair the dangerous condition of the recreation ground and the urgent need for 'in filling' of large cracks in the surface. In light of potential injury to persons using the grounds, a decision was made by the Chairman, in consultation with Vice Chair and Cllr Henson to get works done as a matter of urgency, at a cost of £371.52 for the soil and £600 labour. Photographs of the area had been circulated to Cllrs and arrangements made for works to be carried out asap.
- e) Payroll Services – *to consider use of payroll services company for Clerks salary*
- f) External Audit – AGAR 2019/20 Part 3 – *to note and record comments made by the External Auditor*

8. ADMINISTRATION / STAFFING / POLICY & DOCUMENTS REVIEW:

- a) Vexatious and Persistent Complaints Policy – *circulated to Cllrs for approval*
- b) CCTV Policy - *circulated to Cllrs for approval*
- c) Policy / Document Review - *defer to next meeting*
- d) Clerks Recruitment Pack – *to consider – Locum Clerk to leave the room - CS*
- e) Village Newsletter – Organisational Arrangements - *Ask editor of Newsletter to extend for a further month and potentially an additional month thereafter whilst trying to open bank account*
- f) Cllr Email Addresses – *to emphasise need for individual Cllr Honeybourne PC email addresses*
- g) Website Accessibility – *is hoped existing website can be upgraded to comply with new legislation – MH to report*

9. HIGHWAYS:

- a) Lengthsman Role –
 - *LM has been asked to cut back tree and shrub vegetation encroaching on pavement of Dudley Road. An application will be made to WCC for payment to cover these costs*
 - *Contract between Parish Council & LM – awaiting details from WCC with regard budget - defer*
- b) Handyman Role – *Handyman has been asked to clear overgrowth on footpath between 30 & 32 Station Road*
- b) Signs attached to highway properties (GC)
- c) Flooding

10. VILLAGE AMENITIES:

- a) Leys Playground:
 - *to consider outcome of Village Consultation for expenditure of s106 monies*
 - *Opening of Leys Playground (HJ)*
- b) Pavilion / Recreation Ground
 - *to consider payment policy – suggest defer to next meeting*
 - *Flooring – to approve cost of flooring (MH)*
 - *Sports / Recreation Field - To consider quote for groundworks £2,250 as circulated*
- e) Xmas Tree / Raffle – *to discuss arrangements for Xmas tree and whether to run raffle. If so, whether a lottery licence should be applied for*
- f) Notice Board, Relocation of – *to discuss re-siting of notice board (GC)*

11. FOOTPATHS / PRoW – *For future reference – all overgrown paths to be reported to clerk for action by the Handyman. The Clerk to ask Handyman to weed kill / strim path on Stratford Road*

12. MATTERS FOR CONSIDERATION / FUTURE AGENDAS:

- Lengthsman Responsibilities
- Allotments Payment Procedure
- Working Groups

13. Exclusion of the Public from the Meeting – GDPR Contravention & Cllr Conduct - to agree the following resolution:

That in the view of the confidential nature of the business about to be transacted, it is advisable that in the public interest, the public and press be temporarily excluded and they are instructed to withdraw

14. DATE OF NEXT MEETING:

