**HONEYBOURNE PARISH COUNCIL**

Worcestershire

To all Members of the Council

### Description: signature jrs 3You are hereby summoned to attend an ordinary meeting of the Council to be held at the Village Hallon Tuesday 8th October at 7.15 pm for transacting the following business only.

### John Stedman: Clerk to the Council 01 October 2019

1. **Apologies:** To receive apologies and agree the reason for absence**:   
   Cllr Heath Jobes & Cllr Alastair Adams**
2. **Register of Interests:** Members are reminded of the need to update their register of interests.
   1. To declare any Disclosable Pecuniary Interests in items on the agenda and their nature.
   2. To declare any Other Disclosable Interests in items on the agenda and their nature.  
       Councillors who have declared a Disclosable Pecuniary Interest, or Another 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. Failure to register or declare Disclosable Pecuniary Interest may result in the commission of a criminal offence.
3. **Chairman to Move:** The meeting be now adjourned for Open Forum **Open Forum:**

Residents are invited to give their views and question the Parish Council on issues on this agenda or raise issues for future consideration. At the Chairman’s discretion **only 3 minutes** will be allowed for each public speaker. Brief notes on Open Forum may be appended to the minutes. Members of the public are very welcome to remain for the remainder of the Parish Council meeting however; they may not speak or contribute unless requested to do so by the Chairman. **To Receive** Ward Members reports from: **-**  
**County Council** - Cllr Alastair Adams & **District Council** – Cllr Thomas Havemann-Mart   
 **Chairman to Move:** To close the adjournment.

1. **Minutes:** To consider and agree the wording of the September ordinary meeting minutes - *circulated via email.*
2. **Clerk’s Progress Report** 
   1. **To consider** any matters arising from the Clerks report - *circulated blue paper*

***All reports*** *and planning approvals are listed in the circulated paper*

1. **Planning applications to consider: None at this time**
2. **Neighbourhood Development Plan: NDP:** 
   1. To consider and approve the continuance of the Geoxphere mapping services; invoice for £100 payable - *Meeting Notes 1*
3. **Finance:** *circulated pink papers*
   1. To consider and approve the schedule of payments as in appendix A -
   2. To consider and approve the second quarterly bank account reconciliation, account balance, and budget balances as circulated by the clerk.
   3. To receive a report on the progress with the bank mandate changes
   4. To consider instigating internet banking in accordance with financial regulations and if agreed, to consider three or four members to be internet banking payment authorizers.
4. **Play Equipment Group report**
   1. To consider the Play Equipment Group’s report and recommendations and to agree any proposals - *circulated by email due to meeting times*
   2. To consider filling two vacancies on the Play Equipment Group as Cllr Barnes and Mrs Barnes have withdrawn their memberships.
5. **Leys and Recreation Field** 
   1. To receive the weekly visual inspection report for the Recreation Field and The Leys and consider any recommendations.
   2. To receive a report from Cllr Henson of anti-social behavior on the Recreation Field
   3. To consider the reinstatement of the CCTV recording system *Meeting Notes 2*
   4. To consider options for hedge planting to screen the football club container and agree to delegate the purchasing to the clerk *- Meeting Notes 3*
   5. To receive a report on requesting the probation services to topsoil and seed the drainage trenches on the Recreation Field. *Update at the meeting*
   6. To report on the application of autumn fertiliser and weed control spray applied to the Recreation Field in September.
   7. To consider the annual Wicksteed inspection report and consider any items in need of attention, *circulated yellow 2 sides*
6. **Pavilion Matters:**
   1. To receive a report on the soakaway works progress
   2. To receive a progress report on the replacement of the patio doors *Meeting Notes 4*
7. **Amenity Mowing Contract** 
   1. To consider any amendments to the contract specification or areas to be maintained *contract circulated yellow papers*
   2. To consider making the Cemetery and Churchyard maintenance a separate contract.
   3. To consider procedures for the renewal of amenity mowing contract for 2020-2023 – *suggest a public notice in the local press inviting companies to tender*
   4. To consider a councillor to receive the tenders and a further councillor to verify the tenders for presentation at the next available meeting.
8. **Council & Community Matters:**
   1. To consider a village publicity campaign for the removal of dog mess from public areas.
   2. To consider any action regarding the illegal siting of Estate Agent sale boards on public land and the highway.
   3. To consider requesting the ballet school to remove their advertising board following classes as it is permanently left out on the verge fronting the Village Hall.
   4. To confirm the new landowner of the land on Dudley Road.
   5. To consider the procurement and siting of two benches for Station Road and report on any sponsorship offers received.
   6. To receive a report on any interests for volunteers to join the community speed watch scheme.
9. **Christmas Tree Event:**
   1. To agree the purchase of a 6m Christmas tree from the existing supply contractor to be installed and festooned with lights as in previous years.
   2. To consider a lead organiser for the Christmas tree event on Friday November 29th   
      Raffle tickets to organise, prizes to obtained, catering to organise, and event advertising. *Meeting Notes 5*
10. **Training** 
    1. To receive a members’ report on the training session held on 2nd October
    2. To receive a report from the Clerk on a CALC training event at Hawford on 24th September and Pershore on September 30th
11. **Village Hall and Community Centre:** 
    1. To report on the final Cotswold Archaeology report to enable the discharge of planning conditions
    2. To receive a construction progress report from Snape construction manager Mr Scarrott *circulated by email due to file size*
    3. To consider any matters arising from the Community Centre building project. – *Members to report*
12. **Highways:** 
    1. To consider any new highway matters to be reported to County Highways.
    2. To receive a progress report on the cutting back of the conifer trees overhanging the highway on Stratford Road *Meeting Notes 6*
    3. To receive a report on the traffic chaos caused by the Fancutts site traffic and the request to have mud cleared from the High Street.
    4. To consider the County Highways proposed Zebra Crossing on Station Road and the funding suggestion from Cllr Alastair Adams - *circulated yellow paper + a financial report to be issues at the meeting to enable funding considerations*
13. **Lengthsman and Handyman:** 
    1. To confirm the new Handyman, Mr Stephen Woodman, has accepted the council hourly rate offer.
    2. To consider any new jobs for the new Handyman.
    3. To consider any new jobs for the Lengthsman
    4. Report on works issued to the Lengthsman & Handyman –*Meeting Notes 7*
    5. **VAS report**: up to date report available at the meeting
14. **Public Rights of Way (PROW):** *Meeting Notes 8*
    1. To consider actions for any reported PROW problems or issues.
    2. To report on the verge strimming on PROW 523 Stratford Rd to Westbourne
    3. To report on the clearance of the WPD substation site on PROW 523
    4. To receive a report on the request to have substation brambles remove by WPD
    5. To report on the bridge replacement on PROW 544
    6. To receive a report on any PROW volunteers responding to the village news advert
15. **Streetlights:** 
    1. To report any lights in need of attention.
16. **Matters Raised by Members** and information or Items for Future Agendas:   
    *all requests are included in the agenda*
17. **Meeting Dates:** 
    1. To confirm the next Ordinary Meeting of the Council is scheduled for the12th November at the Village Hall at 7.15 pm