**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 12th November at 7.15 pm for transacting the following business only.

### John Stedman: Clerk to the Council 06 November 2019

1. **Apologies:** To receive apologies and agree the reason for absence**:**
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 October ordinary meeting minutes - *circulated via email.*
2. **Clerk’s Progress Report** 
   1. **To consider** any matters arising from the Clerks report -

***All reports*** *are in the circulated on blue paper*

1. **Planning applications to consider:** 
   1. **19/02228/LB Location: The Gables, 61 School Street, Honeybourne, Proposal: Internal alterations to include removal of wall to kitchen and creation of ensuite facilities to first floor Applicant: Mr David Reade *response date 4th November****The Council has no objection or comment on the application.*
2. **Neighbourhood Development Plan: NDP:** 
   1. To report Mr Chris Collison will start his examination of the NDP on November 1st and expects to complete in December
   2. To consider any correspondence or questions received from the Independent Examination of the NDP – *none at this time*
3. **Finance:** *circulated pink papers*
   1. To consider and approve the schedule of payments as in appendix A -
   2. To consider and sign the bank mandate variation to enable online banking payments
   3. To consider a date and venue for the finance groups precept meeting   
      26th Nov and 3rd Dec. 7.30
   4. To Note a letter from WDC reference budget and precept requirements - *circulated*
4. **Play Equipment Group report**
   1. To receive October 22nd meeting report from the Play Equipment Group and consider any matters arising. – *circulated*
   2. To report Eibe have issued a design and costing for the groups proposals for the Recreation Field
   3. To consider a date and time for the next Play Equipment Group meeting
   4. To consider a request from Mr John Williams to join the Play Equipment Group.
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 consider cutting back the excessive hedgerow growth on the eastern boundary of The Leys playing field as it has encroached into the field by some 10 metres which is contrary to the conditions of the field lease. **-** *members inspection is recommended*
   3. To consider having all the boundary hedges cut on the Recreation Field and The Leys.
   4. To consider the correspondence received relating to youth’s allegedly urinating against the shipping container. *Redacted email circulated*
   5. To consider a proposal from the Chairman to plant a suitable hedgerow augmented with standard trees on the Recreation Field boundary adjoining the dwellings on Gloster Aides. *The Clerk recommends Ligustrum ovalifolium for the hedge planting and Carpinus Betulus Frans Fontaine for the trees, the site is 80 yards long*
   6. To receive a report of the suspension of the agreed screen planting around the container pending the above item.
   7. To consider a request from Honeybourne Harriers Football Club to site a further 8X8ft container on the Recreation Field
   8. To consider a request from Honeybourne Harriers Football Club Team Coaches to hold a February 2020 half term football camp for kids in the area aged between 8 and 16, running from Monday through till Friday 9.00am to 3.30pm.
   9. To receive a report on the progress of drainage trench filling and seeding by the probation services
   10. To consider a review of the Recreation Field fees and conditions – *this item was agreed to be considered for review at the May meeting Ref. Min 9e – circulated green*
   11. To report on a phone call from a resident on Bretforton Road complaining about a late night gathering of youths on the Recreation Field when it was stated that about 12 youths were drinking and playing music until 11.00 pm.
6. **Pavilion Matters:**
   1. To receive a report on the soakaway installation works progress
   2. To consider installing a new litter bin near the pavilion as the area accumulates a lot of litter around the picnic benches
   3. To consider the supply contract and terms and conditions from Evesham Glazing for the replacement of the patio doors - *circulated*
7. **Amenity Mowing Contract** 
   1. To consider any verified tenders for the amenity contract and consider an acceptance of tender if appropriate. *To date no contractors have requested any tender information*
   2. To consider the next action to progress the tender process
8. **Council & Community Matters:**
   1. To consider Council decision making between meetings – *Cllr Steward to respond*
   2. To consider a village publicity campaign for the removal of dog mess from public areas. *Cllr Askew to report and information circulated by email due to file sizes*
   3. To consider actions required to gain the details of the new landowner of the land on Dudley Road. – *current enquiries have failed*
   4. To consider the procurement and siting of two benches for Station Road and report on any sponsorship offers received.
   5. To receive a report on the interests received from volunteers to join the community speed watch scheme. (1 volunteer to date)
   6. To confirm Mr David Green, director of Delta Planning will be attending the December meeting to present his proposals for the development of the All Things Wild site
   7. To receive a report on the purchase of the two Defibrillators - *circulated*
9. **Christmas Tree Event:** 
   1. **Written Special Motion** in accordance with standing order seven received on November 4th and nominated by Cllr Graham Clelland and Cllr Trevor Askew

*The Parish Council’s decision to allocate all the funds raised from the Christmas tree event to sponsor the agreed Defibrillators is amended as follows: -  
  
Funds raised by the Christmas tree event will be used to sponsor the two new Defibrillators for the parish, and a proportion of the fund raised by the raffle be allocated to the Village Hall charity to allow their lottery license to be used for the raffle*.

* 1. To receive a member’s report on the event arrangement and any actions required
  2. To receive the Clerk’s report on the applications for a TENS license
  3. To receive a report on the cancelation of the raffle ticket printing due to license issues.
  4. To note the following donations have been received: -
     + 1. £100 from Budget Skips for a raffle prize
       2. £50 from Limebridge Rural Services Ltd - donation
       3. £100 from The Ranch Caravan Park - donation

1. **Training** 
   1. To consider a continuation of the councillor training from CALC and possibly planning & CiL training as a one-off event
2. **Village Hall and Community Centre:** 
   1. To report on the final Cotswold Archaeology report to enable the discharge of planning conditions
   2. To consider any matters arising from the Community Centre building project. – *Members to report*
3. **Flooding:** *Note 1*
   1. To receive a report on the flooding at the railway bridges on Stratford Road causing a road closure
   2. To receive a report on the installation of the flood depth signs at the railway bridges on Stratford Road
   3. To report the sewerage emanating from manholes on Station Road being reported to the Environment Agency, WDC and Severn Trent Water-
   4. To receive a member’s report on the efficiency of the attenuation ponds on Stephenson Way, Fair Acre estate and the Bramble Chase estate
4. **Highways:** 
   1. To consider any new highway matters to be reported to County Highways.
   2. To consider a new location for the storage of the council bagged salt grit currently stored in the Village Hall garage.
   3. To receive a progress report on the County Highways proposed Zebra Crossing on Station Road – *the councils funding offer was sent to Cllr Alastair Adams*
   4. To consider action regarding Commercial signage at Honeybourne Industrial Park and to consider action regarding Flood signs - *Cllr Jobes to report*
   5. To receive a report on getting the hedge cut back on Bramble Chase *Note 2*
   6. To report on the request to Loxley Homes to clear mud from High Street and the pavement made on October 21st *Note 3*
   7. To receive a report on the Ward members enquiries into a 20MPH zone for the village - *circulated email from Cllr Thomas Havemann-Mart*
5. **Lengthsman and Handyman:** 
   1. To confirm the Lengthsman cannot carry out PROW clearance work under the Lengthsman scheme - -*Note 4*
   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 –
      * 1. Clear up broken glass at the pavilion
        2. Cut the hedge on Station Rd by the Co-op
   5. **VAS report**: up to date report available at the meeting
6. **Public Rights of Way (PROW):** *Notes 5*
   1. To consider actions for any reported PROW problems or issues.
   2. To consider requesting the new Handyman to carry out a cut back of vegetation over the length of 544 from Fair Acres to the Leys
   3. To report the bridge replacement on PROW 544 is now completed by WCC
   4. To receive a report on two PROW volunteers responding to the village news advert
   5. To receive a report on the County Highways Lengthsman scheme funding Lengthsman works on PROW’s
7. **Streetlights:** 
   1. To report any lights in need of attention.
8. **Cemetery:**
   1. To receive a report the purchase of grave plots 19c and 20c for Mrs Ellis and the interment of Mr Ellis in grave 19c on 28th October.
   2. To receive a report on the purchase of plot 56 in the Garden of Remembrance and the interment of the ashes of Mr. Lawrence Terrance Rupert Hinton.
9. **Matters Raised by Members** and information or Items for Future Agendas:
10. **Meeting Dates:** 
    1. To confirm the next Ordinary Meeting of the Council is scheduled for the12th December at the Village Hall at 7.15 pm