**HONEYBOURNE PARISH COUNCIL**

Worcestershire

To all Members of the Council

### Description: signature jrs 3You are hereby summoned to an ordinary virtual meeting of the Parish Council to be held on July 14th at 7.15pm.The virtual meeting will be via the Zoom app as normal meetings in public are suspended due to the Covid-19 sanctions on public gatherings and self-isolation. John Stedman: Clerk to the Council 08 July 2020 NOTE: All meeting papers and documents for the meeting will be issued by email to all members well before the meeting.

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.
*In consideration of the virtual meeting restraints, any question from the public should be submitted by email to the clerk prior to the meeting to allow answers and information requests to be considered by members in readiness for the meeting.*
 **To Receive** Ward Members reports from: **-**
**County Council** - Cllr Alastair Adams & **District Council** – Cllr Thomas Havemann-Mart

**Chairman to Move:** To close the adjournment.
4. **Minutes:** To consider and agree the wording of the June 23rd extraordinary meeting minutes - *circulated*
5. **Clerk’s Progress Report:**
	1. Parishioner’s correspondence regarding the play equipment process dealt with by email. *Circulated*
6. **Planning applications to consider: *circulated***
	1. **20/01089/HP Location: 21 Brunel Way, Honeybourne, Description: Two storey rear extension, single storey side extension and conversion of part of existing garage to living accommodation. Applicant: Mr Philip Catherall 13/7**
	2. **20/01189/FUL Location: Honeybourne Village Hall, High Street, Honeybourne, Description of Proposal: Demolition of village hall and erection of 2no dwellings.**
7. **Planning Matters**
	1. To consider the review of the South Worcestershire Development Plan (SWDP), Call for Sites inviting landowners and/or their agents/developers to submit land for a potential large-scale Country Park site. *Email circulated*
	2. To consider the All Things Wild site for a Country Park site proposal from Cllr Chris Gear
8. **Audit**
	1. To report the external audit (AGAR) was emailed to PKF Littlejohn on 11th June and the statutory notices posted on all noticeboards on 11th June
9. **Finance:** *circulated*
	1. To approve the Clerks list of payments for June and July
	2. To consider and approve the first quarterly bank balances, Bank reconciliation, receipts and payments and budgetary expenditure.
	3. To receive a report on an invoice for the full year fees of £100.00 for Honeybourne Harriers Football club has been issued and paid.

1. **Play Equipment Group report**
	1. To consider and adopt the play equipment group’s meeting report. *circulated*
	2. To receive a report on the supply of licensed postage envelopes from WDC for the returns of the questionnaire.
	3. To receive a report from the Chairman on the delivery of the Honeybourne Village Newsto all households in the parish.
	4. To consider the options for the distribution of the play equipment questionnaire.
	5. To consider the content of the draft information letter and questionnaire for the public consultation. *Circulated*
	6. To consider distribution dated and return deadline date for the questionnaire.
2. **Sports & Recreation field** **and the Leys Playing Field**
	1. To consider the re-installation of the CCTV at the pavilion -
	*Report from Matt
	Between Friday 22nd of May at 8pm and 4pm on the 24th of May the goals sited on the field were damaged with a repair cost of £140 plus 4 hours of my time repairing the nets. It has been reported to me that 6 youths on bikes entered the field via the gate on Bretforton Road, dragged the goals to the middle of the field and began climbing up them, ultimately tearing the nets. If CCTV was in operation, this could have been flagged to the police and the CCTV could have been used to prosecute. I am happy to complete the GDPR course and install a locked data box in the loft of the pavilion*
	2. To receive a report on the proposed container siting and the storage of football equipment in the loft of the pavilion negating the need for the proposed container.
	3. To consider any quotation received for the repairs to the tarmac and kerbs on the basketball court. *None received to date*
	4. To consider the carrying out the suspended agreement to flail mow the overgrowth of brambles adjacent to the new play equipment site. To be carried out from the existing climbing frame to the PROW field access and mown back to the tree line.
	5. To receive a report on the damaged bench on the recreation field reported to the Handyman for removal.
	6. To consider the re-opening of the Leys play equipment area in compliance with Covid-19 regulation. *Information circulated*
	7. To report on receiving the public liability insurance certificate from Mrs. Daniels for hot air ballooning.
3. **Pavilion Matters:**
	1. To receive reports on any issues with the pavilion
	2. To receive a report on rectifying the lifted floor covering.
	3. To receive a report on treating all water systems for legionella contamination.
4. **Council & Community Matters:**
	1. To consider the Parish Council having a bespoke Facebook page for council business.
	2. Chairman to report on members responses to council business circulated by email.
	3. To consider **not** holding Parish Council meeting in August - request from members.
	4. To consider a letter of thanks to Just Glaze who fitted a new window glass in the High Street kiosk.
	5. To consider a response to the Wellington Preservation Group wishing to establish a museum at (or very close to) Honeybourne airfield - *email info circulated*
5. **Village Hall and Community Centre:**
	1. To report on the build progress and opening of the new Village Hall and closure of the old Village Hall
	2. To receive a report on the installation of an electricity supply for the village Christmas tree near the Village Hall and a meeting with Sam Ryder, Dave Carrott, Graham Clelland and the Clerk,
	Also to consider the siting and landscaping of the site for the Christmas tree to the carried out by the council.
6. **Highways:**
	1. To report on actions following complaints regarding the alleged polluted ditch on High Street adjacent to the raised footpath.
	2. To receive a report on correspondence with the landowner of the verges in Dudley Road.
	3. To consider a letter to the Vicarage and the next door property on Stratford Road requesting their boundary hedges are cut well back from the highway edge.
	4. To receive a report on the request made on 29th May to Safer Road Partnership for the camera van to attend on Station Road.
	5. To receive an update report on the installation of the Zebra crossing on Station Road. *Cllr Alistair Adams to report*
	6. To receive a report on a letter from Honeybourne First School forwarded to County Highways and Cllr Alistair Adams regarding the installation of the Zebra crossing on Station Road.  ***Letter circulated***
7. **Lengthsman and Handyman:**
	* 1. Request to clear the ditch on High Street and the report back from the Lengthsman
		2. Replanting and watering the village planters
		3. Painting the cemetery gates
		4. PROW undergrowth clearance on 537B by the church
		5. PROW stile repairs on 507C by the railway bridge on buckle Street
	1. **VAS report**: Suspended due to Covid-19
8. **Public Rights of Way (PROW):**
	1. To consider actions for any reported PROW problems or issues.
9. **Streetlights:**
	1. To report any streetlights in need of attention.
10. **Cemetery and Churchyard:**
	1. To report on the interment of baby Pritchard-Conley Freya in cemetery plot 225A
	2. To receive a report on interment of ashes for T/L Brian Mitchell in the Garden of Remembrance plot 59
	3. To receive a report on the proposed restoration of the wooden gates at the access to St Ecgwin’s Church
	4. To consider a complaint from a resident of Stratford Road over the abundance of ash tree seedlings growing all over her back garden area
11. **Allotments:**
	1. To consider having the internal boundary hedges of the allotment site cut well back as requested by HAGA.
	2. To receive a report on the hire of a skip for allotment clearance, the cost shared 50-50 with HAGA – paid in full by the Clerk and £93.75 received from HAGA
12. **Matters Raised by Members** and information or items for future agendas:
13. **Meeting Dates:**
	1. To consider the next Ordinary council meeting scheduled 11th August venue to be confirmed
14. **Exclusion of the Public from the Meeting. To agree the following resolution: -***That in view of the confidential nature of the business about to be transacted, it is advisable in the public interest that the press and public be temporarily excluded and they are instructed to withdraw*
15. To consider and agree necessary changes to the Clerks holiday and pay arrangements.