

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 13th October 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) Any new dispensations to be considered - to consider Dispensations received by the Clerk
 - Cllr Henson –Items Related to Sports Field & Pavilion - Request to participate in discussion and to vote
 - Cllr Clelland – Trustee / Committee Village Hall - Request to participate in discussion and to vote
 - Cllr Matthews - **Awaiting form back**

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 meeting 8th September 2020

4. COUNTY COUNCILLOR REPORT:

5. DISTRICT COUNCILLOR REPORT:

6. PLANNING:

- a) Planning Applications:
 - 20/01798/FUL Land South of Blakes Hill, Access off Buckle Street – *to consider response to application deadline for comments 14th October (extension granted)*
- b) Any other Planning Matters:
 - to consider any response to the Planning Reform White Paper Consultation - deadline 29th October. Outcome from Zoom meeting on 7th October.
 - Fancutts Site – CG
 - Stratford Drive, Havard Avenue – Email from Rosconn group, email & photos to WDC (attached)

7. FINANCE :

- a) Council to approve cheques for payments and payments made during the month
- b) Council to approve bank reconciliation
- c) Payroll Services – *to consider quotes and approve regarding Clerks salary payments & pension*
- d) Village Hall – *grant paid by HPC (report from village hall attached); office for Clerk (email attached)*
- e) On-line banking – *to discuss*

8. ADMINISTRATION / STAFFING / POLICY & DOCUMENTS REVIEW:

- a) Policy / Document Review - *Vice Chair / Clerk plus any volunteers from Cllrs*
- b) Village Newsletter – *Clarity of way forward, thanks to editor,*
- c) Cllr Email Addresses – *to emphasise need for individual Cllr Honeybourne PC email addresses, quote from Zohor (attached)*

9. HIGHWAYS:

- a) Lengthsman Role –
 - *to agree issue of contract between LM and HPC to consider regular works schedule – in excess of £2,000 annual budget*
- b) Handyman Role – *Any requests*
- c) Second Handyman - *to consider recruitment*
- d) Signs attached to highway properties – *Clerk has made contact with all Estate Agents identified as responsible.*
- e) Flooding - *suggest this can become part of LM works schedule*
- f) Traffic Calming:
 - VAS Sign
 - Dragons Teeth – Mickleton Road
 - Speeding

10. VILLAGE AMENITIES:

- a) Leys Play Area
 - *to consider expenditure of s106 monies - next stage – tender, Report from Cllr Askew (attached)*
 - *Leys Playground – now open*
- b) Pavilion / Recreation Ground
 - *Flooring – Update on quotes received*
 - *Sports / Recreation Field - To consider quote for groundworks £2,250 as circulated update on additional quotes received*
 - *Sports / Recreation Field – to consider continued use of sports field by Honeybourne Primary Academy*
 - *Seeding the reinstated drainage trenches - MH*
- c) Notice Board, Relocation of – *Update CS*
- d) Community Legacy Grant – *to consider suggestion from Cllr Henson*

11. Memory Lane Memorials – Memorials Fees Enquiry - to consider requests made to HPC

12. FOOTPATHS / PROW – Any reports ???

13. CORRESPONDENCE:

- *To consider response to letter/ Emails received from residents*

14. MATTERS FOR CONSIDERATION / FUTURE AGENDAS:

- Lengthsman Responsibilities
- Allotments Payment Procedure
- Working Groups
- Financial Accounting System

15. DATE OF NEXT MEETING: