

**HONEYBOURNE PARISH COUNCIL**  
**Worcestershire**

To all Members of the Council

You are hereby summoned to attend an ordinary meeting of the Parish Council to be held at the Village Hall on Tuesday 15th November 7.30 pm for transacting the following business only.



John Stedman: Clerk to the Council

06 November 2011

**Meeting Agenda**

1. **Apologies:** To receive apologies and agree the reason for absence from:
2. **Announcement of resignation** from the Council of Mr Ben Lomax on 28<sup>th</sup> October.

3. **Disclosures of Interests**

- a) Register of Interests: Members are reminded of the need to keep their register up to date.
- b) To declare and disclose any personal or prejudicial interests in items on the agenda. Councillors with a prejudicial interest must leave the room for the relevant agenda item.

(**Note:** Members are reminded that the Code of Conduct provides that, if they have a prejudicial interest in any matter under discussion, then providing the matter is considered in public session, they are entitled to make representations and answer questions if members of the public are granted the same entitlement. Members must leave the room before any ensuing debate and vote and must not attempt to improperly influence a decision about that matter.)

4. **Vacancy on the Council:**

- a) To consider the co- option of a candidate to fill the Council vacancy  
*Election by paper ballot if more than one candidate*  
*Confidential application letters circulated*
- b) New member to make and sign a declaration of office

5. **Chairman to Move:** The meeting be now adjourned for Open Forum

**Open Forum:**

At the Chairman's discretion residents are invited to give their views and question the Parish Council on issues on this agenda, or raise issues for future consideration. Members of the public may not take part in the Parish Council meeting. Brief notes on open forum may be appended to the minutes.

**To Receive Ward Members Reports**

County & District Council Ward Members -

**Cllr. Tom Bean** to report on the following requests:

**Cllr. Alistair Adams** to report on the following requests:

6. **Chairman to Move:** To close the adjournment.

7. **South Worcestershire Development Plan**

- a) To consider the analysis of the Council's SWDP and planning issues questionnaires and member's reports on the event held on 1<sup>st</sup> November. *Analysis circulated*
- b) To consider the Council's formal response to the South Worcestershire Development Plan consultation. -

8. **Minutes:**

- a) To agree the wording of the minutes of the last ordinary council meeting- *circulated via email*

**9. Clerk's Progress Report: –**

- a) A data CD of the Council's computer files passed to the Chairman as a remote backup
- b) Allotments water supply update
- c) Statutory notice posted for the vacancy on the Council
- d) Update on VISA's charitable status
- e) Neighbourhood plan funding application letter sent to WDC

**10. Planning Applications for Council's Consideration.**

- a) W/11/01994/PP Mrs L Garfield, 92 Dovers View, Stratford Road – two storey and single storey extension to the rear of the existing dwelling. 17/11

**11. Planning Decisions to Note** None at this time

**12. Planning Matters –**

- a) To report on a request from Framptons to present a development proposal to the council for land adjacent to Harvard Avenue. Frampton are invited to attend prior to our December meeting.

**13. Cemetery & Churchyard :**

- a) To report on the purchase of plot 38 in the garden of remembrance by Mr David Oliver.
- b) To receive members report on the sunken tomb remedial works.
- c) To consider re-pollard all or some willow trees in the cemetery. *Note 1*

**14. Street Lighting –**

- a) To report any new street lighting faults:
- b) To report the Streetlight no.5 Stratford Road and the Mickleton Road Junction reported for repair 25/10

**15. Public Footpaths**

- a) To receive the PPW's report on referred and other matters.
- b) For information - WCC PROW Prioritising maintenance – *circulated*

**16. Highways**

- a) Highway matters to be reported to the County Highways.
- b) To consider a quotation to supply three new trees for Elm Green. *Note 2*
- c) To consider the Handyman's quotation to plant the three trees *Note 3*
- d) To consider a quotation to move the notice board by The Thatched Tavern *Note 4*
- e) To report on the request to County Highways to install gated village accesses.
- f) To consider a notice to create a Byway Open to All Traffic from Poden Lane to Gloucestershire *-circulated*

**17. Lengthsman & Village Handyman**

- a) Report on works completed.
- b) Matters to be reported for action.

**18. The Leys Playing Field**

- a) To consider the regular monthly visual inspection.

**19. Recreation Field**

- a) To confirm the proposed easement charges are of market value and reasonable. *Note 5*
- b) To consider the foul water drainage easement terms from Rooftop Housing *-circulated*
- c) To report on placing an order valued at £190.00 for a survey of the sewerage connection in the garden of 1 Gloster Ades.
- d) To consider a report from Mr Ian Trout on the condition of the grass and consider any suggested actions. *Mr Trout is a VISA member and will give a verbal report in open forum*

- e) To consider a further quotation for field boundary ditch clearance. *Note 6*
- f) To consider a quotation from Mr Bury for planning and design of the changing facilities - *circulated*
- g) To consider replanting the small amount of hedging plants and trees that failed in the summer drought

**20. PACT:** Any issues to be passed to the local police team

**21. Stevenson Way Balancing Pond:**

- a) To report a site meeting with Taylor Wimpy is arranged for 22<sup>nd</sup> November @ 2.00 pm

**22. Parish Plan:**

- a) To consider updating the parish plan and incorporating the emerging Neighbourhood Plan in the update process.
- b) To report on the compilation assistance offered by Angie Herbert and Lynda Judge
- c) To report on an application for funding support for the Neighbourhood Plan

**23. Party in the Park –**

- a) To receive an update report
- b) To report on the request to use W R Haines's neighbouring field to fire the fireworks
- c) To report on the availability of the Council's public liability insurance for the event

**24. Parish Council Newsletter**

- a) To consider a December publication (last one was September)

**25. Finance**

- a) To consider for approval the Payments, Receipts and Balances schedule – *circulated*
- b) To report on the receipt of half year VAT claim.
- c) Members requests for budgetary items to be considered by the finance group on 17<sup>th</sup> Nov

**26. Matters Raised by Members for Consideration or Items for Future Agendas.**

**27. Correspondence: For consideration**

**28. Correspondence To Note:**

- a) Shakespeare Hospice Update
- b) WDC Land drainage orders for: - Mr Robbins of Middle Farm Weston Subedge, The Gate Inn, Mr Chivers The old Vicarage and Mr Miller of Woodcote Farm; all for the clearance of the Gate Inn brook.
- c) WDC Land drainage letter for: - The Gate Inn, work satisfactory - Mr Chivers, work satisfactory – Mr Wheeler Corner farm Legal department to serve a formal notice.
- d) Letter from Captain Basil Hodgkins regarding Honeybourne station
- e) Wychavon Youth Bus timetable
- f) Newslite autumn edition
- g) Clerks & Councils Direct

**29. Meeting Dates**

- a) To confirm the next Ordinary Meeting scheduled for the 6th. December at the Village Hall at 7.30 pm:

End