HONEYBOURNE PARISH COUNCIL

Worcestershire

To all Members of the Council

### Description: signature jrs 3You are hereby summoned to attend the Annual Meeting of the Council to be held at the Village Hallon Tuesday 14th May at 7.15 pm for transacting the following business only.

John Stedman: Clerk to the Council 04 May 2019

**Meeting Agenda**

1. **Election of Chairperson**
2. To receive the Chairman’s declaration of acceptance of office.
3. **Apologies:** To receive apologies and agree the reason for absence:
4. **Disclosures of Interests:** 
   1. **Register of Interests:** Members are reminded of the need to update their register of interests if any changes have occurred.
   2. **To declare any Disclosable Pecuniary Interests** in items on the agenda and their nature.
   3. **To declare any Other Disclosable Interests** in items on the agenda and their nature.
5. **Co-option:**To consider the co-option of two candidates for the Parish Councillor vacancies   
   *Two Applications forms circulated****Italics*** *text are the 2018 Delegates*
6. **Election of Vice-Chairperson** *Cllr. Steve Sidwell*
7. **Appointment of Committees and Working Groups** Staffing committee: *Cllrs. G. Clelland, A. Attridge, S Walsh*
   1. Precept Group: *Full Council*
   2. Neighbourhood Plan Group: *Cllrs.* *S Walsh & S Sidwell*
8. **Appointments to Outside Bodies – Delegates** Honeybourne Village Hall Committee *Cllr. H Jobes & Cllr. Steve Sidwell*  
   Worcestershire County Association of Local Councils (2 representatives) - *None*
9. **Members Dispensations renewals for the next four years**
   1. Cllr Graham Clelland for business relating to the Village Hall or Community Centre.
   2. Cllr Cathryn Steward for business relating to the PROW 540 on the Fair View estate.
10. **Document Review:** *circulated yellow papers*
    1. To consider the content and values of the Council’s asset register.
    2. To consider the effectiveness and suitability of the Council’s Health & Safety policy
    3. To consider the suitability of the Council’s risk assessment.
    4. To consider any amendments or updates to the council’s cemetery fees.
    5. To consider any amendments or updates to the council’s Recreation Field and Pavilion fees.
    6. To consider any amendments or updates to the council’s allotment fees currently £20 per plot
    7. To consider any amendments to council’s Standing Orders.
       1. *Clerks suggested addition to SO 3s - to allow voting by paper ballot when appropriate*
    8. To consider the any amendments to the financial regulation adopted in 2016.

*Due to file sizes of g & h they are circulated by email and a hard copy will be available at the meeting. Please check the values in the documents.*

**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 14th May for transacting the following business only.

### John Stedman: Clerk to the Council 04 May 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.   
        
      **Note:** All councillors must complete their 2019 Disclosable Pecuniary Interests forms to be returned to WDC and copied to the Clerk by May 31st - *Forms enclosed in agenda packs*

1. **Dispensations** 
   1. To consider any new members requests for a dispensation on matters of a disclosable interest.
      1. **Cllr Sylvia Matthews** for business relating to the Village Hall or Community Centre.

1. **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 April meeting minutes   
   *circulated via email.*
2. **Clerk’s Progress Report and matters dealt with since the last meeting**
   1. Vicarage Nursery Caravans; Bal Padda confirmed the caravans are for storage for staff use and equipment and not used as residential units
   2. Parking at the Community Centre site has ceased no further actions taken
   3. An email sent to Cllr Alastair Adams has been forwarded to the Clerk, the email contains a letter accusing the Parish Council of malpractice over the sale of the old village hall site and dealing with the deeds, it also makes accusation of mismanagement of the council’s mowing contract. As the letter was not sent to the Clerk and only to Cllr Alastair Adams who has responded to the sender no further actions have been taken.   
       *All other reports are listed under the appropriate agenda headings*
3. **Planning Applications to consider:** 
   1. **19/00918/HP:** Location: 1 Weston Road, Honeybourne, Proposal: Proposed single storey front and rear extension and roof alignment. Applicant: Mr David Cumberland
   2. **19/02377/FUL** Lockley Homes Proposal: Proposed erection of 8no. dwellings, car park and associated works. Location: Fancutts Garage, High Street, amended application form to clarify who the applicant is and: -

- Redesigned scheme including:

\* Housing mix changed from 2 x 2 bed; 3 x 3 bed and 3 x 4 bed to 3 x 2 bed; 3 x 3 bed and 2 x 4 bed;

\* Revised parking for plots 7 and 8;

\* Car port adjacent to plots 7 and 8 omitted;

\* Widened access road and refuse vehicle turning area;

\* Green Infrastructure space increased to 12% of site area;

\* Hard standing space on site reduced;

\* Various design changes to carports;

\*Plot 1 - external materials changes and dormer windows/ fenestration reduced in size;

\* Plot 2 – external materials changes and layout/design changes;

\* Plots 3 and 4 - external materials changes, dormer windows replaced with roof lights;

\* Plot 4 - various design changes and footprint moved north by 1m;

\* Plot 5 - 3 bed barn style design replaced by 2 bed bungalow and external materials changes;

\* Plot 6 - 4 bed house replaced by 3 bed house and external materials changes;

\* Plots 7 and 8 – design changes

1. **Planning approvals to Note:** 
   1. **19/00571/LB: Cotswold View, 1 School Street, Honeybourne: Erection of single-storey rear extension to replace existing plus timber windows to replace existing uPVC versions - Listed Building Consent, Granted with 3 conditions**
   2. **19/00577/HP - 9 Dudley Road Honeybourne, 2 Storey side extension, single storey rear extension and new front porch. Granted with 3 conditions**
   3. **19/00630/HP: Meadowhead Barn, Bretforton Road, Honeybourne, Proposal: Widen drive, replace and extend fence, garden patio and pathways Granted with 3 conditions**
2. **Neighbourhood Development Plan: NDP:** 
   1. To receive a report on the regulation 14 consultation carried out in April
   2. To consider a request for a meeting with Catsby Estates regarding the proposed development of the All Things Wild Site - *circulated, blue paper*
3. **Finance:**
   1. To consider a part payment of £20,000 to the Community Centre agreed support funding – *request circulated*
   2. To consider and approve the schedule of payments as in appendix A - *circulated*
   3. To consider and approve the 2018-19 end of the financial year bank reconciliation account balances and final budgets – *circulated*
   4. **To note;** The receipt of the first precept payment of £44,501.00 paid by WDC

1. **Audit:**
   1. To consider the internal auditors report in the AGAR form and confirm any action to resolve issues raised
   2. To consider and answer the questions in Section 1 of the AGAR
   3. To agree accountancy figures in Section 2 of the AGAR – verified with the end of year reports as *circulated*
   4. To consider and agree the Clerks explanation of variances - *circulated*
2. **Power of Competence:**
   1. To consider approving the following resolution for adopting the General Power of Competence (GPC) *NALC information sheet circulated; green paper*
   2. **To Resolve that** “Honeybourne Parish Council confirms it fulfils the GPC criteria of;   
      A qualified Clerk, a minimum of two-thirds of the councillors were elected at the last ordinary election and the council has resolved at a meeting of the council and each subsequent relevant annual meeting in an election year that it meets these criteria.”
3. **New play equipment**
   1. To confirm the site meeting is arranged to be held with councillors and the Eibe representative on May 20th at 6.00pm on the Recreation Field. This is a no obligation meeting to consider the current popular play and recreational equipment for the Leys and Recreation Field.
4. **Leys Playing Field:**
   1. To receive the weekly visual inspection report for the Recreation Field and The Leys and consider any recommendations.
      1. A large crack in the rubber safety surfacing has been temporarily filled with silicon rubber filler to make it safe.
   2. To receive a report on the progress with the lease for the Leys Playing Field.
5. **Recreation Field**
   1. To report the Recreation Field has had a fully spring fertiliser application on April 26th
   2. To consider leaving the tennis net permanently erected in the MUGA
   3. To report on the drainage trench filling by the Probation Services
6. **Pavilion Matters** 
   1. To receive a report from the football club on the installation of the wall units in the kitchen above the worktop.
   2. To receive a report on the installation of the secure key box installation.
   3. To receive a report on the installation of the new turn locks to the patio doors.
   4. To receive a report on the installation of the child proof gate installation in the kitchen  
      *Cllr Matt Henson to report*
7. **Council & Community Matters:**
   1. To receive a report on the progress with the new Parish Council website.
   2. To receive a progress report on the refurbishment of the telephone kiosk
   3. To Note a letter from Richard Levett, CALC executive - *circulated yellow*
   4. To consider accepting an invitation from Mr. Bel Padda to visit vicarage nursery in June – *visit date required*
8. **Annual Parish Meeting:** 
   1. To note the draft minutes of the APM - *circulated yellow paper 2 sides*
   2. To consider options to implement a Neighbourhood Watch Scheme
   3. To consider any actions on matters arising from the APM
   4. To receive a report on the property security marking event carried out by WDC
9. **Village Hall and Community Centre:** 
   1. To report on the tender progress and the funding issues for the Community Centre building project.
   2. **To note.** A letter of thanks received from the Village Hall Chairman for the donation from the Christmas tree light sponsorship

1. **Highways:** 
   1. To consider any new highway matters to be reported to County Highways.
   2. To note the response from UK cycling events regarding the council complaint over litter dropping at cycle events through the village.
   3. To consider initiating the postponed traffic light controlled pedestrian crossing on Station Road – *circulated; redacted list of emails received regarding the crossing, blue*
   4. To consider the procurement of a new VAS, its type and suitable deployment sites –   
      *Cllr Graham Taylor to report.*
2. **Lengthsman and Handyman:** 
   1. To consider any new jobs for the Lengthsman and Handyman.
      1. Weed spraying requested throughout the village
   2. Report on works issued to the Lengthsman & Handyman – *none reported*
   3. **VAS report**: up to date report available at the meeting

1. **Public Rights of Way (PROW):**
   1. To consider actions for any reported PROW problems or issues.
2. **Street Lights:** 
   1. To report any lights in need of attention.
   2. To confirm a purchase order has been sent to E-on for the new streetlight in Green Close
3. **Cemetery:** 
   1. To consider any action over the issues with excessive pots and plants placed in the Garden of Remembrance as reported at the April meeting.
   2. To receive a report on the ongoing treatment of the Japanese Knot weed infestation
4. **Allotments:**
   1. To note; Kevin Gisbourne’s report on rents collected and vacant plots -   
      18 rent payments still due as of April 10th and at least seven plots are vacant with possibly two more becoming vacant.
   2. To consider amending the 20% foreigner rule to allow non-parishioners to rent plots.
5. **Matters Raised by Members** and information or Items for Future Agendas:
   1. **Chairman-** To consider hiring a private security firm to patrol the village at night.
6. **Meeting Dates:** 
   1. To confirm the next Ordinary Meeting of the Council is scheduled for the 11th June at the Village Hall at 7.15 pm