

Honeybourne Parish Council

Minutes of the Ordinary Meeting of the Parish Council

Held as a virtual meeting via the internet at 7:15 pm on Tuesday 26th May 2020.

In attendance

Cllrs. Graham Clelland (Chairman), Cathryn Steward, Colin Clear, Chris Gear, Andy Attridge, Sylvia Matthews, Trevor Askew, Heath Jobes, Graham Taylor, Jonathan Barnes, and Matt Henson

Also J Stedman (Clerk), Cllr Thomas Havemann-Mart and 15 members of the public

283. Apologies: None

284. Disclosures of Interests

To declare and disclose any Disclosable Pecuniary Interests in items of business and to declare any other Disclosable Interests in items on the agenda and their nature, if necessary.

Disclosable Pecuniary; None

Other Interests:

Cllr Colin Clear – Matter relating to Dudley Road greens- Minute 295 B

Cllr Matt Henson - New container on the sports & recreation field - Minute 291B

- **Open forum:** The chairman adjourned the meeting for open forum
Summary of matters raise by the public in attendance:
 - A parishioner made a strong statement in favour of and supporting the Leys playing field play equipment bring installed as soon as possible.
 - Other comments on the Leys play equipment project were supportive with suggestions to use other sites for the play equipment. Concerns were raised over the need and excessive cost the proposed car park costing a third of the projects funding to install and constructed with tarmac or concrete. The Chairman confirmed the County Council were not likely support disabled play equipment without disabled parking spaces. The Clerk also confirmed the cost of the proposed car park would be possible only one percent of the project cost and not 30% as the speaker had clearly been misinformed by others. The number of spaces was also questioned and what options would be given in the public consultation on the car park. The Chairman confirmed the public consultation will give options for the car park and its spaces.
 - A number of comments were received asking why the decision has been agreed to site all the play equipment on the Leys. It was confirmed the agreement was to enable public a consultation to take place with suggestion and reasons for the proposals, the play equipment group has fully debated the project and put the proposals forward for public consultation in March which was cancelled and the consultation was now been reconsidered. The chairman again re-confirmed that the project proposals so far agreed are for the public consultation which will be delivered to every household in the parish along with a covering explanatory letter giving all householders the opportunity to give their views and opinions on the project proposals put forward.
 - The lack of maintenance on greens and verges on Dudley Road and Perrie Drive was questioned and it was confirmed that the new landowner has been asked to carry out the maintenance works, the matter is ongoing and the council has offered to take on the maintenance if the landowner pays the costs.

Honeybourne Parish Council

- The Parish Council and community members who have responded to the parishioners needs in the Covid-19 lockdown were sincerely thanked for all their efforts and community spirit
- Questions were asked regarding the Rosconn Ltd. proposals for the development of the land next to Harvard Avenue. The developer, Mr Hatcher was in attendance and responded to questions and took notes of the public comments.

Ward Members Report are appended to these minutes when available
The Chairman closed open forum and reconvened the meeting at 8.05

285. Minutes: Council agreed the wording of the March ordinary meeting minutes and the wording of the Clerk's report on business from 12th March to 24th May which will be added to the minute book. Chairman to sign the minutes when convenient to do so

286. Planning Matters

a. Members considered the Rosconn Group Outline plan proposals to develop land off Harvard Avenue with 65 new dwelling and associated infrastructure,
The following matters were raised by the council:

- The proposed 65 dwelling were considered to be too many as the NDP policy H6 states up to 50 dwelling for the site and the SWDP housing density per Ha is exceeded
- A minimum of two parking spaces need to be allocated to every dwelling regardless of size
- A screening consideration for the existing properties on Harvard Avenue
- The proposed POS should fully blend into the existing POS on the Bramble Chase site
- Preventative measures need to be included to prevent surface runoff water from flooding the gardens of the properties of Harvard Avenue
- The allocation of 2, 3 and 4 bedroom and bungalows allocated in the proposed plan, does not comply with the Honeybourne NDP requirements

b. **20/00724/OUT:** development in Badsey of 100 dwelling; Members noted the comments made by the Parish Council relating to the development's impact on Honeybourne.

c. Ground levels and the potential for flooding properties in the area of land between the Fancutts development site and Meadow Walk will be brought to the attention of the WDC planning officers asking for a report on the perceived problem of ground levels and potential flood risk

287. Neighbourhood Development Plan: NDP

a. The Clerk reported the NDP has now been made (adopted) following the WDC meeting on Thursday 30 April and agreeing to adopt the plan. It is now a legal planning policy document.

288. Audit

- a. Members noted the information received from the external auditors PKF Littlejohn regarding the amended timing for the AGAR procedures.
- b. Council considered the internal auditors report and noted the comment regarding the updating of the council's asset register
- c. The Council considered all the questions in section 1 (page 4) of the Annual Governance Statement and approve all question in the affirmative. It was also agreed the 2019-20 AGAR now being approve can be signed by the chairman and Clerk when possible

Honeybourne Parish Council

- d. Members approve the Clerk's explanation of variances in the AGAR finance statement

289. Finance:

- a. Council approved the schedule of May payments and receipts, Clerk to action the payments
- b. Council approved the end of year 2019-20 bank reconciliation, account balances and budgets as circulated by the Clerk.
- c. Members considered a grant application from the Village News publisher to financially support the Honeybourne Village News publication and circulation. The application for £4,000 was unanimously agreed in principal subject to receiving and approving the required financial information as required in the terms and conditions of the grant application.
- d. The Clerk confirmed the receipt of the first precept payment from WDC
- e. Members considered the expenditure £7,312.91 CIL money paid to the parish council in accordance with regulatory requirements and agreed to further consider the list of expenditure projects in the NDP at the next meeting, streetlight upgrading was also mooted as an option for the use of CiL
- f. Members noted the Worcestershire County Council's contribution of £1,152.24 received for grass cutting the parish verges.

290. New play equipment

- a. Council considered options to progress the play equipment installation on the Leys and the Sports & Recreation field. To progress the project as agreed by the play equipment group a presentation event will be considered by the play equipment group to be held on the Leys whereby the play equipment area will be set out on the field along with the carpark area set out for public information, The council's marquee may be used to allow the display of the proposed plans for the layout of the play equipment items on the Leys and Sport & Recreation field and public attendance to be managed under Covid-19 regulation. The play equipment group will hold a meeting as soon as possible to make the arrangements for the proposed public presentation. Following the presentation, a parish wide questionnaire and explanatory letter will be sent to every household to ensure the opinions of all householders is received to finalise the project. The questionnaire and letters will be delivered via the Village Newsletter to all household and returned to WDC for collation of the questionnaire results.

291. The Leys playing field and Sport & Recreation field

- a. The Clerk reported the MUGA was re-opened on May 17th to allow tennis to be played but no other use. The Handyman has erected the tennis net and posted information notices on the MUGA

Note: Cllr Matt Henson was moved to the waiting room for the following debate

- b. Council agreed in principal to the proposal from Honeybourne Harriers Football club to site a further container - 8ft X 8ft (half the size of the one in place) on the Sport & Recreation field next to the existing container. The agreement is conditional to the near neighbour's acceptance of the proposal, the Chairman and Vice Chairman will meet onsite and inform the neighbour of the proposals.

Honeybourne Parish Council

Note: Following the debate Cllr Matt Henson returned to the meeting from the waiting room

- c. Members agreed a proposal from Honeybourne Harriers Football club to carry out sward restoration works to improve the playing surfaces on the recreation field. The cost of the restoration up to £5000 will be met by the Football Association via Honeybourne Harriers and the works carried out when soil conditions are suitable, and the grant application is approved.
- d. Members reported the Leys play area is very untidy and requires attention, Clerk to request the Handyman to attend

292. Pavilion Matters

- a. Cllr Matt Henson reported the floor covering has lifted in several places and requires attention; Clerk to action the repair works

293. Council and Community Matters

- a. Council declined the proposal to purchase the All Things Wild site as suggested by Cllr Alastair Adams as it is considered to be a liability and not an asset
- b. Cllr Sylvia Matthews reported that investigations with the Selby family are underway for the adoption of the privately owned Defibrillator sited at the shop on Stratford Road, Item to be referred to the next meeting
- c. **Community response team's activities**
Cllr Matt Henson reported the response group has helped many isolated people in all the surrounding village by delivering food parcels medical prescription and general shopping, the demand has now slowed from every day deliveries to two days a week and will continue as necessary. Council members offer the council's thanks and appreciation to all the response group team members and it was agreed a letter of community thanks to be sent to the group members
- d. Action regarding the issues raised by a parishioner over traffic speed crossing a PROW on the airfield site near the Bio processing plant were taken up by Cllr Thomas Havemann-Mart who has taken up this matter with the site operators and has arranged for safety signage to be placed on the site of the PROW crossing.

294. Village Hall:

- a. The Clerk reported on the Village Hall's request for their final Parish Council grant payment of £50k to be made as soon as possible. The £50k cheque was paid to the Village Hall on April 18th
- b. The Chairman reported there is an onsite meeting tomorrow with the build contractors to consider the final stages of the construction works, further reports will be made at the next meeting
- c. Council noted the report from Mrs Paula Staples on the new Village Hall project - *The Village Hall committee are very grateful to the Parish Council for the grant we received earlier this month and for all the support they have provided throughout our project. We appreciated the extraordinary lengths you all went to in order to get us the last cheque. The build of the new hall stopped work at the end of March and restarted last week. The floor is down and the kitchen is currently being fitted. Completion is expected in July and although we do not know when restrictions will be lifted and we can re-open, we are progressing with a number of tasks: engaging with our new Administrator, arranging connections & insurance and setting up contracts for cleaning and wash room services.*

Honeybourne Parish Council

The new hall is light and spacious, and we are keen to build on the Community Spirit which has come to the fore over the recent weeks and make it a hub for the village.

295. Highways: matters reported

- a. New highway matters to be reported to the County Council attention: -
 - i. The flood depth warning signs under the two bridges on Stratford has not been fully installed, Clerk to request Cllr Alistair Adams to investigate
- b. The Clerk reported on communications with Mr. Eldon Henr, the new owner of the verges in Dudley and confirmed negotiations are under way to try and resolve the lack of ground maintenance. The large verge on the Station Road and Dudley Road junction has been cut free of charge by the council's contractors for highway safety reason.
- c. The Clerk has reported the very rusted main structure on railway bridge on Station Road to Network Rail who have confirmed it will be inspected shortly
- d. The Clerk confirmed the Zebra Crossing agreed for Station Road will be installed in June and the road from the Gate Inn crossroads to Dudley Road will be closed for the works to be carried out. Members requested the Clerk to ask for the crossing surface to be raised to slow traffic speed. Clerk to request Cllr Alistair Adams to make the enquiry.
- e. Clerk to request that while the Station Road is closed to install the new crossing that the whole length of Station Road is resurfaced, Clerk to request Cllr Alistair Adams to investigate

296. Handyman & Lengthsman matters

- a. The VAS has been put into storage while the Covid-19 Virus regulation are in place and the Lengthsman is suspended
- b. The Chairman requested the Clerk to ask the Safer Road Partnership camera van to visit Honeybourne as traffic speed has greatly increase due to the reduced traffic volume Clerk to action the request
- c. The Clerk reported the Lengthsman's risk assessment covering Covid-19 issues has been created and approved by CALC and WCC allowing the Lengthsman works to resume.
- d. The Clerk confirmed the 2020-21 Lengthsman scheme contract with WCC has been renewed
- e. new jobs for the Lengthsman
 - i. Weed spraying has been carried out throughout the village
 - ii. Village planters have been cleared out ready for summer planting
 - iii. Tarmac gap near the MUGA on the sport &recreation field

297. Public Rights of Way (PROW):

- a. To consider actions for any reported PROW problems or issues.
 - i. The chairman raised the matter of the poor condition of the kissing gate and main gate at the Church as both are in need of restoration maintenance. The PCC to be informed and the matter to be considered at the next meeting
 - ii. The stile on PROW 544c has become loose again and it was agreed the Handyman is requested to attend and repair it again
 - iii. The PROW from Clun Forest Way to the Maple Close is overgrown and needs cutting back, the Handyman to be requested to clear it.

Honeybourne Parish Council

- iv. A handrail requires refitting on the PROW 514c near Maple Close - the Handyman to be requested to refit it.

298. Allotments

- a. The on the hire of a skip to dispose of non-compostable rubbish and hardware from the allotment site was arranged by Kevin Gisborne with the Clerks permission.

299. Cemetery:

- a. The Clerk reported on the pre-purchase of two grave plots 100A & 101A by Mrs. Smith,
b. Members considered cemetery fees to be applied to the interment of baby Freya and agreed no fees would be applied

300. Matters Raised by Members for the next meeting agenda –

- a. Cllr Matt Henson – restore the CCTV system at the Pavilion

301. Annual Parish Meeting - The APM is suspended due the Covid19 regulation

302. Meeting Dates:

- a. The next formal meeting is scheduled for July 14th via video link if deemed necessary; this will bring meeting date back to normal dates and times of the second Tuesday in the month

There being no further business the Chairman closed the meeting at 10.00pm

Chairman _____ Date _____

Payments Authorised

Cheque Number	Payee	Details	Gross Payment	Net Payment
DD	Npower	Streetlight energy	3593.12	2994.27
1933	Limebridge RS	Amenity maintenance contract	2829.60	2358.00
DD	British Gas	Electricity Pavilion	23.91	22.78
1934	Cancelled	Writing error	0.00	0.00
1935	Mr Geoff Bradley	Internal Audit	105.00	105.00
1936	J Stedman	Clerks salary and expenses	***	***
1936	J Stedman	Reimburse card payment for Zoom	14.39	11.99
1937	Kevin Gisbourne	Skip hire for allotments	225.00	187.50
1938	John Hyde	Handyman Works	122.40	122.40
1938	John Hyde	Lengthsman Works	110.60	110.60

County Councillor Report - Honeybourne

Month: May 2020

Prepared by Alastair Adams

Littletons Division, Worcestershire County Council

Dear All,

Since my last report, the whole world has changed with the corona virus. Pubs, restaurants, shops, factories and borders are closed across the world. Never has anything like this ever happened before, and no one knows currently when we can all get back to normal.

Honeybourne Parish Council

There is some good news this month with lower daily new infections rates and a loosening of the lockdown. Some businesses are already back at work, and with the building materials suppliers such as brick manufacturers restarted, building sites are now starting to re-open too. The County Council is working with schools with risk assessments to make sure how best to re-open the schools from 1st June as per the government's recommendations.

However, in the meantime, please follow the government's advice and stay safe and save lives.

The response from most residents to support each other and especially those vulnerable in the community during these difficult times has been brilliant. Most villages in my Division seem to have set up something to help the vulnerable in their community. So WELL DONE to all the volunteers that have been helping to procure and deliver food and medicines to all those that must self-isolate, and cannot go outside to shop. A really wonderful example of community self-help and neighbourliness.

To contact your Honeybourne Community Response Team

Email: honeybournecommunityresponseteam@outlook.com

Tel : 07957 785 829

Similar Groups are operating across Worcestershire, but anyone that does not have a local support group can contact Worcestershire County Council via its website <http://www.worcestershire.gov.uk/here2help> .

Other organisation are also helping such as the Police - as per this article below:-

PCC Launches Dedicated Fund For COVID-19 Support Groups

West Mercia Police and Crime Commissioner has launched a dedicated fund to ensure support groups at the heart of the community have the resources they need during the current COVID-19 pandemic.

The fund has been established to allow Town and Parish Councils across West Mercia to apply for money to purchase essential items that will allow them to continue providing support to those that need it most.

Community groups play a vital role in keeping spirits up and reducing the stresses of social isolation. Whilst face-to-face meetings and group gatherings are no longer possible there are still ways to ensure our most vulnerable neighbours are cared for.

The Commissioner said: "COVID-19 is a concern for us all across West Mercia and during these uncertain times we must work together to ease the situation. Keeping everyone connected is crucial in ensuring that the most vulnerable are not alone. I have seen communities come together throughout West Mercia to provide services such as collecting medication, essential shopping and offering phone and video calls.

"This new fund will give volunteer groups the opportunity to fund essential items such as face masks, gloves and ID badges, enabling them to continue the vital work they are doing in our communities. As Commissioner I would encourage you all listen to guidelines issued by the Government, look out for each other and register for volunteer schemes in your area."

For more information about the fund and how to apply visit: <https://www.westmercia-pcc.gov.uk/about-your-pcc/pcc-grants-scheme/>

But as with everything, there are always those that try and take advantage, so please beware of fraudsters during these difficult times –

Trading Standards warn of Fake COVID-19 Appeals and Urge Safe Giving

Many charities are coming together to support people affected by COVID-19. Unfortunately, fraudsters are taking advantage of the pandemic by creating fake fundraising platforms and bogus crowdfunding, falsely claiming that donations will support research into a vaccine or help people who are ill or self-isolating.

At this time of national emergency, The Charity Commission and Fundraising Regulator are urging people to 'give safely'.

The regulators encourage people to support registered charities, including the National Emergencies Trust (NET) national coronavirus fundraising appeal, launched to raise funds for local charities responding to the pandemic, visit: <https://nationalemergienciestrust.org.uk/>

Thousands of other registered charities are also dealing with the pandemic or continuing to do important work throughout the country to support vulnerable people and communities.

Honeybourne Parish Council

Advice for the public on giving safely to registered charities is:

- Check the charity's name and registration number at <https://www.gov.uk/find-charity-information> most charities with an annual income of £5,000 or more must be registered
- Make sure the charity is genuine before giving any personal or financial information or a donation
- Be wary of emails and texts, even if they appear to come from genuine charities. Do not follow links or download attachments in suspicious emails.
- Contact or find out more online about the charity that you're seeking to donate to or work with to find out more about their spending. Visit their website by typing their genuine web address into your Internet browser.
- For more safe giving advice, visit: <https://www.fundraisingregulator.org.uk/more-from-us/resources/safer-giving-advice>

WHERE TO GET FURTHER INFORMATION, HELP AND ADVICE ON COVID-19?

<http://www.worcestershire.gov.uk/here2help>

or telephone **01905 768053** (staffed 8am-8pm 7 days a week)

<http://www.worcestershire.gov.uk/coronavirus>

NHS Website for information on Coronavirus

<https://www.nhs.uk/conditions/coronavirus-covid-19/>

Carers who support a family member or friend who require support should contact the Worcestershire Association of Carers on www.carersworcs.org.uk or call their Helpline 0300 012 4272.

Official statistics and information are available on the link below:

<https://www.gov.uk/government/publications/covid-19-track-coronavirus-cases>

At the time I am writing this article, the number of people in Worcestershire that have been tested positive for COVID-19 is 1201 people. This equates to a rate of 202 people per 100,000. This compares to 217 per 100,000 in Warwickshire, and 293 per 100,000 in the whole of the UK.

Financial support for you

If you are struggling financially then the advice is to make a claim for Universal Credit, Council Tax Support and other benefits you may be eligible for.

There is more information on the [coronavirus employments and benefits page](#).

Help paying your Council Tax

If you are of working age and already receiving Council Tax Support you will get a one off reduction of up to £150. This will be applied automatically to your bill. New bills will be issued in the next few weeks.

You can apply online for [Council Tax Support](#) if you are struggling to pay your bill.

More information is available on our [Benefits and Council Tax page](#).

Even if you are not eligible for Council Tax Support, you still may be able to defer your payments for a short period, or spread them over 12 months instead of ten.

Please contact the Council's team by emailing Revenues@southworcestershirevenues.gov.uk or call 03004 560560 to discuss your circumstances and they will do their best to help you.

Honeybourne Parish Council

Help to find a job

If you have been made redundant, are facing redundancy or are looking for work then the [Worcestershire Jobs Match scheme](#) can help. It has been created to help match businesses struggling to fill vacancies with individuals who have lost their jobs as a result of the Covid-19 outbreak.

We are also supporting the Pick for Britain campaign, to find thousands of workers to help support farmers to harvest fruit and vegetables and help feed the nation.

You can find out more about job opportunities available on our local farms, and other opportunities, on our [Local Job Opportunities page](#).

Support for businesses

We have paid out support payments totalling more than £19million to 1,683 businesses. If you are a business and have yet to apply, find out if you are eligible and more information on our [Business Rates Reliefs page](#).

The Government's furlough scheme is now open meaning businesses can apply for help to pay up to 80% of the wages of staff.

www.businesssupport.gov.uk has details of all the support available to businesses.

Highways:

Highways are still working but with a reduced team as some workers are self-isolating due to their health issues. However, all emergency works to Highways to keep them safe and roadworthy are continuing, and some planned work is also taking place. Surface dressing has started at the beginning of May with a long stretch of Buckle Street just north of Honeybourne being one of the first to be completed.

To keep up to date on the roads affected see

http://www.worcestershire.gov.uk/info/20602/roadworks_in_worcestershire

Or look at the national roadworks website below, and type in Bretforton in the top right box to search.

www.roadworks.org

1. **Double Yellow lines to be installed along High Street opposite Fancutts Garage/new development** . Agreed and waiting to be installed
2. **Honeybourne pedestrian crossing on Station Rd** – In December 2019 the Honeybourne Parish Council agreed to fund 50% of the cost, and I managed to find grants to cover the remaining 50% funding from the County Council. This has guaranteed the new zebra crossing will be built in 2020. The latest estimate is works will begin in July/August. At the moment all the legal work is happening to make the changes to the road – see attached latest drawing.
3. **Flood Depth signs to be fitted to the bridges** – 2 out of the 3 signs fitted to the bridge closest to Honeybourne. The 3rd sign could not be fitted as the bridge nearest Pebworth was too wet. Currently awaiting approval from Network Rail to screw the sign into the bridge structure.
4. **Grass verge on RHS at entrance to Dudley Rd needs cutting** – I checked with Highways and they agreed the lengthsman could be used to cut this area of grass.

As always, if you have any issues on any Highways matters, please report it on the WCC website

http://www.worcestershire.gov.uk/homepage/98/report_it

Also remember a photo of the Highways problem is as good as “a thousand words” so always take a photo where possible.

Honeybourne Parish Council

Household Recycling Centres

WCC will be opening 7 of the 11 Household Recycling Centres in the County from Monday 11th May with additional resourcing required to operate the sites safely in line with the new social distancing requirements. The sites are:

- Bromsgrove (Quantry Lane)
- Malvern (Newlands)
- Pershore (Hill & Moor)
- Redditch (Crossgates)
- Stourport (Bonemill)
- Tenbury (please note this is part time – normal hours apply)
- Worcester (Bilford Road)

It is important to note that journeys to HRCs must only be undertaken if the household waste or recycling cannot be stored at home safely or disposed of safely by other means.

WCC are encouraging residents to check the website for full details of the social distancing measures, opening times and other restrictions before they visit the HRC. See http://www.worcestershire.gov.uk/directory/62/tips_household_recycling_centres/category/263/categoryInfo/30 These measures include a ‘one in, one out’ access policy, no staff assistance to remove items from vehicles so those visiting need to be able to remove their own waste, and additional services such as compost sales and charity reuse points will be closed until further notice.

WCC expect the sites to be very busy so residents may have to queue for a long time before they are able to access the site as only a limited number of cars will be allowed in at any one time.

Update on flooding

Back in February I had a good meeting with the farmer upstream of the Gate to look at installing a flood plain on his land which I believe if built will stop the flooding at the Gate cross roads altogether. Following this meeting, I wrote to him, and he has replied and although he now seems less keen on building a flood plain on the area we first identified, he has agreed to *“pull a channel through the bund at brook flooding level and see what happens”*.

This is the bund or wall that Andrew Shorey must have built along the brook to prevent the brook flooding his land. By making a channel in this bund, then when the water in the brook rises, it will overflow and flood the bottom of his field /orchard. This may help considerably in flood situations. I will have further discussions with Mr Mansfield after the COVID-19 lockdown ends. I still feel some funding from the Parish Council may be required to compensate the farmer for the use of his land as a flood plain.

County Council Divisional Fund

The new financial year has started at the County Council, so new Divisional grants are available. So any community organisation that needs a little support to buy equipment or some essential service can apply by contacting me.

Your County Councillor, Alastair Adams can be contacted on adams.pebworth@gmail.com or mobile 07725 979 277 or www.alastairadams.org