

## Honeybourne Parish Council

Locum Clerk: Lynne Yapp – 36 Abbey Road, Pershore, Worcs. WR10 1JP  
[clerk@honeybourne-pc.gov.uk](mailto:clerk@honeybourne-pc.gov.uk) Tel: 01386 552233

### Minutes of the Parish Council Online Meeting

Tuesday 8<sup>th</sup> September 2020 at 7.15pm

#### Members Present:

Cllrs: Trevor Askew – Chairman  
Cathryn Steward – Vice Chairman  
Andy Attridge, Colin Clear, Graham Clelland, Matt Henson, Heath Jobes, Sylvia Matthews  
Graham Taylor

County Cllr Alastair Adam

District Cllr Thomas Havemann-Mart

**In Attendance:** Lynne Yapp – Locum Clerk  
6 members of the public

Chairman Cllr Askew welcomed everyone to the meeting and reminded those present that in accordance with our Standing Orders, the period of time designated for public participation should not exceed 15 minutes unless directed by the Chairman, and a member of the public should not speak for more than 3 minutes. The meeting would be concluded within 2 and a half hours and that the meeting was being recorded. Cllrs were also reminded of the Code of Conduct and views and contributions by Cllrs should be respected.

**338. Apologies** of absence were received from Cllrs J Barnes and C Gear

#### **339. Declarations of Interest:**

- (a) Cllrs are reminded of the need to keep their Register of Interests up to date
- (b) To declare any Disclosable Pecuniary Interests in items on the agenda and their nature
  - Cllr Clelland – Item 13
- (c) To declare any Other Disclosable Interests in items on the agenda and their nature
- (d) Dispensations granted:
  - Cllr Clelland - Village Hall / Community Centre – voting rights granted
  - Cllr Henson – Pavilion / Recreation Field / Amenities – voting rights granted
  - Cllr Matthews - Village Hall / Community Centre – voting rights granted
  -

#### **OPEN FORUM** – *the meeting was adjourned for Open Forum*

- Housing Needs Survey – a question was asked by a parishioner as to why residents had received the recently distributed Housing Needs Survey, when a full consultation had been carried out for the Neighbourhood Plan. Cllr Haveman-Mart advised he would go back to Wychavon District Council and ask why there was a repetition of questions.
- Honeybourne Station Car Park - with reference to the 140 new homes being built at Long Marston. Concern was raised with regard those needing to commute South who would be likely to use the station at Honeybourne. In the event that the car park was full or if there would parking fees, it is likely that commuters would park round the nearby roads, near the Co-Op and maybe as far as Dudley Road. Cllr Adams reported that WDC are still in

negotiation with Network Rail to get permission to connect to their bridge, joining the new car park to the railway station. Provision at the proposed car park would be for over 200 vehicles, it is likely to be a Pay & Display facility, but as it is a WDC initiative, who also manage traffic wardens, he feels that they will clamp down on anyone parking illegally. Building of a new car park cannot commence until an agreement has been reached between the District Council and Network Rail. Cllr Havemann-Mart agreed to make further enquiries regarding the current situation and report back. Parishioner commented that vehicles don't necessarily need to be illegally parked to cause a nuisance. Cllr Adams replied that double yellow lines could be an option to make any road parking illegal.

- Concerns raised with regard the working hours of SDL at the Airfield. Often starting at 6.30 in the morning, working through beyond 9pm and sometimes till 11pm. Cllr Adams confirmed that operating hours were restricted to 7 am to 5.30pm Monday to Friday. As it seems there is a breach of these operating hours, he will raise this with the Waste Planning Department at Worcs. County Council. Issues regarding noise should be reported to Worcs. Regulatory Services. The parishioner was advised to keep a record / log of any breaches, with photographs / recordings if possible as evidence would be needed to substantiate the complaints.

*The meeting was re-convened*

**340. COUNTY COUNCILLORS REPORT** – Cllr Adams report had been circulated to Cllrs and is appended to the minutes.

**341. DISTRICT COUNCILLORS REPORT** – Cllr Havemann-Mart reported that August has been relatively quiet for WDC. Planning and Licensing committees continued to meet, mainly via Zoom. Effort is now being focussed on the economic recovery to support businesses and rebating council tax. Cllrs were asked to look the Planning White Paper on planning reforms. WDC are encouraging town and parish councils to respond to the consultation. The clerk had sent an email to Cllrs inviting them to participate in a Briefing on 7<sup>th</sup> October before putting together a response to the consultation.

*Cllrs Adams and Havemann-Maart left the meeting*

**342. MINUTES** from meetings on 14<sup>th</sup> July and 11<sup>th</sup> August were approved. Proposed acceptance Cllr Henson, seconded Cllr Taylor

**343. PLANNING:**

- 20/00608 – Long Marston Airfield – no comments were raised.
- Planning Reforms – Cllrs Askew and Jobes had both asked to be 'registered' for the Briefing on 7<sup>th</sup> October

**344. FINANCE:**

(a) Schedule of payments for approval had been circulated to Cllrs. Proposed to accept the payment schedule Cllr Clelland, seconded Cllr Attridge

| Voucher No. | Payee                   | Details                      | Total    | VAT     | Net     |
|-------------|-------------------------|------------------------------|----------|---------|---------|
|             |                         |                              | Payment  | Element | Payment |
| 1949        | Calum McAlinden         | Zip Haze web hostig          | 66.00    |         | 66.00   |
| 1950        | Fairview Trading Co Ltd | PROW maintenance             | 34.02    | 5.67    | 28.35   |
| 1951        | Linebridge RS           | Amenity maintenance contract | 1,176.00 | 196.00  | 980.00  |
| 1952        | John Hyde               | Lengthsman Works             | 57.40    |         | 57.40   |
| 1952        | John Hyde               | Handyman Works               | 154.90   |         | 154.90  |
| 1953        | J Stedman               | Clerks salary and expenses   | 1,222.07 |         | *****   |

(b) Bank Reconciliation – the clerk advised that she had struggled with the spread sheets and was happy to meet with Cllr Taylor for assistance on this. Cllrs were in agreement of this.

*Clerk and Cllr Taylor to arrange a meeting*

(c) Urgent H & S Issue – Prior to the meeting Cllr Henson had brought to the attention of Cllrs the appearance of deep cracks in the surface which could have caused serious injury. An urgent decision was made by the Chairman, following consultation with Cllrs (via email) to get the necessary works done at a cost of £371.52 for the soil and a further £600 labour. However, it soon became apparent that there was not enough soil and a second order was placed and an additional £600 required for the labour costs. A further point was raised by Cllr Askew – would this be an annual cost that needed to be factored into any future budget or should we be looking at a long-term solution. Cllr Clelland reported that in his opinion, it would need to be annually as these are drainage slits in a field of clay that contracts in dry weather and will continue to do so. Had the drainage slits not been in place, the field would regularly flood during winter months. He suggested that we try and obtain a large supply of topsoil and take advantage of probationers to do the labour next year (an option that was not possible this year because of Covid). Cllr Henson suggested we take advice from experts on this and asked for approval from the Council. Cllr Jobes commented that expert advice had been sought a couple of years ago, but costs were high. Cllr Clear was of the opinion that as the expert advice would not cost the Council anything, we should at least seek their opinion in the first instance. Cllr Attridge proposed we re-visit this problem and seek new quotes / opinions for a long-term solution, seconded by Cllr Clear. Cllr Henson would move forward with this.

*Since the meeting, Cllr Henson reported that there was a need for more soil and labour. It was agreed between Cllrs that a site meeting take place to fully consider the immediate safety issue.*

(d) Payroll Services – a suggestion had been made by the clerk to employ the services of an outside company to handle Clerks salary. One company had quoted approx. £20 for initial set up with a monthly fee of between £5 and £6 per month. This was considered a transparent way forward, proposed Cllr Taylor, seconded Cllr Attridge. The clerk would seek two further quotes in readiness for the next meeting.

(f) External Audit - the clerk reported on the conclusion of the External Audit. There was a slight error in the Minute referencing but nothing to be concerned about. The clerk would post the notice of 'Closure' on the websites.

### 345. ADMINISTRATION / STAFFING / POLICY & DOCUMENTS REVIEW:

(a) Vexatious & Persistent Complaints Policy – Cllr Henson had circulated this to Cllrs for consideration and comment. Cllr Steward reported that CALC recommended we have this in place to work alongside the current Complaints Policy. There were no objections to adoption of the policy. Proposed Cllr Steward, seconded Cllr Jobes.

(b) CCTV Policy – Cllr Henson had circulated this to Cllrs for consideration and comment. No comments were made. Proposed adoption Cllr Attridge, seconded Cllr Taylor. Cllr Henson asked the clerk to register this with the ICO

(c) Policy / Document Review – it was agreed to defer this to the next meeting

(d) Clerks Recruitment Pack - to consider. *The clerk and one member of the public (as applicants for the permanent clerks position) both left the meeting and the meeting was 'hosted' by Cllr Steward.*

(e) *The clerk and member of the public re-joined the meeting* Village Newsletter – Organisational Arrangements – Cllr Askew had been in contact with the editor, hoping that the latest edition would have included the results of the Play Equipment Questionnaire, allowing a publication during August. These did not come through from WDC in time. A sub-group had been formed with a formal Constitution and a bank account in the process of being opened. Cllrs were in agreement that it was important for the newsletter out and for the questionnaire results to be included in the next edition. A request would be made for the editor to do a further 2 editions to give the new group time to get up and running. Proposed Cllr Heath, seconded Cllr Steward.

(f) Cllr Email Addresses - It was reported that all Cllrs should have parish council specific email addresses. This would be looked into further with a full report for the next meeting. Proposed Cllr Jobes, seconded Cllr Henson

(g) Website Accessibility – the website had been upgraded and now complied with the new legislation with regard 'accessibility' on public sector websites

### 346. HIGHWAYS:

(a) Lengthsman Role

- it was reported that the LM had cut back tree and shrub overgrowth on the Dudley and this would be included in the next request for payment from WCC under the LM scheme  
Cllr Askew had chased the landowner with regard to the grass cutting and is awaiting a response.
- Lengthsman Contract between Parish Council & LM – to agree contract and maintenance schedule – *defer to next meeting*
- Handyman Role – The handyman had been asked to clear overgrowth on footpath between 30 & 32 Stratford Road

(b) Cllr Clelland reported on the high number of estate agents 'For Sale' boards attached to road signs. It was agreed that in the first instance a list detailing the name of the agents and location be given to the clerk. She would phone each agent asking them to remove them within a specified time period

(c) Flooding – a request that this remains as a standard agenda item

### 347. VILLAGE AMENITIES

(a) Leys Playground – the results from the consultation had been received and now posted on the website, along with a summarised version. The overall outcome was a resounding yes in support of the proposals with a number of additional comments regarding car parking. It was agreed that this information should also be circulated on Facebook, Spotted Honeybourne and in the newsletter. Cllr Clelland said that this should also be put on the notice boards, making it clear that the results were audited by WDC

(b) Opening of Leys Playground – Cllr Jobes had circulated a 'guidance sign' from another parish which gave good advice for users of play facilities. It was agreed that the clerk could arrange for custom made 'hard plastic' A3 signs. Once these were received we would arrange for the playground to re-open officially

(c) Pavilion / Recreation Ground

- Payment Policy – *defer to next meeting*

- Flooring – a quote had been received for £1,345 for replacement flooring. Cllr Henson advised that the affected rooms could not be used. It was agreed that a further 2 quotes should be sourced – *Action clerk*
- Sports / Recreation Field – Cllr Henson had obtained one quote for necessary ground works. Again, it was agreed that a further 2 quotes be sourced – *Action clerk*

Approval to seek quotes was given, proposed Cllr Clelland, seconded Cllr Taylor

(d) Xmas Tree / Raffle – A question had been asked by Limebridge as to whether or not we required a Xmas tree this year, along with the associated groundworks (as in previous years). A proposal was made by Cllr Jobes, seconded by Cllr Steward that we ask LB to organise this with a cost. Further discussion took place regarding whether or not to hold the usual raffle fund raiser. Concerns were raised over Covid risks with the point being made that in the past this had been a fund raiser for the new village hall, now finished. It was agreed that this year we should focus on the Xmas tree and review the raffle again next year. Proposed Cllr Clear, seconded Cllr Matthews, 6 Cllrs in favour with one Cllr with no strong feeling either way.

(e) Relocation of Notice Board – Cllr Clelland reported that he felt the notice board, currently at the village hall was in the wrong place and would be better placed on Taylor Wimpey land. It was agreed that in the first instance we establish if Taylor Wimpey would allow us to site the board on their land and if so, at what cost. *Action Cllr Steward.*

**348. FOOTPATHS/PROW** – it was noted that any requests for path clearance would be directed to the clerk who would pass them on to the handyman

**349. MATTERS FOR CONSIDERATION / FUTURE AGENDAS:**

- Lengthsman Responsibilities -*to consider regular works schedule*
- Allotments – *to consider payment procedure*
- Working Groups – *to consider informal 'working groups'*
- Additional Handyman
- VAS Sign – existing sign now not working - *to consider costs for replacement*
- Response to letter received from parishioner

**350. EXCLUSION OF THE PUBLIC FROM MEETING** – *In view of the confidential nature of the following business, the public and Cllr Clelland were instructed to withdraw from the meeting*

**Council went into private discussion**

**351.** Council considered course of action following previous complaint against previous clerk and Cllr Clelland

*Following private discussion, Cllr Clelland and members of the public were re-invited back into the meeting*

Cllr Clelland asked for the outcome of the private meeting to be made known to him – Cllr Askew replied that he should be reminded of the Council's standing orders and Code of Conduct for Councillors.

**351. DATE OF NEXT MEETING** – Tuesday 13<sup>th</sup> October 2020 at 7:15pm

Meeting closed at 9.55pm

Signed \_\_\_\_\_ (Chairman)

1259

Date \_\_\_\_\_

**County Councillor Report - Honeybourne**  
**Month: September 2020**  
**Prepared by Alastair Adams**  
**Littletons Division, Worcestershire County Council**

**Update on COVID-19 outbreak in Blackminster**

Since my last report in August, the update from Worcestershire County is as follows:

*“Worcestershire County Council continues to work with Public Health England (PHE) Midlands to support Evesham Vale Growers Limited, at Blackminster near Evesham, following an outbreak of COVID-19 among their workforce.*

*Key workers at EVG were re-swabbed on Friday 7<sup>th</sup> August. This is a routine practice, at the end of the 14 day isolation period to check if there are any new cases in the incubation period.*

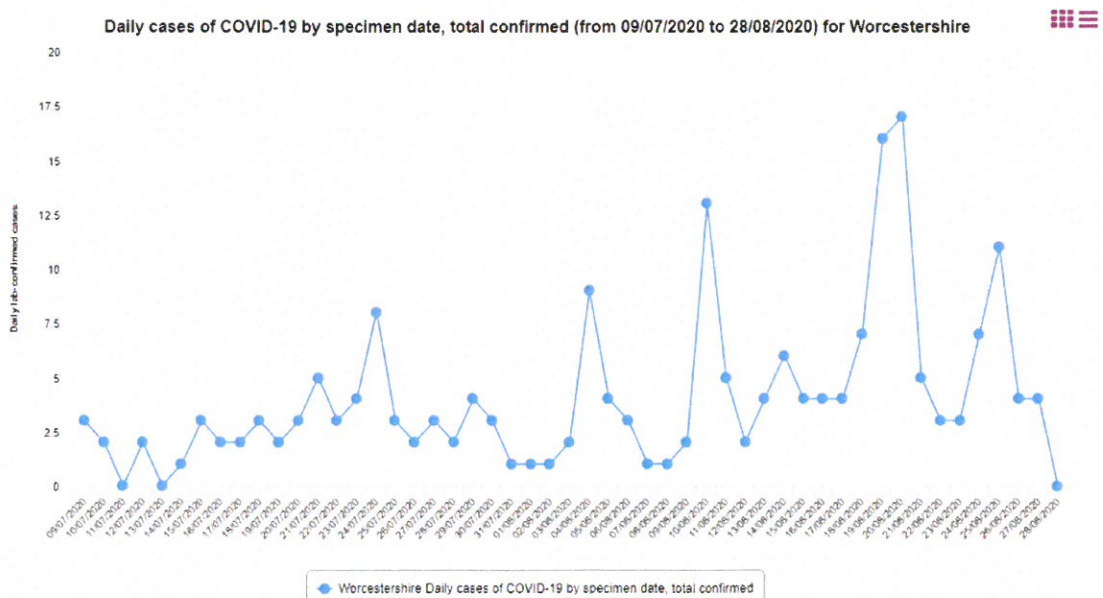
*All of those tested received negative results.*

*Workers will start to return to work under guidance from Public Health. Alongside existing measures, EVG have introduced additional stringent practices in the workplace and for those living on site, to ensure they can live and work in a COVID secure environment.*

*We would like to thank the management and staff at EVG for working with us to quickly contain and manage the outbreak, which has now allowed staff and the business to begin to return to normal.”*

It is good to hear that the outbreak was quickly contained, and there was no need for any of the workers affected to be admitted into hospital. However, it is a reminder to us all that Coronavirus has not gone away and we must stay alert, continue to wash our hands regularly wear a face mask where necessary and follow the socially distance rules.

However, please be assured that Worcestershire has a very low number of COVID-19 cases, and on 28/8/20 there were no reported new cases. See graph below.



## BACK TO SCHOOL

This month the schools go back, and Worcestershire County Council via **Worcestershire Children First** have been working very closely with school leaders and other colleagues, including public health, to ensure that each school has an individual tailored plan for their wider reopening, based on their individual circumstances as well as looking forward to the future.

All schools have completed a risk assessment ahead of them reopening their doors to ensure that their plans and all aspects of school life meet both Government guidance and the individual needs of the staff and students who work there.

Schools and colleges will have the discretion to require face coverings for Year 7s and above in communal areas where social distancing cannot be safely managed. See <https://www.gov.uk/government/publications/face-coverings-in-education/face-coverings-in-education>

Worcestershire County Council are organising School transport from the beginning of August Term, and would appreciate the support of parents and carers of pupils travelling on home to school transport services to communicate the safety rules for travelling on school transport services outlined below to their children. See [http://www.worcestershire.gov.uk/info/20826/worcestershire\\_school\\_transport\\_guidance\\_autumn\\_2020](http://www.worcestershire.gov.uk/info/20826/worcestershire_school_transport_guidance_autumn_2020)

## COVID-19 STATISTICS

Official statistics and information are available on the link below:

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

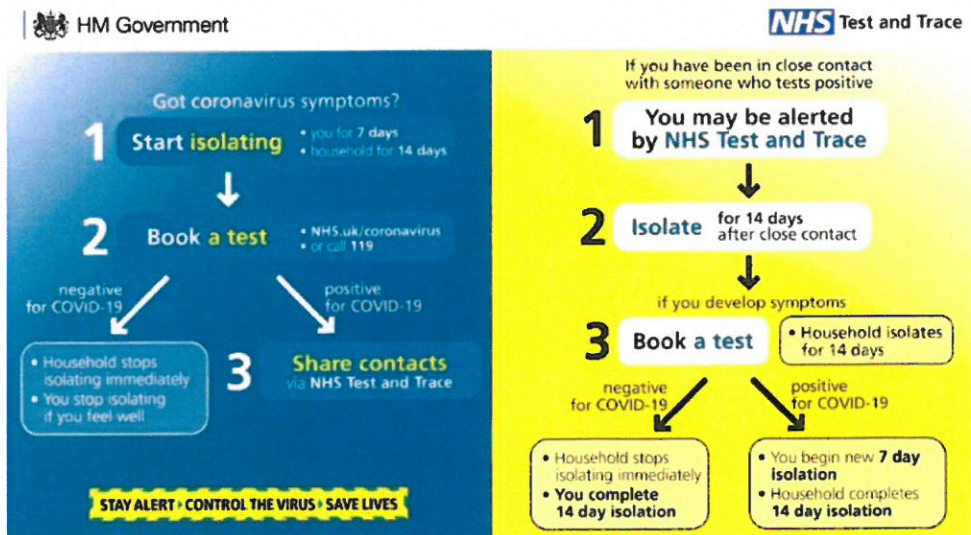
## WHERE CAN I GET FURTHER INFORMATION, HELP AND ADVICE?

Worcestershire County Council website

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

NHS Website for information on Coronavirus

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





## 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](mailto:Revenues@southworcestershirevenues.gov.uk) or call 03004 560560 to discuss your circumstances and they will do their best to help you.

---

## 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

The Council's new business support programme, **Here2Help Business** is live [http://www.worcestershire.gov.uk/info/20807/here2help\\_business](http://www.worcestershire.gov.uk/info/20807/here2help_business)  
It is a £3m programme designed to assist local Worcestershire Businesses to recover, adapt, develop and support future resilience as lockdown measures reduce

Also see the Government website [www.businesssupport.gov.uk](http://www.businesssupport.gov.uk) which has details of all the support available to businesses.

### Highway issues effecting Honeybourne:-

1. **New “Low Bridges” signs installed on Honeybourne bridges.**
2. **Ditch pollution - High Street Honeybourne** – reported to WRS
3. **Temporary Road Closure Shinehill Lane/Sheenhill Rd** – from 7/9/2020 for up to 19 days for multiple utility works.
4. **Mickleton Rd in Honeybourne to be closed 5<sup>th</sup> October** for overhead electrical works
5. **Back Lane Pebworth to be closed between Front Street and Friday Street for carriage repairs/patching in week commencing 26<sup>th</sup> Oct.**
6. **Buckle Street Road from Station Rd to Sheenhill Rd - Closure** - Severn Trent meter renewing works - 3 days from 7 Oct
7. **Stratford Rd Honeybourne Road Closure** - 2/11/20 for Bridge inspection by Network Rail
8. **Speed limit in Ullington** – at the moment the speed limit through Ullington is 60mph, but there is a good argument to reduce this to 40mph. I had a meeting in July with West Mercia Safer Road Partnerships and WCC Highways and they agreed to re-look at the speed limit and will be doing a traffic speed survey in the next few months.
9. **High Street Honeybourne** – Closed most of August to fit new raising water mains. Complaints over the bank holiday weekend as Amey (the contractors) opened the High Street to traffic but put steel plates over the holes which made a terrible noise as cars crossed them. Lack of sleep for many residents. I have spoken to Samantha Pedley from Amey and she apologised and had visited several residents to apologise in person. It should not have happened, and there is an internal enquiry. She is also dealing with the following 2 issues
  - a. The road needs cleaning, including around the gate inn crossroad where the mud ran down.
  - b. Also there are a few signs still around the village. Ie road closed signs.
10. **Double Yellow lines to be installed along High Street opposite Fancutts Garage/new development** . Agreed and waiting to be installed
11. **Honeybourne pedestrian crossing on Station Rd** –Up until early June the works were planned to begin in July/August. However, Western Power Distribution have informed the council that it will take 3-6 months to install the electricity. I have working with the council to see if we can get an improvement from WPD but they are blaming COVID and a backlog in work. Earliest date for works to begin looks now to be March 2021 as the anti-skid surfacing can not be laid in cold weather.
12. **Dudley Road – grass verge at entrance to Dudley Rd /Stratford Rd** – agreed to be cut by Lengthsman

To keep up to date on the roads affected see

[http://www.worcestershire.gov.uk/info/20602/roadworks\\_in\\_worcestershire](http://www.worcestershire.gov.uk/info/20602/roadworks_in_worcestershire)

Or look at the national roadworks website below, and type in Honeybourne in the top right box to search. [www.roadworks.org](http://www.roadworks.org)

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](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.

### **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. I had another good meeting on 21<sup>st</sup> August with him and the officers from WCC and WDC on site. We have organised a survey by the council of the land, and there was a lot of positive comments made to help the farmer and the village in making this flood plain a reality.

### **County Council Divisional Fund**

- Offenham Cricket Club- grant request for a contribution of £500 towards a new mower – grant approved.
- Pebworth In Bloom have applied for a grant to help cover the cost of the bedding plants and hanging baskets planted around the village. Due to COVID 19 the “Open Gardens event” in Pebworth was cancelled which had an adverse effect on the funding of PIB. Normally PIB raise a significant amount during this event by offering teas to visitors, but this year no teas means no funds!

If you run a community organisation that needs a little support to buy equipment or some essential service, then please apply for a Divisional Fund by contacting me.

**Your County Councillor, Alastair Adams can be contacted on**  
**[adams.pebworth@gmail.com](mailto:adams.pebworth@gmail.com) or mobile 07725 979 277 or [www.alastairadams.org](http://www.alastairadams.org)**