

Minutes of an Ordinary Meeting of Honeybourne Parish Council
Held at the Village Hall on 8th March 2011 at 7.30pm

Present: Councillors: - G. Clelland, (Chairman), D White, P. Cole, S Matthews, A. Simmons, B. Lomax, T. Probert, and A. Attridge.

In Attendance: Mr J. Stedman (Clerk)

256. Apologies; were accepted from Cllrs. P. Wilkes, B. Johnson, S. Kendrick

257. Disclosures of Interests:

Members were reminded to ensure their register of interests is up to date

Members to declare and disclose any personal or prejudicial interests in items on the agenda.

258. Personal Interests:

a) Cllrs. B Lomax.: VISA matters as Parish Council delegate.

b) Cllr. Sylvia Matthews: Village News matters as publisher

c) Cllr. B Lomax: HAGA matters as a member.

Prejudicial Interests:

Cllr. Sylvia Matthews: The new cemetery fence.

259. The Chairman adjourned the meeting for open forum.

Public Open Forum – No members of the public were present.

Ward Members Reports: No ward members were present.

No Councillors wish to speak in open forum.

260. Minutes

The minutes of the February meeting were approved by Council and signed by the Chairman as a true record.

261. Clerk's Report on Matters in Progress:

a) Confirmation of acceptance of contract from the new internal auditor now received.

b) WDC Senior Conservation Officer's request for a meeting deferred to June, noted.

c) Section 106 fund partial drawdown is acceptable if required, noted.

d) Cotswold View infrastructure adoption meeting; waiting confirmation for attendance.

e) Highway verge hedge cutting on Buckle Street, the Clerk's enquiries into ownership have failed and it was agreed to refer the matter to County Highways. Members also requested the hedge on the Fair View Trading land needs cutting and requested a letter be sent to Fair View Trading.

262. Planning – There were no planning matters

263. Cemetery & Churchyard

a) The Clerk reported the replacement of the chain-link fencing would be completed in March.

b) The Clerk reported on the interment of ashes of Marion Plain invoice 165

c) The Clerk reported the request to place a memorial tablet on plot 8 in the Garden of Remembrance; invoice 164, Granted under delegation to the Clerk

d) Members reported that many dead floral arrangements needed to be cleared along with some remaining wreaths, Clerk to request the Handyman to attend to the clearance.

264. Street Lighting:

a) **Lighting faults** reported: China Corner and No21 Bretforton Road, both resolved

b) Replacement of the Mickleton Lane light column; an order was placed on 1st February with E-on to replace the column and move it back one metre from where it is. Following enquires to Eon no date has been given for completion of the works

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265. Public Rights of Way – (PROW).

- a) Progress report on PROW 514 and 519: The PPW reported that the foot bridge repair was now complete except for one step to be fitted shortly. The CC PROW officer has confirmed investigations are underway to deal with the partial blockage by a trailer of 514 but it is low priority and will be dealt with when resources permit.

266. Highways:

- a) The following highway defects are to be reported for attention
 - (a) Potholes in various places on the Bretforton Road @ WR117PE
- b) **Bridge on Station Road-** The request to County Highways for a footway to be included in the traffic management scheme was rejected because Network Rail own the bridge and will not allow kerbs to be installed on the bridge. The Highway department indicated the pedestrian access over the bridge would be greatly improved when the scheme is complete.
- c) **VAS:** The partnership with Offenham PC has stalled at the present time as they have yet to agree the on-going expenses of running the VAS once purchased, further information is awaited. Members requested the speed data for the checks carried out by CC is made available to the Council, Clerk to make the request.
- d) **Parking on Footways:** A 4X4 regularly parks on the footway and verge near the property Wychwood in Station Road causing the footway to be blocked and the grass verge badly damaged. The Council agreed to refer the matter to the local PCSO to resolve the matter
- e) **Parking in Perrie Drive:** Following a complaint from a resident over the lack of parking spaces and difficulties in parking in the area the council considered as the area is owned and controlled by HMP Long Lartin the resolve rests with the Prison and is not an issue for the Parish Council.
- f) **Hedge cutting on Bretforton Road:** Vicarage Nurseries have completed the hedge cutting as they promised and members requested a letter of thanks be sent to the manager

267. Parking on The Green in Brick Walk:

- a) The Clerk reported on the several responses to the 32 letters sent to all properties in the area and the support given for car parking to be made available on The Leys. Following further enquires the County Council has agreed in principal to allow parking on The Leys subject to planning consent and an agreed specification. In view of this the Council agreed to engage the Council's Architect to plan a 10 space car park enclosed with post and rail fencing and a permeable hard-core surface and then submit agreed plans to WDC after WCC agreement.
- b) Mr Stokes of Green Farm requested a site meeting before he reinstates the green where the pipeline is laid as he would like an assurance the area will be protected by bollards to avoid further damage to the grass. The Chairman and Cllr. Cole will contact Mr Stokes and arrange a site meeting to discuss the restoration of the grass area. Council agreed to get a quotation for oak bollards with pointed tops and collars and a further quote to install them. An estimate of quantities and the position of the bollards will be considered at the site meeting. Site meeting reports and quotations to be considered at the April council meeting.
- c) The enquiry with the County Council regarding highway parking spaces indicated they can be reserved for resident only parking. It was agreed to leave this matter in abeyance until all other remedial matters are resolved.
- d) The Clerk checked the ownership of the verge on the north side of the road below The Green and found it is not a County Council verge, not part of the village green, and not owned by the adjacent property. It was agreed that Cllr. Probert would contact the adjacent property owner and discuss any measures to prevent it being used for parking.

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268. Lengthsman

- a) Matters for the Lengthsman's attention – none at this time

269. The Leys Playing Field

- a) **Monthly visual inspection** – Cllr. Johnson reported the equipment is in a safe condition and noted the safety surface cracks around the legs of the swings was not resolved, the handyman to be requested to seal all the legs to prevent water ingress.
- b) Cllr Johnson recommended the wooden bench needs to be cleaned and re-painted, it was agreed to request the handyman to carry out the cleaning.
- c) **New junior play equipment:** It was agreed to suspend this item until the proposed parking matters are resolved when a re-assessment of funds can be made.

270. VISA:

- a) It was confirmed that VISA had been informed of the withdrawal of the £2,500 grant offered by the PC and the Recreational Working Group was now disbanded, also the Council has delegated Cllr. Ben Lomax as its representative on VISA.
- b) Cllr. Lomax was requested to ask VISA to convene a meeting to enable a progress report to be made to the Council.
- c) The Clerk confirmed he had given instruction to VISA regarding the payment to the Council of the £5k grant for the recreational field access and landscaping works.

271. Allotments:

- a) Tree screen planting: Cllr. Lomax informed the council that the tree planting is now complete.
- b) **HAGA issues:** The HAGA Chairman raised the following matters for Council's consideration:
 - (a) **Upkeep of the common areas:** It was agreed that the Council's mowing contractor would maintain the site three time per year, Clerk to add the item to the mowing contract
 - (b) **Green house specification:** A request to allow glass to be used on site was considered and it was agreed it was premature to change the specification therefore the request can be reviewed next spring if necessary.
 - (c) **Agreement updates:** It was agreed it was premature to change the agreement wording and the request can be reviewed at the council's annual agreement review next year if necessary.

- 272. Annual Parish Meeting 19th April:** All parish organisations to be informed of the meeting date and issued with an agenda.

273. Elections:

- a) The Clerk advised members that the publication of their profiles in the Parish Council's Village News Letter before the May elections could be in contravention of election rules and put their nominations at risk of being disqualified. Heeding this advice, members' agreed to the Clerk publishing their profiles and photographs on the My Parish Website and add the profiles to the Village News after the May elections when the new council is in office.
- b) Election nomination packs were issued to all members and four copies were taken by Cllr Probert for further distribution.

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274. Parish Council Newsletter

- a) Members agreed the Clerk's new draft layout of the newsletter and requested a draft publication for consideration at the May meeting. The Clerk thanked Cllr. Lomax for his assistance in the new draft layout.

275. Finance:

- a) The payments and receipts as listed in appendix A were approved for payment and the cheques signed accordingly.

- b) **Cheque posting error:** the cheques for Npower and Westhill were placed in the wrong envelopes following last month's meeting. The Npower cheque was returned from Westhill and then sent on to Npower. Npower failed to return the Westhill cheque No 871 which was reported as lost. After checking with the bank it was found the cheque had been cashed but not by Npower. Investigations are on-going to resolve the matter.
A new cheque for Westhill was agreed, Value £133.67 No. 884

276. Matters raised by members and items for future agendas;

- a) **Cllr. Sylvia Matthews:** The Perspex in the door of the notice board at Stephenson Way has got two new holes, one near top and one near the bottom, the damage caused by small stones found in the notice board. It was agreed to replace the Perspex once again.
- b) Cllr Lomax informed the meeting that the sign at the shop in Stratford Road was leaning badly and the general appearance of the site needed attention, he asked other members to look at the site and consider if remedial action was needed.
- c) Cllr. Matthews informed the meeting that Canon Smith has retired from printing the Village News and would be contacting WDC to quote for future printing services.

277. Correspondence for Consideration

- a) WCC Consultation Revised Draft Validation Document Noted
- b) Wychavon Games information and request to join in – passed to relevant persons

278. Correspondence Noted –

- a) Clerks & Councils Direct

279. Meeting Dates:

- a) It was confirmed the next Ordinary Meeting of the Council scheduled for the 12th April at the Village Hall at 7.30 pm. and the APM on 19th April at 7.30

There being no further business the Chairman closed the meeting at 9.40 pm

Chairman _____

Date _____

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APPENDIX A: FINANCE**PAYMENTS FOR COUNCIL AUTHORISATION**

Mar-11

Cheque No.	Payee	Details	Total Payment	VAT Element	Net Payment
879	FG Haines	Lengthsman	246.50		246.50
880	PD Long	Street Maint' China Corner	58.80	9.80	49.00
880	PD Long	Streetlight repair No 21	58.80	9.80	49.00
881	Wicksteed Playscapes	Leys Field inspection	85.20	14.20	71.00
882	Canon GRH Smith	Village News	241.20		241.20
883	J Stedman	Clerks salary & expenses	654.19		654.19
884	Westhill	Stationary	133.67	22.28	111.39
			1,478.36	56.08	1,422.28

Account Transfer

For Information		PAYMENTS RECEIVED AND BANKED	
Received From	Details	Amount	Banked
David Baker		85.00	
Robin F Paul		100.00	
		185.00	

All paid up Account Balances

CURRENT ACCOUNT	£6,903.42
DEPOSIT ACCOUNT	£28,397.03
TOTAL FUND BALANCE	£35,300.45

Payments Agreed

Chairman

Mar-11 Date