

## Honeybourne Parish Council Minutes

Minutes of the Annual Meeting and an Ordinary Meeting held at the Village Hall on 10<sup>th</sup> May 2011 at 7.30pm

### **Declaration of office.**

Before the meeting all members signed their declaration of office in the presence of the Clerk.

**Present:** Councillors: - B. Johnson, P. Cole, S. Kendrick, S Matthews, A. Simmons, B. Lomax, T. Probert, D Cowan and A. Attridge.

**In Attendance:** Mr J. Stedman (Clerk), Cllr. Alistair Adams, & Doug Rushton

With the absence of the Chairman the Vice Chairman Cllr. Brian Johnson took the chair.

### **1. Election of Chairperson**

Cllr. Brian Johnson was proposed by Cllr. Kendrick and seconded by Cllr. Attridge, being the only nomination for Chairman Cllr. Brian Johnson was unanimously elected unopposed.

### **2. Declaration of Office** - Cllr Brian Johnson accepted the chair and signed the Chairman's declaration of office.

### **3. Apologies** were accepted from: Cllrs. Graham Clelland Council agreed that Cllr. Graham Clelland can sign his declaration of office at the June meeting.

### **4. Disclosures of Interests**

a. To declare and disclose any personal or prejudicial interests in items on the agenda.

**Personal Interests:** None declared

**Prejudicial Interests:** None declared

### **5. Election of Vice-Chairperson**

Cllr. Andy Attridge being proposed and seconded and the only nomination for Vice-Chairman was elected unopposed.

### **6. Appointment of Committees**

a. **Staffing:** -Cllrs. G. Clelland, T. Probert, A. Attridge, S. Kendrick and B. Johnson

### **7. Appointments to Outside Bodies – Delegates**

a. Honeybourne Village Hall Committee: - Cllr. S Matthews

b. Policing Matters - Cllr. B. Johnson

c. Worcestershire County Association of Local Councils - None

d. Honeybourne VISA – Cllr. Ben Lomax

### **8. Appointments of Members to Working Groups**

a. **Finance:** - Cllrs. G. Clelland, T. Probert, A. Attridge, B. Johnson and S. Kendrick.

b. **Planning:** -Cllrs. G. Clelland, T. Probert, A. Attridge, S. Matthews, A. Simmons, B Lomax and S. Kendrick.

c. **Affordable Housing:** - Cllrs. S. Kendrick, S. Matthews, A. Simmons & T Probert.

The Chairman closed the annual meeting at 7.40 pm

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### Ordinary meeting agenda

The Chairman adjourned the meeting for open forum.

### Public Open Forum –

The Chairman welcomed the new council member Cllr. David Cowan and the new ward member Cllr. Alistair Adams.

He offered a vote of thanks to Cllr. Graham Clelland for his past chairmanship over five years.

Thanks were also given to Phil Wilkes for his 9 years as Councillor and to David White for 4 years as Councillor.

Mr Rushton congratulated the members on their re-election. He requested the Council suspends mowing the recreation field until the 5<sup>th</sup> June as the football club wish to prepare the field for a fund day and football event on 4<sup>th</sup> June. He made a further request that the Council purchases a flagpole size union flag and a St. George flag both for the June event. He asked if any arrangements were in place for a 2012 event for the Queens Jubilee celebrations.

Cllr. Alistair Adams gave a brief report as new ward member stating he received a 66% majority vote and the turnout was 52%. Alistair stated he had been inducted as a new councillor and will be attending his first council meeting next week. He is very interested in the Local Development Framework update and the ramification of the new Localism Bill. He will be offering a comprehensive report for the June meeting.

- 9. Minutes:** The minutes of the April 11 meeting were approved by Council and signed by the Chairman as a true record.

### 10. Clerk's Report on Matters in Progress:

- a. Stephenson Way Balancing pond meeting with WDC drainage officer Tony Jones; Mr Jones kindly gave the Clerk a copy of a Severn Trent agreement for the adoption of balancing ponds which the District Council had used to their advantage. The Chairman has the documents and will make use of it when the need arises.
- b. Confirmation of the placement of the regulations notice in the cemetery.
- c. Confirmation of 31 letters sent to all households in the vicinity of Brick Walk.
- d. An email to Peter Whiteman of Taylor Wimpey informing him of the Council's decisions regarding the adoption of the balancing pond.
- e. Lengthsman contract with WCC was returned as requested.
- f. Correspondence regarding Meadow Walk; several emails have been received requesting information regarding the occupation of the social housing in Meadow Walk, all have been passed to relevant housing officers.
- g. Mickleton Lane potholes reported to GCC and confirmation received
- h. Frost damage to the hedging plants on the recreational field: The contractor reported that the winter snow and frost caused the failure of some of the newly planted hedging.

### 11. Planning –

- a. W/11/00916/PN; Mr Johnson: Site, 1 Brandon Villas Station Road – Erection of a detached dwelling. Council has no objection or comment on the application.

### 12. Planning Decisions to Note – none received

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**13. Planning other** - Long Marston Army Camp Masterplan meeting; Cllr. Lomax will attend the meeting on 24<sup>th</sup> May and report to the June council meeting

#### 14. Cemetery & Churchyard

- a. The Clerk reported the replacement of the chain-link fencing installation was still in progress and would be completed shortly.
- b. The Clerk reported on the purchase of graves 11c & 12c to Mrs Gladys Allman and the interment in Grave 11c of Mr Raymond Allman.
- c. Council considered amendments to cemetery regulations and deleted item 6 changed the wording of item 5 and added a substitute item 6 and a new item 16.
- d. Members reported that anti-social behaviour continues in the cemetery whereby water fights were recently taking place. Witnesses to such events should contact the police to gain an immediate response.

#### 15. Street Lighting:

- a. **Lighting faults** reported: None at this time.
- b. Part-night light timers are to be considered at the June meeting

#### 16. Public Rights of Way – (PROW).

- a. No reports were available and no matters were reported by members.
- b. It was agreed to request more regular reports from the PPW; the Clerk to action this

#### 17. Parking in Brick Walk:

- a. Members reported the installation of bollards around the Village Greens in Brick Walk was almost complete and the bare patches have been top-soiled and will be seeded.
- b. The Clerk reported on the numerous responses following the 31 letters sent to residents whereby a large majority did not support the proposed car park in the Leys. Several respondents noted the large amount of cars parked at some properties and members considered they have no power to address this matter. Requests to have residents parking spaces have been investigated by the Parish Council but cannot be implemented by the County Council who are responsible for such issues.
- c. Progress: Council considered any further action regarding parking provision and the Village Greens and it was agreed that all options had been explored and no further action can be taken. The PCSO will be asked to monitor parking on the bend in High Street as this is a road safety issue. Clerk to inform the architect the car park proposal is closed.

#### 18. Highways:

- a. The following highway defects are to be reported for attention.
  - a. Subsidence on the carriageway edge in High Street between the old Chapel and the new development building site.
- b. **Station Road Speeding:** Members reported increased traffic speeding on Station Road following the installation of new traffic lights. Vehicles are speeding up when a green light shows and then maintain high speed when entering the village. It was agreed to request speed enforcement measures are taken by the police and the Safer Roads Partnership.
- c. **Buckle Street Hedge:** The Clerk reported on an incident involving the overgrown hedge on Buckle Street whereby a tractor driver was forced into the hedge by a wide load and suffered injuries requiring hospital treatment. The matter was further reported to the CC ward member Cllr. Tom Bean.

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### 19. Lengthsman

- a. Matters to be reported for action –
  - i. To cut back the hedge and bushes on the Mickleton Rd junction to expose the grass verge around the streetlight.
- b. **Refund:** The Clerk confirmed receipt of Lengthsman's scheme refund of £801.50.
- c. **Litter Picking:** Members agreed that the Clerk makes enquires regarding the withdrawal of the litter picking funding by WDC & WCC and corresponds with both ward members to resolve the matter.

### 20. The Leys Playing Field

- a. **Monthly visual inspection** – Cllr. Johnson reported the equipment is in a safe condition.
- b. **Inspection Report:** The Chairman summarised the Wicksteed safety inspection report and suggested the swing seats are thoroughly cleaned and the front slat on the wooden seat is attended too as recommended in the report. No other matters were considered to be in need of attention at this time. Clerk to arrange the required actions.

**21. VISA:** Cllr. Ben Lomax reported the group held two meetings recently, they have £9,500 on deposit, Charity and limited company status is still being pursued, four quotations for the MUGAs have been received, and they will be contacting the architect to help design the recreation field infrastructure and facilities. A fun day event is arranged for the 4<sup>th</sup> June and the VISA chairman will contact the Clerk to make further arrangements on several matters. Members agreed a quotation for the requested flag should be considered at the June meeting and thanked Cllr. Lomax for his report. It was further agreed that the Football club could mow the field throughout May for the VISA event in June.

### 22. Allotments:

**Water Supply:** The Clerk reported on the disconnected water supply and the efforts made in having it reconnected. It may be that a new supply connection will be necessary if the supply cannot be reconnected as it was previously. David Bliss has helped by supplying an on-site water bowser and continues to fill it on request.

**23. Newsletter:** Council agreed to a publication as soon as possible and the draft content will be emailed to members for consultation. Cllr Ben Lomax will assist in the publication and the District Council will print the copy.

**24. Audit:** Council considered its internal audit arrangements and compliance with regulations and agreed the following are satisfactory.

- a. Cheque signing, Bank reconciliation, budgetary checks, Account balances, security and internal auditor compliance.
- b. The effectiveness of the councils risk assessment
- c. The review of the council's asset register and the valuation update.
- d. The review of the council's financial regulations and values updated.
- e. Council confirmed that Cllr. Sandra Kendrick is approved to receive copies of the council's bank statements.

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### 25. Finance:

- a. The payments and receipts as listed in appendix A were approved for payment and the cheques signed accordingly.
- b. Donation request from CAB. It was agreed to donate £100 payment at the June meeting.
- c. Council considered and agreed the year-end bank reconciliation, account balances and budgets.
- d. The Council's Annual Return for 2010-11 was agreed by Council and the questions therein all received an affirmative answer.
- e. Council considered the internal auditors report and agreed the recommendations would be applied. The internal audit found no errors in the accounts or the council's internal audit procedures.
- f. The Clerk reported the statutory audit notice was already posted on the notice boards
- g. The Clerk reported on the receipt of the first precept payment of £ 24,600
- h. Members requested the Clerk to ask the mowing contractor to ensure he puts visit dates on his invoices.

### 26. Insurance

- a. Council considered the insurance renewal schedules from Aon and agreed all was adequate and in order without amendment.

### 27. Matters raised by members and items for future agendas;

- a. **Cllr. Graham Clelland** – Party in the park (on the Recreation Field) for the Queens Diamond Jubilee – it was agreed to defer this item to the June meeting.
- b. **Cllr. Trish Probert** – The poor state of the telephone box in the High Street

### 28. Correspondence for Consideration

- a. WCC Waste core strategy development plan document consultation – Council noted the document.
- b. WCC Bus service review consultation- information sheets and questionnaires were passed to members for distribution to bus users
- c. Sharba Homes Limited requested a meeting with members to put their proposals for the future development of the land between Station Road and the railway track. Council agreed to a short presentation prior to the July ordinary meeting. Clerk to make the arrangement.

### 29. Correspondence Noted –

- a. Evesham Forum meeting letter.
- b. WDC training event Code of Conduct.
- c. Letters from Peter Luff MP.

### 30. Meeting Dates:

- a. It was confirmed the next Ordinary Meeting of the Council scheduled for the 14<sup>th</sup> June at the Village Hall at 7.30 pm.

31. There being no further business the Chairman closed the meeting at 9.54 pm.

Chairman \_\_\_\_\_

Date \_\_\_\_\_

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### APPENDIX A: FINANCE

#### PAYMENTS FOR COUNCIL AUTHORISATION

May-11

Cheque No.	Payee	Details	Total Payment	VAT Element	Net Payment
892	Npower	Streetlight Energy	650.49	107.35	543.14
893	CALC	Membership	621.43	92.62	528.81
894	Niki Speak	Allotment deposit refund	20.00		20.00
895	Wicksteed	Ley equipment inspection	85.20	14.20	71.00
D/D	Public Works Loan Board	Loan repayment	3,266.83		3,266.83
896	WDC	Rural Rate Relief	630.88		630.88
897	Hartwell & Co Ltd	Bollards for the Greens	407.71	67.95	339.76
898	J Stedman	Clerks Salary and Expenses	1,517.27		1,517.27
899	Aon Insurance	Insurance fee	1,859.21		1,859.21
900	Hightrees	Mowing Contract	492.00	82.00	410.00
900	Hightrees	Mowing Contract	258.00	43.00	215.00
			9,809.02	407.12	9,401.90

Account Transfer	15,000.00	04-Apr
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For Information		PAYMENTS RECEIVED AND BANKED	
Received From	Details	Amount	Banked
WCC		801.50	
Merstow Green F/H		335.00	
Merstow Green F/H		25.00	
HAGA		265.00	
WDC		24,600.00	
	Total	26,026.50	

#### All paid up Account Balances

CURRENT ACCOUNT	£9,014.49
DEPOSIT ACCOUNT	£13,398.62
TOTAL FUND BALANCE	<b>£22,413.11</b>