

### Honeybourne Parish Council Minutes

DRAFT Minutes of an Ordinary Meeting held at the Village Hall on 15<sup>th</sup> November 2011

**Present:** Cllrs. B Johnson, A Attridge, D George, S Matthews, T Probert, S Kendrick, D Cowan and G Clelland.

**In Attendance:** Mr J Stedman (Clerk), Cllr. Alistair Adams and ten members of the public

**152. Apologies:** Apologies were accepted from Cllr. A Simmons and County Councillor Tom Bean

**153. Resignation:** Cllr. Ben Lomax resigned from the Council of on 28<sup>th</sup> October due to work and family pressures. The Chairman offered the Council's thanks to Ben for his commitment to the Council during his term of office.

**154. Disclosures of Interests**

a. Member's disclosure of any personal or prejudicial interests in items on the agenda.

**Personal Interests:** None declared

**Personal and Prejudicial Interests:** Cllr. Probert - Minute 158 - SWDP consultation as a neighbour of a consultation site and having a business interest in any new housing development.

**155. Vacancy on the Council:** Having only one candidate to fill the Council vacancy it was agreed to co-opt Mr Michael Powell as a member of Honeybourne Parish Council. Cllr Powell then made and signed his declaration of office and the Chairman invited him to join the Council.

**156.** The Chairman adjourned the meeting for public open forum.

**Public Open Forum;**

Mr A Shorey questioned the Wychavon District Council (WDC) request for watercourse clearance. The Chairman responded stating it is a matter for WDC and the ward member would be made aware of his concerns.

Mr Shorey also questioned the Worcestershire County Council (WCC) request to create a byway open to all traffic (BOAT) from Poden to the Gloucestershire boundary. The Chairman said the request is a legal formality to regularise the current situation and bring the BOAT into the County rights of way map.

Mr Ian Trout outlined his recommendation for the recreation field grass maintenance and made a request for permission for VISA to be allowed to cut the grass on the football pitch areas more regularly than required under the mowing contract. The Chairman advised that the request would be on the next Agenda for discussion and decision.

A parishioner questioned the circulation of the Parish Council's questionnaire as not all residents had received a copy, The Chairman informed the meeting that the time scale to arrange the questionnaire and process the returns did not allow it to be delivered to everyone and the most effective way to achieve our intentions was to use email to disseminate the questionnaire to as many as possible to provide the Council with a "snapshot" of village opinions.

Mrs Graves informed the meeting she was organizing a mini poll regarding the housing proposals for the Sheep Sale Field as some parishioners considered it was a done deal by the Council. She also raised the matter of the dissemination of the questionnaire. The Chairman advised that no planning applications had been received and once they were they would be considered on their merits. He further explained that any housing development of more than 5 houses would have a financial benefit to the Council under the control of a planning Section 106 Agreement

**Cllr. Alistair Adams** issued a written report which is appended to the minutes.

### **Honeybourne Parish Council Minutes**

**157.** The Chairman closed the adjournment at 7:55 and reconvened the meeting.

**Note** - Cllr. Probert having declared an interest in the next item left the room

**158. South Worcestershire Development Plan (SWDP)**

- a. The Clerk's analysis of the Council's SWDP and planning questionnaire responses received to date were agreed by the Council and will be posted on the Council's website.
- b. The Council's response to the SWDP consultation was considered and Council agreed the draft document was acceptable without amendment. The response will be issued to SWDP and posted on the Council's website.

Cllr. Probert returned to the meeting

**159. Minutes:** The wording of the minutes of the October meeting were approved by Council and signed by the Chairman as a true record.

**160. Consideration of the Clerk's Report on Matters in Progress:**

- a. A data CD of the Council's computer files was passed to the Chairman as a remote backup
- b. Allotments water supply is now installed according to local knowledge.
- c. Statutory notice has been posted for the vacancy on the Council
- d. VISA's charitable status: This is not yet achieved and their status update still awaited.
- e. Neighbourhood plan funding application letter sent to WDC - noted
- f. Fertilisation of the recreation field was carried out under delegated powers - noted
- g. Report on the structural integrity of the wall at the junction of School Street and High Street –Mr Dan Goddard, Area Building Control Surveyor, South Worcestershire Building Control Partnership inspected the wall and confirmed the wall is not imminently dangerous and suggests maintenance is carried out in the next 12 – 18 months. He is to monitor the wall to check any further deterioration. The Clerk will inform the property owners of the report.
- h. The ivy bush reported to be obstructing the footway in School Street has been reported to the property owner via the Chairman and remedial action should be taken.

**161. Planning – Application to consider**

- a. W/11/01994/PP Mrs L Garfield, 92 Dovers View, Stratford Road – two storey and single storey extension to the rear of the existing dwelling - Council has no objection or comment on the application

**162. Planning Decisions noted:**

- a. W/11/01845/LB Mrs M Fancutt, 35 High Street – Replacement door and window ( Retrospective application) Refused with one reason

**163. Planning matters –**

- a. A request from Framptons to present a development proposal for land adjacent to Harvard Avenue at the December meeting was agreed, the presentation to start at 7:00 pm

**164. Cemetery & Churchyard**

- a. Levelling of the sunken tomb site: Members reported the soil filling is now satisfactory.
- b. The Clerk reported on the purchase of plot 38 in the garden of remembrance by Mr David Oliver.
- c. Council considered re-pollarding the willow trees and cutting the field boundary hedge in the cemetery. It was agreed in principal and quotations will be considered at the next meeting.

## Honeybourne Parish Council Minutes

### 165. Street Lights:

- a. **Lighting faults** reported: Streetlight no 5 in Stratford Road has power failure which is awaiting attention from Western Power Distribution.
- b. No new faults were reported

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

- a. Parish Path Warden's (PPW) report on referred and other matters – Council noted that the PPW is unable to carry out his duties due to recent medical procedures and no report was available.
- b. A letter from WCC regarding PROW Prioritising maintenance was noted

### 167. Highways:

- a. Highway matters to be reported to County Highways; None
- b. Re-surfacing Bretforton Road – the Clerk to make enquires with Roy Fullee as to when this work is scheduled for completion.
- c. **New Trees:** A quotation from Pershore College to supply three new trees for Elm Green at approximately £12.00 each was accepted. Clerk to place an order for three suitable varieties.
- d. Council agreed the Handyman's quotation to plant the three trees and supply compost.
- e. Council declined a quotation to move the notice board by The Thatched Tavern as it was felt to be an unnecessary expense.
- f. **Gated Village Accesses:** The County Highways area officer offered to attend a meeting to discuss the matter of installing gated village accesses, Clerk to request he attends the January meeting. A further request for funding the project will be made to Cllr. Tom Bean.
- g. Council had no comment on a WCC Highways notice to create a Byway Open to All Traffic from Poden Lane to Gloucestershire.

### 168. Lengthsman & Handyman. No matters to report.

### 169. The Leys Playing Field

- a. Regular monthly visual inspection found no problems with the play equipment.
- b. An inspection of the trees on the field boundary found dead branches in three large trees and one broken branch posing a potential hazard; It was agreed to have an arboricultural specialist inspect the trees and quote for any remedial works. Clerk to action this.

### 170. Recreation Field

- a. Council confirmed the proposed Rooftop Housing easement charges are of market value and reasonable following a report from the WCC estates valuation officer.
- b. The foul water drainage easement terms and conditions from Rooftop Housing were confirmed as acceptable, Clerk to action the easement agreement.
- c. The Clerk reported on placing a £190.00 order for a survey of the sewerage connection in the garden of 1 Gloster Ades; the order was placed under the Clerk's delegated powers.
- d. The Council's architect issued preliminary site and layout plans for the changing facilities; it was agreed to pass the plans to VISA and request their response in readiness for the December meeting.
- e. Mr Ian Trout requested permission for VISA to be allowed to cut the grass on the football pitch areas more regularly than required under the mowing contract. The Chairman advised that the request would be on the next Agenda for discussion and decision
- f. Members considered a quotation from Mr David Meadows for field boundary ditch clearance; it was agreed to accept the quotation as it the offered the best value of two quotations received.
- g. Mr Bury, the Council's Architect, offered a quotation for all planning and design aspects of the proposed changing facilities. The quotation was accepted, in principle, and the Clerk will inform Mr Bury of the current proposals with VISA. The planning application fee of £1,035.00 to WDC was noted
- h. A Quotation of £230.00 from Limebridge Rural Services Ltd to replant the hedging plants and trees that failed in the summer drought was accepted.

## Honeybourne Parish Council Minutes

- 171. PACT:** Concern had been expressed by a member of the public that a road accident which allegedly involved a high speed vehicle hitting the rear of a parked vehicle with its own rear was not dealt with by the police. Whilst members accepted that no personal injury had occurred, the accident was not an average “shunt”. Members would like an explanation as to the police policy in this matter.
- 172. Stevenson Way:** the site meeting with Taylor Wimpy on 22nd November was noted and it was agreed that available members will attend.
- 173. Parish Plan:**
- a. Updating the parish plan and incorporating the emerging Neighbourhood Plan was agreed and the SWDP questionnaire data will be considered in the consultation process.
  - b. The compilation assistance offered by Angie Herbert and Lynda Judge was accepted.
  - c. Members requested the Clerk to circulate the original parish plan questionnaire details.
  - d. The formation of a working party to be considered at the December meeting.
- 174. Party in the Park:**
- a. It was reported that many arrangements are now in place and the community support is very good. The Clerk was asked to check that public liability insurance for the event is supported by the Council’s insurers. A copy of the Council’s public liability cover to be sent to the Chairman and a list of party events sent to the Clerk to enable the insurance level to be substantiated.
  - b. W R Haines has agreed the firework display could be staged on his land adjacent to the recreation field provided he received a letter of assurance that any crop or fire damage would be indemnified by the Council. Clerk to check insurance details with the display contractor.
- 175. Parish Council Newsletter:** Council agreed that a single A4 leaflet will be published to inform the parish of the facts of the SWDP consultation and other developer proposals as they currently stand. It was further agreed to delegate the editorial and publication to the Clerk after consultation with the Chairman as the leaflet needs to be distributed as soon as possible, but with all members having an opportunity to comment.
- 176. Finance:**
- a. Council approved the Payments, Receipts and Balances schedule as circulated by the Clerk.
  - b. The Clerk reported a VAT claim had been returned for the first half of the year.
  - c. Budgetary meeting: It was proposed and agreed to consider funds for the Village Hall.
- 177. Matters raised by members and items for future agendas - None**
- 178. Correspondence for Consideration - None**
- 179. Correspondence Noted –**
- a. Shakespeare Hospice Update
  - b. WDC Land drainage orders for: - Middle Farm Weston Subedge, The Gate Inn, The old Vicarage and Woodcote Farm; all for the clearance of the Gate Inn brook.
  - c. WDC Land drainage letter for: - The Gate Inn & The old Vicarage work satisfactory - Corner farm Legal department to serve a formal notice.
  - d. Letter from Captain Basil Hodgkins regarding Honeybourne station
  - e. Wychavon Youth Bus timetable
  - f. Newslines autumn edition
  - g. Clerks & Councils Direct

## Honeybourne Parish Council Minutes

### 180. Meeting Dates:

- a. It was confirmed the next Ordinary Meeting of the Council scheduled for 6th December at the Village Hall at 7.00 pm.

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

Chairman \_\_\_\_\_ Date \_\_\_\_\_

### APPENDIX A: FINANCE

Payments to be Authorised

Nov-11

Cheque No.	Payee	Details	Total Payment	VAT Element	Net Payment
943	Royal British Legion	Wreath	25.00		25.00
944	Npower	Streetlight Energy	608.88	101.48	507.40
945	PD Long	Streetlight Maintenance	97.20	16.20	81.00
945	PD Long	Streetlight Maintenance	86.40	14.40	72.00
945	PD Long	Streetlight Maintenance	61.20	10.20	51.00
946	Hightrees	Mowing Contract	642.00	107.00	535.00
D/D	Public Works Loan Board	Loan repayment	3,266.83		3,266.83
947	J Stedman	Clerks Salary and Expenses	682.14		682.14
948	Midland Surveys Ltd	Recreation Field Survey	228.00	38.00	190.00
949	PD Long	Streetlight Maintenance	50.40	8.40	42.00
			5,748.05	295.68	5,452.37

### Account Transfer

For Information PAYMENTS RECEIVED AND BANKED			
Received From	Details	Amount	Banked
Campion & New	Purchase Plot 38 G/R D Oliver I/no 170	90.00	
HMRC	VAT repayment	1,596.40	
	Total	1,686.40	

### All paid up Account Balances

CURRENT ACCOUNT	£4,311.87
DEPOSIT ACCOUNT	£52,606.93
TOTAL FUND BALANCE	<b>£56,918.80</b>

**District Councillor report - Honeybourne**

**Month: November 2011**

**Prepared by Alastair Adams – Honeybourne & Pebworth Ward,  
Wychavon District Council**

## Honeybourne Parish Council Minutes

### 1. The latest on the **South Worcestershire Development Plan**

This month I have been busy with the SWDP trying to make sure as many residents as possible know about it, and give feedback on what they think of the proposed sites. I set up a display in the Pebworth Village hall with FAQ's, posters, copies of the plan, and the summary and feedback forms before the Harvest Supper evening at the beginning of October.

I organised a similar display for Honeybourne just before their Parish Council SWDP Public meeting on the 1<sup>st</sup> November, so I got the SWDP Honeybourne maps produced by WDC, and moved the whole display from Pebworth over to Honeybourne.

As Pebworth Parish Council was holding its SWDP public meeting at on Friday 4<sup>th</sup> November, I had to quickly move the display back to Pebworth village hall in time.

I attended both public meetings, and spoke to a number of residents about their views on the plans.

### 2. **Planning:**

(a) I attended the Sharba Homes public consultation on 25<sup>th</sup> October at Honeybourne village hall, and talked to various concerned residents. I have been receiving emails opposing the development at Sheep Sales Field from residents, but no emails on the Station Rd proposed development.

(b) I liaised with Gill Collin – Head of Planning at WDC with regard to the 2 (now 3!) developers all looking at building houses in Honeybourne on fields not identified on the SWDP. I have been asked whether, if these developments go ahead, they would be in addition to the number of houses proposed in the SWDP. Her response was as follows:

*“The amount of windfall development we are getting at the moment reflects where we are in the Development Plan process to some extent. Our old Local Plan is getting out of date, and many of the sites that were allocated in it have now been developed. We haven't yet got a replacement, so it is inevitable that a fairly large element of our current housing is coming forward on unallocated sites. It's just so annoying that we can't count it as things stand at the moment*

*In Honeybourne, if the other 2 sites are just promoted through the SWDP, we will have to choose which are the most appropriate sites for inclusion in the final SWDP. Don't worry, we wouldn't be looking to put all 4 sites forward!*

*If the other 2 sites come forward as planning applications in advance of the SWDP, and they are approved, it is likely that the final SWDP allocations will be adjusted accordingly. The 3 Councils have said that they will be mindful of other recent housing developments in settlements, and will adjust allocations accordingly.”*

**3. Improving Broadband:** I circulated the WCC Broadband Survey which closed on the 1<sup>st</sup> November, and from feedback I have received, a lot of people did complete it. I am now liaising with Cheryl Perry to follow up on what they are proposing for Pebworth & Honeybourne.

**4. PACT meeting:** I attended the PACT meeting at Evesham Police Station and saw the crime figures for Honeybourne and Pebworth printed from [www.police.uk](http://www.police.uk)

We discussed improving communications in the community, and Julie Pardoe will be looking at ways to do this over the coming months by regularly visiting nominated contacts within the community. I need to submit a list to Julie. Finally, speeding was discussed, and it was suggested that some speed check were carried out by Julie Pardoe. I have also contacted Roy Fullee to obtain some “Check your Speed” signs and he has put me into contact with the Safer Road Partnerships West Mercia.

**5. Party in the Park:** I liaised with Licensing to obtain information for Trish

6. I attended the Honeybourne & Pebworth Conservatives Cheese & Wine evening held in Honeybourne on 29<sup>th</sup> October. Our local MP Peter Luff with his wife Julia attended. It was an excellent fun evening with over 40 attendees. Following the event, the committee decided to donate £100 to the Honeybourne Youth Club from the proceeds made on the night after hearing about the break-in to the village hall when the youth club lost a lot of their equipment. I will liaise with Angie to hand over the cheque.

End of report.