

## **Honeybourne Parish Council**

DRAFT Minutes of the Annual Meeting of the Council and an Ordinary Council Meeting  
held at the Village Hall on 8<sup>th</sup> May 2012

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

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

**1. Election of Chairperson**

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

**2. Declaration of Office** – Cllr. Brian Johnson signed the Chairman’s declaration of office and took the chair.

**3. Apologies were accepted from:** Cllr. S Kendrick and Cllr Tom Bean

**4. Disclosures of Interests**

**a. To declare and disclose** any personal or prejudicial interests in items on both agendas  
Personal and Prejudicial Interests: Cllr. Trish Probert, minute 7a business and private interests if the planning application is discussed

**b. Register of Interests:** The Chairman reminded members of the need to update their register of interests and that the Clerk has copies of all members register of interests if they wish to review them.

**5. Election of Vice-Chairperson**

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

**6. Co- option of a Candidate to fill a Council Vacancy:**

Mr Peter Brookes having submitted an application for the vacancy and being the only candidate was duly co-opted on to the Council. He read out and signed his declaration of office and joined the Council.

**7. Appointment of Committees and Working Parties**

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

**b. Finance working Party:** Cllrs. G Clelland, T Probert, A. Attridge, B Johnson, M Powell and S Kendrick.

**8. Appointments to Outside Bodies – Delegates**

**a. Village Hall Committee:** - Cllr. Sylvia Matthews

**b. Policing Matters** - Cllr. Brian Johnson

**c. CALC;** Worcestershire County Association of Local Councils – None

**d. Honeybourne VISA** – Cllr. David Cowan

**9. Appointment of Lead Members**

**a.Planning:** including Housing the Neighbourhood Plan and the Parish Plan -  
Cllrs. Andy. Attridge, Sandra Kendrick and Mike Powell

**b. Environment** including Flooding, Highway, Footpaths -  
Cllrs. Trish. Probert and David Cowan

**c.Sport and Leisure:** including liaison with VISA, The Leys and Recreation Field -  
Cllrs. Graham. Clelland and David Cowan

**10. Community:** including Community Centre, the Cemetery, Churchyard and Allotments. -  
Cllrs David George and Sylvia Matthews.

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**Ordinary Meeting DRAFT Minutes**

11. The Chairman adjourned the meeting for public open forum.

**Public Open Forum;**

Comments and question from the public included: -

The Verge on the corner in School Street is very overgrown and needs cutting as it causes visibility problems on the bend. A further problem is the wheel rut caused by Lorries cutting the corner. These matters to be reported to County Highways for attention.

The flash flooding on the junction of Shinehall Lane and Station Road, The matter to be referred to the Lengthsman.

Concerns were raised over the Council's procedure with regard to the Lioncourt planning application. The Chairman confirmed the Council were not considering the application at this meeting and a special planning meeting would be convened shortly to consider the Lioncourt and any other planning applications. Strong objection to the Lioncourt application were put to the meeting by a member of the public.

**Ward Members Reports**

**Cllr. Tom Bean:** No report available

**Cllr. Alistair Adams:** gave a verbal update on District Council matters and informed the meeting his regular written report will be issued later by email and is appended to the minutes. (Cllr Adams attended the meeting after the Wychavon District Council meeting but is noted here for convenience)

The Chairman closed the adjournment at 8:20 and reconvened the meeting.

12. **Minutes:** Council agreed the wording of the minutes of the April 12 Council meeting and the Chairman signed the minutes as a true record of the meeting.
13. **Clerk's Report on Matters in Progress:**
- a. Dog waste bin at the Station; The network rail bin is now removed and a new bin installed by WDC who will regularly service the bin – matter resolved
  - b. Hedge overgrowth in School Road; the hedge is now satisfactorily cut back – matter resolved
  - c. VAS in Station Road reported as faulty; County Highways indicated the VAS would be returned next year; members considered this was not acceptable and a further request will be made to have it returned as soon as possible, Cllr Tom Bean to be informed.
  - d. Highways response regarding the footpath from Westbourne to Stratford Road; the County Highways considered the path surface is satisfactory and safe therefore no remedial action will be taken.
  - e. Poden Lane Railway Bridge subsidence and cracks in the carriageway; The bridge structure is the responsibility of the charity Railway Walks who are aware of the subsidence and will be carrying out remedial works when funds are available, the County Highways will continue to make good the road surface for the foreseeable future.
  - f. Confirmation of receiving a character reference for the Clerk as required by our insurers, it was agreed to place the letter in the councils personal file.
  - g. Request to place a skip on The Green in Brick Walk; Council agreed to allow the skip placement with a condition of making good any damage.
  - h. Request for Horse and Rider signs on Bretforton Road; the request was supported by the members as many horses are ridden on the highways throughout the parish. Consideration to be given by WCC to signs on other roads in the parish.

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### 14. Planning – Application for consideration

- a. W/12/00726/PP Mr A Galecky, 10 Stephenson Way – First floor extension to the front elevation. The Council has no objection or comment on the application
- b. W/12/00485/LB Mr M Hancox, 29 Ashwins Farm, School Street – Listed building repairs to brickwork on chimney and replacement window frames. The Council has no objection or comment on the application

### 15. Planning Matters

- a. Grange Farm development presentation. Members commented the event was productive but had mixed feelings over the outcome. The planning application was not discussed, only the presentation format.
- b. The Clerk reported on the many comments received from the E-news Group regarding the Grange Farm presentation; all the comments will be issued to members prior to debating the application.
- c. An extraordinary meeting was agreed to be held on 22<sup>nd</sup> May at 7.00pm to consider the Lioncourt application and any other applications available at that time.
- d. Members noted a letter from Peter Luff MP offering support to the Parish Council regarding the Sharba Homes and Lioncourt planning appeals.

### 16. Neighbourhood Plan

- a. It was agreed the three delegates to attend the Neighbourhood Plan workshop on 28<sup>th</sup> May will be the Planning Lead Members and the Chairman, the Clerk will also attend.

### 17. Cemetery & Churchyard

- a. The Clerk reported that the ditch and litter clearance was held up by high water levels. The “No Ball Games” sign is now fixed to the picket fencing as requested.

### 18. Street Lights:

- a. Lighting faults to be reported: none at this time.
- b. Council considered the WCC proposals regarding streetlight energy saving on the streetlights under their control, all of which are in the Westbourne Estate. After considering the options it was agreed to support the proposal to fit part-night timers to the lights and make a request to have the eight parish council owned estate lights also fitted with part-night timers to regularise the situation. Four other streetlights in the estate which are owned by HMP Long Lartin will be brought to the attention of the County Council.
- c. The revised service charges quotation for streetlight maintenance from P D Long was agreed as an acceptable increase.

### 19. Public Rights of Way – Nothing to report

### 20. Highways:

- a. Highway matters to be reported to County Highways
  - i. Two large potholes on Bretforton Road by the recreation field and two on the carriageway edge in Weston Road
  - ii. Blocked gullies in High Street as storm water flows over them.
- b. **New Litter Bin opposite The Gate Inn:** Council considered the on-going cost of approximately £70.00 per year for emptying the proposed new Litterbin was not sustainable as there is not a sufficient litter problem to warrant the on-going expense and the matter is deferred. The Clerk will now order the replacement bin for Stratford Road.

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### 21. Lengthsman & Handyman.

- a. Verge grip clearance is needed on the Bretforton Road and Shinehall Lane. As the parish Lengthsman is not yet qualified, the Council agreed to request the services of the Pebworth Lengthsman to clear the Grips to relieve local storm-water flooding.

### 22. The Leys Playing Field

- a. The Chairman's regular monthly visual inspection found no safety issues but water ponding is occurring in the access gateway, Clerk to arrange more gravel filling to help resolve the problem.
- b. The Clerk reported that the annual safety inspection and risk assessment had been requested from Wicksteed and the report is expected for the next meeting.
- c. Swing re-paint: This work is in hand and will be carried out when there is a dry spell in the weather.

### 23. VISA and Recreation Field :

- a. The VISA report on the progress with the recreation field was not available.
- b. The Clerk confirmed that Ian Trout has issued his public liability insurance documentation and has been informed he can proceed with the field maintenance. However, in view of the proximity to the Jubilee events it was suggested that the work be deferred until after those events. Cllr D Cowan to advise Ian Trout accordingly. Also the Council contractor would be requested to cut the grass in preparation for the Jubilee events.
- c. The Chairman reported on the progress with the recreation field lease to VISA whereby a meeting had taken place on 23rd April with Mr Chivers to resolve the issues raised by Mr David Hall the VISA Solicitor. The Chairman had received communications from Mr Chivers just prior to this meeting informing him the VISA solicitor would make a formal response shortly and most contentious matters in the lease were now resolved. Council agreed that the Clerk and Chairman should continue with discussions and resolve any further small details to enable the final draft to be available for the next Council meeting.
- d. Meeting with Mr Martin Haines: Mr Haines requested a meeting to discuss land drainage problems on his land next to the recreation field as extensive ponding had occurred following the recent heavy rain fall. After inspecting the intersection chamber in his field gateway and noting the levels of the connected pipes it was agreed that the work carried out by the Parish Council's contractor had not changed the levels of the existing drainage pipes. The level of a possibly new section discharge pipe which is laid under the Bretforton Road did cause some concern and it was agreed this pipe would be further investigated to check for blockages. The Clerk informed Mr Haines that this discharge pipe was repaired in the carriageway by County Highways as a utility contractor had damaged the pipe and left it blocked. The Clerk will ask Mr Ray Payne if he can arrange for the County Highways to check the pipe for blockages with a camera and report on his findings.

### 24. PACT: No matters to report

### 25. Parish Council Newsletter:

- a. Council agreed to a publication to advertise the extraordinary planning meeting and the Party in the Park event. Copies need to be available for delivery on 18th May

### 26. HAGA: The Clerk reported the HAGA AGM is arranged for 23rd May at the Railway Club.

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- 27. Party in the Park Report:**
- a. Cllr. Trish Probert issued a further report and financial update on the events progress. Some small matters still need to be resolved but the general arrangements are all in place.
  - b. **Finances:** As the current cash flow indicates a possible cash surplus at the end of the event the Council considered a proposal from Cllr. Trish Probert to divide any surplus funds equally between VISA and the Village Hall. The Council fully supported and agreed the proposal for disposal of any surplus funds.
- 28. Annual Parish Meeting:** The Clerk reported that five Councillors, the District Ward Members and one member of the public attended the meeting. Discussions took place on the Stevenson Way balancing pond, the Lioncourt application field and the dog waste bin at the Station. A report was received from Honeybourne Brownies
- 29. Insurance:** Council agreed the insurance schedule and other documents from Came & Co.
- 30. Finance:**
- a. The Council approved the Payments, Receipts and Balances as listed in appendix A
  - b. Council agreed the end of year bank reconciliation, account balances and budget balances as circulated by the Clerk.
  - c. The Clerk confirmed the receipt of the first precept payment of £25,950 paid on 30<sup>th</sup> April
- 31. Audit:**
- a. Council agreed that the council's internal audit arrangements comply with the 2011 regulations which include: - Cheque signing, Bank reconciliation, budgetary checks, account balances, security and internal auditor compliance.
  - b. **Risk Assessment:** Council agreed the effectiveness of the councils risk assessment and following some minor amendments to the wording the document was adopted.
  - c. **Asset Register:** Council reviewed the asset register and asset valuations. Following charges being made by WDC for the replacement of litterbins it was agreed to add the current replacement value to all litterbins on the register along with other asset valuation updates.
  - d. Council confirmed that Cllr. Sandra Kendrick is approved to receive copies of the council's bank statements.
  - e. Council agreed section two of the 2010-11 Annual Return all questions were answered in the affirmative.
  - f. The Staffing Committee's terms of reference were reviewed and following some small amendments council adopted the document.
  - g. The Clerk confirmed his PAYE online declaration and receipt of a P35
- 32. Matters raised by members and items for future agendas -**  
**Chairman:** to review the council's standing orders regarding the Chairman's term in office.
- 33. Correspondence: For consideration**
- a. Letter from Peter Luff MP regarding planning policy for traveller sites; Noted
  - b. Email from Mr Overington with a request to present it to the Council; members noted the contents and agreed to put forward an option for bungalows in any proposed developments
- 34. Correspondence Noted –**
- a. Cotswold Line promotion group newsletter spring 2012
  - b. Land Drainage Act Maintenance of Watercourse. Wild Fowl Trust, work carried out satisfactorily
  - c. Land Drainage Act Maintenance of Watercourse. Mrs S Wood Station Road, work carried out satisfactorily
  - d. WCC Waste Core Strategy development plan further consultation on additions

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### 35. Meeting Dates:

- a. It was confirmed the next Ordinary Meeting is scheduled for the 12th June at the Village Hall at 7.30 pm and an extraordinary planning meeting will be held on May 22nd at 7.00pm

36. There being no further business the Chairman closed the meeting at 10.15 pm.

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

### APPENDIX A: FINANCE

#### Payments to be Authorised

May-12

Cheque No.	Payee	Details	Total Payment	VAT Element	Net Payment
984	WDC	Newsletter Printing	93.60	15.60	78.00
985	Worcestershire CALC	NALC/CALC Subs	644.28	95.55	548.73
986	WDC	Rural Rate Relief	281.25		281.25
987	WDC	Rural Rate Relief	83.01		83.01
988	Npower	Streetlight Energy	657.46	109.57	547.89
989	CAB	Donation	100.00		100.00
D/D	Public Works Loan Board	Loan repayment	3,266.83		3,266.83
990	P D Long	Streetlight Maintenance	61.20	10.20	51.00
990	P D Long	Streetlight Maintenance	61.20	10.20	51.00
991	J Stedman	Clerks Salary & Expenses	1,487.92		1,487.92
992	Broker Network Ltd	Came & Co Insurance	1,031.95		1,031.95
993	John Hyde	Handyman Works	107.00		107.00
994	Hightrees	Mowing Contract	293.76	48.96	244.80
994	Hightrees	Mowing Contract	-30.60	-5.10	-25.50
995	Westhill	Stationary	113.59	18.93	94.66
996	Ultimate Fireworks	Party in the Park Display	1,500.00		1,500.00
			<b>9,752.45</b>	<b>303.91</b>	<b>9,448.54</b>

Account Transfer

#### Payments received and banked

Received From	Details	Amount	Banked
WDC	12-13 Precept first	25,950.00	30-Apr
	Total	<b>25,950.00</b>	

#### All paid up Account Balances

CURRENT ACCOUNT	£7,336.27
DEPOSIT ACCOUNT	£42,618.52
<b>TOTAL FUND BALANCE</b>	<b>£49,954.79</b>

## Honeybourne Parish Council

**District Councillor report - Honeybourne**

**Month: May 2012**

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

Apologises for being late to the HPC but today I have had a meeting on the strategy on Broadband for Honeybourne & Pebworth. This was followed by the Wychavon District Council Design awards; I was on the panel of judges that in February visited the 9 properties on the short-list and we awarded 5 winners this evening. Some wonderful buildings including Mucknell Abbey which is the new home to the nuns and monks that rented Broad Marston Manor near Pebworth for many months last year. Finally this evening I had full council meeting where I had to present the report on the Design Awards, and we were updated on the latest with the SWDP.

### 1. Planning

- a. **70 dwellings - Lioncourt Homes development at Station Road** - The developers have appealed against the decision. We are waiting for the date of the appeal.
- b. **SWDP** – I should be hearing from Fred Davis in the next few weeks on the results of the first public consultation and its effect on Honeybourne’s housing targets. A formal report will be sent to the Parish Council by the end of June, and it will then go to a 2<sup>nd</sup> public consultation after the WDC vote on it in early July.
- c. **Honeybourne Parish Council awarded £20,000** from central government to help develop a neighbourhood plan, and training has been organised for 28<sup>th</sup> May
- d. **44 dwellings – Sheep Sales Fields – Sharba Homes W/11/02686/PN** - The developers have appealed against the decision. We are waiting for the date of the appeal.

### 2. Resident queries:

(a) **Wheelie bins** – I did mentioned the complaints by several residents that the FOSCA dustmen do not always put the wheelie bins back where they found them, and this can cause problems trying to locate one’s bin afterwards. Following more complaints this month and photographic evidence provided by some residents, I will again take up this complaint the Head of Community Services at WDC.

(b) **Dog bin at Honeybourne station.** I understand this is all now resolved.

3. **Broadband** – We have at last given the go ahead to the consultant to start the feasibility report on Broadband. This will ascertain where the fibre optic cable is near to our village, and what is the most cost effective way to increase our Broadband speeds. The next meeting is planned for the 18<sup>th</sup> May in the village with the consultant and Michael Poore with a tour of the area. Afterwards there is a meeting the Head of the First School, and Steve Medley, to look at what else we can do to help our bid for the 2<sup>nd</sup> round of DEFRA funding.
4. **Speeding – reminder 30mph – please drive carefully** I have managed to get WDC to agree we can apply 30mph reminder stickers to their wheelie bins. The stickers were shown at the HPC, and I have bought 100 for Pebworth PC. Below is an article that can go into the local magazine if the HPC decide to go ahead with this safety initiative

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### 5. Speeding – 30mph wheelie bin reminder stickers

We all know speeding kills, and speeding through our villages causes a lot of concern for many residents. Since I was elected last May, I have been trying to achieve some form of way of reminding motorists of the 30mph speed limit. Various conversations with the police and Worcestershire County Council have come to little, but at last GOOD NEWS, Wychavon District Council have agreed that we can apply 30mph reminder stickers to their wheelie bins. This is a gentle reminder to all drivers, and has worked well in other villages. Surprisingly, from various studies, most speeding in rural areas is by locals, and the occasional delivery driver! Therefore a way to remind everyone once a week when the bins are left out to be emptied seems to reinforce the message. I hope this works for Honeybourne. Remember most of us our drivers, and we would never forgive ourselves if we were in an accident in the village! If you want a wheelie bin sticker for your bins, please email me on [adams.pebworth@gmail.com](mailto:adams.pebworth@gmail.com), or phone me on my mobile 07725 979 277 and simply give me your name and address and the number of stickers you want. (maximum 4 per household). Please note, once your bin has been emptied, please return it to its normal location. The Parish Council have asked that you do not leave you bin out next to the road all week just because you have these stickers. Once a week reminder should do the trick! Please Safe driving. Written by Alastair Adams – your District Councillor.

End of report.