

Honeybourne Parish Council

Minutes of the Annual meeting of the Council held at the Village Hall on 13th May 2014

Present: Cllrs. B Johnson (Chairman), A Simmons, A Attridge, D Cowan, T Probert, M Powell, G Clelland, D George, C Clear and S Matthews

In Attendance: Mr J Stedman (Clerk), and two members of the public.

Prior to the meeting, the Chairman, Cllr Brian Johnson thanked fellow councillors and the Clerk for their support and involvement in the immense amount of business carried out by the Council over the last three years of his chairmanship.

1. Election of Chairperson

Cllr. Johnson proposed Cllr. David Cowan and this was seconded by Cllr. Clelland, Cllr. David Cowan being the only nomination for Chairman was unanimously elected Chairman for 2014-15.

2. Declaration of Office – Cllr. David Cowan signed the Chairman's declaration of office and took the chair.

3. Apologies were accepted from: Cllr. Peter Brookes

4. Disclosures of Interests

- a. To declare any Disclosable Pecuniary Interests in items on the agenda – None
- b. To declare any Other Disclosable Interests in items on the agenda – None

5. Election of Vice-Chairperson

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

6. Appointment of Committees and Working Parties

- a. **Staffing Committee:** - Cllrs. G. Clelland, T. Probert, A. Attridge, A Simmons and B. Johnson
- b. **Finance working Party:** Cllrs. G Clelland, T Probert, A. Attridge, B Johnson, M Powell and D Cowan

7. 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 Ltd** – Cllr. Graham Clelland

8. Appointment of Lead Members

- a. **Planning:** including Housing the Neighbourhood Plan and the Parish Plan - Cllrs. Andy. Attridge, Trish Probert and Mike Powell
- b. **Environment** including Flooding, Highways, Footpaths - Cllrs. Trish. Probert and David Cowan
- c. **The Leys Recreation Field** - Cllr. Graham Clelland and David Cowan
- d. **Community:** including, the Cemetery, Churchyard and Allotments. - Cllrs David George and Sylvia Matthews.
- e. **Broadband and IT** – Cllr Peter Brookes

Honeybourne Parish Council

9. Document Review:

- a. **Asset Register:** after some additions and deletions Council agreed the revised content and values of the Council's asset register.
- b. **Health & Safety policy:** Council agreed the effectiveness and suitability of the policy
- c. **Risk Assessment:** Council agreed the risk assessment was adequate for the Councils activities and needs
- d. Council considered and agreed several small amendments and additions to the 2014 NALC model Standing Orders and Financial Regulations. The Clerk to issue the agreed Standing Orders and Financial Regulations to all members and post them on the website.

The Chairman closed the annual meeting at 8:05

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Honeybourne Parish Council

Minutes of the Honeybourne Parish Council Ordinary Meeting held at the Village Hall on 13th May 2014

Present: Cllrs. D Cowan (Chairman), B Johnson, C Clear, M Powell, T Probert, G Clelland, A Simmons, D George, A. Attridge & S Matthews.

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

10. Apologies: Apologies were received from: – Cllr P Brookes

11. Disclosures of Interests

To declare and disclose any Disclosable Pecuniary Interests in items on the agenda and to declare any other Disclosable Interests in items on the agenda and their nature, if necessary.

Disclosable Pecuniary Interests: None

Other Disclosable Interests: None

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.

12. Public Open Forum: The Chairman adjourned the meeting for public open forum.
No members of the public wished to speak

Ward Members Report: Cllr Alistair Adams's District and County Council reports are appended to the minutes.

The Chairman closed the adjournment at 8:07 and reconvened the meeting.

13. Minutes:

a. Council agreed the wording of the minutes of the April ordinary meeting and the Chairman signed them as a true record of the meeting.

14. Clerk's Report on Matters in Progress:

- a) High Street hedge cutting request made to Rooftop Housing; phoned 30 April; members reported no action taken to date.
- b) Routing of large HGV's on Mickleton Lane, weight limit request sent to WCC & GCC. Both County Highways departments are investigating the weight limit request and their reports are awaited. The Clerk will inform Mickleton Parish Council of our weight limit request and ask for their support through GCC.
- c) A further request to WDC for their contractors to carry out a scheduled litter picking on Station Road. The officer's response stated the next scheduled contractors visit was on 6th June.
- d) Allotment rents collected to date totalled £480.00 with some outstanding rents referred to Kevin Gisbourne for collection.
- e) Network Rail site meeting to discuss parking problems and other matters. An email request for a site meeting has been sent to Robin Basu on 24 April, no response received to date, Clerk to pursue the request.

Honeybourne Parish Council

- f) Progress on the new Post Box request for the High Street. Following a site identification meeting with Cllr Brian Johnson, development plans have been sent to Ms Tidaratt Potter to help identify a precise location near the High Street walk through from the Taylor Wimpey site
- g) Henshaws bus stop in Bretforton Road. Henshaws director confirmed they have two 552 buses that use Bretforton Road each day which is the school bus. The correct stop for this service is on Bretforton Road and this is set by the County Council's contract. To ensure the routing is correct for all 552 services Henshaws need the times of the buses using and stopping on Bretforton Road. Members will monitor the situation
- h) The Perspex in the door on the notice board at Stevenson Way has been broken, Cllr Colin Clear made the site safe by clearing the debris away. It was agreed the handyman would be asked to replace the missing door panel.
- i) The Annual Parish Meeting; - No matters were raised for Council consideration.

15. Planning Applications –

- a. **W/14/00922/PP:** Mrs L Garfield, Dovers View, 92 Stratford Road.
Construction of second storey extension to existing dwelling and the construction of a single storey side extension. Insertion of 2no bay windows to front elevation.
The Council has no objection or comment on the application.
- b. **W/14/00904/AA:** David Wilson Homes Erection of 5 hoardings and 19 flag poles. The Council objects to the application which is retrospective because the extent of the advertising is very excessive and diminishes the rural ambiance of the street scene. The number of flags and hoardings should be reduced by 50%.

16. Planning Decisions

- a. **W/14/00546/PN:** Mr N Moffitt, Poden Farm, Mickleton Road. Reinstate historic stream and pond including new footbridge over, to alleviate flooding.
Granted with conditions.
- W/14/00375/PP:** Mr N Moffitt, Poden Farm, Mickleton Road. Existing pitched roof to orangery replaced with flat roof with lantern and balustrading.
Granted with conditions.

17. Planning Matters:

- a. The Clerk reported that he has been advised that the Lioncourt site off Station Road is soon to be sold to a new developer who intends to immediately build the existing approved development.
- b. The Clerk reported on the Planning Inspectorate Quality Assurance Officer's letter of response to the council's concerns over the decision of the Shorey appeal on Land behind the High Street and a further response from the Council to the Planning Inspectorate.
Council noted the information and decided the matter was now closed.

18. Council and Community Matters for Consideration–

- a. Litterbin sponsorship by David Wilson Homes, the Clerk informed the meeting that the sponsorship arrangements were progressing well and the litter bin would be sponsored and installed soon.
- b. Council considered an anonymous report regarding damage to The Green on Gloster Aides and as there was no apparent damage to The Green the council decided no action was necessary
- c. Opportunity Vale of Evesham folders collected from Evesham – Folder Holder, Cllr David Cowan reported he had collected the three folders from Evesham and would ask the two public houses if they would allow them to be placed in their premises, the third one has been placed in the Church

Honeybourne Parish Council

19. Finance:

- a) The Council approved the Payments, Receipts and Balances as listed in appendix A, it was further agreed the payment to the mowing contractor is to be withheld until an invoice is received showing mowing dates as required in the mowing contract.
- b) Council checked and approved the year end bank reconciliation and balance sheet, the Chairman signed the reconciliation sheet as a correct balance.
- c) The Clerk reported the receipt of £24,264 precept and £2,737 Grant from WDC

20. Internal Audit: Council considered all the issues raised in the audit report and agreed the Clerk had taken the necessary steps to resolve all the outstanding issues.

21. Annual Return: -

- a. The Chairman checked and agreed the Clerk's financial statement in section one.
- b. The Chairman read-out the questions in section two of the annual return and the Council agreed all the questions as affirmative.

22. Street Lights:

- a. The streetlight by the Village Hall was reported to be permanently off, Clerk to report the matter

23. Public Rights of Way (PROW) & Parish Paths Warden (PPW)

- a) Members reported the PROW from Westbourne to Stratford Road requires strimming and items of rubbish removing.
- b) The PROW from High Street to Weston Road requires attention to the excessive undergrowth.
- c) The PPW reported on the new signage on footpath 527C and requested the "No Horses" sign is turned around and the second sign is fitted and both aligned to the path, Clerk to instruct the Handyman accordingly.
- d) An enquiry has been made with the County Council PROW officer regarding the installation of staggered posts to prevent access to horses and motorbikes on PROW 527C.
- e) The PPW reported on a parishioners request to remove an Elder tree on footpath 527C, it was considered that the tree is on Housing Association land and therefore their responsibility to remove the tree, Clerk will request its removal.
- f) The PPW reported on footpath 538C which has a rotten post and the kissing gate is on the ground. A new gate will be requested from the County Council PROW officer.
- g) The PPW reported on 537B where the bridge over the brook has a broken gate. The handyman will be requested to remove the gate and make the area safe.

24. Highways:

- a. The Clerk reported the VAS has remained on the village side of the bridge on Station Road for just over two weeks and the infringement count was over 22,000. A new data recording has been started and the VAS will continue to move on a weekly basis.
- b. New highway matters to be reported: -
 - i. Potholes on the Bretforton Road by the property Greendale
 - ii. Potholes on Station Road opposite the new show home.
 - iii. Tree growth obscuring the new 30 mph signs north of the bridge on Station Road to be cut well back – refer to the Lengthsman.
 - iv. Clearance on the weed growth on the Station Road bridge - refer to the Lengthsman

Honeybourne Parish Council

- c. Members reported on matters raised from and since the April meeting
 - i. Noisy manhole cover on Station Road, no action taken by County Highways
 - ii. Damaged inspection chamber cover in Dudley Road, no action taken by County Highways
 - iii. Water leak at Gate Inn cross roads, the Severn Trent Water engineer confirmed this was ground water and not a leak in their equipment.
 - iv. Fallen trees and overgrown hedge on Weston Road are clear of the highway,
 - v. Carriageway edge ruts on Weston Road, no action taken by County Highways.

- d. A request from Pebworth Parish Council to borrow the VAS for the month of June was agreed by Council, Clerk to make the arrangements with the Lengthsman.

25. Mowing Contract

- a) The Clerk confirmed that following the April meeting a further letter dated 10th April was sent to the mowing contractor requesting a revisit to resolve the poor workmanship and noncompliance of several contractual requirements. Photographs accompanied the letter to demonstrate the very poor workmanship in the Cemetery and Churchyard. The Clerk confirmed that no response had been received from the contractor.

- b) The Council considered further complaints from the public and the Parish Vicar regarding the very poor quality of grounds maintenance in the Cemetery and Churchyard whereby grave memorials were covered in cut grass, the Garden of Remembrance had not been maintained at all and no weed control applied to the Churchyard. Members also reported on the failure to remove cut grass from pavements and the failure to complete strimming satisfactorily. Council also noted the contractors invoice for April did not indicate any mowing dates as required in the contract and requested in the letter of 10th April.

The council considered the current batch of complaints and the complaint received in March and April of this year, along with the same situation in 2013 when complaints were received in several consecutive months. The Clerk confirmed that following the April meeting he had requested a quotation for extra verge mowing from the contractor and had sent a reminder as no response had been received for the meeting, the contractor had failed to respond to either request.

In considering all the facts and the long saga of complaints it was proposed “that under condition 10.1 of the mowing contract the contractor will be given two months’ notice of termination of the mowing contract which will end on 14th July 2014”. The proposal was unanimously agreed by Council.

It was further agreed that to ensure the continuity of the parish’s mowing and amenity maintenance the second preferred contractor from the tendering process would be offered the remainder of the three year mowing contract. This contractor would also be invited to submit a quotation for an extension to the verge mowing section of the contract to north of the Station Road bridge within the new 30mph zone.

26. Lengthsman and Handyman:

- a) The new 30mph signs over the railway bridge on Buckle Street have been turned sideways by vehicle impact; the Lengthsman has attended to the matter.

- b) Lengthsman to carry out works as in minute 24a (iii) & (iv)

Honeybourne Parish Council

27. The Leys Playing Field:

- a. **Inspection:** The regular weekly visual inspection report was considered to be satisfactory. Moss treatment on the safety surfaces is now completed.
- b. Acknowledgement of the annual safety inspection by Wicksteed Playscapes was received by the Clerk

28. VISA Field Development

- a. The Clerks reported VISA Ltd will issue their public liability insurance certificate for field maintenance later as the renewal date is in late May.

Note: it was proposed and agreed the next item would be considered under confidential matters.

b. Chairman proposed that the Council consider the following resolution: -

That in view of the confidential nature of the business about to be transacted, it is advisable in the public interest that the press and public be temporarily excluded and they are instructed to withdraw.

- c. Council considered information received from NALC regarding legal matters relating to the future of the VISA Field. Having considered many options it was proposed by Cllr Brian Johnson and agreed that the development of the VISA field proceeds and meetings with VISA and a public engagement meeting takes place as soon as possible to agree the development details and move the project forward with Ken Watkins the appointed project manager. Clerk to arrange meetings and inform all stakeholders.

The meeting was then reopened to the press and the public

29. Community Centre & Village Hall

- a. A pre-application planning consultation with a WDC planning officer is under way for the re-development of the existing site. It is hoped this will conclude before the June meeting, the Clerk will inform the Village Hall committee of the consultation progress.

30. Matters Raised by Members none requested

31. Correspondence:

- a. WDC review of polling districts and places – Noted
- b. Worcestershire Regulatory Services consultation on Wychavon's Statement of Licensing Policy. Noted
- c. Email from Mr G Walsh concerning several County and District Council matters, this was forwarded to Cllr Alistair Adams who is dealing with the issues raised.
- d. The Children's Kayak Charitable Trust request for funding. Council agreed to support this worthwhile local charity and will fund the £288 needed for four pool sessions allowing 48 children to take part in Kayak training.

32. Correspondence to Note

- a. Evesham Volunteer Centre, letter of thanks for Councils donation
- b. Came & Company – Parish Matters magazine
- c. Cotswold Line news and raffle tickets
- d. Clerks and Councils Direct

Honeybourne Parish Council**33. Meeting Dates:**

- a. Members confirmed the next Ordinary Meeting is scheduled for the 10th June at the Village Hall at 7.30.

34. Exclusion of the Public from the Meeting.

Chairman proposed that the Council consider the following resolution: -

That in view of the confidential nature of the business about to be transacted, it is advisable in the public interest that the press and public be temporarily excluded and they are instructed to withdraw.

- a. Council considered a 50% rural rate relief application for The Thatched Tavern and agreed to fully support the application, a grant £338.53 will be made to enable the 50% rate relief.

There being no further business the Chairman closed the meeting at 10.47 pm.

Chairman

Date

Honeybourne Parish Council

APPENDIX A: FINANCE

| Cheque No. | Payee | Details | Total Payment | VAT Element | Net Payment |
|------------|---------------------------|---------------------------|-----------------|---------------|-----------------|
| 1190 | P D Long | Streetlight repair | 67.20 | 11.20 | 56.00 |
| 1191 | Wychavon District Council | Rate Relief Badhams | 376.56 | | 376.56 |
| 1192 | Wychavon District Council | Rate Relief Camfields | 294.38 | | 294.38 |
| DD | Npower | Streetlight Energy | 654.34 | 109.06 | 545.28 |
| 1193 | Westhill Direct | Stationary | 8.39 | 1.40 | 6.99 |
| 1194 | Worcestershire CALC | CALC Membership | 680.77 | 101.37 | 579.40 |
| 1195 | BPS | Bolts for new seat | 2.84 | 0.48 | 2.36 |
| 1196 | Vale Gardens Ltd | Moss control on the Leys | 11.58 | 1.93 | 9.65 |
| 1197 | J Stedman | Clerks salary & Expenses | 980.93 | | 980.93 |
| 1198 | GBD | Mowing Contract | 439.85 | 73.31 | 366.54 |
| 1199 | John Hyde | Lengthsman | 101.75 | | 101.75 |
| 1199 | John Hyde | Handyman Works | 61.60 | | 61.60 |
| 1199 | John Hyde | PROW 527 sign | 25.00 | | 25.00 |
| 1200 | Wychavon District Council | Rate Relief Thatch Tavern | 338.53 | | 338.53 |
| 1201 | G Bradley | Internal Audit | 105.00 | | 105.00 |
| 1202 | Honeybourne Village Hall | WDC payment transfer | 108.00 | | 108.00 |
| | | | 4,256.72 | 298.75 | 3,957.97 |

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|------------------|
| Account Transfer |
|------------------|

Payments received and banked

| Received From | Details | Amount | Banked |
|-----------------|--------------------|-----------|--------|
| WDC | Precept + Grant | 27,001.00 | 28-Apr |
| Allotment Rents | Various plot rents | 260.00 | 02-May |

| | |
|-------|------------------|
| Total | 27,261.00 |
|-------|------------------|

All paid up Account Balances

| | |
|---------------------------|-------------------|
| CURRENT ACCOUNT | £7,639.46 |
| DEPOSIT ACCOUNT | £67,583.59 |
| TOTAL FUND BALANCE | £75,223.05 |