

Honeybourne Parish Council

Minutes of the Honeybourne Parish Council Ordinary Meeting held at 7.30 pm in the Village Hall on 14th April 2015

Present: Cllrs. D. Cowan (Chairman), A. Attridge, T. Probert, A. Perry, A. Simmons, G. Clelland and B. Johnson.

In Attendance: Mr J. Stedman (Clerk) Ward member Cllr Alistair Adams and one member of the public.

255. Apologies: Apologies were accepted from: Cllr C. Clear, P. Brookes & M. Powell

256. 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 and other Interests: None disclosed.

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.

257. The Chairman adjourned the meeting for open forum.

Public Open Forum:

a. No public representation.

Ward Members Report: Cllr Alistair Adams's ward members report is appended to the minutes.

The Chairman re-convened the meeting at 7.32

258. Minutes:

a) Council agreed the wording of the minutes of the March ordinary meeting; the Chairman signed the minutes as a true record of the meeting.

259. Clerk's Report on Matters in Progress:

a. Verge mowing invoice sent to WCC for contribution of £999.20

b. Renewal of the grounds maintenance contract for 2015 with Fortis Living for the social housing sites: Noted

c. Abuse of disabled parking bays at the Station reported to Alan Field: Noted

d. Highway matters reported to Gloucestershire County Council. Members reported some remedial works carried out.

e. Election: the uncontested election results and the start of the co-option process is posted on all notice boards.

260. Planning Applications –

a. **AB/15/00865/AB:** Mrs M Bent, Long Stretch Farm, Weston Road.

Proposal: Prior Notification application - extension to house animals.

The Council has no objection or comment on the application.

b. **W/15/00838/RM:** Grange Farm, High Street, Honeybourne; Proposal: Erection of 75 dwellings, associated infrastructure and provision of open space - as approved under reserved matters approval ref. no. W/13/01005, but without compliance with condition 8 to amend list of approval plans and change planting arrangements and layout.

The Council has no objection or comment on the application.

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261. Planning decisions to Note –

- a. Planning Inspectorate: Ref APP/H1840/W/14/3001072: Land off School Street, outline application for 5 dwellings - Appeal dismissed

262. Development Matters:

- a. Taylor Wimpey sign on the junction of Dudley Road and Station Road causing visibility problems when exiting Dudley Road: Members reported the sign had been moved but was still causing problems for some vehicles, Clerk to bring this to the attention of Taylor Wimpey again requesting it is moved across Station Road.
- b. Taylor Wimpey complaints over site operation and noise nuisance before 08.00: Members noted the several complaints received over the last month and the responses from the company, this matter will be closely monitored.
- c. Taylor Wimpey, Bat house construction: The Company's response confirmed this has now been resolved and contractors will be commencing Monday 13th April for 6 weeks, temporary bat boxes have been installed on the site.
- d. Taylor Wimpey, completion of the walkway off High Street to allow the new post box installation. Further details of the site are to be sent to Taylor Wimpey as they have the wrong site for the Mail Box.
- e. Taylor Wimpey, members raised concerns over the new two metre wide footway on Weston Road and requested information on why its design is so wide causing the loss of mature trees in the grass verge. The matter to be referred to Cllr Alistair Adams for investigation at County Council.
- f. Bovis Homes HGVs using Stephenson Way to access the site and causing potential kerb damage. Bovis Homes were made aware of the situation and no re-occurrence has been reported
- g. Bovis Homes traffic hold ups caused by poor site access for HGVs and parking on Station Road. Bovis Homes were made aware of the situation and remedial works to the access have now been carried out.
- h. David Wilson Homes. The roadside ditch fronting the site is blocked with rubbish and hedge cutting debris, Clerk to request its clearance.
- i. David Wilson Homes; neighbours' complaints over verge damage on Station Road and the action taken by the planning enforcement officer. The planning officer confirmed this was not the responsibility of David Wilson Homes but they have carried out restoration works on the verge.

263. Community Matters:

- a. Council considered a letter received from Mr Jon Snow via David Bliss regarding Profound Decisions events and offering to organise a committee of stakeholders to consider event matters. The Council supported the proposals and agreed councillors would attend any committee meetings: Clerk to respond accordingly
- b. Council considered an email from John Bicknell regarding the Jon Snow letter and agreed to respond with the council's response to Mr Jon Snow.
- c. Members noted an invitation for Councillors to attend any of the Profound Decisions events at Sperrall this summer.
- d. Council noted the correspondence on highway adoption progress on Stephenson Way with Network Rail and Taylor Wimpey
- e. Council noted the Honeybourne Show public liability insurance is confirmed by Came & Company.
- f. Council noted the Honeybourne Show marquee payment arrangements are in place with the marquee supplier.

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264. Finance:

- a. Payments: Council approved the Payments, Receipts and Balances as circulated by the Clerk. The payment schedule is appended to the minutes.
- b. Council considered and agreed the fourth financial quarter accounts, budgets, balances and bank reconciliation.
- c. It was agreed to engage the internal audit services of Mr Geoff Bradley and commence the audit process.
- d. The external audit closing date of 25th May and the posting of the statutory audit notice on the notice boards on 7th April was noted.

265. Allotments

- a. Council noted a report from Kevin Gisbourne on the April rent collection and plot allocations also his report on allotment shed break-ins over Easter.

266. Street Lights:

- a. Report on any lights in need of attention – None at this time
- b. The Clerk reported there was still no progress been made with the new streetlights at Green Close, Gate Inn cross roads and Stratford Road. An email response indicated materials for the works is still awaited.
- c. Council noted the integrity report from HMP on their streetlight columns in Westbourne and the streetlight maintenance to be carried out by HMP also the receipt of plans from HMP indicating streetlight ownership
- d. Council considered repair options for streetlight #17 in the High Street and agreed a report was needed on the integrity of the wooden poles suitability before installing new equipment. If the integrity report is acceptable then a quote for a new LED lantern will be requested.
- e. The Clerk reported on receiving correspondence regarding the disconnected streetlight in Stratford Road and following an explanation of the situation no further correspondence has been received.

267. Public Rights of Way (PROW)

- a. To receive any reported PROW problems or issues –
 - i. The footpath west of High Street is reported to be over grown, the PPW will monitor the path and remedial action taken if necessary.

268. Highways:

- a. **New highway matters** to be reported to appropriate authorities. None at this time
- b. It was agreed to refer the following outstanding matters to Cllr Alistair Adams as action is overdue: - Carriageway edge rutting on the north side of Bretforton Road from Fir Tree corner to Greendale and the repairs to raise the footway at Gate Inn cross roads
- c. Cllr Alistair Adams informed the meeting that he had emailed his counterpart at Gloucestershire County Council enquiring about the HGV restriction orders on Mickleton Lane.
- d. **VAS Data:** The Lengthsman's report on the VAS data collection.
 - i. Station Road. 19742. for 28 days
 - Stratford Road. 2576. for 7 days.
- e. The Lengthsman confirmed the VAS batteries are OK as they will last longer than 7 days on the quieter roads but not the busier roads.

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269. Lengthsman and Handyman:

- a. Report on works issued to the Handyman
 - i. Litterbin installation on the Recreation Field is complete
 - ii. Painting the new notice boards in ongoing
- b. New matters for the Lengthsman or Handyman. – None at this time
- c. Council agreed to the renewal of the Lengthsman scheme contract for 2015-16
- d. The clerk reported on the Lengthsman scheme reimbursement claim for 2014-15 made to WCC

270. Sport & Recreation Field Development

- a. The following reports on the project were noted:-
 - i. Update report from Ken Watkins and Ian Tomkins indicating a delay in the planning process which will now be resolved in May
 - ii. An information request from the County Council Archaeologist dealt with by the Architect and resolved.
 - iii. Planning enquiries made by Worcester Regulatory Services with respect to noise/lighting issues, dealt with by the Architect and resolved
- b. In consideration of possible delays in the planning process it was agreed the Village Show could take place on The Leys playing field if necessary.
- c. Cllr Alistair Adams to be requested to make enquiries with the planning officer as to why the application is delayed and can it be expedited to ensure the development works are completed in time for the village show in September.
- d. The Clerk reported on the removal and disposal of the old VISA FIELD sign on the Honeybourne Sport & Recreation Field.
- e. The Recreation Field insurance will now need to be transferred to the Parish Council as the VISA policy is about to expire. Clerk to action the policy changes and include Mr Ian Trout as a volunteer groundsman working for the Parish Council.

Note: The Clerk was asked to source advice on dissolving a limited company status for VISA as this is no longer required.
- f. The Clerk confirmed a request to Ken Watkins to ring fence £58k from the Bovis Homes sec 106 fund for the Village Hall development.
- g. Members agreed to create a formal booking form with terms and conditions for the Recreation Field for any organised event. Clerk to present a draft form.

271. The Leys Playing Field:

- a. **Inspection:** The regular weekly visual inspection report was considered to be satisfactory, some dog mess and litter was cleared from the field and a small fire site was cleared from the safety surface under the swings.

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272. Community Centre

- a. The Clerk reported that Taylor Wimpey have drafted the land transfer agreement which has been passed to the Council's solicitor to progress the agreement for new Community Centre land. Council requested the Clerk to chase up the transfer as they wish the project to move forward.
- b. The Clerk confirmed the request to the WDC Officer Heather Peachy to secure all the sec 106 arts funding for expenditure on the new Community Centre was successful subject to fulfilling a public consultation and gaining support for the project.
- c. The Council agreed that Cllr Brian Johnson could remain as an advisor and consultant on all Village Hall matters after he leaves the Council in May.

273. Existing Village Hall Cllr. Graham Clelland

- a. No further information was available regarding the securing of the Village Hall land title.
- b. Following a request for documents and site plans the Clerk reported on the delivery of a folder of printed documents and plans to Worcestershire County Council legal department.
- c. Council noted a report from the County Council conveyancer on the investigations into the ownership title of the strip of land between the car park and the village green. The report indicated the land is not in the ownership of the Village Hall.

274. Matters Raised by Members for information or Items for Future Agendas:

Cllr Graham Clelland:

- a. Dog gates to be provided at stiles on parish footpaths. Having received information that the landowner's permission is required investigations will be made to establish the landowner and ask permission to install gates in place of stiles.
- b. Footway outlining over the Station Road Railway Bridge: to progress the initiative the Lengthsman will be asked to clear the verge on the southwest side of the bridge and investigate the verge clearance on the northwest side to enable walkers to use the verges as a footway.

275. Correspondence Noted:

- a. WDC: Strong Community event and New Homes Bonus meeting 9th
- b. Letter from Honeybourne PCC secretary regarding the churchyard maintenance works.
- c. BT adopt a Kiosk information leaflet
- d. Came and Company – Council matters magazine Spring 2015
- e. Cotswold Line promotion group newsletter

Note: The Chairman thanked the four retiring members for their contribution and interest shown to parish matters over many years of service: Ann Simmons, Sylvia Matthews, Peter Brooks and Brian Johnson are all retiring from the Council in May

276. Meeting Dates:

- a. Members confirmed the next Ordinary Meeting and annual meeting of the Council is scheduled for the 12th May at the Village Hall at 8.00.
- b. Members confirmed the Annual Parish Meeting is on the 21st April at the Village Hall at 7.30.

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277. Exclusion of the Public from the Meeting. To agree the following resolution: -

- a. 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. The resolution was agreed.

278. Rural Rate Relief requests:

- a. Council considered that the following village service providers were worthy of support and agreed full support for the following rate relief requests:
- i. Badham's Garage
 - ii. Camfields Ltd (the village Shop)
 - iii. The Gate Inn, Honeybourne
 - iv. The Thatched Tavern, Honeybourne

There being no further business the Chairman closed the meeting at 10.10 pm.

Chairman _____

Date _____

Payments Authorised			Gross	Net
Cheque Number	Payee	Details	Payment	Payment
1288	Hall Reynolds	Village Hall legal fees	421.20	351.00
1289	Worcestershire CALC	CALC service fee & NALC fee	735.68	625.05
1290	Limebridge RS	Mowing contract	342.00	285.00
1291	John Hyde	Lengthsman Works	82.20	82.20
1291	John Hyde	Handyman Works	60.00	60.00
1292	J Stedman	Clerks salary and expenses	***	***
1293	HMRC	Clerks PAYE & Council NIC	668.52	668.52
DD	Npower	Streetlight Energy	68.33	56.94
DD	Npower	Streetlight Energy	770.69	642.24
1294	Ken Watkins	Rec Field project fees	1,120.00	1,120.00