

Honeybourne Parish Council

Minutes of the Annual Meeting of the Council held at 7:15 pm in Honeybourne Village Hall on

Present: Cllrs. D Cowan (Chairman), A. Perry, G. Clelland, C. Clear, A Attridge, S. Sidwell, and H. Jobs.

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

1. Election of Chairperson

Cllr. David Cowan was proposed and seconded and being the only nomination for Chairman was unanimously elected Chairman for 2016-17.

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

3. Apologies were accepted from: Cllr. S. Welsh

4. The formal resignation from the Council was received from Cllr Mike Powell on 28th April. Members expressed their regret in Mike’s resignation and wished him all the best for the future.

5. Co-option:

a. Council considered the co-option of Mr James Edwards to fill a Council member’s vacancy. Council agreed to accept the co-option request and Mr James Edwards was asked to join the council.

b. Councillor James Edwards signed his declaration of office and joined the council. The Clerk confirmed Cllr James Edwards had received new member packs of council information.

6. 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

7. Election of Vice-Chairperson

Cllr. Steve Sidwell being proposed and seconded and being the only nomination for Vice-Chairman was elected unopposed. He declared his willingness to accept the post

8. Appointment of Committees and Working Groups

a. Staffing Committee: - Cllrs. G. Clelland, A. Attridge, S Walsh

b. Finance working Party: Cllrs. G Clelland, A. Attridge, J Edwards, S Sidwell, H Jobs and D Cowan

c. Neighbourhood Plan: A Perry, S Walsh & S Sidwell

d. Community Centre: D Cowan and G Clelland

9. Appointments to Outside Bodies – Delegates

a. Village Hall Committee: - Cllr. H Jobs and Steve Sidwell

b. CALC; Worcestershire County Association of Local Councils – None

Honeybourne Parish Council**10. Document Review:**

- a. Asset Register:** Council agreed that the content and values of the Council's asset register were satisfactory. Some missing items were identified which the Clerk will add to the register
- b. Health & Safety Policy:** Council reviewed and agreed the effectiveness and suitability of the Council's Health & Safety policy
- c. Risk Assessment:** Council reviewed and agreed the effectiveness and suitability of the Council's Risk Assessment
- d. Standing Orders:** Council considered and agreed the Council's adopted standing orders were satisfactory without amendment.
- e. Financial Regulations:** Council considered and agreed the new 2016 financial regulations were satisfactory. Clerk to check the details against the previous regulations.

There being no further business the Chairman closed the annual meeting at 7:30

Chairman

Date

Honeybourne Parish Council

Minutes of the Honeybourne Parish Council Ordinary Meeting held at 7.15 pm in the Village Hall on 12th April 2016

Present: Cllrs. C. Clear, G. Clelland, A. Perry, H. Jobes, D. Cowan M. Powell, S. Sidwell. & A. Attridge

In Attendance: J Stedman (Clerk), Alastair Adams. No members of the public were present

11. Apologies were accepted from: Cllrs. S. Walsh

12. 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: Cllr Andy Attridge Ref Minute 18a

Register of Interests: Members were reminded to update their register of interests up to date

Chairman to Moved: The meeting be now adjourned for Open Forum

Public Open Forum: Andy Attridge gave an overview of the WDC policy matters as indicated at Minute 18a and urged the Councillors to take note of the policy as infringements of the holiday lets policies were common place and allowing full time occupation in accommodation with limited usage condition. Council noted his comments.

Ward Members Report: Cllr Alastair Adams's report is appended to the minutes

13. The Chairman closed the adjournment and reconvened the meeting

14. Minutes:

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

15. Clerk's Report on Matters in Progress:

- a. Taylor Wimpey site attenuation pond issues reported to WDC planning enforcement officer and awaiting a response.
- b. Bovis Homes site flooding on to private gardens was referred to the WDC planning department and a response suggested the matter is reviewed when the new Co-op shop is constructed as mitigating measures may be implemented.
- c. Recreation Field onsite storage box for the tennis nets is in hand and will be installed next week. The signs to be attached to the box are still awaited.
- d. Letter sent to the Chip Shop manager regarding the alleged environmental problems – no response received to date.
- e. Speed Watch Scheme advert for community volunteers, one new response had been received and two councillors agreed to join the scheme. The advert will be placed in the Village News for a further month and state the volunteers will not necessarily have to carry out speed checks in Honeybourne but surrounding parishes.
- f. Flooding at the Gate Inn. A request has been made to WDC for a storm-water catchment area to be created – awaiting a response from the WDC engineering officers, the Clerk was requested to pursue the matter.

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16. Planning Applications:

- a. **W/16/00814/PP:** 35 Stratford Road, Honeybourne, Proposal: Garage and dining room extension Applicant: Mrs K Greatrix. The Council has no objection or comment on the application.
- b. **W/16/00806/PN:** Domestic Fowl Trust, Station Road, Proposal: Demolition of shed and erection of a single storey building to house a soft play area and toilet facilities, providing an extension to the existing facilities at All Things Wild. The Council has no objection or comment on the application.

17. Planning decisions Noted:

- a. **W/16/00490/CU** Mr W Down: Proposal: Change of use of agricultural land to domestic use and construction of pond. Retrospective. Location: 65 Weston Road, Bretforton, Planning application was **withdrawn** by the Applicant on 13/04/2016.
- b. **W/15/00591/PN:** Camfields Proposal: Fish and chip shop use - as approved under permission reference number W/13/01881/PN but without compliance with condition no. 4 (to allow Sunday opening between 12 noon to 21.30 hours) Location: 40 Stratford Road, **granted** with 4 conditions

Councillors expressed their disappointment over WDC granting the application for extensive Sunday opening times for the Fish and Chip Shop. It was felt this application was solely for commercial gain and no consideration was given to the impact on the local environment or nearby residents of Grove Avenue and Stratford Road. The granting of this was totally unjustified when considering the large amount of local objection relating to environmental impact. In view of these comment, it was agreed to write to the Head of Planning at WDC expressing the council's dismay at the decision.

- c. **W/16/00449/PN:** Land off, Sycamore Drive, Honeybourne. Proposal: The erection of a food store (350 sqm), a B1 unit (104 sq. m.) and associated parking, overflow parking for Honeybourne Railway Station, landscaping and associated works. Applicant: Co-Operative Group Food Limited. **Granted** with 10 conditions
- d. **W/00075/PN:** Blenheim Farm Buckle Street: Equestrian centre and riding school with ancillary support areas. **Granted** with 18 conditions
- e. **W/00678/PP:** 15 Bretforton Road: external wall insulation to all elevations **Granted** with 3 conditions

18. Policy Consultation:

- a. Council considered the consultation on draft Fees Policy for the Mobile Homes Act 2013 and delegated the consultation response to the Clerk without further debate.

19. Neighbourhood Development Plan: NDP

- a. The Clerk confirmed the meeting date with Brodie Manning to be the 13th June when interested parishioners will be invited to attend and help progress the NDP.

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20. Audit Report:

- a. The internal auditor's audit report for 2015-16: -
 - i. The procedures for the procurement of goods for the Recreation Field.
 - ii. An over claim of VAT relating to the Recreation Field goods purchasing.
 - iii. A cemetery record not entered in the cemetery record books.

In consideration of the matters raised in the internal audit report:

The council agreed the procurement procedures were correctly followed by the council and Mr Ken Watkin the project manager. All regulations were adhered by the council and Mr Watkins and some documentation was still in his possession as the works are incomplete.

The Clerk confirmed the VAT over claim was correct and partly caused by confusion over the dates of claims and dates of invoices. A cheque payable to HMRC for the correction of the over claim was agreed by council and was issued and signed at the meeting.

The Clerk confirmed the cemetery record books were now up to date but all cemetery records are now computerised and these file, were and are, fully up to date.

- b. Council considered and agreed the Clerks accounting statement regarding the error in the September to November 15 VAT claim and agreed a cheque should be issued immediately to rectify the error. matter resolved.
- c. Council confirmed the figures in section one of the 2015-16 Annual Return as required by the Accounts and Audit Regulation, the Chairman signed the return as required.

21. Finance:

- a. **Payments:** Council approved the Payments, Receipts and Balances as circulated by the Clerk. The approved payment schedule is appended to the minutes.
- b. Council considered and agreed the end of year bank reconciliation, budgets and account balances. Cllr Steve Sidwell inspected the bank statements and signed the report as an accurate balance of both accounts.
- c. The receipt of the first precept payment of £30,251.00 was noted
- d. A request for rural rate relief from the Thatched Tavern was considered and it was agreed to fully support the application with a financial contribution.
- e. The Clerk reported that additional mowing for the Fortis Living agreement has been agreed and has commenced, the cost will be added to the council mowing contract and reimbursed by Fortis Living at year end.

22. Sports & Recreation Field Development Project.

- a. A report from Ken Watkins on the trench sinkage of the drainage scheme snagging was considered and as further sinkage had occurred members wish to request a site visit to consider resolving the matter. The meeting will be attended by Ken and Councillors with the contractor invited.
The above meeting will also involve the snagging on the car park and access section of the site the signing off the contract as complete.

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- b. Council declined offers made via Ken Watkins for various field maintenance recommendations with associated costs.
- c. Ian Trout, the current grounds maintenance volunteer, put forward a scheme via the Chairman whereby he could carry out all necessary grounds maintenance requirements and requested the Council arranged for the purchase of goods and requisites from BHGS horticultural supplies in Evesham. The Council agreed to open an account with BHGS to allow Ian to purchase the necessary maintenance requisites. An assurance was given that all requisites would be properly and securely stored in accordance with H&SE regulation.
- d. Wernick modular buildings requested design and cost estimates were not available for the meeting. The Clerk was requested to chase this up with Wernick and to pursue alternative suppliers for modular building and report to the June meeting.
- e. The Clerk reported on issuing instructions to the Handyman to inspect the field each week and issue an inspection report as required by our insurance providers also to empty the litterbins on the field and dispose of the waste.
- f. The Bovis Homes sponsorship offer of £240 for a public seat was considered to be impractical as a suitable strong metal seat installed on a concrete base is approximately £1,000.00. Council agreed to request Bovis Homes to supply a suitable seat and the Parish Council will carry out the installation.
- g. Safety issues concerning the netball nets stands in the MUGA were raised by the Handyman as the stands are not fixed and have the potential to be pulled over.
Council agreed to the Handyman's recommendation to dismantle the stands and securely fix the net poles to the MUGA fencing and store the bases in the Recreation Field storage box
- h. Members suggested a risk assessment for the MUGA should be undertaken to ensure safety regulation compliance – Clerk to action this
- i. The Clerk reported on the receipt of the final report from one ten archaeology services, the report indicated no significant archaeology findings were identified on the Recreation Field

23. Community Matters

- a. **Christmas Tree:** The Clerk reported on the local advertising for a contractor's services to supply and install the Christmas Tree and its infrastructure, no responses had been received. The Council agreed the advert should be placed in the Evesham Journal to ensure full coverage of the area, Clerk to action the advertisement
- b. Council considered suitable dates for the Christmas Tree lights switch on event and agreed Friday 25th November would be most suitable. Evesham Community Choir and the Honeybourne first School will be invited to attend the event.
- c. **Community Right to Bid;** a nomination for 12 High Street as a community asset was considered by the council and as it's the Thatched Tavern, a grade II listed building, the council agreed to support the nomination and proceed with the administration of the Community Right to Bid.

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- d. **Website:** The report from Cllr Sandra Walsh on the progress with the creation of a Parish Council bespoke website was not available for consideration, the item will be considered at the June meeting.
- e. **Website:** Members considered an offer from Calum McAlinden to develop a website for the Council but as Cllr Sandra Walsh was absent the offer was deferred.
- f. **Allotment Rent:** The Clerk reported that the allotment rent collection was in hand with £480.00 received to date from Mr Kevin Gisbourne. A further update will be available for the June meeting.

24. Community Centre Project:

- a. Members reported on the informal meeting with the Village Hall committee and considered it was very productive as many matters were debated. The Village Hall committee members will be pursuing planning and funding issues and have raised questions to the Council as listed below. To expedite the funding process the Clerk was asked to investigate the engagement of the funding specialist to help with an application to the Lottery.
- b. Council considered a request from the Village Hall trustees to make a formal offer of financial support for the construction of the new Community Centre. In considering the financial implication and the impact on the precept of funding the project in future years the council agreed a sum of up to £150,000 could be made available if required
- c. Council considered a request from the Village Hall trustees to confirm that the Community Centre land will be fully transferred to the Parish Council by Taylor Wimpey. The Council confirmed this transfer was in hand with Taylor Wimpey and they could see no reason for the transfer not to be completed later in 2016.
- d. Council considered a request from the Village Hall trustees to confirm that the Parish Council will offer a long term lease to the Village Hall trustees for the Community Centre land on the Taylor Wimpey site. It was agreed that if the Village Hall trustees secure the necessary funds to build the Community Centre on the Taylor Wimpey site land designated for the Community Centre then the Parish Council would offer a 99-year lease to the Village Hall trustees subject to any condition in the land transfer from Taylor Wimpey.

25. Existing Village Hall

- a. Emails between Brian Johnson and Jasprit Baines indicated further evidence of interest has been found and investigations are ongoing

26. The Leys Playing Field:

- a. The weekly visual inspection report for The Leys found no safety matters to report.

27. Public Rights of Way (PROW): David Cowan (PPW)

- a. Remedial works update on PROW 526 Westbourne to Station Road, the Clerk reported that extra wire fencing and elder bushes will be removed later in the week to complete the works.
- b. Council received a report on potential problems with ditch bank erosion around the bridge supports on PROW 547c, south end of the Leys playing field. Members will carry out inspection and issue a report to the County Council PROW officer.

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28. Highways:

- a. **New highway matters** to be reported to County Highways.
 - i. Flooding on the junction of Buckle Street and Shinehill Lane
 - ii. Flooding on Shinehill Lane on the corner half way along
 - iii. VAS data for April, Station Road 17,434 for 21 days
 - iv. Security light intrusion on to Buckle Street from the Fair View Trading estate

29. Lengthsman and Handyman:

- a. The renewal of the WCC Lengthsman contract for 2016-17 was agreed by Council, Clerk to inform WCC - the allowance is £2,073.00 for the year
- b. Report on works issued to the Handyman:
 - i. Move the No Dogs sign to the pedestrian gate on the Recreation Field - **Done**
 - ii. Re-site the Village Hall Dog bin - **Done**
- c. To consider any new jobs for the Lengthsman and Handyman;
 - i. The VAS on Weston Road is not working
 - ii. The above flooding matters on Shinehill Lane

30. Street Lights:

- a. Streetlight #16 attached to a building in High Street reported to be on all day
- b. The Clerk reported on the supply and installation by e-on for the new streetlight on Stratford Road and the new LED streetlight on Gate Inn cross roads and Green Close. No further information was available from E-on, the Clerk is making enquiries with the County Council streetlight department as an alternative service supplier.

31. Cemetery:

- a. The Clerk reported on concerns raised over ad hoc mowing and grass dumping around tree bases in the cemetery. Although the random mowing was not causing any demonstrable harm the grass dumped around tree bases can be harmful and was spread by the council's contractor. No further incidences have been reported and the perpetrator has not been identified.
- b. A report from the Clerk confirmed the purchase of two grave plots 86A & 87A, fee received and banked
- a. A report from the Clerk confirmed the purchase of plot 52 in the Garden of Remembrance and the interments of ashes of Mr Bishell

32. Matters Raised by Members for information or Items for Future Agendas: None

33. Meeting Dates:

- a. Members confirmed the next Ordinary Meeting of the council is scheduled for the 14th June at the Village Hall and agreed a start time at 7.15 pm.
- b. The Clerk confirmed the meeting date with Brodie Manning to be the 13th June when interested parishioners will be invited to attend and help progress the NDP.

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34. Clerks Salary review

The Clerk withdrew from the meeting for the consideration of this matter

- a. Council considered a Clerks salary review and agreed an increase of one and a half hours per week commencing 1st May 2016

There being no further business the Chairman closed the meeting at 10.37 pm

Chairman	Date
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Cheque Number	Payments Authorised		Gross Payment	Net Payment
	Payee	Details		
DD	Npower	Streetlight Energy	771.29	642.75
1423	Worcestershire CALC	CALC & NALC fees	832.05	832.05
1424	Building and Plumbing supplies	Rec Field Gate spring	8.58	7.15
1425	Wychavon District Council	Rural Rate Relief Thatch	347.88	347.88
1426	Arbor Vale Tree Specialists	Tree canopy works School St	200.00	200.00
DD	Npower	Streetlight Energy	67.28	56.07
1427	John Hyde	Lengthsman Works	72.90	72.90
1427	John Hyde	Handyman Works	40.80	40.80
1428	Limebridge RS	Mowing contract	921.60	768.00
1429	J Stedman	Clerks salary and expenses	***	***
1430	Ken Watkins	Rec Field project	560.00	560.00
1431	One Ten archaeology	Rec Field project	840.00	840.00

Honeybourne Parish Council

District Councillor & County Councillor Report - Honeybourne

Month: May 2016

Prepared by Alastair Adams

Honeybourne & Pebworth Ward, Wychavon District Council

Littletons Division, Worcestershire County Council

I joined Wychavon District Council officers on 20th April to carry out the door to door house visits in Honeybourne to talk to residents about what the District Council can do to help them. This is part of the WDC Rural Communities Programme, and 24 houses in Honeybourne were visited, and it was great to meet everyone from a cross section range of ages. The feedback from the locals I visited was

1. Honeybourne is a great place to live
2. Most are pleased with the majority of services available
3. Most were well informed and did read the Honeybourne News.

There were some actions that were followed up by the Council officers and a report by WDC is being submitted to the Parish Council.

Roads improvements and Roads improvements!

As I mentioned last month, it is that time of the year when Highways schedule all the major road improvements. There have already been a lot of road improvements around the area since my last report – re-surfacing along Buckle Street, new wider pavements along B4035 in Badsey, patching and re-surfacing in Dorsington Rd in Pebworth, and Mill Lane in Cleeve Prior.

There is more to come.

Please be aware that over £4m is being spent on the roads around Evesham, so there will be a lot of road works locally so expect temporary traffic lights and diversions so add a few minutes to your journey times over the next 2 months.

Superfast Broadband – the 2nd cabinet (Badsey 3) has been installed in Honeybourne – The original Superfast broadband cabinet only had enough ports for connections to 288 houses, and this was full by October 2015. Therefore anyone in Honeybourne who has tried to order Superfast Broadband since then has been told it is unavailable. BT installed a 2nd cabinet outside the village hall in March, but there have been delays because of a fault with the electricity supply. The latest forecast is the cabinet will be operational in June.

Also there have been delays to the new Badsey Cabinet 11 which serves businesses in Honeybourne Airfield Trading Estate. The latest forecast for a “Go Live” date is also June.

Traffic calming measures at entrance to the village from the south, Weston Road - The solar controlled “Slow Dow” sign has been ordered. Also the hedge will be trimmed in early June by the Highways Team to improve visibility of the new 30mph signs

Overflow car parking for the Station. Following the withdrawal of the overflow car park from the Co-Op planning application, I spoke to Bovis Homes who said that they are still willing to sell the land for the overflow car park to the village. More details to follow.

Divisional Funds.

- Badsey Rainbows Girl Guiding – grant requested for some sports equipment, books and some promotional material

Your District & County Councillor, Alastair Adams can be contacted on adams.pebworth@gmail.com or mobile 07725 979 277