

Honeybourne Parish Council

Minutes of the Honeybourne Parish Council Ordinary Meeting held at 7.15 pm in the Village Hall on 11th July 2017

Present: Cllrs., S Sidwell, H Jobes, M. Henson, D Cowan(Chairman), G Taylor, A Attridge and S Walsh

In Attendance: J Stedman (Clerk), no member of the public were present

62. Apologies were accepted from: Cllrs, Richard Chivers. Colin Clear, Graham Clelland, and Cllr Alastair Adams

63. 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 declared

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

64. Chairman to Move: The meeting be now adjourned for Open Forum

Public Open Forum: No public present

Ward Members Report:

Cllr Alastair Adams sent his report which is appended to the minutes

65. The Chairman closed the adjournment and reconvened the meeting

66. Minutes:

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

67. Clerk's Report on Matters in Progress:

- a. The new litterbin for Stephenson Way is now installed by WDC - Resolved
- b. WCC response to removing the PORKY'S advertising signs advised they are returned to the café owners – members agreed to remove the advertising signs from within the village and include all the redundant developer's signs
- c. Stratford Road, new bench sponsorship enquiry received – no further correspondence received to date, Clerk to pursue the interest.
- d. Confirmation received for adding the telephone kiosk to the insurance inventory - Noted
- e. Bovis Homes response to requests for site improvements – further emails were sent to Mr Nigel Gasston, a Bovis Homes Manager, who had not responded to date, it was agreed the Clerk should phone the Bovis Homes regional office to gain direct contact with senior management to resolve the issues raised in the email correspondence with Mr Mann and Mr Gasston
- f. Muntjac problems on the allotment site – the Clerk will make enquiries with the local game keeper to ask if he can apply control measures.
- g. Reports of black smoke fires at Peace Farm, Shinehill Lane were reported to Worcestershire Regulatory Services who are taking action over the matter. Members also reported a large black smoke fire on the development site at 12 Stratford Road.

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68. Planning Applications:

- a. 17/00942/HP Ms. Sharon Hill, The Birches, Bretforton Road, single storey rear extension The Council has no objection or comment on the application.
- b. **17/01045/RM** Land Adjoining, 17 Stratford Road, Honeybourne. Erection of 5 no. bungalows - application seeking reserved matters approval following outline planning permission ref no W/16/01702/OU The Council has no objection or comment on the application.

69. Planning Decisions: Noted

- a. **17/00748/HP** – Mrs Fancutt, 35 High Street, Honeybourne, erection of a double garage **Granted** with 4 conditions
- b. 17/00173/FUL; 21 Stratford Road, Honeybourne, Proposal: Revised scheme for the erection of a bungalow including construction of gabion retaining wall to rear site boundary **Granted** with 5 conditions
- c. **17/00409/HP**: Location: 8 China Corner, Honeybourne, Single storey rear extension Applicant: Miss C Hilyer **Granted** with 3 conditions

70. Neighbourhood Development Plan: NDP

- a. Cllr Heath Jobs reported on his many comments regarding the contents and wording of the draft NDP questionnaire, his comments were made directly to Brodie Manning the NDP consultants.

71. Finance:

- a. **Payments:** Council approved the schedule of Payments as circulated by the Clerk.
 - a. Council approved the first quarterly bank reconciliation, budgets, and account balances which were checked and signed off by Cllr Steve Sidwell
 - b. Members considered the British Gas price plans for electricity supply for the Recreation Field and agreed a three-year fix price plan would be the most beneficial – Clerk to action the request
 - c. Council agreed to paying British Gas for electricity by direct debit and two members signed the bank mandate
 - d. Council agreed to paying Water Plus by direct debit and two members signed the bank mandate

72. Sports & Recreation Field Development Project.

- a. Having scrutinised the details of the pavilion construction contract and the associated documents and plans which were all circulated to members by email, a final detail of loft storage availability was considered and agreed as a requirement for the pavilion as its construction cost was within the council budget.
Following the agreement of this final detail the Chairman proposed the contract be accepted, signed by the Clerk and witnessed by the Chairman, the proposal was unanimously agreed and the two copies of the contract duly signed.
CCTV was muted as an option to be partly installed in the new pavilion when the electrical installation is underway, the contractor will be consulted on the proposal.

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73. The Leys Playing Field and Recreation Field:

- a. The weekly visual inspection for The Leys found no safety matters to report.
- b. The weekly visual inspection for The Recreation Field found no safety matters to report.
- c. **Trench Shrinkage:** The Handyman reported on further drainage trench shrinkage on the Recreation Field because of the prolonged drought causing shrinkage of the clay soil. Members considered this continuing problem should not be re-occurring as it was rectified only last August in accordance with the drainage contractor's recommendation. The council agreed a meeting with the drainage contractor and the project manager should take place urgently to find a solution to the problem, Clerk to action the meeting.
- d. **Inspection:** The clerk reported the annual playground inspection for the Leys and Recreation Field has been ordered from Wicksteed Playscapes and will take place in August.
- e. **Net Damage:** The clerk reported on the extensive damage caused to the tennis net and the progress in ordering a new support cable for the tennis net as it is damaged beyond repair and the net is currently out of use. The cabinet lock code has been changed as a precaution against further vandalism.
- f. **Vandalism:** The clerk reported on other vandalism activities on the Recreation Field reported by the Handyman and mostly now rectified. A request to be made to the local PCSO to make extra visits to the Recreation Field particularly on dusk as the vandalism appears to be a regular occurrence.
- g. **Criticism:** Members agreed to respond to the criticism received over the Recreation Field when the school sports day event took place. Several condemnations of the council were posted on social media and received by email regarding the Recreation Field not being prepared for the school sports day.
 Members considered the criticisms were totally unjustified as the council were not informed of the date of the sports event, the number of attendees or the expected field maintenance or the supply of toilet facilities to be put in place.
 It was felt that any future event arrangements will be extensively scrutinised to ensure the organisers have a full risk assessment issued to the Parish Council, adequate welfare facilities in place and public liability insurance is fully covered. Without all of these the use of the field may be denied.
 It was also noted that all the criticisms came from locals on social media but no complaints or comments were received directly from the school, therefore the council presume the school were happy with the Recreation Field.
- h. **Outdoor Fitness:** Members considered a report from Jem Teal (WDC Funding Officer) on the request for funding outdoor fitness equipment. As the funding was not favoured the matter will be considered when the pavilion project is completed in the new year and funding availability is known. It was noted that the outdoor fitness equipment should be part of a larger scheme to put several items of play equipment of the Recreation Field.
- h. **Corner plate:** The Chairman reported he is still pursuing the replacement corner plate for the table tennis table and will report to the August meeting.

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- a. **Kiosk:** As no proposals for the use of the High Street phone kiosk or its refurbishment had been received to date a further request will be made for volunteers to help with the refurbishment and to suggest its future use. The requests will be posted on the Spotted Honeybourne Facebook pages by Cllr Steve Sidwell.
- b. **Mowing:** The Clerk reported on delays with the mowing contractors and complaints received regarding the cemetery and the School sports event on the Recreation Field. The contract manager confirmed the mowing times were some 10 days overdue because of unforeseen circumstances. As a gratuity, all the cut grass in the cemetery was collected from the grave area and removed from the cemetery.
- c. **Grant:** Members considered if there are any projects for requesting a grant from the GWR funding scheme and found the grant criteria could not be met. Cllr Steve Sidwell will make further investigations into suitable projects.

75. Community Centre and Village Hall:

- a. The Taylor Wimpey draft land transfer final matter on the noise condition was considered and it was agreed to use the Environmental Health noise regulation for Taylor Wimpey to consider. The council's conveyancer will be asked to put the suggested amendments to Taylor Wimpey.
- b. The draft lease agreement document sent to the Village Hall committee for comment has not been returned to date. Cllr Heath Jobses will pursue the matter.
- c. Council noted the report from Rita Booth on the Village Hall's second stage lottery bid.
- d. It was confirmed that the council would procure the goods and equipment for the Village Hall's rural cinema project using the section 106 arts funding from the village developments. The goods and equipment will be donated to the Village Hall for future their use.
- e. Members considered increasing the agreed New Homes Bonus grant to the Community Centre project from £45k to £57K as the available fund has increased in the last year. The requested increase was agreed in principle as the details of the lottery bid are not known at this time and the requested increase may not be required.

76. Cemetery and Churchyard:

- a. A request for having the cemetery benches cleaned and repainted was agreed and the Handyman will be requested to carry out the cleaning and painting of all the cemetery benches including the new ones.
- b. The Clerk reported the failed emptying of the cemetery litterbins by WDC which is now resolved and the bin is empty. It was noted that the rubbish stacked at the side of the bin still remains.

77. Highways:

- a. The Clerk reported that the cheque to support the Mickleton Lane weight limit scheme would be sent to County Council to ensure the scheme proceeds without further delay, no other information was available for the meeting.

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- b. New highway matters to be reported to County Highways.
 - i. Mickleton Lane Railway Bridge road subsidence to be checked by the Chairman and reported to County Highways if necessary.
 - ii. Raised footway at the Gate Inn cross roads has further broken posts.
 - iii. Very poor surface on the footway on the shop side of Stratford Road – also inform Cllr Alastair Adams of the report
 - iv. Request an extension of the 30MPH zone on Stratford Road to beyond the two bridges as there is no footway under the bridges – Matter referred to Cllr Alastair Adams

- c. Members noted the Worcestershire County Council’s Transport safety policy which was circulated by email. No further comments were made

- d. A progress report from Cllr Alastair Adams indicated the speed enforcement van will be operating in Station Road from now on as a suitable site has been identified. Cllr Alastair Adams is progressing with the voluntary speed aware group to add support to the enforcement van operations and enable the speed aware group to operate in High Street and Stratford Road.

- e. Members noted the WDC report that drainage enforcement at Peace Farm on Buckle Street is now completed.

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

- a. Consideration of actions for any reported PROW problems or issues.
 - i. A tree trunk has fallen across the PROW bridge near Abacot Fields
 - ii. The PROW south of Abacot Fields is overgrown
 - iii. New signs “Dogs on leads” to be fitted on PROW 544c, PPW to action

- b. The Clerk reported on the removal of several obstacles on the bridge and a stile installed on PROW 544C causing access difficulties across Green Farm. Resolved

79. Lengthsman and Handyman:

- a. New jobs for the Lengthsman and Handyman;
 - 1. Apply a coat of wood treatment on all the parish noticeboards

- b. Report on works issued to the Handyman.
 - i. Weed spraying as and where necessary - ongoing
 - ii. Clear Grips on Bretforton Road - ongoing
 - iii. Clear vegetation from the China Walk to Fair Acres footpath - done
 - iv. Clear the two footpaths from Westbourne Estate - done
 - v. Reinstate the 30mph sign on Bretforton Road - done
 - vi. Hedge cutting at the Gate Inn cross roads raised footpath - done

- c. VAS reports for June
 - i. Western Road 24,230 30 days

80. Street Lights:

- a. Lights reported to be in need of attention.
 - i. The streetlight on Station Road opposite Clun Forest Way is now working

- b. The Clerk confirmed Western Power Distribution will connect the new streetlight column in Stratford Road in September as the current road works have delayed the trench digging.

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81. Allotments

- a. The Clerk reported the suspect Muntjac problem on the allotment site is in hand and a resolve is being investigated with a local game keeper

82. Matters Raised by Members None

83. Meeting Dates:

- a. It was confirmed the next Ordinary Meeting of the Council is scheduled for the 8th August at the Village Hall at 7.15 pm – Cllr David Cowan gave apologies for the meeting
- b. There being no further business the Chairman closed the meeting at 9.55 pm

Chairman	Date
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Appendix A

Cheque Number	Payments Authorised		Gross Payment	Net Payment
	Payee	Details		
DD	British Gas	Rec Field Electricity	39.25	37.39
1575	P D Long	Streetlight Maintenance	102.00	85.00
1576	WCC	Weight limit grant	1750.00	1750.00
1577	Water Plus	Water supply Rec Field	26.69	26.69
1578	WDC	Litterbin annual charge	82.19	79.54
1579	J Hyde	Handyman Works	166.80	166.80
1579	J Hyde	Lengthsman	238.20	238.20
1580	J Stedman	Clerks Salary and Expenses	***	***
1581	HMRC	PAYE & Council NIC	695.50	695.50
1582	Limebridge RS	Grounds Maintenance	714.00	595.00
1583	Hartwell & Co Timber	Maintenance goods	19.68	16.40
1584	Ken Watkins	Pavilion project	840.00	840.00
DD	Npower	Streetlight Energy	66.44	55.37
1585	Cancelled Cheque	Writing Error	0.00	0.00
1586	ETC Architects	Pavilion project	1313.49	1094.58