

Honeybourne Parish Council

Minutes of the Honeybourne Parish Council Ordinary Meeting held at 7.15 pm in the Village Hall on 9th January 2018

Present: Cllrs. D Cowan (Chairman), Steve Sidwell, Colin Clear, Graham Clelland, Heath Jobs, Andy Attridge, Richard Chivers and Sandra Walsh

In Attendance: J Stedman (Clerk), and one member of the public were present

187. Apologies were accepted from: Cllr Graham Taylor

188. 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

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

Public Open Forum: Summary of matters raised

A streetlight fault in School Street was reported to the council

Traffic speed in School Street was reported as a danger to school children as the straight section of School Street is single width and traffic speed past the parked cars.

Ward Members Report:

Cllr Alastair Adams was not in attendance and his report will be appended to the minutes

189. The Chairman closed the adjournment and reconvened the meeting at 7:20

190. Minutes:

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

191. Clerk's Report on Matters in Progress:

- a. Investigations into the accusations of maladministration by the Clerk for failing to inform the council or community of the appeal lodged against the community asset registration of the Perrie Drive Greens, also not reporting the appeal hearing carried out by WDC on July 17th, were found to be unsubstantiated as the letter of evidence for the accusations was clearly misread and misunderstood. Council supported the Clerks consideration of misinterpretation and noted the outcome.
- b. Letter to 1, Westbourne ref: - garden plants growing over footway -, no remedial action reported to date and council agreed to write a further letter.
- c. Letter sent to Mr Boulter confirming the matter of his grave memorial remains closed
- d. Car parking on the top corner of High Street reported to the police with a request to attend our meeting. As no police officer was available to attend, members requested the Clerk to pursue the option of installing double yellow lines on the corner.
- e. Faulty streetlight #007 in Dudley Road reported to WCC
- f. Traffic speed monitor for Bretforton Road requested to be installed W/C 22nd January.
- g. The Clerk confirmed the council's expenditure report is posted on the council's website as required by the transparency act of 2014
- h. Stratford Road memorial bench sponsorship offer from Lyndon Stowe, It was agreed to accept a £300.00 donation from Mr Stowe and the council to purchase and install the bench. Clerk to action the process.

Honeybourne Parish Council

192. Planning Applications:

- a. **17/02411/HP** Location: Middle Barn Cottage, Stratford Road, Honeybourne, Description of Proposal: Extensions and external alterations Applicant: Mr Steve Mullins. The Council has no objection or comment on the application.
- b. **17/02478/FUL**: Workshop Adjacent To, 35 High Street, Honeybourne, Proposal: Planning application for the demolition of disused garage and erection of 5 dwellings, access, landscaping and associated works Applicant: Lovelea Projects. The council supports the application in principal and requests a strong condition be applied to ensure the green open space between plots 3 & 4 remains green open space and is never used as a vehicular access to the land beyond the application site thereby protecting the aesthetics and open space environment of the site.
- c. **Street naming** for the new development off Stratford Road. It was agreed that the street name for the development should be St Egwin Close, Clerk to inform WDC

193. Planning Decisions Noted:

- a. **17/01803/FUL** 10 School Street, Honeybourne, Proposal: Demolition of a single storey conservatory and the erection of a two-storey extension to an existing dwelling. **Granted** with 4 conditions
- b. **17/02095/FUL**: Lovelea Projects: Proposal: Demolition of disused garage and erection of 8 dwellings, access, landscaping and associated works - as approved under planning permission ref. no. 17/00071/FUL but without compliance with condition no. 18 (to change the list of approved plans) Location: 35 High Street, Honeybourne, WR11 7PQ **Granted with 16 conditions**

194. Neighbourhood Development Plan: NDP

- a. Members reported the plan is progressing very slowly and the lack of parishioner support is causing the data collecting to be very tedious and protracted. Efforts will be made to enlist more support for future group meetings.

195. Finance:

- a. Council approved the schedule of Payments as circulated by the Clerk which is appended to the minutes
- b. Council considered the finance groups Precept proposals for 2018-19 and unanimously agreed a precept of £87,000. The small increase is to support the pending Community Centre which will require funding support from the Parish Council. The increase will possibly amount to an 8.2% increase and an increase of £8.27 per year for a band D property
- c. Members considered and agreed the third quarterly bank reconciliation, account, and budget balances
- d. It was agreed that a donation of £1,300 made to Honeybourne Village Hall from the Christmas tree event.
- e. The Clerk reported on the receipt of a VAT refund of £19,294.15 and the outstanding claim for £21,975.76 expected in February

Honeybourne Parish Council**196. Sports & Recreation Field Development Project.**

- a. Members noted the Ken Watkins December report on the project progress
- b. Members who had inspected the site raised concerns over the surface finish on the concreted area adjacent to the main field as the surface is not as specified in the contract specification. Clerk to inform Ken Watkins of the councils concerns and find a resolve to the matter.
- c. The Clerk reported the external security lights on the pavilion being on all night is now resolved and they are controlled by a planning condition which requires them to be switched off at 21.00 hrs
- d. Members agreed to a site visit to the pavilion following its completion in February
- e. The engagement of a pavilion caretaker and the associated job description was considered, and Cllr Matt Henson agreed to undertake the unpaid post of caretaker. Job description to be considered at the next meeting.
- f. The need for a cleaner was considered and it was agreed to pursue a professional cleaning company which can be contracted to attend to all pavilion cleaning matters. Clerk to pursue a contractor.
- g. The quotation from the pavilion construction contractor to raise soil levels and apply turf to restored surfaces on all sides of the pavilion was agreed by the council. Clerk to action the works

197. 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 and litter picking carried out.

198. Council and Community Matters:

- a. GDPR: Council noted the circulated information on the General Data Protection Regulation requirements and the need to comply by 25th May 2018
- b. GDPR: Members agreed in principal to accept the quotation from DM Payroll Services Ltd for providing General Data Protection Regulation services and to act as the council Data Protection Officer as required by the regulations and outlined in their letter. The Clerk will pursue further information on the GDPR before proceeding with DM Payroll Services.
- c. **Kiosk:** Awaiting parishioner responses on the phone kiosk refurbishment project
- d. Cllr Matt Henson informed the meeting that the safety matters on the POS adjacent to Herdwick Drive which is managed by Ground Solutions is now resolved.

199. Cotswold View Estate – nothing new to report or consider**200. Cemetery and Churchyard:**

- a. Council considered installing CCTV at the cemetery following thefts of Christmas wreaths and other vandalism, after considering the possible problems and logistics involved the proposal will be considered again in February.
- b. The interment of the late Mrs Sheila Margaret Howkins in plot 261 was noted

Honeybourne Parish Council

201. Community Centre and Village Hall:

- a. The Clerk reported on pursuing the land transfer agreement with Taylor Wimpey and a third-party signatory is awaited.
- b. The Clerk reported on receiving an email from the Village Hall committee asking for planning details of the Community Centre site to enable the plans to be finalised, information on gaining New Homes Bonus and the position with the site lease with the Parish Council and Village Hall. Clerk to respond with the requested information
- c. Members discussed the progress of the Community Centre and considered it would be an appropriate time to hold an informal meeting with some members of the Parish Council and the Village Hall committee and perhaps the Architect. It was felt this would enable a dialogue on the procedures to proceed with the New Homes Bonus funding and the pending planning application as both matters will involve the Parish Council. Clerk to propose the meeting with the Village Hall committee.

202. Highways:

- a. New highway matters to be reported.
 - i. Potholes on Station Road by Clun Forest Way
 - ii. Road surface breakup on Shinehill Lane by the Buckle Street junction
 - iii. Mud and grass in the gutters on Shinehill Lane
- b. Members noted the report from Cllr Alastair Adams for a Pelican Crossing on Station Road and the possible need for financial support from the Council, a request for further information on funding has been made but no response received to date. The highway officer's negative report on the mini roundabout at the Gate Inn cross roads will be pursued by the Chairman and Clerk.

203. Lengthsman and Handyman:

- a. To consider any new jobs for the Lengthsman and Handyman.
 - i. None at this time
- b. Report on works issued to the Handyman.
 - i. Chairman to check on the clearance of the two Westbourne footpaths
- c. **VAS reports** none available as Pebworth have borrowed the VAS

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

- a. Consideration of actions for any reported PROW problems or issues. –
Two private signs stating, "Beware of the Bull" have been placed on the stiles on PROW 507c by Station House, these are considered inappropriate, advice will be sought from the County Council PROW officer. PPW to action the information request.

205. Street Lights:

- a. Lights reported to be in need of attention.
 - i. School Street light not working to be report to PD Long
- b. **Replacement Streetlights:** The Chairman confirmed he had started a survey of the lights and photographed each one for identification purposes, the data will be considered by the Chairman and Clerk with a recommendation for any replacements put to the next meeting.

Honeybourne Parish Council

- c. PD Long the council streetlight engineer offered a new LED lantern at a reduced rate to be installed before his retirement in March, the council agreed to the offer and delegated the Clerk to identify a suitable streetlight to receive the new lantern and action the replacement lantern.

206. Matters Raised by Members –

- a. **Cllr Graham Clelland** requested the council considers a public work loan feasibility report in readiness to support the Community Centre funding, the clerk to issue the report for consideration at the February meeting.

207. Meeting Dates:

- a. It was confirmed the next Ordinary Meeting of the Council is scheduled for the 13th February at the Village Hall at 7.15 pm

There being no further business the Chairman closed the meeting at 9.35

Chairman	Date
----------	------

Appendix A

Cheque Number	Payments Authorised		Gross Payment	Net Payment
	Payee	Details		
DD	British Gas	Rec Field Electricity	72.89	69.42
1657	Honeybourne Village News	Support Grant	3000.00	3000.00
1658	J Stedman	Clerks Salary and Expenses	***	***
1659	HMRC	PAYE & Council NIC	448.44	448.44
1660	Ken Watkins	Pavilion project	595.00	595.00
1661	K & SW Construction Ltd	Stage construction payment	10380.82	8650.69
1661	K & SW Construction Ltd	CCTV Cameras	1882.80	1569.00