

Honeybourne Parish Council

Minutes of the Annual Meeting of Honeybourne Parish Council held at 7.15 pm in the Village Hall on Tuesday 8th May 2018

Present: Cllrs. D Cowan (Chairman), Colin Clear, Matt Henson, Graham Clelland, Richard Chivers, Steve Sidwell, Cathryn Steward Heath Jobses, Graham Taylor, Andy Attridge, and Sandra Walsh

In Attendance: J Stedman (Clerk and 1 member of the public).

- 1) **Election of Chairperson:** Cllr David Cowan being the only nominee was unanimously elected as Chairman for 2018-19
 - a) Cllr David Cowan read out and signed the Chairman's declaration of office.
2. **Apologies:** To receive apologies and agree the reason for absence: All members present
3. **Disclosures of Interests:**
 - a) **Register of Interests:** Members are reminded of the need to update their register of interests if any changes have occurred.
 - b) **To declare any Disclosable Pecuniary Interests** in items on the agenda and their nature.
 - c) **To declare any Other Disclosable Interests** in items on the agenda and their nature.
None declared
4. **Election of Vice-Chairperson** Cllr. Steve Sidwell being the only nominee was unanimously elected as Vice-Chairman for 2018-19
5. **Appointment of Committees and Working Groups**
 - a) Staffing committee: The agreed Members are: Cllrs. G. Clelland, A. Attridge, S Walsh
 - b) Precept Group: Full Council
 - c) Neighbourhood Plan Group: Cllrs. S Walsh, H Jobses & S Sidwell
 - d) Community Centre Group: Cllrs. R Chivers & G Clelland
6. **Appointments to Outside Bodies – Delegates**
 - a) Honeybourne Village Hall Committee Cllr. H Jobses & Cllr. Steve Sidwell
 - b) Worcestershire County Association of Local Councils (2 representatives) - None
7. **Document Review:**

Council considered and agreed the following policy document: -

 - a) The content and values of the Council's asset register were considered amended and agreed
 - b) The suitability of the Council's Health & Safety policy - agreed without changes
 - c) The suitability of the Council's risk assessment. - agreed without changes
 - d) Any amendments to the new 2018 Standing Orders. - agreed without changes
 - e) Any amendments to the financial regulation adopted in 2016. agreed without changes
 - f) Any amendments or updates to the council's cemetery fees, it was agreed to add £10.00 to all cemetery fee charges

There being no further business the Chairman closed the meeting at 7.40

Chairman _____

Date _____

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Minutes of the Honeybourne Parish Council Ordinary Meeting held at 7.15 pm in the Village Hall on Tuesday 8th May 2018

Present: Cllrs. D Cowan (Chairman), Colin Clear, Matt Henson, Graham Clelland, Richard Chivers, Steve Sidwell, Cathryn Steward Heath Jobses, Graham Taylor, Andy Attridge, and Sandra Walsh

In Attendance: J Stedman (Clerk), Cllr Alastair Adams and 1 member of the public

Apologies were accepted from: All members present

8. 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: Members were reminded to update their register of interests

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

Summary of matter raised: -

The local concerns regarding the public play area in the Fair Acres estate because of the lack of suitable play equipment and alleged safety issues with the site facilities were raised. The matter was considered by the council at minute number 29 below

Ward Members Report:

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

10. The Chairman closed the adjournment and reconvened the meeting at 7:40

11. Minutes:

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

12. Clerk's Report on Matters in Progress:

- a. Update report on the Stratford Road sponsored bench installation – now ordered and ready for installing by the Handyman.
- b. Village Newsletter, report on the alleged lack of distribution – response from the distributor was noted and two missed properties will be brought to the distributors attention
- c. Internet Banking – no progress due to Clerk's work load.
- d. Councillor information in the Village Newsletter reported as incorrect and updating required with new members details. It was reported to be still in error, Clerk to inform the publishers.
- e. Excessive storm water flowing down Buckle Street – in hand with WDC drainage officers and ward member and the local landowner has offered to co-operate in the resolving the drainage problems.
- f. The street signage on Fir Tree corner reported to Bretforton Clerk for attention and is now removed from site.
- g. Local sponsorship funding to progress the Kiosk refurbishment- article published in the Village Newsletter, no response to date, the matter is suspended for the time being.
- h. Cllr Alastair Adams on the lack of his attendance at Parish Council meeting, his response by email was noted.
- i. Enquiry received regarding the land clearance by the railway bridge on Station Road. No further information was available from enquiries carried out. It was agreed to report the poor state of the site fence to County Highways as it adjoins the highway verge.

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13. Planning Applications:

- a. **To Note: 18/00717/FUL** Land Near Grange Farm Drive & Harvest Close, Weston Road, Honeybourne. Proposal: New Village Hall/ Community Centre at Harvest Close - Fair Acres Estate - Applicant: Mr John Stedman

14. Planning Decisions Noted:

- a. **17/02478/FUL** Lovelea Projects Proposal: Planning application for the demolition of disused garage and erection of 5 dwellings, access, landscaping and associated works
Location: Workshop Adj To, 35 High Street, Honeybourne; Refused with 2 reasons
- b. **18/0355/CU**: Proposal: Construction of an all-weather horse ménage measuring 40 x 50m. Change of use of arable field to an equestrian ménage. Location: Grove Farm, Stratford Road, Granted with 7 conditions
- c. **17/02263/FUL**: Land at, Perrie Drive, Honeybourne Proposal: Erection of nine dwellings and associated works to access and amendments to parking on land at Perrie Drive Refused for four reasons

15. Neighbourhood Development Plan: NDP

- a. Members reported on the progress with the NDP presentation event arranged for June or July at the Village Hall. Two potential development sites of interest have been identified, Stratford Road behind Harvard Avenue and The Wheeler land off Bretforton Road.
- b. Members noted the Clerk's report on emails from Rosconn Strategic Land regarding the potential development of land off Stratford Road
- c. Cost estimates from Brodie Planning for the NDP survey printing and a consultation event costs were agreed, clerk to inform Brodie Manning to proceed with the survey and event.

16. Clerks Salary

- a. Council agreed to apply the NALC approved clerk's salary increase from 1st April 2018

17. Finance:

- a. Council considered and approved requested funding of £750 from Honeybourne Harriers Football for part funding the inaugural tournament event on the Recreation Field in June
- b. The CALC / NALC subscription renewal as listed in the payments schedule was approved by council
- c. Members considered the contractors payment request for the landscaping and turf laying around the pavilion. The request was declined as the turf is suspected to be dead. Clerk to inform the contractor of the situation.
- d. Council approved the schedule of payments as in appendix A
- e. Council considered and agreed the end of year bank reconciliation, budgets, and balances as issued by the Clerk
- f. The report on the receipt on the first precept payment from WDC was noted
- g. Chairman read out the question in Section **one** of the 2017-18 Annual Governance Statement and the council confirmed an affirmative answer to all question
- h. Council consider the internal audit report and agreed no actions or issues were arising from the report.
- i. Council considered the Clerks figures in Section **two** of the 2017-18 Annual Governance Statement and agreed them to be correct.
- j. Council agreed to paying for the NDP website hosting's by a quarterly Standing Order of £5 per month hosting charge and agreed the clerk can actions the S/O online.

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18. Sports & Recreation Field Development Project.

- a. Members noted without comment the Ken Watkins April site visit report
- b. The main contractor offered £210.00 to reimburse the council for a snag on the kitchen worktop joint and it was agreed to accept the cash payment to cover the identified snag.
- c. The Clerk's report the reinstatement of the damaged car park surface will commence on W/C May 14th
- d. Council considered and agreed to formally accept the handover of the pavilion as the build contract is completed Clerk to inform Ken Watkins of the decision
- e. The Clerk reported on securing a pavilion cleaning contractor who will attend to cleaning as and when required.
- f. Fees and hire charges for the Recreation Field and Pavilion use will be available for the next meeting
- g. Members considered a quotation and specification option for window blinds in the pavilion and agreed a further quotation should be considered, Clerk to obtain a further quotation
NOTE: Cllr Matt Henson left the room for the next item as he considered he may have an interest in the contractor being considered.
- h. Council considered three quotations received for replacing the damaged concrete table tennis base and concrete pathway and agreed JR General Builder quotation was the most favourable. The council will source the required skip and concrete for the work to enable VAT recovery.
- i. Members considered concrete surface treatments on the pavilion patio area and declined to proceed at this time.
- j. Council agreed to the following proposals put by Cllr Matt Henson
 - i. Fix a new interior noticeboard in the pavilion over the heater
 - ii. Place football related pictures on the walls of the pavilion
 - iii. Source 5 picnic benches and install them by the pavilion at a cost of £360.

19. 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.
- c. Members considered a request for the Council to apply for a Football Foundation grant on behalf of the Parish (not Honeybourne Harriers Football Club.) after due consideration it was agreed to make the application subject to scrutiny of the application document to be supplied by Honeybourne Harriers Football manager.
- d. Members considered a revised quotation from the amenity contractor for ongoing Recreation Field sward management and agreed the company Phil Day Sports should be requested to offer a new quotation for the same specification.
- e. The Clerk reported on the removal of the old goalpost from the Recreation Field following criminal damage caused to the pavilion by two teenagers kicking a ball at the building. The incident was reported to the local police and the crime No is 704S190418
- f. Council considered a request to use The Leys playing field for dog training classes and agreed to allow the use subject to conditions to protect the council and public use of the field. Clerk and Cllr Steward to draft the condition

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- a. The supply of salt grit bins for the Fair Acre estate was deferred to allow quotations to be sought for five salt bins to accommodate other sites in the parish
- b. Council considered the proposed purchase of a 20X40 ft Marquee and agreed to purchase the 6m X 12m Heavy Duty Marquee from Crocodile Trading as it was the most suitable design and competitive quotation found, Clerk to place an order for the MQ0045 marquee at £799.99
- c. Members noted the Clerk's report on a payment of £489.60 made by Wychavon District Council in respect of Community Infrastructure Levy for the 5 bungalows on Stratford Road.
- d. Members considered matters arising from The Annual Parish Meeting and none were requiring any actions
- e. Traffic speed on Weston Road and Stratford Road will be reported to Cllr Alastair Adams requesting enforcement action to be taken on Weston Road

21. GDPR:

- a. Members noted the implication of the new regulation and the need to comply with GDPR and further action will be considered at the June meeting.
- b. Members received and signed for the statutory GDPR Privacy Notice issued by the Clerk

22. Community Centre and Village Hall:

- a. The Clerk's report no progress on the completion of the land transfer from Taylor Wimpey to the Parish Council
- b. The Clerk reported on lodging an application for the New Homes Bonus and the requirement to attend a panel meeting at WDC on Monday July 2nd The council agreed the clerk should attend the panel meeting as the council's representative
- c. The Clerk reported on information regarding the New Homes Bonus £3m legacy fund for Community Centre funding and will raise the matter with the NHB panel on July 2nd
- d. The Clerk reported on two issues raised over the Community Centre planning application whereby the highway officer and landscape officer requested amendments to the submitted plans, the matter is in hand with the Architect.

23. Highways:

- a. New highway matters to be reported.
 - i. Commercial advertising signage on the Gate Inn cross roads to be brought to the attention of the planning enforcement officers
- b. The request to Cllr Alastair Adams for Double yellow lines in High Street is still awaiting pictures from members.
- c. Cllr Alastair Adams and the County Highways officer's confirmed road flooding signage for deployment under the two bridges can be collected from the County Highways depot at Hinton on the Green by the Lengthsman and retained in the parish for future use.

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- d. The WDC drainage officer reported the storm water running down Buckle Street is in hand and the adjacent land owner is co-operating with remedial drainage works to resolve the problem
 - e. Cllr Alastair Adams reported on the withdrawal of the Mickleton Lane HGV diversions by Gloucestershire County Council. New advisory signage will be installed by Worcestershire County Council and the Parish Council contribution of £1750.00 will be refunded shortly.
 - f. Members noted parishioner's concerns raised over the lack of road markings on the Co-op shop access road junction. Cllr Alastair Adams reported the road will be adopted in the future and road markings will be put in place. He suggested the Co-op manager is made aware of the problem
 - g. Cllr Alastair Adams's progress with the proposed Zebra Crossing on Station Road was noted.
- 24. Lengthsman and Handyman:**
- a. To consider any new jobs for the Lengthsman and Handyman.
 - ii. Weed spraying on pavements and gutters throughout the village
 - b. VAS report:

iii.	Station Road	11469	19 Days
iv.	Western Road	12617	14 Days
 - c. Council noted the County Council's Lengthsman scheme allowance for 2018-19 is £2073.00 and the formal Lengthsman annual contract has been returned.
- 25. Public Rights of Way (PROW):**
- a. The Clerk reported no progress with the alignment of PROW 540 on the Fair Acre estate due to legal holdups
- 26. Cemetery & Churchyard**
- a. **Alleged Damage:** Cllr Steve Sidwell has not managed to arrange the site visit to inspect the alleged grave stone damage on Mrs Boulter's grave. The meeting will be progressed.
 - b. **Mowing:** A formal instruction will be issued to the mowing contractor regarding the mowing and strimming around the grave of Mrs Boulter, this will be considered following the site meeting report from Cllr Steve Sidwell.
 - c. **Japanese Knotweed:** Members considered the PCC may be responsible for the control of an area of Japanese Knotweed at the back of the church. Clerk to inform the PCC of the problem
 - d. Council noted the following items: -
 - i. The interment of Mr Lock in grave No 88A
 - ii. The purchase of plot No 89A
 - iii. The interment of Mr Hughes in grave No 90A.
 - iv. The purchase of plot No 91A for Mrs Hughes

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27. Street Lights:

- a. Lights reported to be in need of attention. – no new problems reported
- b. The Clerk reported Eon has fixed streetlight 20 and 11 & 21 are still out of order and awaiting attention from E-on

28. Allotments

- a. The Clerk reported on receiving tenant's rents via the chairman and plot availability is currently 11 free plots

29. Matters Raised by Members –

- a. **Cllr Cathryn Steward** – Safety concerns in the Fair Acre estate public play area.
The concerns raised by local parents are the lack of suitable play equipment for youngsters such as swings or a slide and alleged safety issues with the site facilities i.e. stone boulder and timber logs. It was agreed to bring these matters to the attention of the WDC playground officer and the sites management company.

30. Meeting Dates:

- a. It was confirmed the next Ordinary Council Meeting is scheduled for the 12th June at the Village Hall at 7.15 pm,

There being no further business the Chairman closed the meeting at 10.30

Chairman	Date
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Payments Authorised			Gross	Net
Cheque Number	Payee	Details	Payment	Payment
DD	Npower	Streetlight Energy	772.43	643.69
1683	Cancelled	Writing error	0.00	0.00
1684	Worcester CALC	Annual Subscription	996.90	849.19
1685	Honeybourne Harriers FC	Inaugural rec field event funding	750.00	750.00
1686	Limebridge RS	Amenity mowing contract	1359.60	1133.00
1687	J Stedman	Clerks salary & Expenses	***	***
1688	Westhill Direct	Stationary & ink	218.21	181.84
1689	K & SW Construction	Pavilion landscaping works	3960.00	3300.00
1690	John Hyde	Handyman Works	51.60	51.60
1690	John Hyde	Lengthsman Works	160.10	160.10
1691	Geoff Bradley	Internal Audit fee	105.00	105.00
1692	Ken Watkins	Rec Field project	275.00	275.00
1693	Brodie Planning Associates	NDP expense Mileage	151.20	126.00
1694	Honeybourne Village Hall	Hire fees Jan to April	125.00	125.00
DD	Npower	Streetlight Energy	67.51	56.26
1695	Poore Prints	NHB questionnaire printing	95.00	95.00
1696	E-on	Streetlight maintenance	108.00	90.00