

**Honeybourne Parish Council**  
**Minutes of the Honeybourne Parish Council Ordinary Meeting held at 7.15 pm**  
**in the Village Hall on Tuesday 11<sup>th</sup> December 2018**

**Present:** Cllrs. Steve Sidwell, Heath Jobes, Graham Taylor, Cathryn Steward, Colin Clear, Sandra Walsh, Matt Henson, and Graham Clelland,.

**In Attendance:** J Stedman (Clerk), Cllr Alastair Adams, two members of the public, local police officer and two contractors

- 160. Apologies were accepted from:** Cllrs. David Cowan, Andy Attridge  
**Absent:** Cllr Richard Chivers

**Chairman:** In the absence of the Chairman Cllr David Cowan, Cllr Steve Sidwell (Vice Chairman) took the chair.

**161. 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** None disclosed

**Other Interests:** None disclosed

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

- 162. Chairman to Move:** The meeting be now adjourned for Open Forum –  
 Summary of matters raised: -

- The pavilion build contractor outlined his proposal to resolve the water heater problems in the pavilion and issued information on the device he proposed to fit. The Chairman confirmed the proposal would be considered in formal business and the council's decision forwarded as soon as possible
- The organiser of the village Hall Yoga and Ballet Classes made a request to the council to hold council meetings in the small side room to allow the main hall to be used for Yoga and Ballet Classes. The Chairman confirmed the request would be considered by the council in formal business later in the meeting.
- The Local PCSO reported on a spate of recent break-ins which started in Honeybourne and has now moved to Littleton where motorbikes and quad bikes were the main targets. 14 break-ins have occurred in Littleton in recent weeks. He made a request for the incidences to be reported in the parish newsletter to remind parishioners of the need to have adequate security for motorbikes and quad bikes in sheds and out buildings. When questioned on traffic speed issues and the lack of data from Safer Road Partnership he confirmed he would inform the clerk of contact details to request local data.

**Ward Members Report:** Cllr Alastair Adams gave his report to the meeting which is appended to the minutes, if made available.

The Chairman closed the adjournment and reconvened the meeting at 7:45

**163. Minutes:**

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

**164. Clerk's Report on Matters in Progress:**

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- a. Letter sent to Honeybourne Harriers Football Club confirming the siting of the proposed containers - Noted
- b. Highway signage at the Shinehill Lane and Buckle Street junction reported again to WCC – members reported no action to resolve the matter and requested it is reported again.
- c. Planning enforcement request made regarding the car port at 6 Mickleton Lane - see minute 166 b
- d. Request to Taylor Wimpey to carry out the suggested tarmacing of 540c from China Corner to Fair Acres. – no response received to date
- e. Handyman requested to attend to the dislodged Church gate – it was reported the gate is off its hinges again, Handyman to remedy the matter
- a. Various requests to Taylor Wimpey for Community Centre site building information- Noted

#### 165. Planning Applications:

- a. **18/01447/FUL:** Six dwellings proposed for Perrie Drive; application amendments to move the proposed development further west resulting in widening the alleyway along the eastern boundary; Council made no further comments on the amendments

Council confirmed Cllr Steve Sidwell would speak on behalf of the council at the WDC planning committee meeting on Thursday 13<sup>th</sup> December and present the council reasons for objecting to the application

- b. 18/02442/HP Associated Ref:18/02443/LB Location: Ivydene, 9 China Corner, Description of Proposal: Proposed refurbishment, alterations and extensions including replacement windows, re-construction of dormer windows, removal of a chimney stack, replacement of roof tiling, internal partitions removal and alterations, new internal doorway, brick up of an external doorway, a front porch extension and replacement conservatory. Applicant: Mr & Mrs Adam Freeman  
The Council has no objection or comment on the application.

#### 166. Planning Matters:

- a. Council noted without comment the South Worcestershire Development Plan Review and Options Papers for Public Consultation
- b. The Clerk reported on the planning enforcement actions taken by WDC regarding the car port at 6 Mickleton Road. The structure has been slowly dismantled over the last two week and has until December 17<sup>th</sup> for completion, the site will be monitored.
- c. **Tourist Sign:** Members considered matters regarding the request from Honeybourne Pottery for a brown Tourist Sign to be installed on Gate Inn cross roads and while wishing to support local businesses the council considered it appropriate to decline any support as the proposal is contrary to tourist signage regulations.
- d. **Perrie Drive:** The Clerk reported on applying for Sec 106 funds from the proposed Perrie Drive application to be applied to the Community Centre funding instead of POS, the planning officer confirmed it was not possible to change the sec 106 POS funding as it would be contrary to CiL regulations.

#### 167. Neighbourhood Development Plan: NDP

- a. Members gave a brief report on the NDP progress and confirmed a proof reading of the plan has been completed and will be issued for consideration by the Parish Council in January prior to the WDC first review, the public consultation will be in March.

#### 168. Finance:

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- a. **Payments:** Council approved the schedule of payments as in appendix A of these minutes.
- b. Council declined making the final retention payment to K&SW contractors for the pavilion works which was withheld at the September meeting due to outstanding snagging.

**Note:** Cllr Matt Hanson was advised he has an interest in the next item and he left the meeting – as he had other commitments, he did not return for the remainder of the meeting.

- c. **Grant Request:** Council considered a substantial donation request from Honeybourne Harriers Football Club and it was agreed further information would be required to consider the donation in conformity with a CALC recommended protocol for such requests. Cllr Heath Jobs reaffirmed that the council had agreed in principal that when considering grant application that a detailed application form should be submitted and supported by adequate financial details etc. Cllr Heath Jobs proposed and Cllr Graham seconded that “ The Clerk drafts a suitable generic grant application form to be applied to all funding application of £250 or more” the proposal was fully agreed by council.

To expedite the football club application the draft form will be circulated to members for scrutiny and agreement and then issued to the football club and any other expected grant applicants for consideration at the January meeting.

- d. **Precept:** Council considered the finance groups recommended income and expenditures budgets and the precept demand for 2019-20. Further consideration was given to the impact of a 7-point increase in the tax base number from the previous year. The matter of a potential insurance premium increase was raised as a claim was made for the pavilion car park repairs. Cllr Heath Jobs proposed the council’s precept demand for the financial year 2019-20 is £89,000 as recommended by the finance group, Cllr Graham Clelland seconded the proposal and it was unanimously agreed by the council. Clerk to issue the demand to the District Council

#### 169. The Leys Playing Field and Recreation Field:

- a. **Inspection:** The weekly visual inspection for The Leys found no safety matters to report and litter picking was carried out.
- b. The weekly visual inspection for The Recreation Field found no safety matters to report and litter picking was carried out.  
Members requested a paving slab is installed where the hot water overflow pipe discharges onto the grass at the rear of the pavilion. Clerk to request he Handyman to install a suitable slab.
- c. The Clerk confirmed that the parish survey for the Sec 106 funding expenditure would be carried out when the expenditure project advances and the new lease for The Leys is in place.
- d. **Lease:** The Clerk reported no further information was available on the renewal of the lease for The Leys playing field, this would be pursued for the next meeting.
- e. **Drainage:** It was agreed to carry out investigations into resolving the drainage trench sinkage and appropriate filling and compacting options Clerk to request the Amenity contractors to progress the investigations.

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- f. The Clerk reported the surface restoration work around the pavilion is now completed
- g. **Containers:** Council considered the wording of the agreement for the siting of the Honeybourne Harriers Football Club two storage containers; the landscaping requirement was agreed to be carried out by the council and deleted from the agreement and an extra item added to mitigate against any conditions applied by third-party ownership of the containers.
- h. **Hedgerow:** Council agreed the quotation for removal of the redundant hedgerow west of the MUGA, Clerk to instruct the amenity contractor to progress the works
- i. Council agreed the quotation for planting a new 15m section of hedge to improve egress visibility west of the main entrance also filling the gap in the hedge on the boundary of the Gloster Ades property where the sewer pipe was laid through the garden. Clerk to instruct the amenity contractor to progress the works

#### 170. Pavilion Matters

- a. **Water-heaters:** Having received a report from the building contractor on the devices to resolve the water heater problems it was agreed the devices were acceptable and the contractor will be instructed to fit the new hand-wash water-heaters as demonstrated in open forum. Further snags were raised regarding a dislodged roof tile caused by a loose tile batten and the hinged section of the kitchen worktop fails to fully close down.
- b. **Fire inspection:** The Clerk reported a Fire officer inspection of the pavilion and the provision of any necessary fire and emergency equipment is unresolved and will be pursued.
- c. Members considered the need for cold weather protection devices and agreed the need would be reassessed if weather conditions cause concern.
- d. **New Tables:** It was agreed to purchase two blue Go-Pak fold-up tables for the pavilion -circa £126.22 each; Clerk to action the purchase
- e. **Light Timer:** It was agreed a timer switch be installed to the outside lights to illuminate the exterior when leaving the pavilion after dark also a further exterior light on the west end of the pavilion to illuminate the route to the car park. Clerk to action the works and Cllr Graham Taylor will liaise with the electrician to facilitate the works.

#### 171. Christmas Tree Event

- a. Cllr Steve Sidwell gave a detailed report on the very successful event and thanked all councillors and volunteers who helped create and facilitate the event, particularly David and Matt for manning the two barbeques. The tree light sponsorship raised £595 and the total amount raised for the Community Centre project was £1,614. Members thanked Steve for all his efforts as co-ordinator of the whole event
- b. Council agreed to request the Village Hall committee to install an external power supply on the Community Centre to facilitate a power supply to a new Christmas tree site.

#### 172. Council and Community Matters:

- a. **Website:** A new Parish Council website design and layout will be considered by Cllrs Cathryn Steward, Heath Jobs and Steve Sidwell they will offer a report to the January meeting with recommendation for design and content.
- b. **Meeting dates:** Council agreed the Clerk's draft meeting dates schedule for 2019-20 which will be published accordingly.
- c. **Room Use:** Council declined a request made in open forum to use the small side room at the Village Hall for council meetings as the space available is too small to accommodate the council and members of the public.

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### 173. Community Centre and Village Hall:

- a. The Clerk reported on issuing a purchase order for a CCTV survey of drains at the Community Centre site to allow the project's planning to progress without further delay.
- b. The Clerk reported on the progress of the New Homes Bonus fund application and confirmed a meeting is arranged with Rita Booth on 11th January to finalise the NHB application

### 174. Highways:

- a. Members reported new highway matters for the attention of County Highways.
  - i. Request to remove the commercial advertising signs on the verges at the industrial estate on Weston Road and the unnecessary signs on the verge at the Village Hall.
  - ii. In considering options for the new VAS types and power options i.e. mains, battery, solar, or wind and the deployment location/s it was agreed Cllr Graham Taylor and other members will make recommendation at the January meeting. Clerk to send current information to Graham.
  - iii. To enable an application for double yellow lines on the bend at the top of High Street members agreed to get photographic evidence of the dangers caused by inappropriate parking on the bend.
  - iv. A request to have traffic speed enforcement carried out on Weston Road to be made to Safer Road Partnership camera van and the police

### 175. Lengthsman and Handyman:

- a. New and existing jobs for the Lengthsman and Handyman.
  - i. Re-fix the litter bin to the post in High Street – Done
  - ii. Salt grit bins all filled with 3 bags of salt each and a stock of 21 bags of salt is remaining in storage
  - iii. Clear up broken glass in School Street opposite the Thatch – done

**New Jobs**

  - iv. Fit a new gate post on the inner gate at the allotment site
  - v. Check and refit the kissing gate at the Church
- b. **VAS report:** Bretforton Road 11,270 in 15 Days & Station Road 9,380 in 14 Days

### 176. Public Rights of Way (PROW):

- a. Actions for any reported PROW problems or issues. None received
- b. The Clerk reported on the request to Taylor Wimpey to carry out the suggested tarmacing of 540c from China Corner to Fair Acres, no response received.
- c. The Clerk reported the County Council PROW officer was informed of the poor condition of PROW 540c and received a response stating it should be stone covered and not tarmaced. The Parish Council will continue to keep it as clear of mud as possible.

### 177. Cemetery & Churchyard

- a. Council noted the interment of Mrs Ann Simms in plot 15 C and the fees paid

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### 178. Street Lights:

- a. No streetlight matter raised

### 179. Matters Raised by Members –

- a. **Cllr Heath Jobs:** To review the Recreation Field and pavilion hire charges at the January meeting.
- b. **Cllr Cathryn Steward** – Requested a confidential agenda item at the next meeting to debate members conformity with the council's code of conduct.

### 180. Meeting Dates:

- a. It was confirmed the next Ordinary Council Meeting is scheduled for the 8<sup>th</sup> January at the Village Hall at 7.15 pm,

There being no further business the Chairman closed the meeting at 10.35

Chairman \_\_\_\_\_

Date \_\_\_\_\_

Payments Authorised			Gross	Net
Cheque Number	Payee	Details	Payment	Payment
1761	AD Horner Ltd	Com Centre Toppo survey	714.00	595.00
1762	BPS	Notice board paint and timber	28.21	23.51
1763	Honeybourne Harriers FC	Baby changing unit Min 149	112.20	93.50
1764	SLCC	Annual Subscription 60%	105.00	105.00
1765	J Stedman	Clerks salary & Expenses	***	***
1766	Limebridge RS	Christmas tree contract + extras	1296.00	1080.00
1766	Limebridge RS	Rec Field Sward Fertiliser App	897.60	748.00
1767	John Hyde	Handyman Works	72.50	72.50
1767	John Hyde	Lengthsman Works	77.40	77.40
1768	Steve Sidwell	Members Expenses Xmas Tree	144.27	144.27
1769	Cotswold Archaeology	Com Centre site survey	330.00	275.00