

Honeybourne Parish Council
Minutes of the Honeybourne Parish Council Ordinary Meeting held at 7.15 pm
in the Village Hall on Tuesday 9th July 2019

Present: Cllrs. Heath Jobes, Matt Henson, Andy Attridge, Cathryn Steward, Sylvia Matthews Trevor Askew, Graham Taylor & Jonathan Barnes

In Attendance: J Stedman (Clerk), Cllr Thomas Havemann-Mart, Cllr Alastair Adams & five members of the public and the local police officer PC Jamie Lee

Announcement: Cllr David Cowan (chairman) has found it necessary to resign from the council for personal reasons as of 28th June. Members requested a letter of thanks be sent to David for his past eight years services to the council and his chairmanship for many years.

54. In the absence of the Chairman Cllr Steward (Vice-chairman) chaired the meeting

55. Election of Chairman: Nominations for the post of chairman, Cllr Clelland was nominated for chairman and it was confirmed he is willing to stand. The proposal was seconded, as no other nominations were received Cllr Clelland was elected unopposed with the support of all members
 As Cllr Clelland was absent, he will sign his declaration of office at the next meeting.

56. Apologies were accepted from: Cllrs Clear and Clelland

57. 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: Cllr Henson – Minute 69a and 69b as a user of the pavilion

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

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

Summary of matters raised:

- Two residents of School Street raised concerns over very excessive traffic speed at the junction of School Street and High Street whereby many cars and van were perceived to be travelling over 60MPH.
- PC Jamie Lee confirmed the local police has now purchased an extra handheld speed gun which will enable more enforcement to be carried out in rural villages but the police cannot stop vehicles where the road bends for safety reasons and the long bend on High Street makes it not possible to carry out speed checks, he confirmed he will look into what can be done to take action on speeding drivers in the area and get the PCSO's to attend as often as possible. He informed the meeting enforcement will continue on Station road with the police and the Safer Road Partnership van.
 PC Lee reported on multi agency enforcement in Wychavon where many commercial vehicles have been found using red diesel, having no waste carriers' licences and faulty vehicles

Crime in Honeybourne remains very low with only the odd house burglary or high value car theft when the ignition system is compromised. The spate of burglaries some time ago has not continued and all crime is of a minor nature

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- A resident raised the unacceptable environmental impact of the late-night activities on farmland off Bretforton Road where a wood processing plant is operated by SDL Biomass from Chipping Campden. The resident confirmed the site was operating at 01.00 hr on Monday 7th July when noisy machinery was in operation and the lights from the site were a considerable nuisance. The Clerk confirmed he had investigated the disturbance on Monday 7th July and a report is appended to the minutes. Site monitoring will continue, and the operations planning consent will be investigated by the District Ward Member Cllr Thomas Havemann-Mart

Ward Members Report:

Cllr Thomas Havemann-Mart confirmed he was investigating the planning status of the wood processing activities on the Applebee farmland and reminded the meeting that the WDC NHB Legacy fund was available for new play equipment and currently under subscribed

Cllr Alastair Adams presented his report to the council which was noted and appended to the minutes. -see minute 65 for questions put to Alistair

The Chairman closed the open forum at 7.50 and reconvened the meeting.

59. Minutes:

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

60. Clerk's Report on Matters in Progress:

- a. The clerk's report was circulated to members and is appended to the minutes
- b. Matters arising from the Clerks report
 - i. It was agreed the hot air balloon operators should issue the council an operations risk assessment for using the Recreation Field and inform the Clerk each time the field is to be used. It was also suggested a contract of use is put in place. The Clerk to draft a contract for consideration.

New issues reported by the Clerk

- c. Complaints received from several resident in the Brick Walk and Bretforton Road area over late night works at the woodchip processing site on farmland south of the village. A full report is appended to the minutes.
- d. The Perrie Drive planning application for six new dwelling has been granted permission at appeal. No further information was available for the meeting
- e. All Things Wild – information received by the Clerk indicated the company will be relocating to a new farmland site near Long Marston within the next three years when all the infrastructure and facilities as in place and ready to occupy.

61. Planning Applications: None

62. Planning Other

- a. Council noted the Cotswold District Councils consultation request on the Councils Strategic Housing and Economic Land Availability Assessment (SHELAA) and other Local Plan evidence documents.

63. Neighbourhood Development Plan: NDP

- a. Cllr. Jobs gave an update report on the NDP progress and the meeting held on June 5th. A large amount of regulation data is yet to be processed and one more group meeting

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should conclude the draft plan ready for the next stage of adoption by WDC

64. Finance:

- a. **Payments:** Council approved the schedule of payments as in appendix A of these minutes.
- b. **Reconciliation:** Council considered and approved the first quarterly bank reconciliation account balances and budgets as circulated by the Clerk, Cllr Askew checked and confirmed the bank statements.
- c. The new bank mandate update had not been received from the bank and will be considered at the next meeting.
- d. **Donation:** Council agreed to a £100 donation in consideration of a request from the Evesham Volunteer Centre, payment to be made at the next meeting.

65. **At 8:12** the chairman suspended the meeting to allow Cllr Alastair Adams to give his ward members report which is appended to the minutes.

Questions were put to Cllr Adams regarding the lack of action from the County Council over rural traffic speed and the total lack of any physical speed restriction devices as found in all other counties. double yellow lines on High Street and the pedestrian crossing on Station Road, Alistair confirmed all matters are in hand with County Council officers

At 8:20 The Chairman reconvened meeting

66. New play equipment

- a. Council noted Cllr. Steward's report on the play equipment group meeting held July 2nd which is appended to the minutes.
- b. A request from Mr Sam Coton to join the Play Equipment Group was accepted and he will be invited to attend the next group meeting.
- c. It was confirmed the Play Equipment Group members are: - Graham Clelland, Heath Jobs, Jonathan Barnes, Cathryn Steward, Matt Henson, Steve Attridge, Katherine Barnes, Sam Coton and John Stedman (Parish Clerk)

67. The Leys Playing Field

- a. **Inspection:** The weekly visual inspection for The Leys found no safety matters to report and litter picking was carried out.
- b. **Lease Signing:** It was agreed Cllr's. Jobs and Barnes will sign the new 21-year lease agreement and the old lease surrender agreement, this was carried out at the meeting and the Clerk witnessed the signatures.

68. Recreation Field:

- a. Publicizing the availability of the Recreation Field facilities to other villages was agreed and the Clerk will request articles are published in all neighbouring village newsletters
- b. Council agreed to purchasing various replacement parts for the council's marquee as listed by Cllr Henson. The Clerk will liaise with Cllr Henson to order the required goods.
- c. **Screening:** A selection of large plants suitable for screening the storage container was considered too costly and planting in mid-summer could cause plant losses. It was agreed to wait until the autumn when a section of bare-root plants will be considered for planting in November
- d. The Clerk confirmed the relocation of the 5-a-side goalposts parallel to the MUGA ends is now completed and they are securely fixed with ground screws.

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Note: Cllr Henson, having declared an interest left the meeting for the following items 69a and 69d

69. Pavilion Matters

- a. **CCTV:** Council considered the GDPR regulations for operating the CCTV cameras fitted on the pavilion. It was agreed adjustments will be made to the system to ensure compliance with GDPR regulations.
- b. Members agreed to purchasing 2 x roller blinds for the two small side windows on the west side of the pavilion. Clerk to action the purchase
- c. Members agreed to pursue a Rural Communities grant fund for solar energy on community buildings – Clerk to register an interest to fund solar panels on the pavilion
- d. Council considered the role and need of the "Caretaker" and agreed that as only Honeybourne Harriers Football Club are using the pavilion there is no need for a caretaker. Cllr Taylor and the Clerk will make an inventory of janitorial requirements for the pavilion and ensure they are readily available for all occasional users. Consumable goods will be stored in a locked cupboard and the key made available to all users.
- e. The Clerk reported on actions to resolve the problems with the vinyl flooring lifting in two of the pavilion toilets and the patio doors jamming and the wet getting in through the doors and causing the door carpet to become un-glued. Contractors will be sourced by the Clerk to resolve the problems

70. Neighbourhood Watch Scheme

- a. The Clerk reported that since publishing the scheme in the village newsletter no-one had offered to be involved. Cllr Taylor confirmed he had set up a scheme in Stephenson Way and now widened it to cover the parish with some new members joining and the police are yet to verify the scheme. Council agreed that this scheme would be sufficient for the parish needs and no further action will be taken by the council.

71. Council and Community Matters

- a. **Website:** The Clerk reported on the progress with the new Parish Council website and invited members to view the draft website as it is now live on the internet. The general consensus was it is suitable, and the Clerk will confirm this and add a Gov.uk email service to the site to allow members and the Clerk to have bespoke council email addresses
- b. **Kiosk:** The Clerk reported on the refurbishment of the telephone kiosk and confirmed two local contractors have quoted to carry out the refurbishment. It was agreed that the councils Handyman's quotation was most favourable, and he would be instructed to proceed. The Clerk will purchase all the materials required for the refurbishment after liaison with the Handyman.
- c. **Training:** Members agreed to attending a programme of training sessions to be held locally and in conjunction with neighbouring Parish Councils. The training will be organised by CALC and take place in September.
- d. **Allotment:** In recognition of Mr Kevin Gisbourne's services for his allotment management and administration it was agreed he would have his allotment plots free of charge for the foreseeable future. Clerk to inform Mr Gisbourne.

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72. Village Hall and Community Centre:

- a. The Clerk reported the build project is scheduled to start on July 12th as some minor snags have now been resolved and Taylor Wimpey will have completed the foul water discharge system which was not originally installed by their contractors, some minor utility supply issues are outstanding and will be resolved shortly.

73. Highways: matters to be reported

- a. New highway matters to be reported to County Highways. –
 - i. The commercial signage at the Gate Inn crossroads is still in place despite planning consent being refused in May – Clerk to inform WDC
 - ii. New commercial signage at the Co-op site to be reported to WDC enforcement officers for investigation
 - iii. The Porkys signage on the highway verges is still in place and will be reported via both ward members
 - iv. A new advertising hoarding for super cars has been placed on the Gate Inn crossroads and will be investigated for potential removal by the Lengthsman

74. Lengthsman and Handyman:

- a. Existing jobs for the Lengthsman and Handyman are listed in the clerk's report appended to the minutes
- b. **New works** – none requested at this time
- c. **VAS report:** No report was available for the meeting

75. Public Rights of Way (PROW):

- a. Actions for any reported PROW problems or issues. No issues reported

76. Streetlights: To report any lights in need of attention – none reported

77. Matters Raised by Members –

- a. **Cllr. Jobs** – to consider not having a meeting in August 2020 as many other councils do not have August meetings

78. Meeting Dates:

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

79. Exclusion of the Public from the Meeting. To agree the following resolution: -

That in view of the confidential nature of the business about to be transacted, it is advisable in the public interest that the press and public be temporarily excluded, and they are instructed to withdraw. Motion agreed

80. **Balloon Operators apology:** It was agreed to send an unequivocal apology to the balloon operators for the statements made and the confusion caused by a councillor when they were using the recreation field last May

There being no further business the Chairman closed the meeting at 9:43

Chairman _____

Date _____

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Appendix A Payments

Cheque Number	Payments Authorised		Gross Payment	Net Payment
	Payee	Details		
1834	E-on	New streetlight Green Close	1539.60	1283.00
1835	j Stedman	Football Shirts card payment	167.05	139.26
1836	WDC	Annual bin emptying fee	89.10	89.10
1837	Limebridge RS	Amenity contract	1468.80	1224.00
1838	HMRC	PAYE & NIC Clerk and council	962.24	962.24
1839	J Stedman	Clerk's salary and expenses	***	***
1840	John Hyde	Handyman works	77.80	77.80
1840	John Hyde	Lengthsman Works	50.30	50.30
1841	Place Partnership Ltd	Lease fees for the Leys	900.00	750.00
1842	Paw Prints	NDP document printing	11.00	11.00
1843	Fairview Trading Co Ltd	Maintenance goods	9.72	8.10
1844	Acorn Creative	MUGA Sign	56.40	47.00
1845	Wychavon Sports Council	Parish Games	69.00	69.00
DD	British Gas	Pavilion electricity bill	37.31	35.54

Appendix 1

Clerk's report on issues of Biomass processing

Having received several complaints I travelled to Honeybourne airfield to investigate and was directed to Budget Skips after which I found the problem was not on the airfield but on farmland which is owned by Mr Applebee of Bretforton and the site is operated by SDL Biomass from Chipping Campden

I eventually found my way to the site off Bretforton Road and met with the only site operative who was a loader driver He confirmed he did not work on the site after 6.00pm and was not aware of anyone that did, I gave him my contact details and asked him to get his boss to call me to enable me to convey the resident's complaints and try to resolve the problems of late-night noise and flashing lights

Having then visited all the four residents to understand the problems I can only presume the night activities are deliveries of raw material for processing

Making a search of the WDC planning data base I can't find any planning application for the activity which is clearly a commercial works site and not agricultural works

I later spoke with the manager of the site operators and he confirmed no processing or site works are conducted at night as the site operates from 07.30 to 17.30 five days a week.

The reported incident remains a mystery.

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Appendix 2

Report on the play equipment group meeting held 2nd July

REPORT TO FULL PARISH COUNCIL FROM PLAY EQUIPMENT AND FITNESS GROUP FOLLOWING MEETING ON TUESDAY 2ND JULY 2019

The following proposals were agreed by the members of the working group to be put to the full Parish Council for approval at the meeting of the Parish Council on Tuesday 9th July:

1. We have a budget of £104,245 which has to be spent on outdoor recreation (not team sports) and part of this can be used for parking spaces integral to the play facility. We also have £23,994 which is not restricted to non-team activities and this will be held back for the time being so that it can be used for team sports at the sports field, if required.
2. The Eibe fitness/outdoor gym equipment design is comprised of non-adjustable equipment and does not cater for everyone. We considered another supplier, Fresh Air Fitness, (recommended by Cllr Clear) and they also did not provide adjustable equipment. Due to concerns about lack of use of the fitness equipment, we will concentrate on the play equipment for now and come back to the fitness equipment when we know what budget we are left with and/or when we can find a supplier of adjustable equipment or agree on equipment that is not restricted to use by someone of a particular size.
3. Fitness equipment to go on The Leys so that parents at The Leys with children can use it. This will also allow more space on the sports field to provide team sports with the £23,994 budget.
4. Eibe to be asked for an amended design to incorporate a larger zip-wire, a small fitness trail of about 5 pieces for children, and also to incorporate 5 pieces of fitness/gym equipment into The Leys design so that we can see how it all fits together on the same area.
5. Two other play equipment providers are to be approached for their designs to enable the most suitable design to put the project out to full tender as prescribed by procurement regulations. The designs to be wood equipment as far as possible with metal base fixings for longevity and to be aesthetically in keeping with the rural environment.
6. A skate park has been rejected from the scheme due to the cost and concerns that the cheaper metal alternatives might be noisy.
7. Light landscaping to take place on or near the unmown bottom parcel of the field to provide a BMX area with the soil from the construction of car park spaces.
8. Parking spaces to be provided along the right-hand side of the field to provide parking facilities for families travelling from different parts of the village and to ensure there will be no nuisance parking in Brick Walk and surrounding area by people using The Leys.
9. There will be no gate or parking restrictions initially but if the parking spaces are abused, we can implement a permit scheme or parking restrictions at a later time.
10. Costs for 10, 15 and 20 parking spaces to be obtained, initially for a timber edged loose crushed-rock filled parking area.
11. The overall design will include a low-level wood picket fence with a pedestrian self-closing gate around the perimeter of the play area to secure it from dogs and vehicles.
12. Individual homeowners of properties in Brick Walk to be kept informed.