

**Honeybourne Parish Council**  
**Minutes of the Honeybourne Parish Council Ordinary Meeting held at 7.15 pm**  
**in the Village Hall on Tuesday 8<sup>th</sup> October 2019**

**Present:** Cllrs. Graham Clelland (Chairman), Matt Henson, Andy Attridge, Sylvia Matthews, Graham Taylor, Chris Gear, Trevor Askew, Cathryn Steward & Colin Clear

**In Attendance:** J Stedman (Clerk) Cllr Thomas Havemann-Mart, & nineteen members of the public

**130. Apologies were accepted from: Cllrs Heath Jobes, Jonathan Barnes & Cllr Alastair Adams**

**131. 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

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

**Summary of matters raised:**

- Questions were asked as to why the agenda item to consider the A board advertising at the Village Hall was on the agenda, the Chairman confirmed it was at the request of a councillor and therefore will be considered by council during the meeting.
- The confirmation of the new landowner for the land on Dudley Road was asked for, but no further information was available for the meeting and its expected next week
- A parishioner reported that dogs have been seen on the Recreation Field, Cllr Matt Henson confirmed two dogs being trained as guide dogs had been on the field last Saturday and both were registered guide dogs, and both kept on their harnesses. It was also reported a further dog was seen being exercised with its owner and ball thrower while the owner was operating a phone and not in control of the dog.
- The problem of speeding traffic on Bretforton Road was raised along with a complaint of a local motorcyclist riding through the village with no silencer fitted to the motorbike causing a considerable public nuisance.
- PC Jamie Lee, the local beat officer was in attendance and confirmed he had carried out three recent speed gun checks on Bretforton Road but did not find it necessary to issue any speeding tickets. He will continue to carry out checks randomly when he can. He considered the best traffic speed deterrent is cars parked on the road to force traffic to slow down PC Lee also confirmed he has received one phone call and about six reports from locals that drug use and trading may be happening on The Leys playing field and he will continue to monitor the site for any problems as unofficially he considered it is only a slight problem.

Questions were asked regarding parking on pavements and PC Lee confirmed that as long as the pavement is not blocked then its OK to park on pavements.

**a. Ward Members Report:**

**Cllr Thomas Havemann-Mart** - reported he is having a long conversation with Wychavon to determine why they are so reluctant to take planning enforcement action. He is well aware that residents and the parish council have cases they want enforced. He hopes to have some progress by the time of the next meeting.

**b. Cllr Alastair Adams** report to be appended to the minutes if available

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**The Chairman Closed** the open forum at 8.00 and reconvened the meeting.

**132. Minutes:**

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

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

- a. The clerk's report was circulated to members and a summary is appended to the minutes

**134. Planning Other:** No matter to report**135. Neighbourhood Development Plan: NDP**

- a. Council approved the continuance of the Geosphere mapping services and the payable invoice for £100

**136. Finance:**

- a. **Payments:** Council approved the schedule of payments as in appendix A of these minutes.
- b. The Clerk confirmed the bank mandate has been completed after being returned with omissions and will be resubmitted to Lloyds Bank.
- c. Council approved the second quarterly bank account reconciliation, account balance, and budget balances as circulated by the clerk. Cllr Askew verified the accounts balance sheet and statements,
- d. It was agreed to instigating internet banking in accordance with financial regulations and four cheque signatories to be internet banking payment authorizers.
- e. The Clerk reported on the late receipt of the external audit return which confirmed there are no matters arising for council consideration and the statutory notices are posted on the village notice board and on the council's website, the audit is resolved and closed.

**137. New play equipment**

- a. Council noted the Play Equipment Group's report and recommendations and as the group have not considered any proposals for the Recreation Field the report will be considered when the Recreation Field proposals are added
- b. The two vacancies on the Play Equipment Group were considered and it was agreed Cllrs Taylor and Gear would join the group to fill the vacancies.

**138. The Leys and Recreation Field**

- a. **Inspection:** The weekly visual inspection for The Leys and Recreation Field found no safety matters to report and litter picking was carried out.
- b. Cllr Henson reported anti-social behaviour on the Recreation Field whereby he had cleared up very many larger bottles some of which were broken and creating a hazard to field users. The youth shelter has suffered abuse and kicking footballs against structures has been noted.
- c. Council agreed to the reinstatement of the CCTV recording system and Cllr Henson will secure the data recorder and will liaise with the Clerk to make the CCTV recording compliant with GDPR.

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- d. Council deferred the options for hedge planting to screen the football club container until the November meeting as the football club are considering a further shipping container to be sited on the Recreation Field. -
- e. The Clerk reported on the probation services offer to topsoil and seed the drainage trenches on the Recreation Field, but recent heavy rain has soaked the topsoil making the works impossible. The situation will be monitored and re-enacted when conditions are favourable.
- f. Members noted the application of autumn fertiliser and weed control spray applied to the Recreation Field in September and will monitor the weed control as the heavy rain may have disrupted the spray's effectiveness
- g. Council considered the annual Wicksteed inspection report and agreed that any items in need of attention will be passed to the Handyman for repairs. The suggested repair to the safety surfaces will be suspended pending the replacement of all safety surfaces in the enhancement project and the corners of the table tennis table to be filed down to remove any sharp edges.
- h. The clerk reported on the removal from the field of the 5-aside goalposts by vandals and damage to the tennis net when it was removed to play football.

#### 139. Pavilion Matters

- a. The Clerk reported that the council's insurance will not cover the problem with the patio doors and there is no opportunity to use the building works guarantee to rectify the problem. Council considered the quotation from Evesham Glass and Glazing was the most competitive and agreed to accept the quotation for having the patio doors fully replaced. Clerk to action the works
- b. Inconsideration of a construction report received from the Handyman on the soakaway works the council agreed to delegate the works to the Clerk with a budget of £100.00. Clerk to liaise with Matt Henson regarding the required works and specification.

#### 140. Amenity Mowing Contract

- a. It was agreed to add a costing item for cut and collect the grass in the cemetery and the churchyard. The contract item for the Stephenson Way balancing pond to be removed from the contract specification. All other items and areas to remain as original.
- b. Council declined making the Cemetery and Churchyard maintenance a separate contract, it will remain as part of the main amenity contract.
- c. Council considered the procedures for the renewal of amenity mowing contract for 2020-2023 and agreed a full tender process, advertised in the Evesham Journal, the council's website and the village news.  
All tenders to be returned to Cllr Graham Taylor at his home address and all opened in the presence of Cllr Attridge and verified by both members. Verified tenders to be considered at the November council meeting.

#### 141. Council and Community Matters

- a. Members agreed to a village publicity campaign for the removal of dog mess from public areas. Cllr Trevor Askew will present a campaign proposal for consideration at the next council meeting.

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- b. **Estate Agent Boards:** Council agreed that action should be taken regarding the illegal siting of Estate Agent sale boards on public land and the highway in many sites in the parish. Cllr Cathryn Steward will report the Estate Agents concerned to the Clerk to enable correspondence requesting them to abide by the rules applied to siting their adverts.
- c. **“A” board:** Council considered the siting of the large “A” board advertising village hall events and agreed it was on private land and used to promote village and community events therefore no action will be taken as the Village Hall will close next spring.
- d. **Dudley Road:** The Clerk reported no further information was available as to the new landowner of the land on Dudley Road, the matter will continue to be pursued.
- e. **Two benches:** The procurement and siting of two benches for Station Road is suspended until the new landowner is established
- f. **Community Speed Watch:** The Clerk reported there were no volunteers to join the community speed watch scheme following the request in the village newsletter. Two members of the public at the meeting indicated they would volunteer to join the scheme and were invited to contact the clerk.
- g. Council agreed to the updated quotation of £2,380.00 for two Defibrillators and requested the Clerk to progress the purchase.
- h. Street Naming for the Fancutts Garage development, It was agreed to request “Maple Walk” for the new street name, Clerk to inform WDC.

#### 142. Christmas Tree Event:

- a. It was agreed to purchase a 6m Christmas tree from the existing supply contractor to be installed and festooned with lights as in previous years.
- b. Cllr Chris Gear kindly agreed to be the lead organiser for the Christmas tree event on Friday November 29<sup>th</sup>
- c. All the funds raised by the Christmas tree event will be used to sponsor the two new Defibrillators of the parish, one in the High Street kiosk and one on the pavilion.

#### 143. Training

- a. Members’ reported on the training session held on 2<sup>nd</sup> October and agreed to continue with the next training session to be arranged by the Clerk in conjunction with neighbouring councils.

144. The Clerk reported on attending a CALC training event at Hawford on 24<sup>th</sup> September and a planning training event at Pershore on September 30<sup>th</sup> which was cancelled and will be rearranged by CALC

#### 145. Village Hall and Community Centre:

- a. The final Cotswold Archaeology report to enable the discharge of planning conditions is still awaited and expected within two weeks.
- b. Members noted the construction progress report from Snape construction manager Mr Scarrott

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- c. Members confirmed there are no matters arising from the Community Centre building project, which is progressing well, but some issues of road holdups have occurred around the site.

#### 146. Highways: matters to be reported

- a. New highway matters to be reported to County Highways. –
  - i. Pothole at the junction of Dudley and Station road
  - ii. Road surface deterioration at the Co-op junction
  - iii. The hedgerow north of the Co-op junction is causing visibility problems
- b. The Clerk reported on the progress of cutting back the conifer trees overhanging the highway on Stratford Road whereby the estate residents have the work in hand and intend to complete the clearance shortly.
- c. Members noted a report from Loxley Homes on the traffic chaos caused by the Fancutts site traffic and the Clerk's request to have mud cleared from the High Street.
- d. Council considered the County Highways proposed Zebra Crossing on Station Road and the funding suggestion from Cllr Alastair Adams. The Clerk presented a financial report indicating the proposed funding was achievable and it was agreed the council will offer 50% funding based on the costings received from County Highways. The funding is immediately available, and the clerk will request the project is commenced as soon as possible. It was also agreed to request the crossing is ramped to act as a permanent speed reduction device. Clerk to action the proposal

#### 147. Lengthsman:

- a. Existing jobs for the Lengthsman and Handyman are listed in the clerk's report appended to the minutes
- b. **New works** – Weed spraying at various sites
- c. **VAS Report:**
  - i. Station Road      8601 in      10 Days
  - ii. Bretforton Road 8614 in      10 Days

#### 148. Handyman:

- a. The Clerk confirmed the new Handyman, Mr Stephen Woodman, has accepted the council hourly rate offer and council requested confirmation of his public liability insurance and any professional certificates he holds. The Clerk to issue PROW map indicating the footpaths requiring regular inspection and clearance.

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

- a. Actions for any reported PROW problems or issues. None
- b. The verge strimming on PROW 523 Stratford Rd to Westbourne is completed
- c. The clearance of the WPD substation site on PROW 523 is now in hand with WPD
- d. The County Council reported the bridge replacement on PROW 544 is in hand to be done when resources are available.
- e. The Clerk reported no one had responded to the village news advert for PROW volunteers.

#### 150. Streetlights: Any lights in need of attention – none reported

#### 151. Matters Raised by Members – None

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### 152. Meeting Dates:

- a. It was confirmed the next Ordinary Council Meeting is scheduled for the 12<sup>th</sup> November at the Village Hall at 7.15 pm,

### 153.

There being no further business the Chairman closed the meeting at 10.05

Chairman \_\_\_\_\_

Date \_\_\_\_\_

### Appendix A Payments

Cheque Number	Payments Authorised		Gross Payment	Net Payment
	Payee	Details		
1870	HMRC	PAYE and council NIC	1080.37	1080.37
1871	Westhill Direct	Office consumables	188.66	157.22
1872	Geosphere Ltd	NDP expenses	120.00	100.00
1873	John Hyde	Lengthsman Works	147.70	147.70
1873	John Hyde	Handyman works	523.60	523.60
1874	Limebridge RS	Amenity contract	2136.00	1780.00
1875	J Stedman	Clerk's salary and expenses	***	***
1876	Fairview Trading	Kiosk refurbishment parts	17.99	14.99
1876	Fairview Trading	Maintenance goods	0.78	0.65
DD	British Gas	Pavilion electricity bill	31.36	29.87
1877	Wicksteed Leisure Ltd	Safety inspection	108.00	90.00
1878	PFK Littlejohn	External Audit Fees	480.00	400.00