

## Honeybourne Parish Council

### Minutes of the Annual meeting of the Council held at the Village Hall on 14<sup>th</sup> May 2013

**Present:** Cllrs. B Johnson (Chairman), A Simmons, D Cowan, T Probert, M Powell, D George, P Brookes and S Matthews

**In Attendance:** Mr J Stedman (Clerk), and nine members of the public.

Prior to the meeting, the Chairman, Cllr Brian Johnson informed the members of his invitation to attend a meeting next Friday with the Planning Minister Mr Nick Bowles MP at the Civic Centre in Pershore; the meeting will be chaired by Mr Peter Luff MP and attended by senior planning officers from WDC and representatives of other local authorities. A report on the meeting will be tabled at the June Parish Council meeting.

**1. Election of Chairperson**

Cllr. Brian Johnson was proposed by Cllr. Probert and seconded by Cllr. George, and being the only nomination for Chairman Cllr. Brian Johnson was unanimously elected.

**2. Declaration of Office** – Cllr. Brian Johnson signed the Chairman's declaration of office and took the chair.

**3. Apologies were accepted from:** Cllrs. Graham Clelland and Andy Attridge

**4. Disclosures of Interests**

- a. To declare any Disclosable Pecuniary Interests in items on both agendas – None
- b. To declare any Other Disclosable Interests in items on both agendas – None

**5. Election of Vice-Chairperson**

Cllr. David Cowan being proposed and seconded and the only nomination for Vice-Chairman was elected unopposed.

**6. Appointment of Committees and Working Parties**

- a. **Staffing Committee:** - Cllrs. G. Clelland, T. Probert, A. Attridge, A Simmons and B. Johnson
- b. **Finance working Party:** Cllrs. G Clelland, T Probert, A. Attridge, B Johnson, M Powell and D Cowan
- c. **Sport Honeybourne group:** Cllrs. G Clelland, A. Attridge, M Powell
- d. **Community Centre group:** Cllrs. B Johnson, Peter Brookes, David George

**7. Appointments to Outside Bodies – Delegates**

- a. **Village Hall Committee:** - Cllr. Sylvia Matthews
- b. **Policing Matters** - Cllr. Brian Johnson
- c. **CALC;** Worcestershire County Association of Local Councils – None
- d. **Honeybourne VISA Ltd** – Cllr. David Cowan

**8. Appointment of Lead Members**

- a. **Planning:** including Housing the Neighbourhood Plan and the Parish Plan - Cllrs. Andy. Attridge, Trish Probert and Mike Powell
- b. **Environment** including Flooding, Highways, Footpaths - Cllrs. Trish. Probert and David Cowan
- c. **The Leys Recreation Field** - Cllr. Graham Clelland and David Cowan
- d. **Community:** including, the Cemetery, Churchyard and Allotments. - Cllrs David George and Sylvia Matthews.
- e. **Broadband and IT** – Cllr Peter Brookes

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### 9. Document Review:

- a. Council agreed the content and values of the Council's asset register. It was further agreed the Clerk should create a new register with items valued at less than £350 removed to create an insurable items register and submit this to the Council's insurers.
- b. Council agreed the effectiveness and suitability of the Council's Health & Safety policy
- c. Council agreed a NALC recommendation to amendment to standing order 7 of the Council's adopted Standing Orders to accommodate the changes made to the code of conduct in 2012.
- d. Council noted that the Council risk assessment was agreed in 2012 and no changes have been made

**End.**

### Minutes of the Ordinary Council Meeting held at the Village Hall on 14<sup>th</sup> May 2013

**Present:** Cllrs. B Johnson (Chairman), A Simmons, D Cowan, T Probert, M Powell, D George, P Brookes and S Matthews

**In Attendance:** Mr J Stedman (Clerk), Cllr Alistair Adams and nine members of the public.

**10. Apologies:** were accepted from Cllrs. G Clelland and Andy Attridge

**11. Resignation:** The Clerk reported on the receipt of the written resignation from Cllr Sandra Kendrick with immediate effect as of 24<sup>th</sup> April. The Council agreed a sincere letter of thanks should be sent to Sandra on behalf of the Council

#### 12. 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 Interests:** Cllr. Trish Probert ; Min 37 Rural Rate Relief for village businesses

**Other Disclosable Interests:** none

**Register of Interests:** The Chairman reminded members of the need to update their register of interests and that the Clerk has copies of all members register of interests if they wish to review them

**13.** Mr Tim Forward, Insurance Broker for Came & Company presented insurance renewal details to the meeting outlining the increased indemnity cover in various sections of the policy. Questions were asked including the need for weekly playground inspections.

**14.** The Chairman adjourned the meeting for public open forum.

#### **Public Open Forum;**

Mr Shorey's Hydrologist presented his hydrological survey report in support of the planning application for 15 dwelling on land at the rear of High Street. Several questions were answered from Councillors and the public

Mr Rushton gave the Clerk a written report to the Clerk regarding the planned fun day and a plan of proposed developments on the VISA Ltd field, other documents were also handed to the Clerk and will be reported to members. He also informed the council that the VISA Solicitor was yet to finalize the lease before handing it to VISA Ltd

#### **County and District Ward Members Reports:**

The Chairman welcomed the new County Council Ward Member Cllr Alistair Adams and

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congratulated him on his election success.

**Cllr Alistair Adams:** His ward members report is appended to the minutes.

**Note:** although Cllr Adams arrived later from a previous meeting his report is minuted here for convenience:

The Chairman closed the adjournment at 8.15 and reconvened the meeting.

**15. Minutes:** Council agreed the wording of the minutes of the April Council meeting and the Chairman signed them as a true record of the meeting.

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

- a) Chairman received from the Clerk a data CD of council's files as of 30<sup>th</sup> April 2013.
- b) Wicksteed annual safety inspection was on April 18<sup>th</sup> – Clerk to chase the report.
- c) Clearance of the ditch on Station Road south of Silver Dale – awaiting officer's attention.
- d) Mole catcher engaged for the cemetery mole infestation – members reported no moles at present and the matter is resolved.
- e) Network Rail regarding the issues with the pedestrian bridge – The Chairman has corresponded further and is waiting a reply
- f) A credit note issued to VISA Ltd for the field rent invoice was noted
- g) Council vacancy; the statutory notices were posted on 26<sup>th</sup> April – Clerk will pursue the required procedures to fill the vacancy.
- h) Human excrement cleared from footpath near the Church – cleared by the Handyman.

**17. Planning Applications–**

- a) **W/13/00182/RM** Taylor Wimpey - Grange Farm plan amendments –  
No representation was made as the application was withdrawn
- b) **W/13/00719/OU** Land off High Street – Mrs Hall, Mr Shorey and Mrs O'Sullivan -  
Residential development on up to 15 dwellings, access road, open space and drainage improvement. The application was considered along with a letter from WCC regarding the public footpath through the site.  
The following comments will be submitted to the planning officers: -

The layout and height of the proposed dwellings will have an over powering impact on the existing bungalows on the High Street

Also the height of the proposed houses and their close proximity to the existing bungalows on the High Street would allow a clear view from first floor windows into the private rooms and rear gardens.

The site access is within an identified flood zone which regularly flash floods to considerable depths.

The site access is very close to the Gate Inn cross roads and will potentially be an added hazard to highway users on this very busy junction.

The site access will create a new road junction across the raised footpath in High Street which is a very well used route to school, with the already granted 70 new dwellings on the Lioncourt site and a further 44 on the Sharba site the footpath usage will greatly intensify with primary school children at peak traffic movement times.

The proposed flood attenuation works will not have any significant impact on the flooding at this junction, or the proposed development site or in fact the flood plain.

The site is not identified for any development in the South Worcestershire Development plan and therefore any development should be resisted.

- c) **12/000082/CM WCC** Application – Mr Neil Hatch, Honeybourne Airfield Weston Road – Proposed green waste composting operation. The application was considered and the

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following comments will be submitted to the County Council planning officers: -

Control measures imposed to ensure no HGV's associated with the site activities use routes through the village of Honeybourne.

Consideration be given to the visual impact of the proposals in very open countryside where extensive screening would be appropriate.

The nature and scale of the activities should be controlled by an Integrated Pollution Prevention control permit administered by the Environment Agency to protect Honeybourne village which is windward of the site.

- d) **AB/13/00794/AB** Mr F Dennis: Hillcrest Farm, Stratford Road, :Proposed Dutch barn The Council has no objection or comment on the application
- e) **W/13/00825/LB** Miss K Jervis: Cotswold View, 1 School Street: Proposed replacement of double glazed steel windows to ground floor and first floor.  
The Council has no objection or comment on the application
- f) **W/13/00875/PP** Mr & Mrs G Wilkins -Jordans Barn, Stratford Road, Honeybourne:  
Proposed two storey extension to existing barn conversion.  
The Council has no objection or comment on the application

#### 18. Planning Decisions to Note:

- a. **W/13/00468/CU** Mrs C Furness, Grove Farm, Stratford Road. Construction of an all-weather outdoor horse ménage. Change of use from arable field to equestrian ménage.  
**Granted** with conditions
- b. **W/12/02679/CU** Vicarage Nurseries Weston Road Bretforton: change of use of agricultural land for the permanent storage of 56 static caravans for use by seasonal workers plus a communal room with kitchen and an ablutions block.  
**Refused** on inadequate flooding assessment.

#### 19. Council and Community Matters for Consideration–

- a. Rooftop Housing officer's neighbourhood walkabout. A report from the officer outlined the shortage of play facilities for teenagers and asked if the Parish Council could give the shortfall consideration by finding land and creating suitable facilities. Members considered the three new housing developments in the parish could well deliver the needed facilities or the funds for the Council to create them.
- b. Council also considered a report from Julie Pardo, PCSO, regarding the lack of children's play areas which followed on from the above item.
- c. Council considered a letter from WDC proposing paper less planning notifications starting in September. It was agreed to respond to the letter requesting a major overall of the planning website would be necessary if no hard copy plans would be available. Clerk to write to the officer concerned.
- d. Council agreed to the renewal of the CALC/NALC membership for 2013-14
- e. After full consideration of two comparable quotations for the Council's insurance policy it was agreed that the Came & Company offer was preferential, it was also agreed to accept the offer of a three year contract term at a discounted price. Some further details are needed to be sent to the insurers to finalize the contract and insured items detail.
- f. Members considered a letter regarding disposing of full dog fouling bags in the Gate Inn brook and expressed their disgust at such anti-social action and agreed the matter should be publicized in the Village News.
- g. It was agreed the WDC flooding measure questionnaire should be passed to Cllr Graham Clelland as he has knowledge of local flooding matters.

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### 20. Finance:

- a. The Council approved the Payments, Receipts and Balances as listed in appendix A
- b. The Council approved the year end bank reconciliation, budgets and account balances.
- c. It was agreed the new recipient for bank statements will be Cllr D Cowan.
- d. Council agreed that the Clerk's holiday pay should be paid monthly instead of annually as recommended by the internal auditor.

### 21. Annual Return:

- a. Members noted the Internal Auditor's final report and asked the Clerk to check that members have counter signed invoices and cheque stubs.
- b. Council agreed the Clerk's financial statement in section one.
- c. Council answered affirmatively the questions in section two and the Chairman signed the annual return accordingly.

### 22. Cemetery & Churchyard

- a. Remedial works to Churchyard brick pathway; The PCC confirmed the diocese has agreed that a tarmac path would be acceptable and a faculty would be required for any works in the Churchyard. As the County Council footpath officer indicated that minimum remedial works will be considered with the limited funds available and as the quotations received were considerable it was agreed the Clerk would pursue quotations for a tarmac surface; quotes for the full length and quotes for the section from the main gate to the end of the Church building would be requested from competent contractors.
- b. The Clerk reported on the interment of Brian Selby in plot No 275 also the purchase of the same plot.
- c. The Clerk reported on the completion of the Garden of Remembrance restoration works.
- d. The Clerk reported on the request for a memorial for David Herbert plot 4c, the request was granted under the Clerks delegated power.

### 23. Street Lights: No faults reported

### 24. Public Rights of Way No new matters were reported to the PPW:

### 25. Highways:

- a. The Clerk reported the VAS battery charger from County Highways was received last week and the batteries are being charged. The VAS will be installed next week by the Lengthsman.
- b. Council considered a request from Rooftop Housing to supply and maintain a Dog waste bin on Stratford Road. In considering the initial and on-going costs it was agreed to request a substantial contribution from Rooftop to help cover the purchase costs before making a decision.
- c. A letter from County Highways regarding the parish verge cutting was noted as the Council are already in the scheme.
- d. Resurfacing of Bretforton Road; as our new County Council ward member is pursuing the matter a further letter will be sent to support his actions to help resolve the matter.

### 26. Lengthsman and Handyman:

- a. The Clerk reported the rut filling on the Gate Inn cross roads verge was partly completed due to the shortage of soil to fill it. Further attention will be given to resolve the works.
- b. : A rotten post with a give way sign at the Gate Inn crossroads was reported by the Lengthsman and reported on to Worcestershire Highways for attention.

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### 27. The Leys Playing Field:

- a. Inspection: the regular monthly visual inspection. (Cllr Graham Clelland not available)
- b. The Clerk reported no problems on The Leys when used for car parking on 3rd May
- c. Council agreed to a VISA Ltd request to use The Leys for football next year's season.
- d. The Wicksteed annual safety inspection was carried out in April – Clerk to chase up the report

### 28. Allotments:

- a. Cllr David George reported on the HAGA AGM held on 7th May when the Chairman of HAGA passed the running and Chairmanship over to Mr David Homans and Mr Kevin Gisbourne. They will jointly run HAGA and deal with day to day matters.
- b. The Clerk reported that allotment rents received of £480 and outstanding rents of £320. Invoices have been sent to all tenants in arrears.
- c. The Clerk reported on the damage to a gate on the allotments access whereby a gate and gatepost needs to be replaced following impact damage. The Clerk's request to claim on the Council's insurers was rejected as the gates were not included in the insurance schedule; furthermore, the replacement value was not a viable claim due to the insurance excess and loss of no claim discount.
- d. Council considered two quotations to replace the damaged access gate and gatepost, one from the handyman for the labour involved and one to supply the materials. Council agreed to both quotation and requested the Clerk to arrange the works. It was also agreed the missing combination lock and chain should be replaced to secure the site from unwanted access.

### 29. VISA Ltd :

- a. The Clerk confirmed the receipt of a copy of the VISA Ltd.'s employer's liability insurance renewal until 24/04/2014 issued by Mr. Ian Trout.
- b. The Clerk reported the finalization of the field lease to VISA Ltd. is still with the VISA Ltd Solicitors

### 30. Recreation Field

- a. Plans were received at the meeting from Mr Rushton and Mr Bullen of Sport Honeybourne and were both different in detail; neither conformed to the requirements of the lease and will be held until further information is formally received from VISA Ltd. The Clerk will write to VISA Ltd to request development plans are formally presented as required by the lease agreement.
- b. The Clerk confirmed the receipt of the "No Dogs" signs for the pedestrian gates to be installed by the Handyman.
- c. The Clerk confirmed he will be attending a Sec 106 funding meeting with Jeremy Teal and WDC officers on June 11<sup>th</sup> and will report to the Council at the June meeting.

31. **Village Hall:** A report on the Community Centre & Village Hall project confirmed that a public presentation/meeting will take place on 29<sup>th</sup> June in the Village Hall. The Clerk was requested to gain information from CALC regarding the transfer of Village Hall funds to the Community Centre.

### 32. Correspondence Noted:

- a. WCC Maintenance of water course at Grove Farm on Buckle Street
- b. WCC Maintenance of water course at The Elms Buckle Street

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- 33. Meeting Dates:** Members confirmed the next Ordinary Meeting is scheduled for the 11th June at the Village Hall at 7.30

**Note:** Cllr Trish Probert, having declared an interest in the following item left the room

- 34. Exclusion of the Public from the Meeting.** Council agreed 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.*

**35. Confidential matters:**

- a. Council agreed to fully support a rural rate relief grant request for Camfields Ltd
- b. Council agreed to fully support a relief grant request for the Thatched Tavern

**Note:** Cllr Trish Probert returned to the meeting

- c. Council agreed to the request to increase the Lengthsman and Handyman's hourly rate as requested

There being no further business the Chairman closed the meeting at 10.55 pm.

Chairman \_\_\_\_\_

Date \_\_\_\_\_

#### APPENDIX A: FINANCE

**Payments to be Authorised**

May-13

Cheque No.	Payee	Details	Total Payment	VAT Element	Net Payment
1084	Roger Small	Tree maintenance	570.00	95.00	475.00
1085	Hartwell & Co Ltd	Lock for Recreation field	20.65	3.44	17.21
D/D	Npower	Streetlight Maintenance	653.47	108.91	544.56
D/D	Public works loan board	Loan repayment	3,266.83		3,266.83
1086	Worcestershire CALC	CALC affiliation Fee	662.61	98.42	564.19
1087	Wychavon District Council	Rural Rate Relief Thatch Tavern	332.06		332.06
1088	Wychavon District Council	Rural Rate Relief Camfields Ltd	288.75		288.75
1089	GBD	Mowing Contract	621.29	103.55	517.74
1090	Vern Crowther	Mole control	65.00		65.00
1091	John Hyde	Cemetery works	260.65		260.65
1091	John Hyde	Lengthsman's Works	20.75		20.75
1092	J Stedman	Clerks Salary and Expenses	2,111.12		2,111.12
1093	Worcestershire CC	Conveyancing fees	500.00		500.00
1094	Westhill Direct	Stationery	106.79	17.80	88.99
1095	MG Signs	2 No Dogs Signs	35.00		35.00
1096	Fairview Trading	Top Soil for gate works	60.00	10.00	50.00
			<b>9,574.97</b>	<b>437.12</b>	<b>9,137.85</b>

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	Account Transfer	£ 10,000.00	22-Apr
<b>Payments received and banked</b>			
Received From	Details	Amount	Banked
Philip Tomlins	B Selby G 275 In/no 182	250.00	
WDC	First Precept payment	26,500.00	15-Apr
Total		<b>26,750.00</b>	

### All paid up Account Balances

CURRENT ACCOUNT	£6,925.16
DEPOSIT ACCOUNT	£91,047.96
<b>TOTAL FUND BALANCE</b>	<b>£97,973.12</b>

### District Councillor & County Councillor report - Honeybourne

**Month: May 2013**

**Prepared by Alastair Adams**

**Honeybourne & Pebworth Ward, Wychavon District Council**

**Littletons Division, Worcestershire County Council**

As you can see from the new title to this report, I did get elected as your county councillor on 2<sup>nd</sup> May 2013. Thank you to all those that voted for me, and for all the kind words of congratulation I have received. As you know, my main reason for standing was to make progress with Highways in our local area, and my first meeting at County Hall was with Highways. I have copied in John Stedman my emails chasing Highways on when they will be re-surfacing the Bretforton Rd. The Highways Officer visited Honeybourne last week to re-look at the road and agreed with me it is in a poor state – so hopefully we will hear some good news soon. I have already won a victory for Cleeve Prior who had been fighting to preserve their 30mph speed limit for several years. After my meeting with Highways, I received confirmation yesterday that this has now been agreed.

1. **Fire at SIMS Re-cycling plant** – another spontaneous combustion fire occurred at SIMS on Tuesday 30<sup>th</sup> April at 9pm. The 2<sup>nd</sup> one in April! This was the largest fire at the site so far, and lasted 7 days. I attended the fire that night and was on the phone to the MD of WDC at 10pm. He organised for his people to be on site the following morning at 9am and a meeting was organised with all the main authorities; Fire/Police/Public Health/Health & Safety Executive/Worcestershire Regulatory Services/WDC/etc with the SIMS management. It also received a lot of media coverage. My concern was, and still is, are there any health issues with the thick acrid smoke that dominated the whole skyline? I am waiting for the report from the Hereford & Worcestershire Fire department and WRS for more information.
2. **Planning – Grange Farm** – Taylor Wimpey withdrew their application just before planning committee on 25<sup>th</sup> April. The main reason was the planning officer had changed her recommendation from approval to refusal because of some minor issues that had not been resolved – a footpath location and landscaping on the southern boundary were the main ones. Taylor Wimpey are expected to re-apply.



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3. **Planning – Lioncourt Station Road 70 houses** – I attended the Planning Committee on 25<sup>th</sup> April and supported the amended plans with the new house designs. The reserved planning issues were approved.
4. **Planning – Sheep Sales Field** – As mentioned in last month’s report David Wilson Homes have bought the site from Sharpa Homes and were looking to build less houses on this site than the originally Planning Appeal allowed. However, there is now some back-tracking on the developers part. I keep pushing them to hold a public exhibition in the village hall to show their plans and to get public opinion.
5. **Planning - 380 new houses next to SIMS re-cycling plant in Pebworth/Long Marston**– still no further news when this application will go to the planning committee – it is not on the agenda in May. Bard have launched a website opposing this development see <http://www.bardquinton.co.uk> where you can see the latest news, and download a poster too!
6. **Broadband** — I attended the Broadband meeting on Friday 10<sup>th</sup> May at the Civic Centre chaired by Harriet Baldwin MP. Four suppliers were there talking about how they have helped communities as follows:
  1. AirBand, <http://www.airband.co/>
  2. Avon Satellite <http://www.avonlinebroadband.co.uk/>
  3. Cotswold Satellite <http://www.cotswoldsatellite.co.uk/>
  4. Fibre Options <http://www.fibreoptions.co.uk>

The interesting thing the satellite suppliers were saying is if you sign up to use their service today, you can have 20Mbps next week, and if fibre does come into your village, then you can cancel your contract with them with no cancellation charges! Sounds like a good option. So in the short term you can all have 20Mbps at a price. See their websites for more info. We still have not achieved the magic 50% of residents signing up for faster Broadband. Please if you have not yet completed the survey, please do so to help the whole community. It only takes 2 minutes and there is no cost and no obligation. So fill in the “resident survey” on <http://www.worcestershire.gov.uk/broadband>. Also please check with your friends and neighbours in the village to make sure they too have completed the survey.

End of report