

**Honeybourne Parish Council**  
**DRAFT Minutes of the Honeybourne Parish Council Meeting held at the Village**  
**Hall on 11<sup>th</sup> June 2013**

**Present:** Cllrs. B Johnson (Chairman), A Simmons, G Clelland, D Cowan, T Probert, M Powell, D George, P Brookes and S Matthews and (after Min 37) C Clear

**In Attendance:** Mr J Stedman (Clerk), Cllr Alistair Adams and one member of the public and two candidates for the Council vacancy election.

**36. Apologies:** were accepted from Cllr. Andy Attridge

**37. Co-option to fill the vacancy on the Council:** Mr Clear and Mrs Smith the two candidates for co-option made a short statement to Council prior to a paper ballot. The voting result was six votes for Mr Clear and three votes for Mrs Smith. The Chairman declared Mr Clear as the elected candidate and invited him to join the Council. Mr Clear made and signed his declaration of office as a member of Honeybourne Parish Council; the Clerk issued him a new councillor pack of information.

**38. 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:** none

**Other Disclosable Interests:** Cllr. Graham Clelland and Sylvia Matthews; Minute 55 matter relating to VISA Ltd.

**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

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

**Public Open Forum:** No public response made.

**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 7.40 and reconvened the meeting.

**40. Minutes:** Council agreed the wording of the minutes of the May Council meeting and the annual meeting; the Chairman signed them as a true record of the meetings.

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

- a) **The Wicksteed inspection** of the Leys playground is scheduled for June 16<sup>th</sup> : noted
- b) **Letter sent to WDC regarding paperless planning;** an acknowledgement was received
- c) **The annual return** statutory notice is posted on the notice board: noted
- d) **Letter sent to VISA Ltd** regarding football on the Leys next season – no response received
- e) **Changes made to the insurance schedule** and asset values and a new insurance premium received: Noted
- f) **Community Centre Public Meeting** at the Village Hall on 22nd June at 2.00 pm. : Noted

### Honeybourne Parish Council

- g) **Circus fly posting** throughout the village reported to WDC: After confirming the due date for removal of the posters the Clerk will inform WDC that the posters have not been removed as required by the regulation. A further matter of posted planning notices was raised and the Clerk was requested to enquire with WDC their policy on notice posting and removal of out of date notices.
- h) **Letter from the Chairman** to the head of planning, Mr Giorgio Framalico regarding the Sharba site proposed housing density changes. The response was considered to be a positive move to have fewer houses on the site but it also indicated the case officer cannot be over ruled on policy to retain the housing mix in relation to the quantity of 2,3 and 4 bedroom houses. Negotiations with the developers and planning officers are on-going to resolve the issue.
- i) **Network Rail letter to Robin Basu**; The Chairman expressed his concerns of conflicting information returned in emails and is still awaiting a formal reply from Mr Basu.
- j) **Complaint received over the hedge** at No 1 School Street blocking the footway – Chairman inspected the hedge and considered no action was required.

#### 42. Planning Applications–

- a) **W/13/01167/AB**: Mr F Dennis, Hillcrest Farm, Stratford Road, Honeybourne,-  
Proposal :General purpose Dutch barn. The Council has no objection or comment on the application.

#### 43. Planning Decisions to Note:

- a) **W/13/00183/RM**: Lioncourt Homes Limited: Land Between Dudley Road and, Station Road, Erection of 70 dwellings - application seeking approval of reserved matters following the grant of outline planning permission Ref No. W/11/02531/OU – **Granted** with 2 conditions
- b) **AB/13/00794/AB** Mr F Dennis: Hillcrest Farm, Stratford Road, :Proposed Dutch barn – Application withdrawn
- c) **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. **Refused** for 1 reason
- d) **Enforcement No: IN/13/00224** Date: 17/05/2013 The Forge House, 6 School Street:  
Breach: Velux windows inserted into the listed building, internal alterations and removal of lean-to single storey extension on rear of property.

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

- a) **Village notice boards**: Council considered replacing the old village notice boards along with the suitability of their locations. Cllr Colin Clear suggested that HMP Long Lartin be asked to make the noticeboards in their workshops to a design specified by the Council and he will report to the July meeting.
- b) **Mowing Contract**: Council considered several complaints received over the poor quality of mowing during May particularly in Brick Walk, the Cemetery and Churchyard. Following the next scheduled mowing members considered the quality was not to an acceptable standard and agreed a letter to be sent to Gardens By Design requesting the mowing quality is improved on all contract sites.
- c) **Insurance**: The offer of a long term agreement for the insurance contract was considered against the option of 16 months for the price of 12 months and it was agreed to take the 16 month option. The Clerk informed the Council of the changes to the insured assets values which had been amended and updated to insurable values.

### Honeybourne Parish Council

- d) **Planning Minster:** The Chairman reported on his meeting with the Planning Minster Mr Nick Boles MP, his full report was circulated to all members. He confirmed Mr. Peter Luff MP had called and chaired the meeting and the attendees included the WDC chief executive and the head of planning along with town and parish representatives. The Chairman was impressed with the interest that Mr Nick Boles showed in Honeybourne and hoped that action would be taken at Government level to review current planning policy.

#### 45. Finance:

- a. The Council approved the Payments, Receipts and Balances as listed in appendix A

#### 46. Cemetery & Churchyard

- a) The Clerk reported that the options for the remedial works to the brick pathway were put to the Parochial Church Council for their consideration. The Vicar had requested a further month to formally respond to the Clerk's correspondence as the PCC had not had a meeting.
- b) Members agreed to a site meeting to consider the next area of the cemetery to be used for burials as the south side of the cemetery is almost full. Clerk to offer members meeting dates in July.
- c) The Clerk reported on the interment of Rita A Wadhams in grave no 72AAA
- d) The Clerk reported on the installation of the Memorial to David Herbert grave no 4C

#### 47. Street Lights: No faults reported

#### 48. Public Rights of Way:

- a. The Clerk reported on the clearance of weeds from the two Westbourne footpaths to Station Road and Stratford Road in May.
- b. Members reported that excessive dog mess was accumulating on the PROW from Westbourne to Station Road, The Clerk had also received a letter of complaint on this matter and it was agreed to ask the Lengthsman to regularly inspect the path when in the village and carry out clearance of any mess left by irresponsible dog owners.

#### 49. Highways:

- a) Highway matters to be reported
- i) Potholes on both sides of the Station Road Bridge.
  - ii) Problems at the access to Vicarage Nurseries on Bretforton Road whereby excessive mud is deposited on the road and HGV's regularly obstruct traffic by parking on the narrow road; it was agreed to write to Vicarage Nurseries in the first instance outlining the problems before referring the matter to County Highways if no improvements are forthcoming.
- b) **VAS:** The Clerk reported on the siting of the VAS in Stratford Road where 2750 speed infringements were recorded in a seven day period. The Lengthsman will keep a log of sites and speed infringements to build a data set of speeding hot spots. The VAS will continue to be moved throughout the village on a weekly basis.
- c) **Dog bin:** Members considered the 8% support funding offered by Rooftop for the supply and maintenance of the Dog bin on Stratford Road, the offer was considered totally inadequate and the proposal for the Parish Council to supply the bin was not supported.

#### 50. Lengthsman and Handyman:

- a. A request to clear the weeds from the raised pavement at the Gate Inn cross road will be made to the Lengthsman.

## Honeybourne Parish Council

### 51. The Leys Playing Field:

- a. **Inspection:** the regular monthly visual inspection. Cllr Graham Clelland was not available to carry out the inspection.
- b. **Weekly Inspections:** It was agreed to request the handyman to carry out a weekly inspection of the Leys playing field play equipment as this is a requirement of the Council's insurers, Clerk to make the request.

### 52. Allotments:

- a. Cllr David George reported the damaged gates were being replaced and the work was expected to be completed this week.
- b. The Clerk reported that 39 plots are currently allocated with 8 vacancies; 6 tenants have outstanding rent payments and further invoices will be issued this month. Cllr David Cowan passed to the Clerk the rent and deposit from a near neighbour for plot 307

### 53. Village Hall:

A letter from Mr Paul Taylor regarding the Community Centre & Village Hall project was circulated to members along with the response from the Clerk. The correspondence was noted.

### 54. Correspondence :

- a. **A Letter** from Mrs P Miller regarding the dog mess on footpaths in Westbourne, the Clerk had acknowledged the letter and the Handyman will be requested to attend to the matter.
- b. **Meeting Dates:** Members confirmed the next Ordinary Meeting is scheduled for the 9<sup>th</sup> July at the Village Hall at 7.30

**Note:** Cllrs. Graham Clelland and Sylvia Matthews both left the meeting having declared a disclosable interest in the following items.

### 55. VISA Ltd :

- a) A letter from Mr. Steve Bullen referring to the association and co-operation between Sport Honeybourne and VISA Ltd. was noted.
- b) Council considered a letter from VISA Ltd. requesting the Council to adopt the VISA field development project and grant funding applications in conjunction with Sport Honeybourne and VISA Ltd. In consideration of the content of the letter from Mr. Bullen the Council considered that it was unable to support the request as specified in the letter from VISA Ltd. The Clerk will write to VISA Ltd. accordingly.
- c) Council considered a further letter from the Chairman of VISA Ltd. requesting funding assistance for legal fees incurred in processing the lease agreement. Following an extensive debate the Council agreed to offer VISA Ltd. a short term, interest free loan to enable them to pay the legal fees invoice from their Solicitors. To mitigate members concerns over the loan repayment, conditions will be applied to ensure public funds are not compromised. Clerk to write to VISA Ltd. making the conditional loan offer.
- d) The Clerk reported on the error found in the VISA field lease. The Council's Conveyancer has written to the VISA Ltd. Solicitor offering a simple solution to the error of missing words in one clause.

## Honeybourne Parish Council

There being no further business the Chairman closed the meeting at 10.50pm.

Chairman \_\_\_\_\_

Date \_\_\_\_\_

### APPENDIX A: FINANCE

#### Payments to be Authorised

Jun-13

Cheque No.	Payee	Details	Total Payment	VAT Element	Net Payment
1097	Came & Company	Insurance fee	1,064.94		1,064.94
1098	Brian Johnson	Members mileage expenses	12.00		12.00
1099	GBD	Mowing Contract	571.03	95.17	475.86
1100	J Stedman	Clerks Salary and Expenses	1,139.76		1,139.76
1101	John Hyde	Lengthsman's Works	106.30		106.30
1102	Geoff Bradley	Internal Audit	105.00		105.00
			<b>2,999.03</b>	<b>95.17</b>	<b>2,903.86</b>

Account Transfer

#### Payments received and banked

Received From	Details	Amount	Banked
Geo. Clifford & Son	David Herbert memorial plot 4c	100.00	15-May
Geo. Clifford & Son	Underpayment from above	10.00	15-May
Mr J Turner	Allotment rent 205	20.00	15-May
Various Cheques	Allotment rent	480.00	15-May
Merstow Green Funeral	R Wadhams plot 72AAA interment	110.00	31-May
Mr J Simms	Rent for plot 407	20.00	31-May
PC & SA Adams	Rent and Deposit for plot 204	40.00	31-May

Total **780.00**

#### All paid up Account Balances

CURRENT ACCOUNT	£13,612.93
DEPOSIT ACCOUNT	£81,050.86
<b>TOTAL FUND BALANCE</b>	<b>£94,663.79</b>

Payments and Receipts Agreed

Chairman \_\_\_\_\_

DRAFT