

Honeybourne Parish Council
Minutes of the Honeybourne Parish Council Meeting held at the
Village Hall on 9th July 2013

Present: Cllrs. B Johnson (Chairman), A Simmons, G Clelland, M Powell, D George, P Brookes and S Matthews.

In Attendance: Mr J Stedman (Clerk), Cllr Alistair Adams and one member of the public

56. Apologies: were accepted from Cllrs. A Attridge, D Cowan, T Probert & C Clear

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 Interests: None

Other Disclosable Interests: Cllr. Graham Clelland and Sylvia Matthews; matters 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

58. Dispensations:

As prescribed under the Council's adopted Code of Conduct 2012, the Council agreed to grant a disclosable interests' dispensation to Cllr Graham Clelland and Cllr Sylvia Matthews for all matters relating to VISA Ltd. The grant to extend until May 2015

59. The Chairman adjourned the meeting for public open forum.

Public Open Forum: No public response made.

Cllr Alistair Adams:

Note: Cllr Adams arrived later from a previous meeting his verbal report is minuted here for convenience: His Ward Members written report is appended to the minutes.

Cllr. Adams reported on the planning issues relating to the current application for 16 dwellings at the rear of High Street. Environment Agency planning officers are being consulted over flooding matters relating to the application and a site meeting is arranged to consider the proposed site access in the flood zone. Cllr, Adams has requested the application is removed from the planning committee's July agenda while further investigations are made. As the case officer has recommended granting the application planning policy is being questioned as it is considered the SWDP policy should be a material consideration in deciding this application. Cllr. Adams is pursuing these matters. Cllr. Peter Brooks asked Cllr. Adams to support the northern extension of the 30 mph zone on Station Road as this proposal was not supported by the previous County Councillor. With the pending Lioncourt development underway it was considered an important highway safety matter. Cllr. Adams confirmed his support and will make enquires with County Highways and report to a later meeting.

The Chairman closed the adjournment and reconvened the meeting.

60. Minutes: Council agreed the wording of the minutes of the June Council meeting and the Chairman signed them as a true record of the meeting.

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61. Clerk's Report on Matters in Progress:

- a) Following a further complaint over the hedge at No 1 School Street the occupier has now cut the hedge – matter resolved
- b) Vicarage Nurseries access onto the Bretforton Road; an assurance was received that the mud would be cleared regularly and the HGV parking would be investigated.
- c) Circus fly posting throughout the village reported to WDC; The response from WDC indicated the Circus would be instructed to remove the flyers in future and suggested locals remove the flyers currently
- d) Letter sent to VISA Ltd. making a conditional loan offer; Mr Rushton confirmed this is still under consideration.
- e) Grant Thornton, the external auditors, requested further information; the Clerk has received an email followed by a phone call a week later requesting further audit information which had been sent originally.

62. Planning Applications–

- a) W/13/01005/RM Grange Farm, High Street, Description of Proposal :Erection of 75 dwellings, associated infrastructure and provision of open space - reserved matters application following outline planning permission ref no W/12/01020/OU
Under the Clerk's delegated power a response was made that the Council has no objection on the application. Comments were made regarding access to landscaped areas.
- b) **W/13/00719/OU:** Mrs V R Hall, Mr A J Shorey & Mrs E A O'Sullivan Outline application residential development comprising of up to 14 no. dwelling houses, access road, area of open space and drainage improvements. *Under the Clerk's delegated power a response was made that the Council re-affirms its original objections as the revised proposals do not answer the concerns previously raised and therefore our objections still apply, in total.*
Members were made aware that the application is recommend for grant and it was agreed a Councillor should attend the July planning meeting at WDC and make further representations on behalf of the Council, The Chairman will draft a statement to be put to the meeting and Cllr David Cowan will be asked to present it. Cllr. Adams suggested a letter should be sent from the Parish Council to Giorgio Framalico, Jack Hegarty and CllrJudy Pearce regarding the lack of consideration to planning policy and the SWDP which is now adopted by the District Council. It was agreed that this letter would be sent by the Chairman.
- c) **W/13/01224/RM:** Lion Court Homes: Land between Dudley Road and Station Road; Erection of 16 units on Plots 1-5,10,11,42,52-56 and 59-61 Amendment to approved application 00183/RM.
The complexity and lack of information for the application made it difficult to make an informed observation therefore, members requested the Clerk to verify the details with the case officer and report to members for their consideration. Observations will be made under the Clerks delegated power.

63. Planning Decisions to Note:

- 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. Application **Granted**

64. Finance:

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

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- b. The Council approved the first quarterly bank reconciliation, account balances and budgets as circulated by the Clerk.

65. Council and Community Matters for Consideration–

- a) **Mowing contract:** Council considered further complaints received during June regarding the quality of the mowing standards and contract compliance in the Cemetery, Churchyard and Elm Green. The Chairman sent an email to Gardens By Design on 30th June identifying the on-going poor standard of mowing and included photographs taken in the cemetery and Elm Green; no response to the email has been received to date. Council agreed a further letter is sent to Gardens By Design clearly stating if the mowing quality and contract compliance are not improved to an acceptable standard then the contract will be terminated forthwith. It was further agreed that if the Garden of Remembrance maintenance is not carried out to an acceptable standard the Handyman will be requested to carry out the maintenance work.
- b) **New Noticeboards:** The design for wooden noticeboards offered by HMP Long Lartin was considered and members declared a preference for modern aluminium noticeboards with paper rails and a single door, the Clerk was requested to bring examples to the next meeting for further consideration.
- c) A request from Sport Honeybourne to "adopt" the noticeboard on the Gate Inn cross roads was considered and members confirmed the noticeboard is the property of County Highways Public Rights of Way Division and the request should be sent to the local footpath officer. Clerk to inform Sport Honeybourne.

66. Cemetery & Churchyard

- a) **Path Remedial Works:** The Clerk reported the PCC will be meeting on July 16th to consider the Council's recommended remedial works to the brick pathway.
- b) **New Burials:** Council agreed the Lead Members recommendations for the next area of the cemetery to be used for burials which will start on the north side of the path near the second wooden bench to enable the plots to spread in two directions.
- c) **Memorial:** Council noted the installation of a memorial on the Derek Wheeler plot 37a
- d) **Wooden Cross Request:** A request to place a wooden cross on a grave was agreed and no fee would be payable.
- e) **Fees list Amendment:** An amendment to the cemetery fees list was agreed to include the placement of wooden crosses in an acceptable style and a maximum of 36 inches in height. No fees would be applied to the placement.
- f) **Maintenance:** At the July 5th site visit several matters of maintenance were identified and it was agreed to request the Handyman to carry out the following remedial works: -
- i) Tarmac path sinkage causing a trip hazard
 - ii) Redundant rolled turf needs disposing of
 - iii) Rose bushes on some graves need cutting back to 18 inches
 - iv) Clean and treat all the wooden benches as they are not fit for purpose
 - v) Tidy the Garden of Remembrance if required

67. Public Rights of Way:

- a. The Clerk reported on PROW 537B Gate Inn to the Church bridge repair works carried out by our Handyman and the agreement of funding from County Council.

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68. Highways:

- a) Highway matters to be reported.
 - i) Potholes on Station Road Bridge are deteriorating
 - ii) Potholes on the Gloucestershire County Council side of the Weston Road bridge
 - iii) New street sign for Bretforton Road required on Fir Tree Corner

- b) VAS: The Clerk reported the VAS deployment and 30 mph infringement counts as:-

Stratford Road	29 May 2013 to 05 June 2013	2570
Station Road	05 June 2013 to 13 June 2013	9727
Weston Road	13 June 2013 to 20 June 2013	7611
High Street	20 June 2013 to 27 June 2013	1851

Members requested the VAS is placed further north on Station Road than its previous site.

- c) Members reported that a speeding car lost control on Station Road on July 6th and collided with the Gate Inn public house causing considerable structural damage.

69. Lengthsman and Handyman:

- a. All requested works in June are completed.
- b. The footway by the Stone Barn in High Street needs clearing of moss as it is a slip hazard

70. The Leys Playing Field:

- a. **Inspection:** The regular weekly visual inspection report was considered to be satisfactory and no actions required.
- b. The Wicksteed playground annual inspection report was noted as no remedial actions are required.
- c. Council agreed to a request to park on The Leys for a wedding party at the Railway Club on 31st August, usual conditions will apply.

71. Allotments:

- a. Cllr David George reported that the damaged gates have been replaced and a good job was done. He expressed concerns over the current management setup as two HAGA members, the Clerk and himself are all managing the administration of the allotments and communication problems are arising. He suggested the administration is handed back to HAGA to regularise the situation, the Clerk will make the necessary arrangements. Some plots are still vacant and new tenants are being sought. The allotment site and vacant plots need mowing as complaints have been received, the Clerk has instructed the mowing contractor to carry out maintenance work as soon as possible.

- b. The Clerk confirmed some rents are still outstanding and these are being pursued.

72. VISA Field and VISA Ltd :

- a) **Lease Error:** An error in the VISA Ltd lease was corrected by the Chairman as suggested by our Conveyancer and agreed by the VISA Ltd. solicitor.
- b) **Section 106 funding:** Members noted the Clerks report and circulated documents on the section 106 funding meeting held 13 June at WDC
- c) **Project Manager:** Council considered a letter from VISA Ltd. requesting the Council to engage a project manager for the VISA field development and funding. Following considerable debate and a statement from Mr Rushton the Council unanimously agreed the VISA Ltd. request for the Council to engage a project manager.

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- d) Project Manager:** The Council agreed to engage and pay for a suitably qualified project manager for the funding and development of the VISA field. The Clerk was requested to liaise with Mr Jem Teal of Wychavon District Council to find a suitably qualified project manager. It was further agreed that the development of the field should be as suggested by VISA Ltd. and Jem Teal. The priority order for the works and approximate costings to be supplied by VISA Ltd at the earliest opportunity.
- e)** The Council agreed to delegate to the Clerk, after consultation with the Chairman, any decisions necessary to progress the VISA field project, to attend any relevant meeting and to manage the project manager on behalf of the Parish Council.

73. Village Hall:

- a.** Council noted the report from Richard Kendrick on the Community Centre project and congratulated him on the management of the public meeting held on 22nd June.

74. Correspondence : Noted

- a)** WDC Register of interests and training
b) Letter from Peter Luff MP regarding planning policy towards travellers

75. Meeting Dates: Members confirmed the next Ordinary Meeting is scheduled for the 13th August at the Village Hall at 7.30

76. Staffing:

- a.** 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

Note: The Clerk also withdraw for this item

- b.** Council considered the Clerks salary review letter and agreed to award an increase of one spinal column point back dated to the start of the current financial year.
- c.** The Clerk was requested to obtain information from CALC on the salary ranges applicable to parishes with the same population as Honeybourne and also slightly larger as the population could potentially increase by up to a thousand with new proposed developments

There being no further business the Chairman closed the meeting at 10.10pm.

Chairman

Date

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APPENDIX A: FINANCE

Payments to be Authorised

Jul-13

Cheque No.	Payee	Details	Total Payment	VAT Element	Net Payment
1103	Brian Johnson	Parking & mileage expenses	15.00		15.00
1104	Graham Clelland	Newsletter delivery	80.00		80.00
1105	Hartwell & Co Ltd	Allotment gate lock	16.78	2.80	13.98
1106	J Stedman	Clerks Salary and Expenses	187.72		187.72
1107	HMRC	PAYE & NIC	1,312.50		1,312.50
1108	John Hyde	Lengthsman's Works	143.00		143.00
1108	John Hyde	Handyman Works	255.00		255.00
1109	GBD	Mowing Contract	571.03	95.17	475.86
1110	Hartwell & Co Ltd	Allotment gate and posts	225.82	37.64	188.18
1111	Wicksteed Playscapes	Leys annual inspection	72.00	12.00	60.00
			2,878.85	147.61	2,731.24

Account Transfer	£ 10,000.00	01-Jul
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Payments received and banked			
Received From	Details	Amount	Banked
SC Alder	Allotment rent for plot 404	20.00	
Total		20.00	

All paid up Account Balances

CURRENT ACCOUNT	£10,816.18
DEPOSIT ACCOUNT	71,054.41
TOTAL FUND BALANCE	£81,870.59