

## Honeybourne Parish Council

### Minutes of the Annual Meeting of the Council held at 8.00 pm in Honeybourne Village Hall on 12<sup>th</sup> May 2015

**Declaration of office:** Prior to the meeting all elected members signed their declaration of office

**Present:** Cllrs. D Cowan (Chairman), A. Perry, M. Powell, G. Clelland, C. Clear, S. Sidwell, S. Welsh and H. Jobs.

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

#### 1. Election of Chairperson

Cllr. Mike Powell proposed Cllr. David Cowan and this was seconded by Cllr. Graham Clelland, Cllr. David Cowan being the only nomination for Chairman was unanimously elected Chairman for 2015-16.

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

**3. Apologies were accepted from:** Cllr. A Attridge, T Probert

#### 4. Co-option:

**a.** Council considered the co-option of three candidates to fill the Council member's vacancy. **Candidates;** Mr. Heath Jobs, Miss Sandra Walsh and Mr Simon Sidwell were all proposed by the Chairman and elected as Councillors on Honeybourne Parish Council to serve for the forthcoming term of office.

**b.** Councillors Heath Jobs, Sandra Walsh and Simon Sidwell all signed their declaration of office and joined the council.

The Clerk confirmed all had received new member packs of council information.

**5. D of O:** Council agreed that absent members must sign their declaration of office on or before the next meeting on June 9<sup>th</sup>

#### 6. Disclosures of Interests

**a.** To declare any Disclosable Pecuniary Interests in items on the agenda – None

**b.** To declare any Other Disclosable Interests in items on the agenda – None

#### 7. Election of Vice-Chairperson

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

#### 8. Appointment of Committees and Working Groups

**a. Staffing Committee:** - Cllrs. G. Clelland, T. Probert, A. Attridge, S. Walsh

**b. Finance working Party:** Cllrs. G Clelland, T Probert, A. Attridge, M Powell S Sidwell, H Jobs and D Cowan

**c. Neighbourhood Plan:** A Perry, S Walsh & S Sidwell

**d. Community Centre:** D Cowan, M Powell & G Clelland

**Honeybourne Parish Council****9. Appointments to Outside Bodies – Delegates**

- a. **Village Hall Committee:** - Cllr. H Jobs
  
- b. **CALC;** Worcestershire County Association of Local Councils – None
  
- c. **Honeybourne VISA Ltd** – Cllr. Graham Clelland

**10. Document Review:**

- a. **Asset register:** Council agreed that the content and values of the Council's asset register were satisfactory ,
  
- b. **Health & Safety policy:** Council reviewed and agreed the effectiveness and suitability of the Council's Health & Safety policy
  
- c. **Risk Assessment:** Council reviewed and agreed the effectiveness and suitability of the Council's Risk Assessment
  
- d. **Standing Orders and financial regulation:** Council considered and agreed the Council's adopted standing orders and financial regulation were satisfactory without amendment.

**There being no further business the Chairman closed the annual meeting at 8:25**

Chairman \_\_\_\_\_

Date \_\_\_\_\_

## Honeybourne Parish Council

### Minutes of the Honeybourne Parish Council Ordinary Meeting held at 8.30 pm in the Village Hall on 12<sup>th</sup> May 2015

**Present:** Cllrs. D. Cowan (Chairman), C. Clear, A. Perry, M. Powell, G. Clelland and new members Sandra Walsh, Simon Sidwell and Heath Jobes.

**In Attendance:** Mr J. Stedman (Clerk) Ward member Cllr Alistair Adams and two members of the public.

11. **Apologies:** Apologies were accepted from: Cllr T. Probert & A. Attridge

#### 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 and other Interests:** None disclosed.

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

13. The Chairman adjourned the meeting for open forum.

#### **Public Open Forum:**

A member of the public representing the Felix Dennis Estate gave a detailed presentation of the proposals to site five log cabins on land adjacent to the Parish Council's allotment site off Mickleton Lane. He indicated this was a precursor to more applications on the estate and this site may have up to 15 cabins all as holiday lets. Council considered the application later in the meeting.

Mr Rushton requested the council consider the role of VISA within the parish and give the matter consideration at the next meeting. The Chairman confirmed the request.

It was reported that HGVs accessing the Bovis Homes site are using South Littleton as a route to the site.

**Ward Members Report:** Cllr Alistair Adams's ward members report is appended to the minutes.

The Chairman re-convened the meeting at 9:10

14. **Minutes:**

a) Council agreed the wording of the minutes of the April ordinary meeting; the Chairman signed the minutes as a true record of the meeting.

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

a. The Chairman receive a data stick from the Clerk for remote storage of council computer files as required by financial regulations

b. The Clerk confirmed the transfer of Recreation Field insurance from VISA to the Parish Council. The Clerk was requested to ensure that the VISA mowing equipment is stored safely and not a danger to the public.

c. Formal booking form and conditions for the hire of the Recreation Field. Due to the Clerk's work load this matter is deferred to a later meeting.

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- d. Letter sent to Jon Snow regarding Profound Decisions committee creation. No further correspondence received to date
- e. Station foot bridge lighting. Members reported that the lighting on the foot bridge is switched off soon after mid-night. A recent lamp change had increased the light intensity making the site very bright. This was also reported that parking on Stephenson Way is still an ongoing problem with some vehicles staying overnight or for several days. The broken bollard reported several months ago is still not replaced.
- f. The Harvard Avenue street sign at the junction of Harvard Avenue Westbourne reported to WDC broken. The WDC officer has confirmed its replacement is on the works list.
- g. Raised footway at Gate Inn cross roads and carriageway ruts on Bretforton Road referred to Cllr Alistair Adams. The raised footway repair works are scheduled for 16<sup>th</sup> July and the council requested barriers are put in place for public safety, Cllr Alistair Adams to deal with this matter with the County Highways officer.
- h. Correspondence received regarding HGVs using High Street was forwarded to Cllr Alistair Adams who liaised with the County Highways and the Police to gain enforcement measures.
- i. Council noted that the PCSO's Julie Bayliss and Peter Davey are permanently leaving the area and no information was available on replacements.
- j. Street signs in Westbourne vandalised with spray paint – The Lengthsman has been requested to clean the signs.
- k. Michael Carter of HAGS play equipment will be attending the June meeting to discuss the Bovis Homes site proposed play equipment

#### 16. Planning Applications:

- a. **W/15/00954/CU:** Mr D Bliss Executors of the Estate of Felix Dennis: Bushy Hill, Mickleton Road, Honeybourne: Change of use of Land for the Siting of Five Log Cabin Holiday Chalets.  
The Council has no objection to the application but wish to comment:-  
The site layout for the 5 cabins should be sympathetic to the rural setting  
Adequate landscaping should be incorporated to reduce the visual impact of the development  
Any exterior lighting should not cause light pollution or nuisance to neighbours
- b. **W/15/01074/RM** Mr M Chapman: Land Off, School Street, Honeybourne: Reserved matters application following outline planning permission ref.no. W/14/00069/OU. Two houses with integral garages.  
The Council has no objection to the application but asks for consideration be given to neighbouring properties been overlooked from elevated windows in the proposed dwellings.

#### 17. Planning decisions to Note –

- a. **AB/15/00865/AB:** Mrs M Bent, Long Stretch Farm, Weston Road. Proposal: Prior Notification application - extension to house animals. **Application agreed.**

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### 18. Development Matters:

- a. High Street Residents' concerns over fencing and soil levels on the neighbouring Taylor Wimpey development site. Members have visited the High Street property and agree the fence and soil levels are a potential problem to the neighbouring property, further investigation will be carried out to try and resolve the matter.
- b. David Wilson Homes placement of the bollards on Shepherds Walk allowing vehicular access to the public footpath. Photographic evidence of the access problem has been forwarded to the WDC planning officer to gain guidance on resolving the problem as the existing bollard is sited in accordance with the approved plans. Guidance is still awaited from the planning officer and the Council preference is to move the new bollard back into the footpath entrance.
- c. Investigation into the footway width on Weston Road at the Taylor Wimpey site, detailed plans are being pursued by Cllr Alistair Adams and not yet available.
- d. David Wilson Homes ditch blockage, the site manager gave an assurance the ditch fronting the site would be cleared of litter and debris.
- e. Taylor Wimpey sign on the junction of Dudley Road and Station Road causing visibility problems, the matter is resolved as the sign has been moved well back from the junction.
- f. Members raised concerns that the mud on Station Road from the Bovis Homes site had not been cleared away or the road swept regularly as it's left unattended for 3 or 4 days, Bovis Homes to be informed of the council's concerns

### 19. Community Matters:

- a. Council noted the acceptance of the memorial request for the Margaret Shewards grave in the cemetery.
- b. Council considered the use of the back of the new School Street notice board and agreed to ask the Honeybourne First School if they would like to make use of the back of the board. Clerk to correspond with the School.

### 20. Finance:

- a. **H-Bug cycle group funding:** Having received £500 from WCC members grant scheme intended for supporting the H-Bug cycle group and receiving copies of invoices for the CycleFest event advertising the council agreed to grant the £500 to the H-Bug cycle group. Payment will be made at the June meeting.
- b. **Payments:** Council approved the Payments, Receipts and Balances as circulated by the Clerk. The payment schedule is appended to the minutes.
- c. **End of Year Accounts:** Council considered and agreed the end of year accounts, budgets, balances and bank reconciliation and balance sheet.
- d. **Bank Mandate:** The Clerk reported that the new bank mandate can only be completed through online banking as paper forms are no longer available. Members agreed the Clerk should set up the online banking to allow a mandate change and to further investigate the online banking for council payments.

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### 21. Audit:

- a. Internal Auditors Report:** The Clerk confirmed that matters raised in the internal Auditors report were resolved and a risk assessment for the Recreation Field and Community Centre project expenditure would be created.
- b. Annual Return:** Council considered and approved section one on the 2014-15 Annual Return.
- c. Annual Return:** Council considered and answered “yes” to all the questions in section two of the 2014-15 Annual Return. The Chairman signed the return as required.

### 22. Highways:

- a.** Council agreed to the Lengthsman’s estimate of £170.00 for cutting back the hedge and clearing the verge over the Railway Bridge on Station Road to allow walkers to use the verge.

### 23. Meeting Dates:

- a.** Members confirmed the next Ordinary Meeting of the Council is scheduled for the 9<sup>th</sup> June at the Village Hall at 7.00. The HAGS representative presentation to start at 7.00pm allowing him 30 minutes.

**Note:** Due to time constraints the remaining agenda items were suspended until the June 9<sup>th</sup> meeting and the Chairman closed the meeting at 10.40pm.

Chairman

Date

Payments Authorised			Gross	Net
Cheque Number	Payee	Details	Payment	Payment
1295	Wychavon DC	Rural Rate Relief PAID April	345.00	345.00
1295	Wychavon DC	Rural Rate Relief PAID April	385.16	385.16
1295	Wychavon DC	Rural Rate Relief PAID April	106.25	106.25
1295	Wychavon DC	Rural Rate Relief PAID April	300.00	300.00
1296	Westhill Direct	Stationery	91.61	76.34
1297	Mudway Workman	Show Marquee Deposit 25%	144.00	120.00
1298	Limebridge RS	Mowing contract	772.80	644.80
1299	J Stedman	Clerks salary and expenses	***	***
1300	John Hyde	Lengthsman Works	57.90	57.90
1300	John Hyde	Handyman Works	18.75	18.75

## Honeybourne Parish Council

### District Councillor & County Councillor report - Honeybourne

Month: May 2015

Prepared by Alastair Adams

District Councillor, Wychavon District Council

County Councillor, Worcestershire County Council

**County news** – Superfast Broadband programme has so far upgraded 128 green road side cabinets meaning 24,084 premises are now able to obtain Superfast Broadband, however it is surprising that the “sign up” is only 14% ! So a reminder **you have to order Superfast Broadband from your ISP, it does not happen automatically, you need to subscribe to it. Contact BT or your existing Broadband supplier to be upgraded.**

Also WCC have launched a voucher scheme that can fund up to £3000 to cover the cost for Superfast Broadband connection to your business or voluntary organization! Find out more on

<http://www.superfastworcestershire.com/media/1091092/Broadband-Connection-Voucher-Scheme.pdf>

**District Council** – After the elections, the new Council has been elected with a new leader – Linda Robinson.

#### **Planning**

1. **VISA planning application.** I attended the planning committee on 30<sup>th</sup> April, and supported the application. It was voted for approval pending the final design of the changing rooms to be submitted.

#### **Highways**

1. **Grange Farm – Taylor Wimpy** – Work progressing with new entrance and traffic calming measures. A question was raised about the pavements, and it has been confirmed that these are 2m wide as per WCC policy. Also some dropped kerbs were flagged up as being absent opposite the Gate pub. To be re-instated.
2. **Ways to stop HGV's using Mickleton Rd as a rat run** - We have agreement that GCC will lead on imposing a weight limit on this road, with the support of Worcestershire CC. Waiting for news from Gloucestershire County Council.
3. **Adoption of Roads in Stephenson Way** - Nothing new to report this month – still waiting for Network Rail and Taylor Wimpy solicitors to reach agreement.
4. **Ruts by side of Bretforton Rd** (From Bretforton to Honeybourne) – All filled
5. **Broken hand rails on raised footpath** at junction Station Rd /High Street – Scheduled to be repaired in July. Safety barriers erected in meantime.
6. **HGV's using Bretforton Rd** – reported to Police who will take appropriate action.
7. Good to see that Highways have done a good job with the verge cutting around the area.

#### **Councillor's Divisional Fund**

In addition to the good causes already authorised, the following actions have happened this month :

1. Flower planters for Badsey – grant requested – pending
2. Honeybourne Sea Cadets – grant requested for new toilets - pending

End of report.