

Honeybourne Parish Council

Minutes of the Honeybourne Parish Council Ordinary Meeting held at 7.30 pm in the Village Hall on 14th July 2015

Prior to the meeting Mr David Manning addressed the Council on the Rural Communities Programme. A report is appended to the minutes

Present: Cllrs. C. Clear, A. Perry, M. Powell, G. Clelland, S. Walsh, S. Sidwell A. Attridge, D Cowan & H Jobs.

In Attendance: Mr J. Stedman (Clerk), no members of the public were present.

47. Apologies: Apologies were accepted from: Cllrs. T. Probert & Alistair Adams

48. 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

49. Public Open Forum: No public present

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

50. Minutes:

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

51. Clerk's Report on Matters in Progress:

- a. Taylor Wimpey development site fencing and soil levels on neighbouring properties. The clerk reported the neighbouring properties had been visited and the site manager was informed of the complaint. The manager confirmed the soil at the base of the fence will be levelled in the autumn and its construction method is for security reasons. Clerk to inform the neighbouring properties.
- b. Recreation Field safe storage of on-site VISA mowing equipment. Council agreed to the VISA proposals for a securely fence for the mowing equipment storage and wish to site it on the Gloster Ades side of the field close to the houses. Council requested the Clerk to obtain appropriate costs for council's consideration.
- c. Request from WCC Highways for streetlight siting and adoption on Bovis Homes estate. The decision to decline the streetlight adoption was confirmed by WCC and Bovis Homes.

52. Planning Applications:

- a. **W/15/00838/RM** - Taylor Wimpey, Grange Farm, High Street, Honeybourne: Planting to the north western boundary amended to remove the privet hedge and increase the number of trees. The Council has no objection or comment on the application.

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- b. W/15/01465/PN:** Applicant : Endor Ltd T/as Honeybrook Animal Foods
 Location: Land adjacent to the Grain Store off, Gloster Ades Road,
 Proposal: New building for quail farming.
 The Parish Council agreed to request the planning authority to apply strong and sustainable environmental conditions if the application is granted. This is to mitigate the potential for odour and flies impacting on the village via the prevailing wind if the manure storage facilities and transportation methods are not fully controlled to high standards. The site lies some 600m southwest of the village boundary and exterior storage of poultry manure would have a detrimental environmental impact on the village if it is not adequately stored and handled for transportation from the site.
- c. Wellington Bomber museum:** an email from the museum curator requested the Parish Council's support for a pending planning application to build a museum adjacent to the Honeybourne air field site. The council declined to offer support as no details of buildings or a planning application was available. The Council supports the initiative for a local museum and will recommend the curator makes a pre-planning application to the planning authority

53. Planning decisions: Noted

- a. W/15/01175/PP:** Mr Wand, 31 Stephenson Way, Honeybourne. Single storey front extension to link house and garage with bin store, general store and cloaks with canopy porch to front entrance **Granted** with 3 conditions
- b. W/15/01074/RM** - Land Off, School Street, Honeybourne **Granted** with one conditions
- c. W/15/00167/CU** - Land off, Gloster Ades Road : Honeybourne Parish Council, **Granted** with 15 conditions
- d. W/15/00838/RM** - Taylor Wimpey, Grange Farm, High Street, Honeybourne; Planting to the north western boundary amended to remove the privet hedge and increase the number of trees **Granted** with 5 conditions
- e. W/15/01041/PP** - 3-5 Fernihough Avenue, Honeybourne: Proposed single storey extensions (to nos. 3 and 5) **Granted** with conditions

54. Development Matters:

- a.** Bollard installation on Shepherd Walk access point off Station Road. It was agreed to request David Wilson Homes to install a further decorative bollard between the two wooden posts to prevent vehicular access to the footpath. Rooftop housing will be asked to contribute to the cost of £300 indicated by David Wilson Homes. Clerk to arrange the installation by David Wilson Homes.
- b.** Maintenance of the verge and ditch fronting the David Wilson Homes site on Station Road. David Wilson Homes confirmed the verge and ditch is adopted as part of the highway and therefore the responsibility of County Highways. David Wilson Homes has arranged for the hedge to be cut and the ditch maintained by the sites management company.
 The Council agreed that as the verge is now fronting a residential site it should be mown as amenity grass by the Parish Council, Clerk to instruct the mowing contractor accordingly.
- c.** Development site signage replacement at Bretforton Road junction for a "No Construction Traffic" sign. Cllr Alistair Adams has this matter in hand with the County Highways officers and its conclusion is awaited.

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- d. HGV's using High Street to access sites reported to both Bovis Homes & Taylor Wimpey. This was again reported to both companies who confirmed they will further investigate the problem and direct site traffic along Weston Road
- e. Bovis Homes out of hours working update and email from the enforcement officer
- f. Planning enforcement enquiry regarding land developments off Buckle Street. The WDC planning enforcement officer confirmed the current activities on the site do require planning consent and has informed the occupiers accordingly.

55. Neighbourhood Development Plan: NDP

- a. Cllr Alex Perry confirmed an informal meeting with the NDP officer from WDC is arranged for 28th July when the councillors and interested parties will attend.

56. Community Matters:

- a. Members considered a request from the VISA Chairman to confirm the role of VISA within the parish and community. It was felt VISA has an important role in the community and should continue the activity arrangement it has carried out for many years. The Chairman proposed an informal meeting with VISA members to discuss their continued role in the parish. Clerk to make the meeting arrangements.
- b. An invitation to apply for funding from First Great Western was taken up by Council and an application will be made to fund extra car parking facilities on the Bovis Homes site to alleviate parking problems at the Station and in Stephenson Way.
- c. Council agreed to a request to hold a charity fund raising family show with animals on The Leys Playing field on 1st August 12.00 till 6.00. Car parking on the field was also agreed with a proviso that parking is restricted to the west side of the field and no litter or mess remains on the field.
- d. Village Show: it was agreed the Council will have a display table at the Village Show in September, the proposed NDP and other community issues will be promoted and displayed, Cllr Alex Parry will help set up and man the table.

57. Finance:

- a. **Payments:** Council approved the Payments, Receipts and Balances as circulated by the Clerk. The approved payment schedule is appended to the minutes.
- b. Council approved first quarterly bank reconciliation and account balances and budgets.
- c. The new bank mandate was signed by members as agreed at the June meeting and will be processed by the Clerk.
- d. Council approved the Clerk to have view only access to internet banking and necessary documents were signed by members.
- e. Council declined a donation request to the Children's Kayak Charitable Trust as its funds are required for Recreation Field and Village Hall funding.

58. Audit

- a. The Clerk confirmed that Grant Thornton had returned the annual return and confirmed the closure of the annual audit.
- b. A letter from the external auditors was read to the meeting by the Chairman and council noted its content as no action was required
- c. The Clerk confirmed the posting of the audit closure notice and a copy of the annual return.

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59. Street Lights:

- a. No streetlights were reported to be in need of attention
- b. The Clerk reported the new streetlights at Green Close, The Gate Inn cross roads and Stratford Road are scheduled to be installed at the end of July.
- c. **High Street Light:** The new LED light is scheduled for installation at the end of July.
- d. **Station Road:** Streetlight #10 on Station Road is to be upgraded to a new steel column and LED lantern when Bovis Homes move it back to enable a new footway installation. Bovis Homes have kindly agreed to supply and install the new streetlight at their expense. Council agreed to pay WPD for the disconnection of their existing overhead supply cables as the new streetlight will have an underground power supply from the Bovis site.
- e. The Clerk reported that streetlight #2 in Fernihough Avenue will be reported to the Home Communities Agency when contact can be made.

60. Public Rights of Way (PROW): David Cowan (PPW)

- a. To receive any reported PROW problems or issues - None to consider

61. Highways:

- a. New highway matters to be reported to County Highways.
 - i. Bretforton Road at Fir Tree corner, hedge intruding into the highway
 - ii. Gate Inn cross roads raised footway maintenance works still outstanding
 - iii. Stratford Road footway surfacing not repaired
 - iv. The 7.5 ton weight limit sign at Bretforton Road junction needs moving to be more visible and further sign installing on the highway direction signs.
- b. Council considered a request for pruning the tree outside 25 School Street as it overshadows the dwelling. It was agreed to review the School Street tree maintenance requirements in the autumn when any remedial works can be considered.
- c. It was agreed to accept the amenity contractor's quotation for adding Grove Avenue verges and the island to the fortnightly mowing schedule.
- d. Members noted the WCC Road Traffic Regulation orders regarding 30mph zones throughout the parish and the extension to Weston Road 30 mph zone.
- e. A report and photographs from Cllr Sandra Walsh on the poor state of pavements in Dudley Road was considered. Cllr Colin Clear informed the meeting that the pavements were the responsibility of the Home Office as they are still owned by Long Lartin Prison. A contract has recently been awarded to outside contractors for the maintenance of Home Office assets on the Westbourne estate and some remedial works are underway.
- f. Cllr Colin Clear reported that a large conifer tree is greatly obstructing the footway in Dudley Road and needs to be cut back. Furthermore a pothole has arisen in the footway in Fernihough Avenue. The tree is on property owned by the Prison and the footway is also their responsibility, the Clerk will report the matter to Mr Wilkinson the prison estates manager.
- g. The request for a weight restriction on Mickleton Lane is un-resolved; the Clerk will request Cllr Alistair Adams to move the request forward with his ward member colleague at Gloucestershire County Council.

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62. Lengthsman and Handyman:

- a. Report on works issued to the Handyman. – all completed: -
- b. New matters for the Lengthsman or Handyman
 - i. Blocked gullies in Station Road – all to be inspected and cleared

63. Sports & Recreation Field Development Project.

- a. The Ken Watkins June progress report on the Recreation Field development progress was circulated to members and its content noted. Development works are due to start on Thursday 16th July. Several issues arising from the 15 conditions applied to planning approval notice were resolved by Ken Watkins. An Archaeological surveyor has now been contracted to fulfil one of the planning conditions.

The council noted the following purchase orders issued to contractors by the Clerk.

i. J M Phillips & Son access road and car park	£67,126.00
ii. Phil Day Sports field drainage	£41,450.00
iii. Dales Sport for MUGA installation	£67,466.00
iv. Dales Sport for extra drainage works	£7,810.00
v. Really Red Signs 2 road side signs	£1,288.30
vi. WPD electricity supply Chq. To be signed	£5,806.74
vii. One Ten Archaeology	£1,300.00
viii. STW Water supply Chq. To be signed	<u>£569.65</u>
ix. Total excluding VAT	£192,816.69

64. The Leys Playing Field:

- a. Council noted the weekly visual inspection report for The Leys and no matters of concern were raised. Some small cracks in the rubber safety surfacing were noted.
- b. Annual safety inspection from Wicksteed playgrounds is now arranged and awaited

65. Cemetery:

- a. The Clerk reported on the pre-purchase of 2 graves for Mrs Avis of Grove Avenue.
- b. The Clerk reported on a complaint regarding grave space intrusion from the neighbouring plot. The intrusion was considered to be minor and will be monitored.

66. Community Centre Project:

- a. No further reports from the WCC Conveyancer on the land transfer from Taylor Wimpey were available.

67. Existing Village Hall

- a. Mr Brian Johnson is progressing with the land registry information and continues to liaise with the County Council Conveyancer. Necessary documents have been signed by the Village Hall Chairman. An outstanding matter is to have a current land valuation carried out and council agreed to facilitate this by engaging an accredited valuer. Clerk to arrange the valuation.

68. Allotments

- a. Mr Kevin Gisbourne reported 9 plots are currently vacant and passed £160.00 in rent fees to the Clerk via the Chairman.

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69. Matters Raised by Members for information or Items for Future Agendas:

The bollard replacement at Honeybourne Station is still outstanding and the Station walkway is becoming overgrown and needs clearing – these matter to be reported to the Station Manager Mr Alun Field

70. Correspondence:

d. Introductory letter from Nigel Huddleston MP: Members noted the letter and requested the Clerk to write to Nigel Huddleston MP asking him to take up the matter of land transfer from Network Rail to the County Council.

a. Clerks and Councils Direct magazine was noted

71. Meeting Dates:

a. Members confirmed the next Ordinary Meeting of the Council is scheduled for the 11th August at the Village Hall at **7.30 pm**

There being no further business the Chairman closed the meeting at 10:05

Chairman	Date
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Cheque Number	Payments Authorised		Gross Payment	Net Payment
	Payee	Details		
1310	Ken Watkins	Rec Field project fees April	1,260.00	1,260.00
1311	CALC	Clerks Training	17.50	17.50
1312	Honeybourne Village Hall	Village Hall hire fees Feb-July	150.00	150.00
1313	etc. Design Ltd	Rec Field project fees	793.50	661.00
1314	Grant Thornton	External Audit Fee	360.00	300.00
1315	HMRC	PAYE & NIC	664.93	664.93
1316	WPD	Rec Field Electricity supply	6,968.09	5,806.74
1317	Fairview Trading Co Ltd	Maintenance materials	65.83	54.87
1318	P D Long	Streetlight Maintenance	70.80	59.00
1319	Severn Trent Water Ltd	Rec Field water supply	569.65	569.65
1320	Limebridge RS	Mowing contract	861.60	718.00
1321	John Hyde	Handyman Works	135.00	135.00
1321	John Hyde	Lengthsman Works	85.40	85.40
1322	J Stedman	Clerks salary and expenses	***	***
1323	Ken Watkins	Rec Field project fees June	1,960.00	1,960.00
1324	etc. Design Ltd	Rec Field project fees June	1,392.00	1,160.00
1325	Exc Felix Dennis Estates	Allotment Water	69.53	69.53
1326	WPD	Streetlight 10 Disconnection	153.66	128.05
	Worcestershire County			
1327	Council	County Archaeologist fee	204.00	170.00
1328	Red Hot Sign Company	Rec Field signage	1,545.91	1,288.26

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Rural Communities Programme

Introduction from David Manning

The past three months have seen rapid developments in the Rural Communities Programme. Having identified our 13 priority wards, initial meetings with parish councils have taken place. The parishes have responded very positively to the Rural Communities Programme, identifying community contacts (connectors) and agreeing to hold our community folders and take part in our new Rural Health Check.

This means that we currently have 13 community connectors working with us on the project with more coming on board all the time. Another major development has been the launch of the Rural Communities website (www.wychavon.gov.uk/ruraJ). This micro site has been developed as a way for community groups and parish councils to share and access local best practice and find out more about their own communities.

The health check takes people through an assessment of their own community, looking at its strengths and weaknesses and then pointing towards some local best practice to help strengthen the communities.

A working group consisting of key community contacts from a range of villages has been established as a project sounding board and a test bed to trial new ideas.

The group is very informal and meets every couple of months and provides us with invaluable feedback about the project.

Most recently our new door knock programme has been launched, enabling us to refer vulnerable residents to key services and helping us to identify key local projects at community level that we can help to support.

District Councillor & County Councillor report - Honeybourne Month: July 2015

Prepared by Alastair Adams
District Councillor, Wychavon District Council
County Councillor, Worcestershire County Council

Bidford Bridge Closure – I had a meeting with the project manager responsible for re-building the bridge, and he recommends all residents look at the Warwickshire County Council Special website to see the progress on what is happening to the bridge over the next 6 months.

The web site is <http://www.warwickshire.gov.uk/bidfordbridge>

Broadband: I met the BT Openreach team in Bretforton on Friday 3rd July to celebrate the 200th cabinet to go live in Worcestershire, and discussed further roll-out to places outside the villages and the industrial estates in our area. I received positive assurances that they will continue to reach out to the remote farms and business estates in the area. They suggested the upgrade to the Honeybourne Industrial estates is imminent.

Highways

1. **Grange Farm – Taylor Wimpy** – Work progressing with new entrance and traffic calming measures. Highways agreed that dropped kerbs opposite the Gate pub to be installed.
2. **Ways to stop HGV's using Mickleton Rd as a rat run** - We have an 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** - Our MP Nigel Huddleston has been in touch with Network Rail and Taylor Wimpy solicitors to chase them. It appears progress is being made but painfully slowly!

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4. **Broken hand rails on raised footpath** at junction Station Rd /High Street – Scheduled to be repaired in July. Safety barriers erected in meantime.
5. **Shepherd's Walk – illegal parking on footpath** – Planning have agreed for the post to be moved to prevent this illegal parking.

Other issues:

1. New Wychavon District Council “**Meet your Council**” leaflets distributed. It would be good to have them on display on all the notice boards in the village. (now done!)
2. **Weeds on pavements and kerbs** – I have got agreement from WCC Highways will pay for the lengthsman to eradicate these weeds and grass that damage the fabric of the pavements and edges of the roads by applying weed-killer. However the parish council will have to pay for the training of the lengthsman to use weed-killer. I have supplied the Parish Council with the training information from Pershore College. Many of the pavements can be improved simply by killing the weeds and grass.
3. **Schools** – I attended the public consultation at Honeybourne First school on 29th June and urged all schools in the Pyramid (First, Middle & High) to work together to find a way forward to transferring to the 2-tier school system and long term sustainability.

End of report.