

Honeybourne Parish Council

Minutes of the Honeybourne Parish Council Ordinary Meeting held at 7.15 pm in the Village Hall on 14th June 2016

Present: Cllrs. C. Clear, G. Clelland, H. Jobes, J. Edwards, S. Sidwell. & A. Attridge

In Attendance: J Stedman (Clerk), Alastair Adams. No members of the public were present

35. Apologies were accepted from: Cllrs. D. Cowan, S. Walsh & A. Perry,

36. In the absence of the Chairman Cllr D Cowan, the Vice Chairman Cllr Steve Sidwell took the Chair.

37. 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:

Cllr Colin Clear declared an interest in Minute 49e Perrie Drive community asset

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

Chairman to Moved: The meeting be now adjourned for Open Forum

Public Open Forum: none present

Ward Members Report: Cllr Alastair Adams's report is appended to the minutes

38. The Chairman closed the adjournment and reconvened the meeting

39. Minutes:

a) Council agreed the wording of the minutes of the Annual Meeting of the Council and the May ordinary meeting; the Chairman signed the minutes as a true record of both meetings.

40. Clerk's Report on Matters in Progress:

a. Community Right to Bid nomination for 12 High Street as a community asset sent to WDC

b. Pursuing the new post box on the High Street to be supplied by Royal Mail – correspondence with Royal Mail has not received any response – Clerk to pursue the matter

c. Request sent to Taylor Wimpey to tidy the walkway from High Street to their site- members reported the site is still not cleared and the Clerk will pursue the matter.

d. Security light intrusion on to Buckle Street from the Fair View Trading estate – a WDC planning enforcement officer informed the Clerk the site will be security fenced shortly and the security lights reduced. The current lighting levels are acceptable although very bright they are not a highway problem.

e. Speed Watch Scheme advert for community volunteers -there were no further responses from the advert in the Village news and members requested the advertising is intensified to bring the scheme to the attention of parishioners.

f. A credit account for the council is now open at BHGS in Evesham; Ian Trout has been informed he can use it for Recreation Field supplies.

g. Response from WDC planning officers regarding the council's remarks on the granted chip shop application for Sunday opening, council noted the officer's comments.

h. Abandoned vehicle at the Station reported to Alan Field, the Station Manager – members reported the car has now been removed – Resolved.

i. A letter of thanks from the Clerk was sent to ex-councillor, Mike Powell thanking him for his services to the council.

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- 41. Planning Applications:** None to consider.
- 42. Planning Decisions Noted:**
- a. **W/16/00814/PP:** 35 Stratford Road, Honeybourne, Proposal: Garage and dining room extension Applicant: Mrs K Greatrix. The Council has no objection or comment on the application. **Granted** with 4 conditions.
 - b. **W/16/00806/PN:** Domestic Fowl Trust, Station Road, Proposal: Demolition of shed and erection of a single storey building to house a soft play area and toilet facilities, providing an extension to the existing facilities at All Things Wild. The Council has no objection or comment on the application. **Granted** with 4 conditions.
- 43. Station Car Park**
- a. The Option to purchase a parcel of land on the Bovis Homes site for a Station overflow car park. After considering the pros and cons of the proposal from Cllr Alastair Adams it was agreed to leave the option open until a formal offer was made and more details of what is being offered are available.
Cllr Alastair Adams reported that a proposal from Network Rail to create a new station car park on the north side of the station was being considered but could take many years to materialise.
 - b. Members noted information from Mike Powell regarding the pending road adoption on Stephenson Way and Station parking matters. It was considered double yellow lines on Station Road might help relieve the inconsiderate parking.
 - c. An email from Vic Alison of WDC confirmed GWR will not be charging for car parking at Honeybourne Station. This was noted
- 44. Neighbourhood Development Plan: NDP**
- a. The Clerk confirmed the community meeting with Brodie Manning on the 13th June was attended by eight interested parishioners and four Parish Councillors. The members who attended confirmed the interest of the public and considered the NDP project should proceed to the first stage. The Council agreed to request a costed schedule of procedures for the plan from Brodie Manning and to include the community promotional work to inform all parishioners of the NDP launch.
- 45. Audit Report:**
- a. Council noted that Grant Thornton have confirmed the receipt of the annual return.
 - b. The Clerk confirmed the statutory audit notice was placed on the notice boards on 23rd June.
- 46. Finance:**
- a. **Payments:** Council approved the Payments, Receipts and Balances as circulated by the Clerk. The approved payment schedule is appended to the minutes.
- 47. Clerk's Salary award**
- a. A report on the 2016-18 national salary awards issued by NALC was noted

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48. Sports & Recreation Field Development Project.

- a. Snagging Report:** A report from Ken Watkins on the snagging meeting held on 1st June was considered and the many issues noted, the action items are considered below:
- i. **The eco car park** requires contractor attention to level the surface in places, the contract retention sum will be considered for payment when this snagging is completed.
 - ii. **Surface water runoff** from Bretforton Road requires grips to be created in the verge to divert water into the roadside ditch, the Lengthsman will be requested to dig the required grips at both field accesses.
 - iii. **Hard walkway required** from the pedestrian gate to the basketball area as the area has standing water in storm conditions. It was agreed to request the Handyman to install a slabbed walkway as suggested.
 - iv. **Field maintenance** and the condition of the sward was reported to be very poor and extensive remedial works are required to restore the grass sward and remove the weed cover. The field boundaries were un-mown and the report recommends the weeds are sprayed and the mower height is reduced to encourage the grass to re-establish.
 - v. **The field drainage trenches** are still low it is recommended the mowers should have rollers to help level the trenches and the improvements to the sward would solve the trench sinkage.
 - vi. **Restoration works:** The report has a recommendation to have the field restored by Phil Day Sports as per the quotation already received. Council considered the cost of the restoration works to be prohibitive at this time and the Council's maintenance man would be asked to carry out the suggested restoration works
 - vii. **Road Safety:** Issues with the new pedestrian gate in the northeast corner of the field were considered as there is a potential hazard when crossing the Bretforton Road to the footway on the other side when parked vehicles obscure the view of the highway. The matter to be referred to Cllr Alastair Adams to request the 30MPH zone is extended further up Bretforton Road with extra signage to help slow speeding traffic.
 - viii. All other contract built items were accepted as satisfactory
- b. Pavilion procurement:** Council considered the Clerk's report on the pavilion procurement and Sec 106 funding. Being made aware of the financial situation with the Village Hall and Community Centre funding the council agreed the pavilion should now take precedence and be procured as soon as possible to ensure the Sec 106 funding is secured. As the Council's full revenue reserves will possibly be needed to fund the pavilion based on costs received it was agreed to invite Mr Ken Watkins and Ian Tompkins to a meeting on 21st June to investigate the options for the pavilion procurement. It was previously indicated by them that a traditionally built pavilion would be less cost than the quotation received from Wernick's for a modular building.
- c. Wernick modular buildings:** Council considered correspondence on designs and costs from Wernick modular buildings and agreed to consider the information following the meeting with Ken Watkins.
- d. Field access:** Remedial work to improve the old field access area which floods was considered after the Show Committee has asked for it to be used for the show in September. To resolve this ponding problem, it was agreed the Handyman would remove the wood chippings from the area and restore the surface levels with topsoil to enable the water runoff from the field to reach the strip drain across to gateway and prevent any ponding.

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- e. **Safety notice:** The wording of a public safety notice to be fitted to the MUGA fencing and all accesses was agreed and the Clerk will order the 5 signs as suggested. They will be printed on vinyl on Aluminium backing and approximately 300X400mm in size. Clerk to action the signs
- f. **Risk Assessment:** Members considered the Clerk's draft wording of the Risk Assessment for the Recreation Field and following some small amendments it was agreed to be a suitable risk assessment. The document will be issued to the handyman to ensure Recreation Field inspections are carried out in accordance with the risk assessment.
- g. **Storage box:** Members noted the onsite storage box for the tennis nets is now installed and the instruction signs are attached to the box
- h. **Public seat:** Bovis Homes confirmed their sponsorship of a public seat for the Recreation Field and have offered to supply a seat directly to the Council, Clerk to make the delivery arrangement.

49. Community Matters

- a. **The WDC Door-Knock** Feedback report was considered by members and noted, it was considered not to be representative of the whole village and contained no issues that the Parish Council considered worthy of their actions.
- b. **Dog Bin:** Council consider an email from Mr Williams regarding the relocation of the dog bin at the Village Hall, it was felt the new location was very suitable and better than many other bin sites in the parish. No further actions required.
- c. **Website:** Consideration of a report from Cllr Sandra Walsh on the creation of a Community and Parish Council website – Cllr Walsh was not available to report on the website proposals; the matter will remain on the agenda.
- d. **Website:** Consideration of an offer from Calum McAlinden to develop a website for the Council. This matter is on hold until Cllr Walsh reports on her options for a website.
- e. **A letter from Rooftop Housing** regarding affordable housing in Wychavon was considered and due to council work load it will be brought back to the agenda later in the year

Note: Cllr Colin Clear having declared an interest in the following item left the room for the debate.

- f. **Asset of Community Value** Nomination for Perrie Drive & Fernihough Avenue. Having no evidence or recollection of community use for the open land in Perrie Drive & Fernihough Avenue it was considered to be of no community value and would not be supported as a community asset. Clerk to inform WDC of the councils consideration.
- g. **Village Show:** The Parish Council would like the following articles added to the Village Show website www.honeybourneshow.co.uk:
NDP, Speed Watch, Vacant Allotment and Parish Council member vacancies

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50. Christmas Tree:

- a. Responses to the Evesham Journal advert for contractors to express an interest to supply and install the Christmas tree; one response has been received from the Council's amenity contractor who will be requested to offer a quotation for the supply contract.
- b. The Christmas Tree contract specification for the supply and installation of the Christmas tree and its infrastructure was agreed by the council.
- c. Members considered the siting of the Christmas tree on Elm Green or the green fronting the Village Hall. It was considered the central area of Elm Green would be the preferred site.
- d. A quotation from a local electrical contractor was considered for a power supply for the green fronting the Village Hall. This will be held on file as further quotations will be requested for a power supply onto Elm Green.

51. Existing Village Hall

- a. Mr. Brian Johnson and Jasprit Baines had agreed a letter of mutual agreement to be sent to Mrs Sheaf, the letter detailed the various parcels of land relevant to the Village Hall land registration and confirmed the green between the Village Hall and the highway is not part of the Village Hall land and is still owned and occupied by the Sheaf family.
- b. The Clerk reported on a site valuation from Mr Nigel Poole which was forwarded by Mr Richard Kendrick, Council noted the valuation with trepidation after considering the land ownership information in the letter to Mrs Sheaf.

52. Community Centre Project:

- a. Members considered the Clerk's report on funding options for the Community Centre and noted the following points: -.
 - i. The liquidation of the old Village Hall is not likely to materialise for some years due to land registration delays.
 - ii. Lottery funding is not available for sites on Weston Road as the post code is not supported for lottery grants.
 - iii. The Parish Council has committed its revenue reserves to the Recreation Field pavilion project.
 - iv. Cost estimates from several sources indicates the Community Centre will cost approximately £750,000.
 - v. The new site on Weston Road will be transferred to the Parish Council in the autumn of this year.
 - vi. The Village Hall charity needs to apply for funding using their charity status.

53. The Leys Playing Field and Recreation Field

- a. The weekly visual inspection for The Leys found no safety matters to report.
- b. The weekly visual inspection for The Recreation Field found no safety matters to report.

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

- a. Remedial works update on PROW 526 Westbourne to Station Road, the Clerk reported the works are now complete.
- b. Council received a report on potential problems with ditch bank erosion around the bridge supports on PROW 547c, south end of the Leys playing field. Members will carry out inspection and issue a report to the County Council PROW officer.

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55. Highways:

- a. **New highway matters** to be reported to County Highways:
 - i. Possible verge and kerb subsidence on the railway bridge – further investigations will take place before reporting the issue
- b. Recorded VAS data for May

i. Western Road	15696	14 days
ii. Stratford Road	2147	7 days
iii. Station Road	VAS failed	
- c. The Clerk reported the VAS fault to Westcotec and they suggested the machine is returned to them for servicing. The Council agreed the cost of £25 for collection and £25 return. Clerk to package the VAS and arrange its return to Westcotec.
- d. Flood alleviation proposals for the Gate Inn cross roads. Having reported this matter to the engineering officer at WDC and subsequent correspondence, the proposals are on hold as insufficient property flood damage occurs to prompt a flood alleviation scheme. The proposals to create a catchment area on private land up stream of the Gate Inn was also rejected as third party involvement is not acceptable.

56. Lengthsman and Handyman:

- a. Report on works issued to the Handyman:
 - i. Re-site the Village Hall Dog bin – complete
 - ii. Replacement of three padlocks on the Recreation Field – complete
 - iii. Clearance of flooding on Buckle Street – complete and ongoing
- b. To consider any new jobs for the Lengthsman and Handyman;
 - i. Dig grips on Bretforton Road
 - ii. Slab laying on the Recreation Field
 - iii. Restoration of surface levels at the Recreation Field old entrance
 - iv. Weed spraying in various locations in Westbourne

57. Street Lights:

- a. The streetlight on Station Road which was disconnected for Bovis Homes to install a new footway is still not reinstated. Bovis Homes to be reminded it's a full year since the disconnection and the matter needs resolving as soon as possible.
- b. The Clerk reported on correspondence with WCC streetlighting department to help resolve the outstanding works and due to lack of interest or response to emails the Clerk dropped the option.
- c. The Clerk reported on the supply and installation by e-on for the new streetlight on Stratford Road and the new LED streetlights on Gate Inn cross roads and Green Close. Information from E-on indicated the works are still in hand and completion is expected shortly.
- d. It was agreed that the amenity contractor will be requested to remove the redundant streetlight at 35 Stratford Road.

58. Cemetery:

- a. The Clerk confirmed the purchase of plot 53 in the Garden of Remembrance to Mr Blower
- b. The Clerk reported on the interment of Mr Saddler in grave 233 on 3rd June

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59. Allotments

- a. The Clerk reported on receiving and banking £140.00 from Kevin for allotment rent.
- b. The Clerk reported on letters to be sent to two tenants for outstanding rent.
- c. The Clerk reported on the payment to the Felix Dennis Estate of the water usage for the allotments.

60. Matters Raised by Members for information or Items for Future Agendas: None

61. Meeting Dates:

- a. Members confirmed the next Ordinary Meeting of the council is scheduled for the 12th July at the Village Hall and agreed a trial start time at 7.15 pm.

There being no further business the Chairman closed the meeting at 10.40 pm

Chairman _____

Date _____

Payments Authorised			Gross	Net
Cheque Number	Payee	Details	Payment	Payment
1433	David Cowan	Travel expenses 38 @ 45p PM	17.10	17.10
1434	MG Signs	Rec field storage box signs	20.00	20.00
1435	Building and Plumbing supplies	Rec Field storage box accessories	89.12	74.26
1436	Hartwell & Co (Timber) Ltd	Dog Bin move and Bench repair	9.59	7.99
1437	P D Long	Streetlight #16 High St	70.80	59.00
1438	Geoff Bradley	Internal Audit	105.00	105.00
1439	Worcestershire CC	Leys backed dated RPI	317.69	317.69
1439	Worcestershire CC	Leys playing field lease fee	572.70	572.70
1440	Limebridge RS	Mowing contract	921.60	768.00
1441	Newsquest Media Group	Journal Advertising	142.68	118.90
1442	The Executors of Felix Dennis	Allotment water usage	48.35	48.35
1443	J Stedman	Clerks salary and expenses	***	***
1444	John Hyde	Lengthsman Works	198.25	198.25
1444	John Hyde	Handyman Works	139.35	139.35
1445	Severn Trent Water	Rec Field water charges	26.83	26.83

District Councillor & County Councillor Report - Honeybourne

Month: June 2016

Prepared by Alastair Adams

Honeybourne & Pebworth Ward, Wychavon District Council

Littletons Division, Worcestershire County Council

Good news - Superfast Broadband – the 2nd cabinet (Badsey 3) has been installed in Honeybourne and is now live – 2 residents have already ordered Superfast so if you want Superfast Broadband and are connected to the cabinet outside the village hall (Badsey 3), then you can upgrade now.

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More Good News - The cabinet in Station Road opposite Dudley Road is being re-engineered and will be called Badsey 17. It will serve some of the premises in the following postcodes

WR117GB	WR118QE	WR117XU	WR117XT	WR117XS	WR117XR
WR117XP	WR117QY	WR117QG	WR117PT	WR117PR	WR117GL
WR117GJ	WR117GH	WR118QQ			

So if you are one of these post codes, you will soon be able to get Superfast too.

And finally, Badsey Cabinet 11 which serves businesses in Honeybourne Airfield Trading Estate is due to go live in June.

Recycling

I helped arrange a visit to the Severn Waste Recycling depot called EnviroSort near Worcester on the 10th May for Pebworth residents. I attended too, and I never thought rubbish could be so interesting. Everything you put into the Green bins ends up here and they sort up to 105,000 tonnes per year!

The big learning point for all of us was the fact that none of us knew 100% what you can and cannot put into the Green bin.

There are lots of things you should NOT put in such as batteries, black plastics, aluminium foil, daily contact lens containers, old flower pots, electrical appliances, old saucepans, shoes, cloths, etc. And unfortunately if you do put these things in, they you are wasting them! Many of these items can be recycled in the right place –either at certain recycling sites at various shops, or at the Household Recycling Centres – see <http://www.severnwaste.com/household-recycling-centres/>

Another good web page is <http://www.severnwaste.com/envirosort/faqs/> which explains all the reasons why you cannot put certain items into your green bin.

So please help the environment and only put into the Green bin the items as specified on the top of your green bin or as per the website <http://www.severnwaste.com/envirosort/what-can-i-recycle/>

Some good news following this visit to envirosort, Wychavon District Council agreed to distribute new labels to be fixed to your Green bins telling you what can go in to help re-inforce the message. This new label will be distributed in December when the Christmas collections flyer is delivered.

Mobile Speed cameras in Badsey and Shinehill Lane

I know speeding has been a problem in all our villages for a long time, and various initiatives have been implemented including VAS (Vehicle Activated Signs) telling you to slow down. All 8 Parish Councils in the area have been pushing for more enforcement, and at last it is happening. The good news , (or maybe the bad news if you get a ticket!) is West Mercia Safer Road have now agreed to add 2 sites to their Mobile Speed Enforcement cameras – Bretforton Rd in Badsey and Shinehill Lane in South Littleton. So when you see the Police van on the side of the road, it may be too late; a ticket may be winging its way to you in the post.

Traffic congestion in Badsey - Pavement improvements from the Round of Gras eastwards towards Bretforton, will cause delays from beginning 6th for up to 20 days through Badsey.

Offenham Roundabout - plans at last approved. Construction should start late Summer.

Traffic calming measures at entrance to the village from the south, Weston Road - The solar controlled "Slow Dow" sign has been ordered. Also the hedge will be trimmed by the Highways Team to improve visibility of the new 30mph signs but they are awaiting the organisation of temporary traffic lights.

Overflow car parking for the Station. Following the withdrawal of the overflow car park from the Co-Op planning application, Bovis Homes are still willing to sell the land for the overflow car park to the village. It is now a decision by the Parish Council on whether they want to take on the responsibility of this overflow car park.

Weight limit on the Mickleton Rd – This is with Lynden Stowe who is the County Councillor for Gloucestershire County Council.

Your District & County Councillor, Alastair Adams can be contacted on adams.pebworth@gmail.com or mobile 07725 979 277