

Honeybourne Parish Council

Minutes of the Honeybourne Parish Council Ordinary Meeting held at 7.15 pm in the Village Hall on 12th July 2016

Present: Cllrs. D. Cowan (Chairman), C. Clear, G. Clelland, S. Walsh, S. Sidwell.

In Attendance: J Stedman (Clerk), Alastair Adams. 4 members of the public were present

62. Apologies were accepted from: Cllrs. A. Attridge, H. Jobes, & A. Perry,

63. Resignation:

The Clerk reported on receiving the resignation of Cllr James Edwards with effect as of 11th July. His reasons were lack of meeting attendance due to work commitments.

64. 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 declared

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

65. Co-option:

The council considered the application for co-option onto the council from Mrs. Angela Herbert and agreed to the co-option, the Chairman invited Mrs Herbert to join the Council.

66. Declaration of Office:

Mrs Herbert joined the council and signed her declaration of office for a Parish Councillor.

The Clerk issued a new councillor pack to Cllr Herbert and requested she completes a declaration of interests and returns it to WDC and the Clerk

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

Public Open Forum:

A resident from Stephenson Way informed the council of correspondence received from Network Rail regarding the council's adoption of the Network Rail owned section of highway adjoining Stephenson Way. The correspondence indicated that the Parish Council were the adoptees and it was pointed out this would not be the case as the Parish Council has no power to adopt a public highway.

The Council Chairman informed the meeting of an email from the Nigel Huddleston MP confirming that Network Rail were investigating a new car parking area on the north side of the railway track but it may take some years to initiate.

A resident from Westbourne expressed concerns over the lack of infrastructure being provided by the developers of the new housing estates. As no new schools had been provided, nothing for the youth of the parish and no measures to relieve the ever growing parking problems throughout the parish. Cllr Angela Herbert confirmed that efforts were under way to resurrect the now closed youth club as funds and some equipment are available to start up a new youth club. Council noted the comments made regarding the lack of infrastructure.

The lack of car parking spaces in Clun Forest Way was brought to the council's attention as it was alleged that the Rooftop Housings properties only had one parking space and most of them have more than one car some of which were not road worthy. Private accesses were being obstructed and street parking is wide spread making access to properties difficult. The Chairman pointed out that as the estate roads are un-adopted there is no opportunity for local authorities to take any enforcement action. It was agreed that the Council will write to the Housing association requesting they ask their tenants to be considerate to their neighbours.

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

68. The Chairman closed the adjournment and reconvened the meeting at 8:05
69. **Minutes:**
- a) Council agreed the wording of the minutes of the June ordinary meeting and the Chairman signed the minutes as a true record of the meeting.
70. **Clerk's Report on Matters in Progress:**
- a. The Taylor Wimpey site weed cover on the walkway was reported to Taylor Wimpey and is now strimmed down, Matter resolved for the present time.
 - b. The post mounted mail box ordered from Royal Mail is to be fitted in High Street shortly
 - c. The dumped trailer on Station Road reported to the PCSO is now removed and resolved.
 - d. Council's decision not to support the nomination for an Asset of Community Value for Perrie Drive & Fernihough Avenue was sent to WDC
 - e. An anonymous letter received regarding Parking and traffic speed was noted. Members also reported that speed enforcement had taken place last week on Weston Road.
71. **Planning Applications:**
- a. **W/16/01556/PP;** Cornwall Villa, Station Road, Honeybourne: Proposal, New driveway entrance to form in & out drive Applicant: Mr & Mrs Mathias. The Council has no objection or comment on the application.
72. **Planning Decisions Noted:**
- a. Planning Inspectorate APP/H1840/W/16/3142841: Baldwyn House, High Street Appeal for a conservatory at the rear of Baldwyn House, **Appeal dismissed**
 - b. W/16/01140/PN; MR Down: Retrospective planning permission for the installation of a land drainage pond at 65 Weston Road, Bretforton. **Granted with one condition**
73. **Planning matters:**
- a. **Cotswold District Council** local plan public consultation on the draft plan submission; Council noted the consultation.
74. **Neighbourhood Development Plan: NDP**
- a. Member's noted the Clerk's brief report on the meeting held on 13th June with Brodie Manning when 4 councillors and 8 members of the public attended to progress the NDP
 - b. Council considered the Brodie Manning cost estimates and process schedule for the NDP along with confirmation of full funding availability from WDC. It was fully agreed to accept the cost estimate and process schedule from Brodie Manning and proceed with NDP.
 - c. A formal engagement letter will be sent to Brodie Manning requesting them to manage and produce the Honeybourne Neighbourhood Development Plan as per their schedule.

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75. 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 considered and approved the first quarterly bank reconciliation, the account and budget reports and balance. The Chairman checked the bank statements and signed the bank reconciliation as a correct record of the balances.
- c. Council considered a review of the new policy budget expenditure for 2016-17 to regularise the funding budgets for the proposed pavilion and the following budget amendments were agreed.

New policy budget expenditure for 2016-17

Rec Field phase 2 Pavilion	£10,000.00	The budget adjustments increase this budget to £28,000
New Community Centre fund	£ 12,000.00	All moved to the Rec Field phase 2 Pavilion
Loan repayment if required	£5,000.00	All moved to the Rec Field phase 2 Pavilion
Streetlights upgrade	£1,500.00	All moved to the Rec Field phase 2 Pavilion

76. Sports & Recreation Field Development Project.

- a. The Recommendations in the report from Ken Watkins on the meeting with the Clerk and members were agreed in principal therefore it was further agreed to have a further discussion meeting for the progress and detailed design of the pavilion built in traditional building methods. The discussion meeting to be arranged for an evening at 7.15 pm when all members would be able to attend.
 - c. The consideration of an alternative risk assessment issued by Ken Watkin was deferred to a future meeting due to time constraints
 - d. Members noted the Clerk's report on remedial works carried out to rectify the depleted grass sward. Weed control measures had been successful and the sward restoration was underway. The maintenance/mowing of the field boundaries would be investigated further to find a cost effective method of maintenance for mowing and weed control. The maintenance schedule for the field will be considered at the precept meeting in November to ensure funds for extra maintenance are available.
 - e. The Clerk reported that Bovis Homes sponsorship of a public seat was in hand and the delivery of the seat from Bovis was expected imminently.
 - f. The 5 safety signs for the Recreation Field have been received and are in the process of been fitting by the Handyman.
- a. The Handyman to be requested to secure the netball net posts to the MUGA fencing to ensure they are safe and secure for public use
 - b. The request to Cllr Alastair Adams for an extension to the 30MPH zone on Bretforton Road was reported to be in hand with County Highways and will be implemented shortly.

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77. Community Matters

- a. **Village Show Trophy:** Council agreed to the purchase of a trophy for the Village Show, the budget cost is £35.00 including engraving; Cllr Heath Jobs to action the purchase.
- b. **Website:** Cllr Walsh presented an extensive hard-copy draft of her designs for a Community and Parish Council website which had been fully researched on the internet. Cllr Herbert offered to assist Cllr Walsh with the website in conjunction with her role at Evesham College possibly as a community project with the students.
- c. **Website:** An offer from Calum McAlinden to develop a website for the Council was declined as Cllr Walsh will create a Council website in her own time.
- d. **Community Asset:** The Clerk reported the Thatch Tavern, 12 High Street, has been approved by WDC as a community asset.
- e. **Highways Adoption Agreement:** The Clerk reported on correspondence received from the County Council's law firm Eversheds, on sec 38/278 highways adoption agreement. No details were available for discussion at the meeting and the Clerk will pursue the matter through Cllr Alastair Adams.
- f. **Station Car Parking:** Information received from Nigel Huddleston MP regarding the Station car parking proposals from Network Rail indicated Network Rail are progressing with plans to create a large car park on the north side of the railway track. He also indicated it would be a slow process and could take years to complete.

78. Christmas Tree:

- a. **Power Cable Routing:** The Clerk reported on the request to use the field behind the Village Hall to trench in the power supply cable from the Village Hall to the green; the request was declined by the landowner. As an alternative, it was agreed to investigate routing a power cable to the green via the highway owned carriageway edge from the Parish Council's streetlight adjacent to the Village Hall across the track to Elm Green. Council agreed to delegate to the Clerk the investigations and arrangements for installing and connecting the power supply. Western Power Distribution will be consulted on connection to the streetlight, County Highways consulted on trenching the verge and Elm Green, PD Long requested to make the cable connection and Limebridge to lay the power cable from the streetlight to the green
- b. **Power Supply:** Members noted two quotations for the power supply installation onto Elm Green, these will need to be re-considered when the cable routing is finalised.

Note: The Clerk having an interest in the following matter withdrew from the meeting while the council considered two quotations

- c. **Supply Contract:** Limebridge Rural Services Ltd being the only contractor to express an interest in quoting for the Christmas Tree contract offered two quotations for the Council to consider. The two quotations were for (1) the permanent supply of the ground socket and ground anchor wires and (2) the supply installation and decommissioning of the Christmas tree in accordance with the approved contract. The Council agreed to accept both quotations.

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- d. **Lights:** It was agreed to purchase approximately 200 X 0.5W LED coloured festoon lights for the tree. Clerk to action the purchase from a suitable supplier.
- e. **Sponsors:** It was agreed to pursue funding by asking local business to sponsor the project.
- f. **Catering:** The Honeybourne WI to be asked to arrange and run a facility

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

- a. Members have received reports of problem with access on the PROW at Baylis Hill, the PPW will investigate and report to the next meeting.

80. Highways:

- a. New highway matters to be reported to County Highways.
 - i. Highway edge ruts on Bretforton Road
 - ii. Station Road Bridge carriageway edge subsidence
 - iii. The visibility obstruction on the Shinehill Buckle Street junction
 - iv. A dog waste bin in Westbourne has been impacted and requires attention
 - v. Hedges obstructing the footway on Harvard Avenue –
Clerk to write to occupiers
- b. **VAS:** The Clerk reported the faulty VAS sent to Westcotec was returned on 8th July and will be re-installed shortly by the Lengthsman. Westcotec carried out the repair free of charge but charged for its collection and delivery.
- c. **HGV Signage:** Cllr Alastair Adams report on the new HGV signage giving direction to Unipart was noted and is in his report
- d. **Verge Mowing:** It was agreed to change the frequency of cutting from 3 months to once a month for the verge on Station Road from All Things Wild to the Stephenson Way junction. Clerk to make the contract changes.

81. Lengthsman and Handyman:

- a. To consider any new jobs for the Lengthsman and Handyman
- b. Report on works issued to the Handyman. –
The list of works is underway but delayed due to holidays
 - 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

82. Street Lights:

- a. To report any lights in need of attention.
 - i. Bretforton Road streetlight reported faulty and now repaired
- b. Bovis Homes re-instatement of the disconnected streetlight in Station Road. Following requests for action to complete the re-installation of the streetlight members reported construction work was underway on the new footway and the streetlight was part of the works. The Clerk will send a reminder to Bovis Homes and further reports will be made at the next meeting

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- c. To receive the Clerks, report for the supply and installation by e-on for the new streetlight on Stratford Road and the new LED streetlight on Gate Inn cross roads and Green Close.

83. Existing Village Hall

- a. It was reported that the land registration is progressing and an agreement has been reached over the actual site boundaries.

84. Community Centre Project:

- a. Member's reported on the productive meeting with the Village Hall Committee members held on 28th June.
- b. Council considered a request from the Village Hall Chairman for the Parish Council to engage and fund a professional Project Manager for the Community Centre procurement and project management. The council agreed the proposal and the Clerk will seek a suitable qualified professional manager.
- c. WDC planning officers have *confirmed* a full planning application for the Community Centre is required as the outline permission expired in 2013

85. 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.
- c. The Clerk reported on ordering the annual safety inspection from Wicksteed for both the Recreation Fields

86. Cemetery:

- a. The Chairman reported on a site visit to residents in Stratford Road as concerns were raised over the intrusion of the cemetery Ash Trees on three properties on Stratford Road. A large Ash tree which has considerable trunk root and fungal growths on its trunk will be felled to ground level and a further large Ash Tree will have a canopy reduction to remove the overhang on neighbouring properties. Quotation for the works will be pursued and the works scheduled for the autumn.
- b. A request to site a memorial bench or plant a tree in the cemetery was considered and it was agreed a bench would be preferable and sited between the garden of Remembrance and the next bench on the left side of the path. The council cemetery policy on benches will apply. Clerk to inform the applicant

87. Allotments

- a. Letters sent to two tenants for non-payment of rent, no response has been received it was agreed to send stronger rent demand letters later in the month as a full month had not elapsed.

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

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89. Meeting Dates:

- a. Members confirmed the next Ordinary Meeting of the council is scheduled for the 9th August 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 10.50 pm

Chairman				Date
Payments Authorised				
Cheque Number	Payee	Details	Gross Payment	Net Payment
D/D	British Gas	Rec Field electricity charges	16.15	15.39
1146	BHGS	Weed control Rec Field	94.07	78.39
1146	BHGS	Weed control Rec Field	372.00	310.00
1147	John Hyde	Lengthsman Works	122.05	122.05
1147	John Hyde	Handyman Works	30.00	30.00
1148	Limebridge RS	Mowing contract	1162.80	969.00
1149	J Stedman	Clerks salary and expenses	***	***
1150	MG signs	Rec Field safety signs	205.00	205.00
1151	Westhill Direct	Office consumables	154.24	128.53
1152	HMRC	PAYE and NIC	735.27	735.27
1153	Ken Watkins	Rec Field Project Fees	490.00	490.00
1154	Fairview Trading Co Ltd	Padlocks for the Rec Field	29.64	24.70
1155	Westcotec	VAS repair	60.00	50.00
1156	P D Long	Streetlight Maintenance	70.80	59.00
D/D	Npower	Streetlight Energy	771.73	643.11

District Councillor & County Councillor Report - Honeybourne

Month: July 2016

Prepared by Alastair Adams

Honeybourne & Pebworth Ward, Wychavon District Council

Littletons Division, Worcestershire County Council

HGV's and the Advisory Lorry Routes

All 8 Parish Councils in my Division have expressed concern of HGV's using roads that are not suitable for their size, weight or manoeuvrability, and so over the last 2 years I have been discussing ways on how the 3 County Councils can work together to try and control the movement of such vehicles. Last month, several meetings occurred that has made some good progress as follows:-

1. Worcestershire County Council and Warwickshire County Council have reviewed all signage in the area, and designed nearly 20 new signs that will be erected over the next few months. The aim is to give clear instructions to HGV drivers about the weight restrictions, bridge heights, and to follow the advisory Lorry Routes to the main destinations such as Unipart, Kanes, Honeybourne Trading Estate, etc
2. Unipart agreed to liaise with all their hauliers and to re-inforced the message of the weight limits in Blacksmith lane and on Bidford Bridge, and advise all drivers to travel to Unipart from A46 via the advisory Lorry Route.

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3. It has been suggested to resurrect the regular meetings of the Vale Of Evesham Freight Quality Partnership which was made up of local hauliers, HGV operators and generators in together with the Worcestershire CC and Warwickshire CC and Gloucestershire CC, FTA, RHA, Police
4. Worc CC and Warwick CC will also look at how best to update the Satellite maps so they show the weight limits and low bridges.
5. A suggestion is being considered to change the weight limit on Bidford Bridge as well as Welford Bridge to 7.5tonnes.
6. Warwickshire Trading Standards are looking at installing cameras over Bidford Bridge and will be looking to prosecute any offenders which could affect Operating Licenses. So be aware!
7. Gloucestershire CC are progressing with a weight limit on Mickleton Rd in Honeybourne.

WCC Driving Home Highways programme

An extra £12m is being spent on rural roads over 2 years. I have identified several roads in my Division requiring attention. The edges to Bretforton Road have been flagged to be included in this programme. Please let me know if there are any stretches of road that you think are in particular bad condition.

Mobile Speed cameras in Badsey and Shinehill Lane

The Mobile Speed Enforcement cameras have been operating in the last month in Bretforton Rd in Badsey and Shinehill Lane in South Littleton, Honeybourne and elsewhere in the area. Already one Parish Councillor in South Littleton has been issued a ticket for doing 36mph in a 30mph speed limits. So please keep to the speed limit or risk a fine and points on your license!

Other Highway issues:-

1. Please note considerable Surface dressing is now occurring around the area so please drive slowly over the loose chippings or they will damage your windscreen!
2. The solar controlled "Slow Down" sign at the entrance to the village from Weston is in the process of being installed.
3. Also the hedge will be trimmed by the Highways Team to improve visibility of the new 30mph signs but still no date is confirmed yet.

Superfast Broadband - The new BT cabinet (called Badsey 17) in Station Road opposite Dudley Road is being commissioned in July and should go live in August. 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 went live in June.

Overflow car parking for the Station. Network Rail have confirmed they are looking to install a new car park for up to 200 car parking spaces at Honeybourne in the long term. In the short term, Bovis Homes are still offering to sell some land for a smaller overflow car park behind the new Co-Op store. It is now a decision by the Parish Council on whether they want to take on the responsibility of this temporary overflow car park.

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