

Honeybourne Parish Council

Minutes of the Honeybourne Parish Council Ordinary Meeting held at 7.15 pm in the Village Hall on 9th August 2016

Present: Cllrs. D. Cowan (Chairman), C. Clear, G. Clelland, S. Walsh, S. Sidwell, A. Attridge, H. Jobs & A. Herbert

In Attendance: J Stedman (Clerk), Alastair Adams. 2 members of the public were present

90. Apologies were accepted from: Cllr. A. Perry for business commitments.

91. 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

92. Co-option:

The council considered the application for co-option onto the council from Mr. Matthews Henson and agreed to the co-option, the Chairman invited Mr. Henson to join the Council.

93. Declaration of Office:

Mr. Henson joined the council and signed his declaration of office for a Parish Councillor.

The Clerk confirmed the issue of a new councillor pack by email to Cllr Henson and requested he completes a declaration of interests and returns it to WDC and the Clerk

94. Chairman to Move: The meeting be now adjourned for Open Forum

Public Open Forum: no representation

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

95. The Chairman closed the adjournment and reconvened the meeting at 7:20

96. Minutes:

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

97. Clerk's Report on Matters in Progress:

a. The Request for a cemetery bench was referred back to the proposer as confusion over benches and seat designs arose, the matter is ongoing.

b. Allotment tenants rent arrears report, all paid up and the matter is resolved.

c. Confirmation that the Honeybourne WI will facilitate catering at the Christmas tree switch-on event. This will be referred to Mrs. Rita Booth as a member of the WI

d. Adjustments to the electrical equipment on streetlight 38. The clerk confirmed a camera was installed on the streetlight column and connected to the streetlight power supply, the police will pay for the works carried out.

e. A letter of formal engagement for the NDP project management sent to Brodie Manning.

f. Request sent to Rooftop Housing asking for their tenants in Clun Forest Way to be considerate to neighbours when parking in the area. It was confirmed the tenants had received letters regarding this matter.

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- g. Bovis Homes sponsored seat for the Recreation Field has been received. The council agreed to site it on slabs alongside the MUGA. Handyman to action the installation.
- h. Maintenance issues raised by Fortis Living over mowing their social housing sites. Noted
- i. Extra-large refuse bags ordered and received for the litter bin on the Recreation Field. Noted
- j. Letters sent to a property in Harvard Avenue regarding hedges obstructing the footway. Members reported no action taken on the hedge to date and monitoring will take place.

98. Planning Applications:

- a. **W/16/01758/PN:** Long Stretch Farm, Weston Road, Honeybourne: Proposal, Lean-to extension to barn. The Council has no objection or comment on the application.
- b. **W/16/01794/PN:** 21 Stratford Road, Honeybourne: Proposed bungalow. Applicant: Thomas and Thomas Ltd. The Council has no objection or comment on the application.

99. Planning Decisions Noted:

- a. **W/16/01556/PP:** Cornwall Villa, Station Road, Honeybourne: Proposal, New driveway entrance to form in & out drive Applicant: Mr & Mrs Mathias. **Granted** with 3 condition

100. Neighbourhood Development Plan: NDP

- b. The clerk reported on the arranged meeting dates starting in September for the NDP Steering Group.
Back room of the Village Hall at 7pm on - Sept 12, Oct 10th, Nov 14th, Dec 12th, Jan 9th, Feb 13th, Mar 10th and Apr 8th.

101. Finance: Payments:

- a. Council approved the Payments, Receipts and Balances as circulated by the Clerk except the £6,000 cheque for MJ Phillips for the retention on the Recreation Field work which will be reconsidered after a further site meeting by members. The approved payment schedule is appended to the minutes.
- b. The Clerk reported on several complex questions raised by the external auditors Grant Thornton regarding the 2015-16 excessive increase in income and expenditure

102. Insurance Renewal

- a. Council gave full consideration to the details provided from three insurance providers, Came & Company, Aon and Zurich. All provided the required insurance cover and the council agreed Aon offered the best value. As the council will be procuring several sizable assets during the next year it was agreed a one-year contract term would be preferential. Clerk to secure a one-year term on insurance from Aon.

103. Section 38 Agreement -

- a. Council considered the adoption of the streetlights on Stephenson Way by way of a Sec 38 adoption agreement to be signed by two councillors. The agreement was not available for the meeting to consider but to expedite the adoption it was agreed that when its received it should be signed by two members after scrutiny and consultation with councillors.

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- b. Council agreed to request Taylor Wimpey to the up-grading of the streetlights to LEDs in Stephenson Way prior to, or following, the streetlight adoption under the section 38 agreement. Clerk to make the upgrade request through the County Council as they are creating the sec 38 agreements.

104. Sports & Recreation Field Development Project.

- a. **Meeting Notice:** Ken Watkins and Ian Tompkins will attend a meeting on 15th August with members for the progress of the pavilion design and construction details.

- b. **Car Park snagging report.** At the site inspection on 3rd August with three councillors and the Clerk it could not be confirmed that the agreed snagging work had been carried out as no evidence of kerb slots were found and the plastic grating were still showing through the car park surface.

A report from the meeting was sent to Ken Watkins who then carried out a further site inspection on 9th August and issued a report for the Parish Council meeting. In his report he confirmed the agreed drainage slots had been cut through the kerbs but instead of cutting them through the kerb surface the kerb joints had been cut out and widened to allow surface drainage from the tarmac area. He also confirmed the plastic grating was as installed as intended as it should show through the gravel surface, therefore no further remedial action is required.

The council agreed the contract retention payment should be withheld until the meeting with Ken Watkins on 15th August by which time members will have inspected the car park to substantiate the declared works are complete and satisfactory.

- c. **The field drainage trench subsidence.** A site inspection with three councillors and the drainage contractor found considerable trench subsidence and it was confirmed that the excessive soil shrinkage was causing the problem by increasing the trench width.

The contractor offered to supply four tons of sand/soil mix to help fill the trenches but considered many more tons would be required to treat the whole field and this could be supplied loose at £35.00 per ton and tipped on the field for use by the council.

The Council considered the logistics of getting the sand filler in to the trenches across the whole field and completing the works before the village show on 4th September. Many options were considered and the operation was delegated to the Clerk as the matter needs an urgent resolve.

Sward restoration. In considering the lack of grass sward has contributed to the soil shrinkage members agreed to investigate a sward restoration programme for the autumn when a package of maintenance and restoration could be considered. The Clerk to request a specification and costs from Phil Day Sports.

105. Community Matters

- a. **Parish Council website:** Cllr Sandra Walsh reported on the progress of the Community and Parish Council website and confirmed she would send the wording for each of the 33 pages to members one at a time for verification. Cllr Angie Herbert confirmed the Evesham Collage students would like to be involved in the website design when the page wording is ready. Sandra and Angie will liaise over the student's involvement.
- b. **Community Awards:** Council agreed to the Clerk's suggestions for community awards funded from the Chairman's civic allowance. An award to a prominent parishioner was agreed and the Chairman and Cllr Heath Jobses will make the necessary arrangements.

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106. Christmas Tree:

a. Power Cable Routing: The Clerk reported on the problems involved in routing the power cable under the pavement from the streetlight pole and has now gained permission from the Village Hall committee to connect a power supply into the kitchen and route a cable across the car park to the green. Liaison with the necessary contractors is underway and costs will be considered at the next meeting along with options and costs for the tree lights.

107. Village Show

a. Members were reminded of the need to manage the Council's stand at the show and organise any display material or handouts and any other show matters.

b. Members noted a letter of thanks from the Show committee for the Parish Council show sponsorship and involvement.

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

a. Members have received reports of problems with access on the PROW 507c at Bayliss Hill, the PPW will investigate and report to the next meeting.

b. The PROW sign at the Buckle Street end on 507c is broken and obscured by bushes. The handyman to be requested to resolve the issues.

109. Highways:

a. New highway matters to be reported to County Highways.

- i. Highway edge ruts on Bretforton Road, Cllr Alastair Adams informed the meeting that the County Highways will be carrying out remedial works in the near future to solve the rut problem
- ii. Station Road Bridge carriageway edge subsidence, this continues to deteriorate and a gap in the new fence on the embankment could be a safety matter, further investigation to be requested
- iii. The visibility obstruction on the Shinehill Buckle Street junction – reported to the Lengthsman for cutting back
- iv. A dog waste bin in Westbourne has been impacted may require attention, Cllr Angie Herbert will investigate and report to the Clerk
- v. The newly installed pavement needs a top-coat of tarmac applied by the County Highways as its surface is very uneven and has trip hazards
- vi. Following the weed spraying in Westbourne Estate the roads need to be cleaned, a road sweeping will be requested
- vii. Have the verge mown on Station Road as soon as possible.

b. VAS:

- i. The VAS report for July was not available due to unforeseen circumstances.
- ii. Members reported the VAS sited on Weston Road is faulty as only part of it lights up. It was also considered to be sited too close to the 30mph limit and would be better sited on the south side of the bridge on Station Road.

110. Lengthsman and Handyman:

a. New jobs for the Lengthsman and Handyman – none at this time

b. Report on works issued to the Handyman. –

The list of works is underway but some 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. Install the new bench on the Recreation Field

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111. Street Lights:

- a. Lights reported to be in need of attention. None
- b. Bovis Homes re-instatement of the disconnected streetlight in Station Road. Members reported construction work on the new footway was complete and the new streetlight should now be installed. The Clerk to request Bovis Homes to complete the installation work as a matter of urgency.
- c. The Clerk reported some progress as Eon have agreed dates for the supply and installation of the new streetlight on Stratford Road and the new LED streetlights on Gate Inn cross roads and Green Close.

112. Cemetery:

- a. **Tree Works:** Council considered two quotations for felling and canopy reduction of Ash Trees and other necessary tree works in the cemetery. The quotation from Arbor Tree Specialists was the most favourable and accepted by the council, Clerk to action the works.
- b. The Clerk reported on the internment of ashes of Francis Grinnell on grave 205B payment of £120 received

113. Existing Village Hall

- a. It was reported that the land registration is progressing and an agreement has been reached over the actual site boundaries, the new plans were referred to the County Council conveyancer for the attention of the Land Registry.

114. Community Centre Project:

- a. The Clerk reported that following the proposal to engage a project manager and the subsequent enquiry to Jem Teal, the WDC funding officer, he wishes to have a meeting with Councillors and Village Hall committee members to consider the option for funding the Community Centre project. The meeting with Jem is arranged for 13th September at 6.30pm prior to the Parish Council meeting.

115. 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 and the removal of two incidences of dog mess was noted and will be monitored.
- c. **Safety Inspection:** Members considered the annual safety inspection carried out by Wicksteed on both the Recreation Fields. In the Recreation Field report some minor matters regarded as medium risk were considered and the council agreed the recommended new sign for the basketball court should be installed. All other matters will be monitored and checked as part of the weekly inspections. The Handyman will carry out safety surface repairs on the Leys swing area and check other minor matters.
- d. **Table Tennis:** Members requested the outdoor table tennis table supplied by the Youth Club should now be installed on the Recreation Field between the youth shelter and the new seat, Clerk to action the installation.

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e. A **basketball net** supplied by the Youth Club to be installed on the Leys playing field in a suitable position, the Handyman to be requested to carry out the works

f. **Hedge Cutting:** it was agreed to have the boundary hedge of the Recreation Field cut in August prior to the village show, Clerk to instruct the contractor

116. Allotments

a. A request from Kevin Gisbourne to have the allotment site mown was conveyed to the contractors to carry out the mowing.

b. The Clerk reported all allotment rents are now fully paid up

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

118. Meeting Dates:

a. Ken Watkins and Ian Tompkins will attend a meeting on 15th August in the Village Hall at 7.30pm with members for the progress with the pavilion.

b. A Community Centre funding meeting with Jem Teal at **6.30pm** on September 13th prior to the Council meeting,

c. It was confirmed the next Ordinary Meeting of the Council is scheduled for the 13th September at the Village Hall at **7.30 pm**

There being no further business the Chairman closed the meeting at 9.35 pm

Chairman _____

Date _____

Cheque Number	Payments Authorised		Gross Payment	Net Payment
	Payee	Details		
1457	Wychavon Sport	Wychavon Games Fees	69.00	69.00
1458	J M Phillips	Retention for snagging Rec Field	6000.00	5000.00
1459	John Hyde	Lengthsman Works	33.75	33.75
1459	John Hyde	Handyman Works	119.70	119.70
1460	Limebridge RS	Mowing contract	966.00	805.00
1461	J Stedman	Clerks salary and expenses	***	***

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District Councillor & County Councillor Report - Honeybourne

Month: August 2016

Prepared by Alastair Adams

Honeybourne & Pebworth Ward, Wychavon District Council

Littletons Division, Worcestershire County Council

The hedge along Weston Rd has at last been trimmed by the Highways Team to improve visibility of the new village entrance signs and 30mph signs.

The solar controlled flashing “Slow Dow” sign at the entrance to the village from Weston is now installed and working. This completes the traffic calming measures which part of the planning process for the Taylor Wimpy site. Hopefully these measures will reduce the speed of traffic through the village.

HGV's and the Advisory Lorry Routes

The new lorry route signs mentioned in my report last month are being made and will be erected in September.

WCC Driving Home Highways programme

As part of this £12 million investment in rural roads, I have requested Stratford Rd, (especially the area under the 2 bridges) is improved ie repaired and re-tarmacked. Also I have received confirmation that the edges to Bretforton Road will be included in this programme – they will temporarily fill the ruts with stone, but have a new engineered long term solution that should prevent the ruts re-occurring.

Extension to 30mph speed limit in Bretforton Rd has been approved in principle and is currently going to consultation before the legal process is completed.

Superfast Broadband - The new BT cabinet (called Badsey 17) in Station Road opposite Dudley Road is planned to go live in August so residents living near this cabinet should be able to order Superfast Broadband very soon.

Surface dressing

Around the whole area there is a lot of surface dressing being done this month so please drive slowly over the loose chippings or they will damage your windscreen!

And finally a Make-Over Day for Honeybourne in September

Honeybourne has been selected this year as one of only 4 villages in the whole of Worcestershire to have a special “Make-Over” organised by Worcestershire County Council. What is a “Make –Over Day”? A special team of skilled workman from Highways will descend on the village and work all day to improve all the street infrastructure including benches, signs, telephone boxes, bus shelters, barriers, and to clear all weeds, and strim all verges and make the place look ship-shape! They only have limited time, but other villages that have experienced this, have been extremely happy with the results. So if you know of anything that needs to be improved around the village, then drop me a line or tell your local Parish Councillors, and we will see if we can add it to the long list of improvements on our “Make-Over Day”.

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