

## Honeybourne Parish Council

### Minutes of the Honeybourne Parish Council Ordinary Meeting held at 7.15 pm in the Village Hall on 11th October 2016

#### **Presentation:**

Prior to the meeting the Chairman presented a well-deserved gift to Mr Brian Johnson in recognition of his services and commitment to the community and Parish Council over his seven years as Councillor, particularly for his considerable efforts overseeing the legal matters regarding the obtaining of the land registration for the old Village Hall site.

**Present:** Cllrs. D. Cowan (Chairman), C. Clear, G. Clelland, S. Walsh, S. Sidwell, A. Attridge, H. Jobes & M. Henson

**In Attendance:** J Stedman (Clerk), Cllr. Alastair Adams & 1 member of the public were present

**145. Apologies were accepted from:** Cllr Graham Clelland

#### **146. 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

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

**Public Open Forum:** no comments from the public

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

**148.** The Chairman closed the adjournment and reconvened the meeting at 7:17

#### **149. Minutes:**

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

#### **a. Clerk's Report on Matters in Progress:**

a. The misplaced street signage giving direction to the Thatched Tavern on Station Road has been reported to county highways and they have the matter in hand to re-locate it

b. Overgrown hedge in High Street by Baldwyn Court obstructing the footway. The Clerk reported a letter has been sent to the responsible residencies but no action has been taken to date.

c. VAS on Weston Road reported to WCC as faulty is waiting for attention.

d. Request to Cllr Alastair Adams for footpath repairs on Bretforton Road and Stratford Road. Noted.

e. Councillor vacancy, the statutory notice posted on noticeboards 20-09-16 noted

f. The Waste Skip sited in High Street – it's license expired on 22<sup>nd</sup> September and it was removed on that day - Resolved

g. New post box requested for High Street, some confusion exists over the siting but it is expected to be installed within a week

h. Land developments off Bretforton Road have been reported to planning enforcement as a potential public hazard exists.

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### 150. Planning Applications:

- a. **W/16/02220/PN & W/16/02221/LB** Location: Poden Farm, Mickleton Road, -  
**APPLICATION WITHDRAWN**
- b. **W/16/01329/AA** Camfields: four directional road signs;  
**APPLICATION WITHDRAWN**

### 151. Planning Decisions Noted:

- a. **W/16/01702/OU:** Land adjoining, 17 Stratford Road, Honeybourne Proposal: Outline application for the erection of 5 detached bungalows. **Granted** with conditions
- b. **W/16/01960/PP** - 20 Stratford Road, Honeybourne, proposed new and replacement extension. Applicant Mr S Hannaby. **Granted** with 2 conditions

### 152. Neighbourhood Development Plan: NDP

- a. The clerk confirmed that the arranged meeting dates for the NDP Steering Group are: Oct 16 Nov, 14 Dec, 18 Jan, 22Feb, 22 Mar, 19 Apr and 17 May all meeting are in the back room of the Village Hall at 7pm.

### 153. Finance: Payments:

- b. Council approved the Payments, Receipts and Balances as circulated by the Clerk and listed in appendix A of the minutes
- c. Council considered and approved the second quarterly bank reconciliation account balances and budgets.
- d. The Clerk reported on further complex questions raised by the external auditors Grant Thornton regarding the 2015-16 excessive increase in income and expenditure and procurement procedures.

### 154. Audit Report:

- a. Having received the audit report from Grant Thornton just prior to the meeting copies were issued to all members for consideration.  
The report highlighted un-presented cheques had been wrongly accounted for and this was noted by the council, the clerk was asked to change the accounting system to conform to the auditor's requirements.

The council noted the error in applying the correct number of days for public inspection of the accounts as 30 consecutive days were allowed and not 30 working days.

Other associated errors in the completion of annual return were also noted.

Issues relating to the procedures for the procurement of the Recreation Field facilities was fully considered by the council and it was agreed that the procurement carried out by the project manager was in accordance with the council's financial regulations.

In consideration of the lack of budget monitoring the council agreed the majority of expenditure was from Section 106 funding which was controlled by the District Council who funded individual invoices on demand. The budgeting for project's administration costs were reported to the council on a quarterly bases and fully agreed by the council.

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### 155. Sports & Recreation Field Development Project.

- a. Council considered and noted the progress report from Ken Watkins for the pavilion plans. Some issues may arise from the plans details and will be considered when working plans are considered, the working plans are expected to be available for the November meeting.

### 156. Community Matters:

- a. **Parish Council website:** Cllr Sandra Walsh reported on the progress of the Community and Parish Council website. A website link will be circulated to members to inspect the new site on-line for consideration at the next council meeting.
- b. **Planters:** The Clerk reported that the handyman had been instructed to install and plant the planters at the appropriate time using spring bulbs and plants.
- c. **Bulb Planting:** Council agreed to have daffodil bulbs planted on the island on Grove Avenue and under all the Honeybourne village road signs on the approach roads. It was further agreed a budget of £250 would be set for the supply and planting. The handyman will be requested to carry out the bulb planting this autumn.
- d. **Trees and Scrub:** The Clerk reported he had located the owner of the land on Stratford Road which is alleged to be causing an obstruction. The Clerk has made two visits to the property but no contact was made. Council agreed a letter to be sent requesting the trees and scrub is cut back from the footway by the Gate Inn cross roads
- e. Gloucestershire County Council draft minerals plan consultation. Members noted the consultation letter without comment.

### 157. Community Centre and Village Hall:

- a. Council noted the Clerk's extensive report on the progress with the land transfer agreement from Taylor Wimpey, the Land Registry agreement of the titles for the Village Hall site and the Village Hall Committee's progress for the old site and funding the Community Centre.
- b. The Council confirmed its continued commitment to funding the administrative and planning costs for the Village Hall site and Community Centre.

### 158. Christmas Tree:

- a. The Clerk confirmed the tree lights are now ordered and ready for dispatch, the amenity contractor will store the lights until they are installed.
- b. Council considered a co-ordinator was required to ensure all the arrangements for the tree switch on event are in place and all necessary facilities are provided. Cllr Steve Sidwell agreed to undertake the role of co-ordinator. The Clerk issued a list of items for consideration to all members.

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

- a. The PROW sign on Shinehill Lane is in need of replacement, the PPW will investigate and report the matter to Worcestershire County Council.

### 160. Highways:

- a. New highway matters to be reported to County Highways.
  - i. The highway access to the Bovis Homes site is breaking up due to the HGV traffic movements.
- b. The Council's VAS recorded 20471 vehicles exceeding the speed limit on Station Road in September.

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### 161. Section 38 Agreement - adoption of the streetlights on Stephenson Way

- a. The Clerk reported that the six individual agreements were received on 23<sup>rd</sup> September, signed by Cllr's David Cowan and Graham Clelland and posted back on 24<sup>th</sup> September. The Clerk confirmed they were received by the County Council and were signed for.

### 162. Lengthsman and Handyman:

- a. New jobs for the Lengthsman and Handyman
  - i. Clear the PROW south of the Gate Inn brook by the foot bridge
  - ii. Remove all commercial signage on highway land throughout the parish
  - iii. Clear the PROW from Westbourne to Station Road
  
- b. Report on works issued to the Handyman. –
  - i. To install the outdoor Table Tennis table. Council agreed to install this on a concrete base. The site to be agreed.
  - ii. To install the VISA netball net on the Leys Playing Field. It was found that the device needs a hard surface therefore not suitable for the Leys.
  - iii. To lay a slab path on the Recreation Field - ongoing
  - iv. Install the new wooden bench (Bovis Homes) Council agreed to install this on a concrete base. The site to be agreed.
  - v. Several overgrown PROW's requested to be cleared - ongoing

### 163. Street Lights:

- a. Lights reported to be in need of attention.
  - i. The wall mounted streetlight in high street was reported not working and is now repaired.
  
- 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 column is now installed but not connected to the power supply. The Clerk reported the connection is scheduled for next week.
  
- c. The Clerk reported on the installation of the new streetlight on Stratford Road and confirmed it will be moved to a new position to avoid further connection charges, the matter is in hand with contractors.

### 164. 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 that the amenity contractor has applied a fertiliser application to the field and a herbicide application. Further treatments will follow when conditions allow.
  
- d. Green box damage: members reported the tennis net storage box has been damaged and possibly forced open. The Handyman will be asked to investigate and carry out remedial works if necessary.
  
- e. The table tennis table and the seat from Bovis Homes is proposed to be installed on concrete bases, the sites to be agreed at a site meeting with the handyman. The Council's safety inspector will be consulted on the use of concrete for the table tennis table under-surface

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### 165. Cemetery:

- a. The Clerk reported that the agreed tree work has been carried out by Arbor Vale Tree Specialists on 1<sup>st</sup> October – all works carried out satisfactorily.
- b. Members noted the thankyou letter from the PCC for the Council's donation towards the Church path resurfacing.
- c. The Clerk reported on the interment of Alan Batchelor in plot 276
- d. The Clerk reported on the interment of George Barnett in plot 225
- e. The Clerk reported on the purchase of Grave number 97A to a local resident

### 166. Allotments

- a. Members noted two new plots let in September, the chairman passed the fees cheque to the Clerk.
- b. The Clerk reported some plot vacancies still exist, advertising will continue in the Village Newsletter.

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

- a. None

### 168. Meeting Dates:

- a. It was confirmed the next Ordinary Meeting of the Council is scheduled for the 8<sup>th</sup> November at the Village Hall at 7.15 pm

There being no further business the Chairman closed the meeting at 9.20 pm

Chairman \_\_\_\_\_

Date \_\_\_\_\_

Cheque Number	Payments Authorised		Gross Payment	Net Payment
	Payee	Details		
DD	British Gas	Rec Field Electricity	35.57	33.88
1479	Wychavon District Council	Rural Rate Relief	107.14	107.14
1480	Festive Lights Ltd	Christmas tree lights	733.02	610.85
1481	HMRC	PAYE and NIC	812.42	812.42
1482	MG Signs	Rec Field safety sign	25.00	25.00
1483	WDC	Annual charge dog bin emptying	80.12	77.54
1484	PCC of Honeybourne	Donation for Church Path	1000.00	1000.00
1485	BPS	Cemetery path repair	29.98	24.98
1486	Limebridge RS	Mowing contract	1755.60	1463.00
1487	J Stedman	Clerks salary and expenses	***	***
1488	John Hyde	Lengthsman Works	44.85	44.85
1488	John Hyde	Handyman Works	65.40	65.40
1489	WCC	VH Conveyancing fee	306.00	306.00
1490	Ken Watkins	Rec Field Development	490.00	490.00
1491	ETC Architects	Rec Field Development	642.00	535.00
1492	P D Long	Streetlight repair High St	70.80	59.00