

## Honeybourne Parish Council

### Minutes of the Honeybourne Parish Council Ordinary Meeting held at 7.15 pm in the Village Hall on 11th April 2017

**Present:** Cllrs. D. Cowan (Chairman), C. Clear, G. Clelland, S Sidwell, H Jobes, S Walsh and R Chivers

**In Attendance:** J Stedman (Clerk), Cllr Alastair Adams and two members of the public

**292. Apologies were accepted from:** Cllr, A. Attridge & M. Henson

**293. 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

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

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

**Public Open Forum:** The Clerk's summary of open forum is appended to the minutes.

**Ward Members Report:**

Cllr Alastair Adams's gave his report which is appended to the minutes.

**295.** The Chairman closed the adjournment and reconvened the meeting at 7.30 pm

**296. Minutes:**

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

**297. Clerk's Report on Matters in Progress:**

- a. Bank statement sent to Sandra Kendrick and to report on the bank's response - Noted
- b. Verge mowing compensation claim made to WCC for £1,046- Not received to date
- c. Request to WDC to replace the bin on Stephenson Way - Noted
- d. Litterbin replacement by WDC at Stephenson Way confirmed by Cllr Alastair Adams – awaiting installation.
- e. Confirmation from CALC regarding the rules on adding items to meeting agendas at a meeting. - Noted
- f. The cancellation of the 21<sup>st</sup> March extraordinary meeting due to the unavailability of sufficient members for a quorum.
- g. Parked car obstructing Station Road now removed - resolved
- h. To report the theft of the wooden planter from near the Village Hall – matter reported to the police incident No 467 S 110417

**298. Planning Applications:**

- a. **17/00447/TC:** Location: Brook Farm, Weston Road, Honeybourne. Proposal: 18m Lattice Mast including 3no. Antennas, 2no.Dishes and Associated Cabinets. Applicant: Vodaphone Limited. Council had no comments on the application.

**299. Planning Decisions Noted:** None

**Honeybourne Parish Council****300. Neighbourhood Development Plan: NDP**

- a. Members reported the NDP group meeting held on 22<sup>th</sup> March was attended by 5 residents some of which were new members showing interest in the NDP. The next meeting is scheduled for May due to bank holidays.
- b. The claim by Brodie Planning Associates for NDP meeting mileage costs was noted.

**301. Finance:**

- a. **Payments:** Council approved the schedule of Payments as circulated by the Clerk.
- b. Council agreed the last quarterly, bank reconciliation, budgets and balances and the chairman checked and signed the reconciliation as a correct balance of accounts.
- c. Council fully considered, and completed in the affirmative, Section one of the 2016-17 Annual Governance Statement –
- d. It was agreed to request Mr Geoff Bradley to carry out the internal audit as in previous years, Clerk to make the arrangements

**302. Sports & Recreation Field Development Project.**

- a. Council considered a report from members of the tender finalizing meeting held with Ken Watkins on Tuesday 3<sup>rd</sup> April and it was agreed to instruct Mr Watkins to proceed with the tender process as discussed at the meeting on April 3<sup>rd</sup>
- b. The Clerk reported on the tender process regarding compliance with financial regulations for the pavilion procurement process and confirmed the compliance has been confirmed by the legal officers at WDC and in consultation with CALC
- c. Cllr Matt Henson tabled a request to hold junior football matches on the Recreation Field in the forthcoming season, the pitch area would not be on the main field and all equipment would be supplied by the team sponsors. The request was fully supported by the council.

**303. Community Matters:**

- a. **Website:** To receive a report from Cllr Sandra Walsh on the progress of the Community and Parish Council website. Due to workload commitments, the item will be suspended until further notice.
- b. **Perrie Drive Greens:** Members noted the report on the WDC Locality Panel's decision to grant the Perrie Drive Greens community asset status, also the letter received from Mr Khan regarding the greens. It was agreed the matter of Perrie Drive Greens as a community asset is now closed in terms of Parish Council involvement.
- c. **BT Kiosk:** The Clerk reported no progress with the adoption of the BT telephone kiosk in High Street.
- d. **Parish Games:** It was fully agreed that the council will continue funding the event fees for the parish games. Clerk to inform Mrs Viv Hall of the decision
- e. **Dog Waste bin:** The Clerk's report on the damaged Dog Waste bin by the Gate Inn and the request to WDC for a replacement bin, a response is awaited
- f. **Stand Order 5g:** Council agreed to permanently suspend the adopted Standing Order 5 g to allow a councillor to hold the office of Chairman for more than three consecutive years.

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### 304. Community Centre and Village Hall:

- a. Having received the Taylor Wimpey draft land transfer agreement TP1 the council agreed it needed professional scrutiny and will be passed to the council's solicitors for scrutiny and consideration.
- b. Having received draft lease agreement from Alan Glen, the WCC conveyancer regarding the leasing of the Community Centre site from the Parish Council to the Village Hall committee, it was agreed the draft would be sent to the Village Hall committee for their comments and then reviewed again when the Taylor Wimpey transfer is finalised to ensure compliance between the two documents. The draft lease indicates a 99-year lease period and this will be brought to the attention of the conveyancer as 125-years may be more appropriate
- c. Council agreed to the proposed Service Level Agreement from WCC in respect of legal advice on the proposed lease agreement – Clerk to complete the agreement and return it to WCC as requested
- d. Council agreed in principal to paying the Taylor Wimpey site management company an annual fee of £199 per annum for the new Community Centre site. Further consideration will be given to this matter when the draft lease agreement is reconsidered.
- e. The Village Hall committee requested the Parish Council apply to WDC for sec 106 Arts funding for a Rural Cinema and a project to celebrate the history of Honeybourne. The proposed project funding was a considerable under-spend of the Sec 106 available Arts fund. The proposal was fully supported by the Council and it was further agreed to ask the Village Hall Committee to add further items to their wish list to make full use of the available funds, the matter will be considered again at the May meeting.

### 305. Cemetery and Churchyard:

- a. The Clerk reported on complaints from two parishioners' over soil dumping on existing graves, six graves in all were covered in soil. One complainant demands the soil be removed and the grave surface restored to its original condition. The council agreed the soil removal from all six graves should be carried out by the grave digger as soon as possible. The Clerk to arrange the clearance work via the responsible funeral director.
- b. Members noted the Clerk's report on a letter sent to a parishioner regarding soil dumped on his family grave.
- c. Report on the leaning and overhanging trees on the southern boundary of the cemetery. The amenity contractor's report suggested the leaning Ash Tree and old Hawthorn tree covered in Ivy are removed to mitigate any damage to the grave memorials. Both trees are stable at the present time and it would be appropriate to carry out remedial works in the autumn. Clerk to bring the matter onto the agenda in September

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

- a. The County Council's notice of emergency closure of Footpath HY-551 for the replacement of the footbridge was confirmed to last until June, members were concerned over the length of time it's taking to install the new bridge. The PPW will make enquires with WCC officers and report to the next meeting.
- b. The concerns raised over the PROW off Bretforton Road will be checked as the precise problems are unknown.

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### 307. Highways:

- a. New highway matters to be reported to County Highways.
  - i. Some new matters are referred to the Lengthsman
  - ii. Chairman confirmed he had reported many highway pothole issues on the WCC website.
  - iii. Road surface breaking up at the Shinehill Lane and Buckle Street junction
  - iv. The railway bridge on Mickleton Lane has considerable road subsidence causing a traffic hazard.
  - v. The Station Road traffic light control box has an unsecured door exposing the control equipment
  
- b. The Clerk reported the renewal of the Lengthsman scheme with Worcestershire County Council was completed and returned.
  
- c. Members noted the VAS report and data information for last month
  
- d. The Clerk reported on a parishioner's concerns over excessive traffic speed on Gloster Ades
  
- e. In consideration of traffic speed reports, it was agreed to request extensive speed enforcement from the police and the Safer Roads Partnership to have the enforcement camera van in the village as soon as possible
  
- f. Members requested that the lack of county wide traffic calming is taken up with the County Council members as all the neighbouring counties have extensive traffic calming in place. The matter will be considered at the May meeting
  
- g. Members reported the railway bridge highway subsidence on Station Road has deteriorated further and request Network Rail are informed
  
- h. The enforcement action taken on the drainage of land north of The Elms on Buckle Street was noted

### 308. Lengthsman and Handyman:

- a. New jobs for the Lengthsman and Handyman;
  - i. Clear the gutter of soil for 300m on Shinehill Lane starting at Buckle Street
  - ii. Check on verge damage on Bretforton Road and re-dig the grips
  - iii. Finish the footway side out on Station Road
  - iv. Carry out weed spraying in Dudley Road, Westbourne and Gate Inn cross roads

### 309. Street Lights:

- a. Lights reported to be in need of attention.
  - i. The streetlight on Station Road opposite Clun Forest Way is faulty
  
- b. The Clerk confirmed the order to E-on to move the new misplaced streetlight column in Stratford Road was sent on January 31<sup>st</sup> is ongoing

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### 310. 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. A parishioner's request to have CCTV installed on the Recreation Field for site security will be considered when the new Pavilion is operational
- d. Council noted the Clerk's report on finding 200 sheep on the Recreation Field and issuing a repair to the small gate on the field boundary.
- e. Members noted the Handyman's report on issues with the table tennis table and agreed to replace the missing corner plate. The fact the table is not level is because its aligned with the adjoining tarmac which is also not level, it was considered not to be a problem worth solving at this time.

### 311. Matters Raised by Members

- a. **Cllr Chris Farmer:** The reservoir alongside the footpath/bridle way and foot path off Bretforton Road – Cllr. Farmer was not in attendance to give a report.

### 312. Meeting Dates:

- a. It was confirmed the next Ordinary Meeting and the Annual Meeting of the Council is scheduled for the 9<sup>th</sup> May at the Village Hall at 7.15 pm
- b. The Annual Parish Meeting is arranged for 18<sup>th</sup> April at 7.00pm

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

Chairman \_\_\_\_\_

Date \_\_\_\_\_

## Appendix A

### Payments Authorised

Cheque Number	Payee	Details	Gross Payment	Net Payment
1549	BPS	Rec Field maintenance	12.38	10.32
1550	John Hyde	Handyman February	118.25	118.25
1550	John Hyde	Lengthsman	218.70	218.70
1551	P D Long	Streetlight Maintenance	180.00	150.00
1552	Westhill Direct	Office consumables	174.84	145.70
1553	Brodie Planning Associates	NDP expence	167.40	139.50
1554	Limebridge RS	Grounds Maintenance	576.00	480.00
1555	Fairview Trading Co Ltd	Maintenance goods	19.96	16.63
1556	J Stedman	Clerks Salary and Expenses	***	***
1557	HMRC	PAYE & Council NIC	779.16	779.16
DD	Npower	Energy for Streetlights	765.28	637.73

## Honeybourne Parish Council

### **District Councillor & County Councillor Report - Honeybourne**

**Month: April 2017**

**Prepared by Alastair Adams**

**Honeybourne & Pebworth Ward, Wychavon District Council**

**Littletons Division, Worcestershire County Council**

County Council elections taking place on 4 May

Just a reminder that the County Council elections are on Thursday 4th May. It is 4 years ago I was elected for the first time to County Hall. I stood for election as I was fed up with the poor condition of the roads around us, and our broadband was virtually non-existent! I am pleased to say that in the last 4 years County Council have listened, and their officers have visited Honeybourne many times and carried out improvements. The roads have improved and we now have Superfast Broadband. If you are happy with what I have achieved over the last 4 years in Honeybourne and the surrounding areas, then please support me by voting for me on the 4th May.

The new Energy-from-Waste incinerator in Hartlebury is now fully operational – April 2017. This means all the waste in the black wheelie bins that used to go to land fill will now generate electricity instead. It will treat up to 200,000 tonnes of waste, producing 15.5 MW of electricity for export to the grid – enough to power all the homes in Kidderminster. The Energy-from-Waste facility is the largest single piece of capital infrastructure in Worcestershire and Herefordshire and marks the virtual elimination of landfill in the two counties.

First 2 Neighbourhood Plans go to referendum in Wychavon

People living in 2 parishes “Drakes Broughton and Wadborough” & “Pirton and North Claines” went to the polls on Thursday, 16 March 2017, to take part in a referendum on whether or not to approve their respective Neighbourhood Plans. Neighbourhood Plans were introduced as part of the Localism Act 2011. They allow communities to draw up their own development blueprint detailing where they want new homes, shops and offices to be built. It also gives them more of a say on what those new buildings should look like and what infrastructure should be provided. In Drakes Broughton and Wadborough with Pirton, 93 per cent of the 400 votes cast were in support of the plan (with a 25.6% turnout), while in North Claines the number in favour was 580 or 85.2 per cent (with a 20.9% turnout)

New Litter Bin Stephenson Way, Honeybourne – Wychavon District Council have agreed to replace it free of charge.

Highways issues :-

1. Road Markings in High Street & Stratford Rd - repainted
2. New bollards fitted to the raised pavement in the High Street- completed
3. 30mph signs moved further along out of the village along Bretforton Rd – completed
4. Emmas Lane, Mickleton and Mickleton Rd, Honeybourne - Weight restriction  
Gloucestershire Highways have at last started to work on this – response received, and WCC and GCC talking!

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5. Discarded cats eye and litter in Gloster Ades reported to Highways and Ringways to collect
6. Subsidence of Road by Bovis Site, Station Rd, Honeybourne – Highways are aware of this and it has been an ongoing issue for many years. The embankment belongs to Network Rail. Ideally, the embankment requires strengthening to prevent further settlement. However, this would involve Network Rail as the works would have to be carried out on their land. Network Rail who are also aware of it and are monitoring it
7. Leaning lamp posts in Perrie Drive – supposedly Mr Khan attended to correct the lean by tying a rope around the lamp-post and pulling it with a car. The WCC have written to him to say the works have to be done by competent operatives in a safe manner as it is in a public space.
8. Post Office Direction Signs– agreed to be installed for the Premier Store/Post Office giving directions to where the post office off the main road

As always, if you have any issues on any Highways matters, please report it on the WCC website [http://www.worcestershire.gov.uk/homepage/98/report\\_it](http://www.worcestershire.gov.uk/homepage/98/report_it) Also remember a photo of the Highways problem is as good as “a thousand words” so always take a photo where possible.

Perrie Drive and Fernihough Avenue Residents Save our Greens - The Localism Panel visited Honeybourne on 15th March 2017 to see the site, and at their meeting on 3rd April they agreed unanimously to support the local residents and made the greens an Asset of Community Value.

Divisional Funds.

As mentioned last month

1. Honeybees WI have put in a request for some new tables – grant £600 paid
2. Honeybourne Village Hall wanted some help to set up a rural cinema – grant of £1745 paid for a projector and a screen

Your District & County Councillor, Alastair Adams can be contacted on [adams.pebworth@gmail.com](mailto:adams.pebworth@gmail.com) or mobile 07725 979 277