

Honeybourne Parish Council

Minutes of the Honeybourne Parish Council Ordinary Meeting held at 7.15 pm in the Village Hall on Tuesday 10th July 2018

Present: Cllrs. D Cowan (Chairman), Sandra Walsh, Colin Clear, Matt Henson, Steve Sidwell, Heath Jobes, Graham Taylor and Andy Attridge.

In Attendance: J Stedman (Clerk), Cllr Alastair Adams, PC Jamie Lee and 2 members of the public

54. Apologies were accepted from: Cllrs. Graham Clelland & Cathryn Steward

55. 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 Cllr Matt Henson Minute 60b as property owner and planning application applicant.

Other Interests: None disclosed

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

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

The applicant for the planning application for 7 Westbourne made several comments in support of his application and questioned the council on their objections to the application, he was advised to take the matter up with the planning officer at WDC.

PC Jamie Lee gave an extensive crime report for Honeybourne and made reference to the current problems of antisocial behaviour in the vicinity of the Co-op shop and the station, he indicated he was aware of the persons involved and will continue to check the area when he is in the village. He also outlined the situation with the repeated mud deposits on Bretforton Road and asked the council to liaise with Vicarage Nurseries to help resolve the problem as the police would find it very difficult to take any enforcement action over the matter. Speed enforcement will continue to be carried out when time and equipment allow.

Ward Members Report:

Cllr Alastair Adams gave his report midway through the meeting which is appended to the minutes

57. The Chairman closed the adjournment and reconvened the meeting at 7:40

58. Minutes:

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.

59. Clerk's Report on Matters in Progress:

- a. Instruction given to the Handyman to carry out trench filling on the Recreation Field
- b. Instruction given to the Handyman to carry out regular watering of the village planters.
- c. Lengthsman checked the pedestrian entrance to the Recreation Field and reported it was cleared as requested
- d. Letter sent to Mr Ken Watkins confirming the formal adoption of the pavilion and the closure of the council's agreement with him for project management.
- e. Insurance claim made, and payment received for the car park damage repairs.

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- f. Refund from WCC for the Mickleton Lane HGV restriction not received and being pursued.
- g. Commercial advertising signage on a property frontage on Stratford Road reported to planning enforcement – Acknowledgement received from WDC and members reported more advertising signs have appeared in the village and on the verge by the industrial estate on the Weston Road. Clerk to bring the new signs to the attention of the planning enforcement officers.
- h. Emailed response regarding mud on Bretforton Road reported to the PCSO also reported by PC Lee.
- i. Request for HGV signage improvements at the Honeybourne Road junction in Bretforton reported to WCC via the Hub.
- j. Request made to WDC for information on the Youth Bus visiting the village. Positive response from the WDC officers who will try to bring the bus in the school holidays.
- k. Request to extend the footway on Bretforton Road sent to Cllr Alastair Adams and Ian Bamforth, head of County Council Highways, members noted County Highways officers recently surveying the site and taking measurements.
- l. Smelly ditch on High Street reported to Worcester Regulatory Services and is under investigation as it was confirmed to be polluted.

60. Planning Applications:

- a. **18/00776/HP:** 7 Westbourne, Extension to the side and rear of the property; applicant Anthony Hickman. As the application was received with very short notice it was agreed members should inspect the plans online and carry out a site visit before making comments on the proposals, the members comment received by the Clerk supported the draft reasons for objection and the Clerk lodged to objections as circulated to members.
- b. Members noted the Clerk's report on receiving applicant's comments regarding the council objection for the planning application at 7 Westbourne.

Note:

Cllr Matt Henson having declared an interest left the meeting for the following item.

- c. **18/01184/HP:** 4 Herdwick Drive, Single Storey Rear extension, and internal alterations.
Applicant: Mr & Mrs Henson
The Council has no objection or comment on the application.

61. Planning Matters:

- a. Council agreed that planning enforcement actions should be taken regarding the car port erected off Mickleton Lane as planning permission was refused on 21st March 2018, Clerk to inform WDC planning enforcement.
- b. The Clerk reported on the alleged breach of planning conditions for the Co-op store exterior lights, and early morning deliveries being reported to the Co-op via their website, members will continue to monitor the situation.
- c. Council noted the Clerk reported on the ground investigations carried out on the Community Centre site

62. Neighbourhood Development Plan: NDP

- a. Members reported on the NDP presentation event held on July 7th & 8th – a report is appended to the minutes.
- b. Council fully approved the letter from the NDP group requesting support for their local green space policy and the associated land owned or controlled by the council
- c. Council noted the Clerk's report on agreeing to extra NDP expenses of £800 to cover Becky attending the NDP presentation over two days plus her mileage costs

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- a. Council approved the schedule of payments as in appendix A of these minutes
- b. Council agreed the first quarterly audit of the bank reconciliation, payments, receipts, and budget balance. Chairman confirmed the bank statements agreed with the cash book balances
- c. Council noted the cancellation of cheque No 1689 to K & SW Construction for a failed pavilion landscaping contract specification.

64. The Leys Playing Field and Recreation Field:

- a. The weekly visual inspection for The Leys found no safety matters to report but cracks are noticeable in the safety surfacing.
- b. The weekly visual inspection for The Recreation Field found no safety matters to report and litter picking, and bin emptying carried out.
 - i. A subsidence split in the tarmac track to be investigated by the Handyman to ensure the sub-base was installed and refill the split with new tarmac
 - ii. Weeds growing in the gravel edge of the tarmac track and in the MUGA to be sprayed by the Handyman
- c. Cllr Matt Henson reported the water heater problems were not resolved and to bring the matter to the attention of the main contractor.
A further issue with the over-sink heater needs a permanent solution to stop the control from being switched to maximum Cllr Matt Henson will carry out the adjustment.
- d. The Clerk reported that the contractor's quotation for landscaping and turf laying at the pavilion was amended as the grass seeding was not satisfactory and the quoted price was reduced by £500. The grass seeding will be considered again in late summer.
- e. Council considered a remuneration to Mr Canning for the continuous maintenance of the new turf around the pavilion and agreed a payment of £100 would be made for the watering and mowing carried out. Further considerations will be given if the maintenance needs to continue throughout the summer.
- f. The procurement of a First Aid Box for the pavilion was noted and installed by Cllr Matt Henson
- g. Council declined a request for a further youth football team and an adult team to use the Recreation Field for regular matches as the sward is not capable of supporting more regular use at this time.
- h. Cllr Matt Henson reported the wind damage caused to the new marquee frame is now resolved as the suppliers have replaced the damaged parts FOC, matter resolved.
- i. Council considered various signage requirements for the pavilion and agreed a new sign with similar wording to the sign on the field access to be placed on or in the pavilion, also warning signs for hot water to be placed near the kitchen water heater. Clerk to action the signs
- j. The proposed siting for the Honeybourne Harriers Football Club shipping container for equipment storage was agreed by council as Cllr Matt Henson gave an assurance the close neighbours have no objections and the site near the pavilion will be covered by the CCTV cameras and exterior lights. It was noted that formal planning permission is not required for the container siting
- k. Cllr Graham Taylor proposed the purchase of three new combination padlocks and five suited key padlocks within a budget of £200. The new locks are required to improve security of the Recreation Field facilities and replace faulty locks.
- l. Council agreed to the purchase of a communication dongle for the CCTV system to allow remote viewing access to the camera system, the approximate cost is £10 per month and Cllr Graham Taylor will make further investigation and report back at the next meeting

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- m. Members noted the Clerk has reported to the main contractor that the pavilion patio doors are jamming on the base on the door frame. No resolve to date, Clerk to chase the contractor to remedy the problem.
- n. Hire charges and terms and conditions as proposed by the working group were amended slightly for clarity and agreed as the approve list of hire fees which will be regularly reviewed as appropriate. Clerk to publish the fees and T&Cs
- o. The Clerk reported on surface cracks and drainage trench shrinkage on the Recreation Field causing safety issues, it was considered to be a problem created by the underlying clay soil and current drought conditions. As the field drainage trenches have sunk again concerns were raised over the drainage installation works, the works specification will be investigated to check the installation is compliant with the approved specification.
It was noted that since drainage installation, the field has suffered from adverse weather conditions delaying the establishment of the grass sward over the drainage trenches resulting in the current situation.

65. Council and Community Matters:

- a. The receipt of six salt grit bins form Glasdon for the new housing estates was noted
- b. Members considered the locations for the six new grit bins and agree the management company for the Bovis Homes site should be consulted over the placement of the bins. It was also agreed the Lengthsman to install them and part fill them with salt grit to add weight for security.
- c. The Clerk reported on requesting the dog waste bins on Bramble Chase POS are emptied by the management company landscape contractors as they were reported to be overflowing; matter now resolved as they were emptied the next day.
- d. Council noted Cllr Cathryn Steward's report on the site meeting and the progress with the Fair Acres play area safety concerns.
- e. The request for adding the Fair Acre estate play area to the council's RoSPA inspection schedule for a one-off safety inspection was declined as the site is not owned or managed by the council and therefore not the council's responsibility to carry out inspection using public funds.
- f. Arrangements and promotions ideas for the Christmas Tree event in November to be considered at the next meeting.
- g. **Anti-Social Behaviour** on Station Road reported to the Clerk by several residents was reported on to local PCSO who confirmed the situation will be monitored.

66. Community Centre and Village Hall:

- a. **Funding:** Council noted the Clerk's report on attending the NHB funding meeting on Monday July 2nd at WDC and the success of gaining the panels approval for our full NHB funding application to support the new Community Centre.
- b. **Lease:** Council noted Cllr Cathryn Steward's comments on the wording of the lease agreement and the subsequent amendments made by the council's conveyancer.
It was agreed the 99-year lease can be signed by the council for the Community Centre land to be leased to the Village Hall committee.
- c. **Meeting:** Members agreed a meeting with councillors and the Village Hall committee to discuss future funding issues for the Community Centre project. The venue will be the Recreation Field pavilion as the Village Hall is very over booked, the proposed meeting date is 9th August
- d. **Planning:** it was agreed to send a letter to the Community Centre planning officer requesting the hedge planting on the Community Centre site is re-planted in accordance with the approved plans on the east of the adjoining footpath and off the Community Centre site, any amended plans to retain its existing siting should be refused.

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67. Highways:

- a. New highway matters to be reported.
 - a. The roadside hedge at the vicarage on Stratford Road is impeding the footway and requires a considerable cut back, Clerk to inform Rev Watts
- b. Information and quotations for a new VAS sign was deferred to the next meeting due to time constraints.
- c. Members requested the Safer Road Partnership speed camera van to visit more often and face toward Weston Subedge.

68. Lengthsman and Handyman:

- a. The Clerk reported the new bench on Stratford Roads is now installed and the memorial plaque for the bench is in hand
- b. VAS report: Western Road 2949 in 14 Days Station Road 2145 in 20 Days

69. Public Rights of Way (PROW):

- a. The Clerk reported no progress with the alignment of PROW 540 on the Fair Acre estate due to legal holdups
- b. Members reported the PROW on the Shorey land off High Street is difficult to walk through as its very over grown, Clerk to inform the landowner

70. Cemetery & Churchyard

- a. **Japanese Knotweed:** The Clerk reported that the PCC has been made aware of the knot weed problem, but no confirmation of their responsibility has been received. As the Parish Council are fully responsible for the churchyard maintenance it was agreed the amenity contractor would be requested to quote to control the knotweed

71. Street Lights:

- a. Lights reported to be in need of attention. – no new problems reported

72. Allotments

- a. The Clerk reported all rents payable are now received and there are 12 vacant plots, the vacant plots to be advertised throughout the area
- b. It was agreed that the Handyman can carry out strimming of the vacant allotment plots to keep weeds under control.

73. Matters Raised by Members –

- a. Cllr Sandra Walsh requested the council to fund her attendance at the NALC national conference in October as part of her council training, the request was agreed by council and subsistence expenses for the event will also be considered.

74. Meeting Dates:

- a. It was confirmed the next Ordinary Council Meeting is scheduled for the 14th August at the Village Hall at 7.15 pm, - Cllr Matt Henson tendered apologies for the meeting

There being no further business the Chairman closed the meeting at 10.25

Chairman _____

Date _____

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Payments Authorised

Cheque Number	Payee	Details	Gross Payment	Net Payment
1709	E-on	Streetlight maintenance	42.00	35.00
1709	E-on	Streetlight maintenance	114.00	95.00
1709	E-on	Streetlight maintenance	150.00	125.00
1710	JM Phillips and Son	Rec Field car park repair	4173.30	3477.75
1711	GSI	Com Centre ground survey	2484.00	2070.00
1712	Vale Press	NDP Banner printing	74.40	62.00
DD	British Gas	Pavilion Electricity	323.68	308.27
DD	Water Plus	Rec Field Water charge	20.46	20.46
1713	K & SW Construction	Landscaping and turf laying	3360.00	2800.00
1714	Limebridge RS	Amenity mowing contract	1503.60	1253.00
1715	John Hyde	Lengthsman	109.00	109.00
1715	John Hyde	Handyman Works	330.80	330.80
1716	BPS	Stratford Rd Bench installation	26.69	22.25
1717	J Stedman	First Aid box for Pavilion	30.99	25.82
1718	J Stedman	Clerks salary & Expenses	***	***
1719	HMRC	PAYE & NIC	839.04	839.04
1720	Glasdon UK Ltd	6 Salt Grit bins	972.00	810.00

NDP presentation event Report from Becky Burridge

Thank you to all of you that were able to help over the weekend. I think the information was presented and discussed in a professional manner and that the work you have undertaken so far came across very well.

We recorded 28 attendees on Saturday and 29 attendees on Sunday. Including those that helped it reached 61.

We have had 58 questionnaires completed so far, although I know that Wendy will be sending me a few as she was taking copies to her neighbours who were unable to get out to the event, so should have just over 60.

Given the size of the population of Honeybourne it isn't a huge turnout, but there was an even spread over the two days so I don't think the football affected it. I am not sure how else we can get more people engaged in the process other than if in the future we can tag onto another village or school event. Having said that when the Pebworth NDP group had a stand at the Pebworth Party in the park it only attracted 43 respondents. So the level of turnout you experienced is not uncommon.

You all did so much to promote the event and on Facebook you had over 1000 likes. I think the results will help to direct where you take the plan and I shall present them at our next meeting on the 25th July, at 7:15 in the small room at the village Hall.