

Honeybourne Parish Council
Minutes of the Honeybourne Parish Council Ordinary Meeting held at 7.15 pm
in the Village Hall on Tuesday 14th August 2018

Present: Cllrs. D Cowan (Chairman), Colin Clear, Richard Chivers, Steve Sidwell, Heath Jobs, Graham Taylor, Graham Clelland, Cathryn Steward and Andy Attridge.

In Attendance: J Stedman (Clerk), and 2 members of the public

75. Apologies were accepted from: Cllrs. Sandra Walsh & Matt Henson

76. 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 None disclosed

Other Interests: None disclosed

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

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

Summary of matters raised:

A resident from Gloster Ades referred to an email sent to the Clerk regarding the siting of storage containers on the Recreation Field and a reference to the council minutes stating the neighbours had been consulted on the container siting at the back of their property when they had not been consulted on the matter. As the neighbours have now been informed there will be two containers further concerns were raised over the visual impact of the proposals. The council were requested to give the proposal full consideration regarding the need for two containers and what visual screen could be applied to lessen the visual impact.

A parishioner requested the council to give consideration to creating a Boules facility on the Recreation Field as there is a strong local interest in the sport. Council agreed to consider the request at their next meeting when further information on creating the pitches would be available.

Ward Members Report: Not in attendance

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

78. Minutes:

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.

79. Clerk's Report on Matters in Progress:

- a. New commercial signs reported to the planning enforcement officers and an action report request sent – members requested the Clerk to inform WDC that the council would instruct the Lengthsman to remove all commercial advertising from highway land and if no objections are received the clerk to instruct the Lengthsman to carry out the removals.
- b. Pursuing the refund of the £1,700 donation from WCC for the Mickleton HGV project – several reminders have been sent since June, but no funds have been transferred – Clerk to continue to chase the refund
- c. Request sent to the vicarage to have the roadside hedge cut back. -Members reported this matter is resolved

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- d. The plaque for the new bench on Stratford Road is ready and awaiting collection
- e. PROW on the Shorey land off High Street is reported to be cleared of brambles by the landowner – the landowners confirmed the path is now clear and walkable
- f. Anti-Social Behaviour at the station reported to the local police and BTP - noted
- g. Update report on the polluted ditch on the High Street- no positive action to date, the matter to be pursued by the clerk
- h. Request made for the speed camera van to face south on Station Road and to visit Weston Road – members reported the camera van has been in the village several times and facing south on Station Road

80. Planning Applications:

- a. **18/01585/CLE** Location: The Flat At, West Acre, Weston Road, Bretforton, Description of Proposal: Application for lawful use certificate - continuous occupation of the Flat at West Acre as an independent dwelling for a period in excess of 10 years. Applicant: Mr & Mrs William Vines –
The Parish Council has no knowledge or information of the occupiers of the Flat and therefore cannot make an informed comment.
- b. **18/01348/HP**: 14 Stratford Road Honeybourne: Side first floor extension, rear two storey extension, rear single storey extension and new parapet roof to existing first floor extension with roof lights. Applicant: Mr Nicholas Williams
The Council has no objection or comment on the application.
- c. **18/01049/HP**: 37 High Street, Honeybourne, Proposal: New dropped kerb and new driveway. Removal of part of hedge Applicant: Mr R Holloway.
The Council has no objection or comment on the application.
- d. **18/01402/ADV**: Unit A Sycamore Drive Honeybourne: 1 X set of non-illuminated 'Welcome To' text sign and 1 X internally illuminated Co-op logo sign
The Council has no objection but commented the illuminated sign should be switched off when the shop is closed.
Members requested the Clerk to writes to the shop manager requesting all existing exterior lights are switched off when the shop is closed
- e. **18/01447/FUL** Location: Land At, Perrie Drive, Honeybourne, Proposal: The proposal seeks full planning permission for six dwellings comprising two bedroom; three bedroom and four bedroom units (Resubmission of Planning Application: 17/02263/FUL. The site is currently vacant. Applicant: Mr Rafiq Khan
As this application was received on the day on the August meeting it was agreed an extraordinary meeting will be arranged to consider the application, the proposed date for the meeting is August 28th Clerk to arrange the meeting and invite the applicant to attend if he wishes to do so

81. 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 pursue the matter with WDC planning enforcement.
- b. **18/01184/HP**: 4 Herdwick Drive, Single Storey Rear extension, and internal alterations. Applicant: Mr & Mrs Henson- **Granted** with 3 conditions
- c. **18/00776/HP** Proposal: Extension to side and back of property Location: 7 Westbourne, Honeybourne, **Refused** 1 reason

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82. Neighbourhood Development Plan: NDP

- a. Members reported the NDP group has discussed the proposed development of the site off Stratford Road at the rear of Badhams Garage. development plans have been requested for the proposals and site drainage issues were raised as flooding has occurred on the site. It is hoped the draft NDP will be completed in December.
- b. Members noted the report on the results of the NDP questionnaire which was circulated by email due to documents size and is available on the NDP website

83. Finance:

- a. **Payments:** Council approved the schedule of payments as in appendix A of these minutes
- b. **Insurance:** Council agreed to the renewal of the council's insurance schedule which was circulated by email and also agreed the payment of the renewal premium for 2018-19
- c. **External Audit:** The Clerk reported the completion of the council's external audit by PFK Littlejohn and no public notifications were received. The Clerk confirmed the audit documents are placed on village noticeboards as required by audit regulation.

84. The Leys Playing Field and Recreation Field:

- a. **Inspection:** The weekly visual inspection for The Leys found no safety matters to report and litter picking, and bin emptying carried out
- b. **Inspection:** The weekly visual inspection for The Recreation Field found no safety matters to report and litter picking, and bin emptying carried out.
- c. **Inspection;** The Clerk confirmed the request for the annual playground inspections from Wicksteed and confirmed the request was acknowledged.
- d. **Containers:** Council considered a letter/email from a near neighbour to the Recreation Field expressing concerns over the siting of the shipping container as discussed at the last meeting and the statement in the council minutes confirming all the neighbours had been consulted when in fact they had not. Further emails from Cllr. Matt Henson stating two containers are to be sited near the pavilion. As the proposed container siting and the increase to two containers is controversial and because Cllr. Matt Henson was not in attendance the matter will be reconsidered at the next meeting when the need for two containers can be established and what screening is proposed to mitigate the visual impact on near neighbours.
- e. **Access:** Members raised concerns over the unauthorised access to the pavilion by third party users without the council's knowledge. It was reported that a large group of children were using the field for football training and had full access to the pavilion therefore someone has a set of keys to the building. Following this event, the pavilion was left in an unacceptably untidy state and it was noted prohibitive goods were stored in the kitchen. Council agreed the prohibitive goods should be removed immediately, Clerk to arrange the removal. To enable these matters to be resolved members agreed to a meeting with Cllr. Matt Henson and Cllrs Andy Attridge, Graham Taylor and Heath Jobs prior to the September meeting when a full report on the use of the pavilion and the issue of third party use can be considered by council.

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- f. **Drought:** The Recreation Field safety issues caused by the extensive cracks in the field surface were considered to be acceptable for recreational use as this is the primary use for the field. The extent of materials and manual input required to fill the drainage trenches will be re-assessed when the field has recovered from the drought conditions
- g. **Heaters:** The report on the water heater problems and the issue with the over-sink heater will be considered at the next meeting when Cllr. Matt Henson is in attendance.
- h. **Locks:** Cllr Graham Taylor reported on changing several padlocks on the field's facilities as some locks were not operational and some needed to be combination locks instead of key locks. Lock combinations will be changed quarterly or as necessary to maintain full security of the site and the facilities. All key locks are now suited keys.
- i. **Doors:** Members considered a report from the main contractor alleging the hot weather condition was the cause of the pavilion patio doors jamming. Members reported as the hot conditions had now passed the doors were still jamming and remedial action is needed – clerk to inform the contractor.
- j. **Files:** The Clerk reported on receiving the Recreation Field construction works file from Mr Ken Watkins and it was agreed it should be stored in the utility room in the pavilion. Cllr Graham Taylor confirmed it was already stored as required
- k. **Drainage:** Members considered a report on an inconclusive investigation into the Recreation Field drainage works being compliant with the approved specification It was agreed if the drainage trenches need an investigation then it should be carried out by the Handyman when the soil conditions are more suitable following adequate rain fall. The Clerk reported speaking with the drainage contractor who confirmed the trenches were installed as per the drainage specification.
- l. **Tarmac:** The Handyman reported on the subsidence of the tarmac on the Recreation Field site and considered it was not a hazard to users and further inspection would take place when the drought ends, and the soil shrinkage subsides.
- m. **Maintenance:** The Clerk reported on speaking with Phil Day Sports regarding the grounds maintenance cost increases and confirmed an increase of 10% would be applied to the previous quotation offered in 2016
- n. **Maintenance:** Council considered two quotation 1) Phil Day Sports 2) Limebridge Rural Services Ltd. for ongoing Recreation Field sward maintenance and agreed Limebridge Rural Services will be awarded the contract for 2018-19

85. Christmas Tree Event

- a. In consideration of arrangements and promotion ideas for the Christmas Tree event the following matters were fully agreed
 - i. The event will be on Friday November 30th
 - ii. Cllr Steve Sidwell will make all the arrangements for the grand raffle
 - iii. Cllr Steve Sidwell will send letters to local businesses asking for sponsors and raffle prizes
 - iv. A public address system will be hired in for the event
 - v. The council's marquee will be used for the event and interior lights installed
 - vi. A gas fired barbeque will be hired in for the event
 - vii. The WI will be invited to cater for Mulled wine and mince pies
 - viii. Limebridge Rural Services will be asked to supply the Christmas Tree and install the tree lights

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- ix. Limebridge Rural Services will be asked to install exterior lighting
- x. The Bretforton choir will be invited to attend as last year
- xi. Event advertising banners to be ordered from Vale Press
- xii. The Clerk will create posters to advertise the event
- xiii. The Clerk will create the sponsor a tree light forms and promote the sponsorship through the village
- xiv. The School will be invited to participate in the event

86. Council and Community Matters:

- a. **Grit Bins:** Members considered the locations for the six new grit bins and as the management company for Bovis Homes confirmed we can site the bins it was agreed the Lengthsman to install them in suitable locations and part fill them with salt grit to add weight for security. Clerk to confirm the locations
- b. **Sec 38:** Members Noted the receipt of the signed Sec 38 and 278 agreement for the development land west of Station Road Honeybourne; Stephenson Way. Cllr Graham Taylor borrowed the document to gain an understanding of its contents.
- c. **SWDP:** To consider the update request for the SWDP Village Facilities & Rural Transport Survey. Cllr Cathryn Steward agreed to complete the questionnaire online as she has the necessary local knowledge
- d. **Defibrillator:** Council considered correspondence via Cllr Adams regarding a Community Public Access Defibrillator and agreed to further investigate the option for a Defibrillator at the Recreation Field pavilion. The matter to be carried to the next meeting.

87. Community Centre and Village Hall:

- a. **Financing:** Members considered the Clerks report on matters arising from the finance meeting with the Village Hall committee members and councillors held on 9th August. The Village Hall secretary outlined the financial situation for funding the Community Centre build project and requested the Parish Council to confirm the council will fund the projected shortfall of £150k. After consideration of the clerk's financial report on council reserves and the options and affordability of a public works loan the council agreed to confirm the requested funding would be made available to the project when required. Clerk to write and confirm the offer of financial support
- b. **Survey Contractors:** It was agreed to request quotations from three Archaeological contractors to carry out the Archaeological survey works required by the planning conditions for the Community Centre. Clerk to action the requests
- c. **Survey Specification:** Members considered the correspondence relating to the required Archaeological survey works on the Community Centre site and agreed the specification to strip the entire footprint of the building was an unnecessary and extremely expensive survey as the site was subject to an Archaeologic Survey when the housing development was agreed at the planning stage. To strip the 400 sq. m of the site down two metres deep involves digging out some 800-cu. m of soil for the survey inspection when the original survey found no significant items of archaeological interest. It was agreed the need for such an intensive extra survey should be questioned as the potential cost of approximately £20k would be detrimental to the project funding and the time delay in completing the survey process would possibly create further funding difficulties. Clerk to write to the WDC Chief Executive posing the question why such a new survey is necessary. The letter to be CC to the MP and ward member.

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- d. **Lease:** The Clerk confirmed the lease for the Community Centre site is now fully signed and a copy issued to the Village Hall committee and a copy retained in the council's records.
 - e. **NHB:** The Clerk confirmed the New Homes Bonus funding application for the Community Centre is approved by WDC
 - f. **Hedge:** The Clerk confirmed the eastern boundary hedge planting on the Community Centre site is confirmed to be in the wrong place and can be removed allowing the building to be sited close to the eastern boundary as originally planned.
- 88. Highways:**
- a. New highway matters to be reported.
 - b. Enquiries to be made regarding the flood warning signage to be installed at the railway bridges on Stratford Road
 - c. Information and quotations for a new VAS sign was deferred to the next meeting due to financial constraints.
 - d. Members reported the Safer Road Partnership speed camera van visits more often and faces toward Weston Subedge.
- 89. Lengthsman and Handyman:**
- a. The Lengthsman to attend to the main gate on the allotment site as it needs adjustment to allow it to fully open
 - b. The inflatable goal removed for safety reasons is to be stored in the tennis net storage box
 - c. The Clerk reported the new bench on Stratford Roads is now installed and the memorial plaque for the bench will be fitted this week.
 - d. VAS report: Bretforton Road 8749 in 15 days and Stratford Road 3515 in 14 days
- 90. Public Rights of Way (PROW):**
- a. The Clerk reported the PROW on the Shorey land off High Street is now clear to walk through as it was cleared by the landowner
 - b. Members agreed to write to the property owners next to the PROW from Westbourne and Station Road requesting they clear the overburden of trees and bushes from the footpath
- 91. Cemetery & Churchyard**
- a. **Japanese Knotweed:** Council agreed the quotation from Limebridge Rural Services was acceptable for the control of the Knot Weed in the Churchyard and the control process should commence as soon as possible.
- 92. Street Lights:**
- a. Lights reported to need attention. – no new problems reported
- 93. Matters Raised by Members –**
- a. Cllr Heath Jobs requested a quotation from Calum McAlinden to create and host a new Parish Council website

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94. Meeting Dates:

- a. It was confirmed the next Ordinary Council Meeting is scheduled for the 11th September at the Village Hall at 7.15 pm, -
- b. An extraordinary planning meeting to be arranged for August 28th to consider a new planning application

There being no further business the Chairman closed the meeting at 10.20

| Chairman | | | | | Date |
|---------------|----------------------------|--------------------------------|---------------|-------------|------|
| | Payments Authorised | | | | |
| Cheque Number | Payee | Details | Gross Payment | Net Payment | |
| 1722 | Amber Locks | Rec Field locks | 190.00 | 158.34 | |
| 1723 | Worcester CALC | GDPR Training fees | 20.00 | 20.00 | |
| 1724 | Vale Press | NDP printing | 235.20 | 196.00 | |
| 1725 | Andy Canning | Rec Field turf maintenance | 100.00 | 100.00 | |
| 1726 | Zip Haze Web Hosting | NDP website hosting | 15.00 | 15.00 | |
| 1727 | E-on | Streetlight maintenance | 150.00 | 125.00 | |
| 1728 | Wychavon Sports | Wychavon Sports fees | 69.00 | 69.00 | |
| DD | Npower | Streetlight Energy | 352.16 | 293.47 | |
| 1729 | J Stedman | Seat Plaque Lumpy card payment | 38.60 | 32.17 | |
| 1730 | Limebridge RS | Amenity mowing contract | 714.00 | 595.00 | |
| 1731 | John Hyde | Lengthsman | 103.65 | 103.65 | |
| 1731 | John Hyde | Handyman Works | 99.60 | 99.60 | |
| 1732 | J Stedman | Clerks salary & Expenses | *** | *** | |
| 1733 | Honeybourne Village Hall | Village Hall Hire May to July | 171.00 | 171.00 | |
| 1734 | BHIB ltd | Insurance Renewal | 1048.77 | 1048.77 | |