

Honeybourne Parish Council
Minutes of the Honeybourne Parish Council Ordinary Meeting held at 7.15 pm
in the Village Hall on Tuesday 9th April 2019

Present: Cllrs. David Cowan, Colin Clear, Heath Jobes, Matt Henson, Graham Clelland, Richard Chivers & Graham Taylor.

In Attendance: J Stedman (Clerk), Cllr Alastair Adams & two members of the public were present

245. Apologies were accepted from: Cllrs, Andy Attridge, Steve Sidwell & Cathryn Steward
Absent: Cllr Sandra Walsh

246. 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: Cllr Matt Henson in minute 253 c & 256a - Football club manager

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

247. Chairman to Move: The meeting be now adjourned for Open Forum –
Summary of Public Comments.

- A resident raised concerns over several residential sized caravans being sited adjacent to the poly tunnels off Bretforton Road. Further reports indicated they are occupied as lights have been noted to be on after dark.

Ward Members Report: Cllr Alastair Adams presented his report to the council which was noted and appended to the minutes.

248. Minutes:

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

249. Clerk's Report on Matters in Progress:

- a. Perrie Drive planning appeal response sent to PINS - Noted
- b. Property marking notices placed on all noticeboards - Noted
- c. Statutory election notices placed on all noticeboard on 22nd March - Noted
- d. Garden of Remembrance issues with pots and plants – members considered the many pots and vases around memorial plaques and agreed to review the situation at the next council meeting as most are spring flowers. Clerk to monitor the site

250. Planning Applications:

- a. **19/00570/HP** Associated Ref:19/00571/LB Location: Cotswold View, 1 School Street, Honeybourne, Proposal: Erection of single-storey rear extension to replace existing plus timber windows to replace existing uPVC versions, Applicant: David and Jen Russell. The Council has no objection or comment on the application which was submitted under the Clerk delegated powers.
- b. **19/00577/HP** Location: 9 Dudley Road, Honeybourne, Proposal: 2 Storey side extension, single storey rear extension and new front porch.
 Applicant: Mrs Deborah Greg; The Council has no objection or comment on the application.

Honeybourne Parish Council

- c. **19/00630/HP:** Meadowhead Barn, Bretforton Road, Honeybourne,
 Proposal: Widen drive, replace and extend fence, garden patio and pathways
 Applicant: Mr & Mrs Mark & Nicola Shaw; The Council wish to comment on the height of the proposed new fencing in the small open space of the development as it not in keeping with the area.

251. Planning Matters:

- a. **Caravans on Vicarage Nurseries:** It was agreed that the Clerk will make enquiries with Vicarage Nurseries and inform the planning enforcement officers if appropriate.
- b. **19/00476/AGR:** Location: Honeybourne Grounds Farm, Weston Road, Bretforton
 Description of Proposal: Application for prior notification of agricultural development - proposed new grain store Applicant: Granted with 1 condition
- c. **19/00171/HP:** 28 Westbourne, Honeybourne, Proposal: Demolition of front garage, replace with 2 storey extension: build over an existing single storey rear extension converting to two storeys. Granted with 2 conditions
- d. **19/00277/HP:** Location: Manor Larches, Brickwalk, Honeybourne Proposal: Replacement of veranda with a single storey rear extension and a rear dormer window first floor extension. Granted with 6 conditions
- e. **18/02199/LB:** 35 High Street, Honeybourne, Proposal: Replacement door and window
- f. Granted with 2 conditions

252. Neighbourhood Development Plan: NDP

- a. Members noted the letter of thanks sent to the NDP group members for their work and dedication in creating the Neighbourhood Development Plan.
- b. The Clerk reported on the plan progress with Regulation 14 consultation which ends on Friday 12th April. Most of the response collection boxes have received responses in them and will be emptied on Saturday
- c. **Letter received:** Council noted without comment a letter received from Mr Michael Little regarding the land owned by Mr Wheeler and issues with the NDP draft policies. The two response forms with the letter were passed to Brodie Planning for consideration.

253. Finance:

- a. **Payments:** Council approved the schedule of payments as in appendix A of these minutes.
- b. **Reconciliation:** Council considered and agreed the fourth quarterly bank reconciliation account balances and budgets; the chairman signed the reconciliation as a correct record of the accounts.
Note: Cllr Matt Henson having declared an interest in item c left the room for the debate
- c. **Funding application:** Council gave careful consideration to a funding application from Honeybourne Harriers Football Club to support the purchase of tournament trophies. It was agreed that £1,000 should be granted to the club which will be to purchase and install the club's proposal to install further kitchen storage cupboards and also to fund the request to sponsor the tournament trophies. The grant payment to be made at the next meeting.
- d. **Credit Card:** Council considered the Clerk being added to the bank account mandate to enable the agreed credit card application to be progressed or having internet banking arranged for the new council after the May elections. The internet banking option was agreed by council and the credit card application cancelled.

Honeybourne Parish Council

254. The Leys Playing Field

- a. **Inspection:** The weekly visual inspection for The Leys found no safety matters to report and litter picking was carried out. Also, a tree safety survey report carried out by the Handyman found no issues of public safety with the Leys trees.
- b. **Lease:** The Clerk reported on the progress with the lease for The Leys Playing Field which is now agreed by County Council and can be concluded. Place Partnership who are processing the new lease confirmed their fee will be a standard charge of £750. The council expressed dismay at the fee and the possibility of further fee charges from the County Council legal department. It was agreed to accept the fee payments to allow the refurbishment of The Leys play equipment to progress using the £95k sec 106 funding.
- c. **Sec 106:** In consideration of the options for the POS expenditure using the £95k sec 106 fund and the council agreed to invite a play equipment provider to attend a site meeting to advise on suitable types of play and gym equipment for The Leys and the Recreation Field. Having guidance on the type of equipment will enable a public consultation to be made on any proposals and expenditure. Other considerations for the POS fund are to build an extension onto the pavilion and install a Boules Court. The Clerk to check the feasibility of the proposals with the WDC officers.

255. Recreation Field:

- a. **Drainage Trenches:** In consideration of the contractor's quotations and recommendations to rectify the sunken trenches it was agreed to request the probation services to supply labour to fill the trenches with topsoil supplied locally, Clerk to request the assistance of the probations services and arrange for 20 tons of topsoil to be delivered onto the Recreation Field in the spring when the surface is firmer .

256. Pavilion Matters

Note: Cllr Matt Henson having declared an interest in item (a) left the room for the debate

- a. **Kitchen Storage:** the request from Honeybourne Harriers Football Club to install new kitchen wall and corner cupboards was agreed as long as a good match of design and colour is achieved; also see minute 253 c
- b. **Fire Report:** Members noted the Fire officer's risk assessment report for the pavilion as all issues raised have been attended too, Cllr Matt Henson will fit a child safety gate to the kitchen access-way to prevent small child access.
- c. **Key Box:** Cllr Graham Taylor reported on successfully setting up the mobile phone app to allow access to the secure key box and it is now fully operational. authorised key holders will be given access to the safe by Cllr Graham Taylor, Cllr Matt Henson offered to fix the box to the pavilion wall.
- d. **Locks:** Council agreed that the new turn locks for the patio doors should be the Yale locks recommended by Cllr Matt Henson and have certificated keys to prevent unauthorised key copying. Cllr Matt Henson will purchase and fit the new turn locks as recommended by the fire safety officer.

257. Council and Community Matters

- a. **Website:** members agreed the clerks lists of website pages for the new Parish Council website and further agreed to have a (.Gov.uk) domain which is more secure than others. Clerk to inform the website designer and request a working draft to be forwarded.

Honeybourne Parish Council

- b. **Telephone Kiosk:** Council agreed to obtain quotes for the complete refurbishment of the kiosk, the cost of a Defibrillator suitable to install in the kiosk and a quote to disconnect the power supply and reconnect it when the kiosk is returned from the refurbishment company. Clerk to action the quotations for consideration at the next meeting.
- c. Council noted that the Wychavon Games organiser, Viv Hall intends to enter all categories and the council will receive an invoice for £69.00 to cover entry fees. The council agreed to fund the fees for the games.
- d. Council agreed commercial advertising posted in parish notice boards was not acceptable and will be removed when space is required for council notices.

258. Annual Parish Meeting:

- a. The Clerk reported that the WDC safety officer will present the Neighbourhood Watch Scheme and give an update on property marking.
- b. PC Jamie Lee will present a local crime report and address local questions
- c. Parish organisations have been invited to attend and present reports if they wish.

259. Village Hall and Community Centre:

- a. **Tender opening:** Cllr Heath Jobes reported on the tender opening for the Community Centre build project and the possible potential for council's support funding. Six tenders were received and opened by the QS and four tenders were very favourable. The QS will analyse the tender details and arrange further meetings to consider options and proposed a preferred contractor. The QS issued a financial illustration for funding the project based on the tenders received and suggested the Parish Council formally offers a grant of £70,000 to ensure the project is fully funded.
- b. **Grant Request:** in consideration of the grant request for the Community Centre build project it was proposed by Cllr Graham Clelland that Honeybourne Parish Council agrees to grant the Honeybourne Village Hall Charity an initial sum of £70,000 payable from the council's current revenue reserves and payable in instalments when required to fund the Community Centre building project. The proposal was unanimously agreed by council. Clerk to inform the Village Hall charity.
- c. **Legacy fund:** The Clerk reported on the acceptance of the granted NHB legacy fund for £150,000 and the terms and condition that are applied to the grant.
- d. It was agreed to meet the WDC liaison officer along with Village Hall committee members to discuss the legacy fund terms and conditions. Clerk to make meeting arrangements.
- e. Council agreed to the revised quotation from Cotswold Archaeology for a watching brief on the Community Centre construction site, Clerk to inform the company of the acceptance of their quotation.
- f. **Car Parking:** the car parking on the Community Centre car park persists and council agreed to create A5 size notices informing car owners of the risk of being fenced in when the building contractors start work. Clerk to create the notices for the chairman to place on unauthorised parked cars

Honeybourne Parish Council

260. Highways: matters to be reported

- a. New highway matters to be reported to County Highways. –
 - i. Road surface breaking up on Shinehill Land 150m from the Buckle St Junction
 - ii. Road surface breaking up on Station Road near the Co-op junction
 - iii. The safety fencing on the raised footway on High Street has a broken steel tube
Cllr David Cowan agreed to report these matters to County Highways

- b. **Dropped Kerb:** The Chairman reported on the County Highways installation of the new footway on Bretforton Road to allow pedestrian access to the Recreation Field. It was noted that the agreed dropped kerbs at the end of the new path are not installed as requested to allow wheeled devices to safely use the path to the Recreation Field. The matter will be brought to the attention of Cllr Alastair Adams for remedial action.

- c. **Crossing on Station Road:** Council noted correspondence received regarding the implementation of a pedestrian crossing on Station Road – it was agreed that as the crossing is in hand and will require Parish Council funding to enable the project, it will have further consideration after the Community Centre funding is concluded and funding for delayed projects becomes available in the next financial year.

261. Lengthsman and Handyman:

- a. New and existing jobs for the Lengthsman and Handyman. - None at this time

- b. **New VAS:** Cllr Graham Taylor will report on option for new VAS devices with the associated costs and suggested sites at the next council meeting

- c. **VAS report:**

1. Bretforton Road	8831	12 days
2. Western Road	10501	9 days
3. Station Road	6118	10 days

- d. **VAS:** Council agreed to a request from Pebworth Parish Council to borrow the VAS for a week

262. Public Rights of Way (PROW):

- a. Actions for any reported PROW problems or issues. No issues reported

263. Street Lights: To report any lights in need of attention

- a. The Clerk confirmed a purchase order has been sent to E-on for the new streetlight in Green Close, The Clerk is requested to chase up the installation

- b. To confirm a purchase order has been sent to E-on for the repair of streetlight #9 in Grove Avenue

264. Matters Raised by Members – None

265. Meeting Dates:

- a. It was confirmed the next Ordinary Council Meeting and Annual Meeting of the Council is scheduled for the 14th May at the Village Hall at 7.15 pm,

- b. It was confirmed the Annual Parish Meeting is scheduled for the 23rd April at the Village Hall at 7.30 pm,

Honeybourne Parish Council

There being no further business the Chairman closed the meeting at 9:30

Chairman _____ Date _____

Payments Authorised			Gross	Net
Cheque Number	Payee	Details	Payment	Payment
1804	Vale Press	NDP poster printing	226.80	189.00
1804	Vale Press	NDP poster printing	194.40	162.00
1805	Fairview Trading	Stone for PROW 540	140.22	116.85
1806	Heath Jobs	NDP Event expenses	15.28	15.28
1807	Community First	Fire Risk Assessment	125.00	125.00
1808	Limebridge RS	Amenity contract	888.00	740.00
1809	J Stedman	Clerk's salary and expenses	***	***
1810	John Hyde	Handyman works	138.20	138.20
1810	John Hyde	Lengthsman Works	128.10	128.10
1811	HMRC	PAYE & NIC Clerk and council	882.67	882.67
1812	WDC	Planning Fees	58.00	58.00