

Honeybourne Parish Council
Minutes of the Honeybourne Parish Council Ordinary Meeting held at 7.15 pm
in the Village Hall on Tuesday 13th August 2019

Present: Cllrs. Graham Clelland (Chairman), Heath Jobes, Matt Henson, Andy Attridge, Cathryn Steward, Sylvia Matthews Trevor Askew, Graham Taylor, Colin Clear & Jonathan Barnes

In Attendance: J Stedman (Clerk), & fifty plus members of the public

81. Apologies were accepted from: Cllr Thomas Havemann-Mart, Cllr Alastair Adams

82. 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

83. Co-option: A paper ballot for the co-option of a new councillor took place and the results were:

Chivers 1 vote: Coton 0 Votes: Gear 9 Votes

Mr Chris Gear was duly elected as the new councillor and was invited to join the council

Cllr Gear signed his declaration of office and received the meeting agenda pack and the new members pack of council documents.

84. Dispensation:

Council unanimously agreed to a dispensation request from Cllr Henson: -

The dispensation for speaking and voting on all matters relating to the recreation field and the Pavilion.

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

Summary of matters raised:

- A question asking how an election can be held for the Parish Council vacancy and how someone can get on the council. The chairman confirmed the only vacancy had just been filled by a ballot for three candidates, therefore no vacancy existed, and no election can be held until a vacancy exists.
- A parishioner made a statement over her concerns of the council removing items from grave plots in the Garden of Remembrance. The chairman confirmed the matter is on the agenda for council to consider and a formal council response will be sent from the parish office.
- A parishioner requested public benches to be installed in Station Road as there is nowhere to rest when walking to the Co-op shop. The chairman confirmed the matter is on the agenda for council consideration and the decision will be in the minutes.
- A question was asked regarding the progress with the proposed pedestrian crossing on Station Road and the chairman confirmed the proposal had passed the traffic speed test requirements and is progressing with the County Council
- A parishioner asked why there is no direct bus service from Honeybourne to Bidford on Avon. The Chairman confirmed the council would make use of the Worcestershire County Council transport public survey to bring the matter to the attention of the public transport service managers at County Council, Cllr Alastair Adams will also be informed of the question.

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- A question was asked regarding the recording of Parish Council meetings and if a transcript of the recording can be included in the minutes. The Clerk confirmed anyone can record a Parish Council meeting but the Clerks recording of this meeting will not be included in the minutes.
- A request was made for traffic lights and visibility mirrors to be installed at the Gate Inn crossroads and the Bretforton Road – Weston Road junction. The Chairman confirmed the option for the Gate Inn crossroads traffic lights had been put to County Highways and the consideration was dismissed.
- Several members of the public made strong condemnations of the Parish Council alleged decisions to build a car park on The Leys playing field, also making decisions to install play equipment on The Leys, all without any consultation with the local community or the whole parish. The Chairman fully confirmed that the Parish Council had not made any decisions for any development of The Leys and the only decision made by the council is to create a group of competent members of the community and councillors to consider all the options and constraints for the use of the Section 106 funding. The chairman also confirmed that when the Play Equipment Group has a development scheme to be considered a full public consultation will take place.

Ward Members Report:

Cllr Thomas Havemann-Mart forwarded his report which is appended to the minutes
Cllr Alastair Adams his report to be appended to the minutes when received

The Chairman Closed the open forum at 8.20 and reconvened the meeting.

85. Minutes:

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

86. Clerk's Report on Matters in Progress:

- a. The clerk's report was circulated to members and a summary is appended to the minutes
- b. Matters arising from the Clerks report
 - i. **Noise nuisances:** Reports received regarding further noise nuisances emanating from the airfield at 20.15hr. The District Council ward member is making enquiries regarding any planning issues with the commercial operations on the airfield
 - ii. **Training update:** the clerk is liaising with neighbouring councils to ascertain the number of councillors wishing to attend in-house training
 - i. **Double yellow lines** update: The County Highways officer has confirmed the proposed double yellow lines on High Street from the bend down to the shops has his approval and traffic regulation orders are pending approval which could take several months

87. Planning Applications:

- a. **19/01577/HP** Location: West Acre, Weston Road, Bretforton, Evesham, WR11 7QA
 Description of Proposal: Proposed single storey rear extension including a replacement entrance porch and insertion of two rooflights to the rear of the property.
 The Council has no objection or comment on the application.

88. Planning Other: see Clerks report appended to the minutes

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89. Neighbourhood Development Plan: NDP

- a. Council unanimously agreed to adopt the submission draft Neighbourhood Development Plan as prepared by the NDP group which will now be scrutinised by Wychavon District Council in readiness for the public examiner.
- b. Council considered any amendments to the plan policy H8 on landscape protection to reinforce the protection of the shelter belt on the All Things Wild site. It was agreed the policy wording is adequate to protect the landscape features of the site without any amendments.

90. Finance:

- a. Members noted the payment of £75,000 to the Village Hall as 50% of the Legacy Funding transfer received from WDC
- b. **Payments:** Council approved the schedule of payments as in appendix A of these minutes.
- c. **Mandate:** The bank mandate was completed by the two new signatories and will be returned to the bank for authentication.
- d. **Delegation:** Council unanimously approved the following proposal: -
Parish Clerk to have delegated authority to spend up to £500.00 in expenditure for any appropriate items without the need to seek prior approval from the PC.

91. New play equipment

- a. The Clerk reported that the Play Equipment Group had not had a further meeting as the requested update from the Eibe consultant was not available and is expected imminently.
- b. **Group Members:** Council confirmed the current members of the Play Equipment Group are: - Cllrs Steward, Clelland, Jobs, Barnes & Henson also Mrs K Barnes, Mr S Coton Mr S Attridge and the Clerk who will also administrate all meetings.
- c. **Clerk:** Council consider a request from the Clerk for current and retrospective remunerations to for attending meetings and the administration of the Play Equipment project. The Clerk left the room for the debate and the council agreed to defer the item to the September meeting pending further information from the Clerk.
- d. **Letters:** The Clerk reported on receiving two letters, one received by the Clerk and one by the Chairman both regarding The Leys development proposals, Clerk to reply to the letters and confirm they will be referred to the Play Group for consideration and a further response if considered necessary.

92. 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.
- b. **Lease:** The original lease surrender agreement has been received and a new lease will follow when the County Council's formal seal has been applied.
- c. **Conveyance Document:** A copy of The Leys Conveyance document has been received which states The Leys was purchased by Worcestershire County Council from Clare College Cambridge for the sum of £400 in 1939. None of the land was gifted to the County Council and there are no covenants restricting the use of the land. The document also indicates the western edge of the field is a road running full length of the field
- d. **Dog Bin:** The clerk reported that The Leys dog waste bin repairs were carried out as a temporary measure and options for a replacement will be made by the Play Equipment Group.

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93. Pavilion Matters

- a. **Inspection:** Members noted the clerks report on the pavilion facilities inspection carried out with Cllr Taylor. The report is appended to the minutes in the clerks report, Cllr Taylor suggested the Parish Council compensate the Honeybourne Harriers Football Club for the supply of janitorial goods and materials used for cleaning the pavilion, Cllr Henson confirmed this was not necessary as the Club was content to supply the goods for use in the pavilion.
- b. **Defibrillator:** Cllr Henson reported that the FA are sponsoring Defibrillators for football clubs to purchase at a considerable discount. Council agreed two Defibrillators should be purchased, one for the pavilion and one for the kiosk on High Street. Clerk to liaise with Cllr Henson to purchase the Defibrillators.
- c. **Rural Energy Fund:** Having received the pre-application questionnaire it was agreed that Cllr Taylor and the Clerk will complete the questionnaire on behalf of the council to progress the full funding application.
- d. **Lights:** It was reported the external light timer requires resetting as the lights were all on at 22.00hr Cllr Henson to attend
- e. **Table:** It was agreed the Handyman will move the large table from the kitchen area and return it to the Village Hall garage, the new Go-Pak table will be stored in the kitchen and clipped to the units for easy access and storage; Cllr Henson to action the fixing

94. Cemetery

- a. **Grass cutting:** Council considered a complaint regarding the grass cutting in the cemetery and agreed the contract was being fulfilled as specified and the complaint was only brought about due to excessive growth created by the wet summer conditions. It was further agreed that the mowing contract specification will be scrutinised, and amendments considered to improve the quality of mowing, the mowing contract specification will be considered at the September meeting.
- b. **Regulations:** Council considered and noted a letter and pictures relating to the Garden of Remembrance site tidying and confirmed the site tidying was carried out with full regard to the prevailing cemetery regulations and no further actions were required. Clerk to reply to the correspondent.
- c. **Cemetery Publicity:** The relentless Facebook posts regarding the cemetery maintenance were noted by members and it was considered to be an unresolvable situation in the current wet conditions and with the mowing contract specification for cutting every two weeks, adding to the problems, the Chairman pointed out that the grass in the cemetery and churchyard is not lawn grass, but pasture grass which grows very quickly and attains some 3 inches of growth per week thereby creating a large volume of cut grass after each two weekly mowing.

95. Council and Community Matters

- a. **Website:** Having inspected the website members commented it was not working on all mobile formats which will be reported to the designer. Members were also requested to forward their profile wording to the Clerk to upload to the website's members section.
- b. **Website Administration:** Council agreed to delegate to the clerk exclusive access to administer the content and control the design of the Parish Council's new website.
- c. **Kiosk:** The Clerk reported on the refurbishment of the telephone kiosk is underway.
- d. **Meetings:** A proposal for **not** having a council meeting in August from 2020 was agreed in principal and will be ratified at the June 2020 meeting.

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- e. **Transport Consultation:** Members agreed the Worcestershire Passenger Transport Strategy consultation should be made available to the whole parish as it is a public consultation and many locals use public transport, Clerk to promote the consultation in the Village Newsletter and E-news
- f. **Cotswold Line:** Council agreed the renewal of the Cotswold Line Promotion Group subscription which will be made at the September meeting
- g. **Insurance:** Council agreed the annual renewal of the council insurance and the documentation will be considered and ratified at the September meeting.

96. Village Hall and Community Centre:

- a. The Clerk reported the building works are underway and on schedule, no problems have arisen so far.

97. Highways: matters to be reported

- a. New highway matters to be reported to County Highways. –
 - i. Commercial advertising at the Gate Inn crossroads to be removed by the Lengthsman
 - ii. Advertising on the verge at the Village Hall will be brought to the attention of the Village Hall committee by Cllr Mathews
- b. **Benches:** A parishioner's request to have two benches sited between the Gate Inn crossroads and the Co-op as there is nowhere to rest when walking to the Co-op. Council agreed to investigate the proposal and specific sites on public land will be identified by members for consideration at the next meeting.
- c. **Signs:** Members noted that commercial signs on the Co-op site and adjoining verge have been reported to County Highways and WDC for enforcement action.
- d. **Pedestrian crossing:** The Update on the pedestrian crossing on Station Road is in the appended Clerk report

98. Lengthsman and Handyman:

- a. Existing jobs for the Lengthsman and Handyman are listed in the clerk's report appended to the minutes
- b. **New works** – none requested at this time
- c. VAS report:
 - i. Station Road 17,565 in 15 Days
 - ii. Bretforton Road 8,963 in 13 Days
- d. Council agreed to recruiting a new Handyman for Parish Council works due to the excessive workload of PROW clearance and other non-highway works.
Clerk to advertise the post for a suitable local contractor

99. Public Rights of Way (PROW):

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

100. Streetlights: Any lights in need of attention – none reported

101. Matters Raised by Members – None

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102. Meeting Dates:

- a. It was confirmed the next Ordinary Council Meeting is scheduled for the 10th September at the Village Hall at 7.15 pm,

103. Exclusion of the Public from the Meeting. The following resolution was agreed: -
That in view of the confidential nature of the business about to be transacted, it is advisable in the public interest that the press and public be temporarily excluded and they are instructed to withdraw

104. Council consider the proposed suspension of Mr Sam Coton from the Play Equipment Group membership due to his property adjoining The Leys creating a clear personal interest in the Play Equipment siting.

The Chairman proposed that Mr Coton remains on the Play Equipment Group, the proposal was seconded and agreed unanimously by council.

It was further agreed that as the Play Equipment Group is a Parish Council working group a code of members conduct should apply to all group members.

Clerk to ensure all group members agree and are signed up to the groups code of conduct when convening the next group meeting.

There being no further business the Chairman closed the meeting at 10:40

Chairman _____

Date _____

Appendix A Payments

Payments Authorised			Gross	Net
Cheque Number	Payee	Details	Payment	Payment
1846	Evesham Volunteer Centre	Donation request	100.00	100.00
1847	Cancelled Cheque	Writing Error	50.00	50.00
1848	WDC	Election expense recharge	50.00	50.00
1849	Fairview Trading	Rec Field Goalpost fitting	17.99	14.99
1850	Calum McAlinden	Website hosting	15.00	15.00
DD	British Gas	Pavilion electricity bill	90.88	90.88
1851	Honeybourne Village Hall	Legacy grant payment	75000.00	75000.00
1852	Limebridge RS	Amenity contract	2378.40	1982.00
1853	J Stedman	Kiosk refurbishment parts	1168.56	973.80
1854	J Stedman	Clerk's salary and expenses	***	***
1855	John Hyde	Lengthsman Works	114.10	114.10
1855	John Hyde	Handyman works	345.00	345.00
1856	BHIB	Insurance renewal	1080.65	1080.65
DD	British Gas	Pavilion electricity bill	23.22	22.12

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Summary of the Clerks Report

1. **Blocked Footpath:** Telephone complaint received regarding the Footpath from Westbourne to Stratford Road being obstructed by grass and overgrown shrubs. The Lengthsman and the Clerk inspected the path to find a very large clematis plant is overhanging the path and blocking it by 30-50% over a distance of some 12m. The property owner has now reduced the Clematis and the Lengthsman strimmed the grass verge back clear of the footpath.
2. **New Cemetery Memorial** A memorial for Anthony Gordon Locke was approved and £140 fees received from Simply Stone.
3. **Silver Spade event:** New Community Centre Silver Spade event took place on Monday 22nd attended by the Chairman, Cllr Askew and the Clerk. The Village Hall Chairman dug the first sod for the start of the building process and other attendees were WDC Chairman and several officers and the Village Hall committee members. Claire Poore was the photographer for the event
4. **Wicksteed annual playground inspections,** Order Acknowledgement received
5. **Hedge Cutting:** Letter sent to 4 and 18 Grove Avenue requesting their hedge is cut back clear of the public footway as they are causing considerable obstruction to pedestrians
6. **Double Yellow Lines:** a meeting with Cllr Alastair Adams and a County Highways officer was held on Wednesday 31st and the officer agreed to instigate an extension of the existing parking restriction from the bend down to the front of the hairdressers shop thereby creating a refuse for traffic travelling up High street. The process will require traffic orders to be completed which may take some time to complete.
7. **High Street ditch reported to Cllr Thomas Havemann-Mart who visited the site with an** environment officer who is investigating the foul water discharge into the ditch – matter is ongoing
8. **Biomass processing** on the Airfield site having followed up complaints from residents the site operators confirmed there is no extended working on the site, no further complaints have been received to date
9. **Rural Community Energy Fund** an expression of interest has been lodged, and the following information has been received. Clerk suggests a working party is enabled to fill out the required documentation. To complete the forms the community must be made aware of the proposed project therefore the project needs to be publicised before the application is submitted
10. **Pavilion**
 - a. The agreed window roller blinds are in hand but not complete due to workload
 - b. CCTV now switched off
 - c. Public facilities inspection carried out by the Clerk and Cllr Taylor on 01/08 and all necessary cleaning materials are available along with toilet rolls, brooms, floor mops and cleaning goods most of which are stored under the kitchen sink or in the kitchen area. The changing rooms were very clean and ready for use and the general premises were also clean and tidy
 - d. The jammed patio doors; having gained the contact details of the original door fitter it has proved impossible to get a response from him for an appointment to inspect the doors. An enquiry has been made with an alternative door engineer and a report will be made at the meeting when further information will be available.
 - e. Lifted floor covering; this is currently unresolved, and the matter is in hand.

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11. Station Road pedestrian crossing update

We have recently had the speed data back and I am delighted to be able to convey to you that speeds have dropped since the installation of the "visual" lining and signing traffic calming. The comparisons are shown below.

85%iles		Average speeds (mean)	
2018	2019	2018	2019
34.2 South	32.4 South	28.7 mph	27.6 mph
34.9 North	33.3 North	29.1 mph	27.8 mph

While the reductions may appear to be relatively modest, they are statistically significant and much better than the results we have obtained at other similarly treated locations in the Worcestershire.

They confirm that:

- A) The visual traffic calming is having a positive influence on vehicular speeds
- B) A zebra crossing facility is an appropriate crossing infrastructure based on Dft. criteria that 85 %ile speeds should be no more than 35mph.

Planning matters to note

19/01264/FUL Applebee, Station Road, Honeybourne, Proposal: Construction of 9 cat boarding pens in the garden of Applebee as approved under planning reference 17/01906/FUL to amend Condition 7 relating to the materials to be used. Granted with 5 conditions

12. Extract from the Draft NDP

6.42. The Plan wishes to ensure that development takes account of the landscape character and takes opportunities to enhance it where possible.

Policy H8 Protecting the landscape

Measures to maintain and reinforce the parish of Honeybourne's natural environment and landscape character will be promoted wherever possible. New development shall have regard to conserving and enhancing the natural beauty and amenity of the area, and, where appropriate, to respecting the setting, character, appearance and cultural heritage of Honeybourne including its Conservation Area.

Development should contribute positively to the area's rural character:

- a) Not adversely affect landscape character but where appropriate include measures to conserve, restore or enhance this;
- b) Contribute towards the ecological network of the area with measures to support biodiversity;
- c) Retain and where possible enhance natural features on the site, for example trees, woodlands, orchards, hedgerows, brooks, springs, ditches or ponds, protecting them from damage, destruction and a deterioration in quality and ensuring their continued survival;
- d) Provide new landscape works that integrate successfully with the local environment and existing natural features, using local materials and plant species and making provision for future maintenance of new landscape works associated with new developments; and
- e) Ensure sequences of green spaces are maintained to provide corridors for wildlife, recreation spaces and important visual amenity for local residents. These green spaces contribute significantly to the identity of the parish.