

HONEYBOURNE PARISH COUNCIL

**Minutes of the Parish Council meeting held at Honeybourne Village Hall, Harvest Close,
Honeybourne WR11 7RH
on Tuesday 10th September 2024**

Members present: Cllrs: H Jobs (Chairman), B Dubb (Vice- Chair), T Askew, C Clear, G Clelland and S Sidwell

In attendance: Parish Clerk, Linda Stanton.
District Cllr
members of public

24/412 Apologies : Cllrs A Attridge (work commitment) A Mathais (personal) C Clear (offered his apology in advance that he may not be able to attend the meeting due to work commitment) Cllr C Clear joined the meeting at 7:30pm.

The apologies were noted and accepted by Council.

24/413 Declarations of Interest: Councillors were reminded that to ensure transparency and retain public confidence in the council's decisions they are required to -

- a) Keep their Register of Interests form up to date;
- b) Declare any Disclosable Pecuniary Interests (DPI) and any Other Disclosable Interests (ODI) in agenda items and the nature of those interests.

The Chair reminded all members to declare their interest at the start of the meeting and it was not the responsibility of the Chair or the Clerk to remind members of their declaration of interest.

Cllr	Minute	Interest	Reason
T Askew	Item 24/418 (h) <ul style="list-style-type: none"> • Update on Inspection of allotments Item 24/420 (b) <ul style="list-style-type: none"> • Skip hire – for clearing of vacant allotment plots 	ODI- plot holder DPI- plot holder	
B Dubb	Item 24/418 (h) <ul style="list-style-type: none"> • Update on Inspection of allotment Item 24/420 (b) <ul style="list-style-type: none"> • Skip hire – for clearing of vacant allotment plots 	ODI- plot holder DPI- plot holder	
G Clelland	Item 24/420 (a) <ul style="list-style-type: none"> • Payment to Limebridge Rural Service Item 24/420 (b) <ul style="list-style-type: none"> • Payment to Limebridge Rural Services 	ODI – Friend ODI- Friend	
H Jobs	Item 24/418 (h) <ul style="list-style-type: none"> • Update on Inspection of allotments Item 24/420 (b) <ul style="list-style-type: none"> • Skip hire- for clearing of vacant allotment plots Item 24/418 (g) (h) Grant applications <ul style="list-style-type: none"> • g) Grant Application for Honeybourne Village Hall • h) Grant Application for Friends of Honeybourne Station Item 24/426 <ul style="list-style-type: none"> • Village hall lease 	ODI- plot holder DPI- plot holder DPI- Village Hall Trustee/Treasurer ODI- Friend/neighbour DPI – Village Hall Trustee	

24/414 To consider any dispensations

Resolved:

To grant dispensations to members for agenda items 24/420(a & b) and 24/418(h) (Standing order 13(e) (h) i). Without the dispensation the number of persons prohibited from participating in the particular business would be so great a proportion of the meeting that the transaction of the business would be impeded)

24/415 Open Session Participation to hear from:

- a) Members of the Public.
 - I. The Acting Chair of Friends Of Honeybourne Station advised Council that GWR has approved their constitution and they plan to have their first meeting to elect their officers and set up their committee structure. The purposes of the group is to enhance the appearance of Honeybourne Railway Station by way of planters and keeping the station tidy. She hopes that the Council will support their grant application.
 - II. Honeybourne Village Hall Trustee - A member of the Trustees hopes the Council will support their grant application for a Christmas Party to be held on 19th December for the children in Honeybourne. There will be a charge of £2.00 refundable entrance fee. This is to ensure that the residents will attend the event.
 - III. A resident asked the Council when will the work start on the footpath by Fair Acres. The Chair advised the resident that he needs to contact County Cllr Adams for an update.
 - IV. Cllr G Clelland asked for an update regarding the Community Speed Watch. The leader of the group, Mr C Clear advised that he has submitted 6 volunteers details for vetting to PC Alex. Some volunteers have not responded to his email to provide their details for vetting. Once the vetting is approved the volunteers will have to undertake training organised by West Mercia Community Speed Watch Co-ordinator before the group can carry out any speed watch sessions. (For details of the Data Box report on speeding on Station Road conducted by West Mercia please refer to Clerk's report item 24/418(j) Mr Clear has also asked PC Alex if a Data Box can installed to record the speed of motorist on Weston Road.
- b) Supporting organisations - South Worcestershire Policing Team.
Not present.
- c) Worcestershire County Councillor A. Adams (Littleton division)
Cllr Adams offered his apology.
- d) Wychavon District Cllr J Ciotti.
The Chair welcomed Cllr Ciotti and asked if she wished to address the Council. Cllr Ciotti informed Council that Honeybourne and Littleton have been chosen to participate in the Rural Transport Survey. The Chair advised Cllr Ciotti that the officer from WDC will be speaking at the Village Hall Coffee Morning on Thursday, 11th September. The survey has been published on PC social media and circulated to Council members.
- e) PROW- Cllr T Askew informed Council that WCC footpath officer will be assisting the group on Thursday, 11th September 2024 to install a foot bridge on Maple Close footpath. Cllr C Clelland has agreed to assist with the installation.

24/416 Adoption of minutes

- I. To approve adoption of the minutes of the Parish Council Meeting – 9th July 2024.
- II. To approve adoption of the Extraordinary Confidential Minutes – 6th August 2024

Resolved:

- I. That the minutes of the Parish Council meeting held on 9th July 2024 be approved as an accurate record and signed by the Chairman.
- II. That the minutes of the Extraordinary Confidential meeting held on 6th August be approved as an accurate record and signed by the Chairman.





































24/417 Chairman's report. (If any)

Due to the Council's summer recess in August there is no report.

24/418 Clerk's Report

To be advised of any decisions taken under delegated powers, receive updates to ongoing matters and list any relevant office communications since the last council meeting.

a) Unmetered Street lighting	SSE have now completed the switch over from Npower. There was a delay in the switch due to their new computer software. SSE have agreed to reimburse the PC for payments made to Npower.
b) Grounds Maintenance – Westbourne and Harward Avenue	Rooftop advised Clerk that due to various operational reasons there's been a delay in cutting the verges.
c) WDC Road Sweeper	The roads in Honeybourne have been swept.
d) Code of conduct Complaint	A resident has complained about the conduct of a Parish Councillor. Clerk advised the resident to contact WDC Monitoring Officer. Contact details of WDC given to resident.
e) School flashing lights (by Co-op and Weston Road)	Highways officer advised that the lights are working. They need to be operated manually by a magnet. Clerk will ask Honeybourne Academy when it reopens after the summer holiday if a member of their staff could activate the lights.
f) Churchyard	Clerk is still waiting for approval from the diocese to repair the headstones. Without permission the work cannot be commenced. A church member has asked for the church gate to be lifted as it is dragging on the ground. Handyman will attend to it.
g) Email from our MP	He has advised that boundary changes following the General Election mean that our constituency has changed its name from Mid Worcestershire to Droitwich, Evesham, and the villages. New posters with his contact details, reflecting the new name of the constituency, have been received and are on display in the PC's noticeboards.
h) Inspection of Allotments	An inspection of the PC's allotments was carried out with the plot secretary. He has graded the plots A, AB, B, BC, C, D. <ul style="list-style-type: none">• A - Good condition throughout – 17 plot holders• AB - More cultivation – 1 plot• B - Mostly acceptable - 3 plot holders• BC - Remove vegetation from perimeter fence around the plots – 2 plot holders• C - Needs attention and improvement to certain areas – 14 plot holders Vacant plots – 6. Handyman will clear these plots ready for renting out. Plot secretary will notify the plots holders of the outcome of the inspection. The purpose of the inspection is to encourage plot holders in cultivating and maintaining their plots.
i) Honeybourne Hawks FC	They have now provided all documents to the Clerk for the Club to use the Sports Field. A copy of rules and regulations for pavilion and sports field has been given to the Chair of the Club. They will practice at the Sports Field on 5 th September but will only be using the field and not the pavilion as their licence does not commence until 7 th September. Clerk informed Council that both the parents and the visiting team were very impressed with the field. Honeybourne Hawks drew (score 3-3) with the visiting team on Saturday 7 th September. Two of the goals were scored by the son of the Chair of Honeybourne Hawks.

	<p>See fixtures below:</p> <table border="1"> <thead> <tr> <th>Type</th> <th>Date / Time</th> <th>Home Team</th> <th>Home Team Logo</th> <th>VS</th> <th>Away Team Logo</th> <th>Away Team</th> </tr> </thead> <tbody> <tr> <td>L</td> <td>07/09/24 10:30</td> <td>Honeybourne Hawks FC U10</td> <td></td> <td>VS</td> <td></td> <td>Tysoe U Juniors Cheetah</td> </tr> <tr> <td>L</td> <td>14/09/24 10:30</td> <td>Bredon AFC Juniors U10</td> <td></td> <td>VS</td> <td></td> <td>Honeybourne Hawks FC U10</td> </tr> <tr> <td>L</td> <td>21/09/24 10:30</td> <td>Honeybourne Hawks FC U10</td> <td></td> <td>VS</td> <td></td> <td>Shipston Excelsior Junior U</td> </tr> <tr> <td>L</td> <td>05/10/24 10:30</td> <td>Broadway United Youth U10</td> <td></td> <td>VS</td> <td></td> <td>Honeybourne Hawks FC U10</td> </tr> <tr> <td>L</td> <td>12/10/24 10:30</td> <td>Honeybourne Hawks FC U10</td> <td></td> <td>VS</td> <td></td> <td>Ashton Youth U</td> </tr> <tr> <td>L</td> <td>09/11/24 10:30</td> <td>West Worcester Youth U10 Reds</td> <td></td> <td>VS</td> <td></td> <td>Honeybourne Hawks FC U10</td> </tr> </tbody> </table> <div style="border: 1px solid black; padding: 5px; margin-top: 10px; text-align: center;"> <p>Honeybourne Hawk vs Crowle 19/10/24 – 10am at Honeybourne Sports Field</p> </div>	Type	Date / Time	Home Team	Home Team Logo	VS	Away Team Logo	Away Team	L	07/09/24 10:30	Honeybourne Hawks FC U10		VS		Tysoe U Juniors Cheetah	L	14/09/24 10:30	Bredon AFC Juniors U10		VS		Honeybourne Hawks FC U10	L	21/09/24 10:30	Honeybourne Hawks FC U10		VS		Shipston Excelsior Junior U	L	05/10/24 10:30	Broadway United Youth U10		VS		Honeybourne Hawks FC U10	L	12/10/24 10:30	Honeybourne Hawks FC U10		VS		Ashton Youth U	L	09/11/24 10:30	West Worcester Youth U10 Reds		VS		Honeybourne Hawks FC U10
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<p>j) Speeding on Station Road</p>	<p>Update from Safer Neighbourhood officer; “I have had the results back from the data box placed on Station Road which I know is an area of concern for many. The box checked 59613 vehicles in both directions, 30946 one way and 28667 the other way. The date range of these checks were from 19th July – 2nd August 2024. The average speed of these was 25mph and the average. 85% of these vehicles were all under 30mph with an average of 29mph. We look at the 85% as this is a widely used industry standard which is used as a guidance to level of compliance with speed limit. I hope you agree that these results are extremely positive and I do hope these will provide reassurance to those who have concerns.”</p>																																																	
<p>Resolved:</p> <p style="padding-left: 40px;">I. That the report be noted.</p>																																																		

24/419 Correspondence & Circulations Received

<p>a) Temporary Road Closure (Circulated to all members)</p>	<p>Proposed Order: Closure of U45017 School Street, Honeybourne, Reason: Drainage work. Anticipated duration: 5 days. Commencing: 28th August 2024</p>
<p>b) Extension of footpath from Owl Homes Development to Bovis Development</p>	<p>Resident has written to the Chair of the Council regarding the extension of the footpath. Chair has advised resident that the PC have discussed the matter but have no power to construct a footpath on private land. Resident advised to pursue the matter with Gateway Management if they would like the path to be extended.</p>
<p>c) Request to display notices on street furniture</p>	<p>Resident requested permission from PC to display notices on street furniture. Clerk has notified resident that WCC do not allow any notice on street furniture.</p>
<p>d) Fir Tree Corner - Honeybourne</p>	<p>Resident raised concerns regarding cars parked on double yellow lines and dangerous driving. Clerk's response to resident</p>

	<p>“Thank you for your email. Whilst I appreciate your concerns unfortunately Honeybourne Parish Council do not have authority to take action on any of the matters raised. The police should be informed of any dangerous driving that you encounter but would need evidence to take any action. I have noted our local community police officer’s contact details below. The same person should be advised of any illegal parking. Parish Council meetings are held on the second Tuesday of the month (but not in August) and the public are welcome to attend and to raise any concerns at public forum which takes place at the beginning of the meeting shortly after 7.15pm.</p> <p>Contact details of local police officer ; alexandra.prentice@westmercia.police.uk”</p>
e) Footpath lighting Fair Acres	Resident on Fair Acres estate has copied the PC on correspondence to Trinity Management (for information only) regarding the lights not working for 4 months. Resident has requested the Property Manager to escalate the matter for urgent action as it very dangerous walking down the path in the dark.
f) WDC- Consultation on Revised Statement of Principles Under the Gambling Act 2005	Circulated to members Deadline for comments: Friday 6 th September 2024
g) NPPF (National Planning Policy Framework (Circulated to members)	Government consultation on the proposed reforms to the National Planning Policy Framework (NPPF) and other changes to the planning system consultation. Consultation closes on 24 September 2024 https://www.gov.uk/government/consultations/proposed-reforms-to-the-national-planning-policy-framework-and-other-changes-to-the-planning-system
h) WDC – Draft Policy on Pavement Licencing	Consultation on Draft Policy on Pavement Licensing. https://www.worcsregservices.gov.uk/media/toeldogh/draft-policy-on-pavement-licencing-wdc-consultation-version.pdf WDC welcomes responses to the survey; https://www.smartsurvey.co.uk/s/WDCPPL The consultation survey will remain open for responses until Friday 30th October 2024.
i) Thank you letter from SSAFA	Re collection at the D- Day Event 2
Resolved: That correspondence be noted.	

24/400 Finance

a) To ratify bills payments for August, under delegated powers to the Clerk at the Honeybourne Parish Council Meeting 9th July 2024.

Invoice no	Cheque no	Supplier	Description	Net £	Vat £	Gross £
808187889	Direct Debit	British Gas	Pavilion power and heating	66.32	3.31	69.63
V02240142444	Direct Debit	EE	PC mobile phone	6.30	1.26	7.56
1824637-0	Direct Debit	Sky Business	Pavilion phone line (22 nd July – 21 st August 24)	26.95	5.39	32.34
Wp-Inv06304487	Direct Debit	Water Plus	Pavilion water	7.77	-	7.77
Gwp0366933	Direct Debit	Wychavon District Council	Annual charge for garden waste bin	53.00	-	53.00
SI-10003	BACS	Security 4 Systems	Monthly IT support	72.00	-	72.00
July	BACS	J Hyde	Lengthsman work	185.30	-	185.30
July	BACS	J Hyde	Handyman work	279.23	-	279.23
Tax month 5	BACS	HMRC	HMRC	751.01	-	751.01
Tax month 5	BACS	Worcestershire Pension	Pension	762.71	-	762.71
Tax month 5	BACS	Staff salary	Staff salary	2244.54	-	2244.54
3104	BACS	Limebridge	Grounds maintenance	2052.50	410.50	2463.00
SIN128591	BACS	Fairview Trading	Fence post and fence panels for cemetery	105.93	21.19	127.12

Clp362162	BACS	Wychavon District Council	Twice annual cleanse and weekly emptying of dog bin. Grange Farm Drive	94.06	18.81	112.87
INV10962007	BACS	NPower	Final bill from NPower	1616.62	80.83	1697.45
August 2024	BACS	Wychavon Parish Games Association	Entry fee for 2024 Parish Games. 9 events Bowls, Crib, Men's darts, 5 a-side, Pétanque, pool, Rounders & Skittles	80.00	-	80.00
LCO01652	BACS	Clear Insurance	Insurance Insurance Premium Tax Administration fee	1684.74 202.17 45.00	-	1931.91
IN00488449	BACS	WCC	Leys Annual rent 2024/2025	1018.00	-	1018.00
3827	BACS	DM Payroll Services Ltd	Administration of payroll for 2024/25 financial year	240.00	-	240.00
BP3130-02A	BACS	Brodie Planning	Professional fee for planning	935.00	187.00	1122.00
Equal Pre- paid debit card						
Invoice	Date	Supplier	Description	Net £	Vat £	Gross £
177955	18 th July 2024	B & M	Dog waste bags for village fete	5.00	-	5.00
IEN2024038816411	26 th July 2024	Adobe Creative	Software Subscription	16.64	3.33	19.97
CN30367107	8 th July 2024	Citron Hygiene	Sanitary bin service under payment.	2.78	-	2.78
Resolved: To approve the payment.						

b) To approve bill payments for September 2024

Invoice no	Cheque no	Supplier	Description	Net £	Vat £	Gross £
849669790	Direct Debit	British Gas	Pavilion power and heating	66.28	3.31	69.59
V02250181425	Direct Debit	EE	PC mobile phone	6.30	1.26	7.56
1886691-0	Direct Debit	Sky Business	Pavilion phone line (22 nd August – 21 st Sept 24)	26.95	5.39	32.34
Wp-Inv06586817	Direct Debit	Water Plus	Pavilion water	8.02	-	8.02
402	BACS	DTH Churchyard & Cemetery Service	Grave digging fee – plot 49 (ashes)	100.00	-	100.00
2024-158	BACS	Quick Print	Printing of raffle tickets	23.88	4.67	28.00
2024-158	BACS	Quick Print	Printing of Christmas event leaflets	55.00	-	55.00
24014	BACS	Aries Entertainment	Christmas Switch on event Carousel Ride Entertainer	1975.00	395.00	2370.00
SI-10036	BACS	Security 4 Systems	Monthly IT support	72.00	-	72.00
August	BACS	J Hyde	Lengthsman work	123.10	-	123.00
August	BACS	J Hyde	Handyman work	126.60	-	126.60
Tax month 6	BACS	HMRC	HMRC	751.01	-	751.01
Tax month 6	BACS	Worcestershire Pension	Pension	762.71	-	762.71

Tax month 6	BACS	Staff salary	Staff salary	2244.54	-	2244.54
3155	BACS	Limebridge Rural Services	Grounds maintenance	1577.50	315.50	1893.00
SIN131008	BACS	Fairview Trading	Screws and washers to fix church gate	3.49	0.70	4.19
6470109285	BACS	Lyreco	Printer ink (Black, cyan, magenta and yellow) & pens	332.94	66.59	399.53
Wrp0367624	BACS	Wychavon District Council	Annual lottery license	20.00	-	20.00
Pro forma invoice:6482	BACS	Budget Skip	Skip Hire for Christmas Event (2 yard)	130.00	26.00	156.00
Pro forma invoice: 05.09.2024	BACS	Budget Skip	Skip Hire for clearing vacant allotment plots(4 yard)	175.83	35.17	211.00
2024 047	BACS	Honeybourne Village News	Delivery of Christmas event flyer with October issue	60.00	-	60.00
SB20241630	BACS	PKF Littlejohn LLP	External Auditor fee for review of AGAR for year ending 31 st March 2024	630.00	126.00	756.00
408	BACS	DTH Churchyard and cemetery Services	Gravedigging fee plot 63 (Ashes)	100.00	-	100.00
Equal Pre- paid debit card						
Invoice/ Receipt No	Date	Supplier	Description	Net £	Vat £	Gross £
IEN2024044577688	26 th Aug 2024	Adobe Creative	Software Subscription	16.64	3.33	19.97
Auth 826556	23 rd Aug 2024	Post Office Ltd	8 – First Class Stamps	10.80	-	10.80
Order no: #1600014884	2 nd Sept 2024	Plastic Sheets trading name of Wanna Ltd	Replacement polycarbonate sheet (for noticeboard)	26.52	6.96	41.78
Resolved: To approve the payment.						

To approve bank reconciliation for July and August 2024 Honeybourne Parish Council

31 July 2024 (2024-2025)

Prepared by:

Date:

Name and Role (Clerk/RFO etc)

Approved by:

Date:

Name and Role (RFO/Chair of Finance etc)

A	Bank Reconciliation at 31/07/2024		184,283.02
	Cash in Hand 01/04/2024		52,275.82
	ADD Receipts 01/04/2024 - 31/07/2024		
	SUBTRACT		

	Payments 01/04/2024 - 31/07/2024		236,558.84
	Cash in Hand 31/07/2024 (per Cash Book)		90,955.85
			145,602.99
	Cash in hand per Bank Statements		
	Petty Cash	31/07/2024	0.00
	Lloyds Business Bank Instant	31/07/2024	138,752.08
	Lloyds Treasurers Account	31/07/2024	6,599.85
	Prepaid Debit Card Equals	31/07/2024	251.06
			145,602.99
	Less unrepresented payments		
			145,602.99
	Plus unrepresented receipts		
B	Adjusted Bank Balance		145,602.99
	A = B Checks out OK		

Honeybourne Parish Council

31 August 2024 (2024-2025)

Prepared by:

Date:

Name and Role (Clerk/RFO etc)

Approved by:

Date:

Name and Role (RFO/Chair of Finance etc)

A	Bank Reconciliation at 31/08/2024		184,283.02
	Cash in Hand 01/04/2024		52,969.42
	ADD Receipts 01/04/2024 - 31/08/2024		
	SUBTRACT Payments 01/04/2024 - 31/08/2024		237,252.44
	Cash in Hand 31/08/2024 (per Cash Book)		104,374.27
			132,878.17
	Cash in hand per Bank Statements		
	Petty Cash	31/08/2024	0.00
	Lloyds Business Bank Instant	31/08/2024	127,239.28
	Lloyds Treasurers Account	31/08/2024	5,418.60
	Prepaid Debit Card Equals	31/08/2024	220.29

			132,878.17
	Less unrepresented payments		
			132,878.17
	Plus unrepresented receipts		
B	Adjusted Bank Balance		132,878.17
A = B Checks out OK			
Resolved: The bank reconciliations for July and August be approved.			

d) To note current budget position v actual receipts and payments.

Resolved:
That the current budget position v actual receipts and payments be noted.

e) For noting- Honeybourne Hawks FC have paid the first instalment of the licence fee of £50.00, the remaining £50.00 will be paid in January 2025. The licence fee is for the football season from 7th September – 19th May 2025

Resolved:
That the payment be noted.

f) For noting- that the PC's insurance has been renewed with the current insurer Clear Insurers under delegated powers to the Clerk at the Honeybourne Parish Council Meeting on 9th July 2024

Resolved:
That the renewal of the PC's insurance be noted.

g) To consider and approve grant application for Honeybourne Village Hall

Cllr H Jobs, having declared his interest in agenda item 24/413 for agenda items 24/432 (g & h) left the room at 7:45 pm before discussion and voting took place. The Vice – Chair Cllr B Dubb will chair both the items.

Resolved:
To approve the grant application of £500.00 for a Christmas Children's Party on 19th December.

h) To consider and approve grant application for Friends of Honeybourne Station

Resolved:
To approve the grant application subject to the following conditions;
I. The group must give the Clerk an approved copy of their constitution.
II. The group must have their first meeting to appoint their officers.
III. The group must have a bank account in the name of the group.

Following the discussion and voting Cllr H Jobs rejoined the meeting at 7:55pm.

i) To approve recommendation from Christmas Event Working Group for the following;

Clerk informed Council that since the publication of the agenda the Christmas tree contractor has advised that there will be a £10.00 increase from £950.00 to £965.00 in the cost to supply, install and taking down in January.

I.	The cost for Christmas tree including installation and taking down in January	£ 965.00
II.	Hire of Children's Carousel	£1450.00
III.	Hire of children entertainer – balloon modelling	£ 525.00

IV.	Hire of Silver Band	£ 150.00
V.	150 selection boxes (estimate)	£ 200.00
VI.	Hire of skip	£ 130.00
Resolved:		
<ul style="list-style-type: none"> i) To approve the cost of £965.00 for Christmas tree including installation and taking down in January. ii) The cost of £1450.00 the hire of children's Carousel. iii) The cost of £525.00 the hire children entertainer- balloon modelling iv) The cost of £150.00 for the hire of Silver Band. v) The estimated cost of £200.00 for the purchase of selection boxes. vi) The cost of 130.00 for hiring a skip. 		

24/421 Governance Arrangements

I.	Review of Asset Register
II.	Adoption of new Financial Regulations
III.	Adoption of Publication Scheme
IV.	To re-adopt existing Vacancies and Co-option procedures
V.	To re-adopt existing Outline of meeting procedures
VI.	To re-adopt existing CCTV policy
VII.	To re-adopt existing CCTV Impact Assessment
VIII.	To re-adopt existing Scheme of Delegation to Parish Clerk and standing committee
IX.	To re-adopt existing Complaint Policy
X.	To re-adopt existing Health and Safety Policy
Resolved:	
<ul style="list-style-type: none"> To approve; I. Asset Register II. New Financial Regulations III. Publication Scheme IV. Vacancies and Co-option procedures V. Outline of meeting procedures VI. CCTV Policy VII. CCTV Impact Assessment VIII. Scheme of Delegation to Parish Clerk and Standing Committee IX. Compliant Policy X. Health and Safety Policy 	

24/422 Working Groups reports

To receive minutes from Council working groups held since the last Council meeting and Consider recommendations for resolution. (if any)

I. Christmas Event Working Group notes of meeting.

The Chair of the Working Group informed Council that they are on schedule with the arrangements.

Resolved:

That the notes of the Working Group be approved.

24/423

Environment & Community Wellbeing.

a) To approve Working Group recommendation for our MP, Mr Nigel Huddleston to turn on the Christmas Tree Lights on 29th November 2024.

Resolved:

To approve MP, Mr Nigel Huddleston to turn on the Christmas tree lights.

b) To approve Risk Assessment for the Christmas Event.

Resolved:

To approve Risk Assessment for the Christmas Event.

- c) Councillors to assist in setting up the marquee for the event on Friday, 29th November 2024 and to take down the marquee on Saturday 30th November.

Resolved:

- I. Cllrs T Askew, S Sidwell, C Clear, G Clelland and H Jobs will assist Clerk and handyman to erect the marquee at 10.00am on Friday 29th November at the Village hall.
- II. Cllrs B Dubb, S Sidwell, C Clear, H Jobs will assist Clerk and handyman to take down the marquee at 10.00am on 30th November.

- d) For noting- following businesses have agreed to support the event by sponsoring a prize or paying for items for the event.

Raffle prizes sponsorship	
The Ranch Caravan Park	£100.00
ARC Groundsworks	£100.00
Budget Skip	£100.00
Limebridge Rural Services	£ 50.00 Tesco voucher
Fleece Inn	£ 30.00 Gift voucher for The Fleece
All Things Wild	Family ticket for 4
Batsford Arboretum	Complimentary Day tickets for 2 adults and up to 4 children
Fairview Trading	£50.00 gift voucher for Fairview
Hillers Farm Shop	Cream tea for 2 persons
Ludify Automotive	Yodeyma -Paris perfume gift set
GS Adams	£100.00 toward the purchase of selection boxes
Tesco Store (Evesham)	2 bottles of wine and a festive biscuit
Resolved:	
I. That the sponsorship be noted.	
II. Clerk to contact Hartwell Builders Merchant for sponsorship.	

- e) To consider writing to Bidford Parish Council and the Warwickshire County Councillor regarding the long term plans for the bridge following its recent closure.
Cllr G Clelland has requested Council to ask Bidford Parish Council, Warwickshire County Councillor and Worcestershire County Council what are the long term plans for the bridge. The bridge is old and due to several vehicles hitting the bridge the structure is weakened and the repairs already carried out are insufficient for the traffic load using the bridge. The bridge seems to be inadequate to carry the volume of traffic now using it which is only going to increase in the future.
Cllr Clelland also informed Council that Salford Priors Parish Council have written to Bidford Parish Council, Warwickshire County Council and Worcestershire County Councillor regarding the bridge and we should also write in support of their concerns.

Resolved:

- I. Cllr Clelland to contact the Chair of Salford Priors for a copy of the letter that they have sent to Bidford Parish Council, Warwickshire County Councillor and Worcestershire County Councillor
- II. The Clerk to write to the above authorities following receipt of the letter from the Chair of Salford Priors PC.

24/424 Planning

a) Notification of planning Appeals

WDC Ref	Site Address	Proposal
i) APP/H1840/D/24/3345497 Appeal start date 19 th July 2024. ((Only written representation)	Mulberry House 56 High Street Honeybourne Evesham WR11 7PQ	Proposed single storey rear, two storey side/front, porch extensions and associated works

Resolved:

Parish Council had no representation on the planning application therefore the PC will not submit any comment on the appeal to the Planning Inspectorate.

WDC ref	Site Address	Proposal
ii) APP/H1840/W/24/3346488 Deadline for written submission – 19 th August 2024)	Land At (Os 1221 4441) Stratford Road Honeybourne	Outline planning application (including details of means of access) for up to 40no dwellings with associated infrastructure
Resolved: PC's written objection have been submitted to the Planning Inspectorate. Full detail of objection refer to : (Appendix 1 – pages 467 – 471)		

b) Member to note planning decisions.

WDC Ref	Site Address	Proposal
i) W/24/01275/HP	7 Mickleton Road, Honeybourne, Evesham WR11 7PN	Removal of rear porch and construct storey extension with pitched tiled roof
Decision: Approved. (Appendix 2- pages 472 – 473)		
WDC Ref	Site Address	Proposal
ii) W/24/01117/HP	16 Stratford Road, Honeybourne, Evesham, WR11 7PP	Proposed timber gates
Decision: Approved (Appendix 3 – pages 474 – 475)		
Resolved: That the planning decision be noted.		

24/425 Members are reminded to notify the Clerk of any items for discussion at the next Council meeting by 23rd August 2024.

24/426 In accordance with the Public Bodies(Admission to Meetings) Act 1960, s1(2), there will be a resolution that the public and the press be excluded from the meeting to allow for discussion of confidential matters relating to items for which the publication would be prejudicial to the public interest.

At this point the public left the meeting. Cllr H Jobes having made a declaration earlier on in the agenda left the meeting before discussion took place.

24/427 Date of next meeting.

Next Parish Council Meeting, 10th September 2024, 7:15pm at Honeybourne Village Hall.

The meeting concluded at 20:45

Signed:
Chairman, Honeybourne Parish Council

Date:
8th October 2024

Council Members: H Jobes (Chairman), Bal Dubb (Vice- Chair), A Attridge, T Askew, C Clear, G Clelland, A Mathias and S Sidwell

Planning Inspectorate
2 The Square, Temple Quay

BPA Ref: 3130_02
APPH1840W24_3346488

BS1 6PN

12th August 2024

Honeybourne Parish Council Comments on Appeal APP/H1840/W/24/3346488 (W/23/00919/OUT): Land at Stratford Road, Honeybourne for the consideration of the outline planning application (including details of means of access) for up to 40no dwellings.

Dear Planning Inspectorate,

We write in respect of the notification of appeal dated 15th July 2024 for appeal reference APP/H1840/W/24/3346488 (W/23/00919/OUT). Honeybourne Parish Council wish to confirm that the Parish Council are against the appeal proposal for the reasons set out in the refusal reason given by Wychavon District Council (LPA).

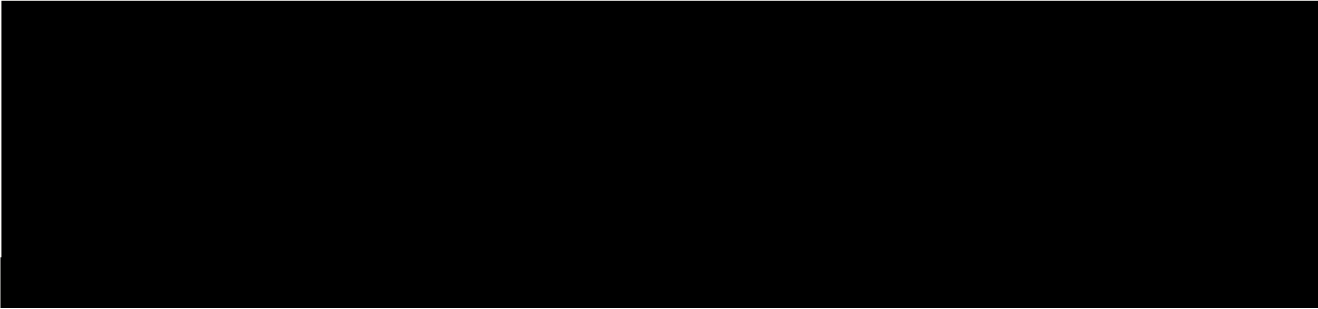
Background

Brodie Planning Associates have been instructed on behalf of Honeybourne Parish Council (HPC) to set out HPC concerns on the appeal submitted.

The comments provided in this letter specifically draw from the refusal reason issued by the LPA. The comments should also be read in conjunction with the letters of objection submitted to the Council as part on the 2 responses send to the LPA during the consultation periods of application W/23/00919/OUT (attached at appendix 1 and 2).

The application was refusal by the Planning Committee of Wychavon District Council, the Local Planning Authority, at their meeting on the 7th of December 2023. The refusal was issued by the LPA on the 21st December 2023 setting out the following refusal reason:

Page | 1



'The application site is located outside of the defined development boundary of Honeybourne and is therefore considered as being in the open countryside where development is strictly controlled upon (as set out under policy SWDP2). The proposed development would result in encroachment into the countryside and introduce domestication and significant urban form within the rural landscape that would be uncharacteristic to the identified landscape character 'Village Claylands Landscape Type'. Further the introduction of built form into this rural location, which acts as an important buffer in the transition from the open countryside into the village, would adversely impact the rural setting of the area, in particular from the approach into Honeybourne from Mickleton Road and Stratford Road, and from the public footpath which runs through the site. Additionally the applicant has failed to sufficiently demonstrate that the development would be adequately drained and would not lead to an increased risk of flooding These identified harms would significantly and demonstrably outweigh the benefits of the proposal. The proposal is therefore contrary to Policy SWDP 1 (Overriding Sustainable Development Principles) together with Policies SWDP21 (Design) and SWDP25 (Landscape Character) of the South Worcestershire Development Plan, 2016, Policies H4 (General Design Principles), H5 (Design Policy for New Buildings), H8 (Protecting the Landscape), H11 (Flood Prevention and Water management) and H13 (Footpaths, Cycle paths and Bridleways) of the Honeybourne Neighbourhood Plan together with the Worcestershire County Council Landscape Character Assessment 2018 and with regards to the with the objectives of the National Planning Policy Framework, 2023.'

As part of this representation HPC would endorse their previous comments submitted in objection to application W/23/00919/OUT. These submissions were made on the 16th June 2023 to the original application, and following the submission of additional details on the 3rd October 2023. A copy of these letters of objection are provided at [appendix 1](#) and [appendix 2](#), along with a copy of HPC comments read out to the Planning Committee in advance of their debate of the application on the 7th December 2023, [appendix 3](#).

Honeybourne Neighbourhood Plan / 5-year housing supply shortfall

It is acknowledged, as set out in the previous letters of objection from HPC, that Wychavon cannot demonstrate a 5-Year housing supply, and therefore paragraph 11 of the NPPF is engaged. In this backdrop the LPA decided that the adverse impacts of granting planning permission would outweigh any benefits and determined to refuse the application on the grounds set out in the refusal reason. HPC endorses the refusal reason and the inclusion of policies, H4, H5, H8, H11 and H13 of the Honeybourne Neighbourhood Plan in the refusal reason.

HPC does, and has been fully, engage in the planning system and seeks to do so in a proactive and positive manner. This is evident through the difficult and significant efforts of preparing a made Honeybourne Neighbourhood Plan (HNP). As noted, there is an identified borough wide lack of a 5-year housing supply, however it is important to stress this position has not been created by the lack of efforts of the HPC. HPC have taken positive steps to engage and be part of the plan lead system in the preparation of their HNP. It is therefore incredibly frustrating for this local community to have gone to the significant efforts is putting in place a made Neighbourhood Development Plan, a plan which has allocated land for housing in policy H1 for the erection of at least 50 homes (at the site to the rear of Harvard Avenue a site which has now received planning permission and is being built out). Policy H1 of the HNP has set the strategy to meet the identified housing need, and therefore to be exposed to a speculative application for a large-scale residential development is therefore a major frustration.

The reason for the HNP, and the purpose of any NDP, is to provide an opportunity for local people to be involved and influence the planning and development of the area in which they live and work. The HPC community has gone through the difficulty and timely process of preparing a policy compliant NDP, which provides for new housing to meet identified needs. This speculative application is at odds with the HNP and notwithstanding the district wide lack of a 5-year hosing supply, this proposed development would be at odds with policies H4 and H5 of the HNP and the purpose of preparing the NDP.



Landscape

At present, the site forms an open rural gap immediately adjacent to the existing built form of the settlement to the south and west, and railway line to the north. The introduction of additional dwellings on this land would result in the erosion of this open space, which makes a valuable contribute to the rural character of the settlement. It is therefore considered that the introduction of development would be detrimental to the rural character of this part of the settlement. As sighted in the refusal reason *'The proposed development would result in encroachment into the countryside and introduce domestication and significant urban form within the rural landscape that would be uncharacteristic to the identified landscape character 'Village Claylands Landscape Type'. Further the introduction of built form into this rural location, which acts as an important buffer in the transition from the open countryside into the village, would adversely impact the rural setting of the area. Further the introduction of built form into this rural location, which acts as an important buffer in the transition from the open countryside into the village, would adversely impact the rural setting of the area, in particular from the approach into Honeybourne from Mickleton Road and Stratford Road, and from the public footpath which runs through the site.'* This is contrary to Policy H8 of the HNP which states that all development proposals should maintain and reinforce the parishes natural environment and landscape character. Furthermore, the proposal would be contrary to SWDP25, which seeks to ensure that all development proposals are appropriate to and integrated effectively with the character of the landscape setting.



Summary

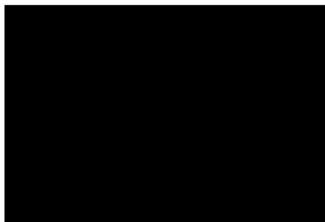
The HPC community has gone through the difficulty and timely process of preparing a policy compliant NDP, which provides for new housing to meet identified needs. This speculative application is at odds with the HNP and notwithstanding the district wide lack of a 5-year housing supply, this proposed development would be at odds with policies H4 and H5 of the HNP and the purpose of preparing the NDP.

The number of homes proposed resulting in the loss of an important rural gap that makes a valuable contribution to the rural character of the settlement in this part of the village and does not respect the prevailing linear form of the surrounding existing development in a sensitive transitional location between existing form of the settlement and open countryside.

The proposal would deliver up to 40 new homes and the associated benefits that would bring, however this benefit is not considered to outweigh the adverse impacts in the appeal being allowed, the adverse impacts being those set out in the Council's refusal reason.

The Inspector is respectfully requested to dismiss the appeal.

Yours sincerely



PLANNING APPROVAL NOTICE

TOWN AND COUNTRY PLANNING ACT 1990

Approval - Householder Planning

Application No: W/24/01275/HP

Parish: Honeybourne

Agents Address:

██████████
5 Star windows & Conservatories
Units 1 and 2 Tenat works
Worcester road
Kidderminster
DY10 1JR

Applicants Address:

██████████
3 Beaurevoir Way
Honeybourne
Worcestershire
CV34 4NY

Part I – PARTICULARS OF APPLICATION

Statutory Start Date: 2 July 2024

Location: 7 Mickleton Road, Honeybourne, Evesham, WR11 7PN

Proposal: Removal of rear porch and construct new single storey extension with Pitched tiled roof

Part II - PARTICULARS OF DECISION

Wychavon District Council hereby give notice that in pursuance of the provisions of the Town and Country Planning Act 1990 that **PERMISSION HAS BEEN GRANTED** for the carrying out of the development referred to in Part 1 hereof in accordance with the application and plans submitted subject to the following conditions (if any):-

CONDITIONS AND REASONS

1. The development hereby permitted shall be begun before the expiration of three years from the date of this permission.
Reason: To conform with the requirements of Section 91 of the Town and Country Planning Act 1990 as amended by Section 51 of the Planning and Compulsory Purchase Act 2004.
2. Unless where required or allowed by other conditions attached to this permission/consent, the development hereby approved shall be carried out in accordance with the information (including details on the proposed materials) provided on the application form and the following plans/drawings/documents –
1 Rev 1 Existing & Proposed Floorplans Combined
1 Rev 1 Proposed Elevations Combined
Site Plan
Location Plan
Reason: To define the permission.

3. Prior to the first use/occupation of the development hereby permitted, the details set out in the submitted Water Management Statement shall be fully implemented and remain thereafter.

Reason: To ensure that an appropriate sustainable drainage system is provided to serve the development in accordance with policy SWDP29 of the South Worcestershire Development Plan 2016.

NOTES TO APPLICANT

1. Positive and Proactive Statement. No problems have arisen in dealing with this application. The planning application sought an acceptable form of development consistent with the requirements of relevant policies and material considerations. No amendments or alterations were therefore required and no further positive or proactive action was deemed necessary.

Signed:



Head of Development Management

Date: 22 August 2024

Note: - This permission refers only to that required under the Town and Country Planning Acts and does not include any consent or approval under any other enactment, byelaw, order or regulation. **In particular this permission is not a Building Regulation Approval. Advice should be sought from the South Worcestershire Building Control on 01684 862223 to ascertain if approval is required under the Building Regulations for the proposed development. Failure to make a Building Regulations application, if required, prior to work commencing on site is an offence under Section 35 of the Building Act 1984 and may result in the authority taking further action.**

PLANNING APPROVAL NOTICE

TOWN AND COUNTRY PLANNING ACT 1990

Approval - Householder Planning

Application No: W/24/01117/HP

Parish: Honeybourne

Agents Address:

██████████
Absolute Architecture Ltd
42 Waterloo Road
Bidford on Avon
B50 4JP

Applicants Address:

██████████
c/o agent
Absolute Architecture Ltd
42 Waterloo Road
Bidford On Avon
B50 4JP

Part I – PARTICULARS OF APPLICATION

Statutory Start Date: 19 June 2024

Location: 16 Stratford Road, Honeybourne, Evesham, WR11 7PP

Proposal: Proposed timber gates

Part II - PARTICULARS OF DECISION

Wychavon District Council hereby give notice that in pursuance of the provisions of the Town and Country Planning Act 1990 that **PERMISSION HAS BEEN GRANTED** for the carrying out of the development referred to in Part 1 hereof in accordance with the application and plans submitted subject to the following conditions (if any):-

CONDITIONS AND REASONS

1. The development hereby permitted shall be begun before the expiration of three years from the date of this permission.

Reason: To conform with the requirements of Section 91 of the Town and Country Planning Act 1990 as amended by Section 51 of the Planning and Compulsory Purchase Act 2004.

2. Unless where required or allowed by other conditions attached to this permission/consent, the development hereby approved shall be carried out in accordance with the information (including details on the proposed materials) provided on the application form and the following plans/drawings/documents –

850-001 Plans and Elevations
850-003A Block Plans

Reason: To define the permission.

NOTES TO APPLICANT

1. Positive and Proactive Statement. No problems have arisen in dealing with this application. The planning application sought an acceptable form of development consistent with the requirements of relevant policies and material considerations. No amendments or

alterations were therefore required and no further positive or proactive action was deemed necessary.

[REDACTED]

[REDACTED]

Head of Development Management

Date: 14 August 2024

Note: - This permission refers only to that required under the Town and Country Planning Acts and does not include any consent or approval under any other enactment, byelaw, order or regulation. **In particular this permission is not a Building Regulation Approval. Advice should be sought from the South Worcestershire Building Control on 01684 862223 to ascertain if approval is required under the Building Regulations for the proposed development. Failure to make a Building Regulations application, if required, prior to work commencing on site is an offence under Section 35 of the Building Act 1984 and may result in the authority taking further action.**