

HONEYBOURNE PARISH COUNCIL

Minutes of the Parish Council meeting held at Honeybourne Village Hall, Harvest Close,
Honeybourne WR11 7RH
on Tuesday 9th January 2024

Members present: Cllrs: H Jobs (Chairman), C Steward (Vice- Chairman), C Clear, G Clelland, B Dubb, A Mathias and S Sidwell

In attendance: Parish Clerk, Linda Stanton.
District Cllr Judith Ciotti – Arrived 19:00 departed 20:15
6 members of public

At the start of the meeting the Chair wished everyone a Happy New Year.

23/295 Apologies : Cllrs A Attridge - personal , T Askew – not well, Z Thrope-personal

23/296 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.

There were no declarations of interest.

23/297 To consider any dispensations

There were none.

23/298 Open Session Participation to hear from:

- a) Members of the Public.
A member raised concerns regarding loose stiles on some public footpaths. Clerk will contact the resident regarding the location of the stiles.
- b) Supporting organisations - South Worcestershire Policing Team.
Not present.
- c) Worcestershire County Councillor A. Adams (Littleton division) Cllr Adams offered his apology that he was not able to attend the meeting due to work commitments. He forwarded his report in advance of the meeting. The report has been circulated to members.

County Cllr Report:

Dear All,

I hope you all had a lovely Christmas and I wish you a wonderful 2024.

At the start of the New Year, we can look forward to another 12 months of Honeybourne community activities – there is always something going on in our village and surrounding area and this is the time to plan ahead; why not join one of the many clubs, or see a movie at the Rural Cinema at the village hall? Or just pop into one of the pubs and meet up with friends.

Please put in your diary Sunday 1st September 2024 which is the date for the Pebworth Party in the Park which I am sure will be another fantastic day of fun, frolics and festivities. It is only run every 2 years and over 1500 people attend each time.

What weather! It rained and rained after Christmas but the flood defences worked in Honeybourne.

At the beginning of January when Bidford Bridge and Welford Bridge were closed, and Waterside in Evesham was flooded, Honeybourne remained open for business! Once again the flood plain in the farmer's field upstream of the Gate Pub worked well and on the 2nd January was holding back a huge amount of water from entering the village. See aerial photos taken on 3rd January below. I am the little dot in a high vis jacket!



And the red things in the water all his cider apples that got washed from under the apple trees during the heavy rain! The water was still 4ft deep in places on 3rd January but it was much higher – probably 2ft to 2.5ft higher; you can see the apples have floated to the top of the middle wall on photo below



So well done farmer Ted Mansfield– he saved the village/Gate Inn junction from flooding again. Over the last 2 years he has built the flood plain which is bigger than 3 football pitches and can hold back an estimated 20,000 cubic meters of water. Without this flood plain, the junction by the Gate pub would have been at least 2- 3 foot deep on the 2nd January 2024. Once again a HUGE THANK YOU to the farmer in building this flood plain on his land, and I must also thank Wychavon District Council Engineers that helped with the project.

The new drains under the Honeybourne Bridges worked well too!

Once again, with all the heavy rain experienced since Christmas, the Honeybourne bridges did not flood – So THANK YOU to the WCC drainage engineers that install the new drains in September last year.

Just before Christmas WCC Highways cleaned the debris/mud from the right hand side of the first bridge going into Honeybourne from Pebworth which was causing pooling of water partly across the road.

Other updates on flood prevention – High Street

Honeybourne PROW volunteers have agreed to dig out the ditches along the High Street later in 2024. Hopefully this will help increase the capacity of the ditches and help prevent water from the ditches flooding the road.

County Council News – 2024/25 budgets

At this time of the year the County Council is setting its budget for 2024/25 year. It looks like it is going to be a year of hard choices as pressures on the council are increasing with the aging population and the increased pressures on Children Services. For example, when I was first elected over 10 years ago, the number of children in Council care in Worcestershire was around 400. Today it is 1089 and the cost is nudging £100m per year.

Many councils around the country are feeling the same pinch and have cancelled many vital services such as mending the potholes! However, Worcestershire County Council will continue to invest in roads and pavements which are already some of the best in the UK. WCC are also always looking to be more efficient and cost effective, and there will be a big drive in 2024 at saving money and working more cost effectively.

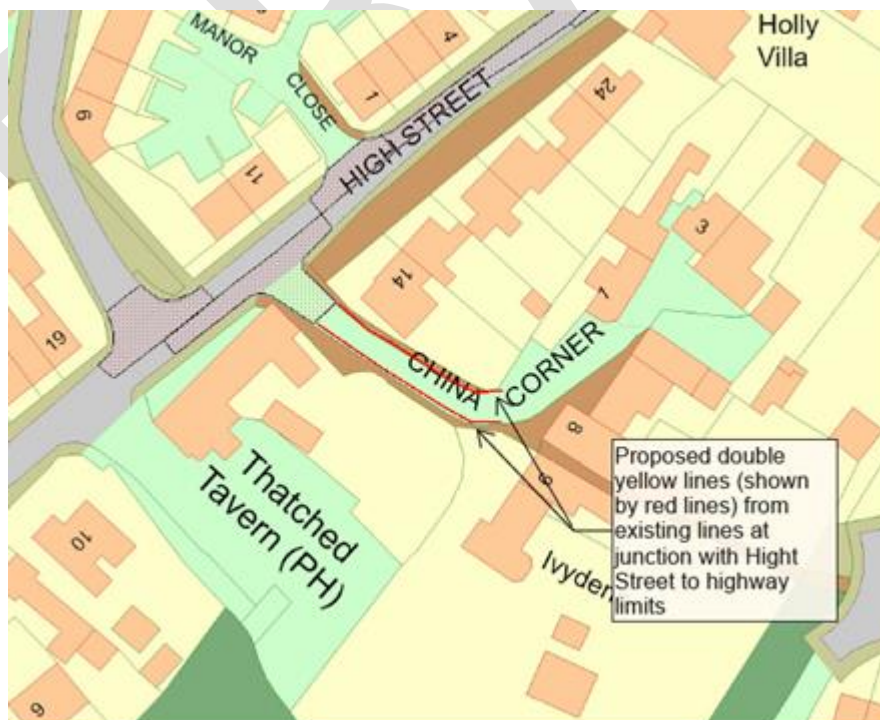
Network Rail gives the green light to the new Honeybourne Railway Station Car Park

I am keeping pressure on the WDC and Network Rail to complete this project, and I'm chasing them every month.

Highways:

There are still some road and footway maintenance in progress in Worcestershire please check <https://one.network/> to see all the temporary road closures on a regular basis.

- Double yellow lines to be installed in China Corner to stop cars parking on the pavement and on the road. See plan below;



- Hedge in front of social housing that are on China Corner/ High Street. This hedge has been the cause of a series of complaints over many years as it grows and the parked cars are edged further and further into the centre of the road. Each time it is eventually cut

back, but then within 18 months it is causing the same problems. I had a meeting with Rooftop before Christmas, and they said they would look at possible long term solutions.

- Can I remind everyone to try and keep the road gullies outside their houses free of debris so the drains work effectively. Simply remove any leaves or mud with a brush or spade or even with your wellie! By doing this one minute task, it will help minimise road flooding. Thank you.
- Ditch behind China Corner which is partially blocked has been reported to WDC engineers who are working with Taylor Wimpy to resolve the problem.

As always, if you have any issues on any Highways matters, please report it on the WCC website http://www.worcestershire.gov.uk/homepage/98/report_it

Also remember a photo of the Highways problem is as good as “a thousand words” so always take a photo where possible.

County Council Divisional Fund

Applications for the Divisional Fund are invited from local community organisations that are manned by volunteers and require a little help to buy equipment or services. To apply, please contact me on adams.pebworth@gmail.com. This is the last time.

The following grants have been requested, and some have already been approved & paid

- Honeybourne Village Hall – grant to help provide a Senior Citizen lunch for the Coronation
- Honeybourne School – grant to help build a “Growing Hope” garden
- Honeybourne Bowls Club – grant for a contribution towards a new mat
- Cleeve Prior Heritage Trust – grant for new tables
- Pebworth Bells – grant to help improve their Website
- Freedom Day Centre – grant for a defibrillator
- Cleeve Prior Art Club – grant for portrait training
- Coffee Mornings in Pebworth Village Hall – grant requested for soup kettle and hall hire
- Offenham Cricket club – grant towards an artificial wicket for training
- Honey Tots Playgroup, Honeybourne – grant requested for some play equipment
- Badsey Film Club – grant requested for a new projector
- Cleeve Prior Heritage Trust- grant for laptop
- Honeybourne Public rights of way volunteer group – grant for a strimmer
- Vale Landscape Heritage Trust – grant for some tools
- Bretforton Village School – grant requested for some music equipment.
- Cleeve Prior Community Pub – grant requested



Three men jailed as detectives shut down drug dealers' county line

Three men have been given custodial sentences totalling nine years and nine months for drug dealing on the ‘Pedro’ drugs line that operated into Malvern.

Their sentences follow a major investigation launched in August by officers from South Worcestershire Proactive County Lines Team into dealers selling heroin and crack cocaine to Class A drug users.

The Pedro line was the name of the telephone number, or ‘deal line’, used to run the organised drug-dealing network.

The people involved were known to be targeting vulnerable drug users in a bid to gain access to their addresses and taking them over through fear and threats of violence - a practice known as cuckooing.

All three defendants were charged and remanded into custody for drug supply offences. They all pleaded guilty at their first hearing. All three were sentenced at Worcester Crown Court on December 8.

- DC Jason Atkins of South Worcestershire County Lines team said: "Putting these criminals behind bars removes another threat to rid the streets of this most impactful and harmful illegal activity as we continue to actively identify, investigate and prosecute all others attempting to do the same."
- The local community can help us by continuing to report any signs of criminal activity – the easiest way to do this is on our website. Any bit of information, no matter how small it may seem, could help make a big difference. You can report online under the Report A Crime section at West Mercia Police. If you have information about drugs and drugs supply and don't want to speak to police, you can report information anonymously via Crimestoppers on 0800 555 111 or [Crimestoppers](#)
- This investigation forms part of Operation Target – West Mercia Police's work to tackle serious and organised crime. [New operation launched to target serious and organised crime | West Mercia Police](#)
- For more information about County Lines and how to spot the signs of cuckooing visit [County Lines: Protecting Our Communities and Families | Crimestoppers \(crimestoppers-uk.org\)](#)

d) Wychavon District Cllr J Ciotti.- The Chair welcomed Cllr Ciotti and asked if she wished address the Council.

Cllr Ciotti informed Council that the Legacy Grant is now open for expressions of interest. There is also the Police Commissioner's grant for Safer Road Grants.

e) Working Groups updates

- I. PRow and ditch Clearing – Clerk advised Council that the group will be meeting on 28th January and they will be strimming the footpath from Stratford Rd. to Westbourne.
2 strimmers have been purchased with the grant received from County Council Division Fund.
- II. Traffic Management and Speeding – Clerk advised that she has been chasing the local PC to arrange CSW training for the recently approved volunteers.
VAS data for Stratford Road was circulated to all members.
Adverts have been placed for new volunteers to operate the CSW. No response has been received. Cllr Sidwell agreed to share the information on other local social media.

23/299 Adoption of minutes

- I. To approve adoption of the minutes of the Parish Council meeting held on 12th December 2023 and Confidential Meeting held on 12th December 2023.

Resolved:

- I. That the minutes of the Parish Council meeting held on 12th December 2023 be approved as an accurate record and signed by the Chairman.
- II. That the minutes of the Confidential meeting held on 12th December 2023 be approved as an accurate record and signed by the Chairman.

23/300 Chairman's report

1. The Chair advised Council that he has presented a Christmas hamper to farmer Ted Mansfield on behalf of the Council to thank him for the flood defences that he created on his land which have prevented flooding at the Gate Inn crossroads.
2. Following the recent changes to the NPPF, Brodie Planning and Wychavon Planning have confirmed that paragraph 14 is applicable. Full details are included in item 23/304 (b &c) of this agenda.

23/301 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) Defibrillator- Sycamore Drive	The defibrillator has been installed and is registered with the Ambulance services. Proof of installation has been submitted to Department of Health & Social Care.
b) Relocation of VAS	WCC Highways officer advised that he has carried out the survey from outside the Co-opt to the junction with Stratford Road and could not find a suitable location away from hazards with sufficient highway verges.
c) Police Commissioner's Grant	A grant application has been submitted for an additional VAS for Stratford Road.

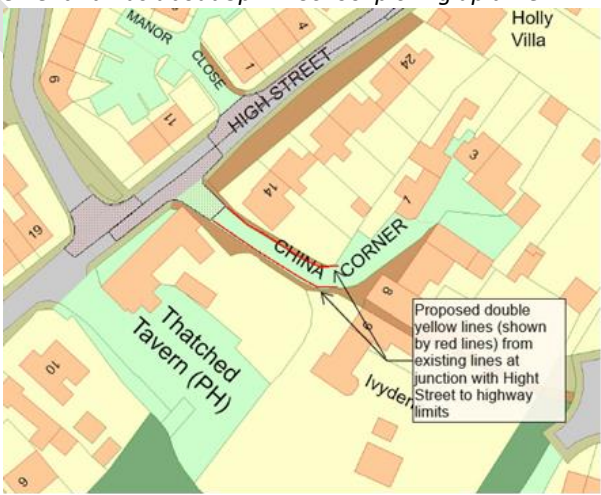
Cllr Clear was very disappointed with the response from the highways officer regarding the relocation of the VAS. He would like to arrange a meeting with the officer if Council have no objection. Members said they have no objection to the meeting.

The Chair of the Council will ask Cllr Adams to find out the definitive reasons for not allowing the Parish to relocate the sign on Station Road.

Resolved:

That the report be noted.

23/302 Correspondence & Circulations Received

a) Email from County Cllr Adams	Regarding hedge in the High Street advising resident that no decision has been made on removing the hedge.
b) Email clarification from County Cllr Adams regarding Double Yellow lines installation in China Corner.	<p><i>"As I said in my report, Double yellow lines to be installed in China Corner to stop cars parking on the pavement and on the road. I attend last Tuesday at school time where parents were collecting their children and mothers with prams were having real problems because of the inconsiderate parking. I contact the Police who attended and spoke to the residents. See plan below ;</i></p> <p><i>To expand, it was Tuesday 7th November when I had a call from a resident who lives in China Corner saying the inconsiderate parking was making it virtually impossible to get vehicles into this residential area, and fire engines definitely would not get in !</i></p> <p><i>I attended and as I enter the road I could clearly see the 3 parked cars on the pavement. It was about 3pm – School picking up time.</i></p>  <p><i>There was a woman pushing a pushchair with a young child in the chair and another holding her hand trying to come in the opposite direction in the middle of the road. I assume she was going to the school to collect her other children. As I entered the road she try to squeeze onto the pavement but naturally I indicated to her to continue to use the road and I waited until she passed.</i></p> <p><i>I also met the resident who explained the background and the problem.</i></p>

	<p><i>I contacted the police and they were on site within 15 minutes and identified whose cars were parked illegally and contacted the residents.</i></p> <p><i>Some of these residents the police contacted said they used to park on the High Street but it was too dangerous now. We assumed they meant because of the overgrown hedge. I have since spoken to Rooftop and asked them to find a long-term solution to the hedge that is constantly causing a problem as when gets too overgrown, the cars park near the middle of the road causing a severe narrowing at this stretch of the High St.</i></p> <p><i>Whilst I was there, more residents arrived in vans and large cars and it was grid locked. Also lots of parents and children walking back to Grange Farm via the footpath.</i></p> <p><i>Afterwards I spoke to Kieran Hemstock at Highways and he suggested double yellow lines were installed which to me seems the most sensible thing to do.</i></p> <p><i>I fully support the installation of the double yellow lines at this location.”</i></p>
c) PCC- John Campion Budget Survey	Circulated to members.
d) The Home Upgrade Grants	Circulated to members.
Resolved: That correspondence be noted.	

23/303 Finance

a) To approve bills for payment for October.

Invoice no	Cheque no	Supplier	Description	Net £	Vat £	Gross £
857639653	Direct Debit	British Gas	Pavilion power and heating	83.54	4.17	87.71
V02170775220	Direct Debit	EE	PC mobile phone	5.83	1.17	7.00
1398340-0	Direct Debit	Sky Business	Pavilion phone line (22 nd Dec'23 - 21 st Jan 24)	26.95	5.39	32.34
Wp-Inv04237328	Direct Debit	Water Plus	Pavilion water	-1.69	-	-1.69
298	BACS	DTH Churchyard and Cemetery Services	Gravedigging fee for ashes interment	100.00	-	100.00
20599/21783	BACS	GS Adams	Install electrical supply and defib cabinet at Sycamore Drive	230.00	46.00	276.00
SI-4596	BACS	Update Products	Fabricate extension bracket for VAS pole	395.00	79.00	474.00
SIN120508	BACS	Fairview Trading	2 nos aerosol Silver paint for VAS bracket	10.80	2.16	12.96
9126035	BACS	The Safety Supply Co Ltd	Gloves and earplugs for PROW volunteers	24.15	4.83	28.98
SI-9715	BACS	Security 4 Systems	Monthly IT support	72.00	-	72.00
-	BACS	J Hyde	Lengthsman work	110.30	-	110.30
-	BACS	J Hyde	Handyman work	126.40	-	126.40
31473	BACS	Link Tools Ltd	2 Strimmer & batteries for PROW. (WCC Grant)	776.04	155.21	931.25
-	BACS	L Stanton	Mileage claim from Oct, Nov & Dec 2023 (714.6 miles)	£321.57	-	321.57
Tax month 10	BACS	HMRC	HMRC	757.47	-	757.47
Tax month 10	BACS	Worcestershire Pension	Pension	743.95	-	743.95
Tax month 10	BACS	Staff salary	Staff salary	2161.80	-	2161.60

FXP240108-14931322		Equals Pre-paid debit card	Top up pre-paid debit card	250.00	-	250.00
Equal Pre- paid debit card						
Invoice	Date	Supplier	Description	Net £	Vat £	Gross £
301-0048527-0828040	16 th Dec 2023	Mark & Spencer	Food Hamper for farmer- Thank you from PC for building the flood defence in Honeybourne	45.83	9.17	55.00
IEN2023057400270	26 th Dec 2023	Adobe Creative	Software Subscription	16.64	3.33	19.97
Resolved: That the payments to be approved.						

**b) To approve bank reconciliation for December 2023.
Honeybourne Parish Council**

31 December 2023 (2023 - 2024)

Prepared by:

Date:

Name and Role (Clerk/RFO etc)

Approved by:

Date:

Name and Role (RFO/Chair of Finance etc)

A	Bank Reconciliation at 31/12/2023		148,451.73
	Cash in Hand 01/04/2023		243,076.35
	ADD Receipts 01/04/2023 - 31/12/2023		
	SUBTRACT Payments 01/04/2023 - 31/12/2023		391,528.08
	Cash in Hand 31/12/2023 (per Cash Book)		194,939.09
			196,588.99
	Cash in hand per Bank Statements		
	Petty Cash	30/09/2023 0.00	
	Prepaid Debit Card Equals	31/12/2023 33.01	
	Lloyds Treasurers Account	31/12/2023 2,559.80	
	Lloyds Business Bank Instant	31/12/2023 193,996.18	
			196,588.99
	Less unrepresented payments		
			196,588.99
	Plus unrepresented receipts		
B	Adjusted Bank Balance		196,588.99
A = B Checks out OK			

Resolved:
That the bank reconciliation for December 2023 be approved

c) To approve precept for 2024/2025.

Precept budget reports circulated to members.

Resolved:

- I. The 2023-24 Budget Requirement for Honeybourne Parish Council in the sum of £91,703. This will result in a Band D charge of £109.73 on the 2024-25 Council Tax Demand. This will be a decrease of 0.1% compared with the current year's charge.
- II. The Proper Officer of the Council to sign the budget requirement on behalf of the Council for submission to WDC.

23/304 Environment & Community Wellbeing.

a) To consider setting up event working group to organise the VE Day 80th Anniversary on 6th June 2024 to be headed by the Chair of the Council.

The Chair invited members of the Council to volunteer for the working group.

Resolved:

Cllrs B Dubb, G Clelland, C Steward and S Sidwell will form the event working group.

b) To note that PC's Planning Consultant, Brodie Planning advised regarding changes released by National Policy Framework (NPPF) regarding the Neighbourhood Planning. (Appendix 1 page 360)

Resolved:

That the advice be noted.

c) To note WDC Planning Policy Officer's update regarding changes by NPPF on Neighbourhood Plan. (Appendix 2 page 360)

Resolved:

That the update be noted.

23/305 Planning

a) Members to respond to planning application.

WDC ref	Site Address	Proposal
W/23/02504/FUL	96 Stratford Road, Honeybourne, Evesham, WR11 7PP	Provision of storage containers

Resolved:

To have No Representation for this planning application

W/23/02604/OUT	Land Off, Stratford Road, Honeybourne	Outline planning application for the construction of up to 65no. dwellings (class C3) with associated open space, landscaping and access, drainage and services infrastructure; to include details of access off Stratford Road, with all other matters reserved. (Removal of condition 26 Ref. 20/01124/OUT)
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Resolved:

To have No Objection for the removal of condition 26 Ref. 20/01124/OUT

b) Planning Decision received.

WDC Ref	Site Address	Proposal
W/23/00919/OUT	Land At (Os 1221 4441), Stratford Road, Honeybourne	Outline planning application (including details of means of access) for up to 40no dwellings associated infrastructure. (Appendix – 3 pages 361 -363)
Decision : Refused		

23/306 Members are reminded to notify the Clerk of any items for discussion at the next Council meeting by 29th January 2024.

23/307 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 item for which it the publication would be prejudicial to the public interest

RESOLVED:

That the press and members of the public be excluded from the meeting on the grounds that publicity would be prejudicial to public interest by way of the confidential nature of the business to be transacted.

At this point this point the public left the meeting.

23/308 Date and venue of the next Parish Council meeting

Next Parish Council meeting 13th February 2024, 7:15pm at Honeybourne Village Hall.

The meeting concluded at 20:30

Signed:
Chairman, Honeybourne Parish Council

Date:
13th February 2024

Council Members: H Jobes (Chairman), Vice – Chair C Steward, A Attridge, T Askew, B Dubb, C Clear, G Clelland, A Mathias, S Sidwell and Z Thorpe.

PC Planning Consultant, Brodie Planning changes released by the National Policy Framework.

The new NPPF was released yesterday, with some notable changes that will be really beneficial to Honeybourne PC, specifically relating to the neighbourhood plan process.

Paragraph 14 has been updated, which relates to influence of neighbourhood plans in the assessment of the 'tilted balance' (this applied in the recent case at Stratford Road).

The new Paragraph 14 reads as follows:

14. In situations where the presumption (at paragraph 11d) applies to applications involving the provision of housing, the adverse impact of allowing development that conflicts with the neighbourhood plan is likely to significantly and demonstrably outweigh the benefits, provided the following apply:

*a) the neighbourhood plan became part of the development plan **five years or less** before the date on which the decision is made; and*

*b) the neighbourhood plan contains **policies and allocations to meet its identified housing requirement** (see paragraphs 67-68).*

This varies quite significantly from the previous position that stated the NP could only be relevant if it became part of the development plan within the last two years.

As discussed yesterday with Wendy, we think it would be wise for Honeybourne PC to wait for the SWDPR to be examined and gain further weight before considering making any amendments / updates to the neighbourhood plan.

You don't want to pre-emptively work towards changing things in the neighbourhood plan if SWDPR policies will be altered significantly throughout the examination process, and during this time whether the District's 5YHLS position may change.

Appendix – 2 – 23/304 (c)

WDC Planning Policy Officer regarding update changes from NPPF on Neighbourhood Plan

" I am emailing to update you regarding the National Planning Policy Framework which was published yesterday (19th December 2023) ([National Planning Policy Framework \(publishing.service.gov.uk\)](https://www.gov.uk/publishing-service))

Paragraph 14 is applicable where Neighbourhood Plans are 5 or less years old, rather than 2 years old as stated previously, and where there are site allocations in the Neighbourhood Plan.

Your neighbourhood development plan meets both a and b of paragraph 14, and is applicable and will be a material planning consideration when assessing the principle of speculative housing developments in the Designated Neighbourhood Area.

NPPF Paragraph 14:

14. In situations where the presumption (at paragraph 11d) applies to applications involving the provision of housing, the adverse impact of allowing development that conflicts with the neighbourhood plan is likely to significantly and demonstrably outweigh the benefits, provided the following apply:

*a) the neighbourhood plan became part of the development plan **five years or less** before the date on which the decision is made; and*

*b) the neighbourhood plan contains **policies and allocations to meet its identified housing requirement** (see paragraphs 67-68)."*

PLANNING REFUSAL NOTICE

TOWN AND COUNTRY PLANNING ACT 1990

Refusal - Outline Application**Application No:** W/23/00919/OUT**Parish:** Honeybourne**Agents Address:**

[REDACTED]
 RCA Regeneration Ltd
 Unit 6 De Salis Court
 Hampton Lovett Industrial Estate
 Droitwich Spa
 WR9 0QE

Applicants Address:

Deeley Homes, [REDACTED]
 C/O Agent

Part I – PARTICULARS OF APPLICATION**Statutory Start Date:** 15 May 2023**Location:** Land At (Os 1221 4441), Stratford Road, Honeybourne**Proposal:** Outline planning application (including details of means of access) for up to 40no dwellings with associated infrastructure**Part II - PARTICULARS OF DECISION**

Wychavon District Council hereby gives notice that in pursuance of the provisions of the Town and Country Planning Act 1990 that **PERMISSION HAS BEEN REFUSED** for the carrying out of the development referred to in Part 1 hereof for the following reasons:-

REASONS

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.

Signed:



Head of Development Management

Date: 21 December 2023

REFUSAL NOTICE

- Note 1.** Refusal of Approval Reserved Matters
Refusal of Outline Planning Permission
Refusal of Planning Permission
Refusal of Listed Building Consent
Refusal of Non-material Amendment following grant of planning permission
- Note 2.** Refusal of Consent to Display Advertisements
- Note 3.** Refusal of Householder
Refusal of Householder - Non-material Amendment following a grant of planning permission
- Note 4.** Refusal of Prior Approval for single storey rear extension

If you intend to submit an appeal that you would like examined by inquiry then you must notify the Local Planning Authority and Planning Inspectorate (inquiryappeals@planninginspectorate.gov.uk) at least 10 days before submitting the appeal. The relevant template and [further details are on GOV.UK](#).

Note 1. If you are aggrieved by the decision of the local planning authority to refuse permission for the proposed development or to grant permission or approval subject to conditions, then he can appeal to the Secretary of State under Section 78 of the Town and Country Planning Act 1990. If you want to appeal against your local authority's decision then you must do so within 6 months of the date of this notice.

Note 2. If this a decision to refuse express consent for the display of an advertisement, if you want to appeal against your local planning authority's decision then you must do so within 8 weeks of the date of receipt of this notice.

Note 3. If this is a decision to refuse planning permission for a householder application if you want to appeal against your local planning authority's decision then you must do so within 12 weeks of the date of this notice.

Note 4. If this is a decision to refuse planning permission for a minor commercial application, if you want to appeal against your local planning authority's decision then you must do so within 12 weeks of the date of this notice.

If this is a decision on a planning application relation to the same or substantially the same land development as is already the subject of an enforcement notice, if you want to appeal against your local planning authority's decision on your application, then you must do so within 28 days of the date of this notice.

If an enforcement notice is served relating to the same or substantially the same land and development as in your application and if you want to appeal against your local planning authority's decision on your application, then you must do so within 28 days of the date of service of the enforcement notice, or within 6 months (12 weeks in the case of a householder appeal) of the date of this notice, whichever period expires earlier.

The Secretary of State can allow a longer period for the giving of a notice of appeal but he will not normally be prepared to exercise this power unless there are special circumstances which excuse the delay in giving notice of appeal.

The Secretary of State can not consider an appeal if it seems to the Secretary of State by the local planning authority could not have granted planning permission for the proposed development or could not have granted it without the conditions they imposed, having regard to the statutory instruments requirements, to the provisions of any development order and to any directions given under a development order.

Appeals must be made using a form which you can get from the Secretary of State at Temple Quay House, 2 The Square, Temple Quay, Bristol. BS1 6PN. Tel: 0303 444 5000 or submitted online at www.gov.uk/appeal-planning-decision or for Householder Appeals www.gov.uk/appeal-householder-planning-decision

Status Adopted on	
Minute number	Min no:
Date of next review	September 2027

Honeybourne Parish Council

Appendix 2 – 23/314

Child, Young Adult and Vulnerable Person Protection Policy

1. Definitions

Where the following terms are used in this policy, they shall have the meaning indicated below:

Child(ren)	anyone under the age of 18 years;
Young Adult	generally a person ranging in age from their late teens or early twenties.
Vulnerable Person	As defined by the Department of Health as anyone of 18 years of age or over, and who is or may be in need of community care services by reason of mental or other disability, age or illness and who is or may be unable to take care of him/herself, or unable to protect him/herself against significant harm or serious exploitation.
Parents	this term is used in its broadest sense and includes parents, carers or guardians.
Council	Honeybourne Parish Council
Council Representatives	employees, councillors, volunteers representing Honeybourne Parish Council.

2. Introduction

The purpose of this policy is to make clear to all Council Representatives as defined above and contractors what is required in relation to the protection of children, young people and vulnerable people. Children, young people and vulnerable people have the right to participate, have fun and be safe in the services provided for them and the activities they choose, or their parents/carers choose for them. This policy will help to maintain a safe and positive environment for children and vulnerable adults.

The Council believes that children, young adults and vulnerable people have the right to have fun and be safe in the services and activities provided for them.

3. Policy Coverage

The policy applies to all Council Representatives and contractors working in partnership with the Council. Under the Children Act 2004, the Council has a duty to co-operate with Worcestershire County Council in discharging its duties as a Children's Services Authority and to promote the well-being of children and young people. Worcestershire County Council is also the lead agency for the protection of vulnerable adults.

It is not the role of the Council to investigate allegations of abuse. However, all Council Representatives and contracted services providers have a responsibility to act when they suspect or recognise that a child or vulnerable adult may be a victim of significant harm or abuse. This policy is to be used in conjunction with the Council's Risk Management Policy, Health and Safety Policy, Equal Opportunities Policy, Complaints Policy and Procedure, Disciplinary and Grievance Procedures.

4. Child and Vulnerable Person Protection Statement

This policy affects all Council Representatives.

The Council recognises that all children and vulnerable persons have an equal right to protection from abuse accepting the moral and legal responsibilities associated with this.

The Council is committed to safeguarding children, young adults and vulnerable people ensuring that they are protected and kept safe from harm or abuse whilst engaged in services and activities organised and provided by, or on behalf of the Council.

Referrals of suspicion of abuse cannot be anonymous and should be made with the knowledge that during enquiries, the agency making the referral will be named.

The Council will not tolerate harassment of any Council Representative or contracted service provider or child/vulnerable persons who raises concerns of abuse.

5. Policy Statement

The Council is committed to taking all reasonable precautions safeguarding the welfare of children and vulnerable persons that use its services and will promote a safeguarding culture and environment.

6. The Council aims to do this by:

- i) making Council Representatives aware of their statutory “duty of care” relating to children and vulnerable people and encouraging good practice;
- ii) creating safe and healthy environments for its services and activities;
- iii) responding appropriately to any allegations;
- iv) requiring Council Representatives to abide by this policy;
- v) appointing a Child and Vulnerable Person Protection Officer.

By doing so the Council will:

- i) endeavor to keep children and vulnerable adults safe from abuse;
- ii) report suspicion of abuse promptly and appropriately;
- iii) always act in the best interests of the child or vulnerable person;
- iv) proactively seek to promote the welfare and protection of all children and vulnerable people through, as appropriate, its recruitment and selection policy and by reminding hirers of their safeguarding responsibilities.
- v) take any concerns made by Council Representatives or contracted services provider or child/vulnerable adult seriously, treating it with sensitivity.

7. Child and Vulnerable Person Protection Officer

The Parish Council’s Child and Vulnerable Person Protection Officer is the Parish Clerk.

The role of the Child and Vulnerable Person Protection Officer is to:

- i) ensure that procedures are in place to enable the Council’s aims to be met;
- ii) initiate appropriate action should any allegation of improper conduct be made.

8. Use of Contractors

Contractors, engaged by the Council in areas where workers are likely to come into contact with children and vulnerable people, should have a similarly robust Child and Vulnerable Person Protection Policy, or failing this must comply with the terms of this policy. Contractors will be monitored by the Council’s Proper Officer.

9. Definitions of Abuse

- Abuse covers any form of physical, emotional, mental and sexual abuse including bullying, lack of care that leads to injury or harm. For vulnerable persons abuse may also be financial.
- Neglect is where people fail to meet a child’s or vulnerable person’s basic physical/psychological needs and is likely to result in the serious impairment of their health or development , e.g. failure to ensure that a child is protected from unnecessary risk of injury or exposing them to undue cold.
- Physical Abuse is where physical pain or injury is caused, e.g. hitting, shaking, biting, etc.
- Sexual abuse is where children or vulnerable persons knowingly or unknowingly take

part in an activity that meets the sexual needs of the other person or persons involved. This includes inappropriate photography or videoing.

- Emotional / Mental Abuse is where there is persistent emotional ill treatment that causes severe and persistent adverse effects on the child's or vulnerable person's emotional status e.g. bullying (including cyber and text bullying), constant criticism and unrealistic pressure to perform.
- It is important to recognise that disable children may be particularly vulnerable to abuse and may have difficulties in communicating what is happening to them. Dependency on others for primary needs, e.g. feeding and clothing may make a person feel powerless to report abusive treatment.

10. Procedures

It is important that Council Representatives are aware that the first person that has concerns or encounters a case of alleged or suspected abuse is not responsible for deciding whether or not abuse has occurred.

Although it is not the place of any Council Representatives to investigate allegations, Council Representatives do have a duty of care to children and vulnerable people which means they must report any suspicions they may have.

In general, there are 3 situations that may require Council Representatives to respond to a concern or case of alleged or suspected abuse;

- responding to a child or vulnerable person disclosing abuse;
- responding to allegations or concerns about a Council Representative based on personal observation or due to a complaint.
- Responding to allegations or concerns about any other person.

In the event that a child or vulnerable person disclose abuse, follow, these guidelines:

- i) record immediately, in writing, all the details that you are aware of, what was said using the child or vulnerable person's own words. In your record you should include the following;
 - a) the date and time
 - b) the child or vulnerable person's name, address and date of birth
 - c) the nature of the allegation
 - d) your observations- a description of the child or vulnerable person's behaviour, physical and emotional state and any visible injuries.
 - e) Exactly what the child or vulnerable person said and what you said. Record the child or vulnerable person's account of what has happened as closely as possible.
 - f) sign and date what you have recorded.
- ii) do not ask questions, other than the child or vulnerable person's name, address and date of birth.
- iii) reassure the child or vulnerable person that they have done the right thing in telling you.
- iv) contact local Social Services or the Police without delay and follow their guidance.
 - In the case of an emergency, where a child or vulnerable person is in danger, phone 999 immediately.
 - Every effort should be made to ensure that confidentiality is maintained as any breach of confidentiality could be damaging to the child or vulnerable person, their family, those who are the subject of allegations and any investigations that may follow.

- Recorded information should be handed over to Social Services or the Police and any copies stored in a secure place with limited access in line with data protection laws (e.g that information is accurate, regularly updated, relevant and secure).
- Council Representatives should not inform the child or vulnerable person's parents or guardians. This will be done by Social Services.
- Council Representatives should make no comment to the public or media.

11. Use of Video and Photography

Council Representatives should be vigilant at all times regarding people using cameras or videos at events or activities which involve children or vulnerable people on Council property or when engaged in Council activities. The use of photographs and images of young people will be controlled to prevent possible misuse.

Consent must be sought from a parent or guardian prior to recording a recognisable child or vulnerable person's image.

Unsupervised access to children or vulnerable people, or one- to- one photographic sessions are not permitted.

Children's or vulnerable people's names should not use in photographs or video footage, unless with the express permission of a parent or guardian

12. Special Events- Photography

It is an unfortunate fact that some people have used children and young people' events as opportunities to take inappropriate photographs or footage of children, every attempt should be made to ensure that this does not happen.

Council Representatives and contracted service providers should always be vigilant. Anyone using cameras or films recorders for or on behalf of the Council should obtain consent from the parents of their children being photographed or filmed before the activity commences.

When commissioning professional photographers or inviting the press to cover Council services, events and activities the Council's expectations must be made clear in relation to child protection by checking the credentials of any photographers, ensuring identification is worn and by not allowing unsupervised access to children or one to one photographic sessions.

13. Responding to Allegations

If a person discloses abuse by someone else:

- Stay calm, take the allegation seriously,
- Allow the person to speak without interruption, accepting what is said, but DO NOT investigate,
- Only ask questions for clarification, do not ask leading questions,
- Alleviate feelings of guilt and isolation, while passing no judgement. Reassure them that you will try to offer support, but that you MUST pass the information on, do not offer to keep secrets,
- Record the facts as you know them,
- Record your observations- a description of the child or young person's behaviour, physical and emotional state and any visible injuries.
- Refer the allegation immediately and directly to the Council's Child Protection officer. If the Child Protection Officer is implicated, refer to the Chairman. All allegations must be referred, no matter how insignificant they seem to be or when they occur.
- Try to ensure than no – one is placed in a position which could cause further

compromise.

As soon as possible after the event as occurred:

- Write down notes, dates, times, facts, observations and verbatim speech.
- Ensure the correct details are available, the young person's / vulnerable adult's name and address, and the name and address of their parent or guardian.
- Sign and date what has been recorded.
- Immediately contact Social Services Department at Worcestershire County Council. Ask for the name of the person with whom you are speaking. Do not filter out or withhold any information. Ask if there is anyone else who should be informed.
- Inform the Local Authority's Monitoring Officer (Head of Legal Services, Wychavon District Council)
- Prepare a confidential file. Record all notes, conversations and advice from Social Services. Every effort should be made to ensure that confidentiality is maintained for all concerned.
- Store information in a secure place with limited access to designated people, in line with data protection legislation.
- Follow advice from Social Services ; take no other action unless advised to do so by Social Services.

In the case of an emergency, where a child is in danger, phone 999 immediately. Every effort should be made to ensure that confidentiality is maintained as any breach of confidentiality could be damaging to the child, their family, those who are the subject of allegations and any child protection investigations that may follow.

Recorded information should be handed over to Social Services or the Police and any copies stored in a secure place with limited access in line with data protection laws(e.g. that information is accurate, regularly updated, relevant and secure).

Council Representatives should not inform the child's parents or guardians. This will be done by Social Services.

Council Representatives should make no comment to the public or media.

Responding to concerns about the welfare of a child/vulnerable/young adult where there is no specific disclosure or allegation;

All Council Representatives and organisations contracted to provide services on behalf of the Council are encouraged to share concerns with the Parish Clerk who will, if appropriate, make referral to Social Services.

Recognising abuse is not always easy. The list below provides some indicators of abuse; however, the list is not exhaustive and contains only indicators, not confirmation, of abuse;

- Unexplained bruising, marks or injuries on any part of the body e.g. cigarette burns, bite marks,
- Bruises which reflect hand marks or fingertips (from slapping or pinching),
- an injury for which the explanation seems inconsistent or which has not been treated adequately,
- sudden changes in behaviour, including becoming withdrawn or becoming aggressive, severe temper outbursts,
- neglected in appearance, dirty or 'smelly'
- constant hunger, sometimes stealing food from others,
- inappropriately dressed for the conditions,
- fear of parents or carers being approached for an explanation,
- flinching when approached or touched,

- neurotic behaviour e.g. hair twisting, rocking,
- being unable to play,
- fear of making mistakes,
- self-harm,
- fear of being left with a specific person or group of people, lack of trust in adults,
- sexual knowledge, which is beyond their age or development age,
- sexual drawings or language,
- saying they have secrets they cannot tell anyone about,
- not allowed to have friends.

14. Confidentiality

Council Representatives and contracted services providers must not discuss allegations of abuse, substantial or not, with anyone other than in connection with the formal investigation. Where it is necessary to put in procedures to prevent continuing abuse the matter should be shared with the Parish Clerk so that appropriate risk assessments may be undertaken.

15. Prevention

Recruitment- Prospective employees will be interviewed and previous, relevant experience will be noted. Two appropriate references will be taken up for all employees. All employees will undergo a probationary period.

All Council Representatives who are required to carry out duties that involve working with children or vulnerable people will be checked by the Disclosure and Barring Service (DBS) and/ or appropriate safeguarding agency. In line with best practice, these checks will be repeated every three years.

Training- The Parish Council will make the Child, Young Adult and Vulnerable Persons Protection policy available to all Council Representatives. Line Managers will encourage good practice and identify any training needs required through the Council's Appraisal System. Members will be offered appropriate training on safeguarding children and vulnerable people.

All Council Representatives will be expected to read this policy.

Code of Practice and Behaviour- These guidelines have been devised to protect children and vulnerable people from abuse, as well as to protect Council Representatives from situations where false allegations may occur.

The guidelines apply to those working with children or vulnerable persons involved in activities organised by or on behalf of the Council or services provided by the Council.

Council Representatives must:

- Treat everyone with respect, regardless of their age, ethnicity, social background, ability, sexual orientation, culture or religious beliefs,
- Provide an example of good conduct they wish others to follow,
- Plan activities which involve more than one other person being present, or at least which are within sight or hearing of others,
- Respect a person's right to personal privacy,
- Provide access for young people to talk to others about any concerns they may have,
- Encourage young people and adults to feel comfortable and aid identification of attitudes or behaviours they do not like,
- Remember that someone else might misinterpret their actions, no matter how well-intentioned,

- Recognised that special caution is required when discussing sensitive issues, such as bullying, bereavement, abuse or personal development,
- Recognise that some children or vulnerable people will be more vulnerable to abuse than others and may face extra barriers in getting help because of their race, gender, age, religion, disability, sexual orientation, social background or culture,
- Challenge unacceptable behaviour and report all allegations/suspicions of abuse,
- Be identifiable and wear a name badge where possible.

Council Representatives must not:

- Engage in physical horseplay, such as wrestling or tickling,
- Have any inappropriate verbal or physical contact with children or vulnerable people, or make suggestive remarks or gestures,
- Permit abusive youth peer activities (e.g. initiation ceremonies, ridiculing, bullying etc.),
- Play physical contact games with children or vulnerable adults,
- Jump to conclusions about others without checking the facts,
- Ask children or vulnerable adults to do things that are potentially dangerous, illegal or otherwise unreasonable,
- Exaggerate or trivialise abuse issues,
- Show favoritism to any individual,
- Rely on just their good name to protect them,
- Believe it could “never happen to me”
- Take chances when common sense, policy or practice suggest a more prudent approach,
- Allow allegations made to go unchallenged, unrecorded and not acted upon.

The Council takes its responsibility very seriously. Employees who breach these guidelines will face investigation and may face disciplinary action, which could lead to dismissal. Volunteers in breach of the above Code of Conduct will have their services terminated immediate effect and their parent organisation (as appropriate) will be informed. If a member does not adhere to the policy, there may be grounds for reporting their behaviour to the Standard Committee, where an investigation may be carried out under the Members Code of Conduct. Where there is evidence of illegal activity, Council Representative will be reported to the relevant authorities and may face a criminal investigation.

Internet and Email- Please refer to the Councils Press and Media Policy.

First Aid- The administration of first aid to children, young adults and vulnerable people can present risks. Under ordinary circumstances, a child or young person can be administered with first aid only if their parent or guardian expressly permits this course of action.

When administering first aid, where possible, Council Representatives should ensure that another adult is present, or is aware of the action being taken. Parents/carers should always be informed when first aid is administered.

Child welfare is of paramount importance. In certain circumstances Council Representatives and contracted services providers may undertake first aid as a last resort, notifying parents/carers as soon as possible, to minimise a child's or vulnerable adult's distress.

16. Misuse of Procedure

Malicious complaints about a member or an employee (s) and/or serious and/or persistent abuse of these safeguarding policies and procedures will not be tolerated and will be dealt with through the Council's disciplinary process.

17. Policy Monitoring and Review

All incident, allegations of abuse and complaints will be recorded and monitored. This policy will be reviewed every three years and will also be revised should the need arise relating to changing requirements, legislation and guidance, or in the light of experience.

18. Sources of Information

Honeybourne Parish Council
Child Protection Officer
Honeybourne Village Hall,
Harvest Close, Honeybourne
WR11 7RH
Tel: 07951429652
Email: clerk@honeybourne-pc.gov.uk

ChildLine

Free helpline for children and young people in the UK. Children and young people can call to talk about any problem

www.childline.org.uk

Tel: 08001111

NSPCC

Information for children and adults

<https://www.nspcc.org.uk/keeping-children-safe/reporting-abuse/>

Samaritans

www.samaritans.org

Tel: 116 123

Honeybourne Parish Council

Prepared by: _____ Date: _____

Name and Role (Clerk/RFO etc)

Approved by: _____ Date: _____

Name and Role (RFO/Chair of Finance etc)

	Bank Reconciliation at 31/01/2024			
	Cash in Hand 01/04/2023			148,451.73
	ADD			
	Receipts 01/04/2023 - 31/01/2024			247,908.00
				396,359.73
	SUBTRACT			
	Payments 01/04/2023 - 31/01/2024			201,129.71
A	Cash in Hand 31/01/2024 (per Cash Book)			195,230.02
	Cash in hand per Bank Statements			
	Petty Cash	30/09/2023	0.00	
	Lloyds Business Bank Instant	31/01/2024	188,196.13	
	Lloyds Treasurers Account	31/01/2024	6,796.70	
	Prepaid Debit Card Equals	31/01/2024	237.19	
				195,230.02
	Less unrepresented payments			
				195,230.02
	Plus unrepresented receipts			
B	Adjusted Bank Balance			195,230.02
	A = B Checks out OK			

Budget 2023-2024

Appendix 5 - 23/287 (d)

Comparison Budget to Actual Figures - April 2023 - Jan 2024

Code	Title	2023-24	Apr - Jan						2023-2024	
Administration		Budget	Actual						TOTAL	Variance
10	Staff and Cllr Expenses	1,900.00	1,719.32						1,719.32	180.68
11	Website	800.00	877.00						877.00	-77.00
25	Office Running cost	3,800.00	3,022.11						3,022.11	777.89
27	Subscriptions	2,600.00	2,424.77						2,424.77	175.23
28	Staff cost	35,000.00	36,427.38						36,427.38	-1,427.38
31	Legal & Professional	3,000.00	2,000.50						2,000.50	999.50
33	Audit Fee	900.00	714.70						714.70	185.30
40	Insurance	2,500.00	1,664.30						1,664.30	835.70
43	Training & Development	800.00	360.00						360.00	440.00
43	Elections (Earmarked reserves)	1,500.00	50.00						50.00	1,450.00
46	Miscellaneous	1,500.00	1,309.91						1,309.91	190.09
47	IT Support and Licences	2,039.70	1,517.11						1,517.11	522.59
59	HPC Grant	4,200.00	2,319.00	Grant awarded to Honeybourne Village News/ Village Fete & Indoor Bowls					2,319.00	1,881.00
	SUB TOTAL	60,539.70	54,406.10						54,406.10	6,133.60
Allotments										
		Budget	Actual						TOTAL	Variance
29	Allotment Maintainance	900.00	0.00						0.00	900.00
42	Annual rent of the site	300.00	300.00	Annual rent to Heart of England for allotment site					300.00	0.00
54	Allotment Membership	0.00	215.00	HEGA subs- paid to HEGA (Subs collected with annual rent)					215.00	-215.00
	SUB TOTAL	1,200.00	515.00						515.00	685.00
Amenity Maintenance										
		Budget	Actual						TOTAL	Variance
9	Grounds Maintainance contract	16,000.00	10,812.00						10,812.00	5,188.00
36	Handyman works	5,500.00	3,461.38						3,461.38	2,038.62
	SUB TOTAL	21,500.00	14,273.38	0.00					14,273.38	7,226.62
Capital Expenditure										
		Budget	Actual						TOTAL	Variance
32	Capital	0.00	0.00						0.00	0.00
51	Capital Reserve	0.00	0.00						0.00	0.00
	SUB TOTAL	0.00	0.00						0.00	0.00
Cemetery										
		Budget	Actual						TOTAL	Variance
23	Cemetery Maintenance	1,000.00	47.99	Annual fee for compost bin					47.99	952.01
58	Grave digging fee	0.00	940.00	0.00	0.00	0.00	£940.00 paid to gravedigger. Charges collected = £940.00		940.00	-940.00
	SUB TOTAL	1,000.00	987.99	0.00	0.00	0.00	0.00	0.00	987.99	12.01

Code	Title	2023-24 Budget	Apr -Jan Actual		2022-23 TOTAL	Variance
38	Other Environs	2,000.00	2,616.29		2,616.29	-616.29
		0.00	0.00		0.00	0.00
41	Lenghthsman	1,500.00	1,231.90	Reimbursement received from WCC £1231.90	1,231.90	268.10
	SUB TOTAL	3,500.00	3,848.19		3,848.19	-348.19

Events	Budget	Actual		TOTAL	Variance
48 Christmas (Earmarked reserve)	3,477.00	2,291.92		2,291.92	1,185.08
	0.00	0.00		0.00	0.00
SUB TOTAL	3,477.00	2,291.92	0.00 0.00 0.00 0.00 0.00 0.00	2,291.92	1,185.08

Recreational Field and Pavilion	Budget	Actual		TOTAL	Variance
26 Power Heating and Lighting	1,000.00	845.18		845.18	154.82
30 Pavilion Equipment (Earmarked reserves)	6,000.00	3,902.77		3,902.77	2,097.23
35 Maintenance (Earmarked reserves)	10,500.00	1,261.98		1,261.98	9,238.02
62 CCTV (Earmarked reserves)	4,000.00	3,590.00		3,590.00	410.00
SUB TOTAL	21,500.00	9,599.93		9,599.93	11,900.07

Street Lights	Budget	Actual	Comments	TOTAL	Variance
14 EON Energy	12,084.45	5,361.45		5,361.45	6,723.00
17 Streetlamp maintenance (ER)	3,500.00	1,123.00	Painting of brackets and replacement of light fittings	1,123.00	2,377.00
SUB TOTAL	15,584.45	6,484.45	0.00 0.00 0.00 0.00 0.00 0.00	6,484.45	9,100.00

The Leys Playing Field	Budget	Actual	Comments	TOTAL	Variance
34 Maintainance	3,000.00	891.35	Welding of swing frame and annual charge for emptying of bins	891.35	2,108.65
39 Equipment (Earmarked Reserves)	3,000.00	542.07	Cable way puller and paint	542.07	2,457.93
57 Leys Playing Field Rent	1,200.00	990.00		990.00	210.00
61 Wildflower meadow	5125.49	5,125.49	Ground preparation, wild flower seed, plug plats, bulbs, fruit trees, bird boxes etc. Project funded by Network Grant and s106	5,125.49	
SUB TOTAL	12,325.49	7,548.91		7,548.91	4,776.58

DKE AUDIT SERVICES

INTERNAL AUDITOR

Specialist provider to Parish & Town Councils

Honeybourne Parish Council

Internal Auditors assessment for the completion of the AGAR Part 3 – Financial Year 2023-24 - DRAFT

1. Introduction

I have concluded the Council's annual independent internal audit. I am therefore able to complete the Annual Internal Audit Report (AIAR) 2023-24 which forms part of the Annual Governance and Accountability Return (AGAR).

My internal audit considers the evidence available to assess if the Council has effective systems and control arrangements in place for the areas examined. In examining these arrangements focus has been placed on compliance with a number of the Council's key governance 'rules', its management of risk, and its financial controls. Consideration is given to the size and scope of activities undertaken by the Council.

The internal audit is undertaken during the financial year in order to review and test the systems and controls operating during that year. The internal audit report details the findings at the time of the internal audit review. For the year-end financial statements, a cursory inspection is carried out to verify there are no significant financial management or control matters that may impact on the AIAR assessments made at the time of the internal audit review. The internal audit should inform, it is not designed to offer assurance over the completion of the AGAR sections 1 & 2, responsibility for the accuracy of these submissions' rests with the Council.

The internal audit is not designed to identify all weaknesses in the Parish Council's systems but, it is a sample examination of systems and of testing those systems and controls. Where weaknesses are identified during the internal audit process, which impact on governance and internal control, recommendations are made.

The responsibility for the prevention and detection of fraud, error and non-compliance with the law or regulations rests with the Council. The internal audit should not be relied upon to disclose all material mis-statements or frauds, errors, or instances of non-compliance, as may exist.

As the Councils appointed internal auditor, I confirm that I am independent of the Council.

Note – evidence that the key year-end financial statements have been prepared for Member review and approval will be requested in March / April / May 2024, these being the final bank reconciliation for the year, the budget to actual report, and the year-end accounts statement. A cursory review of these financial statements may alter the internal audit findings detailed in this draft report.

2. Summary

In the section below I have recorded my AIAR responses and offered some comments by way of explanation for these. Members need to be mindful that this assessment is of systems and control during 2023/24 to the time of the audit review.

During the internal audit review no significant control issues or non-compliances have been identified that prevents a positive response to each of the areas covered by the AIAR. No control recommendations have been made.

The Clerk has been offered an advice note on reserves and the links to budgets. It is hoped this will prove helpful.

3. Internal Audit Assessment

The table below follows the format of the AIAR section of the AGAR, for each section questions have been raised in order to establish the systems and control arrangements. The responses, along with the supporting evidence provided, has allowed review, challenge, examination and assessment.

AGAR (AIRA section) Internal Control Objective, Internal Audit assessment and related comments	Yes /No
A. Appropriate accounting records have been properly kept throughout the financial year.	Yes
<p>The Council has put in place effective procedures to accurately and promptly record all financial transactions, it has maintained up to date accounting records throughout the year, together with all necessary supporting information. The Council uses the Scribe accounting system, a system used by many Parish Councils, payments and receipts are recorded on the system. Invoices or appropriate evidence are held on the finance systems and in hard copy form, these support the transactions.</p> <p>At the time of the internal audit visit the cashbook was up to date, payments and receipts are reported to the Council monthly, payments are approved, and all are recorded in the minutes. The Council Agendas and minutes are comprehensive, the minutes are formally approved.</p>	
B. This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved VAT was appropriately accounted for.	Yes
<p>All decisions are taken by Council. There are a number of working groups with no decision-making powers. The Council's Financial Regulations were reviewed at the May 2023 Council meeting, the current version is based on the model template produced by the National Association of Local Councils (NALC).</p> <p>A number of payments were selected from the cashbook for sample testing. For a number of payments within the sample additional information and supporting evidence was requested and provided. Where quotes are required as part of the procurement process,</p>	

AGAR (AIRA section) Internal Control Objective, Internal Audit assessment and related comments	Yes /No
<p>evidence is present. The sample test showed that payments have been made in accordance Financial Regulations, payments are supported by appropriate evidence.</p> <p>There are effective links and controls between the order of goods, works and services and the payment. The payments have been properly approved and VAT has been appropriately accounted for. VAT is reclaimed.</p> <p>The Council has a debit card that is used in place of holding petty cash. There are financial limits place on the card and transactions are reviewed and approved.</p> <p>Effective management and control over the Council's bank accounts is present.</p>	
<p>C. This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.</p>	<p>Yes</p>
<p>There is evidence the Council is risk aware, the Risk Policy and Risk Register were considered and approved at the November 2023 Council meeting.</p> <p>The Council assesses risk for specific works and ensures contractors have appropriate insurance for contracted works. Risks related to the assets held by the Council are inspected.</p> <p>Testing showed the Council undertakes risk assessments for events it manages.</p> <p>The Council has an Internal Control Policy and periodic checks are undertaken of the control and risk mentation arrangements.</p> <p>The Council holds funds in a single banking institution, over the FSCS compensation limit of £85,000. Although the risk may be assessed as low, the Council could verify it has considered this.</p>	
<p>D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.</p>	<p>Yes</p>
<p>The budget covers all of the Councils activities, income sources and expenditure. An effective budget setting process operates that identifies the funding need based on services and commitments. The precept has been set in accordance with the agreed and approved budget requirement.</p> <p>With regard to budget monitoring please refer to the recommendation follow-up in the section later. Budget monitoring is undertaken.</p>	

AGAR (AIRA section) Internal Control Objective, Internal Audit assessment and related comments	Yes /No
<p>The reserves are appropriate for the Council, based on its expenditure levels and planned activities and future activities. The Council has a Reserves Policy and has identified both general and earmarked reserves.</p> <p>Note for consideration</p> <p>There is opportunity to better define the Councils reserves and to evidence the movement between budget heads and between budget heads and reserves. This would help to better evidence the Council is fully complying with its Financial Regulations in these areas.</p> <p>The ‘proper practice’ guide (and the Councils Reserve Policy) indicates what a Council should hold as a General Reserve (the working capital / funds). This is suggested in the guide as being between 3 to 12 month of annual expenditure, 3 months for a larger Parish / Town Council to 12 months for a small Parish. Honeybourne, based on precept, would perhaps fall within 6 to 9 months, it is for the Council to set this sum. At the time of the audit visit, the Council held specified earmarked reserves and two unspecified reserves; a General Reserve £59k (the ‘working fund’) and an Earmarked General Reserve £99k.</p> <p>Any funds the Council hold above its General Reserve (the ‘working fund’) should be earmarked, for specific projects or longer-term costs (e.g. planning for asset purchase, replacement or major repair); not as further unspecified ‘savings’. The guidance is that general and earmarked reserves should be reviewed each year as part of the budget setting and the accounts ‘close down’ processes; the Council follows this guidance.</p> <p>The above links to budgeting and budget management. The Council cannot spend where it has no budget provision (Financial Regulation). This regulation is designed to ensure the Council does not enter into uncontrolled over spends. However, it provides for a control process to manage spend where there is no budget provision, to move money from underspent budget heads (vire funds), or to move funds from reserves. The key control is that the Council consider and approve the movement of funds to meet its desire to spend beyond the budget head provision or to spend on an unbudgeted activity (drawing on reserves), before committing the expenditure – the action and control being evidenced in the minutes.</p>	
<p>E. Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.</p>	<p>Yes</p>

AGAR (AIRA section) Internal Control Objective, Internal Audit assessment and related comments	Yes /No
<p>The Council receives income beyond the precept from the Cemetery and allotments. An invoicing process operates and expected income is received based on the fees and charges set. Sample testing showed an effective and controlled system operates.</p> <p>The Council do not raise fees that attract VAT.</p>	
<p>F. Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.</p>	<p>Not Covered (no Petty Cash)</p>
<p>The Council does not operate a petty cash system.</p>	
<p>G. Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.</p>	<p>Yes</p>
<p>The salary payable to the Parish Clerk has been agreed by Members. Sample testing showed payments are in accordance with agreed terms and relevant employment related deductions are made. Employer liabilities have been paid.</p> <p>Allowances are not paid to Members.</p>	
<p>H. Asset and investments registers were complete and accurate and properly maintained.</p>	<p>Yes</p>
<p>The Council has an Asset Register (held on the Scribe system) that records the assets, showing - the item, purchase value, current value and location. The Asset Register was reviewed and approved at the November 2023 Council meeting.</p> <p>The Councils assets are insured, and the insured values are periodically reviewed and agreed.</p> <p>Assets are inspected, repaired and maintained as required.</p>	
<p>I. Periodic bank account reconciliations were properly carried out.</p>	<p>Yes</p>
<p>The Council minutes and supporting papers show the bank reconciliation is undertaken and reviewed monthly; the approval of the bank reconciliation is included in the minutes.</p>	

AGAR (AIRA section) Internal Control Objective, Internal Audit assessment and related comments	Yes /No
J. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.	Yes
<p>The accounting statements have been prepared on the correct accounting basis (receipts and payments). Due to the funding received from various grants and one-off funding sources the Council will exceed the £200,000 limit for accounting on a receipts and payments basis. However, there is provision (a three-year window) for such instances and therefore the Council can remain within the receipts and payments accounting arrangement.</p> <p>The accounting process as reviewed is effective and appropriate; Members have verified the accounting statements agree to the cash book. The cashbook transactions are supported by an adequate audit trail from underlying records. Members review payments each meeting and there is regular bank reconciliation confirmation.</p>	
K. If the authority certified itself as exempt from a limited assurance review in 2022/23, it met the exemption criteria and correctly declared itself exempt (If the authority had a limited assurance review of its 2022/23 AGAR tick “not covered”).	Not Covered
<p>The Council did not certify itself as exempt in 2022/23 and therefore had a limited assurance review of its AGAR.</p>	
L. The authority published the required information on a website/webpage up to date at the time of the internal audit in accordance with the relevant legislation.	Yes
<p>The Clerk has confirmed that the Council is aware of, and publishes, the information required by legislation. The Council has a Publication Scheme which details the information available and how it can be accessed. Transparency principles are followed. At the time of the audit the expected financial information was available on the Councils website.</p>	
M. In the year covered by this AGAR, the authority correctly provided for a period for the exercise of public rights as required by the Accounts and Audit Regulations (during the 2023-24 AGAR period, were public rights in relation to the 2022-23 AGAR evidenced by a notice on the website and/or authority approved minutes confirming the dates set).	Yes
<p>Evidence confirms the Council correctly provided for the exercise of public rights as required by the Accounts and Audit Regulations.</p>	
N. The authority has complied with the publication requirements for the 2022/23 AGAR (see AGAR Page 1 Guidance Notes).	Yes

AGAR (AIRA section) Internal Control Objective, Internal Audit assessment and related comments	Yes /No
The Council complied with the 2022-23 publication requirements.	
O. (For local councils only) Trust funds (including charitable) – The council met its responsibilities as a trustee.	Not Applicable
The Council (as a body) does not have trust or charitable responsibilities.	

Other Areas

Internal Control areas and Internal Audit comments
Review of the implementation of recommendations from the previous year's Internal and External Audit Reports
<p><u>From Internal Audit Report 2021-22 – follow-up of recommendations not closed</u></p> <p><u>Recommendation 2 – Budget Monitoring</u></p> <p>The budget is monitored quarterly in accordance with Financial Regulations. Ideally the budget should be monitored as part of the ‘accounts package’ presented at each meeting (payments for approval, bank reconciliation, reserves statement, budget to actual ideally profiled based on anticipated spend and receipts with notes of virements and variances).</p> <p><i>Note - the JAPG guidance states that a key budget management process is to ‘review progress against the budget regularly throughout the year - at least quarterly in all but exempt authorities - including a year-end projection and a clear minuted commentary of likely significant variances from the budget.</i></p> <p>2022-23 update - The Council has not undertaken quarterly budget monitoring; however, the Clerk has demonstrated how control over spend to budget operates throughout the year which effectively checks proposed spend is within budget. The current year’s budget position was fully considered as part of the 2023-24 budget setting process. The Clerk has confirmed quarterly budget monitoring will operate for 2023-24. Recommendation to be followed up in 2023-24.</p> <p>2023-24 update – A formal budget monitoring report was not considered for the first quarter of the year. However, the half year budget position was reviewed, and then April to October monitoring followed. Confirmation was obtained that the budget position will be presented and monitored monthly, this will include year-end forecasts. – recommendation closed</p> <p><u>From last external audit report</u></p>

There were no recommendations from the external auditor.

Any other governance or financial control issues arising during the internal audit, or further comment not covered above.

None

The draft version of this report was agreed by the Parish Clerk.

The internal auditor wishes to acknowledge the support and assistance provided by the Parish Clerk during the internal audit review.

Duncan Edwards

Internal Audit undertaken on 16 November 2023

Duncan Edwards (2023/24 internal audits)

HONEYBOURNE PARISH COUNCIL

**Minutes of the Parish Council Environment meeting held at Honeybourne Sports Field
(Pavilion), Bretforton Road, Honeybourne.
on Thursday 1st February 2024**

Members present: Cllrs: S Sidwell (Chairman), A Attridge, C Clear, G Clelland, H Jobes & C Steward

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

EC- 022 To receive and note any council member's apology for absence.

There were none.

EC-023 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.

Cllr	Minute	Interest	Reason
A Attridge	Item EC-026 <ul style="list-style-type: none"> • Speak to members regarding using the sports field & pavilion on a regular basis 	ODI	Relative

EC-024 To consider any dispensations

There were none.

EC-025 Open Session Participation to hear from members of the public.

There were none.

EC-026 A member of the public wishes to speak to the Environment Committee members regarding using the Sports Field and Pavilion on a regular basis.

The member will be starting a new under 10s football team. The team will be playing 7aside. They will be playing in the Ambassador League. The league will commence the first weekend of September 2024 until the middle of May 2025.

There are a total of 12 players and 2 coaches. They require to use the field, pavilion and toilet on Saturday 8:30 am – 1 pm and Thursday 5:30 pm – 8 pm.

Some storage will be required for their equipment.

EC-027 To approve the previous minutes.

Resolved :

That the minutes of the Environment Committee meeting held on 5th September 2023 be approved as an accurate record and signed by the Chairman .

EC- 028 To consider allowing Honeybourne Primary Academy to use the Sports Field for the following activities;

- I. School Sports Day – Thursday 23rd May 2024, from 10am -12:30pm. Total number of pupils 181.
- II. Picnic following the conclusion of the Sports Day.
- III. Colour Run from 1pm to 2 pm. Total number of pupils 181. (A colour run is a type of fun run whereby the children will be wearing white t-shirts and members of the PTA and teachers will be throwing non-toxic coloured powder as they run past. By the end of the run the children will be covered in non-toxic colour. The course will be marked out for the run)
- IV. To consider whether to charge the PTA for the use of kitchen. They propose to sell hot and cold drinks. Proceeds from the sale of the drinks are to help with school activities.

Resolved:

To recommend to Full Council;

- I. To allow the School to use the field on Thursday 23rd May 2024, from 10am – 12:30pm for their Sports Day.
- II. To allow them to have a picnic at the Sports Field following the conclusion of their Sports Day.
- III. To allow the school to conduct a Colour Run from 1pm to 2pm.
- IV. To charge £18.00 cleaning fee for the use of the pavilion and toilet. However if the Chair of the PTA agrees to clean the pavilion and toilet the fee will be waived.

EC- 029 To consider and to approve draft Child, Young Adult and Vulnerable Person Protection Policy.

Members have asked the Clerk to find out from SLCC and CALC if the Council need the policy.

EC- 030 To consider and to approve the following;

- I. Draft of the ad hoc rates for use of Pavilion and Sports Facilities.

Resolved:

To recommend to Full Council to only have the following rates;

- I. Pitch, Kitchen, Changing Rooms & toilet £70.00
- II. Pitch, changing rooms & toilet only £50.00
- III. Toilet and kitchen only £30.00
- IV. Other events on Sports Field price on application

- II. Draft Booking Form, Terms and Conditions for ad hoc hire for Pavilion.
- III. Draft Booking Form, Terms and Conditions for ad hoc hire for Sports Facilities. Clerk to combine the booking form and terms and conditions for the Pavilion and the Sports Facilities.

Resolved:

To recommend to Full Council to approve the booking form, Terms and Condition for Pavilion and Sports Facilities.

EC-031 To approve quote for second year field enhancement. The work is required based on the report by the agronomist commissioned by HPC in 2022.

Specification	Cost
Quotation 1	
<ul style="list-style-type: none"> • Transport to site, management of the work. • Supply & application of selective weed control. • Scarify the pitches in 2 directions using Koro FTM fitted with scarification rotor. • Supply and apply approved medium/fine sand. (160 tonnes) • *Vertidrain/Verti-quake to carry out deep aeration and decompaction. • Dragmat or brush to integrate sand. • Supply & apply perennial rye grass seed (at 25g/m² using approved drill seeder). • Supply & apply pre-seeder fertiliser at 35g/m². • Dispose of Koro risings to approved tip facility off site 	£27,600
Quotation 2	
<ul style="list-style-type: none"> • Transport to site, management of the work. • Supply & application of selective weed control. • Scarify the pitches in 2 directions using Koro FTM fitted with scarification rotor. • Supply and apply approved medium/fine sand. (160 tonnes) • *Vertidrain/Verti-quake to carry out deep aeration and decompaction. 	

<ul style="list-style-type: none"> • Dragmat or brush to integrate sand. • Supply & apply perennial rye grass seed (at 25g/m² using approved drill seeder). • Supply & apply pre-seeder fertiliser at 35g/m². • Dispose of Koro risings to approved tip facility off site <p>* Verti drain - Verti draining is the process of inserting tines into the surface of the ground, used to break up soil compaction. These tines create multiple, small holes on the surface of the turf. The holes created from Vert draining allow oxygen into the soil and the greens to drain properly, making room for aeration.</p> <p>* Verti-quake - a rotary aerator that decompacts the soil using a set of rotating steel blades. As these blades cut cleanly through the soil, they create a wave action that shatters compacted areas and opens up the subsoil.</p>	£26,020
<p>Resolved:</p> <p>To recommend to Full Council to approve quotation 2. Work to commence, weather permitting, following the conclusion of the school's sport day and colour run.</p>	

EC-032 To note CIL spend and members to consider what to use the balance of the money for. The PC have a time frame of 5 years to utilise funds.

<p>Resolved:</p> <p>That the CIL spend is noted and further expenditure will be explored.</p>
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EC-033 Electricity consumption breakdown for the pavilion.

<p>Resolved:</p> <p>That the electricity consumption breakdown for the pavilion be noted.</p>
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EC- 034 To consider solar panels for pavilion

Cllr C Clear has managed to get a couple of quotations for the installation of the solar panels. He would like the Clerk to submit an expression of interest for a grant application to the WDC Rural Grant. Members would like to defer applying for the grant as the Clerk currently does not have time to process the grant application. This is because Council have asked the Clerk to study for CiLCA qualification. The Council will revisit it in 12 months' time.

Following the discussion of agenda item EC-034 the members revisited agenda item EC-026 to consider a rate and arrangements for the football club to use the field and Pavilion on a regular basis.

<p>Voting 5 for, 1 abstention.</p> <p>To recommend to Full Council;</p> <ol style="list-style-type: none"> I. To charge £100.00 for the use of the pavilion at the commencement of the football season. No charge for the use of the pitch. II. To issue a licence to the football club. III. Clerk will arrange for a draft licence to be available for the next PC meeting for members to consider. Chair of the Council will assist Clerk. IV. Storage to be discuss with the coach.
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EC- 035 To agree date of the next meeting.

To be advised.

The meeting concluded at 22:00

Environment Committee Members: Cllr S Sidwell (Chair), A Attridge, C Clear, G Clelland,
H Jobes and C Steward

DRAFT

**Honeybourne Parish Council Sports Field, Brefforton Road, Honeybourne
Booking Form for Sports Facilities**

Please return this page to us by email to clerk@honeybournepc.gov.uk or by post to The Parish Clerk, Honeybourne Parish Council, Honeybourne Village Hall, Harvest Close, Honeybourne, WR11 7RH

Name/ Organisation	
Contact Name and Address	
Phone Number	
Email	

Booking details

Date (s) required	
What is the booking required for?	
Start and End Time (Please allow time for setting up and clearing away).	
Any special requirement?	

Part (s) of Pavilion/ Sports Field to be hired:

Kitchen and toilet	Yes/No	£30.00
Pitch, Changing rooms and Kitchen	Yes/NO	£70.00
Pitch, Changing Rooms & Toilet	Yes/NO	£50.00
Hire of Sports field for other events - Price on application		

Other details required with this booking form

Copy of Insurance Certificate	
Risk Assessment	
Safeguarding Children, Young People and Vulnerable Person Policy (If applicable)	
Evidence that you have carried out relevant checks through the Disclosure and Baring Services (If applicable)	

Hirer Signature (over 18 years only)

Date

By signing this form I agree to observe the terms and conditions outlined bel

Honeybourne Parish Council

Terms and Conditions for hire of Sports Facilities

The T &Cs will apply to the hire of the sports facilities at Honeybourne Sports Field, Bretforton Road, Honeybourne

1	In these terms and conditions (Ts & Cs)
	‘the Council’ means Honeybourne Parish Council (HPC)
	‘the event’ means the sporting fixtures or purpose of the hire
	‘the facilities’ means: the pavilion, sports field and any associated equipment.
	‘the Parish Clerk’ means the current Responsible Officer of the Council, or any other officer nominated to act in their place to administer the bookings of outdoor sports and the use of Parish Council property. The Parish Clerk will liaise, as necessary, with other Council officers with responsibility for the provision of facilities for sport use, in order to carry out the functions set out in these Ts & Cs;
	‘the hire’ means the use of facilities or land by agreement with the Council.
	‘the hirer’ means the person(s) entering into the hiring agreement with the Council.
	‘the hiring’ means the agreement to use the sports facilities.
	‘people using the facilities’ means people invited, allowed or required by the hirer or anyone else to attend, watch or take part in any sporting activity or other event.
	‘sports facilities’ means the sports pitches, boules court, trim trail, outdoor gym equipment, trim trail, MUGA, golf/cricket cage and pavilion.

2.	<p>Applying to hire the facilities</p> <p>Application for hire must be made using the relevant form supplied by the Council.</p> <ol style="list-style-type: none"> a) The hirer must be 18 years of age. b) The person signing the application form will be deemed to be the hirer and will be responsible for complying with the conditions of the hiring agreement. c) If the hiring is being made by a legally constituted club/association or other incorporated organisation, the agreement form for sports or event must be signed by a person duly authorised by the club/association or organisation named on the agreement form. In the case of a constituted club/association, its current trustees will also be deemed to be hirer, and they will all be jointly and severally liable under the hiring agreement. d) The agreement to hire the facilities will only come into existence when: <ul style="list-style-type: none"> • an agreement form has been signed and returned • the Parish Clerk or nominated officer has accepted the booking in writing, and all required documentation has been received. e) The Council accept no responsibility for any equipment or any property brought onto or left at the facility. f) The Council reserve the right, in circumstances of emergency, to cancel any booking at short notice and they are NOT responsible for any loss, damage or inconvenience caused by the cancellation. The Council has the right to amend these conditions by giving notice in writing to the Hirer. g) The hiring agreement will give the hirer, and/or the represented club/association or organisation, the right to use the relevant facilities. h) The hiring agreement does not convey any exclusive right for the continued use of Council facilities.
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	<ul style="list-style-type: none"> i) During the period of the hire, the Hirer shall be responsible for the supervision and care of the facility and should damage occur, however slight, the Hirer will ensure the damage is reported to the Parish Clerk or nominated officer as soon as practically possible. The Hirer will accept charges to rectify any damage (including accidental damage) to the facility. j) Hirers should note that there are public areas at the Honeybourne Parish Council Sports Field that can be used by any member of the public. k) HPC reserves the right to refuse any applications for hire and shall not be required to offer any reason or explanation.
3.	<p>Use of the facilities</p> <ul style="list-style-type: none"> a) The Hirer shall not use the Facilities for any other purpose than that described in the Hiring Agreement. b) The Hirer shall not sub-hire the Facilities or allow the Facilities to be used for any unlawful purpose or in any unlawful way, nor do anything to bring onto the facilities anything which may endanger the facilities or render invalid any insurance policies in respect thereof. c) The Hirer shall ensure proper supervision of the car park so as to avoid obstruction of the highway. The car park may be used by the Hirer but remains under the control of HPC and will be available for other users. Attendees may use the car park to park their own vehicles but these vehicles are left entirely at their own risk. The Council does not make any claim or warranty as to the safety of the car park. d) The hirer must ensure that vehicles are not parked or driven on the playing field. e) Marquees, tents, structure, other equipment, fireworks, barbeques or cooking are not permitted on the Sports Field or immediate vicinity of the Pavilion and veranda except with the prior written permission of HPC. f) No cooking equipment shall be brought onto the facilities without prior written permission of HPC. g) No laser beams, drones, artificial smoke, fireworks or any inflammable substances are permitted inside, or in the vicinity of the Pavilion, car park, paved area or the Sports Field. h) No decorations of any description are to be affixed to the walls or facial of the pavilion except with prior approval of HPC and such walls and woodwork are not to be marked in anyway. i) No notices or placards erected, displayed or provided by the Council may be removed or covered up. j) The Hirer must not cause any nuisance to neighbouring properties.
4.	<p>Fees</p> <ul style="list-style-type: none"> a) The Hirer must pay the Council the fixed fees for hiring any facilities within 14 days of receiving the invoice. b) Failure to pay within 14 days will result in the booking being cancelled. c) The Council reserves the right to alter charges without notice. All bookings, other than those where all fees have been paid, remain subject to this right. d) No games or events are permitted to take place unless they are pre-booked and fees paid.
5.	<p>Allocation of Pitches</p> <p>The allocation of a pitch to a Team/League by the Council is for specific day and time (i.e. Sunday Morning) and does not entitle the Team/League to use the facilities (i.e pitch or Changing Rooms/showers) at any other time.</p> <p>No Team or League shall allow practice games to take place unless the pitch is booked and the appropriate fee paid in advance, otherwise full reinstatement cost will be levied.</p> <p>Any Team or League who continually disregard this ruling will be notified in writing and their booking will be cancelled with immediate effect.</p>

6.	<p>Litter</p> <ul style="list-style-type: none"> a) At the end of matches/events the hirer must ensure that they remove any of their property from the sports field. b) All litter must be cleared at the end of the hire from the sports field. There are no facilities for any waste disposal on site. Please do not use the bins located outside the pavilion and by the tennis court. c) All property and litter must be removed from the changing rooms. d) Hirers failing to comply with this condition will be charged for cleaning or have the use of the facilities withdrawn.
7.	<p>Football boots & Changing Rooms</p> <ul style="list-style-type: none"> a) Players must remove boots before entering the changing rooms or any other part of the pavilion. Under no circumstances should boots be washed in the showers or sinks. b) Under no circumstances should teams use their own electrical equipment in any of the changing rooms c) The Hirer will be responsible for ensuring that all showers, heating and lighting are turned off before leaving the premises and that the accommodation is secured. It is vital that buildings are locked to prevent unauthorised access by individuals who may cause damage. d) The Hirer must ensure that the changing facilities are left in a clean and tidy condition. Failure to comply with this condition will result in a charge for cleaning.
8.	<p>Goalposts & Pitch marking The Hirer will erect their own goal posts nets, corner flags and pitch markings.</p>
9.	<p>Opening /Closing arrangement</p> <ul style="list-style-type: none"> a) The Parish Clerk or Designated Officer will meet you at the facilities at the start of your hire period (or just before) to open up, to provide information related to the facilities and answer any questions you may have. b) The Parish Clerk or designated officer will provide the hirer with the key box combination for the hirer to leave the keys at the end of the hire. Should any issue arise during the hire the contact details of the Parish Clerk or the Designated Officer will be provided to the Hirer. c) The keys to the Facilities must be returned to the key box. Lost keys and locksmith, if required, will be charged to the Hirer. d) No cars to be left in the car park and the gate to the car park must be locked on leaving.
10.	<p>Access for HPC Members of HPC and its Officers shall at all times during the period of hire have free and unrestricted access to the facilities, and instructions must be given by the Hirer to its officials for this access. The Council reserves the right at its absolute discretion to refuse admission to or evict any person from the premises.</p>
11.	<p>CCTV The Pavilion has CCTV cameras both internally and externally. The CCTV is in operation at all times. Images on the CCTV will not be shared with a third party unless there is need to do so e.g police. A copy of the HPC CCTV Policy can be view/downloaded from the PC's website https://honeybourne-pc.gov.uk/wp-content/uploads/2023/08/HPC-CCTV-Policy-signed.pdf and CCTV Impact Assessment https://honeybourne-pc.gov.uk/wp-content/uploads/2023/08/Binder1-Privacy-Impact-Assessment-signed-1.pdf</p>
8.	<p>Licences Where music is to be played, the Hirer shall ensure that they hold a Performing Rights Society Licence and Public Performance Licence which permits the use of copyright music in any form (e.g. record, CD, tapes, radio, television or by performers in person). If other licences are required in respect of any activity in the Premises, the Hirer must ensure that they hold the relevant licence.</p>

	<ul style="list-style-type: none"> The Facilities are not licensed for the sale or supply of alcohol. No alcohol is permitted to be sold for consumption in any part of the facilities without express permission of the Council in writing. The Hirer will be responsible for obtaining the necessary Temporary Event Notice (TEN) from the Licencing Authority and the Police no later than 10 working days before the event. A copy of the TEN must be on the premises during the event. The Police and Local Authority have rights of entry to the premises to access the likely effect of the TEN on crime prevention.
9.	<p>Animals No dogs are allowed in the pavilion and Sports Field except for assistance dogs.</p>
10.	<p>Behaviour</p> <ol style="list-style-type: none"> Disorderly conduct is not allowed on the playing fields or changing facilities. The use of foul and abusive language will also not be tolerated. Any threatening or abusive behaviour towards members of the public or Council staff will not be tolerated and will result in immediate withdrawal of facilities by the Council.
11.	<p>Public Address Systems The Hirer must ensure that:</p> <ul style="list-style-type: none"> If any public address equipment and/or other amplifying equipment is to be used, prior written consent must be obtained from the Council. The equipment must not cause annoyance or nuisance to the occupiers of surrounding property or the general public.
12.	<p>Smoking Smoking is not permitted. Under the Health Act 2006, it is a criminal offence to smoke in any part of the pavilion/changing rooms and it is a criminal offence for the Hirer to permit such smoking.</p>
13.	<p>Broadcasting, Advertising and Photograph No Hirer shall grant sound, advertising, television broadcasting or film rights without the prior written consent of the Council. If such consent is given, the Council reserves the right to be a party to any negotiations and to the terms and conditions of any Contract reached, and to share any income and publicity derived therefrom.</p>
14.	<p>Charging & Fund Raising</p> <ul style="list-style-type: none"> No collections, games of chance, sweep stakes or lotteries nor any betting of any kind may be conducted at the Facilities. No charge can be made by the hirer, or any other person(s) attending, watching or taking part in any event, without having first obtained the written consent of the Parish Clerk or nominated officer. Any application for written consent must give full details of the charges to be made, and how the proceeds of the charges are to be used. For the purposes of these conditions, a charge will be deemed to be made when; <ol style="list-style-type: none"> money is demanded or paid for admission to, or participation in, any event programmes for an event or other goods are sold a collection of money or goods is made a raffle or lottery of any sort is held The sale of Food & Drinks at the Facilities without the appropriate licence is prohibited.
15.	<p>Loss and Damage</p> <ul style="list-style-type: none"> The Council accepts no responsibility for loss or damage to personal possessions. All breakages and/or damage must be reported to the Parish Clerk as soon as possible and be paid for. The Council accepts no responsibility for personal loss or injury whilst on the premises, car park, sports field or other facilities. It is the responsibility of the hirer to ensure that the facilities are in a safe and fit condition for the activity they are undertaking.

	<ul style="list-style-type: none"> The hirer must submit a copy of their Risk Assessment to the Council prior to the use of the event.
16.	<p>Insurance</p> <ul style="list-style-type: none"> The Hirer shall be responsible for making arrangements to insure against any third-party claims which may lie against them (or the organisation if acting as representative) whilst using the Facilities. The Hirer is required to produce evidence of insurance as described above at least 14 days before the date of hiring, or at the time of booking if that is less than 14 days before the event. Failure to provide this evidence will automatically cancel any booking application which has been made. The Hirer shall indemnify the Council against all claims, demands, actions and proceedings arising out of any infringement of copyright, or the unauthorised performance or use of any recording apparatus at the premises during the period of hire.
16.	<p>Safeguarding Children, Young People and Vulnerable Adults</p> <ul style="list-style-type: none"> The Hirer will take relevant safeguarding precautions in respect of any children, young people or vulnerable adults attending the sessions at the Pavilion. The Hirer shall ensure that any activities for children comply with relevant legislations and that only fit and proper persons have access to the children. Except for private parties, where events are organised for children, the Hirer shall have a valid certificate from the Disclosure and Barring Service and the Hirer shall take full responsibility for any other persons engaged to look after the children. A copy of the Safeguarding Children, Young People and Vulnerable Adults policy must be provided to the council 14 days prior to the event taking place and evidence that you have carried out relevant checks through the Disclosure and Barring Services. Where the event is predominantly for children under the age of 16 years there shall be additional adult supervision. The NSPCC recommends: Aged 0 -2 years: 1 adult to 3 children Aged 2- 3 years: 1 adult to 4 children Aged 4- 8 years: 1 adult to 6 children Aged 9-12 years: 1 adult to 8 children Aged 13- 18 years: 1 adult to 10 children
17.	<p>Health and Hygiene</p> <ul style="list-style-type: none"> The Hirer shall, if preparing, serving or selling food, ensure all relevant food health and hygiene legislation and regulations are adhered to.
17.	<p>Health and Safety</p> <ul style="list-style-type: none"> All means of exit from the Facilities must be kept free from obstruction and immediately available for instant free public exit. The Hirer should be aware of the means of escape in the event of fire prior to the booking commencing. In the event of outbreaks of fire the fire brigade must be called. No additional lights or extension from the existing electric lights fittings shall be used without the previous consent of the Council. The Hirer shall familiarise themselves with the location of the First Aid Kit.
18.	<p>Privacy</p> <p>HPC collect data from the Hirer via the Facilities Booking Form in order to process the booking and contact the Hirer before and during the Use period. The contact details of the Hirer will be retained for a period of up to 2 months after the hire, details relating to the bookings will be retained up to 6 years in order to comply with the HPC retention policy. Any Personally Identifiable Information contained within the form will be stored in a secure place. The Hirer details will not be passed on to any third parties.</p> <p>A copy of the HPC Privacy Policy can be view/downloaded from the PC website:</p>

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