

# HONEYBOURNE PARISH COUNCIL

## Summons and Notice of Meeting

Members are summoned to the **Co-option and Parish Council** meeting to be held on  
**Tuesday 12<sup>th</sup> September 2023 at 7.15pm at Honeybourne Village Hall, Harvest Close, Honeybourne  
WR11 7RH**

**Parish Councillors are hereby summoned to attend.**

**The meeting is open to the press and members of the public who are welcome to attend all or part of the meeting but may only speak during the allocated time as listed under agenda item 23/237 (a) below. Members of the public are welcome to address Council with regard to items on the agenda or for future meetings, however this is not an opportunity for wider debate and the opportunity to speak is limited to 3 minutes per person, the open session will last for no longer than 15 minutes subject to the Chairman discretion. There is no expectation on the council to respond to any comments made at this time.**

## Agenda

### **23/234 Apologies**

To receive apologies from absent members and record the reason for absence.

### **23/235 Declarations of Interest:** Councillors are 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.

### **23/236 To consider any dispensations**

Written requests for the council to grant a dispensation to a councillor (as per Localism Act 2011, s33) must be with the Clerk before the meeting starts.

### **23/237 Open Session – Participation to hear from:**

- a) Members of the public
- b) Supporting organisations, e.g., South Worcestershire Policing Team etc.
- c) Worcestershire County Councillor – A Adams (Littletons division)
- d) Wychavon District Councillors- J Coitti and H Robson
- e) Working groups update. – PRoW & Ditch Clearing, Traffic Management & Speeding.
  - i. PRoW & Ditch Clearing Working Group update - Following the request from Cllr T Askew for Council to purchase strimmer and hedge cutter for the group, the Clerk contacted WCC Footpath Improvement Officer regarding training for the use of the equipment for the volunteers. The following email response from WCC footpath officer;  
"Following your email we have some significant concerns with your request for training as have previously contacted members of the Honeybourne PRoW group regarding training and have received no response.

All of our self-supported volunteer groups are required to have an appointed group leader. This group leader is then required to attend both a Volunteer Supervisor Course and an Essentials Training Course. We carry out this training to highlight the potential danger to both the general public, and the overall safety of the group members.

We would ask that the group cease operating on the PRoW network whilst there is no group leader in place, as no training has been carried out."

Cllr Askew has agreed to be leader of the group. He has completed the volunteer supervisor course on 23<sup>rd</sup> August 2023 and he will be attending the Volunteer Essentials Course at the at the Countryside Centre, Worcester Woods Country Park on 11<sup>th</sup> September 2023.

### **23/238 Adoption of minutes**

- i. To approve adoption of the minutes of the Parish Council Minutes – 11<sup>th</sup> July 2023.  
Minutes have been previously circulated but also attached (**Appendix 1 pages 6- 25**)

**23/239 Chairman's Report** - A verbal report may be given.

**23/240 Parish 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) Vandalism	A group of youths were caught climbing on the golf cage. It was reported to 999 by the clerk and resident. The net was pulled from the frame but has now been re-attached. The local police have been patrolling the area and surrounding village as we are not the only village having a spate of vandalism lately. CCTV recordings of the perpetrators will be provided to West Mercia Constabulary.
b) Honeybourne Village Fete	Letter received from the group thanking the Parish Council for their support of the Fete. <b>(Appendix 2 page 26)</b>
c) Defibrillator	The proprietor of the new retail unit has confirmed that the Council can install a defibrillator on the exterior wall of the retail unit if the Council wish to do so. Council to note that there will be gates installed to the entrance of the car park to the new retail units. The gates will be locked in the evening. Access to the defibrillator will only be available during the opening hours.
d) Uneven footway	Resident reported uneven footway outside 27 High Street. Resident's concerns reported to County Cllr Adams. Highways officer advised that it is in the system for resurfacing. No date scheduled for the work as the pavement is not an immediate safety issue.
e) Overhanging tree	Highways Officer attended to concerns regarding overhanging trees at Baldwyn Court. According to Land Registry each property owns a strip of land so the officer is waiting for a detailed plan to ensure that letters are sent to the responsible homeowners.
f) All Things Wild - hedge	The manager confirmed that their maintenance team has cut the protruding hedge back from the footway. They will be cutting the whole hedge in September.
g) Owl Homes	Owl Homes has confirmed that the land drain will be installed by the end of August to stop flooding into 1 Hardwick Avenue. Resident has been informed.
h) Inspection of Allotments	An inspection of the PC's allotments was carried out with the plot secretary. He has graded the plots A, AB, B, BC, C, D. <ul style="list-style-type: none"> <li>• <b>A - Good condition throughout</b> – 16 plot holders</li> <li>• <b>AB - More cultivation</b> – 2 plots holders</li> <li>• <b>B - Mostly acceptable</b> - 17 plot holders</li> <li>• <b>BC - Remove vegetation from perimeter fence around the plots</b> – 1 plot holder</li> <li>• <b>C - Needs attention and improvement to certain areas</b> – 2 plot holders</li> <li>• <b>D - Unacceptable</b> – 4 plot holders.</li> </ul> He will notify the plots holders of the outcome of the inspection. The purpose of the inspection is to encourage plot holders in cultivating and maintaining their plots. Clerk has sent notice of concern to plot holders that were graded D.

**23/241 Correspondence, Circulation Received**

a) Temporary Road Closure (Circulated to all members)	<b>Proposed Order:</b> to close that part of C2049 Stratford Road from its junction with C2274 Mickleton Road to its junction with C2114 Chapel Road. <b>Reason:</b> Drainage works/flood alleviation by WCC. Anticipated duration: <b>19 days</b> . Commencing: <b>18 September 23</b>
b) Temporary Road Closure (Circulated to all members)	<b>Proposed Order:</b> to close that part of C2006 Buckle Street from its junction with C2009 Sheenhill Road to its junction with U45036 Dudley Road. <b>Reason:</b> Bridge work inspection by Network Rail. Anticipated duration: 2 nights (20:00-06:00) Commencing:

**23/242 Finance**

- a) To ratify bills payments for August, under delegated powers to the Clerk at the Honeybourne Parish Council meeting on 11<sup>th</sup> July 2023. **(Appendix 3 pages 27 -28)**
- b) To approve bills for payment for September. Schedule to follow.
- c) To approve Bank Reconciliations for July and August 2023. ( **Appendix- 4 pages 29 -30**)
- d) To note receipt from resident of £480.00 as the donation for a memorial gabion bench.
- e) To note that the PC insurance has been renewed with the current insurer BHIB under delegated powers to the Clerk at the Honeybourne Parish Council meeting on 11<sup>th</sup> July 2023. All new equipment has been added on to the insurance.
- f) To note that a new 3 year Zero Carbon fixed price energy plan has been signed with British Gas through Love Energy Savings, following the expiry of the current energy contract on 10<sup>th</sup> August 2023. A 3 year fixed price energy contract direct with British Gas was much more expensive.

3 year fixed price contract direct with British Gas		3 year fixed price contract with British Gas through Love Energy Savings	
Standing Charge per day	90.873	Standing Charge per day	52.700
Unit charge (p/kWh)	48.966	Unit charge (p/kWh)	28.700

- g) To receive Conclusion of the External Auditors Report and Certificate 2022/2023. **(Appendix 5 pages 31 - 33)**

“On the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return (AGAR), in our opinion the information in Sections 1 and 2 of the AGAR is in accordance with Proper Practices and no other matters have come to our attention that gave cause for concern that relevant legislation and regulatory requirements have not been met.”

Other matters not affecting our opinion which we draw to the attention of the authority:

**None**

- h) To consider and approve grant application for Honeybourne Short Mat Bowls **(Appendix 6 pages 34- 44)**
- i) To consider and approve grant application for Honeybourne Village Fete **(Appendix 7 pages 45 - 51)**

**23/243 Committee & Working Groups reports**

To receive minutes of meetings from Council and committees & working groups held since the last Council meeting and consider and approve recommendations (if any).

**1. Staffing Committee Meeting – 1<sup>st</sup> August 2023 (Appendix 8 pages 52 -54)**

- a) To recommend to Council to approve Staffing Terms of Reference.
- b) To recommend to Council to approve the following policies. **(Circulated on a separate cover)**
  - I. Grievance Policy and Procedures
  - II. Disciplinary Policy and Procedures
  - III. Officer and Members Protocol
  - IV. Dignity at Work
  - V. Equal Opportunity Policy
  - VI. Equality and Diversity Policy
  - VII. Health and Safety Policy
  - VIII. Homeworking Policy
  - IX. Lone Worker Policy
  - X. Press and Media Policy
  - XI. Facebook Policy
  - XII. Social Media Policy

**2. Environment Committee Meeting – 5<sup>th</sup> September 2023 ( Appendix 9 pages 55 -59)**

- a) To recommend to Full Council to approve the locations for 2 park benches at the Sports Field.

- b) To recommend to Full Council to approve the current position for the picnic table at the Leys.
- c) To recommend to Full Council to approve invitation to the Vice- Chair of WDC Cllr George Duffy to officiate at the opening of the new sports and wellness equipment at the Sport Field on Saturday 7<sup>th</sup> October 2023 at 11am. Chair of the PC to issue invitation on behalf of the Council.
- d) To recommend to Full Council to approve light refreshments for the opening.
- e) To recommend to Full Council to approve for members of the Parish Games Pétanque Team to demonstrate how to play the game, on 7<sup>th</sup> October 2023.
- f) To recommend to Full Council to approve quotation 2 at the cost of £2970.00 for the purchase of a container and the container will be located on the grass verge adjacent to the carpark.
- g) Creating parking by the entrance of the carpark at the Sports Field.

Members of the Environment Committee noted that part of the criteria that the PC had to consider at the time of submission of the Legacy Grant application was to demonstrate that there was no adverse impact to the environment. The PC submitted in their application that residents will be able to walk to the facilities without using public transport or their cars.

Most residents that use the newly installed facilities at the Sports Field do not use their cars therefore there is sufficient parking at the entrance of the Sports Field. For groups that require parking there is already an arrangement in place where they will be given access to the Sports Field carpark when they contact the Clerk.

At this point there is no requirement to create parking by the entrance of the carpark at the Sports Field.

**3. Christmas Working Group notes of meeting – 8<sup>th</sup> August 2023 (Appendix 10 page 60)**

- a) To recommend to Full Council to approve Mr C Gear as Master of ceremonies.
- b) To recommend to Full Council to approve that the proceeds from the ‘Sponsor a light for a loved one’ and sales of raffle tickets will help fund the following year Christmas event.
- c) To recommend to Full Council to approve the sale of drinks and mince pies will be provided by the Village Hall for the event and revenue from the sales will go to the village hall.
- d) To recommend to Full Council to approve the hire of a skip for the disposal of rubbish.

**23/244 Environment & Community Wellbeing**

- a) To approve training for 5 members of the PRow working group to undertake volunteer strimmer/brush cutter competence course at Honeybourne Village Hall on 11<sup>th</sup> November. The cost is £380.00. WCC would not allow the use of any mechanical equipment by volunteers if they have not undertaken training to comply with health and safety and WCC insurance.
- b) Council to consider marking the 80th anniversary of D- Day by lighting a beacon at **9.15pm** on 6th June 2024, in celebration of the ‘light of peace’ that emerged out of the darkness of war, followed by an event to commemorate one of the most momentous achievements in living memory.

**(Appendix 11 page 61)**

**23/245 Planning**

- a) Members to respond to planning application.  
None
- b) Members to note planning decision.

WDC ref	Site Address	Proposal
W/22/01665/OUT <b>(Appendix 12 pages 62- 70)</b>	Westward Business Centre, Buckle Street, Honeybourne	Outline planning permission for demolition of existing industrial units and development of 9 No. units with all matters reserved except access
<b>Decision: Approved</b>		
W/23/00896/HP <b>(Appendix 13 pages 71 – 73)</b>	11 Stephenson Way, Honeybourne, Evesham, WR11 7GH	Demolition of the existing conservatory; and the construction of a new single-storey, rear extension; and part conversion of the garage into habitable living accommodation including replacing garage door with window; the addition of rooflights; and the enlargement of

		the front porch.
<b>Decision: Approved</b>		

**23/246 Members are reminded to notify the Clerk of any items for discussion for the next Council meeting by 29<sup>th</sup> September 2023.**

**23/247 In accordance with the Public Bodies (Admission to Meetings) Act 1960, s1(2), there will be a resolution that the public and the press be excluded from the meeting to allow for discussion of confidential matters relating to items for which the publication would be prejudicial to the public interest.**

- I. Data Protection complaint received from Information Commissioner’s Office (ICO).
- II. Privacy Notice.

**23/248 Date of Next Meeting**

Next Parish Council Meeting, 10<sup>th</sup> October 2023, 7.15pm at Honeybourne Village Hall

*Linda Stanton*

Parish Clerk

7<sup>th</sup> September 2023

\*Supporting documents can be viewed on the Parish Council website.

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