

HONEYBOURNE PARISH COUNCIL

Minutes of the Parish Council meeting held at Honeybourne Village Hall, Harvest Close,
Honeybourne WR11 7RH
on Tuesday 13th February 2024

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

In attendance: Parish Clerk, Linda Stanton.
District Cllrs Judith Ciotti & Hannah Robson– Arrived 19:00 departed 20:15
1 member of public

23/309 Apologies : There were no apologies

23/310 Declarations of Interest: Councillors were reminded that to ensure transparency and retain public confidence in the council's decisions they are required to -

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

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

Cllr	Minute	Interest	Reason
A Attridge	Item 23/320 <ul style="list-style-type: none"> • Environment Committee minutes – EC 026- Charges for football club Item 23/323 (ii) <ul style="list-style-type: none"> • Draft licence for the use of sports field and pavilion 	ODI- Relative	
G Clelland	Item 23/318 (a) <ul style="list-style-type: none"> • Payment to Limebridge Rural Services 	ODI- Personal friend	

23/311 To consider any dispensations

There were none.

23/312 Open Session Participation to hear from:

- a) Members of the Public.
Cllr Clear reported that the local community police engagement held at the Village Hall on 6th February was well attended. He hopes that there will be more events of this nature in future.
- b) Supporting organisations - South Worcestershire Policing Team.
Not present.
- c) Worcestershire County Councillor A. Adams (Littleton division) No apology received from County Cllr. Adams. No report was received.
- d) Wychavon District Cllrs J Ciotti and H Robson.- The Chair welcomed both Cllrs and asked if they wished address the Council.
Cllr Ciotti informed Council that the WDC is in discussion with Network Rail on the construction of the car park for Honeybourne Station. The WDC officer has advised that Network Rail is unable to provide a timeline for the start of the construction.
- e) District Cllr Robson informed Council that she was advised by the planning officer that planning application W/23/00249/OUT at 31 Westbourne, will be recommended for approval. The Parish Council have objected to the planning application because they do not want the additional dwelling on the site and have requested that District Cllr

Robson asks the planning officer to refer the matter to the planning committee.

e) Working Groups updates

- I. PRoW and Ditch Clearing –The group leader informed Council that the strimmers were put to full use on Sunday 25th January. The group cleared the footpaths at Westbourne and Meadow View. The group leader mentioned he has to advise the WCC footpath officer in advance before carrying out any work and must produce Risk Assessments.
- II. Traffic Management and Speeding – Cllr Clear advised that the local PC has confirmed that all the volunteers have been vetted.

23/313 Adoption of minutes

- I. To approve adoption of the minutes of the Parish Council meeting held on 9th January 2023 and Confidential Meeting held on 9th January 2024

Resolved:

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

23/314 To approve adoption of Draft Child, Young Adult and Vulnerable Persons Protection Policy.

Resolved:

The policy to be approved and adopted by the Council.

23/315 Chairman’s report

1. The Chair advised Council that he has received Mrs Zoe Thorpe’s resignation as Councillor. Mrs Thorpe has started a new business and she is not able to dedicate her time to Parish Council work. She has also resigned as Chair of the Traffic Management group. On behalf of the Council the Chair has used his allowance to buy some flowers and chocolates to thank Mrs Thorpe for her service to the PC.
2. The Chair, Cllr Clelland and Clerk met with County Cllr Adams to discuss the location of the VAS in Station Road and to discuss the pedestrian footpath from Sycamore Drive to the existing path crossing the open space at Bramble Chase. The item will be discussed later on in the agenda.

23/316 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- High Street	The defibrillator at the High Street was deployed on Sunday 4 th February. It is now emergency ready.
b) Relocation of VAS	County Cllr Adams advised that the highway officer has granted permission for the VAS sign to be located on the grass verge by the “fish sign”. The condition stipulated by the highway officer is that the sign has to be removed to another location fortnightly. Permit received for the location. County Highways officer has raised an order for the installation of the post.
c) PRoW Stile	PRoW 546(c) stiles repaired.
d) Play Equipment & outdoor Gym and Trim Trial	Arrangement made with RoSPA Playsafety Ltd to carry out annual inspection. The inspection will take place in March.
e) Precept Requirement	PC’s precept requirement has been submitted to WDC.
f) Wildflower Meadow	The grass has been cut and taken away.

Resolved:

That the report be noted.

23/317 Correspondence & Circulations Received

a) The Local Government Review (Circulated to all members)	A consultation of draft recommendation for division boundaries in Worcestershire. Worcestershire LGBCE Consultation closes: 18 th March 2024
b) Hereford & Worcester Fire and Rescue Service (HWFRS) (Circulated to all members)	Hereford & Worcester Fire and Rescue Service (HWFRS) would like to let you know that the Service have launched a public consultation exercise on the Service's Resource Review proposals. The Service would like to encourage individuals and organisations to share their views on the proposals which they have set out in a Resource Review Consultation Document along with an accompanying Data Pack and short questionnaire. The consultation closes on 4th March 2024 and results and recommendations will be reported to the Fire Authority in June later this year. Resource Review Consultation Document which is available on the Service website . A Frequently Asked Questions (FAQ's) document will also be available through the website.
c) Email- County Cllr Adams-Hydro- brakes next to the village hall	Taylor Wimpy surveyor has confirmed that the hydro brake is working as per design and the flap valve was in the closed position when he visited site. There were no signs that this had been tampered with.
d) West Mercia Fraud and Scam Bulletin	Circulated to members.
e) West Mercia- Community Engagement	Circulated to members
f) Wychavon District Council- Home and Security Roadshow Event.	Venue : Honeybourne Village Hall Date: 23 rd March 2024, Time 10 am – 12noon. Free event. The Community Safety Officers will be able to discuss any home and property security concerns and offer advice. The local Police will also be in attendance in their mobile police van if available. If the van is not available, they will still attend.
g) WDC – Regulatory Service	Draft revised statement of Licencing policy – Circulated to all members.
h) PCC John Campion Press release	Kyle Gordon confirmed as next Chief Constable for West Mercia Police. – Circulated to all members
Resolved: That correspondence be noted.	

23/318 Finance

a) To approve bills for payment for February.

Invoice no	Cheque no	Supplier	Description	Net £	Vat £	Gross £
856047386	Direct Debit	British Gas	Pavilion power and heating	74.89	3.74	78.63
V02180604307	Direct Debit	EE	PC mobile phone	5.83	1.17	7.00
1459340-0	Direct Debit	Sky Business	Pavilion phone line (22 nd Jan – 21 Feb 24)	26.95	5.39	32.34
Wp-Inv0455542	Direct Debit	Water Plus	Pavilion water	7.05	-	7.05
Z7643722	Direct Debit	ICO	Annual renewal of DATA Protection	35.00	-	£35.00
314	BACS	DTH Churchyard and Cemetery Services	Gravedigging fee for full burial	370.00	-	370.00
Clp0341273	BACS	Wychavon District Council	Annual charge for emptying dog bin	110.24	-	110.24
SIN120863	BACS	Fairview Trading	Drain plunger and drain rods	6.48	1.30	7.78
SIN120508	BACS	Fairview Trading	Material to repair picnic benches at pavilion	139.50	27.90	167.40

SIN 121251 & 363	BACS	Fairview Trading	Material for construction of shelving for storage container	156.38	31.27	187.65
SI-9757	BACS	Security 4 Systems	Monthly IT support	72.00	-	72.00
-	BACS	J Hyde	Lengthsman work	110.30	-	192.90
-	BACS	J Hyde	Handyman work	126.40	-	169.10
Tax month 11	BACS	HMRC	HMRC	757.47	-	757.47
Tax month 11	BACS	Worcestershire Pension	Pension	743.88	-	743.88
Tax month 11	BACS	Staff salary	Staff salary	2161.40	-	2161.40
QL204835-1	BACS	SLCC	Qualification fee for CiLCA	450.00	-	450.00
2906	BACS	Limebridge	Anchor posts for cricket cage following strong wind in December	475.00	95.00	570.00
2906	BACS	Limebridge	Removal and disposal of ragwort	90.00	18.00	108.00
2903	BACS	Limebridge	Wildflower meadow cutting and disposing of grass cutting off site	1200.00	240.00	1440.00

Equal Pre- paid debit card

Invoice	Date	Supplier	Description	Net £	Vat £	Gross £
IEN2023057400270	26 th Dec 2023	Adobe Creative	Software Subscription	16.64	3.33	19.97
403698	1 st Feb 2024	The Longacres Partnership	Moss removal	29.95	6.00	35.98
715705	2 nd Feb 2024	Post Office	Postage and A4 envelopes	5.94	-	5.94

Resolved:

That the payments to be approved.

b) To approve bank reconciliation for January 2024

**Honeybourne Parish Council
31 January 2024 (2023 - 2024)**

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
SUBTRACT Payments 01/04/2023 - 31/01/2024	396,359.73
Cash in Hand 31/01/2024	201,129.71

A	(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		

Resolved:

That the bank reconciliation for January be approved.

c) To note comparison of budget to actual expenditure from April 23 – January 2024.

Resolved:

That the comparison of budget to actual expenditure be noted.

d) To note receipt of VAT reclaim in the sum of £3598.60

Resolved:

That the VAT reclaim in the sum of £3598.60 be noted.

e) To note receipt of the County Cllr grant of £782.00 for the purchase of 2 strimmers for PRow volunteers.

Resolved:

That the receipt of County Cllr grant of £782.00 for the purchase of 2 strimmers be noted.

f) To receive interim report from the Internal Auditor. The draft interim report has been completed by the Internal Auditor following his visit in November. Members to note the content of the interim report.

Resolved:

That the draft content of the interim report be noted. Cllr Attridge asked that it be noted that the Parish Council thanked the Clerk for all the work that was carried out to ensure a positive outcome from the internal audit.

23/319 Environment & Community Wellbeing.

a) To consider joining up the path from Owl Homes Development to Bramble Chase Field. Council consider paying for the construction of the path using CIL and S106 monies.

Cllr Clelland asked Council members to consider seeking permission from Gateway Management to create a path from Sycamore Drive to the existing path crossing the open

space at Bramble Chase. He pointed out that residents would use the route of the proposed path as a short cut to the railway station and it would be better to do this on a designated route. Cllr Clelland would like Council to consider paying for the construction of the path. The quote from Owl Homes was £11,538.48. Cllr Clear was against the PC paying for the construction of the new path as it is on a private estate. Following a discussion it was decided that initially, the Clerk would be asked to contact Gateway Management for permission to create the path.

Resolved:

Voting 8 for and 1 against for the Clerk to contact Gateway Management to seek permission for the new path. Cllr Clear requested a recorded vote that he is against contacting Gateway Management to seek permission for the new path.

- b) **For noting- the Secretary of the Parish Games has made enquiries regarding the boules piste at the Sports Field. They are compiling a list of boules piste that they may use for their preliminary games. Clerk has given the details of the piste to the Secretary.**

23/320 Committee Meetings and Groups reports.

To receive minutes of meetings from Council Committees & Working Groups held since the last Council meeting and consider and approve recommendations.

- a) **To recommend to Full Council to allow Honeybourne Primary Academy to use the Sports Field for the following activities;**

- I. Their Sports Day on Thursday 23rd May 2024, from 10 am – 12:30pm. Total number of pupils 181.
- II. To allow the school to have their picnic at the Sports Field following the conclusion of the Sports Day.
- III. To allow the school to conduct a Colour Run from 1pm- 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.

Resolved:

- I. To allow the school to use the Sports Field on Thursday 23rd May 2024, from 10 am- 12:30pm.
- II. To allow the school to have their picnic at the Sports Field following the conclusion of the Sports Day. The teachers and the PTA must ensure that all rubbish from the picnic must be cleared and taken away.
- III. To allow the school to conduct a Colour Run from 1pm – 2pm.
- IV. To charge the PTA an £18.00 cleaning fee for the use of the pavilion and toilet. The fee will be waived if the Chair of the PTA agrees to clean the pavilion and toilet at the end of the event.

- b) **To recommend to Full Council to approve the following rates for the ad hoc use of the Pavilion and Sports Facilities.**

I. Pitch, kitchen, changing rooms & toilet	£70.00
II. Pitch, changing rooms & toilet	£50.00
III. Toilet & Kitchen	£30.00
iv. Other events on Sports Field	Price on application

Resolved:

To approve the ad hoc rates. The hirer will have a minimum use of 3 hours.

- c) **To recommend to Full Council to approve the booking form, and terms and conditions for the hire of the Pavilion and Sports Facilities.**

Resolved:

To approve the booking form and the terms and conditions for the hire of the Pavilion and Sports Facilities.

d) To recommend to Full Council to approve Quotation 2 for second year field enhancement.

The work is required based on the report by an agronomist that was 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. • 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
Resolved:	
To approve quotation 2 at the sum of £26,020.00	

e) D-Day Working Group Notes of meeting. Circulated to Councillors.

Cllr Steward will not be on the working group due to work commitments.

To recommend to Full Council the following:

- I. to purchase a beacon at a cost of £345.00

- II. Cllr Clelland to undertake the reading of “The International Tribute” when lighting the beacon 9:15pm.
- III. to hire Alcester Silver Band for a concert in the village hall at a cost £300.00.
- IV. to ask the local school children to make their own union flags which will be displayed in the village hall on the evening. The children to read out the D-Day Heroes Poem.
- V. to book the local food truck to serve Fish & Chips. Customers will be required to pay for themselves.
- VI. Village hall to provide pop up bar serving both alcoholic and soft drinks.
- VII. to have a collection for SSAFA (The Armed Force Charity).
- VIII. To approve the purchase of 50 meters of D-Day bunting at a total cost of £75.97
- IX. To approve 3 banners at a total cost of £180.00
- X. To approve a 2 yard union flag with D-Day design.

Resolved:

- I. To purchase a beacon at a cost of £345.00
- II. Cllr Clelland to undertake the reading of “The International Tribute” when lighting the beacon at 9:15pm
- III. To hire Alcester Silver Band for a concert in the Village Hall at a cost of £300.00
- IV. To ask the local school children to make their own union flags for displaying in the village hall on the evening and the children to read out the D-Day Heroes Poem.
- V. To book the local food truck to serve Fish & Chips. Customers will be required to pay for themselves.
- VI. Village Hall to provide pop up bar serving both alcoholic and soft drinks.
- VII. To have a collection for SSAFA (The Armed Force Charity).
- VIII. To purchase 50 meters of D-Day bunting at a total cost of £75.97
- IX. To purchase 3 banners at a total cost £180.00
- X. To purchase a 2 yard union flag with D-Day design.

23/321 Planning

- a) To note application for works to trees in conservation area. Details of application circulated members.

WDC Ref	Site Address	Proposal
W/24/00041/CAN	Land at The Green and Brickwalk, Honeybourne	Undertake tree works as detailed on the application form and any accompanying information.

Resolved:

Application for works to trees in conservation area noted.

- b) Planning Decision received.

WDC Ref	Site Address	Proposal
W/24/00041/CAN	Land at The Green and Brickwalk, Honeybourne	Undertake tree works as detailed on the application form and any accompanying information.

Decision :

The Council Raises No Objection to the carrying out of the works as detailed the application received on 9th January 2024.

Resolved:

That the decision is noted.

23/322 Members are reminded to notify the Clerk of any items for discussion at the next Council meeting by 29th February 2024.

23/323 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.

23/324 Date and venue of the next Parish Council meeting

Next Parish Council meeting 12th March 2024, 7:15pm at Honeybourne Village Hall.

The meeting concluded at 20:45

Signed:
Chairman, Honeybourne Parish Council

Date:
12th March 2024

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

DRAFT

Status Adopted on	
Minute number	
Date of next review	March 2027

Honeybourne Parish Council

Biodiversity Policy

DRAFT

Purpose

This policy explains the Biodiversity Duty placed on Parish and Town Councils and sets out Honeybourne Parish Council's approach to complying with the duty. The policy has been written so that:

- Parish Councillors, staff and contractors understand the scope of the biodiversity duty.
- The Council has an agreed approach to fulfilling its duty.
- Members of the public understand the Parish Council's biodiversity duty and how the Council plans to comply with that duty.

What is the Biodiversity Duty?

Section 40 of the Natural Environment and Rural Communities Act (2006) places a duty on Parish and Town Councils to consider what action they can properly take to further the 'general biodiversity objective'.

The 'general biodiversity objective' is the conservation and enhancement of biodiversity in England.

The duty came into force on 1st January 2023.

What is biodiversity?

Biodiversity can support efforts to reduce the negative effects of climate change. Conserved or restored habitats can remove carbon dioxide from the atmosphere, thus helping to address climate change by storing carbon.

What does this duty mean for Parish and Town Councils?

This duty means that Parish Councils must be able to evidence that they take the conservation and enhancement of biodiversity into account in their decisions and actions. There is no requirement for Parish and Town Councils to report on compliance with the biodiversity duty.

Honeybourne Parish Council and the Biodiversity Duty

The Council aims to protect, manage and enhance the biodiversity within the parish by:

- Managing Honeybourne Sports Field, Cemetery, Allotments, The Leys Playing Field and the Wildflower Meadow using environmentally friendly practices that promotes biodiversity including:
 - Reducing the use of herbicides, pesticides and water,
 - Undertaking hedge cutting and tree works outside of the bird nesting season,
 - Leave some areas unmown,
 - Planting only native species obtained from sustainable sources,
 - Preserving and conservating large and mature trees,

- Planting new trees to replace trees which have been removed and planting additional trees wherever possible,
- Implementing measures to prevent spread of invasive species and plant disease
- Leaving leaf litter and dead vegetation wherever possible as a habitat for invertebrates.
- Encourage residents to remove litter and clean up their dog mess.
- Creating and maintaining habitats for wildlife and nature corridors
- Increasing community awareness of biodiversity issues, and
- Supporting local biodiversity projects.

Planning Applications

The Council will consider sustainability, environmental impact and biodiversity when commenting on planning applications including:

- the preservation of large and mature trees in the landscape,
- the use of energy saving heating systems,
- the provision of electric vehicles charging points,
- the use of sustainable materials in the design,
- the retention of hedges, and
- the planting of native species in any hedges

Keeping up to date

Honeybourne Parish Council will update this policy to take into account of any new information or training and changes to good practice.

Honeybourne Parish Council

Appendix 3 - 23/334

Prepared by: _____
Name and Role (Clerk/RFO etc)

Date: _____

Approved by: _____
Name and Role (RFO/Chair of Finance etc)

Date: _____

	Bank Reconciliation at 29/02/2024		
	Cash in Hand 01/04/2023		148,451.73
	ADD Receipts 01/04/2023 - 29/02/2024		248,415.81
			396,867.54
	SUBTRACT Payments 01/04/2023 - 29/02/2024		208,867.85
A	Cash in Hand 29/02/2024 (per Cash Book)		187,999.69
	Cash in hand per Bank Statements		
	Petty Cash	29/02/2024	0.00
	Lloyds Business Bank Instant	29/02/2024	178,703.94
	Lloyds Treasurers Account	29/02/2024	9,120.45
	Prepaid Debit Card Equals	29/02/2024	175.30
			187,999.69
	Less unrepresented payments		
			187,999.69
	Plus unrepresented receipts		
B	Adjusted Bank Balance		187,999.69
	A = B Checks out OK		

Budget 2023-2024**Appendix 5 - 23/287 (d)****Comparison Budget to Actual Figures - April 2023 - Feb 2024**

Code	Title	2023-24	Apr - Feb						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	3,033.88						3,033.88	766.12
27	Subscriptions	2,600.00	2,476.41						2,476.41	123.59
28	Staff cost	35,000.00	40,090.13						40,090.13	-5,090.13
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	810.00						810.00	-10.00
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	1,589.11						1,589.11	450.59
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	58,654.26						58,654.26	1,885.44
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	12,102.00						12,102.00	3,898.00
36	Handyman works	5,500.00	3,932.84						3,932.84	1,567.16
	SUB TOTAL	21,500.00	16,034.84	0.00					16,034.84	5,465.16
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	987.99	12.01	

Code	Title	2023-24 Budget	Apr -Feb 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	Lenghtsman	1,500.00	1,424.80	Reimbursement received from WCC £1424.80	1,424.80	75.20
	SUB TOTAL	3,500.00	4,041.09		4,041.09	-541.09

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	935.50		935.50	64.50
30 Pavilion Equipment (Earmarked reserves)	6,000.00	3,902.77		3,902.77	2,097.23
35 Maintenance (Earmarked reserves)	10,500.00	1,766.96		1,766.96	8,733.04
62 CCTV (Earmarked reserves)	4,000.00	3,590.00		3,590.00	410.00
SUB TOTAL	21,500.00	10,195.23		10,195.23	11,304.77

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

To pass a resolution to sign up to the civility and respect pledge

Definition of Civility and Respect
<p>Civility means politeness and courtesy in behaviour, speech, and in the written word.</p> <p>Examples of ways in which you can show respect are by listening and paying attention to others, having consideration for other people’s feelings, opinion, following protocols and rules, showing appreciation and thanks, and being kind.</p>

The National Association of Local Councils (NALC), the Society of Local Council Clerks (SLCC), and One Voice Wales (OVW), believe now is the time to put civility and respect at the top of the agenda and start a culture change for the local council sector.

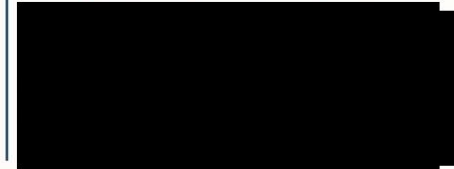
By our council signing up to the civility and respect pledge we are demonstrating that our council is committed to treating councillors, clerks, employees, members of the public, representatives of partner organisations, and volunteers, with civility and respect in their role.

Signing up is a simple process, which requires councils to register and agree to the following statements:

Statement	Tick to agree
Our council has agreed that it will treat all councillors, clerk and all employees, members of the public, representatives of partner organisations, and volunteers, with civility and respect in their role.	
Our council has put in place a training programme for councillors and staff.	
Our council has signed up to Code of Conduct for councillors	
Our council has good governance arrangements in place including, staff contracts, and a dignity at work policy.	
Our council will commit to seeking professional help in the early stages should civility and respect issues arise.	
Our council will commit to calling out bullying and harassment when it happens.	
Our council will continue to learn from best practice in the sector and aspire to being a role model/champion council e.g., via the Local Council Award Scheme	
Our council supports the continued lobbying for the change in legislation to support the Civility and Respect Pledge, including sanctions for elected members where appropriate.	



Planning ■ Design ■ Development



BPA Ref: 3117



Development Management
Planning Services
Wychavon District Council
Civic Centre
Queen Elizabeth Drive
Pershore
WR10 1PT

26th June 2023

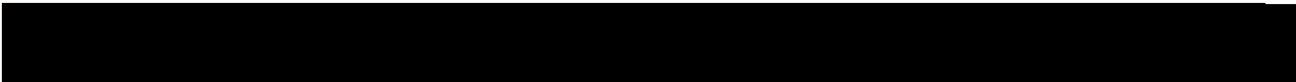
RE: Application W/23/00249/OUT – Outline planning application for the erection of a proposed self-build dwelling at 31 Westbourne, Honeybourne, Evesham, WR11 7PT.

Dear ,

I have been instructed on behalf of Honeybourne Parish Council to review the above referenced application and consider whether they should submit any representation in connection with the proposed development.

Having reviewed the submission documents, I am of the opinion the proposal is not acceptable in planning terms and have advised my clients to lodge a formal **objection** on the following grounds:

- 1. Impact upon neighbouring amenity**
- 2. Provision of on-site parking and private amenity space**
- 3. Visual amenity of the area**





Planning Policy Context

In accordance with Section 38(6) of the Planning and Compulsory Purchase Act 2004 and Section 70(2) of the Town and Country Planning Act 1990 the starting point for decision making is the 'development plan'. The determination of planning applications must be made in accordance with the development plan unless material considerations indicate otherwise.

The Development Plan

South Worcestershire Development Plan, adopted in February 2016

Relevant Local Plan Policies to this application are considered to be:

SWDP 1 (Overarching Sustainable Development Principles)

SWDP 2 (Development Strategy and Settlement Hierarchy)

SWDP4 (Moving Around South Worcestershire)

SWDP 21 (Design)

SWDP 25 (Landscape Character)

Supplementary and Other Planning Documents

Honeybourne Neighbourhood Plan, adopted in April 2020

Relevant Neighbourhood Plan Policies to this application are considered to be:

Policy H4 - General Design Principles

Policy H5 - Design Policy for New Builds

National Policy

The National Planning Policy Framework (NPPF) The revised NPPF came into effect in July 2021 and sets out the Government's policies on many different aspects of planning. Local planning authorities must take the NPPF into account in preparing the



development plan and is a material consideration in decision making (planning applications). The key text in relation to the development proposals is outlined below.

Paragraph 8 outlines the three overarching objectives to sustainable development:

- **An economic objective** – building a strong, responsive and competitive economy, by ensuring that sufficient land of the right type is available in the right places and at the right time to support growth innovation and improved productivity and by identifying and coordinating the provision of infrastructure;
- **A social objective** – supporting strong, vibrant and healthy communities, by ensuring that a sufficient number and range of homes can be provided to meet the needs of present and future generations; and by fostering a well-designed and safe built environment, with accessible services and open spaces that reflect current and future needs and support communities' health, social and cultural well-being; and
- **An environmental objective** – contributing to protecting and enhancing our natural, built and historic environment; including making effective use of land, helping to improve biodiversity, using natural resources prudently, minimising waste and pollution, and mitigating and adapting to climate change, including moving to a low carbon economy.

Paragraphs 9-10 provide guidance on the interpretation of the three objectives. They are not to be read in isolation but instead are mutually dependent on each other. Seeking positive improvements to the quality of the built, natural and historic environment as well as quality of life is a key function of sustainable development.

Paragraph 11 clearly sets out that at the heart of the Framework is a presumption in favour of sustainable development. For decision-taking this means:

- approving development proposals that accord with an up-to-date development plan without delay; and



- where there are no relevant development plan policies or the policies which are most important for determining the application are out-of-date, granting permission unless:
 - the application of policies in this Framework that protect areas or assets of particular importance provides a clear reason for refusing the development proposed; or
 - any adverse impacts of doing so would significantly and demonstrably outweigh the benefits, when assessed against the policies in this Framework taken as a whole.

Paragraph 12 provides important clarification on the interpretation of the presumption by confirming that the presumption does not change the statutory status of the development plan as the starting point for decision making. It goes on to confirm that where a planning application conflicts with an up-to-date development plan, permission should not usually be granted but makes it clear that applications can be granted where they depart from an up-to-date development plan if material considerations indicate that the plan should not be followed.

Paragraph 130 advises that planning policies should ensure that developments:

- a) will function well and add to the overall quality of the area, not just for the short term but over the lifetime of the development;
- b) are visually attractive as a result of good architecture, layout and appropriate and effective landscaping;
- c) are sympathetic to local character and history, including the surrounding built environment and landscape setting, while not preventing or discouraging appropriate innovation or change (such as increased densities);





- d) establish or maintain a strong sense of place, using the arrangement of streets, spaces, building types and materials to create attractive, welcoming and distinctive places to live, work and visit;
- e) optimise the potential of the site to accommodate and sustain an appropriate amount and mix of development (including green and other public space) and support local facilities and transport networks; and
- f) create places that are safe, inclusive and accessible and which promote health and well-being, with a high standard of amenity for existing and future users; and where crime and disorder, and the fear of crime, do not undermine the quality of life or community cohesion and resilience.

The Development Proposal

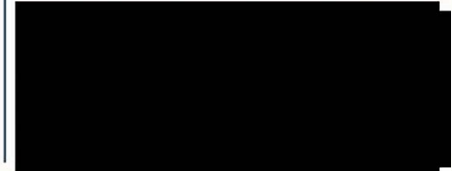
The application to which this objection relates is an Outline Application with all matters reserved for the erection of one self-build dwelling at 31 Westbourne, Honeybourne.

Under Article 5(3) of the Development Management Procedure Order 2015, an outline application may be granted permission by a local planning authority subject to a condition specifying reserved matters for the authority's subsequent approval. In this case, the applicant has reserved all matters other than those of access to the LPA.

As such, the only matters relevant to the assessment of this outline application is the principle of development.

Whilst it is accepted that the application site lies within the development boundary of Honeybourne, where infill and other forms of development are acceptable in principle in accordance with SWDP2, the impacts of the introduction of an additional dwelling in this location would be detrimental to the visual appearance of the local area, the amenity of the surrounding residential properties, and would provide substandard levels of amenity and parking for the future residents of the proposed dwelling. These elements will be discussed in turn as follows:





1. Impact upon neighbouring amenity

Given the proximity of the adjacent dwellings to the application site, and the potential impacts this development will likely have upon residential amenity of the surrounding properties and any future occupants of the proposed dwelling, full details of the proposals are required for the Parish Council to properly consider and understand any impacts.

For this reason, the current proposals cannot be dealt with under an outline planning application and a full planning application should be requested by the local planning authority so the impact on residential amenity can be properly considered and understood, in accordance with Criteria (iv) of Policy SWDP21, Paragraph 5.3.4 of the Design Guide SPD and Policy H5 of the Honeybourne Neighbourhood Plan.

2. Provision of on-site parking and private amenity space

Given the size of the application site area and its juxtaposition with neighbouring residential dwellings, the proposal needs to demonstrate that the site can suitably accommodate a dwelling with adequate private amenity space and off-street parking provision, without compromising the levels of amenity space and parking provision of the host dwelling.

As above, a full planning application should be requested in order to enable the parish council to fully assess levels of provision of both parking spaces and private amenity space, which should be provided in accordance with Criteria (vii) and (xi) of Policy SWDP21, the parking policy contained within SWDP4, and the density principles outlined within Section 5D of the Design Guide SPD.

3. Visual amenity of the area

The loss of an open green corner and substantial attractive tree would be regrettable as this would have an adverse impact on the visual amenity of the area, which would be contrary to Criteria (xii) and (xiii) of Policy SWDP21, Policies H4 and H5 of the





Honeybourne Neighbourhood Plan and the ease of movement principles outlined at Section 5B of the Design Guide SPD.

Summary

In light of the above, the proposal is considered to be contrary to the local development plan policies and the National Planning Policy Framework. The scheme is considered to conflict with policies **SWDP4** and **SWDP21** of the South Worcestershire Development Plan and Policies **H4** and **H5** of the Honeybourne Neighbourhood Plan and should therefore be refused.

Should any further information be received relating to this application I would like to be notified on behalf of my clients in order to provide additional representation where necessary. Should you require any further information, please do not hesitate to contact me.

Yours sincerely,




Planning Consultant



PLANNING APPROVAL NOTICE

TOWN AND COUNTRY PLANNING ACT 1990

Approval - Householder Planning**Application No:** W/23/02234/HP**Parish:** Honeybourne**Agents Address:****Applicants Address:****Part I – PARTICULARS OF APPLICATION****Statutory Start Date:** 10 November 2023**Location:** 21 Brunel Way, Honeybourne, Evesham, WR11 7GJ**Proposal:** Single storey rear extension**Part II - PARTICULARS OF DECISION**

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

CONDITIONS AND REASONS

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

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

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

- Drawing no: 20/2091/LP, Scale 1:2500;
- Drawing no: 23/2143/03A, Scale 1:50 & 1:100 @A1;
- Drawing no: 23/2143/04A, Scale 1:50 & 1:100 @ A1;
- Design and Water Management Statements ref: TEB/JLB 23/2143

Reason: To define the permission.

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

prior to the first use of the development hereby permitted a minimum of one rainwater butt shall be fully installed on the property and be operational to take rainwater from the approved extension. The rainwater butt shall remain thereafter.

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

4. In the event that contamination is found at any time when carrying out the approved development that was not previously identified it must be reported immediately to the Local Planning Authority. The applicant is advised to immediately seek the advice of an independent geo-environmental consultant experienced in contaminated land risk assessment, including intrusive investigations and remediation.

No further works should be undertaken in the areas of suspected contamination, other than that work required to be carried out as part of an approved remediation scheme, unless otherwise agreed by the Local Planning Authority, until requirements 1 to 4 below have been complied with:

1. Detailed site investigation and risk assessment must be undertaken by competent persons in accordance with the Environment Agency's 'Land Contamination: Risk Management' guidance and a written report of the findings produced. The risk assessment must be designed to assess the nature and extent of suspected contamination and approved by the Local Planning Authority prior to any further development taking place.

2. Where identified as necessary, a detailed remediation scheme to bring the site to a condition suitable for the intended use by removing unacceptable risks to identified receptors must be prepared and is subject to the approval of the Local Planning Authority in advance of undertaking. The remediation scheme must ensure that the site will not qualify as Contaminated Land under Part 2A Environmental Protection Act 1990 in relation to the intended use of the land after remediation.

3. The approved remediation scheme must be carried out in accordance with its terms prior to the re-commencement of any site works in the areas of suspected contamination, other than that work required to carry out remediation, unless otherwise agreed in writing by the Local Planning Authority.

4. Following completion of measures identified in the approved remediation scheme a verification report that demonstrates the effectiveness of the remediation carried out must be produced, and is subject to the approval of the Local Planning Authority prior to the occupation of any buildings on site.

Reason: To ensure that the risks from land contamination to the future users of the land and neighbouring land are minimised, together with those to controlled waters, property and ecosystems, and to ensure that the development can be carried out safely without unacceptable risks to workers, neighbours and other offsite receptors.

NOTES TO APPLICANT

1. Positive and Proactive Statement.

In dealing with this application, the Council has worked with the applicant in the following ways:

- seeking further information following receipt of the application.

In such ways the Council has demonstrated a positive and proactive manner in seeking solutions to problems arising in relation to the planning application.

2. Prior to any part of the approved development being started, the applicant is required to submit RAMS to Network Rail at AssetProtectionCentral@networkrail.co.uk . Network Rail will review the proposed works and will agree any specific site issue requirements to be adhered to through the development.
3. The above site has been reviewed for any potential contamination issues. The proposed development is sited within 250m of a registered landfill or significant area of unknown filled ground which potentially could produce landfill gas. The applicant is advised to consider incorporating matching landfill gas protection measures within the foundations of the proposed extension(s), so as not to compromise any existing gas protection measures which may have been installed in the existing building. If the existing building has no protection measures currently there is no need to install gas protection measures within the proposed extension.

Signed:



Head of Development Management

Date: 5 January 2024

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