

HONEYBOURNE PARISH COUNCIL

Summons and Notice of Meeting

Members are summoned to the **Co-option and Parish Council** meeting to be held on
**Tuesday 10th October 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 23/252 (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

23/249 Apologies

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

23/250 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.

23/251 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.

23/252 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.

23/253 Adoption of minutes


- I. To approve adoption of the minutes of the Parish Council meeting – 12th September 2023
 - II. To approve the adoption of the confidential minutes of the Parish Council meeting – 12th September 2023
- Minutes have been previously circulated but also attached (**Appendix 1 pages 5 - 19**)

23/254 Chairman's Report - A verbal report may be given.

23/255 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) Department of Health & Social Care- Defibrillator funding	Grant application submitted for defibrillator to be located at the new retail units at Sycamore Drive. The PC will be required to raise circa £750 The DHSC fund will support distribution of 2000 AEDs across England. 100 of these will be fully funded, selected from applications in areas that most need a defibrillator. Other applications will receive a contribution from DHSC and London Hearts, alongside their own match funding.
b) Water on the road and uneven footpath	Resident reported uneven pavement outside No 47 High Street and uneven road surface. Reported to WCC.

c) Station Road- uneven pavement	Resident reported uneven pavement along Station Road. Reported to WCC.
d) Overhanging tree	The overhanging branches along the road outside Baldwyn Court have been cut back.
e) Parish Council website	Updating of the Parish Council website has been completed. To view the updated website follow link below. www.honeybourne-pc.gov.uk
g) Land drain at Owl Homes site.	Owl Homes has confirmed that the land drain has been installed.
h) Invitations for Sports Field Opening	Invitations have been issued to all County, District and Parish Councillors. Mr Nigel Huddleston MP has a prior engagement at 10 am. However his PA has informed me that he will endeavour to come to the Sports Field as soon as possible.
i) Storage container	An order has been placed for a storage container to be located at the Sports Field.
j) Signage	Signage for the equipment at the Sports Field has been installed. Handyman has also constructed scoring posts for the Pétanque Court. 

23/256 Correspondence, Circulation Received

a) South Worcestershire Development Plan Review (circulated to all Members)	The Plan have been submitted to the Secretary of State for independent examination in public. (Appendix 2 pages 20 - 21)
b) West Mercia- Monthly Fraud Bulletin (September)	Circulated to all members
c) Safer Neighbourhood Team Newsletter (Issue 2)	Circulated to all members.

23/257 Finance

- a) To approve bills for payment for October. Schedule to follow.
- b) To approve Bank Reconciliation for September 2023 **(Appendix 3 page 22)**
- c) To note receipt of Precept 2 of £42,140.00 and Precept Grant 2 £2736.00.
- d) To note receipt of Vat reclaim of £20,570.79.
- e) To note summary of budget from April – September 2023. **(Appendix 4 pages 23 – 24)**
- f) To approve cost of £930.00 for supply of a Christmas tree to include installation of lights, disposal of the tree and storage of the lights.

23/258 To agree review and adoption the following policies to comply with legislation.

- I. Scheme of Delegation to Clerk and Standing Committee **(Appendix 5 pages 25 – 29)**
- II. Freedom of Information Policy **(Appendix 6 pages 30 – 33)**
- III. Data Protection Policy **(Appendix 7 pages 34 – 36)**
- IV. Document Retention Policy **(Appendix 8 pages 37- 42)**

V. Publication Scheme (**Appendix 9 pages 43 – 44**)

23/259 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).

23/260 Environment & Community Wellbeing

- a) To consider allowing the hot air balloon person to resume their use of the Sports Field.
- b) To consider asking allotment holders to keep all access/communal areas maintained and all plants, trees etc to be contained within the perimeter fences. If this is not enforced the Allotment Secretary will be unable to maintain the paths between the respective allotments. It is also a H & S issue.
- c) To consider having the Christmas Tree Lights Switch on event on Friday, 29th November or Friday 6th December 2024
- d) To discuss Cllrs having a .gov.uk designated email address e.g jane.smith@honeybourne-pc.gov.uk . This is for compliancy and to avoid the possibility of Cllrs having to give access to their personal emails in the event of a Freedom of Information request.

23/261 Planning

- a) Members to respond to planning applications.

WDC ref	Site Address	Proposal
W/23/01884/OL	Land At (Os 1134 4541), Buckle Street, Honeybourne	Application for Section 37 consent- Installation of a new overhead line.
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 with associated infrastructure. Proposed site plan (rev L) technical note re LVIA, Stage 1 RSA and technical notes for highways.
Description of additional information/amendment		
Comments submitted by Brodie Planning on behalf of Parish Council . (Appendix 10 pages 45 – 47)		
23/01794/OUT	Phase 1B, Long Marston Airfield, Campden Road, Lower Quinton, Stratford- upon Avon.	Hybrid Planning Application comprising: a) Full application for 376 homes including 132 affordable homes, car parking and all ancillary enabling works and demolition of existing buildings/structures. b) Outline application (matters reserved relating to site access, landscaping, appearance, layout and scale) for a serviced parcel of land for a future primary school.

23/262 Members are reminded to notify the Clerk of any items for discussion for the next Council meeting by 30th October 2023.

23/263 Date of Next Meeting

Next Parish Council Meeting, 14th November 2023, 7.15pm at Honeybourne Village Hall

Linda Stanton

Parish Clerk

5th October 2023

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

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