

HONEYBOURNE PARISH COUNCIL

**Minutes of the Parish Council meeting held at Honeybourne Village Hall, Harvest Close,
Honeybourne WR11 7RH
on Tuesday 12th September 2023**

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

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

23/234 Apologies : Cllr A Attridge- work commitment.
Cllr A Mathias did not attend the meeting.

23/235 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
G Clelland	Item 23/242 (a & b) <ul style="list-style-type: none"> • Payment to Limebridge Rural Services Item 23/242 (h) <ul style="list-style-type: none"> • Short Mat Bowls Grant 	ODI- Personal friend	
T Askew	Item 23/242 (b) <ul style="list-style-type: none"> • Payment for mileage claim Item 23/242 (h) <ul style="list-style-type: none"> • Short Mat Bowls Grant 	DPI- Mileage claim	ODI- Member of the Bowls Club
B Dubb	Item 23/242 (i) <ul style="list-style-type: none"> • Grant application from Honeybourne Village Fete 	ODI- Volunteer	
S Sidwell	Item 23/242 (i) <ul style="list-style-type: none"> • Grant application from Honeybourne Village Fete 	ODI- Volunteer	

23/236 To consider any dispensations
There were none.

23/237 Open Session Participation to hear from:

- a) Members of the Public.
 - I. The Secretary of Short Mat Bowls hopes that Council members will support the Club grant application for the purchase of additional bowls.
 - II. The Chair of the Village Fete thanked the Parish Council for their support of the event. There was a good turnout for the fete in spite of the bad weather. The Chair hopes that the Council will support their application for a grant to help fund the 2024 fete. The Chair of the Council was disappointed that the Parish Council’s and County Council’s financial support for the Village Fete was not

acknowledged in the thank you message published in the September Village Newsletter. The Chair of the Village Fete apologised for the oversight and will acknowledge the support from the Parish Council and the County Council divisional fund in the next issue of the newsletter.

III. A member of the public informed Council that Badsey Parish will be holding their fete on 27th July 2024 which is the same day as the Honeybourne fete. Badsey fete has been going on for many years and quite a number of Honeybourne residents attend the Badsey Fete. She hopes the members of Honeybourne Village Fete take it into consideration.

b) Supporting organisations, - South Worcestershire Policing Team.
There were none

c) Worcestershire County Councillor – A. Adams (Littletons division) Cllr Adams arrived after the meeting concluded at 8:30pm.

County Cllr Report:

This is the time of the year to check and clear all ditches.

Also can all homeowners cut over-hanging shrubs and hedges that restrict pedestrians walking on the pavement.

Friends of Honeybourne Railway Station?

Just a thought, many visitors to Honeybourne now come by train, and so it is their first impression of Honeybourne. Unfortunately the pedestrian bridge is becoming overgrown with brambles and other growth, looks slightly tired, and there is a lack of flowers. Some other villages have a team of volunteers that keep their train station looking nice. Does the Parish see any merit in asking for volunteers to be “ Friends of Honeybourne Station” and to keep it looking smart? A bit like 40+ volunteers have with “Pebworth in Bloom”?

If so I am happy to see if I can get a grant to help buy any necessary equipment- spades, flowers,etc. Naturally we will have to liaise with Network Rail first.

Highways:

There are still a lot of road and footway maintenance in progress in Worcestershire so there will be loads of road closures so please check <https://one.network/> to see all the temporary road closures on a regular basis.

1. Stratford Road closed from 19th September for up to 3 weeks to carry out more flood alleviation under the bridges. 2 new large drains to be fitted on the Honeybourne side of the bridge.
2. There is also a closure by the rail bridges at Station Road 16- 17th September for structural inspection by Network Rail.
3. REMINDER- Due to the heavy rain storms we have had recently, there is debris resting on top of some of the road gullies near your house and if needed remove the leaves. Block drains can be reported on <http://capublic.worcestershire.gov.uk/HighwaysFaultsPublic/DrainageFault.aspx>
4. Ditches along Pebworth Road and Buckle Street need clearing. WCC & WDC are writing to the residents to remind them they are responsible for clearing the ditches outside their property.
5. REMINDER- There are still too many weeds and grass growing on kerbs and roads and pavements which cause damage to the infrastructure. Please use the Lenghtsman to apply weedkiller where necessary.

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

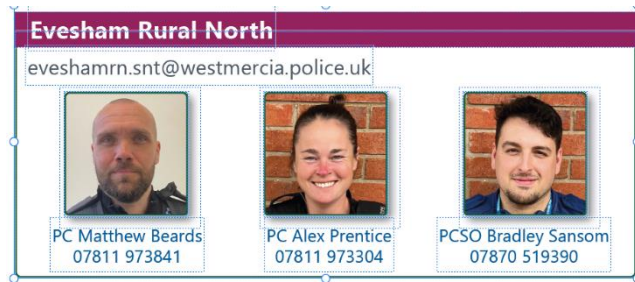
County Council Divisional Fund

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

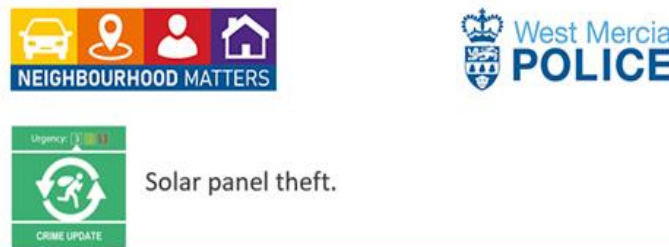
The following grants have been requested, and some have already been approved & paid

1. Honeybourne Village Hall – grant to help provide a Senior Citizen lunch for the Coronation
2. Honeybourne School – grant to help build a “Growing Hope” garden
3. Honeybourne Bowls Club – grant for a contribution towards a new mat
4. Cleeve Prior Heritage Trust – grant for new tables
5. Pebworth Bells – grant to help improve their Website
6. Freedom Day Centre- grant for defibrillator
7. Cleeve Prior Art Club- grant for portrait training
8. Offenham Cricket Club

Welcome to our new PC Alex Prentice who has joined our local Police Team- see below



Notice from the police – stolen Solar Panels



Streetwatch has greatly benefited this week, after 33 new volunteers signed up to be a part of the scheme.

The new volunteers are made up of local people from different backgrounds, from across Worcestershire, Herefordshire and Shropshire who want to meet new people, get some exercise, and help keep their local communities safe.

They will go through an induction period where they will receive formal training and high vis jackets, as well as lamp post, well as lamp post, window and wheelie bin stickers which they can display within their community. These volunteers will have their first walk on September 18th, with more walks planned after that.

It allows local people to help improve the neighbourhoods they live in by walking their own streets and providing visible reassurance and appropriate engagement in local issues that matter most.

Street Watch is not just about helping keep your street safe, it is also about meeting new people in your community and making new friends who share the same values as you. StreetWatch Volunteers often meet before or after their walks for a coffee, where they can chat and make plans to meet outside of the walks.

Could you be a StreetWalk Volunteer?

Becoming a StreetWatch Volunteer is a fantastic way to help **keep your community safe**, to **meet new people** in your community who share the same values, improve community engagement with the police, and to **keep fit and healthy**.

Apply to be a Street Watch Volunteer today

Cllr Alastair Adams can be contacted on adams.pebworth@gmail.com or mobile: 07725979277 or www.alastairadams.org

d) Wychavon District Cllr H Robson. – The Chair welcomed Cllr Robson and asked if she wished to address the Parish Council.

Cllr Robson informed Council that the planning officer is still looking at the outline planning application from Deeley Homes. No decision has been made on the application. Cllr Askew has concerns that WDC has delegated the decision to the planning officer. As it is such a big development it should be discussed by the planning committee. Cllr Robson has requested for the application to be referred to the Committee. Due to the backlog of planning applications she does not know when WDC planning will make their decision.

The Chair welcomed Cllr Ciotti and asked if she would wish to address the Parish Council. Cllr Ciotti was advised by WDC that the Council may be able to apply to the WDC Rural Property Grant for solar panels. The grant will only support 75% of the total cost. The first round of the grant is now closed. The grant application is based on the similar format of the Legacy Grant. Cllr Ciotti will follow up with Rooftop on the repair of the street lighting.

e) Working Groups updates

- I. PRow and ditch Clearing - following the request from Cllr T Askew for Council to purchase a strimmer and hedge cutter for the group the Clerk contacted WCC Footpath Improvement Officer regarding training for the use of the equipment by the volunteers. The following email response from WCC footpath officer; “Following your email we have some significant concerns with your request for training as we 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 23rd August 2023 and he has also attended the Volunteer Essentials Course at the at the Countryside Centre, Worcester Woods Country Park on 11th September 2023. Cllr Askew informed Council that both courses he attended were very useful.
- II. Traffic Management and Speeding - Cllr Z Thorpe has asked members of the group to provide their availability to conduct speed watch in the village. Vetting forms have been circulated to members for renewal. She will be arranging a meeting for the working group.

23/238 Adoption of minutes

- I. To approve adoption of the minutes of the Parish Council meeting held on 11th July 2023.

Resolved:

- I. That the minutes of the Parish Council meeting held on 11th July 23 be approved as an accurate record and signed by the Chairman.

23/239 Chairman’s report

Honeybourne Parish Council is 70 years old this year. Honeybourne PC was formed in 1953 from the Parishes of Church Honeybourne & Cow Honeybourne. The two parishes appear to have retained financial independence until 1958.

23/240 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 a resident. The net was pulled from the frame but has

	now been re-attached. The local police have been patrolling the area and surrounding villages 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.
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. Cllr G Clelland informed Council that the whole hedge has been cut.
g) Owl Homes	Owl Homes has confirmed that the land drain will be installed by the end of August to stop flooding into 1 Harvard 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"> • A - Good condition throughout – 16 plot holders • AB - More cultivation – 2 plots holders • B - Mostly acceptable - 17 plot holders • BC - Remove vegetation from perimeter fence around the plots – 1 plot holder • C - Needs attention and improvement to certain areas – 2 plot holders • D - Unacceptable – 4 plot holders. 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.
Resolved: That the report be noted.	

23/227 Correspondence & Circulations Received

a) Temporary Road Closure (Circulated to all members)	Proposed Order: to close that part of C2049 Stratford Road from its junction with C2274 Mickleton Road to its junction with C2114 Chapel Road. Reason: Drainage works/flood alleviation by WCC. Anticipated duration: 19 days . Commencing: 18 September 23
b) Temporary Road Closure (Circulated to all members)	Proposed Order: to close that part of C2006 Buckle Street from its junction with C2009 Sheenhill Road to its junction with U45036 Dudley Road. Reason: Bridge work inspection by Network Rail. Anticipated duration: 2 nights (20:00-06:00) Commencing: 16 September 2023
Resolved: That correspondence be noted.	

23/242 Finance

a) To ratify bill payments for August under delegated powers given to the Clerk at the Honeybourne Parish Council meeting on 11th July 2023.

Invoice no	Cheque no	Supplier	Description	Net £	Vat £	Gross £
V02111009569	Direct Debit	EE	PC mobile phone	30.70	6.14	36.84
1136123-0	Direct Debit	SKY Business	Pavilion phone line (22 nd July - 21 st Aug 23)	26.95	5.39	32.34
868817388	Direct Debit	British Gas	Pavilion Power and heating	46.44	2.32	48.76
INV02470195	Direct Debit	Water Plus	Pavilion water	168.69	-	168.69
CRN00502633	-	Water Plus	Credit note	168.69	-	168.69
Inv: 01661 & 62	BACS	Phil Basford Garden Machinery	Reimburse J Hyde- for repair and service of PC's hedge cutter and strimmer	107.07	21.41	128.48
2673	BACS	Limebridge Rural Services	Summer plants and compost for tubs	68.00	13.60	81.60
2696	BACS	Limebridge Rural Services	Grounds Maintenance	1270.00	254.00	1524.00
SIN114847	BACS	Fairview Trading Co. Ltd	Handyman materials for A board	18.24	3.65	21.89
BK211682-1	BACS	SLCC	Clerk Training- (England building your CILCA Portfolio Course) (18/10,8/11,29/11,13/12/23 & 17/01/2024	250.00	50.00	300.00
Tax month 5	BACS	HMRC	HMRC	725.54	-	725.54
Tax month 5	BACS	Staff Salary	Staff Salary	2030.79	-	2030.79
Tax month 5	BACS	Worcestershire Pension	Employer and employee contribution	703.90	-	703.90
-	BACS	J Hyde	Lenghtsman	139.70	-	139.70
-	BACS	J Hyde	Handyman work	191.60	-	191.60
SI-9534	BACS	Security 4 Systems	Website hosting and IT Support	83.99	-	83.99
20119/21171	BACS	GS Adams	Painting for 15 street lighting brackets.	780.00	156.00	936.00
20143/21172	BACS	GS Adams	To install additional lighting fitting in loft space	120.00	24.00	144.00
SB20230274	BACS	PKF Littlejohn LLP	External Auditor fee	420.00	84.00	504.00
3206	BACS	ARC Grounds Care	Construction of base for cricket/golf cage	6458.00	1291.60	7749.60
3206	BACS	ARC Grounds Care	Install cricket/golf cage	2975.00	595.00	3570.00
3807564	BACS	NBB Recycle Furniture	Octagonal picnic table	750.00	150.00	900.00
3805419	BACS	NBB Recycle Furniture	Park seat benches (2nos)	1180.00	236.00	1416.00
76520	BACS	Woodberry of Leamington Spa	Gabion benches (2nos)	1016.50	203.30	1219.80
5900	BACS	Streetscape Products & Services Ltd	Fitness Equipment	26,690.00	5338.00	32,028.00
IN00408027	BACS	WCC	Leys Field Rent (2023-2024)	990.00	-	990.00
SI22264	BACS	OMG Trading Ltd	Basketball net and clips	49.43	9.88	59.31
-	BACS	Wychavon Parish Games Association	Entry fee for 2023 Wychavon Parish Games	80.00	-	80.00
SI-1192	BACS	The Heart of England Forest Ltd	Annual Rent – 2023 – Allotments land	300.00	-	300.00
LCO01652	BACS	BHIB Council Insurance	Renewal of insurance Premium tax Admin feet	1463.66 175.64 25.00	-	1664.30

FXP230806-14024201	BACS	Equals Money	Top- up Pre-paid debit card	250.00	-	250.00
Equal Pre- paid debit card						
Invoice	Date	Supplier	Description	Net £	Vat £	Gross £
1-915092	17 th July 2023	Post Office Ltd	8 First class stamps	8.80	-	8.80
00262838	17 th July 2023	Salford Priors Stores	Coffee & Milk	6.63	-	6.63
IEN2023030336615	26 th July 2023	Adobe System Software	Adobe software subscription	16.64	3.33	19.97
0497446	BACS	Lidl	Vacuum Cleaner	33.74	6.75	40.49
1-915092	17 th July 2023	Post Office Ltd	8 First class stamps	8.80	-	8.80
Resolved: Voting 7 for and 2 abstentions						

b) To approve bill payments for September.

Invoice no	Cheque no	Supplier	Description	Net £	Vat £	Gross £
V021300388498	Direct Debit	EE	PC mobile phone	23.43	4.69	28.12
1181167-0	Direct Debit	SKY Business	Pavilion phone line (22 nd Aug - 21 st Sept23)	26.95	5.39	32.34
867224514	Direct Debit	British Gas	Pavilion Power and heating	49.36	2.46	51.82
INV03070485	Direct Debit	Water Plus	Pavilion water	13.36	-	13.36
Gwp0332424	Direct Debit	Wychavon District Council	Annual charge for garden waste bin for cemetery	52.00	-	52.00
Clp0327655	BACS	Wychavon District Council	Twice annual cleanse and Weekly emptying of dog bin-Grange Farm Drive	110.24	-	110.24
252	BACS	DTH Churchyard and Cemetery Services t/a Kyle Jordan	Gravedigger fee – 30 th August 2023- plot 115A	370.00	-	370.00
Eld0332915	BACS	Wychavon District Council	Parish uncontested election administration	50.00	-	50.00
Wrp0332871	BACS	Wychavon District Council	Annual fee -small lottery registration	20.00	-	20.00
SIN116250 & 115791	BACS	Fairview Trading Co. Ltd	Handyman materials – paint for changing room & timber for memorial plaque	48.24	9.64	57.88
Tax month 6	BACS	HMRC	HMRC	725.54	-	725.54
Tax month 6	BACS	Staff Salary	Staff Salary	2030.79	-	2030.79
Tax month 6	BACS	Worcestershire Pension	Employer and employee contribution	703.90	-	703.90
-	BACS	J Hyde	Lenghtsman	130.40	-	130.40
-	BACS	J Hyde	Handyman work	323.60	-	323.60
SI-9580	BACS	Security 4 Systems	Website hosting and IT Support	83.99	-	83.99
SI-9560	BACS	Security 4 Systems	Project management in relation to Microsoft office 365 migration	50.00	-	50.00
20254/21427	BACS	GS Adams	Replacement photocell to streetlight outside 58 High Street & replacement faulty photocell to exterior lights of	243.00	48.60	291.60

			pavilion			
Inv -2313	BACS	Parish Council Websites	Website balance for design and built of HPC website	649.85	129.97	779.82
6190360100	BACS	Lyreco	Printer ink cartridges, laminating pouches	463.62	92.72	556.34
133868	BACS	Paperstone	Level arch files, toilet rolls, bleach, toilet brush & A4 cards	60.35	12.07	72.42
3215	BACS	ARC Grounds Care	Selective weed spray to sports field	500.00	100.00	600.00
22/1490/PPS	BACS	PATA	Payroll Service for July, Aug & September	46.15	-	46.15
2739	BACS	Limebridge Rural Services	Grounds maintenance	1720.00	344.00	2064.00
12183690	BACS	Spot On Supplies	Refillable Soap dispenser	21.37	4.27	25.64
LGWGVJCX	BACS	NPower	Unmetered supply – footway lighting MPAN: 1470001003806	197.61	39.52	237.13
INO8244061	BACS	NPower	Unmetered supply footway lighting MPAN: 1470001003806	164.50	8.22	172/72
SAJ-UK/2023/01193	BACS	Elan City	Replacement mounting bracket for VAS	39.03	7.81	46.84
-	BACS	T Askew	Mileage claim- Prow training at The Countryside Centre, Worcester	22.77	-	22.77
FXP230911-14215569	BACS	Equals Money	Top- up Pre-paid debit card	168.53	-	168.53
Inv 50478	BACS	Hirst Signs	Pétanque & Legacy Grant signs	213.00	42.60	255.60
Equal Pre- paid debit card						
Invoice	Date	Supplier	Description	Net £	Vat £	Gross £
Online order	17 th Aug 2023	John Lewis	Rounders equipment	28.74	5.75	34.49
751	23 rd Aug 2023	RI-CO Plastics Ltd	Multi- coloured Nylon washers M6 for pétanque score posts	12.00	-	12.00
IEN2023040984012	26 th Aug 2023	Adobe System Software	Adobe software subscription	16.64	3.33	19.97
6504303187	26 Aug 2023	Argos	HP V22v 21.5 monitor	74.17	14.83	89.00
6504303187	26 Aug 2023	Argos	Logitech MK 270 Wireless mouse and keyboard	20.83	4.16	24.99
Resolved: Voting 7 for and 2 abstentions						

c) To approve bank reconciliations for July and August 2023

Honeybourne Parish Council

31 July 2023 (2023 - 2024)

Prepared by: _____

Date: _____

Name and Role (Clerk/RFO etc)

Approved by: _____

Date: _____

Name and Role (RFO/Chair of Finance etc)

HMJ

298

A	Bank Reconciliation at 31/07/2023		148,451.73
	Cash in Hand 01/04/2023		141,474.30
	ADD Receipts 01/04/2023 - 31/07/2023		
	SUBTRACT Payments 01/04/2023 - 31/07/2023		289,926.03
	Cash in Hand 31/07/2023 (per Cash Book)		92,035.14
			197,890.89
B	Cash in hand per Bank Statements		
	Petty Cash 30/04/2022	0.00	
	Prepaid Debit Card Equals 31/07/2023	81.09	
	Lloyds Treasurers Account 31/07/2023	7,873.26	
	Lloyds Business Bank Instant 31/07/2023	189,936.54	
			197,890.89
	Less unrepresented payments		
			197,890.89
	Plus unrepresented receipts		
			197,890.89
	Adjusted Bank Balance		197,890.89
	A = B Checks out OK		

Created by  Scribe

Honeybourne Parish Council

31 August 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 31/08/2023		148,451.73
	Cash in Hand 01/04/2023		142,816.26
	ADD Receipts 01/04/2023 - 31/08/2023		
	SUBTRACT		

	Payments 01/04/2023 - 31/08/2023		291,267.99
	Cash in Hand 31/08/2023 (per Cash Book)		150,400.65
			140,867.34
	Cash in hand per Bank Statements		
	Petty Cash	30/04/2022	0.00
	Prepaid Debit Card Equals	31/08/2023	150.64
	Lloyds Treasurers Account	31/08/2023	5,753.80
	Lloyds Business Bank Instant	31/08/2023	134,962.90
			140,867.34
	Less unrepresented payments		
			140,867.34
	Plus unrepresented receipts		
B	Adjusted Bank Balance		140,867.34
	A = B Checks out OK		

Resolved:

That the bank reconciliations for July and August 2023 be approved.

c) To note receipt from resident of £480.00 as the donation for a memorial gabion bench.

Resolved:

That the receipt of £480.00 be noted.

d) To note that the PC insurance has been renewed with the current insurer BHIB under delegated powers given to the Clerk at Honeybourne Parish Council meeting on 11th July 2023. All new equipment has been added on to the insurance.

Resolved:

That the insurance has been renewed with BHIB and 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 10th August 2023. A 3 year fixed price energy contract 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

Resolved:

That a 3 year fixed price energy contract has been signed with British Gas through Love Energy Savings.

g) To receive conclusion of External Auditors Report and Certificate 2022/2023.

“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

Resolved:

That the conclusion of External Auditors report and certificate 2022/2023 be noted.

h) To consider grant application for Honeybourne Short Mat Bowls.

Cllrs. Clelland and Askew left the meeting at 8:05 pm before discussion took place following their declaration of interest in agenda item 23/235 (b).

Resolved:

To approve the grant application of £400.00 to Honeybourne Short Mat Bowls for the purchase of bowls.

Cllrs Clelland and Askew returned to the meeting at 8:07pm following the conclusion of agenda item 23/242 (h)

l) To consider grant application for Honeybourne Village Fete.

Cllrs Dubb and Sidwell left the meeting at 8:09pm before discussion following their declaration of interest in agenda item 23/235 (b)

Resolved:

To approve the grant application of £500.00 for the cost of hiring toilets and insurance for the 2024 Village Fete.

Cllrs Dubb and Sidwell returned to the meeting at 8:10pm following the conclusion of agenda item 23/242 (l)

23/243 Committee meetings and Working Groups.

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

1. Staffing Committee Meeting- 1st August 2023

- a) To recommend to Full Council to approve the Terms of Reference of the Staffing Committee.

Resolved:

To approve the Staffing Committee Terms of Reference.

b) To recommend to Full Council to approve to approve the following policies.

I. Grievance Policy and Procedures	VII. Health and Safety Policy
II. Disciplinary Policy and Procedures	VIII. Homeworking Policy
III. Officer and Member's Protocol	IX. Lone Working Policy
IV. Dignity at Work	X. Press and Media Policy
V. Equal Opportunity Policy	XI. Facebook Policy
VI. Equality and Diversity Policy	XII. Social Media Policy

Resolved:

That the policies be approved.

2. Environment Committee Meeting – 5th September 2023.

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

HMJ



Resolved:

That each bench will be located centrally on each end of the pavilion. (See photographs)

- b) To recommend to Full Council to approve the current position for the picnic table.



Resolved:

To approve the current position for the picnic table (see photograph)

- c) To recommend to Full Council to approve invitation to WDC Vice-Chair Cllr George Duffy to officiate at the opening of the new sports and wellness equipment at the Sports Field on 7th October 2023 at 11am. Chair of the PC to issue invitation on behalf of the Council.

Resolved:

To approve invitation to WDC Vice-Chair Cllr George Duffy to officiate at the opening of the new Sports Field.

- d) To recommend to Full Council to approve light refreshments for the opening.

Resolved:

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 7th October 2023

Resolved:

To approve for members of the Parish Games Pétanque Team to demonstrate how to play the game.

- f) To recommend to Full Council to approve Quotation 2 at the cost £2970.00 for the purchase of a container and the container to be located on the grass verge adjacent to the carpark at the Sports Field.

Description	Cost
Quotation 1	
<ul style="list-style-type: none"> • Length 20ft, Width 8 ft, Height 8ft x 6 inches. • Weight 2185 kg. • Do not include lock box • Insulate the internal roof. Bamboo floor 	£2800.00 include delivery
Total cost	£ 600.00
	£3400.00

Quotation 2	
<ul style="list-style-type: none"> • Length 20ft, width 8ft, Height 8ft x 6inches • Weight 2185 kg • Lock box included • 27 mm marine ply floor • Colour – blue or green • Wind and airtight • Padlock • Insulate the internal roof. There is no need to insulate the floor as it has a 27mm marine ply laid on top of the container floor 	<p>£2660.00 including delivery</p> <p>£60.00</p> <p>£250.00</p>
Total cost	£2970.00
Resolved:	
<p>I. To approve Quotation 2 at the cost of £2970.00</p> <p>II. The container to be located on the grass verge adjacent to the carpark</p>	

g) Creating parking by the entrance of the carpark at the Sports Field.

Members should note 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.

Resolved:

That 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 – 8th August 2023.

- To recommend to Full Council to approve Mr C Gear as Master of ceremonies.
- To recommend to Full Council to approve the proceeds from the ‘Sponsor a light for a loved one’ and sales of raffle tickets will help fund the following year’s Christmas event.
- 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.
- To recommend to Full Council to approve the hire of a skip for the disposal of rubbish.

Resolved:

- To approve Mr C Gear as Master of ceremonies.
- To approve the proceeds from the ‘Sponsor a light for a loved one’ and sales of raffle tickets will help fund the following year’s Christmas event.
- To approve the sale of drinks and mince pies will be provide by the Village Hall. Revenue from the sales will go the Village Hall.
- To approve the hire of a skip for the disposal of the rubbish.

23/244 Environment & Community Wellbeing

- To approve training for 5 members of the PRow Working Group to undertake volunteer strimmer/brush cutter competence course at Honeybourne Village Hall on 11th 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.

Resolved:

To approve the cost of £380.00 for 5 members of the PRow volunteers to undertake strimmer/brush cutter

competence course.

- 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 achievements in living memory.

Resolved:

- I. That Council and the Village Hall Trustees will mark the 80th Anniversary of D-Day by lighting a beacon at 9:15pm on 6th June 2024 in the grounds of the Village Hall.

23/245 Planning

- a) Members to respond to planning application.
There were none

- b) Members to note planning decisions

WDC ref	Site Address	Proposal
W/22/01665/OUT	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
Decision: Approved		
Resolved: That the decision is noted.		
W/23/00896/HP	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.
Decision: Approved		

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

23/247 In view of the confidentiality of the following item, to consider a resolution to exclude the press and public from the meeting in accordance with the Public Bodies (Admission to Meetings) Act 1960, in order to discuss the item in accordance with Standing Order 3(d)

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

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 the public left the meeting.

23/247 Date and venue of the next Parish Council meeting

Next Parish Council meeting 10th October 2023, 7:15pm at Honeybourne Village Hall.

The meeting concluded at 20:20

Signed:
Chairman, Honeybourne Parish Council

Date:
10th October 2023

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

Signature: Heath Jobs
Heath Jobs (Oct 12, 2023 20:26 GMT+1)
Email: heath.jobs@gmail.com

HMJ







12th September 2023 Minutes

Final Audit Report

2023-10-12

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