

HONEYBOURNE PARISH COUNCIL

Summons and Notice of Meeting

Members are summoned to the **Parish Council** meeting to be held on
**Tuesday 14th November 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 23/267 (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

23/264 Apologies

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

23/265 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.

23/266 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.

23/267 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.

23/268 Adoption of minutes

- I. To approve adoption of the minutes of the Parish Council meeting – 10th October 2023
Minutes have been previously circulated but also attached (**Appendix 1 pages 6 - 18**)

23/269 Chairman's Report - A verbal report may be given.

23/270 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	The Community AED Grant Team have not been notified by DHSC as yet on the outcome of the grant application for a defibrillator.
b) Nigel Huddleston MP	The MP has thanked the Parish Council for inviting him to the opening of the wellness equipment and added that he enjoyed playing pétanque.
c) Honeybourne Village Fete	Thanked the PC for the grant. The date of the village fete for 2024 has changed to 20 th July to avoid clashing with Badsey fete.
d) Dogs attack	Email received from a member of public advising that whilst using public footpath 542c their dog and a member of the family was attacked by 3 Alsatians dogs that

	were not on leads. They have reported the incident to the police. Footpath officer has been notified of the incident as well as PC Beard.
e) Storage container	The container has been installed on the Sports Field car park. A laurel hedge has been planted to screen the container.
f) Legacy Grant Impact Assessment	Completed Legacy Grant Impact Assessment form following conclusion of the project. (Appendix 2 pages 19- 21)
g) Training- “Building Your CiLCA Portfolio Course”	The sessions are conducted remotely (Zoom) Session 1: Wednesday 18 October 2023, 2pm – 4pm Session 2: Wednesday 08 November 2023, 2pm – 4pm Session 3: Wednesday 29 November 2023, 2pm – 4pm Session 4: Wednesday 13 December 2023, 2pm – 4pm Session 5: Wednesday 17 January 2024, 2pm – 4pm Session 6: Wednesday 06 March 2024, 2pm – 4pm There are a total of 5 units as below: <ol style="list-style-type: none"> 1. The Core Role 2. Law and procedures 3. Finance 4. Management 5. Community The training takes about 200 hrs. which includes research on the job training and creating 30 portfolios of evidence . During this time I hope the council will consider my workload and restrict the amount of new projects.
h) Cllrs email addresses	The email addresses have been set up. From the 14 th November all Council correspondence will only be issued to Councillors at .gov.uk address. Clerk will only action emails received from Councillors .gov.uk addresses.
i) Mobile phone contract	A new contract has been negotiated with EE @ £7/mth. Includes unlimited calls and text and 1GB data. Commencing in December 2023.

23/271 Correspondence, Circulation Received

a) South Warwickshire Local Plan (circulated to all Members)	Publication of the Consultation Statement and Timetable update The Consultation Statement has now been published online. The Consultation Statement summarises the consultation process and presents summarised analysis of the consultation questions. It is available to view here on our Issues and Options webpage .
b) West Mercia- Monthly Fraud Bulletin (October & November)	Circulated to all members
c) Wychavon Parish Games Presentation Evening. (Circulated to all member)	The presentation will take place on Wednesday 22nd November 2023 at Bengeworth Club, Coronation Street, Evesham WR11 3DA. 7.30pm for a prompt 8.00pm start and will be attended by Cllr Robert Raphael, Chair of Wychavon District Council.
d) Container at Sports Field	Resident on Breforton Road objected to the location of the container. A response was sent to the resident from the Clerk; “Thank you for your email. The location of the container was decided at a resolution by full council. I can advise that Part 12, Class A of the General Permitted Development Order allows for the erection, construction or maintenance of a small ancillary building, works or equipment on land belonging to or

	maintained by an LPA for the purposes of any function exercised by them on that land. The container will comply with this order”.
e) Thank you letter from resident	Thanking the Clerk for raising their concerns to WCC highways regarding the uneven footpath outside 27 High Street and also for the spraying of the weeds on the pavement.
f) Email from County Cllr Adams	The local 'Rural North' officers have been conducting speed checks in Honeybourne as a result of complaints from residents. We are pleased to report that 100 vehicles were checked and all were adhering to the speed limit.
g) Email from PC Beard	PC Beard advised that he is no longer going to be the Safer Neighbourhood Officer for Honeybourne. He has been moved to police the town centre. The new Safer Neighbourhood Officer for Honeybourne is PC Alex Prentice. Brad Sansom will still be Honeybourne Police Community Support Officer.
h) Fly tipping on Network Rail land	Resident advised that they have reported the fly tipping to Network Rail who will visit the area. Clerk has also notified NR.
i) Stratford-upon-Avon Gateway Masterplan Framework SPD (circulated to all members)	<p>Public Consultation- Thursday 19 October to 5.00 pm Friday 1 December 2023.</p> <p>The consultation document can be viewed on the District Council’s website at: www.stratford.gov.uk/gatewayspd</p> <p>It is also available to inspect at the District Council offices, Elizabeth House, Church Street, Stratford-upon-Avon CV37 6HX and at Stratford-upon-Avon Library and all District libraries during normal opening hours.</p> <p>The Council will also be hosting two drop-in events at Stratford-upon-Avon Library where Officers will be available to answer questions and provide information face to face on the following dates:</p> <ul style="list-style-type: none"> • Thursday 26th October from 1.00pm to 5.00pm • Saturday 4th November from 11.00am to 2.00pm

23/272 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 approve quote for grass cutting and removing cuttings at the Wildflower Meadow in the sum of £1,200. This maintenance work is one of the conditions stipulated by the European Regional Development Fund who awarded the grant to the PC for the Wildflower Meadow.
- d) To approve the sum of £600.00 to be credited to the debit card for the purchase of 1 battery powered brush cutter and hedge cutter for PRow Working Group for the voluntary work in the village. This has to be an online purchase for the best deal and is from a WCC Highways recognised supplier.
- e) To approve asset register. Updated items highlighted (**Appendix 4 pages 23- 30**)
- f) To note comparison of budget to actual expenditure from April – October 2023. (**Appendix 5 pages 31 – 32**)
- g) Staff pay increase – to note the National Association of Local Council (NALC) have been notified by the Local Government Association (LGA) that it has come to an agreement on the 2023/24 pay offer with the unions who represent local government employees. With effect from 1st April 2023 this is an increase of £1.00 per hour.

- h) To note internal auditor will carry out an audit on 16th Nov. to comply with financial legislation. (The Accounts and Audit (England) Regulations 2015/234)
- i) To note the cost of hiring the meeting room will be increased to £20.00 per hour from January 2024. There will be no increase for the use of the office. The rise is due to the rising cost of running the village hall.

23/273 To agree review and adoption the following policies to comply with legislation.

- I. General Reserve Policy **(Appendix 6 pages 33- 35)**
- II. Risk Management Policy and Risk Assessment and Management **(Appendix 7 pages 36 – 45)**

23/274 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)

- I. Christmas Working Group – 24th October 2024 **(Appendix 8 pages 46 - 47)**
- II. Minutes of Traffic Management Working Group – 17th October 2023 **(Appendix 9 pages 48 – 49)**

23/275 Environment & Community Wellbeing

- a) To approve Risk Assessment for Christmas event. **(Appendix 10 pages 50 - 52)**
- b) To note Christmas Event plan. **(Appendix 11 pages 53)**
- c) To request Cllrs to help to erect marquee for Christmas event on Friday 1st December at 9:30am and to take down marquee on Saturday 2nd December at 10:00am
- d) To request help from Cllrs to distribute leaflets in Honeybourne to promote the Christmas event.

23/276 Planning

- a) Members to respond to planning applications.

WDC ref	Site Address	Proposal
W/23/01592/CU	Bew Hill Farm, Stratford Road, Honeybourne, Evesham, WR11 8PR	Conversion of existing barn to a residential dwelling and associated works
23/01223/VARY (consulted as neighbouring parish)	Long Marston Airfield, (predominantly The Southeastern Corner), Campden Road, Lower Quinton Stratford-upon-Avon.	Variation of condition 2 of Reserved Matters Application 20/00606/REM to seek approval for changes to the trigger point for the Community Hub (consisting of Retail/Convenience Store, Community Building and Nursery Building) to be constructed and made available for public use from prior to the occupancy of the 300th dwelling granted planning permission under reference 14/03579/OUT dated 28th February 2017 and any subsequent Reserved Matters applications to prior to the occupancy of the 365th dwelling granted planning permission under reference 14/03579/OUT dated 28th February 2017 and any subsequent Reserved Matters applications. Reserved Matters Application 20/00606/REM was for the following description of development: Submission of Reserved Matters (internal access, appearance, landscaping, layout and scale) for a Community Hub (containing Class E(a) (retail) and Class E(f) (Nursery) and Class F.2(b) Community Building uses), and Employment Hub (Class E(g)(i) Offices), including all associated works, pursuant to planning permission 14/03579/OUT (Outline application (with all matters reserved (access, appearance, landscaping, layout and scale) for future determination) for the erection of up to

		400 dwellings (Class C2/C3), up to 4,000m2 employment hub (Class B1(a)-(c)) and a community hub (Class A1-A5/B1(a)/C3/D1/D2). Provision of new open space including parks and amenity space. Upgrading of existing access junction and provision of new emergency access off Campden Road and associated infrastructure, engineering and landscaping works including a new pedestrian/cycle link from Campden Road to the Stratford Greenway, sustainable urban drainage systems and all ancillary enabling works including demolition of existing buildings and structures) dated 28th February 2017) - date of decision: 26/09/2022.
b) Planning Decision		
23/01794/OUT	Honeybourne Village Hall Worcestershire WR11 7RH as	Proposed new village hall / Community Centre at Harvest Close - Fair Acres Estate - Honeybourne Worcestershire WR11 7RH as approved under planning reference 18/00717/FUL - variation of condition 12. (Appendix 12 pages 54 - 58)
Decision: Approved		

23/277 Members are reminded to notify the Clerk of any items for discussion for the next Council meeting by 24th November 2023.

23/278 Date of Next Meeting

Next Parish Council Meeting, 12th December 2023, 7.15pm at Honeybourne Village Hall

Linda Stanton

Parish Clerk

9th November 2023

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