

# HONEYBOURNE PARISH COUNCIL

## Summons and Notice of Meeting

Members are summoned to the **Parish Council** meeting to be held on  
**Tuesday 12<sup>th</sup> December 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 23/282 (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

### **23/279 Apologies**

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

### **23/280 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.

### **23/281 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.

### **23/282 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.

### **23/283 Adoption of minutes**

- I. To approve adoption of the minutes of the Parish Council meeting – 14<sup>th</sup> November 2023  
Minutes have been previously circulated but also attached (**Appendix 1 pages 4- 24**)

### **23/284 Chairman's Report** - A verbal report may be given.

### **23/285 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 PC was not successful with the grant application for full funding of a defibrillator and cabinet but were successful for part funding which entailed donating £750.00 to the charity "London Hearts". The defibrillator and cabinet have been received and are scheduled to be installed before Christmas.
b) Relocation of VAS	A request have been made to Cllr Adams and WCC Highways Officer if they would consider allowing the PC to relocate the VAS on Station Road. ( <b>Appendix 2 pages 25 -26</b> ) WCC Highways Officer advised that he would conduct a survey of the area and update the Council in due course.
c) Risk Assessments, Public Liability Insurance and hygiene certificate for Christmas Lights Switch On.	All received from: Limebridge Rural Services – Installation of Christmas tree. Alcester Victoria Silver Band Aries Entertainment for Teacup ride and Balloon Modeller Munchies- Mobile Caterer

d) Sports Field- plumbing	Plumbing has been drained down ready for the winter to avoid possibility of burst pipes.
e) Internal Auditor	Internal audit has been completed. Auditor's report will be circulated when received.
f) Flashing school crossing light.	WCC advised that a work order has been submitted to have the light repaired. No dates were given.
g) Uneven pavement on High Street.	WCC Highways Officer advised that the work will be scheduled for the 2024/2025 financial year.
h) Equipment for PRoW Volunteers & Risk Assessments	The safety boots and helmets have been given to Cllr. Askew. When completed by Cllr. Askew the risk assessments must be briefed to the volunteers before any work is commenced. The PC have taken delivery of the hedge cutter and strimmer. WCC Footpath officer will be providing high vis and safety glasses.

**23/286 Correspondence, Circulation Received**

a) Request received from the school for parking at the Sports Field when dropping off and picking up pupils.	Since than they have been given permission, instead, to use the village hall car park which is nearer to the school.
b) West Mercia- Monthly Fraud Bulletin (December )	Circulated to all members
c) Provision parking for blue badge holders	A resident made a request for provision of parking for blue badge holders at next year's Christmas Light Switch On.

**23/287 Finance**

- a) To approve bills for payment for December. Schedule to follow.
- b) To approve Bank Reconciliation for November 2023 (**Appendix 3 page 27**)
- c) To approve the cost of £201.00 for a four yard skip for PRoW volunteers ditch clearing works. The ditch running alongside the High Street needs clearing. Investigation by WDC flood engineers shows the culvert under a driveway is half full of mud. It is the responsibility of the landowners (ie the residents) adjacent to the ditch to dig this out. However some of the residents are elderly and for everyone's benefit Cllr Adams has requested the PRoW volunteers to assist with the work to alleviate the flooding.
- d) To note comparison of budget to actual expenditure from April – November 2023. (**Appendix 4 pages 28 -29**)
- e) To note the unmetered footway streetlighting contract is due for renewal at the end of January 2024. Current supplier will not be renewing any contracts after January 2024. A three year fixed rate contract has been signed with SSC, after Love Energy advised the best value rates. (**Appendix 5 page 30**)
- f) To note the current PC payroll provider will not be submitting LGPS pensions contributions for the PC from January 2024. They are withdrawing the service. DM Payroll Services will process the payroll for the Council. The cost is £240.00 per annum plus £30.00 one off set up fee. The service will include the following;
  - Processing the payroll and monthly submission to pension provider
  - Providing payslips and pay reports accessed via online portal (secure log in will be provided to the Clerk)
  - Completing the monthly online RTI submission to HMRC
  - Dealing with leavers and new starters
  - Calculating any statutory payments
  - Completing year end p60s

They are specialist in providing payroll services to Councils and recognised by SLCC ( Society of Local Council Clerks).

A months' notice will be given to the current payroll provider that we will not be using their services from 1<sup>st</sup> February 2024.
- g) To note notification for Parish Precept and Council Tax 2024/2025. (**Appendix 6 pages 31- 32**) Precept will be scheduled for Council approval at the Council meeting in January.

**23/288 Committee & Working Groups reports**

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

### 23/289 Environment & Community Wellbeing

- a) Christmas Lights Switch On expenditure and receipts. **(Appendix 7 page 33)**
- b) PC to consider approving funds remaining (£1985.01) to be used for 2024 Christmas Lights Switch On.
- c) To note raffle prizes donated by local businesses and resident. **(Appendix 8 pages 33 - 34)**
- d) To approve parking arrangements for craft stall holders to park at the Sports Field on the following dates and times;
  - Saturday 29<sup>th</sup> October 2024 from 10am – 5 pm
  - Friday 29<sup>th</sup> November 2024 from 3 pm – 9 pm.

### 23/290 Planning

- a) Members to respond to planning applications.

WDC ref	Site Address	Proposal
W/23/02234/HP	21 Brunel Way, Honeybourne, Evesham, WR11 7GJ	Single storey rear extension
<b>b) Planning Committee meeting 7<sup>th</sup> December 2023, 2pm to be held at Civic Centre, Queen Elizabeth Drive, Pershore, Worcs WR10 1PT.</b>		
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
The Parish Council has objected to this application and has employed a planning consultant to speak on the Council's behalf at the Wychavon Planning meeting on Thursday 7 <sup>th</sup> December, where a decision will be made by WDC.		
If you wish to view the agenda, you can access this document on the WDC website at: <a href="https://www.wychavon.gov.uk/planning/other-planning-services/planning-committee-and-meetings">https://www.wychavon.gov.uk/planning/other-planning-services/planning-committee-and-meetings</a> and click on the "Planning Committee - Meetings and Minutes" link and select the relevant date.		

### 23/291 Consultation 2023-1209: China Corner, Honeybourne - Proposed Prohibition of Waiting At Any Time Order

Concerns have been raised regarding footway parking along this road causing visibility and obstructive issues for both motorists and pedestrians. Such obstructive parking poses a safety hazard to children in particular due to the footway being the main path from the Grange Farm estate to the nearby primary school. The implementation of double yellow lines at this location would prevent such obstructive and dangerous parking, thereby aiding visibility and helping to create a safer environment for both motorists and pedestrians. The proposed restrictions have the support of the local member, County Councillor Alastair Adams. Plan attached **(Appendix 9 page 35)**

### 23/292 Members are reminded to notify the Clerk of any items for discussion for the next Council meeting by 27<sup>th</sup> December 2023

23/293 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 the publication would be prejudicial to the public interest.

### 23/294 Date of Next Meeting

Next Parish Council Meeting, 9<sup>th</sup> January 2024, 7.15pm at Honeybourne Village Hall

Linda Stanton

Parish Clerk

7<sup>th</sup> December 2024

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

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