

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 Jobs (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

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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 4 th 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	2161.80	-	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 form 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: H M Jobs
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

Signature: 
H M Jobs (Mar 14, 2024 18:56 GMT)

Email: heath.jobs@honeybourne-pc.gov.uk







13th Feb 2024 HPC Minutes

Final Audit Report

2024-03-14

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