

# HONEYBOURNE PARISH COUNCIL

## Summons and Notice of Meeting

Members are summoned to the Annual Parish Council meeting to be held on  
Tuesday 14<sup>th</sup> May 2024

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 24/362(a) below. The public may ask questions or raise concerns regarding matters on this agenda or for future consideration. There is no expectation on the council to respond to any comments made at this time.

### AGENDA

#### 24/357 Election of Chairman

✚ The appointment of Chairman is an annual requirement. The appointed member will sign the Chairman's Declaration of Acceptance of Office.

#### 24/358 Election of Vice-Chairman

✚ The appointment of Vice-Chairman is an annual requirement assuming responsibilities in the absence of the Chairman. The appointed member will sign the Vice-Chairman's Declaration of Acceptance of Office.

#### 24/359 Apologies

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

#### 24/360 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.

#### 24/361 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.

#### 24/362 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) District Councillors – Cllrs J Ciotti & H Robson

#### 24/363 Adoption of minutes of the previous meetings

To approve adoption of the minutes of the following minutes;

- I. Parish Council Meeting 9<sup>th</sup> April 2024 (**Appendix 1- pages 6 -18**)
- II. Confidential minutes 9<sup>th</sup> April 2024

#### 24/364 Annual Business Meeting

##### I. Appointments to Standing Committees.

- a) Environment Committee (5) - Cllrs A Attridge, S Sidwell, G Clelland, C Clear and H Jobs
- b) Staffing Committee – Cllrs A Attridge, G Clelland & H Jobs

##### II. Appointment to Working Groups.

- a) Public Right of Way group - Cllr T Askew, Cllr G Clelland, C Evans, C Gear, J Holden, Andrew Liang, D Hall, D Cumberland, I Mellor, A Keenan and J Woodfield.
- b) Christmas Event group – Cllrs. H Jobs & S. Sidwell
- c) D-Day- Cllrs. H Jobs, B Dubb and S. Sidwell

**III. To consider representation arrangements:**

- a) Village Hall
- b) Village News

**IV. Governance arrangements:**

- a) s29(1) of the Localism Act 2011: To resolve to confirm Councillors' Register of Interests are published and up to date.
- b) To resolve to confirm Councillor's commitment to abide by The Local Government Association's Model Code of Conduct. **(Appendix 2 – pages 19- 31)** The Council have adopted the 'Civility and Respect Pledge from the National Association of Local Council Charter at the 12<sup>th</sup> March 2024 Council Meeting.
- c) To resolve to re-adopt the Standing Orders. **(Appendix 3 – pages 32 – 50)**
- d) To approve schedule of meeting dates.

<b>2024</b>	
Ordinary Meetings of the Parish Council are on the second Tuesday of the month at 7:15pm at the Village Hall.	
Annual Parish Council Meeting- 14 <sup>th</sup> May 2023	
11 <sup>th</sup> June	9 <sup>th</sup> July
August – There will be no Council meeting due to summer recess	10 <sup>th</sup> September
8 <sup>th</sup> October	12 <sup>th</sup> November
10 <sup>th</sup> December	-
<b>2025</b>	
14 <sup>th</sup> January	11 <sup>th</sup> February
11 <sup>th</sup> March	-

**24/365 Committees and Working Groups**

- a) To resolve to re-adopt the Terms of Reference for the Environment Committee. **(Appendix 4 page 51)**
- b) To resolve to re-adopt the Terms of Reference for the Staffing Committee. **(Appendix 5 page 52)**
- c) To resolve to re-adopt the Terms of Reference for the Christmas Light Switch On Event Working Group. **(Appendix 6 – page 53)**

**24/366 Finance Part 1: Annual Governance**

**i. Review of Asset Register**

To note that the Asset Register has been updated and approved by Full Council on 14<sup>th</sup> November 2023. The Asset Register will be reviewed annually.

**ii. Insurance**

Confirm insurance arrangements and adequacy of cover. The insurance is not due for renewal until 1<sup>st</sup> September 2024. All PC assets are insured.

**iii. Review annual subscriptions**

- a) National Association of Local Councils/Worcs. CALC
- b) Society of Local Council Clerks
- c) Data Protection Annual Fee
- d) Institute of Cemetery and Crematorium Management
- e) Scribe Account and cemetery software
- f) Office 356
- g) Adobe Creative

**iv. Appointment of internal auditor.**

To approve the appointment of internal auditor, DKE Audit Services for 2024/2025 at the cost of £275.00 plus mileage allowance at £0.45 per mile.

**v. Direct Debits**

To resolve to approve the continuation of Direct Debits set up for the following;

- a) Sky Business
- b) EE
- c) British Gas
- d) Information Commission Office

**24/367 Chairman's report – if any**

**24/368 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) Use of Sports Field car parking	The BBC location crew used the car park on 23 <sup>rd</sup> April 2024 as they were looking for locations in the Evesham and Honeybourne area for filming.
b) VAS Sign	The repaired VAS sign has been returned to the PC and the lengthsman has installed the sign on Bretforton Road. The new VAS sign has been delivered.
c) Signing of Licence – Honeybourne Hawks	Council and Honeybourne Hawks has completed the signing of the licence.
d) Annual Inspection of play and outdoor gym equipment	Inspection is completed. The inspector has recommended minor repairs and adjustment to the equipment, fencing and gates in the report. The handyman will be carryout out the repair and adjustment. Will update Council when completed.
e) Digitalisation of the Parish Lengthsman	Registration logins completed for submission of lengthsman invoices. Lengthsman's agreement has been signed for 2024/25 on behalf of the Council.
f) Post for VAS sign on Station Road	An email have been sent to WCC to chase up the installation of the post. Waiting to hear from WCC.
g) Resident request to assist with petrol cost for the mowing of the open space at Fernihough Avenue	Resident thanked the Council for considering the request but fully understood that the Council is not able to assist with the cost as the land is privately owned.
h) Honeybourne Hawks	The Club will be using The Leys Playing Field for football practice on 11 <sup>th</sup> May 2024 and the Sports Field to park their cars.

**24/369 Correspondence, Circulation Received**

a) Honeybourne Village News	Thank you letter. <b>(Appendix 7 page 54)</b>												
b) Honeybourne Wednesday Club	The Treasurer thanked the Council for the approval of their grant application.												
c) West Mercia – Fraud and Scam	West Mercia Police - fraud and Scam Bulletin - April 2024 Circulated to members												
d) West Mercia -Safer Neighbourhood Officer. (Evesham Rural North)	Crime Statistics Report for Honeybourne in the last 30 days. Due to data protection the Safer Neighbourhood Officer is not able to give details of the incidents. <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td>CR-Public Order Offence</td> <td style="text-align: center;">1</td> </tr> <tr> <td>GE- Messages</td> <td style="text-align: center;">1</td> </tr> <tr> <td>GE- Police generated activity</td> <td style="text-align: center;">1</td> </tr> <tr> <td>PS- Animals/Wildlife</td> <td style="text-align: center;">1</td> </tr> <tr> <td>PS- Concern for safety</td> <td style="text-align: center;">1</td> </tr> <tr> <td>PS- Suspicious circumstances</td> <td style="text-align: center;">1</td> </tr> </table>	CR-Public Order Offence	1	GE- Messages	1	GE- Police generated activity	1	PS- Animals/Wildlife	1	PS- Concern for safety	1	PS- Suspicious circumstances	1
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d) Network Rail	Information on adoption of Honeybourne Railway Station. Information forwarded to the group leader who express an interest to start the group in Honeybourne.												
e) Worcestershire County Council Road Traffic Regulations Act 1984 Temporary Road Closure (Circulated to members)	(C2049 Stratford Road, Honeybourne) (Temporary Closure) Order 2024 Proposed Order: to close that part of C2049 Stratford Road from its junction with C2274 Mickleton Road for a distance of 280 metres in a Northerly direction. Reason: Overhead pole testing by Openreach												

	<p>Exemptions: to permit access to any land or premises fronting the highway affected where there is no other form of access; and to allow the works to be undertaken.</p> <p>Alternative route: C2049 Stratford Road, C2006 Station Road, C2006 Buckle Street, C2114 Pebworth Road, C2114 Front Street, C2114 Chapel Road, C2049 Stratford Road and vice versa.</p> <p>Maximum duration: 18 Months. Anticipated duration: 1 day Commencing: 11 June 2024</p>
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**24/370 Finance Part 2**

- a) To approve the schedule of payments for May 2024 including invoices to be paid and invoices paid as a matter of urgency. To follow.
  - b) To approve bank reconciliation for April 2024. (**Appendix 8 - page 55**)
  - c) To receive the completion of the Internal Audit Report for Financial year 2023/2024. Members to refer to recommendations in the content of the report. (**Appendix 9 – pages 56 -64**)
  - d) To approve Section 1 of the Annual Governance and Accountability Return, the Annual Governance Statement for financial year to 31/03/2024. Please see report relating to answers given in Section 1 requiring signature by the Chairman and Parish Clerk/Responsible Financial Officer. (**Appendix 10 – pages 65 – 66**)
  - e) To approve Section 2 of the Annual Governance and Accountability Return, the Annual Accounting Statements for financial year 31/03/2024. Please see Section 2 of the AGAR requiring signature of the Chairman previously signed in advance of the meeting by the Responsible Finance Officer. (**Appendix 11 – page 67**) Including Explanation of variance and 31<sup>st</sup> March 2024 Bank reconciliation (**pages 68 & 69**)
  - g) To note grounds maintenance contractor will carry out shockwave decompaction to the whole of the mowed areas of the Leys at a cost of £490.00 as part of the general ground maintenance contract.
  - h) **Failed pump at sports field.**
    - i) To approve quote of £515.00 for labour, replacement of floats and electrical junction box and greasing of the lid of the pumping station\*\* at the sports field.
    - ii) Subsequently it was found that the outlet drain appears to be broken allowing effluent to flow back into the pumping station and will require further investigation. To approve quote for £475.00 for excavation, repair and reinstatement. The work will be carried out by a local drainage contractor who is certified by the National Association of Drainage Contractors.
- \*\* The pumping station is in a manhole at the Sports Field. It contains two float operated pumps which are required to send the effluent from the Pavilion to the local sewerage system.
- i) To approve the annual servicing of the pumping station at a cost of £350.00. The service will consist of pressure washing the pumping station, pulling both pumps out for inspection to ensure that the pumps are in good working order. The float activation switches will be checked and cleaned.

**24/371 Working Groups reports**

To receive minutes from Council working groups held since the last Council meeting and consider recommendations for resolutions.

- D-Day 80<sup>th</sup> Anniversary Event. (**Appendix 12- pages 70- 71**)

**24/372 Environment & Community Wellbeing**

- a) Honeybourne Hawks has made a request to use the Sports Field on 18<sup>th</sup> May 2024 for practice. This is to enable the team to try out the field before the season starts in September. They have also requested to use The Leys Playing Field for 2 practice sessions in June and 2 more in July. Dates of the session will be provided to the Clerk once confirmation of use is agreed by the Council.
- b) To consider using one of the allotment plot as a community orchard. This has been requested by plots holders. WCC have agreed to provide 21 local varieties of fruit trees as well as help guidance to plant the trees. The project is funded by the Coronation Living Heritage fund for new community orchards. There will be no cost to the plot holders or the Parish Council.
- c) To approve Risk Assessments for D Day Event & Lighting of Peace Beacon on 6<sup>th</sup> June 2024. (**Appendix 13- pages 72 -79**)

**24/373 Planning**

- a) Members to respond to planning application.

WDC ref	Site Address	Proposal

W/24/00719/FUL	Vicarage Nurseries, Weston Road, Bretforton, Evesham, WR11 7HW	Demolition of a redundant glass house, and replacement of 4 static caravans with a terrace of 5 x 2-bedroom and 2 x 3-bedroom cottages, with associated car parking, foul and surface water drainage and landscaping; to accommodate essential workers required to live on the Site as approved under planning reference 20/02837/FUL - variation of condition 4.
W/24/00611/HP	Mulberry House, 56 High Street, Honeybourne, Evesham, WR11 7PQ	Proposed single storey rear, two storey side/front, porch extensions and associated works.
W/24/00547/HP	4 Poden Cottage, Mickleton Road, Honeybourne, Evesham, WR11 7PS	Two storey side and rear extension and single storey rear extension.

b) Planning Decisions received.

WDC ref	Site Address	Proposal
i) W/23/02234/HP	21 Brunel Way, Honeybourne, Evesham, WR11 7GJ	Single storey rear extension <b>(Appendix 14 pages 80 -82)</b>
Decision: Permission Granted.		
ii) W/23/00249/OUT	31 Westbourne, Honeybourne, Evesham, WR11 7PT	Outline application for the erection of a proposed self-build dwelling at 31 Westbourne. <b>(Appendix 15 page 83)</b>
Decision: Permission has been refused.		

**24/374 Code of Conduct training-** Tuesday 21<sup>st</sup> May 2024, 7pm at Honeybourne Village Hall. All Councillors to attend.

**24/375 Members are reminded to provide notification to the Clerk of items for discussion at the next council meeting by 31<sup>st</sup> May 2024**

**24/376 Date and venue of next meeting.**

Next Parish Council meeting, Tuesday 11<sup>th</sup> June 2024, 7:15pm at Honeybourne Village Hall, Harvest Close.

*Linda Stanton*

Parish Clerk  
9<sup>th</sup> May 2024

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

Council Members: H Jobs (Chair), A Attridge, T Askew, C Clear, B Dubb, G Clelland, A Mathias and S Sidwell