

HONEYBOURNE PARISH COUNCIL

Minutes of the Annual Parish Council meeting held at Honeybourne Village Hall, Harvest Close,
Honeybourne WR11 7RH
on Tuesday 14th May 2022 at 7.30pm

Members present: Cllrs H Jobs, A Attridge, T Askew, C Clear, G Clelland, B Dubb, A Mathias, and S Sidwell

In attendance: District Cllr Hannah Robson – arrive 7:40pm departed 8:00pm
District Cllr A Adams – arrive 7:30pm departed 8:00pm
2 members of the public
Parish Clerk: Linda Stanton.

24/357 Election of Chairman

Cllr Jobs asked if any interested members wished to be considered to stand as Chairman. Cllr Clelland proposed that Cllr Jobs be re-elected as Chairman. This was seconded by Cllr A Attridge.

Resolved: That Cllr Jobs be elected to the position of Chairman.

23/358 Election of Vice- Chairman

Cllr Jobs asked if any interested members wished to be considered to stand as Vice- Chairman. Cllr G Clelland proposed Cllr B Dubb as Vice-Chairman. This was seconded by Cllr A Attridge.

Resolved: That Cllr Dubb be elected to the position of Vice- Chairman.

24/359 Apologies – There were no apologies for absence.

24/360 Declarations of Interest: Councillors were reminded that to ensure transparency and retain public confidence in the council's decisions they are required to -

- Keep their Register of Interests form up to date;
- 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.

Cllrs	Minute	Interest	Reason
G Clelland	Item 24/370 (a) Bill payment to Limebridge Item 24/370 (f) to carry out shockwave decompaction to the whole of the mowed areas of the Leys	ODI ODI	Grounds maintenance contractor is a personal friend.
A Attridge	Item 24/370 (a) Grant payment to Honeybourne Hawks. Item 24/372 (a) Honeybourne Hawks request to use Sports Field for 18 th May for practice. To use The Leys for football practice for 2 session in June and 2 session in July	ODI ODI	Relative

H Jobs	Item 24/372 (a) allotment plot for community orchard	ODI	Plot holder
T Askew	Item 24/372 (a) allotment plot for community orchard	ODI	Plot holder
B Dubb	Item 24/372 (a) allotment plot for community orchard Item 24/373 (a) Planning application W/24/00719/FUL	ODI ODI	Plot holder Friend

24/361 To consider any dispensations

There were none.

24/362 Open Session Participation to hear from:

- a) Members of the Public.
There were none
- b) Supporting organisations, - South Worcestershire Policing Team.
None in attendance.
- c) Worcestershire County Councillor – A. Adams (Littletons division) – County Cllr Adams reported on the following;
 - Bretforton will be having a Zebra Crossing installed in their parish.
 - WCC will be doing their annual roads maintenance. Motorists reminded to keep speed down.
 - Cllr Adams had meetings with Severn Trent regarding the sewage flooding in Honeybourne. Severn Trent is working to resolve the issue.
 - Double yellow lines at China Corner are scheduled to be installed on 6th June 24.
 - Cllr Adams is still keeping the pressure on WDC to commence work at Honeybourne Railway Station to extend the car park.
- d) Wychavon District Cllrs Hannah Robson. The Chair welcomed Cllr Robson and asked if she wished to address the Parish Council. Cllr Robson informed the Council on the following;
 - WDC is planning to make their leisure centres in Droitwich Spa and Evesham to be more energy efficient and also to reduce their carbon emissions.
 - WDC planning committee has refused planning permission for W/23/00249/OUT.
- e) Working Groups updates
 - I. PROW & Ditch Clearing- A report was given at the Annual Parish Meeting.

24/363 Adoption of minutes

- I. To approve adoption of the minutes of the Parish Council Meeting on 9th April 2024.
- II. To approve adoption of the minutes of the Confidential Meeting on 9th April 2024

Resolved:

- I. That the minutes of the Parish Council meeting held on 9th April 2024 be approved as an accurate record and signed by the Chairman.
- II. That the minutes of the Confidential meeting on 9th April 2024 be approved as an accurate record and signed by the Chairman.

23/364 Annual Business Meeting

I. Appointments of Standing Committees

- a) Environment Committee to cover all matters relating to the Leys and Sports Field.
Cllrs A Attridge, S Sidwell, G Clelland, C Clear and H Jobs
- b) Staffing Committee to cover all issues relating to staff.

Cllr A Attridge, G Clelland, B Dubb and H Jobs.

Resolved:

- I. Cllrs A Attridge, C Clear, G Clelland and H Jobs are the appointed members of the Environment Committee.
- II. Cllrs A Attridge, G Clelland, B Dubb and H Jobs are the appointed members of the Staffing Committee.

II. Appointments to Working Groups

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

Resolved:

- I. Cllr T Askew (leader), Cllr G Clelland, C Evans, C Gear, J Holden, A Liang, D Hall, D Cumberland, I Mellor, A Keenan and J Woodfield are the appointed members of the Public Rights of Way Working Group.
- II. Cllrs H Jobs and S Sidwell are the appointed members of the Christmas Working Group supported by members of the Village Hall Trustees and members of WI.
- III. Cllrs G Clelland, B Dubb, H Jobs, A Mathias, S Sidwell and Mr Rory Williams are the appointed members of the D-Day Working Group.

III. To consider representation arrangements:

- a) Village Hall
- b) Village News

Resolved:

- I. Cllr S Sidwell will be Parish Council representative on the Village Hall events committee with only voting rights on the events committee.
- II. Cllr T Askew will be Parish Council representative on Honeybourne 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 Councillors commitment to abide by The Local Government Association's Model Code of Conduct. The Council have adopted the 'Civility and Respect Pledge from the National Association of Local Charter at the 12th March 2024 Council meeting.
- c) To resolve to re-adopt the Standing Orders.

Resolved:

- I. That the Councillors' Register of Interests are published and up to date.
- II. That Councillors will abide by The Local Government Association's Model Code of Conduct.
- III. That the Standing Orders to be re-adopted.

- d) To approve schedule of meeting dates.

Resolved:

That the following schedule of meeting dates to be approved.

2024	
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 th May 2024	
11 th June	9 th July
August- There will be no Council Meeting due summer recess	10 th September
8 th October	12 th November
10 th December	-
2025	

14 th January	11 th February
11 th March	-

24/365 Committees and Working Groups

- a) To resolve to re-adopt the Terms of Reference for the Environment Committee.
- b) To resolve to re-adopt the Terms of Reference for the Staffing Committee.
- c) To resolve to re-adopt the Terms of Reference for the Christmas Lights Switch on Event Committee.

Resolved:

- I. That the Terms Of Reference for the Environment Committee to be re-adopted.
- II. That the Terms Of Reference for the Staffing Committee to be re-adopted.
- III. That the Terms of Reference for the Christmas Lights Switch On Event Committee to be re-adopted.

24/366 Finance Part 1: Annual Governance

i) Review Of Asset Register

Resolved:

- I. That it is noted the Asset Registered has been updated and approved by Full Council on 14th 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 1st September 2024.

Resolved:

That all PC assets are covered on the current insurance policy until the renewal date on 1st September 2024.

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) Microsoft Office 365
- g) Adobe Creative

Resolved :

That the annual subscriptions for 2024/25 the following be approved;

- I. National Association of Local Councils/WORC CALC
- II. Society of Local Council Clerks
- III. Data Protection Annual Fee
- IV. Institute of Cemetery and Crematorium Management
- V. Microsoft Office 365
- VI. 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

Resolved:

- i) To appoint internal auditor, DKE Audit Services for 2024/2025.
- ii) To approve 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

Resolved:

- I. To approve the continuation of Direct Debits for;
- II. Sky Business
- III. EE
- IV. British Gas
- V. Information Commission Office

Resolved:

To approve and adopt the policy.

24/367 Chairman's Report –

The Chair gave his annual report of Council activities earlier at the Annual Parish Meeting.

24/368 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	A BBC location crew used the car park on 23 rd 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 have 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 carry out the repairs and adjustment. Will update Council when completed.
e) Digitalisation of Parish Lengthsman's invoices.	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 has been sent to WCC to chase up the installation of the post. Waiting to hear from WCC.
g) Resident request to assist with his 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 th May 2024 and the Sports Field to park their cars. Clerk had a update from the Club, after publishing of the agenda, that they will not now be using the field on 11 th May 2024.
Resolved: That the report be noted.	

24/369 Correspondence & Circulations Received

a) Honeybourne Village News	Thank you, letter. Circulated to members		
b) Honeybourne Wednesday Club	The Treasurer thanked the Council for the approval of their grant application.		
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%;"> <tr> <td>CR-Public Order Offence</td> <td style="text-align: center;">1</td> </tr> </table>	CR-Public Order Offence	1
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
d) Network Rail	Information on adoption of Honeybourne Railway Station. Information forwarded to the group leader who expressed an interest to start the group in Honeybourne.	
e) Worcestershire County Council Road Traffic Regulations Act 1984 Temporary Road Closure (Circulated to members)	<p>(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 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. 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. Maximum duration: 18 Months. Anticipated duration: 1 day Commencing: 11 June 2024</p>	
Resolved: That the correspondence and circulation be noted.		

24/370 Finance Part 2

a) To approve the schedule of payments for May.

Invoice no	Cheque no	Description	Supplier	Net £	VAT £	Gross £
841677364	Direct Debit	British Gas	Pavilion power and heating	69.15	3.45	72.60
V02210029662	Direct Debit	EE	PC mobile phone	5.83	1.17	7.00
1641503-0	Direct Debit	Sky Business	Pavilion phone line (22 nd April – 21 st May 24)	26.95	5.39	32.34
Wp-Inv05447162	Direct Debit	Water Plus	Pavilion water	7.89	-	7.89
060/2023/2024	BACS	JM Sullivan	Refund cemetery fee	370.00	-	370.00
0101	BACS	DKE Audit Services	Internal Auditor	304.70	-	304.70
5801	BACS	HT Waste T/A Budget Waste Management	Skip hire	130.00	26.00	156.00
SI-113246	BACS	GCL Products Ltd t/a The Garden Range	Rubber Mats, Cable ties, Plastic pegs, Roll woven landscape Membrane To repair Roundabout at The Leys	187.50	37.50	225.00
31789	BACS	Artificial Grass Direct	4 metres of Absolute Play artificial grass To cover soil mount on the side of the slide at The Leys	287.33	57.47	344.80
INV116774	BACS	PSW Paper & Print Ltd	2x A1 Colour Posters 3 x Banners (D – Day)	267.57	53.51	321.08

31481/4	BACS	Hampshire Flag Company Ltd	Union Flag buntings 50 metres (D-Day)	96.50	19.30	115.80
347	BACS	DTH Churchyard & cemetery Services	Grave digging fee	370.00	-	370.00
SI-9885	BACS	Security 4 Systems	Monthly IT support	72.00	-	72.00
21030/22261	BACS	GS Adams	To investigate fault on pump alarm	65.00	13.00	78.00
9472	BACS	Worcestershire CALC	Annual subscription	1,030.48	180.76	1211.15
9383	BACS	Worcestershire CALC	Clerk training- Employment	35.00	7.00	42.00
SIN124488	BACS	Fairview Trading	Handyman work	43.38	8.68	52.06
9201228	BACS	The Safety Supply Company Ltd	2 x Safety boots (For PROW volunteers)	91.62	97.51	117.01
-	BACS	J Hyde	Lengthsman work	270.40	-	270.40
-	BACS	J Hyde	Handyman work	194.68	-	194.68
Tax month 2	BACS	HMRC	HMRC	779.95	-	779.95
Tax month 2	BACS	Worcestershire Pension	Pension	781.52	-	781.52
Tax month 2	BACS	Staff salary	Staff salary including backpay	2292.09	-	2292.09
-	BACS	L Stanton	Mileage claim - Council work 2 nd Jan – 28 th Mar 24. Total mileage: 746 miles	335.70	-	335.70
2999	BACS	Limebridge	Grounds maintenance	1357.50	271.50	1629.00
37185	BACS	Link Tools	Battery for hedge cutter and strimmer four leaf nylon cord (For PROW)	85.48	17.10	102.58
SAJ-UK2024/01703	BACS	Elan City UK	VAS	2250.00	450.00	2700.00
78308	BACS	ROSPA	Check lists for routine inspections for play & outdoor gym equipment	80.00	16.00	96.00
5081/2024/25	BACS	ICCM	Membership fee	100.00	-	100.00
074893	BACS	Bullfinch(Gas Equipment) Ltd	80 th D Day Peace Beacon	349.00	69.80	418.80
2024-068	BACS	Quick Print UK Ltd	Printing of leaflets	50.00	-	50.00
Min: 24/349(c) i	BACS	Honeybourne Hawk	Grant for purchase of equipment	500.00	-	500.00
Min:24/349 (c) ii	BACS	Honeybourne Village News	Grant for printing cost of Village News	500.00	-	500.00
2024 043	BACS	Honeybourne Village News	Delivery of leaflets with the May edition of the Village News (D-Day)	60.00	-	60.00
Min: 24/349(c) iii	BACS	Wednesday Club	Grant for to subsidy the transport for outings.	500.00	-	500.00
Equal Pre-Paid Debit Card						
Invoice	Date	Supplier	Description	Net £	VAT £	Gross £
504605	8 th April 2024	Waitrose	Flowers, chocolates and card	24.85	-	24.85
A15110383572	9 th April 2024	Screwfix	2x Safety boots PROW volunteers	109.98	-	109.98
17-11449-52607	20 th April 2024	Ebay	Heavy duty	9.16	1.83	10.99

			Galvanised U shape turf pin			
0088	22 nd April 2024	Co-op Bidford	3 rolls of bin liners	6.87	1.38	8.25
IEN2024021587494	26 th April 2024	Adobe Creative	Software Subscription	16.64	3.33	19.97
Resolved:						
I. Voting 5 for, 3 abstentions that the May bills as listed in the schedule be approved.						

b) To approve bank reconciliation for April 2024.

Honeybourne Parish Council

30 April 2024 (2024-2025)

Prepared by:

Date:

Name and Role (Clerk/RFO etc)

Approved by:

Date:

Name and Role (RFO/Chair of Finance etc)

A	Bank Reconciliation at 30/04/2024			184,283.02
	Cash in Hand 01/04/2024			47,218.45
	ADD Receipts 01/04/2024 - 30/04/2024			
	SUBTRACT Payments 01/04/2024 - 30/04/2024			231,501.47
	Cash in Hand 30/04/2024 (per Cash Book)			22,176.36
				209,325.11
	Cash in hand per Bank Statements			
	Petty Cash	30/04/2024	0.00	
	Lloyds Business Bank Instant	30/04/2024	206,588.93	
	Lloyds Treasurers Account	30/04/2024	2,586.82	
	Prepaid Debit Card Equals	30/04/2024	149.36	
				209,325.11
	Less unrepresented payments			
				209,325.11
	Plus unrepresented receipts			
B	Adjusted Bank Balance			209,325.11
	A = B Checks out OK			

Resolved:

The bank reconciliation for April be approved

c) To receive and note internal audit report for year ending 31st March 2024

Resolved:

- I. That the internal audit report for year ending 31st March 2024 was noted.
- II. Clerk to investigate opening another bank account for the Parish Council

d) To approve Section 1 of the Annual Governance and Accountability Return, the Annual Governance Statement for financial year to 31st March 2024. Please see report relating to answers given in Section 1 requiring signature by the Chairman and Parish Clerk/Responsible Financial Officer. **(Appendix 1 – pages 41- 411)**

Resolved:

- I. That Section 1 be approved and signed by the Chairman and Clerk .

e) To approve Section 2 of the Annual Governance and Accountability Return, the Annual Accounting Statements for financial year to 31st March 2024. Please see Section 2 of the AGAR requiring signature of the Chairman (previously signed in advance of the meeting by the Responsible Financial Officer). Including explanation of variance and 31st March 2024 bank reconciliation. **(Appendix 2- page 412)**

Resolved :

- I. That Section 2 be approved and signed by the Chairman having been signed by the Clerk in the role of Responsible Financial Officer.

f) To note grounds maintenance contractor will carry out shockwave decompaction to the whole of mowed areas of the Leys at the cost of £490.00 as part of the general grounds maintenance contract.

Resolved:

- Voting 7 for, 1 abstention that it is noted that shockwave decompaction to the whole of mowed areas of the Leys.

h) Failed pump at Sports Field. To approve quotes for repair and for annual servicing.

Description

- I. To approve £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.

- III. 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.

Resolved:

- I. To approve the quote of £515.00 for labour, replacement of floats and electrical junction box and greasing of the lid of the pumping station.
- II. To approve quote of £475.00 for further investigation, excavation, repair and reinstatement.
- III. 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 Group reports

To receive minutes of meetings from Council working groups held since the last Council meeting and consider recommendations for resolutions. (If any)

- D-Day 80th Anniversary Event.

Resolved:

That the minutes of meeting be noted.

24/372 Environment & Community Wellbeing

- a) Honeybourne Hawks have made a request to use the Sports Field on 18th 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.

Cllr A Attridge left the room at 20:00 prior to discussion taking place.

Clerk updated Council that the Club will not be using The Leys Playing Field on 18th May and June as their insurance for the Club does not commence until July.

Resolved:

- I. The Club can use The Leys Playing Field for 2 practice sessions in July. Parking for parents to be at the Sports Field.
- II. Chair of the club to provide dates of the sessions. To provide a copy of their insurance, risk assessments and DBS checks for the coaches to the Clerk.

Following the resolution Cllr A Attridge re-join the meeting at 20:05.

- b) To consider using one of the allotment plots as a community orchard. This has been requested by plot holders. WCC have agreed to provide 21 local varieties of fruit trees as well as help and 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

Cllrs T Askew, B Dubb and H Jobes left the room at 20:05 prior to discussion taking place.

Resolved:

Voting 5 for, 3 abstentions to use one of the allotment plots for a community orchard.

Following the resolution Cllrs T Askew, B Dubb and H Jobes re-joined the meeting at 20:10.

- c) To approve Risk Assessments for D-Day event & Lighting of the Peace Beacon on 6th June 2024.

Resolved:

- i) To approve D- Day Event Risk Assessment.
- ii) To approve Lighting of the Peace Beacon.

24/373 Planning

- a) Members to respond to planning applications

Cllr B Dubb left the room at 20:15 prior to discussion taking place.

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.

Resolved:

Voting 7 for, 1 abstention, to have No Representation for this planning application.

Following the resolution Cllr B Dubb re-join the meeting at 20:18.

WDC ref	Site Address	Proposal
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.
Resolved: To have No Representation for this planning application.		
W/24/00547/HP	4 Poden Cottage, Mickleton Road, Honeybourne, Evesham, WR11 7PS	Two storey side and rear extension and single storey rear extension.
Resolved: To have No Representation for this planning application.		

b) Planning Decisions received.

i) W/23/02234/HP	21 Brunel Way, Honeybourne, Evesham, WR11 7GJ	Single storey rear extension (Appendix 3 – pages 413 -415)
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. (Appendix 4- 416)
Decision: Permission has been refused.		

24/374 Code of Conduct training- Tuesday 21st 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 31st May 2024.

24/376 Date and venue of the next Ordinary Parish Council meeting.

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

The meeting concluded at 20:45 hrs.

Signed: H M Jobes Date.....
Chairman, Honeybourne Parish Council 11th June 2024

Council Members: Cllrs H Jobes (Chair) B Dubb (Vice Chair), A Attridge, T Askew, C Clear, G Clelland, A Mathias & S Sidwell

Appendix 1- Min: 24/370(d) (Section 1)

To approve Section 1 of the Annual Governance and Accountability Return, the Annual Governance Statement for financial year to 31/03/24.

To be considered by Full Council in the meeting; Section 1 and 2 are part of the Annual Governance and Accountability Return that is sent to the External Auditor.

Section 1 The Annual Governance Statement 2022/23

We acknowledge that as the members of Honeybourne Parish Council our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31st March 2024, that:

1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.
'Yes' means that this Council prepared its accounting statements in accordance with the Accounts and Audit Regulations.

As Parish Clerk and Responsible Finance Officer for the above accounting period I can confirm that effective financial management was maintained for the preparation of the accounting statement. This has been carried out by means of:

- Accounting records input to Scribe Accounting in a timely manner upon receipt of invoices/remittances.
- Policies for Financial Management of risk are current and updated where required.
- Accounting records are prepared in accordance with Accounts and Audit Regulations this also being confirmed by the Internal Auditor.

2. We maintained an adequate system of internal control, including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.

'Yes' means the Council made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge. This has been done via:

- Bank reconciliation is undertaken and reviewed monthly.
- Receipt of regular, sequential financial information in Council minutes.
- Recording of regular, sequential financial information in Council minutes.
- Adherence to the Council's financial regulations and risk management policy.
- Appointment of internal independent auditor.

3. We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and proper practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.

'Yes' means that the Council has only done things that it has the legal power to do and had complied with proper practices in doing so via;

- Regular information is provided to members via county association and the publication Governance and Accountability for Smaller Authorities in England is freely available.
- Clerk/RFO confirms they are not aware of any non-compliance.

4. We provided proper opportunity during the year for the exercise of electors' right in accordance with the requirements of the Accounts and Audit Regulations.

'Yes' means that the Council during the year has given all persons interested the opportunity to inspect and ask questions about the authority's accounts. The accounts were open to inspection between 5th June 2023 and 14th July 2023 and were advertised as such from 4th June 2023 on the Council's notice boards and website.

5. We carried out an assessment of the risks facing the Council and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.

'Yes' means that the Council has considered and documented the financial and other risks it faces and has dealt with them properly.

- The Council is insured and reviews insurance on an annual basis.
- It adds other assets to the council's asset register and notifies its insurance broker on notification of receipt of asset.

6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and controls systems.

'Yes' means that the Council has arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.

7. We took appropriate action on all matters raised in reports from internal and external audit.

'Yes' means that the Council responded to matters brought to its attention by internal and external audit.

- Recommendations following the recent Internal Audit report have been actioned in the previous year.

8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on the Council and where appropriate have included them in the accounting statements.

'Yes' means that the Council has disclosed everything it should have about its business activity during the year including events taking place after the year -end if relevant.

The Clerk/RFO confirms the accounting statements include all required information.

9. Relates to Trust Funds: this is not relevant to Honeybourne Parish Council, the response is NA

Linda Stanton

Clerk & Responsible Financial Officer
Honeybourne Parish Council
15th April 2024

Appendix 2 Min no: 24/370(e) To approve Section 2 of the Annual Governance and Accountability Return, the Annual Accounting Statement for financial year to 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 Financial Officer.

	Year Ending		Notes and guidance
	31 st March 2023 £	31 st March 2024 £	
1. Balance brough forward	144,139	148,452	<i>Please round all figures to nearest £1. Do not leave any boxes blank and report £0 or Nil balances. All figures must agree to underlying financial records.</i>
2. (+) Precept or Rates and Levies	85,575	84,281	<i>Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.</i>
3. (+) Total other receipts	56,133	166,847	<i>Total income or receipts as recorded in the cashbook less precept or rates/levies received (line 2). Include any grants received.</i>
4. (-) Staff Cost	36,155	43,753	<i>Total expenditure of payments made to and on behalf of all employees NI contributions, employers pension contributions, gratuities and severance payments.</i>
5. (-) Loan interest/ Capital repayment	0	0	<i>Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).</i>
6. (-) All other payments	101,240	171,544	<i>Total expenditure or payments as recorded in the cashbook less staff cost (line 4) and loan interest/capital repayments (line 5).</i>
7. (=) Balances carried forward	148,452	184,283	<i>Total balances and reserves at the end of the year. Must equal (1+2+3) – (4+5+6)</i>

8. Total value cash and short term investments	148,452	184,283	<i>The sum of all current and deposit bank accounts, cash holdings and short term investments held as of 31st March- To agree with bank reconciliation.</i>
9.Total fixed assets plus long term investments and assets	449,686	495,967	<i>The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as of 31st March.</i>
10.Total borrowings	0	0	<i>The outstanding capital balance as at 31st March of all loans from third parties (including PWLB)</i>

For Local Council Only	Yes	No	NA	
11a. Disclosure note re Trust (including charitable)				<i>The Council, as a body corporate, acts as sole trustee and is responsible for managing Trust funds or assets.</i>
11b. Disclosure note re Trust Funds (including charitable)			√	<i>The figures in the accounting statements above do not include any Trust transactions.</i>

I certify that for the year ending 31st March 2023 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities- a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

Signed by Responsible Financial Officer before being presented to the authority for approval

Linda Stanton

15th April 2023

PLANNING APPROVAL NOTICE

TOWN AND COUNTRY PLANNING ACT 1990

Approval - Householder Planning

Application No: W/24/00239/HP

Parish: Honeybourne

Agents Address:

Mr Trevor Bury
T.E.Bury
Brookside House
Tothall Lane
Salford Priors
Evesham
WR11 8SG

Applicants Address:

Mr Philip Catherall
21 Brunel Way
Honeybourne
Evesham
WR11 7GJ

Part I – PARTICULARS OF APPLICATION

Statutory Start Date: 14 February 2024

Location: 21 Brunel Way, Honeybourne, Evesham, WR11 7GJ

Proposal: Construct detached outbuilding

Part II - PARTICULARS OF DECISION

Wychavon District Council hereby give notice that in pursuance of the provisions of the Town and Country Planning Act 1990 that **PERMISSION HAS BEEN GRANTED** for the carrying out of the development referred to in Part 1 hereof in accordance with the application and plans submitted subject to the following conditions (if any):-

CONDITIONS AND REASONS

1. The development hereby permitted shall be begun before the expiration of three years from the date of this permission.

Reason: To conform with the requirements of Section 91 of the Town and Country Planning Act 1990 as amended by Section 51 of the Planning and Compulsory Purchase Act 2004.

2. Unless where required or allowed by other conditions attached to this permission/consent, the development hereby approved shall be carried out in accordance with the information (including details on the proposed materials) provided on the application form and the following plans/drawings/documents:

- Drawing no: 20/2091/LP, Scale 1:2500;

- Drawing no: 23/2144/02B – 08/02/24;

- Design and Water Management Statements by T.E. Bury, Ref: TEB/JLB 23/2144.

Reason: To define the permission.

3. Prior to the first use/occupation of the development hereby permitted, the details set out in the submitted Water Management Statement shall be fully implemented and remain thereafter.

Reason: To ensure that an appropriate sustainable drainage system is provided to serve the development in accordance with policy SWDP29 of the South Worcestershire Development Plan 2016.

4. Notwithstanding the details in the application form, the materials to be used in the construction of the external surfaces of the outbuilding hereby permitted shall match in type, colour, texture and size those of the dwelling 21 Brunel Way.

Reason - To ensure that the new materials are in keeping with the surroundings and/or represent quality design in accordance with policy SWDP21 of the South Worcestershire Development Plan.

5. In the event that contamination is found at any time when carrying out the approved development that was not previously identified it must be reported immediately to the Local Planning Authority. The applicant is advised to immediately seek the advice of an independent geo-environmental consultant experienced in contaminated land risk assessment, including intrusive investigations and remediation.

No further works should be undertaken in the areas of suspected contamination, other than that work required to be carried out as part of an approved remediation scheme, unless otherwise agreed by the Local Planning Authority, until requirements 1 to 4 below have been complied with:

1. Detailed site investigation and risk assessment must be undertaken by competent persons in accordance with the Environment Agency's 'Land Contamination: Risk Management' guidance and a written report of the findings produced. The risk assessment must be designed to assess the nature and extent of suspected contamination and approved by the Local Planning Authority prior to any further development taking place.

2. Where identified as necessary, a detailed remediation scheme to bring the site to a condition suitable for the intended use by removing unacceptable risks to identified receptors must be prepared and is subject to the approval of the Local Planning Authority in advance of undertaking. The remediation scheme must ensure that the site will not qualify as Contaminated Land under Part 2A Environmental Protection Act 1990 in relation to the intended use of the land after remediation.

3. The approved remediation scheme must be carried out in accordance with its terms prior to the re-commencement of any site works in the areas of suspected contamination, other than that work required to carry out remediation.

4. Following completion of measures identified in the approved remediation scheme a verification report that demonstrates the effectiveness of the remediation carried out must be produced and is subject to the approval of the Local Planning Authority prior to the occupation of any buildings on site.

Reason: To ensure that the risks from land contamination to the future users of the land and neighbouring land are minimised, together with those to controlled waters, property, and ecosystems, and to ensure that the development can be carried out safely without unacceptable risks to workers, neighbours and other offsite receptor.

NOTES TO APPLICANT

1. Positive and Proactive Statement. No problems have arisen in dealing with this application. The planning application sought an acceptable form of development consistent with the requirements of relevant policies and material considerations. No amendments or alterations were therefore required and no further positive or proactive action was deemed necessary.

Signed:



Head of Development Management

Date: 10 April 2024

Note: - This permission refers only to that required under the Town and Country Planning Acts and does not include any consent or approval under any other enactment, byelaw, order or regulation. **In particular this permission is not a Building Regulation Approval. Advice should be sought from the South Worcestershire Building Control on 01684 862223 to ascertain if approval is required under the Building Regulations for the proposed development. Failure to make a Building Regulations application, if required, prior to work commencing on site is an offence under Section 35 of the Building Act 1984 and may result in the authority taking further action.**

PLANNING REFUSAL NOTICE

TOWN AND COUNTRY PLANNING ACT 1990

Refusal - Outline Application

Application No: W/23/00249/OUT

Parish: Honeybourne

Agents Address:

Mr Stuart Bond
absolute architecture ltd
42 Waterloo Road
Bidford on Avon
B50 4JP

Applicants Address:

Ms P Ash
c/o agent

Part I – PARTICULARS OF APPLICATION

Statutory Start Date: 7 March 2023

Location: 31 Westbourne, Honeybourne, Evesham, WR11 7PT

Proposal: Erection of proposed self build dwelling

Part II - PARTICULARS OF DECISION

Wychavon District Council hereby gives notice that in pursuance of the provisions of the Town and Country Planning Act 1990 that **PERMISSION HAS BEEN REFUSED** for the carrying out of the development referred to in Part 1 hereof for the following reasons:-

REASONS

1. The proposed development would result in a cramped form of development on a prominent corner position which would be harmful to the character and appearance of the street scene and locality. The development is therefore contrary to policy SWDP21 of the South Worcestershire Development Plan (2016) and policies H4 & H5 of the Honeybourne Neighbourhood Plan.

Signed:



Head of Development Management

Date: 11 April 2024







HPC Annual Meeting Minutes - 14th May 2024

Final Audit Report

2024-06-12

Created:	2024-06-11
By:	Linda Stanton (clerk@honeybourne-pc.gov.uk)
Status:	Signed
Transaction ID:	CBJCHBCAABAAW5c_0zYEy_Wrddbzl8-k_07FIMpp_P_I

"HPC Annual Meeting Minutes - 14th May 2024" History

-  Document created by Linda Stanton (clerk@honeybourne-pc.gov.uk)
2024-06-11 - 11:01:42 PM GMT
-  Document emailed to heath.jobses@honeybourne-pc.gov.uk for signature
2024-06-11 - 11:01:48 PM GMT
-  Email viewed by heath.jobses@honeybourne-pc.gov.uk
2024-06-12 - 8:02:56 PM GMT
-  Signer heath.jobses@honeybourne-pc.gov.uk entered name at signing as HMJ
2024-06-12 - 8:05:03 PM GMT
-  Document e-signed by HMJ (heath.jobses@honeybourne-pc.gov.uk)
Signature Date: 2024-06-12 - 8:05:05 PM GMT - Time Source: server
-  Agreement completed.
2024-06-12 - 8:05:05 PM GMT