

HONEYBOURNE PARISH COUNCIL

Summons and Notice of Meeting

Members are summoned to the **Parish Council** meeting to be held on
**Tuesday 10th September 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 24/415 (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

24/412 Apologies

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

24/413 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.

24/414 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.

24/415 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.
 - i) PRow & Ditch Clearing,

24/416 Adoption of minutes

- I. To approve adoption of the minutes of the Parish Council Minutes – 9th July 2024
Minutes have been previously circulated but also attached (**Appendix 1 pages 7- 24**)
- II. To approve adoption of the minutes of the Extraordinary Confidential Meeting – 6th August 2024. Minutes have been previously circulated.

24/417 Chairman's Report - A verbal report may be given.

24/418 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) Unmetered Street lighting	SSE have now completed the switch over from Npower. There was a delay in the switch due to their new computer software. SSE have agreed to reimburse the PC for payments made to Npower.
b) Grounds Maintenance – Westbourne and Harward Avenue	Rooftop advised Clerk that due to various operational reasons there's been a delay in cutting the verges.
c) WDC Road Sweeper	The roads in Honeybourne have been swept.
d) Code of conduct Complaint	A resident has complained about the conduct of a Parish Councillor.

	Clerk advised the resident to contact WDC Monitoring Officer. Contact details of WDC given to resident.																																			
e) School flashing lights (by Co-op and Weston Road)	Highways officer advised that the lights are working. They need to be operated manually by a magnet. Clerk will ask Honeybourne Academy when it reopens after the summer holiday if a member of their staff could activate the lights.																																			
f) Churchyard	Clerk is still waiting for approval from the diocese to repair the headstones. Without permission the work cannot be commenced. A church member has asked for the church gate to be lifted as it is dragging on the ground. Handyman will attend to it.																																			
g) Email from our MP	He has advised that boundary changes following the General Election mean that our constituency has changed its name from Mid Worcestershire to Droitwich, Evesham, and the villages. New posters with his contact details, reflecting the new name of the constituency, have been received and are on display in the PC's noticeboards.																																			
h) Inspection of Allotments	An inspection of the PC's allotments was carried out with the plot secretary. He has graded the plots A, AB, B, BC, C, D. <ul style="list-style-type: none"> • A - Good condition throughout – 17 plot holders • AB - More cultivation – 1 plot • B - Mostly acceptable - 3 plot holders • BC - Remove vegetation from perimeter fence around the plots – 2 plot holders • C - Needs attention and improvement to certain areas – 14 plot holders • Vacant plots – 6. Handyman will clear these plots ready for renting out. Plot secretary will notify the plots holders of the outcome of the inspection. The purpose of the inspection is to encourage plot holders in cultivating and maintaining their plots.																																			
i) Honeybourne Hawks FC	They have now provided all documents to the Clerk for the Club to use the Sports Field. A copy of rules and regulations for pavilion and sports field has been given to the Chair of the Club. They will practice at the Sports Field on 5 th September but will only be using the field and not the pavilion as their licence does not commence until 7 th September. Fixtures; <div style="text-align: center;"> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr style="background-color: #2c3e50; color: white;"> <th>Type</th> <th>Date / Time</th> <th>Home Team</th> <th>VS</th> <th>Away Team</th> </tr> </thead> <tbody> <tr> <td>L</td> <td>07/09/24 10:30</td> <td>Honeybourne Hawks FC U10</td> <td>VS</td> <td>Tysoe U Juniors Cheetah</td> </tr> <tr> <td>L</td> <td>14/09/24 10:30</td> <td>Bredon AFC Juniors U10</td> <td>VS</td> <td>Honeyb Hawks F U10</td> </tr> <tr> <td>L</td> <td>21/09/24 10:30</td> <td>Honeybourne Hawks FC U10</td> <td>VS</td> <td>Shipston Excelsio Junior U</td> </tr> <tr> <td>L</td> <td>05/10/24 10:30</td> <td>Broadway United Youth U10</td> <td>VS</td> <td>Honeyb Hawks F U10</td> </tr> <tr> <td>L</td> <td>12/10/24 10:30</td> <td>Honeybourne Hawks FC U10</td> <td>VS</td> <td>Ashton Youth U</td> </tr> <tr> <td>L</td> <td>09/11/24 10:30</td> <td>West Worcester Youth U10 Reds</td> <td>VS</td> <td>Honeyb Hawks F U10</td> </tr> </tbody> </table> <div style="border: 1px solid black; padding: 5px; width: fit-content; margin: 10px auto;"> <p>Honeybourne Hawk vs Crowle 19/10/24 – 10am at Honeybourne Sports Field</p> </div> </div>	Type	Date / Time	Home Team	VS	Away Team	L	07/09/24 10:30	Honeybourne Hawks FC U10	VS	Tysoe U Juniors Cheetah	L	14/09/24 10:30	Bredon AFC Juniors U10	VS	Honeyb Hawks F U10	L	21/09/24 10:30	Honeybourne Hawks FC U10	VS	Shipston Excelsio Junior U	L	05/10/24 10:30	Broadway United Youth U10	VS	Honeyb Hawks F U10	L	12/10/24 10:30	Honeybourne Hawks FC U10	VS	Ashton Youth U	L	09/11/24 10:30	West Worcester Youth U10 Reds	VS	Honeyb Hawks F U10
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j) Speeding on Station Road	Update from Safer Neighbourhood officer; “I have had the results back from the data box placed on Station Road which I know is an area of concern for many. The box checked 59613 vehicles in both directions, 30946 one way and 28667 the other way. The date range of these checks were from 19th July – 2nd August 2024.																																			

	<p>The average speed of these was 25mph and the average. 85% of these vehicles were all under 30mph with an average of 29mph. We look at the 85% as this is a widely used industry standard which is used as a guidance to level of compliance with speed limit.</p> <p>I hope you agree that these results are extremely positive and I do hope these will provide reassurance to those who have concerns.”</p>
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24/419 Correspondence, Circulation Received

a) Temporary Road Closure (Circulated to all members)	<p>Proposed Order: Closure of U45017 School Street, Honeybourne, Reason: Drainage work. Anticipated duration: 5 days. Commencing: 28th August 2024</p>
b) Extension of footpath from Owl Homes Development to Bovis Development	<p>Resident has written to the Chair of the Council regarding the extension of the footpath. Chair has advised resident that the PC have discussed the matter but have no power to construct a footpath on private land. Resident advised to pursue the matter with Gateway Management if they would like the path to be extended.</p>
c) Request to display notices on street furniture	<p>Resident requested permission from PC to display notices on street furniture. Clerk has notified resident that WCC do not allow any notice on street furniture.</p>
d) Fir Tree Corner - Honeybourne	<p>Resident raised concerns regarding cars parked on double yellow lines and dangerous driving. Clerk's response to resident "Thank you for your email. Whilst I appreciate your concerns unfortunately Honeybourne Parish Council do not have authority to take action on any of the matters raised. The police should be informed of any dangerous driving that you encounter but would need evidence to take any action. I have noted our local community police officer's contact details below. The same person should be advised of any illegal parking. Parish Council meetings are held on the second Tuesday of the month (but not in August) and the public are welcome to attend and to raise any concerns at public forum which takes place at the beginning of the meeting shortly after 7.15pm. Contact details of local police officer ; alexandra.prentice@westmercia.police.uk"</p>
e) Footpath lighting Fair Acres	<p>Resident on Fair Acres estate has copied the PC on correspondence to Trinity Management (for information only) regarding the lights not working for 4 months. Resident has requested the Property Manager to escalate the matter for urgent action as it very dangerous walking down the path in the dark.</p>
f) WDC- Consultation on Revised Statement of Principles Under the Gambling Act 2005	<p>Circulated to members Deadline for comments: Friday 6th September 2024</p>
g) NPPF (National Planning Policy Framework (Circulated to members)	<p>Government consultation on the proposed reforms to the National Planning Policy Framework (NPPF) and other changes to the planning system consultation. (Appendix 2 pages 26 - 29) Consultation closes on 24 September 2024 https://www.gov.uk/government/consultations/proposed-reforms-to-the-national-planning-policy-framework-and-other-changes-to-the-planning-system</p>
h) WDC – Draft Policy on Pavement Licencing	<p>Consultation on Draft Policy on Pavement Licencing. https://www.worcsregservices.gov.uk/media/toeldogh/draft-policy-on-pavement-licencing-wdc-consultation-version.pdf WDC welcomes responses to the survey; https://www.smartsurvey.co.uk/s/WDCPPL</p>

	The consultation survey will remain open for responses until Friday 30th October 2024.
i) Thank you letter from SSAFA	Re the collection at the D-Day Event (Appendix 3 page 30)

23/420 Finance

- a) To ratify bills payments for August, under delegated powers to the Clerk at the Honeybourne Parish Council meeting on 9th July 2024. (**Appendix 4 page 31**)
- b) To approve bills for payment for September. Schedule to follow.
- c) To approve Bank Reconciliations for July and August 2024. (**Appendix-5 pages 32- 33**)
- d) To note budget position v actual receipts and payments. (**Appendix – 6 pages 34 -35**)
- e) To note that Honeybourne Hawks FC have paid the first instalment of the licence fee of £50.00, the remaining £50.00 will be paid in January 2025. The licence fee is for the football season from 7th September 2024 - 19th May 2025.
- f) To note that the PC insurance has been renewed with the current insurer Clear Insurers under delegated powers to the Clerk at the Honeybourne Parish Council meeting on 9th July 2024.
- g) To consider and approve grant application for Honeybourne Village Hall (**Appendix – 7 pages 36 - 38**)
- h) To consider and approve grant application for Friends of Honeybourne Station (**Appendix – 8 pages 39 -41**)
- i) To approve recommendation from the Christmas Event Working Group for the following;

I.	Estimated cost for Christmas tree including installation and taking down in January	£ 950.00
II.	Hire of Children’s Carousel	£1450.00
III.	Hire of children entertainer – balloon modelling	£ 525.00
IV.	Hire of Silver Band	£ 150.00
V.	150 selection boxes (estimate)	£ 200.00
VI.	Hire of skip	£ 130.00

24/421 Governance Arrangements

- I. Review of Asset Register (**Appendix 9 – pages 42 - 49**)
- II. Adoption of new Financial Regulations (**Appendix-10 pages 50 - 64**)
- III. Adoption of Publication Scheme (**Appendix -11 pages 65 – 66**)
- IV. To re-adopt existing Vacancies and Co-option procedures.
<https://honeybourne-pc.gov.uk/wp-content/uploads/2023/03/Honeybourne-Parish-Council-Councillor-Vacancies-and-Co-option-Procedure-signed.pdf>
- V. To re-adopt existing Outline of Meeting procedures.
<https://honeybourne-pc.gov.uk/wp-content/uploads/2023/03/Outline-of-meeting-procedures-Recording-of-meeting-signed.pdf>
- VI. To re-adopt existing CCTV policy
<https://honeybourne-pc.gov.uk/wp-content/uploads/2023/08/HPC-CCTV-Policy-signed.pdf>
- VII. CCTV Impact Assessment
<https://honeybourne-pc.gov.uk/wp-content/uploads/2023/08/Binder1-Privacy-Impact-Assessment-signed-1.pdf>
- VIII. To re-adopt existing Scheme of Delegation to Parish Clerk and Standing Committee
<https://honeybourne-pc.gov.uk/wp-content/uploads/2023/10/Honeybourne-Parish-Council-Scheme-of-Delegation-to-Parish-Clerk-and-Standing-Committees-signed.pdf>
- IX. To re-adopt existing Complaint Policy
<https://honeybourne-pc.gov.uk/wp-content/uploads/2023/03/Honeybourne-Parish-Council-Complaint-Policy-signed.pdf>
- X. To re-adopt existing Health and Safety Policy

24/422 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 Event Working Group notes of meeting (**Appendix - 12 page 67**)

24/423 Environment & Community Wellbeing

- a) To approve Christmas Event Working Group recommendation for our MP, Mr Nigel Huddleston to turn on the Christmas Tree Lights on 29th November 2024
 b) To approve Risk Assessments for the Christmas event (**Appendix – 13 pages 68 - 70**)
 c) Councillors to assist in setting up the marquee for the event on Friday, 29th November and to take down the marquee on Saturday 30th November.
 d) To note the following businesses have agreed to support the event by sponsoring a prize or paying for items for the event.

Raffle prizes sponsorship	
The Ranch Caravan Park	£100.00
ARC Groundsworks	£100.00
Budget Skip	£100.00
Limebridge Rural Services	£ 50.00 Tesco voucher
Fleece Inn	£ 30.00 Gift voucher for The Fleece
All Things Wild	Family ticket for 4
Batsford Arboretum	Complimentary Day tickets for 2 adults and up to 4 children
Fairview Trading	£50.00 gift voucher for Fairview
Hillers Farm Shop	Cream tea for 2 persons
Ludify Automotive	Yodeyma -Paris perfume gift set
GS Adams	£100.00 toward the purchase of selection boxes
Tesco Store (Evesham)	2 bottles of wine and a festive biscuit

- e) To consider writing to Bidford Parish Council and the Warwickshire County Councillor regarding the long term plans of the bridge following its recent closure.

24/424 Planning

- a) Notification of Planning Appeals

Planning Inspectorate Ref	Site Address	Proposal
i) APP/H1840/D/24/3345497 Appeal start date 19 th July 2024. (Only written representation)	Mulberry House 56 High Street Honeybourne Evesham WR11 7PQ	Proposed single storey rear, two storey side/front, porch extensions and associated works
ii) APP/H1840/W/24/3346488 Deadline for written submission – 19 th August 2024)	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
Parish Council comments: To object to the outline planning application. For full detail of objection refer to : (Appendix- 14 pages 71 -75)		

- b) Members to note planning decision.

WDC ref	Site Address	Proposal
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i) W/24/01275/HP	7 Mickleton Road, Honeybourne, Evesham, WR11 7PN	Removal of rear porch and construct new single storey extension with pitched tiled roof
Decision: Approved (Appendix-15 pages 76 -77)		
ii) W/24/01117/HP	16 Stratford Road, Honeybourne, Evesham, WR11 7PP	Proposed timber gates
Decision: Approved (Appendix- 16 pages 78- 79)		

24/425 Members are reminded to notify the Clerk of any items for discussion for the next Council meeting by 24th September 2024.

24/426 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 items for which the publication would be prejudicial to the public interest.

- I. Village Hall lease

24/427 Date of Next Meeting

Next Parish Council Meeting, 10th October 2023, 7.15pm at Honeybourne Village Hall

Linda Stanton
Parish Clerk
5th September 2024

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