

# HONEYBOURNE PARISH COUNCIL

## Summons and Notice of Meeting

Members are summoned to the **Parish Council** meeting to be held on  
**Tuesday 8th October 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 24/431 (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

### **24/428 Apologies**

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

### **24/429 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.

### **24/430 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.

### **24/431 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,

### **24/432 Adoption of minutes**

- I. To approve adoption of the minutes of the Parish Council Minutes – 10<sup>th</sup> September 2024 Minutes have been previously circulated but also attached (**Appendix 1 pages 5 - 25**)
- II. To approve adoption of the minutes of the Parish Confidential Meeting – 10<sup>th</sup> September 2024. Minutes have been previously circulated.

### **24/433 Chairman's Report** - A verbal report may be given.

### **24/434 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) Community Orchard	WCC Community Greenspace officer has advised that the fruit trees will not be ready until the end of November. The officer will advise Clerk on date for planting at the allotments.
b) Vacant allotment plots	Rubbish has been cleared from the vacant plots.
c) Replacement Defibrillator pads	Replacement defibrillator pads for the One Stop shop have been ordered. The pads will expire at the end of December.
d) Wildflower Meadow	The grounds contractor will cut and remove the grass cuttings once the weather permits.

e) CCTV	Annual servicing of the CCTV is completed.
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**24/435 Correspondence, Circulation Received**

a) Honeybourne Village Hall Trustee- Thank you email from Chair of the Trustee.	“Thank you for your email and the good news regarding the award of the grant. We are looking forward to holding the event and now with the aid of the grant and the help of all of the trustees and volunteers I am sure it will be a success.”
b) West Mercia Monthly Bulletin (Circulated to members)	September – Fraud & Scam Bulletin
c) WCC- Planning and Transport	<p>Public Health and Planning in Worcestershire County Council are working together to research and understand the role of planning in ageing well and the creation of healthier, more adaptive and inclusive environments to grow old in.</p> <p>Worcestershire has an ageing population with a range of social and economic issues that are relevant to the planning system. The aim of this work, in partnership including District Planning colleagues and Public Health, is to understand the issues of ageing well and how to address them in relation to the planning system. Before we do this, it is first important for us to understand what ageing well embodies and how it can be made more attainable. This survey seeks to understand more about you, your views on ageing well and what it means for you and your family. The findings from this survey will be used to inform future work on land use planning for ageing well.</p> <p>Have your say We are seeking your views on ageing well and what it means for you and your family.</p> <p>The consultation will run from 1 October until 3 November 2024 and will be used to draft a research paper on the subject of Planning for Ageing well.</p> <p>Share your views via an online survey here: <a href="https://online1.snapsurveys.com/HousingAgeing2024">https://online1.snapsurveys.com/HousingAgeing2024</a></p> <p>Further details can be found here: <a href="#">Sustainable Development Research Documents   Worcestershire County Council</a></p> <p>What Happens Next? After the engagement exercise has concluded, all comments will be reviewed and duly considered and used to inform the drafting of the research paper Planning for Ageing Well. The first draft will be published for consultation on our website in winter 2024/25 with the aim of ensuring that ageing well is addressed through the planning process.</p>

**23/436 Finance**

- a) To approve the schedule of payment for October including invoices to be paid and invoices paid as a matter of urgency. Schedule to follow.
- b) To approve Bank Reconciliation for September . ( **Appendix 2 page 26**)
- c) For noting- receipt of 24/25 Precept 2 of £43,115.00 and 24/25 Precept Grant 2 £2736.00.
- d) To receive Conclusion of the External Auditors Report and Certificate 2023/2024. (**Appendix 3 pages 27 -29**)

“On the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return (AGAR), in our opinion the information in Sections 1 and 2 of the AGAR is in accordance with Proper Practices and no other matters have come to our attention that gave cause for concern that relevant legislation and regulatory requirements have not been met.”

Other matters not affecting our opinion which we draw to the attention of the authority:

**None**

- e) To note internal auditor will carry out an audit on 23<sup>rd</sup> October to comply with financial legislation. (The Accounts and Audit (England) Regulations 2015/234).
- f) For noting – A donation of an Amazon £25.00 gift card from Scribe Account Software for Christmas raffle prize.

#### **24/437 Governance Arrangements**

- I. To approve and adopt Data Breach Policy (**Appendix 4 – page 30**)
- II. To approve and adopt Subject Access Request Policy (**Appendix 5 pages 31- 33**)

#### **24/438 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).

#### **24/439 Environment & Community Wellbeing**

- a) Christmas Hamper gifts for raffle. We are still short of sparkling wine, box of chocolate, a Christmas cake, Jar of coffee, box tea, jam and nuts. Further donations from Cllrs would be very welcome.
- b) For noting – PROW HY544 – The Leys Replacement of stile with 1.2 m self - closing pedestrian gate. Permission was granted by WCC Estate Office. WCC PROW Officer will assist the PROW volunteers on 29<sup>th</sup> October 2024 to install the gate. The gate will allow access for push chairs.

#### **24/440 Planning**

- a) Members to respond to planning application.

WDC ref	Site Address	Proposal
i) W/24/01546/HP	14 High Street, Honeybourne, Evesham, WR11 7PQ	Demolition of part of a stone wall along property boundary, dropped kerb to give access and new driveway
ii) W/24/01690/FUL	Land At (Os 1103 4392), Bretforton Road, Honeybourne	Full planning permission for a residential development of 24 dwellings with associated landscaping, open space, parking, and access.

- b) Notification of Planning Appeal

Planning Inspectorate Ref	Site Address	Proposal
APP/H1840/W/24/3348214	31 Westbourne Honeybourne Evesham WR11 7PT	Erection of proposed self-build dwelling.
Parish Council comments: To object to the application. Full details of objection refer to : ( <b>Appendix 6 pages 34 -35</b> )		

- c) Members to note planning decision.

Appeal Ref	Site Address	Proposal
i) APP/H1840/D/24/3345497	Mulberry House, 56 High Street, Honeybourne, Evesham, WR11 7PQ	Proposed single storey rear, two storey side/front, porch extensions and associated works

**Decision:** The appeal is allowed and planning permission is granted for a single storey rear, two storey side/front porch extensions and associated works at Mulberry House, 56 High Street, Honeybourne, Evesham, WR11 7PQ in accordance

with the terms of the application Ref W/24/00611/HP subject to the conditions set out in the schedule  
**(Appendix 7 pages 36 - 38 )**

**24/441 Members are reminded to notify the Clerk of any items for discussion for the next Council meeting  
by 29<sup>th</sup> October 2024**

**24/442 Date of Next Meeting**

Next Parish Council Meeting, 12<sup>th</sup> November 7.15pm at Honeybourne Village Hall

*Linda Stanton*

Parish Clerk

3<sup>rd</sup> October 2024

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

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