

HONEYBOURNE PARISH COUNCIL

Summons and Notice of Meeting

Members are summoned to the **Parish Council** meeting to be held on
**Tuesday 12th November 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 24/446 (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

24/443 Apologies

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

24/444 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.

24/445 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.

24/446 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,

24/447 Adoption of minutes

- I. To approve adoption of the minutes of the Parish Council Minutes – 8th October 2024
Minutes have been previously circulated but also attached (**Appendix 1 pages**)

24/448 Chairman's Report - A verbal report may be given.

24/449 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 January 2025.(It was originally scheduled for end of November but due to the mild weather conditions the nursery has advised that the trees are not ready).
b) Gloster Ades Bus Shelter vandalism	A glass panel has been broken. Replacement polycarbonate panel is on order and has now been fixed by the Handyman.
c) Replacement Defibrillator pads	Replacement defibrillator pads for the One Stop shop have been ordered. The existing pads will expire at the end of December.
d) Wildflower Meadow	The grounds contractor has cut the grass and the cuttings will be removed next week.

e) 5- aside goal posts	The goal posts are now placed in the tennis court for winter.
f) War Memorial	The Church Fabric Team will be clearing any weed around the war memorial and installing the 'Poppy Swoosh' on 7 th November for Remembrance Sunday, 10 th November. A service will be held at 3pm at St Ecgwins Church, Honeybourne.
g) Grass verge at the corner of Stratford Road, opposite Westbourne.	Wychavon Officer has asked Rooftop to put the cutting of the grass back on to their schedule. The grass verge was owned by Sherrif Construction Limited, who are no longer in existence.
h) Fly tipping	The fly tipping on High Street and Mickleton Road has been reported to Wychavon for collection.
i) VAS post	Highways officer advised that he would chase up the installation of the post on Station Road.

24/450 Correspondence, Circulation Received

a) Parking on Sycamore Drive	Resident raised concerns about rail commuters parking on Sycamore Drive.
b) West Mercia Monthly Bulletin (Circulated to members)	October & November – Fraud & Scam Bulletin
c) Access to field on Bretforton Road	Resident raised concerns that landowner has created access to the field prior to planning permission being granted. Advised resident to contact WDC planning. Application W/24/01690/FUL.
d) WDC - Consultation on Mandatory Safeguarding Refresher Training for Hackney Carriage and Private Hire Drivers (Circulated to members)	<p>Wychavon District Council is responsible for issuing licences in respect of drivers of hackney carriage (taxi's) and private hire vehicles.</p> <p>In July 2020, with a view to better protecting children, females and vulnerable adults, the Department for Transport (DFT) issued new statutory guidance to taxi and private hire licensing authorities, called the "Statutory Taxi and Private Hire Standards".</p> <p>Following its publication the Council reviewed its own Hackney Carriage and Private Hire Licensing Policy, and in doing so introduced mandatory safeguarding awareness training for all new licence holders.</p> <p>Having further reviewed the above and to increase public safety, the Council is now considering introducing a requirement that all licensed drivers have to undertake mandatory refresher training in relation to safeguarding awareness before renewing their licences, which they have to do at least every three years.</p> <p>It is proposed that this requirement would be introduced from 1st July 2025 and that drivers applying to renew their licences after that date will need to undertake a safeguarding awareness training to refresh their knowledge before their licence could be renewed.</p> <p>The Council would now like to hear your views on the above proposal:</p> <p>Have your say on the above consultation via this survey: www.smartsurvey.co.uk/s/WDCTAXISAFE/</p> <p>The closing date of this consultation is Friday 31st January 2025.</p>

24/451 Finance

- a) To approve the schedule of payments for October including invoices to be paid and invoices paid as a matter of urgency. Schedule to follow.
- b) To approve Bank Reconciliation for October . (**Appendix 2 page 21**)
- c) For noting- budget position v actual receipts and payments. (**Appendix 3 pages 22- 24**)
- d) For noting- Receipt of VAT reclaim 1st Jan 2024- 30 September 2024, total £11,663.49

- e) For noting-The pay agreement for staff has been notified via NALC and SLCC. The previous hourly rate of £19.05 has been increased to £19.66. Back-pay is due from 1st April 2024. This is a contractual obligation for the Parish Council.
- f) To note Internal Auditors assessment for the completion of the AGAR Part 3 – Financial Year draft report for 2024/2025. The draft report will be finalised at the end of March 2025. Circulated to members but also attached. **(Appendix 4 pages 25 - 31)**
- g) To approve transfer of £3000.00 from general reserves to budget head ‘Legal and Professional Fees. This is for the village hall lease and planning consultant concerning recent applications for housing development.

24/452 Governance Arrangements

- i. To approve and adopt General Reserves Policy & Risk Assessment and Management **(Appendix 5 pages 32 - 39)**

24/453 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).

24/454 Environment & Community Wellbeing

- a) Reminder for contributing to the Christmas Hamper Raffle prize- Can the Councillors please bring their contributions to the Council meeting on 12th November. Also please return to the Clerk, at this meeting, any unsold raffle tickets and the stubs of the ones you have sold together with the money.
- b) Councillors are required to assist in the erection of marquee for Christmas Event on Friday 29th November at 10 am at the Village Hall and taking down the marquee on Saturday 30th November at 10am.
- c) To approve the layout plan for Christmas Event. **(Appendix 6 page 40)**
- d) Concerns regarding speeding on Station Road. Report from the PC Alex Prentice previously included in the Agenda for the September meeting but repeated due to the concerns of residents. A data box was placed on Station Road between 19th July - 2nd August 2024. It recorded 59613 vehicles (30946 one way and 28667 the other). The average speed was 25mph. 85% of these vehicles were under 30mph with an average of 29mph. We look at the 85% as this is a widely used industry standard and is used as a guidance for the level of compliance with the speed limit.

The Community Speed Watch Voluntary group are requested to advise the Parish Council when they will be able to re-start the speed watch in Honeybourne.
It must be noted that the CSW is completely independent from the PC.
- e) For noting- Quantified Tree Risk Assessment Report. The report advises that ivy needs to be removed from the horse chestnut trees for future inspections and the small elm tree which has died should be removed. **(Appendix 7 – page 41)**
- f) St. Ecgwins’ Church has asked for a representative of the Parish Council to give a reading (provided by the Church) at their Community Carol Service to be held at the village hall on 23rd December at 7pm.

24/455 Planning

- a) Members to respond to planning applications - There are no applications.
- b) Notification of Planning Appeals - There are no planning appeals
- c) Members to note planning decision.

Application ref	Site Address	Proposal
i)W/23/01592/CU	Bew Hill Farm, Stratford Road, Honeybourne,	Conversion of existing barn to a residential dwelling and associated works

Decision: Approved (Appendix 8 pages 42 – 44)
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24/456 Members are reminded to notify the Clerk of any items for discussion for the next Council meeting by 22nd Nov 2024

24/457 Date of Next Meeting

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

Linda Stanton

Parish Clerk

7th November 2024

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

Council members: H Jobes (Chairman), Bal Dubb (Vice-Chair), A Attridge, T Askew, C Clear, G Clelland, A Mathias and S Sidwell
