HONEYBOURNE PARISH COUNCIL

Minutes of the Parish Council meeting held at Honeybourne Village Hall, Harvest Close, Honeybourne WR11 7RH on Tuesday 8th July 2025

Members present: Cllrs: H Jobes (Chairman), B Dubb, A Attridge, C Clear, G Clelland, S Sidwell and S Walsh

In attendance: 6 members of the public
Parish Clerk, Linda Stanton.

Prior to the meeting, National Gas gave a presentation on the Western Gas Network project at 6:30pm.

25/581 Apologies : Cllr T Askew (personal) and Cllr A Mathias (work commitment)

Resolved:
The apologies were accepted

25/582 Declarations of Interest: Councillors were 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.

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.

Cllr	Minute	Interest	Reason
G Clelland	Item 25/589 (a) • Limebridge- bill payments Item 25/591(g) • Quote for installation of height restriction barriers	ODI- Personal friend Cllr Clelland confirmed that he would not be taking part in the debate for items 25/589(a) and 25/591(g)	
H Jobes	Item 25/591 (b) • Correspondence to allotment plot holder regarding gate security at the allotment site Item 25/591(c) • Additional water trough at allotment site Item 25/591 (f) • Quote for purchase of height restriction barrier for allotment Item 25/591 (g) • Quote for installation of height restriction barrier at allotment site	DPI -Allotment plot holder. Cllr Jobes confirmed that he would not participate in the debate or vote for items 25/591(b, c, f & g)	
B Dubb	Item 25/591 (b) • Correspondence to allotment plot holder regarding gate security at the allotment site Item 25/591(c) • Additional water trough at allotment site Item 25/591 (f) • Quote for purchase of height restriction barrier for allotment site	DPI -Allotment plot holder. Cllr Dubb confirmed that he would not participate in the debate or vote for items 25/591 (b,c,f & g)	

	Item 25/591 (g) • Quote for installation of height restriction barrier at allotment site	

25/583 To consider any dispensations

There were none.

25/584 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 – H Robson (Littletons division) – Report attached. (**Appendix 1 – page 484)** (Time of arrival 7pm – left at 8:30pm)

d) Wychavon District Cllrs J Ciotti & H Robson. – Report attached. **(Appendix 2 – pages 484 - 485)** (Time of arrival 7:15 – left at 9:00pm)

e**) Working Groups update**.

I. PROW & Ditch Clearing - In the absence of the group leader, the Clerk reported that volunteers have installed a way marker on the footpath adjacent to Maple Close and trimmed back overgrown vegetation on footpaths by Grove Avenue and along the Stratford to Westbourne route. Due to the forecast heatwave at the end of June, the volunteers cancelled their scheduled monthly activities, but one volunteer went out to clear the footpath from Shepherd Walk to the High Street on 5th July 2025.

25/585 Adoption of minutes

I. To approve adoption of the minutes of 10th June 2025

Resolved: I. That the minutes of the Parish Council meeting 10th June be approved as an accurate record and signed by the Chairman.

25/586 Chairman's report

I. **Worcestershire Council Reorganisation –** Cllr Jobes reported that he attended the briefing organised by Wychavon on the reorganisation of Worcestershire Councils to unitary authority. Attendees were split into 2 groups to attend workshops to discuss the proposals. Questions were asked by the various officers about whether the unitary authority should be split into north and south. Due to the very limited information, it was difficult for the attendees to make an informed choice, but the majority of both groups voted to have 2 unitary councils as it would be too big for one unitary council.

II. **Neighbourhood Plan Review-** Cllr Jobes also reported that he invited an officer from Wychavon to the village hall on 1st July to discuss the review of Honeybourne Neighbourhood Plan. The meeting was attended by a member of the steering group who had been on the steering group when the Neighbourhood Plan was made, and the Clerk. It was a very informative meeting. The item for reviewing the neighbourhood plan will be discussed later in the agenda.

25/587 Clerk's Report (For information only)

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) Road signs - Weston Road and Stratford Road	Requested handyman to repaint the faded road sign on Weston Road and Stratford and fingerpost sign leading to the cemetery on Stratford Road.
b) Dog bin - The Leys Playing Field	The rotten post by The Leys Playing Field has been replaced and dog bin reinstalled.

c) Shepherd Walk footbridge (PROW 519(c)	Handyman has secured the loose slat. The slat is not rotten.
d) Noticeboard at allotment site	A noticeboard has been erected at the allotment for the display of rules and regulations and other Parish Council notices pertaining to the allotments.
e) Road sweeper attendance	Contacted Wychavon District Council regarding road sweeper attendance in Honeybourne. WDC advised that the road sweeper is scheduled to attend in the coming weeks but they are unable to provide a specific date.
f) Zebra crossing request - High Street	Resident requested zebra crossing on High Street. Request forwarded to County Councillor for consideration. County Councillor has confirmed she will discuss the request with the WCC Highways officer.
g) Wychavon briefing on Worcestershire Council reorganisation	Attended Wychavon briefing on reorganisation of Worcestershire councils to unitary authority. Two options under consideration: Option 1 - One unitary council covering whole of Worcestershire (population 614,185). Option 2 - Two unitary councils: North (comprising Bromsgrove, Redditch and Wyre Forest, population 290,991) and South (comprising Malvern Hills, Worcester and Wychavon, population 323,194). Wychavon will decide preferred option at special council meeting in September. Final proposals to be submitted to Government by 28th November 2025.
h) Village Fete - 19th July	Written to event organiser confirming Parish Council requirements and conditions for use of facilities following recent illegal encampment. Organiser has agreed to all conditions. Insurance certificate and Temporary Event Licence received.
i) PROW by Station Road -leading to Westbourne	Following report from resident, Lengthsman will trim the public footpath from Station Road to Westbourne.
Resolved: That the correspondence be noted	

25/588 Correspondence & Circulations Received (For information only)

a) CALC AGM and Quarterly Meeting	**Worcestershire County Association of Local Councils** The AGM and Quarterly Meeting of the Wychavon Area of the Worcestershire County Association of Local Councils is to be held via Zoom conferencing on Tuesday 24th June 2025 at 7pm. (Circulated to members)
b) Temporary Road Closure - High Street	**WORCESTERSHIRE COUNTY COUNCIL PUBLIC NOTICE Road Traffic Regulation Act 1984 (C2049 High Street, Honeybourne) (Temporary Closure) Order 2025 Proposed Order:** to close that part of C2049 High St from its junction with U45016 Brick Walk to its junction with C2006 Weston Rd. **Reason:** Footway reconstruction by WCC **Alternative route:** C2006 Station Rd, C2006 Buckle St, C2009 Sheenhill Rd, C2009 Shinehill Ln, C2009 Blacksmiths Ln, B4085 Station Rd, B4085 Blackminster, C2047 Station Rd, C2049 Honeybourne Rd, C2049 Bretforton Rd C2049 High St (part) and vice versa. **Maximum duration:** 18 Months. **Anticipated duration:** 9 days **Commencing:** 21 July 2025 Thomas Pollock Head of Commercial Law (Legal & Governance) County Hall Spetchley Road Worcester **26 June 2025** (Circulated to members)
d) West Mercia – Fraud and Scam	West Mercia Police - fraud and Scam Bulletin – June 2025 Circulated to members
e) Noise complaint - barking dogs	Resident complaint regarding ongoing barking from dogs at property near Thatched Tavern **Action taken:** Replied to resident confirming matter outside Parish Council jurisdiction and directed to Regulatory Services
Resolved: That correspondence be noted.	

25/589 Finance

a) To approve the schedule of payments for July including invoices to be paid as a matter of urgency.

Invoice no	Cheque no	Supplier	Description	Net £	Vat £	Gross £
8033737436	Direct Debit	British Gas	Pavilion power and heating	65.42	3.27	68.69
V02351334270	Direct Debit	EE	PC mobile phone	6.70	1.34	8.04
M002 FF	BACS	British Telecom*	Regular charge £45.10 One off charge for setting up £109.95 Discount - £67.95	87.10	17.42	104.52
INV 09516039	Direct Debit	Water Plus	Pavilion water	19.18	-	19.18
454321603	Direct Debit	Lloyds Bank	Accounts Maintenance Fee for PC – Community Account no: xxxxx608 (10th April - 9th May 2025	5.75	-	5.75
IV03088076	Direct Debit	SSE Energy Solution	Unmetered footway lighting (15/03/25-14/06/2025) including standing charge	970.31	48.52	1018.83
BP2048-04A &05A	BACS	Brodie Planning	Professional fee for planning matters	916.67	183.33	1100.00
SI-10358	BACS	Security 4 Systems	Annual license for Microsoft office 365 suite	79.99	-	79.99
Clp0393329	BACS	Wychavon District Council	Annual charges for emptying 5 bins, Leys, Gate Inn crossroads.	389.48	77.90	467.38
170625	BACS	J Hyde	Level 5 sunken graves	100.00	-	100.00
512	BACS	DTH Churchyard and cemetery Services T/A Kyle Jordon	Gravedigging Fee for full burial - 20th June 2025	400.00	-	400.00
3395	BACS	Limebridge Rural Services	Ground maintenance for April	1584.00	316.80	1900.80
June	BACS	J Hyde	Handyman work	296.50	-	296.50
June	BACS	J Hyde	Lengthsman work	235.60	-	235.60
SI-10352	BACS	Security 4 Systems	Monthly IT support	72.00	-	72.00
Tax month 4	BACS	Worcestershire Pension	Pension	789.46	-	789.46
Tax month 4	BACS	Staff salary	Staff salary	2249.61	-	2249.41
Tax month 4	BACS	HMRC	HMRC (ending 5th Aug 2025)	932.65	-	932.85
SIN141532	BACS	Fairview Trading	Handyman work - Treated fence post timber	14.76	2.95	17.71
SI-10378	BACS	Security 4 Systems	IT Support (July)	72.00	-	72.00
6280346614	BACS	Lyreco	Printer toners, Paper and magnets for noticeboards	315.57	63.11	378.68
WEB56048	BACS	Panelholdings Limited	Noticeboard for allotment	175.75	35.15	210.90
02/07/2025	BACS	HAGA	Allotment Subs – 42 plots collected with rent.	315.00	-	315.00
25002	BACS	Aries Entertainment	Ride and children entertainer for Christmas event	1620.00	324.00	1944.00

Equal Pre- paid debit card

Invoice	Date	Supplier	Description	Net £	Vat £	Gross £
A22004523479	14th June 2025	Screw Fix	Post digger & crowbar	75.54	15.31	91.85
IEN202503319993	26th June 2025	Adobe Creative	Software Subscription	16.64	3.33	19.97

R250556	BACS	PSW*	Copying and binding of updated publishing of Local Council Explained by NALC	62.35	-	62.35
Resolved: 6 in favour, 1 abstention to approve the schedule of payments (the abstaining councillor having declared an interest earlier in the meeting)						

Note :
* Copying and binding costs to PSW Stationers for the updated version of "Local Council Explained" (NALC publication). This essential reference guide supports Council business operations and governance procedures.
*British Telecom – new provider. Contract with Sky ended. Sky was not able to provide contract rates for 24 months.

Cllr Clear asked about the broadband provider change. The Clerk confirmed that, in addition to the explanatory note provided with the schedule of payments, she had researched multiple providers over 2 days before selecting the new contract, which offered the best value.

b) To approve bank reconciliation for March 2025.

Honeybourne Parish Council

30 June 2025 (2025-2026)

A	**Bank Reconciliation at 30/06/2025**		
	Cash in Hand 01/04/2025		135,594.30
	ADD Receipts 01/04/2025 - 30/06/2025		58,617.69
	SUBTRACT Payments 01/04/2025 - 30/06/2025		194,211.99
			77,911.14
	Cash in Hand 30/06/2025 (per Cash Book)		**116,300.85**
	Cash in hand per Bank Statements		
	Petty Cash 30/06/2025	0.00	
	Lloyds Business Bank Instant 30/06/2025	110,306.08	
	Lloyds Treasurers Account 30/06/2025	5,775.44	
	Prepaid Debit Card Equals 30/06/2025	219.33	
			116,300.85
	Less unpresented payments		
			116,300.85
	Plus unpresented receipts		
B	**Adjusted Bank Balance**		**116,300.85**

	A = B Checks out OK		

Resolved:
That the bank reconciliation for June be approved.

c) **For noting-** the current budget position v actual receipts and payments

Resolved:

I. That the current budget position v actual receipts and payments were noted.
II. To approve transfer of £3,000.00 from general reserves to top up the professional and legal budget head.
III. To approve that the Section 106 grant of £31,720 from Wychavon District Council (applied for to cover field enhancement works completed this year) will be allocated in full to the earmarked reserves for field enhancement upon receipt. This will replenish the fund following the overspend of £6,720 against the original £25,000 allocation and ensure the remaining balance is ring-fenced for future field enhancement projects.

d) **For noting –** Grass cutting contribution from Worcestershire County Council for 2025/2026 of £1,448.37 (increase of £28.40 from 2024/2025) Invoice issued to WCC to claim payment.

Resolved:
That the grass cutting contribution and associated invoice issued for payment were noted.

e) Approval for the Clerk to be given delegated authority to progress all ongoing matters and projects and authorise all regular payments and incur expenditure in line with the Council's agreed budget, as the Council will be in recess in August. The Clerk will continue to liaise with the Chair on major issues. A record of all decisions and expenditure incurred under delegated authority will be kept and reported to members when the Council reconvenes in September.

Resolved:
That the Clerk be given delegated authority to progress all ongoing matters and projects and authorise all regular payments and incur expenditure in line with the Council's agreed budget during the August recess. The Clerk will continue to liaise with the Chair on major issues, and a record of all decisions and expenditure incurred under delegated authority will be kept and reported to members when the Council reconvenes in September.

25/590 Committee & Working Groups reports

To receive minutes from Council committees and groups held since the last Council meeting and consider recommendations for resolution as reported below. (If any)
There were no reports.

25/591 Environment & Committee Wellbeing

a) **To note correspondence regarding deteriorated memorial bench in cemetery and Clerk's response and consider any further action required.**

Resolved:
That following consideration of the correspondence regarding the deteriorated memorial bench in the cemetery, the Clerk write to the resident to ask if she would like to replace the memorial bench at her own expense and, if so, whether she would like to consider alternative locations within the cemetery for its placement.

The Chair requested that items b, c, f & g be discussed by Council first, as he and the Vice Chair had declared interests in these items and would need to leave the room during those discussions. It would be more practical to discuss and vote on items b, c, f & g first, then they could return for items e & h and the remaining agenda items without having to leave the room multiple times.

Resolved:
That the motion to change the order of items on the agenda to discuss items b, c, f & g first be approved.

Cllrs Jobes and Dubb left the room at 8:15 pm due to their declared interests in items b, c, f & g and returned at 8:45 pm. Cllr Attridge chaired the meeting during their absence.

b) To note correspondence sent to allotment plot holders regarding gate security requirements

Resolved:
That the correspondence be noted.

c) To consider request from plot holder for additional water trough at allotment site.

The Council considered the request from a plot holder for an additional water trough, noting that the allotment site currently has 7 water troughs strategically located across the site (3 down the centre path and 2 on each side). The Clerk's report highlighted that the existing water system operates on a continuous fill basis ensuring troughs refill during use, water pressure limitations would prevent effective operation of additional troughs, the plot holder was aware of water trough locations when selecting their plot, installation costs would be high for minimal benefit, and approving the request could set a precedent for similar requests from other plot holders. The report also noted the risk of damage to existing infrastructure and leased land requiring costly remediation.

Resolved:
That the request for an additional water trough at the allotment site be refused due to adequate existing provision with 7 strategically placed troughs, water pressure limitations preventing effective operation of additional troughs, high installation costs for minimal benefit, the plot holder's awareness of water trough locations when selecting their plot, risk of setting a precedent for similar requests, and potential damage to existing infrastructure and leased land.

d) To consider review of Honeybourne Neighbourhood Plan following withdrawal of Government funding.

The Council considered the review of the Honeybourne Neighbourhood Plan in light of the Government's withdrawal of the £10,000 community grant funding and technical assistance from Locality announced in the June 2025 Spending Review. The Clerk's report outlined the benefits of maintaining an up-to-date neighbourhood plan, including protection against windfall housing applications and retaining 25% Community Infrastructure Levy receipts rather than 15%. The report noted that the neighbourhood plan should be reviewed every 5 years and is now particularly important following significant changes to the National Planning Policy Framework which came into effect at the end of 2024. It was noted that the Neighbourhood Plan is not intended to stop housing development but to allow the community to have a say in how they would like to shape their neighbourhood, as provided for under Section 116 of the Localism Act 2011. The estimated cost for the review is approximately £10,000, for which no budget has been set aside.

Resolved:

I. That the Council proceed with the review of the Honeybourne Neighbourhood Plan using £10,000 from general reserves to fund the review.
II. That Brodie Planning be appointed to assist with the neighbourhood plan review.
III. That the Clerk apply to Wychavon District Council for funding to support the review to replenish the general reserves fund.

e) To consider motion calling on Government to provide dedicated funding for neighbourhood plans following withdrawal of community grant funding.

The Council considered the motion provided by the Worcestershire County Association of Local Councils calling on the Government to provide dedicated funding for neighbourhood plans. The Clerk's report noted that the County Association, working with colleagues in Shropshire, Staffordshire, Warwickshire, and Herefordshire Associations, has produced the motion to enable councils to be part of nationwide efforts to get support and funding for neighbourhood plans reinstated. The motion comes at a time when the Council is considering whether to proceed with reviewing its own neighbourhood plan at an estimated cost of £10,000, with funding needing to come from general reserves due to the withdrawal of Government grants.

Resolved:

That Honeybourne Parish Council acknowledges that:

- Neighbourhood planning empowers local communities to shape the development and growth of their areas through the creation of Neighbourhood Plans.
- The preparation of Neighbourhood Plans requires significant time, expertise, and financial resources, often placing a burden on parish and town councils.
- Neighbourhood Plans contribute to more democratic, locally informed planning decisions and support the delivery of sustainable development aligned with community needs and aspirations

Therefore it is resolved to:

I. Call upon His Majesty's Government to provide increased and sustained funding to support the development, review, and implementation of Neighbourhood Plans.
II. Request that the Government ensures funding is accessible to all communities, to promote inclusivity and fairness in the planning process.
III. Write to the local MP and the Secretary of State for Housing, Communities, and Local Government to communicate this resolution and advocate for enhanced support for neighbourhood planning.

f) To consider quotes for the purchase of height restriction barriers for Sports Field, The Leys and Allotment site.

The Council considered three quotations for the purchase of height restriction barriers following the illegal encampment incident at the Sports Field in May 2025. The Clerk's report detailed the quotes received:

- Quotation A: £5,408.71 (single leaf drop lock barriers with custom widths, including locking shrouds and height signs)
- Quotation B: £10,679.00 (standard 6.0m width only, signs included but no locking shrouds available)
- Quotation C: £8,892.69 (custom widths available, signs included, free delivery but no locking shrouds)

The report noted that the purchase would be funded using the balance of Community Infrastructure Levy (CIL) monies totalling £7,681.29. Quotation A was the only option within the available CIL budget, with £2,272.58 remaining after purchase. The report highlighted that Quotation A provided the most cost-effective solution while including additional security features and custom widths for optimal fit.

Resolved:

That Quotation A be accepted for the purchase of height restriction barriers for the Sports Field, The Leys and Allotment site at a cost of £5,408.71, to be funded from Community Infrastructure Levy monies.

g) To consider quotes for installation of height restriction barriers

Cllr Clelland left the room at 8:20 pm and returned at 8:45 pm following making a declaration of interest earlier in the meeting.

The Clerk circulated a report by email to Councillors and handed out hard copies to all Councillors at the meeting. The Council considered four quotations for the installation of height restriction barriers:

- Quotation A: £3,428 (posts set 3 feet deep, traditional mixed concrete)
- Quotation B: £5,319 (including £250 site survey, 1000mm post depth, detailed concrete specification)
- Quotation C: £7,722 (installation onto existing concrete surface only, limited specification details)
- Quotation D: £3,400 (1000mm post depth, comprehensive concrete base specification 800mm x 500mm x 500mm, site survey completed)

The report recommended Quotation D as offering the best value for money with superior technical specifications, comprehensive documentation, and no additional costs. The total project cost of £3,400 would be funded using the remaining CIL balance of £2,272.58 with the balance of £1,127.42 from general reserves.

Resolved:

I. That Quotation D be accepted for the installation of height restriction barriers at a cost of £3,400.
II. That the installation be funded using the remaining CIL balance of £2,272.58 with the balance of £1,127.42 from general reserves.

h) Community Speed Watch - Update from West Mercia Police. Deferred from June meeting pending attendance of CSW group leader.

The CSW group leader, Cllr C Clear, attended the meeting and informed the Council that he has been very busy with work commitments and has not had time to organise the training for the 6 volunteers. He confirmed that he has spoken to the West Mercia Police CSW coordinator regarding suitable locations for speed checks but has been unable to arrange the required training. When asked, he was unable to advise the Council when he would be able to arrange the training. He clarified that the CSW scheme has nothing to do with the Parish Council. He noted that the vetting of the 6 volunteers is valid for 2 years, and that over 6 months have elapsed since the vetting was completed in January 2025.

Noted: That despite the Council's efforts to support the Community Speed Watch scheme, progress remains stalled due to Cllr C Clear unavailability to coordinate the necessary training, with no timeline provided for when this might be resolved.

25/592 Planning

a) Members to respond to planning applications.
There were no planning applications.

b) Planning Decisions received.
There were no planning decisions

c) Notification of planning appeal

<table>
<tr><td>Planning Inspectorate ref</td><td>Site Address</td><td>Proposal</td></tr>
<tr><td>App/H1840/W/25/3367013</td><td>35 High Street Honeybourne Evesham WR11 7PQ</td><td>Conversion and extension of garage to form 2 bedroom self-build bungalow</td></tr>
<tr><td colspan="3">Written Representation only</td></tr>
<tr><td colspan="3">Council’s comments:
Background
Brodie Planning Associates have been instructed on behalf of Honeybourne Parish Council (HPC) to set out HPC concerns on the appeal submitted.
The application was refusal under delegated powers by the Officers of Wychavon District Council, the LPA, on the 28th February 2025, setting out the following refusal reason:
The proposed development would result in a cramped form of development which would fail to integrate effectively with the surrounding settlement pattern and built form. The development would fail to protect the historic environment as a result of diminishing the historic curtilage of no.35 High Street. As such, the development would be contrary to policies SWDP6, SWDP21, SWDP24 & SWDP25 of the South Worcestershire Development Plan 2016 (SWDP). Conflict would also occur with the National Planning Policy Framework including chapters 12 and 16 and guidance contained within the adopted South Worcestershire Design Guide SPD (2018), as well as policy H4 of the Honeybourne Neighbourhood Plan. In addition, the proposal would fail to provide sufficient off-road parking in line with Worcestershire County Council Street Scape Design Guide. As such the proposal would fail to adequately accommodate traffic and result in indiscriminate parking, contrary to SWDP4 & SWDP21.
Planning Policy Context
In accordance with Section 38(6) of the Planning and Compulsory Purchase Act 2004 and Section 70(2) of the Town and Country Planning Act 1990 the starting point for decision making is the ‘development plan’. The determination of planning applications must be made in accordance with the development plan unless material considerations indicate otherwise.</td></tr>
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The Development Plan

South Worcestershire Development Plan, adopted in February 2016 Policies: SWDP 13 (Effective Use of Land) and SWDP 21 (Design)

Honeybourne Neighbourhood Plan, adopted in April 2020 Policies: Policy H4 (General Design Principles) and Policy H5 (Design Policy for New Builds)

The National Planning Policy Framework (NPPF) The revised NPPF came into effect in December 2024 and sets out the Government's policies on many different aspects of planning. Local planning authorities must take the NPPF into account as a material consideration in decision making.

Consideration

The NPPF at paragraph 124 sets that decisions should promote an effective use of land in meeting the needs for homes while safeguarding and improving the environment and ensuring safe and healthy living conditions. Policy SWDP 13 requires that housing development will make the most efficient use of land, with housing density designed to enhance the character and quality of the local area. Policy H5 of the Honeybourne Neighbourhood Plan, under siting and layout, requires proposals to reflect the established plot sizes in the local area.

The appeal site lies within the development boundary of Honeybourne, where infill and other forms of development are acceptable in principle in accordance with SWDP2. The need provide for effective use of land is a policy aspiration. These policies do however seek to ensure the effective use of land is not achieved at the cost of, or to the harm of the existing environment. The NPPF, SWDP13 and H5, on effective use, sets out the need to; safeguard and improve the environment; to enhance the character and quality of the local area; and reflect the established plot sizes in the local area.

The established pattern of development in this part of the High Street and Maple Close is varied but does include properties set in plots with ample amenity space. The proposal is for the subdivision of an existing single residential plot which would create two smaller plots. The existing property is not a large plot, and the proposed subdivision would create a shoehorned and cramped form of development which would be at odds with, and which would compromise, the established pattern and character of development in this part of Honeybourne. The nature of the proposal would therefore have a harmful impact on the on the existing environment, would not enhance the character and quality of the local area, and does not reflect the established plot sizes in the local area.

Considering the above, the appeal proposal is contrary to the development plan policies and the National Planning Policy Framework which includes policy SWDP13 and SWDP21 along with Policies H4 and H5 of the Honeybourne Neighbourhood Plan.

The Inspector is respectfully requested to dismiss the appeal.

Resolved:

That the written representation submitted by PC's planning consultant be noted.

25/593 Members are reminded to notify the Clerk of any items for discussion for the next meeting by 14th August 2025.

25/594 Date and venue of the next Parish Council meeting - The Council will be in summer recess during August and will reconvene on Monday, 9th September 2025 at 7:15pm at Village Hall

The meeting concluded at 9:30pm

Signed: ……………………………………… Date: ……………………

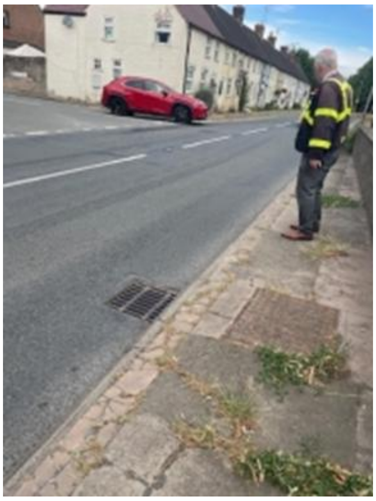
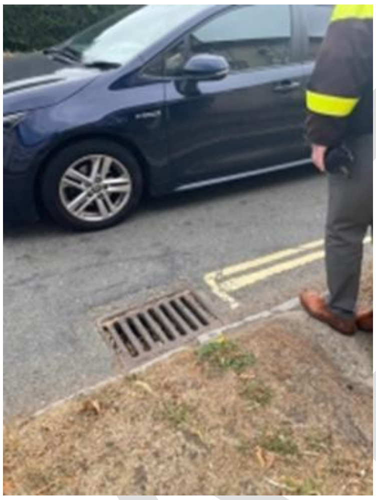
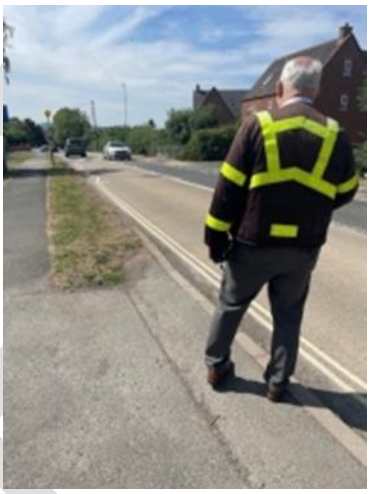
Chairman, Honeybourne Parish Council 9th September 2025

Council Members: H Jobes (Chairman), A Attridge, T Askew, C Clear, G Clelland, A Mathias, S Sidwell and S Walsh.

Appendix 1 – 25/584 (c) County Councillor Report

Another busy month with 18 meetings attended that varied from Hereford and Worcester Fire authority to Health Overview and Scrutiny committee and Environment scrutiny panel this has a main focus on highways issues.

There was also a very useful morning spent surveying the roads with the Highways Liaison Officer, Barry Barnes, finding defects and discussing issues which have resulted in 3 speed data surveys being requested, drains getting patched where they have sunk and also need clearing, damaged anti-skid surfaces, footway improvements and lots of discussion on how to improve the traffic management around roadworks to reduce the amount of road closures, that have a huge impact on residents especially when emergency services are called.

Attended the community engagement session at Meon Way gardens with District and Parish councillors. We had a few residents attend and discussed their issues, which Judith and I will follow up where needed. Liaised with the local Safer Neighbourhood Team discussing concerns raised throughout the division. Pebworth village has nothing to report, Meon way has had various jobs, non of which are concerning to the wider public.

Offenham had a drop in session which I attended, the parish chair came along and we discussed various areas.

Initial analysis of the survey results reveals:
- 48% backed creating two unitary councils
- 29% supported one unitary council for the county
- 19% didn't support any reorganisation of local councils in Worcestershire

More analysis will take place and form the report sent to government later this year.

Appendix 2 – 25/584 (d)

Report from District Councillors Judith Ciotti and Hannah Robson June 2025

I. **Neighbourhood Plans:** Wychavon has announced a new funding initiative to support local and town parishes in continuing their Neighbourhood planning efforts. Following the Government's June 2025 Spending Review, the previous available government grant funding of £10,000 for all town and parish councils has been withdrawn. In response to this funding shortfall Wychavon has committed to providing £10,000 in funding to all its parish and town councils. For any queries

neighbourhoodplanning@wychavon.gov.uk

II. **Microchipping Events: Worcestershire Regulatory Services Dog**
Dog Warden Team are hosting a series of free microchipping events in parks across the country. It is a legal requirement but many don't conform for a variety of reasons. WRS says that "reuniting

lost dogs with their owners is always a joy and having up to-date microchipping makes it so much easier to do". This free service is certainly something to make use of.

Dates: 9th July in Abbey Park Pershore
10th September Crown Meadow Evesham
11.30 to 1.30pm: no need to book
I can share a poster if that would be useful.

III. **Rural Mental Health:** There was a free Wellbeing Workshop at the Gate Inn Honeybourne last week that Judith attended. It focussed on the mental health of lone working men in farming and rural industries and was organised by Wychavon and 'We are Farming Minds' an initiative of MIND Herefordshire. It was very well presented and appreciated by the participants. Unfortunately it was not very well advertised and perhaps as a result not well attended. There will be another similar workshop on Friday 18th July at Whittington Village Hall and I can send details to anyone interested in attending.

IV. **Scheme to tackle Homelessness:** A life changing scheme to help give homeless young people in Wychavon and Malvern Hills hope for the future has 1 been highly commended at a national awards ceremony. Developing skills for independent living is the focus of the initiative which was shortlisted in the Innovation in Housing category. It's a response to the dramatic increase in the number of vulnerable young people presenting themselves as homeless. Local authorities like Wychavon can have a big impact on lives through sustainable supported housing and partnerships working. Wychavon created its first supported young homeless scheme in Evesham in 2021 and plans are in the pipeline to create a similar scheme in Droitwich. Hannah and Judith attended a community engagement session at Meon Way Gardens, Pebworth last weekend and had some useful conversations with residents. Planning and Licensing committee work continues. The 'Shape Worcestershire' engagement exercise on Local Government Reorganisation was recently concluded and today results have been published showing a very high response from residents showing that many people locally are interested but also concerned about the effects that reorganisation will have. Thank you to all who responded. 2

Honeybourne Parish Council

Freedom Of Information Policy

Introduction

This Freedom of Information Policy sets out the arrangements under which information will be provided to applicants who request information in writing from Honeybourne Parish Council ('the Council') under the Freedom of Information Act 2000 ("the Act") and the Environmental Information Regulations 2004.

Important Note: A request by an individual for personal information the Council holds about them is not covered under this policy but should instead be requested under the UK General Data Protection Regulation (UK GDPR) and Data Protection Act 2018. Please see the Council's Privacy Notice for details. Personal information does not include information about a deceased person.

Publication Scheme

The Freedom of Information Act requires the Council to publish a Publication Scheme and ensure it is available to view either on the Council's website: https://honeybourne-pc.gov.uk/ or to obtain a hard copy by contacting the Clerk: clerk@honeybourne-pc.gov.uk

The Publication Scheme commits the Council to:

- **Proactively publish** or otherwise make available as a matter of routine, information including environmental information, which is held by the council and falls within the classes set out below
- **Specify the information** held by the council which falls within the classes below
- **Produce and publish** the methods by which the specific information is made routinely available so that it can be easily identified and accessed by members of the public
- **Review and update** on a regular basis the information the council makes available under this scheme
- **Produce a schedule** of any fees charged for access to information which is made proactively available
- **Make the publication scheme** available to the public

Classes of Information

1. Who the council is and what it does
2. What the council spends and how it spends it
3. What are the priorities of the council and how are these achieved
4. How council makes decisions
5. Council policies and procedures
6. Lists and Registers
7. The Services the Council offers

The classes of information will not generally include:

- Information the disclosure of which is prevented by law, or exempt under the Act
- Information in draft form, unless this contradicts legislation
- Information that is no longer readily available as it is contained in files which have been placed in archive storage, is difficult to access, or has been disposed of under the Parish Council Document Retention Policy

Cost Limit Calculation

The £450 cost limit equals 18 hours of staff time at £25 per hour.

Activities that COUNT towards the limit:

- Determining whether we hold the information
- Locating the information or documents
- Retrieving the information or documents
- Extracting relevant information from documents

Activities that DON'T COUNT:

- Time spent deciding if exemptions apply
- Redacting (removing) exempt information
- Public interest testing
- Reading information to understand context
- Formatting or presenting information

How we estimate costs:

- As a small parish council with limited staff, we base estimates on our practical knowledge of our filing systems
- For clearly large requests, we may provide general estimates rather than detailed breakdowns
- We may conduct brief sampling exercises where proportionate
- Electronic searches are faster than manual file searches
- Estimates must be reasonable but don't require us to complete the work first
- We may suggest narrowing broad requests before providing detailed cost estimates

If a request would exceed £450:

- We will refuse the request under Section 12[1] of the Freedom of Information Act
- We will explain briefly why we believe it exceeds the limit
- We will suggest ways to narrow the request to make it manageable
- **We are not required to provide detailed cost breakdowns for refusals**
- As a small council with limited resources, we focus on providing information that can be accessed within reasonable limits

The publication scheme contains information relating to the charges that may be made for providing information that is not available online or is requested in a different format. These costs are subject to the Freedom of Information and Data Protection (Appropriate Limit and Fees) Regulations 2004.

Charges for Information

For requests under the cost limit (£450):

- Information available online: Free
- Photocopying: 15p per A4 sheet (Black & white)
- Printing: 15p per A4 sheet(Black & white)
- Postage: At actual cost
- Staff time: Cannot be charged

For requests over the cost limit (£450):

- We may refuse the request, OR
- Offer to provide information at full cost including staff time at £25 per hour (as set by ICO regulations)

[1] The £450 cost limit is established under Section 12 of the Freedom of Information Act 2000[1] and The Freedom of Information and Data Protection (Appropriate Limit and Fees) Regulations 2004[2].([1] Freedom of Information Act 2000, Section 12 [2] SI 2004/3244)

Procedure for Requesting Information

1. Making a Request

Applications requesting information should be in written form (letter or email) and sent to the Parish Council. The applicant must provide:

- **Name** (not required for environmental information requests)
- **Contact address or email**
- **Detailed description** of the information required
- **Preferred format** (if any) such as paper, electronic copies, or large print

Contact Details:

- **Email:** clerk@honeybourne-pc.gov.uk
- **Address:** Parish Clerk, Honeybourne Village Hall, Harvest Close, Honeybourne, Evesham, WR11 7HR

2. Acknowledgment Process

- Requests will be **date-stamped** upon receipt
- **Acknowledgment** sent within 5 working days where possible
- Acknowledgment will include a copy of this policy and ICO guidance
- Office closures may delay acknowledgment

3. Clarification of Requests

- Requests must include a **clear statement** of information required
- If unclear, we may ask for **more specific details** which may delay our response
- Parish Council staff will advise within **5 working days** whether additional information is needed

4. Response Process

- **Publication Scheme:** If information is already published online, applicants will be directed to the Council's website
- **Response time:** We aim to respond within **20 working days**
- **Payment required:** The 20 working-day period starts from receipt of payment (if applicable)
- **Exemptions:** We will advise if information is classified as exempt under the Act
- **Data Protection:** Information may be redacted to protect living individuals' privacy

5. Post-Response Actions

- **Publication:** A summary of FOI requests and responses will be published on the Council's website
- **Annual Review:** This Policy and Publication Scheme are reviewed annually

Important Limitations

- **Repeated requests:** The Council is not obliged to comply with repeated or vexatious requests
- **Exemptions:** Certain information may be exempt under the Freedom of Information Act
- **Data Protection:** Some information may need to be redacted to comply with UK GDPR

Appeals Process

If you are dissatisfied with our response:

1. **Internal Review:** Contact the Parish Clerk to request an internal review within 40 working days of our response
2. **External Appeal:** If still unsatisfied, you may appeal to the Information Commissioner's Office:

- **Website:** www.ico.org.uk
    - **Helpline:** 0303 123 1113
    - **Address:** Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire SK9 5AF

Best Practice Guidelines

DO:

- **Research first** - Check our website and Publication Scheme
- **Be specific** - Include dates, names, and clear descriptions
- **State clearly** that you are making an FOI request
- **Include contact details** and preferred response format
- **Use polite language** and be patient with our response time
- **Consider narrowing** broad requests if we advise the cost limit may be exceeded

DON'T:

- Use offensive or threatening language
- Make personal attacks against staff
- Submit vexatious or repeated requests without justification
- Mix FOI requests with complaints or unrelated correspondence
- Make assumptions about how we organise information
- Submit overly broad "fishing" requests

Contact Information

Parish Clerk: clerk@honeybourne-pc.gov.uk
Council Website: https://honeybourne-pc.gov.uk/
ICO Website: www.ico.org.uk
ICO Helpline: 0303 123 1113

Honeybourne Parish Council

Publication Scheme

Information available from Honeybourne Parish Council

The Freedom of Information Act requires every public authority to have a publication scheme approved by the Information Commissioner's Office (ICO), and to publish information covered by the scheme.

The Publication Scheme is based on the ICO model for public authorities and sets out Honeybourne Parish Council's commitment to make certain classes of information routinely available. All the information below is available on request in hard copy and also available on the Parish Council website www.honeybourne-pc.gov.uk

The Council's charges for producing printed copies of this information are published at the end of this document.

The same information can be requested by phone, email and post, contact details are listed at the end of this document.

Class 1 Information – Who we are and what we do

Contact details of Council Members	Website
Contact details of Council Office	Website
Councils Committee Structure	Website
Location of Council Office	Website
Council Staffing Structure	Website

Class 2 Information- What we spend and how we spend

Annual Return form (AGAR) and Auditor report	Website
Precept – detail in January Agenda	Website
Grant Given and Grant received – detail in Parish Council Meeting agendas (If any)	Website
Financial Standing orders and Regulations	Website

Class 3 Information – What our priorities are and how we doing.

Report from Annual Parish Meeting	Website
Published Annual Reports	Website
Monthly status report – detail in monthly Parish Council Meetings agendas	Website
Neighbourhood Plan	Website

Class 4 Information – How we make decisions

Timetable of all Parish Council, committee and meetings	Website
Agendas of all Parish Council, committee meetings	Website
Minutes of Parish Council meetings and committee meetings	Website
Reports presented to Council meetings – excluding any information properly regarded as confidential	Website
Responses to Consultations	Website
Responses to Planning applications – detail in monthly agendas (if any)	Website
Summary of Information Requests and Responses (FOI)	Website

Class 5 Information – Our Policies and procedures (current information only)

Procedural Standing Orders	Website
Committee terms of reference	Website
Scheme of Delegation to Clerk and Committee	Website
Councillors Code of Conduct	Website
Grant Aid Policy Procedures	Website
Financial Regulations	Website
Equality and Diversity Policy	Website
Publication Scheme	Website
Privacy Notice	Website
Complaints Policy	Website
Document Retention Policy	Website
Data Protection Policy	Website
Freedom Of Information Policy	Website
General Reserves Policy	Website
CCTV Policy	Website
Equal Opportunities Policy	Website
Member Officer Protocol	Website
Social Media Policy	Website
Facebook Policy	Website
Grievance and Procedures	Website
Press & Media Policy	Website
Biodiversity Policy	Website
Disciplinary and Procedures	Website

Class 6 Information – List of Registers

Council Asset Register	Website
Register of Members Disclosable Pecuniary Interest	Website

CLASS 7 INFORMATION – Services we offer

Civic and Parish Event	Website
Responsibilities for Honeybourne Sports Field and The Leys	Website
Operation of Lengthsman Scheme	Office
Responsible for the maintenance of some benches/seating	Office
Responsible for 4 planters for the village	Office
Responsible for 4 noticeboards	Office
Planning Application responses	Website
Responsible for Bus shelters	Office
Community Support by way of grant aid	Website
Responsible for Honeybourne Parish Cemetery	Website
Responsible for Honeybourne Allotments Gardens	Website
Responsible for footway lightings	Office

Schedule of Applicable Charges

Material which is published and accessed on the Council's website is free of charge.

For requests under the cost limit (£450.00):

- **Information available online:** Free

- **Photocopying**: 15p per A4 sheet
- **Postage:** At actual cost of Royal Mail postage
- **Staff time:** Cannot be charged

For requests over the cost of limit (£450.00):

- **We may refuse the request** under Section 12[1] of the Freedom of Information Act, OR
- **Offer to provide information at full cost** including staff time at £25 per hour (as set by The Freedom of Information and Data Protection (Appropriate Limit and Fees) Regulations 2004)
- **Note:** We are only required to say whether we hold the information, even if we cannot provide it due to cost limits.
- **Fee calculation:** We will provide a reasonable estimate but are not required to justify detailed cost breakdowns for refusals
- **Written agreement:** We will not commence work without written agreement from the requester to pay the costs
- **Payment deadline:** Payment must be received within 3 months of our fees notice, or the request will be treated as closed
- **Alternative options:** We will offer advice on how to refine your request to bring it within the cost limit
- **Time limits:** The 20 working-day response period is paused while awaiting payment

Statutory Fees:
In accordance with relevant legislation

Payment Terms:
If a charge is to be made, confirmation of the payment due will be given and payment must be made prior to the provision of any such information.

Contact Information
Honeybourne Parish Council
Parish Clerk: clerk@honeybourne-pc.gov.uk
Address: Honeybourne Village Hall, Harvest Close, Honeybourne, Evesham, WR11 7HR
Website: www.honeybourne-pc.gov.uk

This Publication Scheme complies with the Freedom of Information Act 2000, Environmental Information Regulations 2004, UK General Data Protection Regulation, and Data Protection Act 2018.

[1] The £450 cost limit is established under Section 12 of the Freedom of Information Act 2000[1] and The Freedom of Information and Data Protection (Appropriate Limit and Fees) Regulations 2004[2]. ([1] Freedom of Information Act 2000, Section 12 & [2] SI 2004/3244)

Honeybourne Parish Council

Subject Access Request Policy

1. Introduction

1.1 Individuals have the right under the UK General Data Protection Regulation (UK GDPR) and Data Protection Act 2018, subject to certain exemptions, to have access to their personal records. This is known as a 'subject access request' (SAR). Requests may be received from members of staff, service users or any other individual who has dealings with the Council and about whom the Council holds personal data. This will include information held both electronically and manually and will therefore include personal information recorded within electronic systems, spreadsheets, databases or word documents and may also be in the form of photographs, and CCTV images etc.

1.2 Anyone making such a request is entitled to be given a description of the information held, what it is used for, who might use it, who it may be passed on to, where the information was gathered from. Under UK GDPR individuals must also be provided with information on the expected retention periods of the information held (see our Document Retention Policy), the right to request rectification or erasure of processing or raise an objection to the processing altogether.

1.3 This policy sets out the processes to be followed to respond to a subject access request. This is based on the Information Commissioner's Office Subject Access Code of Practice and should be read alongside our Privacy Policy and Freedom of Information Policy.

2. Scope and Objectives of the policy

2.1 The purpose of this policy is to provide a guide to all staff and councillors on how to deal with subject access requests received and advise service users and other individuals on how and where to make requests.

2.2 Subject access is most often used by individuals who want to see a copy of the information an organisation holds about them. However, subject access goes further than this and an individual is entitled to be - **a)** told whether any personal data is being processed; **b)** given a description of the personal data, the reasons it is being processed, and whether it will be given to any other organisations or people; **c)** given a copy of the personal data; and **d)** given details of the source of the data (where this is available).

2.3 Personal data is information that relates to an individual who can be identified either directly or indirectly and includes any expression of opinion about the individual and any indication of the intentions of the information holder or any other person in respect of the individual. Some types of personal data are exempt from the right of subject access and so cannot be obtained by making a SAR.

3. How to make a request

3.1 The request does not have to be in any particular form other than in writing, nor does it have to include the words 'subject access' or make any reference to UK GDPR. A SAR may be a valid request even if it refers to other legislation, such as the Freedom of Information Act 2000 (FOIA) and should therefore be treated as a SAR in the normal way. The applicant must be informed of how the application is being dealt with, under which legislation.

3.2 In order for Honeybourne Parish Council to action a subject access request the following must be received:

a) The request must be made in writing, this may be by letter or email. However where the applicant is not able to make the request in writing it can be received verbally and a record of the request made on the applicant's file or it can be written in their file.

b) Proof of identity of the applicant must be verified. The following are examples of valid documents:

- Current UK/EEA Passport
- UK Photocard Driving Licence (Full or Provisional)
- Firearms Licence / Shotgun Certificate
- EEA National Identity Card
- Full UK Paper Driving Licence
- State Benefits Entitlement Document*
- State Pension Entitlement Document*
- HMRC Tax Credit Document*
- Local Authority Benefit Document*
- State/Local Authority Educational Grant Document*
- HMRC Tax Notification Document
- Disabled Driver's Pass
- Financial Statement issued by bank, building society or credit card company†
- Judiciary Document such as a Notice of Hearing, Summons or Court Order
- Utility bill for supply of gas, electric, water or telephone landline†
- Most recent Mortgage Statement
- Most recent Council Tax Bill/Demand or Statement
- Tenancy Agreement
- Building Society Passbook which shows a transaction in the last 3 months and your address

***Documents must be dated in the past 12 months**

†Documents must be dated in the past 3 months

c) Sufficient information must be supplied to be able to locate the record or information requested.

3.3 All subject access requests must be sent to the Parish Clerk:

Contact Details:

- **Email:** clerk@honeybourne-pc.gov.uk
- **Postal address: Parish Clerk, Honeybourne Parish Council, Honeybourne Village Hall, Harvest Close, Honeybourne, Evesham, WR11 7HR**

4. Recording

It is essential that a log of all requests received is maintained, detailing:

a) Date received

b) Date response due (maximum of one month)

c) Applicants' details

d) Information requested

e) Exemptions applied in respect of information not to be disclosed

f) Details of decisions to disclose information without the data subject consent

g) Details of information to be disclosed and the format in which they were supplied

h) When and how supplied, e.g. Paper copy and postal method used to send them

5. Charges

5.1 Under UK GDPR, a request for personal information is free unless the request is 'manifestly unfounded or excessive'. A 'reasonable fee' for multiple requests can be charged. The fee must be based on the administrative costs involved of retrieving the information.

5.2 Charging structure (where applicable):

- Information provided electronically: Free
- Photocopying: 15p per A4 sheet
- Postage: At actual cost

5.3 Any charges will be clearly communicated to the applicant before processing begins, and payment must be received before information is provided.

6. Right to withhold personal data

6.1 Under the UK GDPR, organisations can withhold personal data if disclosing it would 'adversely affect the rights and freedoms of others.

6.2 Information may also be withheld where it falls under exemptions in the UK GDPR or Data Protection Act 2018, or where it relates to information about deceased persons.

6.3 Information about deceased persons- Deceased persons have no rights under UK GDPR, therefore Subject Access Requests cannot be made for information about deceased individuals. However, such information may be available through other access regimes (such as the Freedom of Information Act), subject to applicable exemptions including protection of personal information relating to living individuals who may have property rights, financial interests, or privacy interests in relation to the deceased person's affairs.

7. Responding to requests

7.1 **Time limits:** Requests should be dealt with within a maximum of one month under UK GDPR. It is possible to extend this timescale by a further two months where requests are complex, but the individual must be contacted within a month of receipt explaining why the extension is necessary.

7.2 If the Council cannot provide the information requested, it should inform the data subject of this decision without delay and at the latest within one month of receipt of the request.

7.3 Where it is ascertained that no information is held about the individual concerned, the applicant must be informed of this fact.

7.4 **Format of response:** If a SAR is submitted in electronic form, any personal data should preferably be provided by electronic means as well. Responses to SAR requests must be returned by a secure methodology - social media must **NOT** be used to return information requested.

7.5 **Required information:** If data on the data subject is processed, make sure to include as a minimum the following information in the SAR response:

a) the purposes of the processing
b) the categories of personal data concerned
c) the envisaged period for which personal data will be stored, or, if not possible, the criteria used to determine that period (see our Document Retention Policy)
d) the existence of the right to request rectification or erasure of personal data or restriction of processing of personal data concerning the data subject or to object to such processing

e) the right to lodge a complaint with the Information Commissioner's Office ("ICO")
f) if the data has not been collected from the data subject: the source of such data
g) the existence of any automated decision-making, including profiling and any meaningful information about the logic involved, as well as the significance and the envisaged consequences of such processing for the data subject
h) Provide a copy of the personal data undergoing processing

8. Relationship to other policies

8.1 **Privacy Policy:** Our Privacy Policy explains what personal data we collect and how we process it. Subject Access Requests allow individuals to see what data we hold about them personally.

8.2 **Freedom of Information Policy:** Where a request could fall under both subject access and freedom of information, we will clarify with the applicant which regime applies and process accordingly.

8.3 Document Retention Policy: Our retention periods for different types of information are set out in our Document Retention Policy, which helps determine how long we hold personal data.

8.4 Data Breach Policy: Any issues arising during the processing of a Subject Access Request that could constitute a data breach will be handled under our Data Breach Policy.

9. Appeals and complaints

9.1 If an individual is dissatisfied with our response to their Subject Access Request, they have the right to complain to the Information Commissioner's Office:

Information Commissioner's Office (ICO)

- **Website:** www.ico.org.uk
- **Helpline:** 0303 123 1113
- **Address:** Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire SK9 5AF

10. Review

10.1 This policy will be reviewed every three years, or earlier if there are material or legislative changes.

This policy complies with the UK General Data Protection Regulation and Data Protection Act 2018.

Honeybourne Parish Council

Document Retention Policy

1	**Introduction**
1.1	The guidelines set out in this document support the Honeybourne Parish Council Data Protection Policy and assists in compliance with the Freedom of Information Act 2000, the UK General Data Protection Regulation (UK GDPR), the Data Protection Act 2018 and other associated legislation.
1.2	It is important that Honeybourne Parish Council has in place arrangements for the retention and disposal of documents necessary for the adequate management of services in undertaking its responsibilities. This policy sets out the minimum requirements for the retention of documents and sets out the requirements for the disposal of documents. However, it is important to note that this is a live document and will be updated on a regular basis.
1.3	Honeybourne Parish Council will ensure that information is not kept for longer than is necessary and will retain the minimum amount of information that it requires to carry out its functions and the provision of services, whist adhering to any legal or statutory requirements.
2	**Aims and Objectives**
2.1	It is recognised that up to date, reliable and accurate information is vital to support the work that Honeybourne Parish Council does and the services that it provides to its residents. This document will help to: a) Ensure the retention and availability o f the minimum amount of relevant information that is necessary for the Council to operate and provide services to the public. b) Comply with legal and regulatory requirements, including Freedom of Information Act 2000, the Environmental Information Regulations 2004 and UK General Data Protection Regulation. c) Save employees' time and effort when retrieving information by reducing the amount of information that may be held unnecessarily. d) Ensure archival records that are of historical value are appropriately retained for the benefit of future generations.
3	**Scope**
3.1	For the purpose of this policy, 'documents' includes electronic and paper records.
3.2	Where storage is by means of paper records, originals rather than photocopies should be retained where possible
4	**Standards of Good Practice**
4.1	Honeybourne Parish Council will make every effort to ensure that it meets the following standards of good practice: a) Adhere to legal requirements for the retention of information as specified in the Retention Schedule at Appendix A. b) Personal Information will be retained in a password protected computer. c) Disclosure information will be retained in a password protected computer. d) Appropriately dispose of information that is no longer required. e) Appropriate measures will be taken to ensure that confidential and sensitive information is securely destroyed. f) Information about unidentifiable individuals is permitted to be held indefinitely for historical, statistical or research purposes e.g Equalities data. g) Wherever possible only one copy of any personal information will be retained and held securely.
5	**Breach of Policy and Standards**
5.1	Any employee who knowingly or recklessly contravenes any instruction contained in, or following from, this Policy may, depending on the circumstances of the case have disciplinary action, taken against them, which could include dismissal.

Document Retention Policy
Date adopted:
Minute no:
Date of next review:

5.2	Where there is a breach of the policy, the Council may need to consider whether there is also a breach of UK GDPR.
6	**Roles and Responsibilities**
6.1	The Parish Clerk has responsibility for implementation of the policy under delegation of Honeybourne Parish Council.
6.2	The Parish Clerk is responsible for the maintenance and operation of this policy including ad hoc checks to ensure compliance.
7	**Retention**
7.1	Timeframes for retention of documents have been set using legislative requirements and guidance from National Association Of Local Council.
7.2	Throughout retention the conditions regarding safe storage and controlled access will remain in place.
7.3	The attached 'Appendix' shows the minimum requirements for the retention of documents as determined by Honeybourne Parish Council for the management of specific documentation types. Officers holding documents should exercise judgement as to whether they can be disposed of at the end of those periods detailed in the attached 'Appendix A'
8	**Disposal**
8.1	Document/data no longer required by Honeybourne Parish Council for administrative purposes must be finely shredded/disposed of using specialist waste removal contractors and deleted entirely and securely from Honeybourne Parish Council computer systems.
8.2	All documents will be reviewed prior to disposal.

Appendix A – Document Retention Timescales

Finance

Document	Retention Period
Published final accounts	Indefinitely
Annual Governance and Accountability Return	6 years
Final Accounts Working Papers	6 years
Records of all accounting transactions held in the financial management system	6 years plus the current year
Cash Books (records of monies paid out and received)	12 years
Purchase orders	6 years
Cheque payment listing (invoice received)	6 years
Payment vouchers Capital and revenue (copy invoices)	12 years
Petty cash vouchers and reimbursement claims	6 years
Debtors and rechargeable work records	6 years
Expenses and travel allowance claims	6 years
Register for statutory accounting purposes	10 years
Adopted annual budget	6 years
Financial Plan	6 years
Budget Estimates – Detailed Working Papers and summaries	3 years
Bank Statements (electronic) and instruction to banks	6 years
Bank statements (Hardcopy)	6 years
Prime evidence that money has been banked	6 years
Refer to Drawer (RD) cheques	3 years
Cancellation of expenditure cheques	3 years

Precept Forms	Indefinitely
Internal Audit plan/reports	3 years
Fee and charges schedules	6 years
Loans and investment Records, temporary loan receipts	10 years (after redemption loan)
Current and expired insurance contracts and policies	Whilst valid
VAT input and output	10 years

Personnel/Employment

Documents	Retention Period
Unsuccessful application form	6 months to 1 year
Unsuccessful reference requests	1 year
Successful application forms and CVs	For the duration of employment +6 years
Reference received	For the duration of employment + 6 years
Statutory sick records, pay, calculations, certificates, etc	For the duration of employment + 6 years
Annual leave records	For the duration of employment + 6 years
Unpaid leave/special leave	For the duration of employment + 6 years
Annual appraisal/assessment records	Current year and previous 2 years
Pension records	Until individual is at least 67 years old
Time control checks	2 years
Disclosure & Barring Checks	6 months
Employee Personnel files, training records, discipline and grievance records etc	6 years after employment ceases
Disciplinary or grievance investigations- unproven	Destroy immediately after investigation or appeal
Statutory Maternity /Paternity records, calculations, certificates etc	3 years after the tax year in which the maternity period ended
Overtime claims	6 years
Income Tax and National Insurance Records	Not less than 3 years after the end of the financial year to which they relate
Wage/salary records, overtime, bonuses , expenses etc	6 years
Accident books, records and reports	3 years from the date of last entry (If child or young adult is involved, then until the person reaches the age of 21)
Redundancy records	6 years from the date of redundancy

Corporate

Documents	Retention Period
All Honeybourne Parish Council minutes including minutes of committees, sub- committee meetings and any working group minutes	Indefinitely and archived after two years
Policies and Procedures	Until updated or reviewed
Asset management records	Indefinitely
Insurance policy documents	Whilst valid
Internal Audit records	6 years
Internal Audit fraud investigation	7 years from the date of final outcome of investigation
Risk Register	Indefinitely
Risk Assessments (any)	6 years
Drivers logs and mileage (any)	6 years

Pre- tender qualification document, summary list of expression of interest received, a summary of any financial or technical evaluation supplied with the expressions of interest	1 year
Successful tender document	Life of the contract + 6 years
Unsuccessful tender document	Until final payment of contract let is made
Deeds of land and property	Indefinately
Lease of agreements, variation and valuation queries	12 years after the expiry of the agreement
Documentation referring to externally funded projects	6 years
Neighbourhood Plans	Indefinitely
Play Inspection Reports	21 years

Communications & Meetings

Documents	Retention Period
Meeting attendance records	6 years
Public comments/representations made at meetings	6 years
Website contact form submissions	2 years
General Correspondance	6 years
FOI requests and responses	6 years
Hardcopy routine correspondence	6 years (personal information may be redacted if retained longer for operational reasons)
Electronic routine correspondence	6 years (personal information may be redacted if retained longer for operational reasons)

Health & Safety

Documents	Retention Period
Accident books and record	3 years after the date of the last entry (unless an accident involving chemicals or asbestos is contained within, then 40 years) If the accident concerns a child or a young adult retain until the person reaches the age of 21)
Medical record containing details of employee exposed to asbestos or as specified by the Control of Substances Hazardous to Health Regulations (COSHH) 1999	40 years from the date of last entry
Medical Examination certificates	4 years from the date of issue
All inspection certificates	6 years
Repair job sheets (any)	2 years
Play Equipment Inspection sheets (The Leys and Sports Field)	5 years

Allotments

Documents	Retention Period
Register and plans	Indefinitely

Burial Grounds

Documents	Retention Period
Register of fee collection	Indefinitely
Register of burial	Indefinitely
Register of Purchase graves	Indefinitely
Register/plan of graves spaces	Indefinitely

Register of memorials	Indefinitely
Applications for right to erect memorials	Indefinitely
Disposal certificates	Indefinitely
Copy certificates of Grant Of Exclusive Right of Burial	Indefinitely

For Halls, Centre, Recreation Ground

Documents	Retention Period
Application to hire	6 years
Letting diaries	6 years
Copies of bills to hires	6 years
Record of ticket issued	6 years

Planning Applications

Documents	Retention Period
Planning Application responses and correspondence	Recommendations recorded in minutes (retained indefinitely). Correspondance retained for 6 years. Where an application is refused by local planning authority, the application will be retained until the period within which an appeal can be made has expired

Honeybourne Parish Council

PRIVACY NOTICE

Honeybourne Parish Council
Honeybourne Village Hall, Harvest Close, Honeybourne, Evesham, WR11 7HR

Who We Are

Honeybourne Parish Council is the data controller for the personal information we process. We are committed to protecting your privacy and complying with the UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018.

Contact Details:

Parish Clerk: clerk@honeybourne-pc.gov.uk
Address: Honeybourne Village Hall, Harvest Close, Honeybourne, Evesham, WR11 7HR
Website: https://honeybourne-pc.gov.uk/

What Personal Information We Collect

We may collect and process the following types of personal information:

- When you contact us:
- Name and contact details (address, email, phone number)
- Organisation/employer details (if relevant)
- Details of your enquiry or complaint
- Records of our correspondence with you

When you attend meetings:

- Name and contact details
- Comments or representations made at public meetings
- Written notes of discussions and decisions
- **Please note:** Members of the public are permitted to record meetings. While we do not record meetings ourselves, others may choose to do so

When you use our website:

- Information submitted through contact forms
- Basic server logs (IP address for security purposes only)

For council business:

- Electoral roll information
- Planning application details
- Allotment holder information
- Cemetery records
- Financial records relating to payments and receipts

Why We Process Your Information (Legal Basis)

We process personal information under the following legal bases:
Public Task (Article 6(1)(e)) - Most of our processing relates to our statutory functions as a local authority, including:

- Responding to enquiries and complaints
- Planning consultations
- Managing allotments and cemetery services
- Conducting council business and meetings

- Publishing meeting minutes and public notices
- Managing public facilities

Legal Obligation (Article 6(1)(c)) - Where required by law, such as:
- Financial record keeping and audit requirements
- Health and safety reporting
- Freedom of Information compliance
- Electoral registration duties
- Planning application procedures

How We Use Your Information
We use your personal information to:
- Respond to your enquiries and provide services
- Conduct council business and statutory functions
- Maintain public records as required by law
- Ensure website security
- Comply with legal obligations

Data Retention
We retain personal information in accordance with our Document Retention Policy:
- Correspondence: 6 years
- Financial records: 7 years
- Planning matters: Permanently
- Meeting records: Permanently
- Cemetery records: Permanently
- Website data: 2 years (unless deleted sooner)
- CCTV (if applicable): 30 days

Personal information is securely destroyed when the retention period expires, unless there is a legal requirement to keep it longer.

Who We Share Information With
We may share your information with:
- **Other public bodies** when required by law or for statutory functions
- **Our legal representatives** for advice and legal proceedings
- **External auditors** for financial auditing purposes
- **Website hosting providers** (within appropriate data processing agreements)
- **The public** where information is required to be published (e.g., planning applications, meeting minutes)

We will **never sell your personal information** for any purpose. We do not share personal information for marketing purposes and will only share information with the organisations listed above where required by law or for our statutory functions.

International Transfers
We do not routinely transfer personal information outside the UK. Where this is necessary (e.g., cloud hosting), we ensure appropriate safeguards are in place through adequacy decisions or standard contractual clauses.

Your Rights
Under UK GDPR, you have the following rights:

- **Right of Access -** Request copies of your personal information
- **Right to Rectification** - Request correction of inaccurate information
- **Right to Erasure** - Request deletion of your information (where legally possible)
- **Right to Restrict Processing** - Request we limit how we use your information
- **Right to Data Portability** - Request transfer of your information in a structured format
- **Right to Object** - Object to processing based on legitimate interests (note: this right is limited for public bodies carrying out statutory functions)
- **Rights Related to Automated Decision Making** - We do not use automated decision making or profiling

To exercise any of these rights, contact the Parish Clerk at clerk@honeybourne-pc.gov.uk

Please note: As a public body, some of these rights may be limited where we have legal obligations to retain or process information.

Information Security

We protect your information through:

- Secure password-protected systems
- Regular software updates and security patches
- Staff training on data protection
- Secure disposal of paper records
- Encryption of electronic communications where appropriate

Children's Information

We do not specifically target services at children. Where we process information about children (under 18), we ensure appropriate safeguards are in place and seek parental consent where required by law.

Website and Cookies

Cookie Policy

Our website uses minimal cookies for essential functionality only:

Essential Cookies Only - Required for basic website functionality and security

We do not use tracking cookies, analytics cookies, or marketing cookies. If this changes in future, we will update this notice and seek your consent where required.

Website Privacy

Your visit to our website is anonymous. We do not track visitors, collect IP addresses, or monitor browsing behaviour. The only personal information we collect is what you voluntarily provide through our contact forms. We do not track your browsing behaviour or collect personal information unless you voluntarily provide it through our contact forms.

Website Content

We publish extensive information on our website as required by our Publication Scheme, including meeting minutes, agendas, policies and financial information. Some of this may contain personal information where legally required to be published. (such as councillors details or public meeting records)

External Links

Our website may contain links to external websites. We are not responsible for the privacy practices of other organisations. Please review their privacy policies when visiting external sites.

Changes to This Notice

We regularly review and update this privacy notice. The current version is always available on our website. Significant changes will be communicated to affected individuals where possible.

Privacy Policy
Date adopted:
Minute no:
Date of next review:

Complaints

If you have concerns about how we handle your personal information, please contact the Parish Clerk first. If you remain unsatisfied, you can complain to:
Information Commissioner's Office (ICO)
Website: www.ico.org.uk
Helpline: 0303 123 1113
Address: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire SK9 5AF

HONEYBOURNE PARISH COUNCIL

Status Adopted on	
Minute number	
Date of review	

Contents

1. General

1.1. These Financial Regulations govern the financial management of the council and may only be amended or varied by resolution of the council. They are one of the council's governing documents and shall be observed in conjunction with the council's Standing Orders.

1.2. Councillors are expected to follow these regulations and not to entice employees to breach them. Failure to follow these regulations brings the office of councillor into disrepute.

1.3. Wilful breach of these regulations by an employee may result in disciplinary proceedings.

1.4. In these Financial Regulations:

- 'Accounts and Audit Regulations' means the regulations issued under Sections 32, 43(2) and 46 of the Local Audit and Accountability Act 2014, or any superseding legislation, and then in force, unless otherwise specified.
- "Approve" refers to an online action, allowing an electronic transaction to take place.
- "Authorise" refers to a decision by the council, or a committee or an officer, to allow something to happen.
- 'Proper practices' means those set out in *The Practitioners' Guide*
- *Practitioners' Guide* refers to the guide issued by the Joint Panel on Accountability and Governance (JPAG) and published by NALC in England or Governance and Accountability for Local Councils in Wales – A Practitioners Guide jointly published by One Voice Wales and the Society of Local Council Clerks in Wales.
- 'Must' and **bold text** refer to a statutory obligation the council cannot change.
- 'Shall' refers to a non-statutory instruction by the council to its members and staff.

1.5. The Responsible Financial Officer (RFO) holds a statutory office, appointed by the council. The Clerk has been appointed as RFO and these regulations apply accordingly. The RFO;

- acts under the policy direction of the council;
- administers the council's financial affairs in accordance with all Acts, Regulations and proper practices;
- determines on behalf of the council its accounting records and control systems;
- ensures the accounting control systems are observed;
- ensures the accounting records are kept up to date;
- seeks economy, efficiency and effectiveness in the use of council resources; and
- produces financial management information as required by the council.

1.6. **The council must not delegate any decision regarding:**

- **setting the final budget or the precept (council tax requirement);**
- **the outcome of a review of the effectiveness of its internal controls**
- **approving accounting statements;**
- **approving an annual governance statement;**
- **borrowing;**
- **declaring eligibility for the General Power of Competence; and**
- **addressing recommendations from the internal or external auditors**

1.7. In addition, the council shall:

- determine and regularly review the bank mandate for all council bank accounts;
- authorise any grant or single commitment in excess of £5,000.

2. Risk management and internal control

2.1. **The council must ensure that it has a sound system of internal control, which delivers effective financial, operational and risk management.**

2.2. The Clerk/RFO shall prepare, for approval by the council, a risk management policy covering all activities of the council. This policy and consequential risk management arrangements shall be reviewed by the council at least annually.

2.3. When considering any new activity, the Clerk/RFO shall prepare a draft risk assessment including risk management proposals for consideration by the council.

2.4. **At least once a year, the council must review the effectiveness of its system of internal control, before approving the Annual Governance Statement.**

2.5. **The accounting control systems determined by the RFO must include measures to:**

- **ensure that risk is appropriately managed;**
- **ensure the prompt, accurate recording of financial transactions;**
- **prevent and detect inaccuracy or fraud; and**
- **allow the reconstitution of any lost records;**
- **identify the duties of officers dealing with transactions and**
- **ensure division of responsibilities.**

2.6. At least once in each quarter, and at each financial year end, a member other than the Chair shall be appointed to verify bank reconciliations for all accounts produced by the RFO. The member shall sign and date the reconciliations and the original bank statements or similar document as evidence of this. This activity, including any exceptions, shall be reported to and noted by the council.

2.7. Regular back-up copies shall be made of the records on any council computer and stored either online or in a separate location from the computer. The council shall put measures in place to ensure that the ability to access any council computer is not lost if an employee leaves or is incapacitated for any reason.

3. Accounts and audit

3.1. All accounting procedures and financial records of the council shall be determined by the RFO in accordance with the Accounts and Audit Regulations.

3.2. **The accounting records determined by the RFO must be sufficient to explain the council's transactions and to disclose its financial position with reasonably accuracy at any time. In particular, they must contain:**

- **day-to-day entries of all sums of money received and expended by the council and the matters to which they relate;**
- **a record of the assets and liabilities of the council;**

3.3. The accounting records shall be designed to facilitate the efficient preparation of the accounting statements in the Annual Governance and Accountability Return (AGAR).

3.4. The RFO shall complete and certify the annual Accounting Statements of the council contained in the Annual Governance and Accountability Return in accordance with proper practices, as soon as practicable after the end of the financial year. Having certified the Accounting Statements, the RFO shall submit them (with any related documents) to the council, within the timescales required by the Accounts and Audit Regulations.

3.5. **The council must ensure that there is an adequate and effective system of internal audit of its accounting records and internal control system in accordance with proper practices**.

3.6. **Any officer or member of the council must make available such documents and records as the internal or external auditor consider necessary for the purpose of the audit** and shall, as directed by the council, supply the RFO, internal auditor, or external auditor with such information and explanation as the council considers necessary.

3.7. The internal auditor shall be appointed by the council and shall carry out their work to evaluate the effectiveness of the council's risk management, control and governance processes in accordance with proper practices specified in the Practitioners' Guide.

3.8. The council shall ensure that the internal auditor:

- is competent and independent of the financial operations of the council;
- reports to council in writing, or in person, on a regular basis with a minimum of one written report during each financial year;
- can demonstrate competence, objectivity and independence, free from any actual or perceived conflicts of interest, including those arising from family relationships; and
- has no involvement in the management or control of the council

3.9. Internal or external auditors may not under any circumstances:

- perform any operational duties for the council;
- initiate or approve accounting transactions;
- provide financial, legal or other advice including in relation to any future transactions; or
- direct the activities of any council employee, except to the extent that such employees have been appropriately assigned to assist the internal auditor.

3.10. For the avoidance of doubt, in relation to internal audit the terms 'independent' and 'independence' shall have the same meaning as described in The Practitioners Guide.

3.11. The RFO shall make arrangements for the exercise of electors' rights in relation to the accounts, including the opportunity to inspect the accounts, books, and vouchers and display or publish any notices and documents required by the Local Audit and Accountability Act 2014, or any superseding legislation, and the Accounts and Audit Regulations.

3.12. The RFO shall, without undue delay, bring to the attention of all councillors any correspondence or report from internal or external auditors.

4. Budget and precept

4.1. **Before setting a precept, the council must calculate its [council tax (England)/budget (Wales)] requirement for each financial year by preparing and approving a budget, in accordance with The Local Government Finance Act 1992 or succeeding legislation.**

4.2. Budgets for salaries and wages, including employer contributions shall be reviewed by the council at least annually for the following financial year and the final version shall be evidenced by a hard copy schedule signed by the Clerk and the Chair of the Council. The RFO will inform staffing committee of any salary implications before they consider their draft their budgets.

4.3. No later than January each year, the RFO shall prepare a draft budget with detailed estimates of all receipts and payments/income and expenditure for the following financial year ideally with a forecast for the following three financial years, taking account of the lifespan of assets and cost implications of repair or replacement.

4.4. Unspent budgets for completed projects shall not be carried forward to a subsequent year. Unspent funds for partially completed projects may only be carried forward by placing them in an earmarked reserve with the formal approval of the full council.

4.5. Each committee (if any) shall review its draft budget and submit any proposed amendments to the council not later than the end of November each year.

4.6. The draft budget forecast, including any recommendations for the use or accumulation of reserves, shall be considered by full council.

4.7. Having considered the proposed budget and forecast, the council shall determine its council tax requirement by setting a budget. The council shall set a precept for this amount no later than the end of January for the ensuing financial year.

4.8. **Any member with council tax unpaid for more than two months is prohibited from voting on the budget or precept by Section 106 of the Local Government Finance Act 1992 and must and must disclose at the start of the meeting that Section 106 applies to them.**

4.9. The RFO shall **issue the precept to the billing authority no later than the end of February** and supply each member with a copy of the agreed annual budget.

4.10. The agreed budget provides a basis for monitoring progress during the year by comparing actual spending and income against what was planned.

4.11. Any addition to, or withdrawal from, any earmarked reserve shall be agreed by the council or relevant committee.

5. Procurement

5.1. **Members and officers are responsible for obtaining value for money at all times.** Any officer procuring goods, services or works should ensure, as far as practicable, that the best available terms are obtained, usually by obtaining prices from several suppliers.

5.2. The RFO should verify the lawful nature of any proposed purchase before it is made and in the case of new or infrequent purchases, should ensure that the legal power being used is reported to the meeting at which the order is authorised and also recorded in the minutes.

5.3. Every contract shall comply with these the council's Standing Orders and these Financial Regulations and no exceptions shall be made, except in an emergency.

5.4. **For a contract for the supply of goods, services or works where the estimated value will exceed the thresholds set by Parliament, the full requirements of The Public Contracts Regulations 2015 or any superseding legislation ("the Legislation"), must be followed in respect of the tendering, award and notification of that contract.**

5.5. Where the estimated value is below the Government threshold, the council shall (with the exception of items listed in paragraph 5.12) obtain prices as follows:

5.6. For contracts estimated to exceed £60,000 including VAT, the Clerk shall seek formal tenders from at least three suppliers agreed by the council. Tenders shall be invited in accordance with Appendix 1.

5.7. **For contracts estimated to be over £30,000 including VAT, the council must comply with any requirements of the Legislation[1] regarding the advertising of contract opportunities and the publication of notices about the award of contracts.**

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[1] The Regulations require councils to use the Contracts Finder website if they advertise contract opportunities and also to publicise the award of contracts over £30,000 including VAT, regardless of whether they were advertised.

5.8. For contracts greater than £3,000 excluding VAT the Clerk/RFO shall seek at least 3 fixed-price quotes;

5.9. where the value is between £500 and £3,000 excluding VAT, the Clerk/RFO shall try to obtain 3 estimates which might include evidence of online prices, or recent prices from regular suppliers.

5.10. For smaller purchases, the clerk shall seek to achieve value for money.

5.11. **Contracts must not be split into smaller lots to avoid compliance with these rules.**

5.12. The requirement to obtain competitive prices in these regulations need not apply to contracts that relate to items (i) to (iv) below:

i. specialist services, such as legal professionals acting in disputes;

ii. repairs to, or parts for, existing machinery or equipment;

iii. works, goods or services that constitute an extension of an existing contract;

iv. goods or services that are only available from one supplier or are sold at a fixed price.

5.13. When applications are made to waive this financial regulation to enable a price to be negotiated without competition, the reason should be set out in a recommendation to the council or relevant committee. Avoidance of competition is not a valid reason.

5.14. The council shall not be obliged to accept the lowest or any tender, quote or estimate.

5.15. Individual purchases within an agreed budget for that type of expenditure may be authorised by:

- the Clerk, under delegated authority, for any items up to £500 excluding VAT.
- the Clerk, in consultation with the Chair of the Council or Chair of the appropriate committee, for any items below £2,000 excluding VAT.
- a duly delegated committee of the council for all items of expenditure within their delegated budgets for items under £5,000 excluding VAT.
- in respect of grants, a duly authorised committee within any limits set by council and in accordance with any policy statement agreed by the council.
- the council for all items over £5,000;

Such authorisation must be supported by a minute (in the case of council or committee decisions) or other auditable evidence trail.

5.16. No individual member, or informal group of members may issue an official order unless instructed to do so in advance by a resolution of the council or make any contract on behalf of the council.

5.17. No expenditure may be authorised that will exceed the budget for that type of expenditure other than by resolution of the council or a duly delegated committee acting within its Terms of Reference except in an emergency.

5.18. In cases of serious risk to the delivery of council services or to public safety on council premises, the clerk may authorise expenditure of up to £2,000 excluding VAT on repair, replacement or other work that in their judgement is necessary, whether or not there is any budget for such expenditure. The Clerk shall report such action to the Chair as soon as possible and to the council as soon as practicable thereafter.

5.19. No expenditure shall be authorised, no contract entered into or tender accepted in relation to any major project, unless the council is satisfied that the necessary funds are available and that where a loan is required, Government borrowing approval has been obtained first.

5.20. An official order or letter shall be issued for all work, goods and services {above £250excluding VAT unless a formal contract is to be prepared or an official order would be inappropriate. Copies of orders shall be retained, along with evidence of receipt of goods.

5.21. Any ordering system can be misused and access to them shall be controlled by the Clerk/RFO.

6. Banking and payments

6.1. The council's banking arrangements, including the bank mandate, shall be made by the RFO and authorised by the council; banking arrangements shall not be delegated to a committee. The council has resolved to bank with Lloyds Bank. The arrangements shall be reviewed annually for security and efficiency.

6.2. The council must have safe and efficient arrangements for making payments, to safeguard against the possibility of fraud or error. Wherever possible, more than one person should be involved in any payment, for example by dual online authorisation or dual cheque signing. Even where a purchase has been authorised, the payment must also be authorised and only authorised payments shall be approved or signed to allow the funds to leave the council’s bank.

6.3. All invoices for payment should be examined for arithmetical accuracy, analysed to the appropriate expenditure heading and verified to confirm that the work, goods or services were received, checked and represent expenditure previously authorised by the council before being certified by the Clerk/RFO.

6.4. Personal payments including salaries, wages, expenses and any payment made in relation to the termination of employment may be summarised to avoid disclosing any personal information.

6.5. All payments shall be made by online banking, in accordance with a resolution of the council resolves to use a different payment method.

6.6. For each financial year the Clerk/ RFO may draw up a schedule of regular payments due in relation to a continuing contract or obligation (such as Salaries, PAYE, National Insurance, pension contributions, rent, rates, regular maintenance contracts and similar items), which the council may authorise in advance for the year.

6.7. A list of such payments shall be reported to the next appropriate meeting of the council for information only.

6.8. The Clerk/RFO shall have delegated authority to authorise payments {only} in the following circumstances:

i. any payments of up to £500 excluding VAT, within an agreed budget}.

ii. payments of up to £2,000 excluding VAT in cases of serious risk to the delivery of council services or to public safety on council premises.

iii. any payment necessary to avoid a charge under the Late Payment of Commercial Debts (Interest) Act 1998 or to comply with contractual terms, where the due date for payment is before the next scheduled meeting of the council, where the Clerk/RFO certify that there is no dispute or other reason to delay payment, provided that a list of such payments shall be submitted to the next appropriate meeting of council.

iv. Fund transfers within the councils banking arrangements up to the sum of £20,000, provided that a list of such payments shall be submitted to the next appropriate meeting of council.

6.9. The RFO shall present a schedule of payments requiring authorisation, forming part of the agenda for the meeting, together with the relevant invoices, to the council

6.10. The council shall review the schedule for compliance and, having satisfied itself, shall authorise payment by resolution. The authorised schedule shall be initialled immediately below the last item by the person chairing the meeting. A detailed list of all payments shall be disclosed within or as an attachment to the minutes of that meeting.

7. Electronic payments

7.1. Where internet banking arrangements are made with any bank, [the RFO] shall be appointed as the Service Administrator. The bank mandate agreed by the council shall identify four councillors who will be authorised to approve transactions on those accounts and a minimum of two people will be involved in any online approval process. The Clerk will not be an authorised signatory. No signatory should be involved in approving any payment to themselves.

7.2. All authorised signatories shall have access to view the council's bank accounts online.

7.3. No employee or councillor shall disclose any PIN or password, relevant to the council or its banking, to anyone.

7.4. The Service Administrator shall set up all items due for payment online. A list of payments for approval, together with copies of the relevant invoices, shall be available to four authorised signatories.

7.5. In the prolonged absence of the Service Administrator an authorised signatory shall set up any payments due before the return of the Service Administrator.

7.6. Two councillors who are authorised signatories shall check the payment details against the invoices before approving each payment using the online banking system.

7.7. Evidence shall be retained showing which members approved the payment online.

7.8. A full list of all payments made in a month shall be provided to the next council meeting and appended to the minutes.

7.9. With the approval of [the council] in each case, regular payments (such as gas, electricity, telephone, broadband, water, National Non-Domestic Rates, refuse collection, pension contributions and HMRC payments) may be made by variable direct debit, provided that the instructions are signed/approved online by two authorised members. The approval of the use of each variable direct debit shall be reviewed by the council at least every two years.

7.10. Payment may be made by BACS or CHAPS by resolution of the council provided that each payment is approved online by two authorised bank signatories, evidence is retained and any payments are reported to the council at the next meeting. The approval of the use of BACS or CHAPS shall be renewed by resolution of the council at least every two years.

7.11. If thought appropriate by the council, regular payments of fixed sums may be made by banker's standing order, provided that the instructions are signed or approved online by two members, evidence of this is retained and any payments are reported to council when made. The approval of the use of a banker's standing order shall be reviewed by the council at least every two years.

7.12. Account details for suppliers may only be changed upon written notification by the supplier verified by two of the Clerk and the Clerk/RFO. This is a potential area for fraud and the individuals involved should ensure that any change is genuine. Data held should be checked with suppliers every two years.

7.13. Members and officers shall ensure that any computer used for the council's financial business has adequate security, with anti-virus, anti-spyware and firewall software installed and regularly updated.

7.14. Remembered password facilities other than secure password stores requiring separate identity verification should not be used on any computer used for council banking.

8. Cheque payments

8.1. Cheques or orders for payment in accordance in accordance with a resolution or delegated decision shall be signed by two members.

8.2. A signatory having a family or business relationship with the beneficiary of a payment shall not, under normal circumstances, be a signatory to that payment.

8.3. To indicate agreement of the details on the cheque with the counterfoil and the invoice or similar documentation, the signatories shall also initial the cheque counterfoil and invoice.

8.4. Cheques or orders for payment shall not normally be presented for signature other than at, or immediately before or after a council meeting. Any signatures obtained away from council meetings shall be reported to the council at the next convenient meeting.

9. Payment cards

9.1. Any Debit Card issued for use will be specifically restricted to the Clerk/RFO and will also be restricted to a single transaction maximum value of £500 unless authorised by council or finance committee in writing before any order is placed.

9.2. A pre-paid debit card may be issued to employees with varying limits. These limits will be set by the council. Transactions and purchases made will be reported to the council and authority for topping-up shall be at the discretion of the council.

9.3. Any corporate credit card or trade card account opened by the council will be specifically restricted to use by the Clerk/RFO and any balance shall be paid in full each month.

9.4. Personal credit or debit cards of members or staff shall not be used except for expenses of up to £250 including VAT, incurred in accordance with council policy.

10. Petty Cash

10.1. The council will not maintain any form of cash float. All cash received must be banked intact. Any payments made in cash by the Clerk/RFO (for example for postage or minor stationery items) shall be refunded on a regular basis, at least quarterly.

11. Payment of salaries and allowances

11.1. **As an employer, the council must make arrangements to comply with the statutory requirements of PAYE legislation.**

11.2. **Councillors allowances (where paid) are also liable to deduction of tax under PAYE rules and must be taxed correctly before payment.**

11.3. Salary rates shall be agreed by the council, or a duly delegated committee. No changes shall be made to any employee's gross pay, emoluments, or terms and conditions of employment without the prior consent of the council or relevant committee.

11.4. Payment of salaries shall be made, after deduction of tax, national insurance, pension contributions and any similar statutory or discretionary deductions, on the dates stipulated in employment contracts.

11.5. Deductions from salary shall be paid to the relevant bodies within the required timescales, provided that each payment is reported, as set out in these regulations above.

11.6. Each payment to employees of net salary and to the appropriate creditor of the statutory and discretionary deductions shall be recorded in a payroll control account or other separate confidential record, with the total of such payments each calendar month reported in the cashbook. Payroll reports will be reviewed by the council to ensure that the correct payments have been made.

11.7. Any termination payments shall be supported by a report to the council, setting out a clear business case. Termination payments shall only be authorised by the full council.

11.8. Before employing interim staff, the council must consider a full business case.

12. Loans and investments

12.1. Any application for Government approval to borrow money and subsequent arrangements for a loan must be authorised by the full council and recorded in the minutes. All borrowing shall be in the name of the council, after obtaining any necessary approval.

12.2. Any financial arrangement which does not require formal borrowing approval from the Secretary of State (such as Hire Purchase, Leasing of tangible assets or loans to be repaid within the financial year) must be authorised by the full council, following a written report on the value for money of the proposed transaction.

12.3. The council shall consider the requirement for an Investment Strategy and Policy in accordance with Statutory Guidance on Local Government Investments, which must written be in accordance with relevant regulations, proper practices and guidance. Any Strategy and Policy shall be reviewed by the council at least annually.

12.4. All investment of money under the control of the council shall be in the name of the council.

12.5. All investment certificates and other documents relating thereto shall be retained in the custody of the Clerk/RFO.

12.6. Payments in respect of short term or long-term investments, including transfers between bank accounts held in the same bank, shall be made in accordance with these regulations.

13. Income

13.1. The collection of all sums due to the council shall be the responsibility of and under the supervision of the Clerk/RFO.

13.2. The council will review all fees and charges for work done, services provided, or goods sold at least annually as part of the budget-setting process, following a report of the Clerk. The Clerk/RFO shall be responsible for the collection of all amounts due to the council.

13.3. Any sums found to be irrecoverable and any bad debts shall be reported to the council by the Clerk/RFO and shall be written off in the year. The council’s approval shall be shown in the accounting records.

13.4. All sums received on behalf of the council shall be deposited intact with the council's bankers, with such frequency as the RFO considers necessary. The origin of each receipt shall clearly be recorded on the paying-in slip or other record.

13.5. Personal cheques shall not be cashed out of money held on behalf of the council.

13.6. The Clerk/RFO shall ensure that VAT is correctly recorded in the council’s accounting software and that any VAT Return required is submitted from the software by the due date and that any repayment claim under section 33 of the VAT Act 1994 shall be made at least annually at the end of the financial year.

14. Payments under contracts for building or other construction works

14.1. Where contracts provide for payment by instalments the Clerk/RFO shall maintain a record of all such payments, which shall be made within the time specified in the contract based on signed certificates from the architect or other consultant engaged to supervise the works.

14.2. Any variation of, addition to or omission from a contract must be authorised by the Clerk/RFO to the contractor in writing, with the council being informed where the final cost is likely to exceed the contract sum by 5% or more, or likely to exceed the budget available.

15. Stores and equipment

15.1. The officer in charge of each section] shall be responsible for the care and custody of stores and equipment in that section.

15.2. Delivery notes shall be obtained in respect of all goods received into store or otherwise delivered and goods must be checked as to order and quality at the time delivery is made.

15.3. Stocks shall be kept at the minimum levels consistent with operational requirements.

15.4. The Clerk/RFO shall be responsible for periodic checks of stocks and stores, at least annually.

16. Assets, properties and estates

16.1. The Clerk/RFO shall make arrangements for the safe custody of all title deeds and Land Registry Certificates of properties held by the council.

16.2. The Clerk/RFO shall ensure that an appropriate and accurate Register of Assets and Investments is kept up to date, with a record of all properties held by the council, their location, extent, plan, reference, purchase details, nature of the interest, tenancies granted, rents payable and purpose for which held, in accordance with Accounts and Audit Regulations.

16.3. The continued existence of tangible assets shown in the Register shall be verified at least annually, possibly in conjunction with a health and safety inspection of assets.

16.4. No interest in land shall be purchased or otherwise acquired, sold, leased or otherwise disposed of without the authority of the council, together with any other consents required by law. In each case a written report shall be provided to council in respect of valuation and surveyed condition of the property (including matters such as planning permissions and covenants) together with a proper business case (including an adequate level of consultation with the electorate where required by law).

No tangible moveable property shall be purchased or otherwise acquired, sold, leased or otherwise disposed of, without the authority of the council, together with any other consents required by law, except where the estimated value of any one item does not exceed £500. In each case a written report shall be provided to council with a full business case.

17. Insurance

17.1. The Clerk/RFO shall keep a record of all insurances effected by the council and the property and risks covered, reviewing these annually before the renewal date in conjunction with the council's review of risk management.

17.2. The Clerk/RFO shall be notified of any loss, liability, damage or event likely to lead to a claim, and shall report these to the council at the next available meeting. The Clerk/RFO shall negotiate all claims on the council's insurers.

17.3. All appropriate members and employees of the council shall be included in a suitable form of security or fidelity guarantee insurance which shall cover the maximum risk exposure as determined annually by the council, or duly delegated committee.

18. Suspension and revision of Financial Regulations

18.1. The council shall review these Financial Regulations annually and following any change of clerk or RFO. The Clerk shall monitor changes in legislation or proper practices and advise the council of any need to amend these Financial Regulations.

18.2. The council may, by resolution duly notified prior to the relevant meeting of council, suspend any part of these Financial Regulations, provided that reasons for the suspension are recorded and that an assessment of the risks arising has been presented to all members. Suspension does not disapply any legislation or permit the council to act unlawfully.

18.3. The council may temporarily amend these Financial Regulations by a duly notified resolution, to cope with periods of absence, local government reorganisation, national restrictions or other exceptional circumstances.

Appendix 1 - Tender process

1) Any invitation to tender shall state the general nature of the intended contract and the Clerk shall obtain the necessary technical assistance to prepare a specification in appropriate cases.
2) The invitation shall in addition state that tenders must be addressed to the Clerk in the ordinary course of post, unless an electronic tendering process has been agreed by the council.
3) Where a postal process is used, each tendering firm shall be supplied with a specifically marked envelope in which the tender is to be sealed and remain sealed until the prescribed date for opening tenders for that contract. All sealed tenders shall be opened at the same time on the prescribed date by the Clerk in the presence of at least one member of council.
4) Where an electronic tendering process is used, the council shall use a specific email address that will be monitored to ensure that nobody accesses any tender before the expiry of the deadline for submission.
5) Any invitation to tender issued under this regulation shall be subject to Standing Order [insert reference of the council's relevant standing order] and shall refer to the terms of the Bribery Act 2010.
6) Where the council, or duly delegated committee, does not accept any tender, quote or estimate, the work is not allocated and the council requires further pricing, no person shall be permitted to submit a later tender, estimate or quote who was present when the original decision-making process was being undertaken.

Schedule of payments –August 2025

Invoice no	Cheque no	Supplier	Description	Net £	Vat £	Gross £
976792985	Direct Debit	British Gas	Pavilion power and heating	58.57	2.92	61.49
V02361420220	Direct Debit	EE	PC mobile phone	6.70	1.34	8.04
M003 FF	BACS	British Telecom	Regular charge (1st July -31st July 2025	32.95	6.59	39.54
INV 097796700	Direct Debit	Water Plus	Pavilion water	7.99	-	7.99
459204623	Direct Debit	Lloyds Bank	Accounts Maintenance Fee for PC – Community Account no: xxxxx608 (10th May - 9th June 2025	4.25	-	4.25
Clp03937341	BACS	Wychavon District Council	Annual charges for emptying dog bin twice at Grange Farm Drive	97.37	19.47	116.84
Proforma 24295	BACS	Stopem Ltd	Height Restriction barriers 4 numbers	5373.71	1089.74	6538.45
Proforma 185115	BACS	GCL Product Ltd /t/a The Garden Range	Replacement rubber mat for Leys play area	66.66	13.34	80.00
SB20250206	BACS	PKF Littlejohn LPP	External Auditor fee for conclusion of audit 31st Mar 2025	420.00	84.00	504.00
2025 Wychavon Games	BACS	Wychavon Parish Games Association	Entry fees for 12 events (Angling, Bell boating, Bowls, Crib, Ladies' darts, Men's darts, Five a side, Pétanque, Pool Rounders, Skittles, Senior Table Tennis)	80.00	-	80.00
LCO 01652	BACS	Clear Insurance	Renewal of Annual insurance Premium £1853.74 Insurance Premium tax £222.45 Administration fee £50.00	2126.19	-	2126.19
SIN144090	BACS	Fairview Trading	Handyman work – oil for treatment of bench	11.61	2.32	13.93
SIN143626	BACS	Fairview Trading	Handyman work for installation of bench in cemetery (Slaps and sharp sand) (Cost of material will be reimburse by plot holder	55.71	11.14	66.85
54904	BACS	Hirst Signs Ltd	Replacement finger post sign	89.99	17.99	107.98
3470	BACS	Limebridge Rural Services	Ground maintenance for July	1466.00	293.20	1759.20
3470	BACS	Limebridge Rural Services	Supply 2 new gates, posts and associated materials and installation for allotments	1545.00	309.00	1854.00
July	BACS	J Hyde	Handyman work	185.43	-	185.43
310725	BACS	J Hyde	Labour cost for installation of bench at cemetery(Cost will be reimburse by plot holder	75.00	-	75.00
July	BACS	J Hyde	Lengthsman work	181.90	-	181.90

SI-10417	BACS	Security 4 Systems	Monthly IT support	72.00	-	72.00
Tax month 5	BACS	Worcestershire Pension	Pension	915.78	-	915.78
Tax month 5*	BACS	Staff salary	Staff salary (including backpay from 1st April 2025 – August 2025)	2569.32	-	2569.32
Tax month 5	BACS	HMRC	HMRC	1132.11	-	1132.11
	BACS	Linda Stanton	Mileage claim (584.4miles) 29th May – 27th July 2025	262.98	-	262.98
61705878	BACS	Lyreco	Stationery	41.30	8.26	49.56
15017	BACS	Budget Waste Management	Skip hire for Christmas event (28th Nov 2025)	164.17	32.83	197.00
24476	BACS	Equals	Top up pre-paid card	250.00	-	250.00
332445	BACS	Hartwell & Co (Timber) Ltd	Handyman work (gate hooks, washers and posts	22.53	4.50	27.03
Equal pre-paid debit card						
Invoice/ Receipt No	**Date**	**Supplier**	**Description**	**Net £**	**Vat £**	**Gross £**
990190	14th July 2025	Post Office	Recorded delivery letter	5.60	-	5.60
IEN2025039378601	26th July 2025	Adobe Creative	Software Subscription	16.64	3.33	19.97

*The backpay item (April-August) reflects the agreed pay rise following the Local Government Association. The Staffing Committee has been notified. As this constitutes a contractual obligation, no council approval is required.

31 July 2025 (2025-2026)

Honeybourne Parish Council

Prepared by: ______________________ Date: __________

Name and Role (Clerk/RFO etc)

Approved by: ______________________ Date: __________

Name and Role (RFO/Chair of Finance etc)

	Bank Reconciliation at 31/07/2025			
	Cash in Hand 01/04/2025			135,594.30
	ADD Receipts 01/04/2025 - 31/07/2025			70,445.08
				206,039.38
	SUBTRACT Payments 01/04/2025 - 31/07/2025			95,721.20
A	**Cash in Hand 31/07/2025** (per Cash Book)			**110,318.18**
	Cash in hand per Bank Statements			
	Petty Cash	31/07/2025	0.00	
	Lloyds Business Bank Instant	31/07/2025	100,377.96	
	Lloyds Treasurers Account	31/07/2025	9,808.81	
	Prepaid Debit Card Equals	31/07/2025	131.41	
				110,318.18
	Less unpresented payments			
				110,318.18
	Plus unpresented receipts			
B	**Adjusted Bank Balance**			**110,318.18**
	A = B Checks out OK			

Honeybourne Parish Council

Fixed Assets and Long Term Investments

Asset Description	Date Acquired	Purchase Value	Current Value	Location /Responsibility	Estimated Life	Usage/Capacity	Charges
Administration							
1 no 750mm x 550mm)	April 2025	166.96	166.96	Allotment site	unknown		
1 no 750mm x 550mm)	April 2025	166.96	166.96	Cemetery	unknown		
HP Printer	unknown			Parish Clerk's home	unknown		
HPV22v 21.5 inch 60HZ FHD monitor	26th August 2023	89.00	89.00	Clerk's home	unknown		
Keyboard & mouse	unknown			Village hall	10		
Laminator	June 22	50.00	50.00	Clerk's home	unknown		
Laptop bag	unknown			Parish Clerk's home	unknown		
Laptop- NJ 70LU- Serial no: 0000J0017	unknown			Parish Clerk's home	unknown		
Logitech MK270 Wireless Mouse & Keyboard	26th August 2023	24.99	24.99	Clerk's home	unknown		
Metal frame noticeboards 2 nos (1050mm x 7	20th Feb 2025	473.32	473.32	Corner of Stephenson Wa	unknown		
Metal frame noticeboards 2 nos (1050mm x 7	April 2025	473.32	473.32	Stratford Road, outside C	unknown		
Metal frame noticeboards 2 nos (1050mm x 7	March 2025	473.32	473.32	School Road, High Street	unknown		
Metal frame noticeboards 2 nos (1050mm x 7	April 2025	473.32	473.32	Harvest Close, Village Ha	unknown		
Samsung - A21Mobile	unknown			Parish Clerk	unknown		
VONYX Bluetooth Active Speaker 1 Set -	December	145.83	145.83	Village hall loft	unknown		
		2,537.02	**2,537.02**				
Allotments							
Allotments - site gates 2nos	unknown	300.00	300.00	Allotment- Mickleton Roa	unknown		
Metal 5 Bar vehicular access gate	unknown			Allotment- Mickleton Roa			
Water tanks - 7 nos	unknown	1,050.00	1,050.00	Allotment- Mickleton Roa	unknown		
		1,350.00	**1,350.00**				
Cemetery							
Brown Compost Bin	1 Sept 2022	51.00	51.00	cemetery	unknown		Cemetery
Cemetery - Church lane	unknown	1.00	1.00	Cemetery Church Lane	unknown		
Dog Bin	unknown	330.00	330.00	Cemetery			

Honeybourne Parish Council

Fixed Assets and Long Term Investments

Asset Description	Date Acquired	Purchase Value	Current Value	Location /Responsibility	Estimated Life	Usage/Capacity	Charges
Large litter bins - 2 nos	unknown	1,100.00	1,100.00	cemetery	unknown		
Wooden Bench - 5 nos	unknown	1,500.00	1,500.00	cemetery	unknown		
Wrought iron gate	unknown	2,500.00	2,500.00	cemetery	unknown		
		5,482.00	**5,482.00**				

Environment

Asset Description	Date Acquired	Purchase Value	Current Value	Location /Responsibility	Estimated Life	Usage/Capacity	Charges
3 nos of Strimmers Makita with 6 batteries & 1	February 2024	1,166.00	1,166.00	Pavilion - Referee changi	unknown		
Asset Register May 2018 VAS Sign	unknown	2,000.00	2,000.00				
Bench- Phoenix Jubilee Seat/ C/W Brown	1/06/2021	888.07	888.07	On grass verge outside A	unknown		
Bollards	unknown	675.00	675.00	Village Greens	unknown		
Bus Shelter- Wooden	unknown	4,000.00	4,000.00	Elm Green	unknown		
Composite Bench	unknown	350.00	350.00	Gate/Inn Stratford Road	unknown		
Defibribilator	unknown	1,200.00	1,200.00	Phone kiosk - High Stree	unknown		
Defibribilator	unknown			Exterior wall of the One S			
Disposal of VAS sign		-2,000.00	-2,000.00				
Dog Bin	unknown	330.00	330.00	Weston Road	unknown		
Dog Bin	unknown	330.00	330.00	Station Road	unknown		
Dog Bin	unknown	350.00	350.00	Harvest Close	unknown		
Dog Bin	unknown	330.00	330.00	Westbourne	unknown		
Evolis Radar Speed Sign - 3 nos	2/03/2022	4,399.88	7,099.00	Weston, Stratford & Brefc	unknown		
Fibreglass 6 m flagpole with golden finial	5th Jan 2023	375.00	375.00	On the lawn - village hall	unknown		
Flagpole collar- circular ground collar	5th Jan 2023	51.00	51.00		unknown		
Green bins - 5 nos	unknown	700.00	700.00	Various sites	unknown		
Hawksmoor Dirty Water Pump 550W	June 2024	37.48	37.48	Pavilion Changing room	unknown		
Large litter bin	unknown	550.00	550.00	Station Road	unknown		
Large litter bin	unknown	550.00	550.00	Stephenson Way	unknown		
Large litter bin	unknown	550.00	550.00	Grove Avenue			
Large litter bin	unknown	550.00	550.00	Grove Avenue / Stratford	unknown		

Honeybourne Parish Council

Fixed Assets and Long Term Investments

Asset Description	Date Acquired	Purchase Value	Current Value	Location /Responsibility	Estimated Life	Usage/Capacity	Charges
Large litter bin	unknown	550.00	550.00	Elm Green	unknown		
Large litter bin	unknown	700.00	700.00	Gate Inn cross raod	unknown		
Large litter bin	unknown	550.00	550.00	School Street/ High Stree	unknown		
Lengthsman Tools- Stihl Hedge cutter	unknown	400.00	400.00	John Hyde locked shed	unknown		
Lengthsman Tools- Stihl Strimmer	unknown	500.00	500.00	John Hyde locked shed	unknown		
Metal Bench	unknown	350.00	350.00	Elm Green	unknown		
Metal Bus Shelter	unknown	4,000.00	4,000.00	Dudley Road	unknown		
Oak bench	unknown	350.00	350.00	Grove Avenue/Stratford F	unknown		
Phone Kiosk	unknown	1.00	1.00	High Street	unknown		
Planters boxes 4 nos	unknown	400.00	400.00	Village Greens	unknown		
Plastic Bench	unknown	300.00	300.00	Gate Inn/ Stratford Road	unknown		
Post mounted bin	23/01/23	376.54	376.54	Adjacent to Zebra Crossi	unknown		
Roughneck 17lb Post - hole digger	July 2025	38.22	38.22	Pavilion - Referee changi	unknown		
Roughneck Fibreglass Post - hole digger	July 2025	38.32	38.32	Pavilion - Referee changi	unknown		
Salt bins - 6 nos	unknown	4,860.00	4,860.00	Various estate sites	unknown		
Signage - No Parking - 2 nos	unknown	200.00	200.00	Elm Green	unknown		
Site Origin Clear lens safety Specs	6th November 2023	2.49	2.49	PRoW leader Trevor Ask	Unknown		
Small Free Standing bin	unknown	175.00	175.00	Village hall			
Small Free Standing bin	unknown	175.00	175.00	High Street Shops	unknown		
Small Free Standing bin	unknown	175.00	175.00	Brick Walk/ High Street	unknown		
Small Free Standing bin	unknown	175.00	175.00	Station Road	unknown		
Small Free Standing bin	unknown	175.00	175.00	School Gate	unknown		
St George Flag sewn (2 yard) rope & toggle	18th April 2023	61.56	61.56	Handyman's home	unknown		
Union flag sewn 2 yard	5th Jan 2023	74.95	74.95	Handyman home	unknown		
Various dog fouling sign including fittings	16th May 2023	295.00	295.00	Various location on PC's	unknown		
VE Day Flag	April 2025	20.00	20.00	Handyman's home	unknown		
Village Green	unknown	1.00	1.00	Elm Green	unknown		
Village Green	unknown	1.00	1.00	Brick Walk	unknown		

Honeybourne Parish Council

Fixed Assets and Long Term Investments

Asset Description	Date Acquired	Purchase Value	Current Value	Location /Responsibility	Estimated Life	Usage/Capacity	Charges
Village Green	unknown	1.00	1.00	Brick Walk/ High Street	unknown		
Village Green	unknown	1.00	1.00	Gloster Ades	unknown		
Wooden Bench	unknown	350.00	350.00	Brick Walk/High Street	unknown		
Wooden Bench	unknown	350.00	350.00	Grove Avenue / Stratford	unknown		
		33,029.51	**35,728.63**				
Events							
D-Day Beacon	April 24	349.00	349.00	The Ranch	unknown		
D-Day Buntings 60 meters	may 2024	96.52	96.52	Container	unknown		
		445.52	**445.52**				
Recreational Field and Pavillion							
1 m wide pathway entire perimeter of boules c	15th Jun 2023	4,757.00	4,757.00	Entire perimeter of petan	25 years		
2 nos Spring Back Cricket Stumps with bales	27 May 2022	59.28	59.28	Sports field in end changi	unknown		
2 sets of second hand boules balls	10th Octorber			Pavilion kitchen cabinet	Unknown		
20 foot storage container - Green	2nd November 2023	2,325.00	2,325.00	On grass verge adjacent	20 years		
4 units Triton water heaters	unknown			Pavilion toilets			
5- Aside goal post - 2 nos	May 2018	570.00	570.00	Recreation Sports Field ·	10		
9m x 12 m Petanque Terrain	15th June 2023	11,420.00	11,420.00	Sports Field-Breforton Rc	25 years		
Adult Cricket equipment	unknown			Sports field in end changi			
Arm ladder (trim trail)	12th July 2023	1,335.00	1,335.00	Perimeter of Sports field	15		
Basket ball poles & net - 2 nos	May 2018	800.00	800.00	Recreation Sports Field ·	10		
Beko fridge	unknown			Pavilion kitchen	unknown		
Bench	unknown	250.00	250.00	Recreation Sports Field ·	unknown		
Bollards - 20 nos	unknown	2,000.00	2,000.00	Car park - Recreation Sp	unknown		
Burco Hot water dispenser	unknown			Pavilion kitchen	unknown		
CCTV - 9 cameras & monitor	5th May 2023	3,590.00	3,590.00	Pavilion building - sports	unknown		
Classic IV Super B'Glv JXL (Youth LH)	18 May 2022	20.00	20.00	Recreation Sports Field -	unknown		

Honeybourne Parish Council

Fixed Assets and Long Term Investments

Asset Description	Date Acquired	Purchase Value	Current Value	Location /Responsibility	Estimated Life	Usage/Capacity	Charges
Classic IV Super B'Glv JXL (Youth RH)	18 May 2022	20.00	20.00	Recreation Sports Field -	unknown		
Classic IV Super B'Glv JXL (Youth RH)	18 May 2022	20.00	20.00	Recreation Sports Field -	unknown		
Classic IV Super B'Glv MED (Men RH)	18 May 2022	20.00	20.00	Recreation Sports Field -	unknown		
Classic IV Super B'Glv MED (Men RH)	18 May 2022	20.00	20.00	Recreation Sports Field -	unknown		
Classic IV Super B'Glv JLGE Boys (RH)	18 May 2022	20.00	20.00	Recreation Sports Field -	unknown		
Classic iv Super B'Pad medium men	18 May 2022	30.00	30.00	Recreation Sports Field -	unknown		
Classic iv Super B'Pad JNR Large boys	18 May 2022	30.00	30.00	Recreation Sports Field -	unknown		
Classic iv Super B'Pad JNR XL Youth	18 May 2022	30.00	30.00	Recreation Sports Field -	unknown		
Defibribilator	unknown	1,200.00	1,200.00	Recreation Sports Field ·	unknown		
Drop Bollards 2 nos	unknown	800.00	800.00	Recreation Sports Field ·			
Fearnley 3 star - Harrow	18 May 2022	50.00	50.00	Recreation Sports Field -	unknown		
Fearnley 3 star - size 6 bat	18 May 2022	50.00	50.00	Recreation Sports Field -	unknown		
Fearnley 3 star - size 6 bat	18 May 2022	50.00	50.00	Recreation Sports Field -	unknown		
Fence and access gate	unknown	500.00	500.00	Recreation Sports Field ·			
Fence and gate	unknown	5,100.00	5,100.00	Gloster Ades	unknown		
Fitness Zone -Double pull down	12th July 2023	4,795.00	4,795.00	Next to Tennis court- Spo	15		
Fitness zone - Leg workout combo	12th July 2023	3,760.00	3,760.00	Next to Tennis court- Spo	15		
Fitness zone- Cycle trainer	12th July 2023	2,500.00	2,500.00	Next to Tennis court- Spo	15		
Fitness zone- Sit up bench	12th July 2023	1,365.00	1,365.00	Next to Tennis court- Spo	15		
Flick Cricket Mat	6th April 2022	2,835.00	2,835.00	Recreation Sports Field ·	well beyond 5 year		
F-Tec Pro- W- K Leg guards JNR XL Youth	18 May 2022	33.33	33.33	Recreation Sports Field -	unknown		
F-Tec Pro- W - K Gloves JNR XL Youth	18 May 2022	25.00	25.00	Recreation Sports Field -	unknown		
F-Tec Wheelie Holdall Black Graphic Blue	18 May 2022	46.67	46.67	Recreation Sports Field -	unknown		
F-Tec Wheelie Holdall Black Graphic Blue	18 May 2022	46.67	46.67	Recreation Sports Field -	unknown		
Gate climb (Trim trail)	15th July 2023	1,090.00	1,090.00	Perimeter of Sports field	15		
Golf/ Cricket cage with net	19/08/22	940.86	940.86	Sports Field-Breforton Rc	unknown		
GoPak tables - 2 nos	unknown	484.00	484.00	Recreation Sports Field ·	unknown		
Heritage Arm Guard Arm Guard Medium Men	18 May 2022	8.33	8.33	Recreation Sports Field -			

Honeybourne Parish Council

Fixed Assets and Long Term Investments

Asset Description	Date Acquired	Purchase Value	Current Value	Location /Responsibility	Estimated Life	Usage/Capacity	Charges
Heritage Arm Guard Junior Large boys	18 May 2022	8.33	8.33	Recreation Sports Field -			
Heritage Arm Guard Junior XL Youth	18 May 2022	8.33	8.33	Recreation Sports Field -			
Junior Fearnley 3 Star Bat 5 plain	18 May 2022	50.00	50.00	Recreation Sports Field -	unknown		
Junior -League Supreme Ball Red - 6 balls (13	18 May 2022	30.00	30.00	Recreation Sports Field-	unknown		
Junior -League Supreme Ball Red - 6 balls (15	18 May 2022	30.00	30.00	Recreation Sports Field -	unknown		
Keysafe	unknown	108.00	108.00	Recreation Sports Field ·	unknown		
Kitchen cabinets	unknown			Pavilion kitchen	unknown		
Large litter bin x 2	unknown	250.00	250.00	Recreation Sports Field ·	unknown		
Mega Flow	unknown			Pavilion - Boiler room ne›	unknown		
MUGA (fence only inside)	unknown	75,000.00	75,000.00	Recreation Sports Field ·	unknown		
Multi- colour washers for petanque score mark‹	23rd August 2023	12.00	12.00	Pavilion	unknown		
Needlepunch (PPJ unbacked) Golf cage mat	25/08/22	413.57	413.57	Inside golf cage on Sport	unknown		
Netball Court & net	May 2018	10,000.00	10,000.00	The Leys Playing Field H	10		
Outdoor Table Tennis	May 2018	500.00	500.00	Recreation Sports Field ·	10		
Park Seat with back 2000x 440 x 650 x800mm	28th July 2023	590.00	590.00	Outside pavilion building	24	3 - 4	
Park Seat with Back 2000 x 400 x650 x800mm	28th July 2023	590.00		On the side of pavilion fa	25 years	3- 4	
Pavilion Building	unknown	200,000.00	200,000.00	Recreation Sports Field ·	unknown		
Portable marquee for rec	unknown	730.00	730.00	Recreation Sports Field ·	unknown		
Recreational Field	unknown	1.00	1.00	Gloster Aides	unknown		
Rounders kits	17th August 2023	24.99	34.95	Pavilion- Sports field	unknown		
Score board for boules	25th September 202	100.00	100.00	Boules court	unknown		
Senior Goal post -2	June 22	850.00	850.00	Sports field	10		
Shrey Helmet Navy - Junior Steel Grill	18 May 2022	40.00	40.00	Recreation Sports Field -	unknown		
Shrey Helmet Navy - Youth Steel Grill	18 May 2022	40.00	40.00	Recreation Sports Field -	unknown		
Shrey Helmet Navy - Youth Steel Grill	18 May 2022	40.00	40.00	Recreation Sports Field -	unknown		
Shrey Helmet Navy - Youth Steel Grill	18 May 2022	40.00	40.00	Recreation Sports Field -	unknown		
Signage- Road signs - 2 nos	unknown	1,300.00	1,300.00	Recreation Sports Field ·	unknown		
Signage- Safety signs - 5 nos	unknown	200.00	200.00	Recreation Sports Field ·	unknown		

Honeybourne Parish Council

Fixed Assets and Long Term Investments

Asset Description	Date Acquired	Purchase Value	Current Value	Location /Responsibility	Estimated Life	Usage/Capacity	Charges
Small Free standing pole mounted bin	unknown	175.00	175.00	Recreation Sports Field ·	unknown		
Soap dispenser	30th August 2023	21.37	21.37	On the wall in the disable	unknown		
Squire Stronghold container padlock CEN 4 rat	2 November 2023	60.00	60.00	with the container- Sport	10		
Storage Box	unknown	350.00	350.00	Recreation Sports Field ·	unknown		
Storage Cupboard (silver)	unknown			Recreation Sports Field ·	unknown		
Tennis Court set	May 2018	700.00	700.00	The Leys Playing Field H			
Toilet roll holdler	27th September	10.00	10.00	Attached to the wall in the	unknown		
Vacuum Cleaner	27th July 2023	40.95	40.95	Pavilion kitchen - (Kitche	unknown		
Various signs	4th Sept 2023	213.00	213.00	Boules , outdoor gym equ	unknown		
Warm up bench	12th July 2023	455.00	455.00	Perimeter of Sports field	15		
Warrior Pod (2) Trim trail	12th July 203	3,190.00	3,190.00	Perimeter of Sports field	15		
Wooden Picnic Table with attached bench - 6 n	unknown	600.00	600.00	Recreation Sports Field ·	unknown		
Zip Tudor II Hot water heater	unknown			Pavilion kitchen			
		349,767.68	**349,187.64**				

Streetlights

Asset Description	Date Acquired	Purchase Value	Current Value	Location /Responsibility	Estimated Life	Usage/Capacity	Charges
Christmas LED Sparkle light - 10 sets	19 November 2021	600.00	600.00	Limebridge storage yard	unknown		
LED Lights - 6 nos	unknown			Stephenson Way			
Lights - 34 nos	unknown	34,000.00	34,000.00	Various sites	unknown		
		34,600.00	**34,600.00**				

The Leys playing field

Asset Description	Date Acquired	Purchase Value	Current Value	Location /Responsibility	Estimated Life	Usage/Capacity	Charges
10 fruit trees and tree guards	March 23	223.40	223.40	Leys Playing field- Wild fl	Unknown		
117 metres -1 m high Playspec Bowtop fence	17/01/22	4,896.79	4,896.79	The Leys Playing Field H	10		
1m high Prosafe self closing gate 2nos	17/01/22	1,676.38	1,676.38	The Leys Playing Field H	10		
1m Playspec Maintenance gate	17/01/22	462.07	462.07	The Leys Playing Field H	10		
Access gate	unknown	300.00	300.00	The Leys Playing Field H	unknown		
Dog Bin	unknown	330.00	330.00	The Leys Playing Field H	unknown		

Honeybourne Parish Council

Fixed Assets and Long Term Investments

Asset Description	Date Acquired	Purchase Value	Current Value	Location /Responsibility	Estimated Life	Usage/Capacity	Charges
Dog Bin	8th July 2022	175.00	175.00	The Leys Playing Field H	unknown		
Emerald with green rope	31/08 2021	9,830.00	9,830.00	The Leys Playing Field H	10		
Evoround clamber stack	31/08 2021	3,650.00	3,650.00	The Leys Playing Field H	10		
Fahr underground tunnel	31/08 2021	353.00	353.00	The Leys Playing Field H			
Four Tower unit, steel sides	31/08 2021	6,110.00	6,110.00	The Leys Playing Field H	10		
Gabion benches with Atlantic Cobbles	5th July 2023	488.75	488.75	Wildflower meadow	10	3- 4	
Gabion benches with Atlantic Cobbles	5th July 2023	488.75	488.75	Wildflower meadow	10	3- 4	
Goal post - single - 3.66 m x 1.83m	12th Jan 2023	445.16	445.16	The Leys Playing field	unknown		
Jumper, six sided	31/08 2021	2,560.00	2,560.00	The Leys Playing Field H	10		
Kompan Cable Way Puller	18th April 2023	380.00	380.00	Handyman garage	10		
Large litter bin	unknown	550.00	550.00	The Leys Playing Field H	unknown		
Litter bin	8 July 2022	450.00	450.00	The Leys Playing Field H	unknown		
Litter bin	8 July 2022	450.00	450.00	The Leys Playing Field H	unknown		
Octagonal Picnic table 2000 x 2000mm	28 July 2023	750.00	750.00	The Leys Playing field	25 years	8	
Pedestrian gate	unknown			The Leys Playing Field H	unknown		
Picnic Table pine	17/01/22			The Leys Playing Field H	10		
Robinia cable way for slope	31/08 2021	9,110.00	9,110.00	The Leys Playing Field H	10		
Robinia Double Tower	31/08 2021	15,370.00	15,370.00	The Leys Playing Field H	10		
Robinia sitting pole	31/08/2022	150.00	150.00	The Leys Playing Field H	10		
Signage- Dog Fowling	unknown	10.00	10.00	The Leys Playing Field H	unknown		
Signage- Gate sign	unknown	50.00	50.00	The Leys Playing Field H	unknown		
Swing with pine legs	31/08 2021	1,820.00	1,820.00	The Leys Playing Field H	10		
Two bay swing set	31/08 2021	3,450.00	3,450.00	The Leys Playing Field H	10		
Various bat and bird boxes	3rd March 2023	202.82	202.82	The Leys Playing field - V	unknown		
Vehicle access gate	unknown			The Leys Playing Field H	unknown		
Wehopper, mini, green	31/08 2021	932.00	932.00	The Leys Playing Field H	10		
Wheelchair carousel	31/08 2021	5,260.00	5,260.00	The Leys Playing Field H	10		
Wooden Bench	unknown	350.00	350.00	The Leys Playing Field H	unknown		

Honeybourne Parish Council

Fixed Assets and Long Term Investments

Asset Description	Date Acquired	Purchase Value	Current Value	Location /Responsibility	Estimated Life	Usage/Capacity	Charges
		71,274.12	71,274.12				
Grand Total:		498,485.85	500,604.93				

Honeybourne Parish Council

Neighbourhood Plan Review Steering Group Minutes of Meeting
Tuesday 5th August 2025, 6:30 pm, Honeybourne Village Hall, Harvest Close

Present:	Cllr Heath Jobes (Chair of Parish Council- chairing until Steering Group Chair Elected), Cllr Trevor Askew, Cllr Stephen Sidwell, Cllr Sandra Walsh, Mrs Melanie Bent, Mr Martin Clark, Mrs Judi Mellor, Mr Ian Mellor and Mr Stuart Nimmo
In Attendance:	Linda Stanton (Parish Clerk) Mrs Wendy Hopkins (Brodie Planning) – arrive 7:00 pm – depart 8:00 pm Ms Charley Simpson (Brodie Planning) – arrive 7:pm – depart 8:00 pm

1. WELCOME AND INTRODUCTIONS (10 minutes)

The Chair of the Parish Council welcomed all members to the inaugural meeting of the Neighbourhood Plan Steering Group. All members introduced themselves, stating their name, background, and interest in the Neighbourhood Plan.

2. ELECTION OF CHAIRMAN (10 minutes)

An invitation for nominations for Chair was made. Cllr Trevor Askew proposed Cllr Heath Jobes, seconded by Cllr Sandra Walsh. The vote was unanimous. Cllr Heath Jobes was duly elected as Chair of the Steering Group.

3. APOLOGIES (5 minutes)

Apologies were received from Mrs Wendy Pickler.

4. DECLARATION OF INTERESTS

No declarations of interest were made by any members present.

5. TERMS OF REFERENCE (10 minutes)

The Steering Group Terms of Reference (Appendix 1) were presented and agreed.

5.1 FUNDING SOURCES

It was noted that the Parish Council had resolved to fund review costs from general reserves, and that Wychavon District Council funding would be pursued to replace the withdrawn £10,000 government Localities funding.

6. BACKGROUND AND CONTEXT (15 minutes)

6.1 Purpose of Neighbourhood Planning

The Chair outlined the purpose of Neighbourhood Planning, emphasizing the following key points:

- **Controlling development, not stopping it:** Neighbourhood Plans help ensure housing comes forward through planned allocations rather than uncontrolled speculative applications
- **Community empowerment:** Neighbourhood Plans give communities the power to shape development in their local area
- **Statutory planning document**: The plan sits alongside the South Worcestershire Development Plan as a legal planning document
- **Local policy setting:** Enables local communities to set planning policies for their neighbourhood that must be taken into account by local planning authorities when making planning decisions
- **Framework for development:** Provides a framework for guiding future development to meet local needs and priorities
- **Community protection:** Allows communities to identify important local features, allocate land for development, and design policies that reflect local character

6.2 INTRODUCTION OF PLANNING CONSULTANT (5 minutes)

Mrs Wendy Hopkins, Planning Consultant from Brodie Planning, introduced herself and her colleague Charley to the group. Mrs Hopkins informed the group that she was also the planning consultant who helped make the Honeybourne Neighbourhood Plan in 2020, providing valuable continuity for the review process.

7. CURRENT PLAN OVERVIEW (5 minutes)

Mrs Hopkins provided an overview of the current Neighbourhood Plan, which was adopted in April 2020 and runs until 2030. She explained that the existing plan contains 14 key policies covering:

- **Housing policies (H1-H6):** Including housing allocation, housing mix, housing types, and design principles
- **Environmental policies (H7-H11):** Covering local green spaces, landscape protection, trees and hedges, agricultural land protection, and flood prevention
- **Community and transport policies (H12-H13):** Protecting community facilities and footpaths/cycle paths

Mrs Hopkins mentioned that the purpose of this review was to modify the existing plan to align with the current National Planning Policy Framework (NPPF) and the Emerging South Worcestershire Development Plan. She explained that she would be reviewing the plan against these updated frameworks and would be responsible for writing the revised policies. She noted that the plan has been successful in managing development while supporting planned growth over the past 5 years.

[Reference: Appendix 2 - Pages 18-19 of the existing Neighbourhood Plan showing the relationship between vision, objectives and the 14 policies]

8. WHY WE ARE REVIEWING THE NEIGHBOURHOOD PLAN (10 minutes)

Mrs Hopkins explained the reasons why the Neighbourhood Plan requires review, despite only being 5 years old and originally planned to run until 2030:

- **Legislative Changes:** Despite the plan running until 2030, significant changes by the current government mean our plan is no longer fully compliant with current legislation and requires updating to maintain its legal status.
- **National Planning Policy Framework (NPPF) Updates:** Recent changes to the NPPF may conflict with some of the existing policies in the current plan.
- **Emerging South Worcestershire Development Plan:** The new local plan being prepared will supersede the 2016 South Worcestershire Development Plan (SWDP) that the current Neighbourhood Plan was designed to conform with.
- **Risk of Reduced Statutory Weight:** If the plan becomes out of step with current national policy and the emerging local plan, it may carry less weight in planning decisions, potentially making it less effective in protecting the parish's interests.
- **Professional Assessment of Urgency:** There is a need to ensure the plan remains legally compliant and maintains its full statutory weight in planning decisions to continue effectively controlling development in the parish.

Mrs Hopkins emphasized that this review is proactive - updating the plan now will ensure it continues to provide strong protection for the community's interests and maintains its effectiveness as a statutory planning document.

[Reference: Appendix 3 - Pages 5-7 of the existing Neighbourhood Plan explaining the statutory process and the importance of keeping plans current]

9. REVIEW PROCESS AND TIMELINE (20 minutes)

Mrs Hopkins outlined the proposed process for reviewing the Neighbourhood Plan, explaining that this would be a comprehensive update rather than minor amendments:

Proposed Methodology:

- Detailed review of each of the existing 14 policies against current NPPF requirements and the Emerging South Worcestershire Development Plan
- Assessment of which policies need significant revision, minor updates, or can remain largely unchanged
- Identification of any new policy areas that may be required since the original plan was adopted in 2020 Professional rewriting of policies to ensure legal compliance and effectiveness

Key Milestones and Timeline: Mrs Hopkins indicated that the review process would typically take 12-18 months from start to finish, involving several key stages including policy review and drafting, community consultation, formal submission, independent examination, and finally a local referendum.

Resource Requirements: Professional planning expertise would be provided by Brodie Planning throughout the process, with the Steering Group providing local knowledge and community liaison.

Community Engagement Strategy:

- Multiple consultation stages would be built into the process
- Public meetings and events would be organized at key milestones
- Use of various communication channels including the parish newsletter, website, and social media
- Formal consultation periods as required by planning regulations

Mrs Hopkins emphasized that community input would be essential throughout the process to ensure the updated plan continues to reflect local needs and priorities.

The Steering Group agreed to the overall approach outlined, recognizing the importance of maintaining an effective planning framework for the parish.

10. INITIAL PRIORITY AREAS FOR REVIEW (10 minutes)

Mrs Hopkins facilitated a discussion asking Steering Group members to identify priority areas for review. To assist members with this task, the following guidance was provided:

- **Which policies may need significant revision:** Members should review the existing 14 policies and consider:
- **Housing & Design policies (H1-H6): Review Appendix 4 pages 20-21, 24-25, 27-31** - Are the housing allocation, mix requirements, and design standards still appropriate?
- **Environmental policies (H7-H11): Review Appendix 4 pages 32-33, 35-37** - Do the Local Green Spaces still need protection? Are there new green spaces to protect? Are landscape and biodiversity protections adequate?
- **Community & Transport policies (H12-H13): Review Appendix 4 pages 44-45, 47-48** - Are the listed community facilities still viable? Are there new facilities to protect or footpath improvements needed?

New issues since 2020 to consider: ***Review Appendix 4 pages 12-15*** *(original Issues and Opportunities) and consider what has changed:*

- Climate change and sustainability requirements
- Changes in housing need or demographics
- New development pressures or opportunities
- Infrastructure changes (broadband, transport, utilities)
- Community facility changes or new requirements
- **Solar farm developments:** Concerns raised about solar farm developers targeting good agricultural land in the area, potentially destroying biodiversity and wildlife habitats
- **Railway station parking:** Honeybourne Railway Station serves a vast catchment area but lacks adequate parking provision, resulting in commuters parking throughout the village. Need for dedicated parking facilities to be addressed

New sites for protection or allocation:

- Any new green spaces that have become important to the community
- Any sites that may be suitable for future development
- Areas that may need additional protection from inappropriate development (including solar farms)

ACTION: All Steering Group members to review the existing Neighbourhood Plan (available on the Parish Council website) using the specific Appendix 4 page references above, and provide their feedback to the Parish Clerk by **16th September 2025**.

11. ROLES AND RESPONSIBILITIES (5 minutes)

The newly elected Chair, Cllr Heath Jobes, outlined the roles and responsibilities based on the agreed Terms of Reference:

Chair Responsibilities:

- Lead steering group meetings
- Represent the steering group at Parish Council meetings
- Liaise with planning consultants and other external bodies
- Ensure project timelines and milestones are met

All Members Responsibilities:

- Attend steering group meetings regularly
- Contribute expertise and local knowledge to the plan development
- Take responsibility for organising and delivering community engagement activities
- Review draft documents and provide feedback
- Organise and run consultation events and public meetings
- Take turns in taking meeting minutes and circulating to the group if the Clerk is not available
- Actively participate in all aspects of the NDP review process
- **Provide all work in completed form to the Parish Clerk**

Meeting Arrangements:

- **Frequency:** Monthly meetings, or more frequently as required during key phases of the project
- **Duration:** Meetings will typically last no more than **2 hours**
- **Venue:** Village Hall or other suitable parish venue
- **Timing:** Evening meetings starting at **7:00 PM** to accommodate working members
- **Quorum:** 3 members including the Chair (or nominated deputy)

Administrative Arrangements: It was agreed that the Parish Clerk will work in conjunction with the Chair to set agenda items for future meetings. Meeting minutes will be taken by the Parish Clerk where possible, with steering group members designated to take minutes when the Clerk is unavailable.

Communication with Parish Council: Regular updates will be provided to Parish Council meetings, with key decisions and recommendations requiring Parish Council approval.

12. NEXT STEPS AND DATE OF NEXT MEETING (5 minutes)

Next Meeting: Tuesday, 30th September 2025 at 7:00 pm, Honeybourne Village Hall

Action Points for Members before the Next Meeting:

1. **Familiarise yourself with the Current Plan:** All members are encouraged to look at the existing Neighbourhood Plan to get a feel for what we're working with. Don't worry about understanding everything - focus on getting an overview. The plan is available on the Parish Council website, and hard copies can be provided if preferred.
2. **Policy Review Assessment:** **Using Appendix 4 as guidance, consider:**
   - **Housing & Design policies (H1-H6)** - pages 20-21, 24-25, 27-31
   - **Environmental policies (H7-H11)** - pages 32-33, 35-37
   - **Community & Transport policies (H12-H13)** - pages 44-45, 47-48
3. **Identify New Issues:** Consider new challenges since 2020, including:
   - Solar farm development concerns
   - Railway station parking issues
   - Climate change and sustainability requirements
   - Infrastructure and community facility changes
4. **Site Assessments:** Identify any new sites needing protection or allocation
5. **Feedback Deadline:** All feedback to be provided to the Parish Clerk by **16th September 2025** in completed form
6. **Terms of Reference:** Agreed Terms of Reference to be presented to Parish Council for formal approval

Parish Clerk Actions:

- Prepare neighbourhood plan article for the parish newsletter with meeting update
- Promote the Steering Group work on the Parish Council Facebook page
- Check with IT contractor regarding setting up a shared drive for Steering Group documents

The meeting concluded at 8:00 pm

Members of Steering Group:
Cllrs Heath Jobes (Chair of Steering Group) ,Trevor Askew, Stephen Sidwell, Sandra Walsh, Mrs Melanie Bent, Mr Martin Clark, Mrs Judi Mellor, Mr Ian Mellor, Mrs Wendy Pickler, Mr Stuart Nimmo

APPLICATION FOR GRANT AID 2025/2026

Name of the Organisation

Honeybourne Village Hall

Address

Harvest Close
Honeybourne
Evesham
WR 11 7RH

Telephone: 01386 833 900

Email: admin@honeybournevillagehall.org

What does the organisation do?	Provides a hall for hirers to provide classes to various groups for the wider community and also a facility for the community to hire for parties, christenings, wedding and various other events such as craft fayres and theatre groups.
How long has the organisation existed?	2018 – Community Interest Company, prior to this a charity for in excess of 35 years.
The names of all the officers of your organisation are required as well as the position that they hold.	Tim Wild – Chair of Trustees Trustees consist of: Sylvia Matthews Doug Rushton Linda Judge Angie Herbert Heath Jobes
How many members belong to the organisation?	Six
How many members live within the parish of Honeybourne?	Five
Describe the activity or project requiring grant support (Refer to Section 1 qualifying activities i – vi)	Bookings continue to increase, however at times we struggle to be able to provide

	hirers with enough tables to meet their needs of the function.
How much are you seeking from the Council?	£500.00
What is the total cost of the activity or project?	£607.12
How much will you provide out of your own funds?	£107.12
How will the activity or project benefit the resident of Honeybourne?	The majority of children's and family parties held at the village hall are generally for the village people and therefore the ability to have more tables to accommodate the bigger parties will be of benefit.
Please provide, in space below or on separate sheet, any further supporting information relevant to this application. Gopak Contour 25 Folding Table - Lightweight, Versatile & Durable - Office Furniture Direct 1830mm x 760mm - £ 177.86 each (incl VAT) = £355.72 – Two tables Gopak Contour 25 Folding Table - Lightweight, Versatile, and Durable - Office Furniture Direct 915mm x 760mm - £125.70 each (incl VAT) = £251.40 – Two tables Total £607.12 (excl courier charge)	

What is your Organisation's present financial position?
Please summarise and **attach a copy of your most up to date set of accounts and bank statement (s)**
(A more up to date statement and accounts may be required before any final decision is made)

Accounts for the year ended 31st March 2025 are attached, which are published annually and freely available to view on the Charity Commission website.

Have you made an application for a grant to any other bodies? Is so, to whom?

No, we may consider an application to the County Councillor grant funding but this will be for an additional storage trolley which will cost £339.36. (incl VAT)

Email: clerk@honeybourne-pc.gov.uk
Website: www.honeybourne-pc.gov.uk
Mobile: 07951429652

Brief details of Organisation's own fund-raising efforts

Regular events are run by the village hall trustee's to earn income to support the day to day running of the hall, to cover expenditure such as insurance, various licences, maintenance of the hall, heating and lighting etc.

Declaration to be made by the Applicant

a. I give permission for the contents of this application to be disclosed at meetings of Honeybourne Parish Council, which are open to the press and public and for the contents of the application to be published on the Parish Council's website.
b. I am authorised by the organisation named above to make this application for grant support.
c. The organisation agrees to abide by the Parish Council's policy above in connection with any award it makes;
d. I enclose the last set of accounts and balance sheet approved at the group's most recent AGM together with copies of bank statements covering the past six months.
e. I confirm that the proposed project is lawful and conforms to any rules governing our group/organisation. I further agree to providing copies of receipts & invoices etc. as required to Honeybourne Parish Council to confirm to them exactly how the money has been spent if the application is successful.
f. A copy of your organisation constitution or other formal system of decision making through a committee holding accountability to its wider membership or those for whom it provides services, including what happens to funds if they cease to operate.
g. The information I have provided in this application form and in supporting documentation is true and accurate.

Signed _H M Jobes________________________

Print Name _Heath Jobes______________________

Position __Treasurer_____-____________________

Date __25th Aug 2025_____-____________________

OFFICE USE ONLY
Minute Number: ___________________________ **Date:** _________________

Minute Number: ___________________________ Date:__________________

Email: clerk@honeybourne-pc.gov.uk
Website: www.honeybourne-pc.gov.uk
Mobile: 07951429652

HONEYBOURNE VILLAGE HALL

CHARITY NUMBER 1181450

TRUSTEES' ANNUAL REPORT
AND ACCOUNTS
FOR THE YEAR ENDED 31st MARCH 2025

PSG Bowdens
Accountants, Tax and Business Advisors

HONEYBOURNE VILLAGE HALL
Charity Number 1181450

Index	**Pages**

HONEYBOURNE VILLAGE HALL
Charity Number 1181450
Trustees' Annual Report

The Trustees have pleasure in presenting their report and the accounts for the year ended 31st March 2025. The accounts have been prepared in accordance with accounting policies set out in Note 1 to the accounts, FRS 102, the Statement of Recommended Practice "Accounting and Reporting by Charities" and the Charities Act 2011.

The Charitable Incorporated Organisation (CIO), called Honeybourne Village Hall (1181450), was established on 7th January 2019 with the same purpose and objectives as the unincorporated charity called Honeybourne Village Hall (523155). On 1st April 2019 all the assets, liabilities and funds of this unincorporated charity were transferred to the CIO and all activities ceased within the unincorporated charity. References in these accounts to "the charity" refer to either entity, depending on the context.

REFERENCE AND ADMINISTRATIVE DETAILS

Honeybourne Village Hall is a charity registered with the Charity Commission. The charity registration number is 1181450. The principal contact is:
Mr Heath Jobes
Harvest Close
Honeybourne
Evesham
Worcestershire, WR11 7RH

The Trustees serving during the year and since the year end are as follows:
Mr Heath Jobes (Treasurer)
Mrs Angela Herbert
Mr Timothy Wild (Chairman)
Mrs Linda Judge
Mrs Sylvia Matthews
Mr Douglas Rushton

The Independent Examiner is:
Mrs Ginette Getting FCA FFA
PSG Bowdens LLP
Unit 14 Craycombe Farm
Evesham Road
Fladbury
Worcestershire
WR10 2QS

STRUCTURE, GOVERANCE AND MANAGEMENT

The charity is controlled by its constitution and is a Charitable Incorporated Organisation (CIO).

Trustees are appointed by a resolution passed at a properly convened meeting of the charity trustees. In selecting individuals for appointment, the charity trustees have regard to the skills, knowledge and experience needed for the effective administration of the CIO.

The charity is run by the Trustees, meeting regularly to administer the charity and at least four times a year.

HONEYBOURNE VILLAGE HALL
Charity Number 1181450

OBJECTIVES AND ACTIVITIES

Objectives and aims

The objective of the charity is to represent all those with an interest in the local community, and by working in partnership, provide for improvement in the local environs for an involved and valued community. This objective is met by providing an available, sustainable, and well-maintained village hall, providing a focal point for the village thereby bringing the local community together.

Public benefit

The Trustees confirm that they have complied with the duty in section 17(5) of the 2011 Charities Act to have due regard to guidance issued by the Charity Commission on public benefit when deciding on the charity's activities.

ACHIEVEMENTS AND PERFORMANCE

Over the past 12 months we can once again look back on the many successful events we've held including, quiz nights, regular movie nights, free lunch event for the local over 60's parishioners of the village, Table Top sales, a live theatre production, along with a Christmas pantomime and a music and dance night. We continue to host a wide variety of regular classes for all ages of the community, meetings, social activities and our weekly coffee morning, as well as private hirers to the local community continue to increase, along with increased bookings from local businesses using our facilities. All of this activity has two purposes – to fulfil our mission statement of "making the hall the centre of the village community" and to ensure we generate sufficient income to cover our day to day expenditure and build up our reserves for future costs.

FINANCIAL REVIEW

The activities of the hall generated income of £39,709. Expenditure of £30,742 delivered a Net Income position of £8,967 before depreciation charges.

FUNDS

Restricted funds are tied to a particular purpose, as specified by the donor. The charity has a restricted fund balance of £852,022 as at 31st March 2025 which relates to the net value of the construction of the new hall facility.

Unrestricted funds comprise those funds that are not subject to specific donor restrictions placed on them. Total unrestricted funds at 31st March 2025 were £95,644.

RESERVES POLICY

The charity's normal policy is to generate and maintain adequate funds and reserves for the efficient running of the charity on a day to day basis. The policy of the charity is for hall lettings and fundraising activities to be sufficient to meet the ongoing costs of running the charity.

PLANS FOR FUTURE PERIODS

Looking to the future, we intend to hold regular events over the year (movie night, quiz night and other events) to generate additional income to support the running of the village hall. We intend to promote and encourage the use of the hall for business purposes, by promoting the village hall outside of the local community and attract additional users for the hall during weekdays and promoting the hall for private weekend hirers for events such as parties and weddings.

HONEYBOURNE VILLAGE HALL
Charity Number 1181450

STATEMENT OF TRUSTEES' RESPONSIBILITIES

The trustees are responsible for preparing the Trustees' Annual Report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

The law applicable to charities in England & Wales requires the trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charity and of the incoming resources and application of resources of the charity for that period. In preparing these financial statements, the trustees are required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charities SORP;
- make judgements and estimates that are reasonable and prudent;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in operation.

The trustees are responsible for keeping proper accounting records that disclose with reasonable accuracy at any time the financial position of the charity and enable them to ensure that the financial statements comply with the Charities Act 2011, the Charities (Accounts and Reports) Regulations 2008 and the provisions of the trust deed. They are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

RISK ASSESSMENT

The trustees have assessed the major risks to which the charity is exposed, and are satisfied that systems are in place to mitigate exposure.

DECLARATION

The Trustees declare that they have approved the Trustees' Report.

Signed on behalf of Honeybourne Village Hall.

Chairman [redacted] Dated: 11th July 2025

HONEYBOURNE VILLAGE HALL
Charity Number 1181450
Independent Examiner's Report
To the Trustees of
Honeybourne Village Hall

I report on the accounts of the charity for the year ended 31st March 2025, which are set out on pages 2 to 12.

Responsibilities and basis of report
As the charity trustees of the Trust you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ('the Act').

I report in respect of my examination of the Trust's accounts carried out under section 145 of the 2011 Act and in carrying out my examination I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

Independent examiner's statement
I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination giving me cause to believe that in any material respect:

1. accounting records were not kept in respect of the Trust as required by section 130 of the Act; or
2. the accounts do not accord with those records; or
3. the accounts do not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a true and fair view which is not a matter considered as part of an independent examination.

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.

[redacted]

Ginette Getting FCA FFA
PSG Bowdens LLP
Unit 14 Craycombe Farm
Evesham Road
Fladbury
Worcestershire
WR10 2QS

Dated: 11th July 2025

HONEYBOURNE VILLAGE HALL
Charity Number 1181450
Statement of Financial Activities
For the year ended 31st March 2025

	Notes	Unrestricted £	Restricted £	2025 Total £	2024 Total £
Income and endowments from:	2				
Donations and legacies		4,457	-	4,457	11,395
Charitable activities		24,128		24,128	19,381
Other trading activities		8,757		8,757	9,938
Investments		-	-	-	1,087
Other		2,367		2,367	2,970
Total		39,709	-	39,709	44,771
Expenditure on:	3				
Raising funds		(4,983)	-	(4,983)	(7,452)
Charitable activities		(24,176)	-	(24,176)	(34,130)
Other		(1,583)	-	(1,583)	(4,587)
Total		(30,742)	-	(30,742)	(46,169)
Net income/(expenditure) before depreciation		8,967	-	8,967	(1,398)
Depreciation		-	(23,859)	(23,859)	(24,793)
Net income/(expenditure)		8,967	(23,859)	(14,892)	(26,191)
Total funds brought forward		88,900	873,658	962,558	988,749
Transfers between restricted & unrestricted funds		(2,223)	2,223	-	-
Total funds carried forward		95,644	852,022	947,666	962,558

HONEYBOURNE VILLAGE HALL
Charity Number 1181450
Balance Sheet
As at 31st March 2025

	Notes	Unrestricted £	Restricted £	2025 Total £	2024 Total £
Fixed assets					
Tangible assets	4	-	852,022	852,022	875,881
Current assets					
Debtors	5	-		-	-
Cash at bank and in hand	6	96,294	0	96,294	87,277
		96,294	0	96,294	87,277
Liabilities					
Creditors; amounts falling due within one year	7	(650)		(650)	(600)
		(650)	-	(650)	(600)
Total net assets		95,644	852,022	947,666	962,558
The funds of the charity:					
Restricted funds			852,022	852,022	873,658
Unrestricted funds		95,644		95,644	88,900
		95,644	852,022	947,666	962,558

Approved by the Trustees and signed on their behalf by:

[redacted] Dated: 11th July 2025

Timothy Wild - Chairman

[redacted]__ Dated: 11th July 2025

Heath Jobes - Treasurer

HONEYBOURNE VILLAGE HALL
Charity Number 1181450
Notes to the Accounts
For the year ended 31st March 2025

1. Accounting Policies

i) Basis of preparation

The Honeybourne Village Hall meets the definition of a public benefit entity under FRS 102.

These accounts have been prepared in accordance with Accounting and Reporting by Charities: Statement of Recommended Practice, applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102), and the Charities Act 2011.

The financial statements are prepared on a going concern basis under the historical cost convention, unless otherwise stated in the relevant accounting policy note. The financial statements are presented in sterling, which is the functional currency of the charity.

ii) Income

Income, including grants receivable and donations, is recognised in the period in which the charity is entitled to receipt and the amount can be measured with reasonable accuracy. Income is deferred only when the charity has to fulfil conditions before becoming entitled to it or where the donor has specified that the income is to be expended in a future period.
The value of volunteer help received is not included in the accounts but is described in the trustees' Annual Report where applicable.

iii) Expenditure

Expenditure is recognised on an accruals basis as a liability is incurred. Irrecoverable VAT is included as part of the expenditure to which it relates. Expenditure is classified under headings that aggregate all similar costs and which can then be related to costs of raising funds or charitable activities. Costs of management, administration and governance are allocated to charitable activities. Governance costs are those associated with constitutional and statutory requirements.

iv) Fixed assets

Tangible assets are initially recorded at cost, and subsequently stated at cost less any accumulated depreciation and impairment losses.
Depreciation is calculated so as to write off the cost or valuation of an asset, less its residual value, over the useful economic life of that asset as follows:

Fixtures, Fittings & Equipment	3 years – 15 years, straight line
Buildings	25 years - 75 years, straight line

Depreciation is charged on completion of a construction project.

v) Funds

Where there is a restriction imposed by the donor on the purpose to which a fund can be used, the fund is classified as a Restricted Fund.
Unrestricted funds can be used in accordance with the charitable objects at the discretion of the trustees.
The charity has no endowment funds.

vi) Financial instruments

The charity has elected to apply the provisions of Section 11 'Basic Financial Instruments' and Section 12 'Other Financial Instrument Issues' of FRS 102 to all of its financial instruments.

Financial instruments are recognised in the charity's balance sheet when the company becomes party to the contractual provisions of the instrument.

Financial assets and liabilities are offset, with the net amounts presented in the financial statements, when there is a legally enforceable right to set off the recognised amounts and there is an intention to settle on a net basis or to realise the asset and settle the liability simultaneously.

Basic financial assets

Basic financial assets, which include debtors and cash and bank balances, are initially measured at transaction price including transaction costs and are subsequently carried at amortised cost using the effective interest method unless the arrangement constitutes a financing transaction, where the transaction is measured at the present value of the future receipts discounted at a market rate of interest. Financial assets classified as receivable within one year are not amortised.

Classification of financial liabilities

Financial liabilities and equity instruments are classified according to the substance of the contractual arrangements entered into. An equity instrument is any contract that evidences a residual interest in the assets of the company after deducting all of its liabilities.

Basic financial liabilities

Basic financial liabilities, including creditors, bank loans, loans from group companies and preference shares that are classified as debt, are initially recognised at transaction price unless the arrangement constitutes a financing transaction, where the debt instrument is measured at the present value of the future payments discounted at a market rate of interest. Financial liabilities classified as payable within one year are not amortised.

Debt instruments are subsequently carried at amortised cost, using the effective rate of interest method.

Trade creditors are obligations to pay for goods or services that have been acquired in the ordinary course of business from suppliers. Amounts payable are classified as current liabilities if payment is due within one year or less. If not, they are presented as non-current liabilities. Trade creditors are recognised initially at transaction price and subsequently measured at amortised cost using the effective interest method.

2. Analysis of Income

	Unrestricted	Restricted	Total 2025	Total 2024
	£	£	£	£
Donations and legacies				
Parish Council & Wychavon grants & donations	1,210		1,210	-
Big Lottery Fund - other	2,988		2,988	9,528
Other grants	-		-	1,539
Personal donations	259		259	328
Charitable activities				
hall hire	24,128		24,128	19,381
Other trading activities				
fundraising & community events	8,757		8,757	9,938
Investments				
interest			-	1,087
Other				
Income from EV charge point	1,565		1,565	1,974
Income from solar panels	801		801	996
Total income	**39,709**	**-**	**39,709**	**44,771**

3. Analysis of Expenditure

	Unrestricted	Restricted	Total 2025	Total 2024
	£	£	£	£
Raising funds				
fundraising events	4,983		4,983	7,452
	4,983	-	4,983	7,452
Charitable activities				
Provision of village hall:				
property maintenance and repairs	10,725		10,725	4,525
insurance	993		993	947
cleaning	2,954		2,954	3,112
utilities	5,129		5,129	6,648
wages & pensions	-		-	14,518
management and administration	4,375		4,375	4,380
	24,176	-	24,176	34,130
Other				
professional fees	1,583		1,583	4,587
depreciation		23,859	23,859	24,793
	1,583	23,859	25,442	29,380
Total expenditure	**30,742**	**23,859**	**54,601**	**70,962**

HONEYBOURNE VILLAGE HALL
Charity Number 1181450
Notes to the Accounts (continued)
For the year ended 31st March 2025

4. Fixed Assets

	Freehold Land & Buildings	Property Under Construction	Fixtures, Fittings & Equipment	Fixtures, Fittings & Equipment	Total
	£	£	£	£	£
Cost					
At 1 April 2024	875,284	-	97,001	1,741	974,026
Additions					-
Category transfers					-
At 31st March 2025	875,284	-	97,001	1,741	974,026
Depreciation					
At 1 April 2024	59,083	-	37,321	1,741	98,146
Charge for the year	14,009		9,849	-	23,859
At 31st March 2025	73,093	-	47,170	1,741	122,004
Net Book Value					
At 31st March 2025	802,191	-	49,831	-	852,022
At 31st March 2024	816,201	-	59,680	-	875,880

5. Cash at bank and in hand

	Unrestricted	Restricted	2025 Total	2024 Total
	£	£	£	£
Cash at bank and in hand				
General current account	26,201		26,201	16,666
Skipton building society account			-	-
New Hall account		19,994	19,994	70,512
Investments		50,000	50,000	-
	26,201	69,994	96,195	87,178
Internal re-allocation of funds	69,994	(69,994)	-	
Petty cash	100		100	100
	96,295	0	96,295	87,278

6. Creditors: amounts falling due within one year

	Unrestricted	Restricted	2025 Total	2024 Total
	£	£	£	£
Creditors and accruals	650		650	600

Notes to the Accounts (continued)
For the year ended 31st March 2025

7. Trustees remuneration, benefits and expenses

No trustees received any remuneration or other benefits or expenses for the year ended 31st March 2025 or the year ended 31st March 2024.

8. Related party transactions

There were no related party transactions in the year.

9. Control

The charity is under the control of its trustees.