

HONEYBOURNE PARISH COUNCIL

Minutes of the Parish Council meeting held at Honeybourne Village Hall, Harvest Close,
Honeybourne WR11 7RH
on Tuesday 12th November 2024

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

In attendance: Parish Clerk, Linda Stanton.
District Cllrs H Robson & J Ciotti (arrive at 7:30pm left at 8:30pm)
1 member of public

24/443 Apologies : There were no apologies

24/444 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 24/451 (a) • Payment to Limebridge Rural Service	ODI – Friend	
H Jobs	Item 24/451 (a) Payment to Village Hall	ODI – Village Hall Trustee	

24/445 To consider any dispensations.
There were none.

24/446 Open Session Participation to hear from:

- a) Members of the Public.
There were none.
- b) Supporting organisations - South Worcestershire Policing Team.
Not present.
- c) Worcestershire County Councillor A. Adams (Littleton division)
Cllr Adams gave his apology.
- d) Wychavon District Cllr H Robson.
The Chair welcomed Cllr Robson and asked if she wished to address the Council.
Cllr Robson informed Council that she has no report but District Council Ciotti wish to inform Council that the charity, Better Housing and Better Health, has launched a service to provide support for households who are struggling with cost of energy bills.
She also informed Council that the government is having a consultation for Town/Parish Councils to be able to hold Council meetings remotely. She hopes that Council will submit their comments.
- e) PROW - Cllr T Askew informed Council that the stile at the Leys was replaced with a pedestrian gate on 29th October.
The footpath officer is seeking permission from the landowner to replace the stile on the footpath at St. Ewqins with a gate.
The PROW volunteers will meet on Sunday 1st December when the group will clear the ditch at The Gate Inn crossroads. The footpath officer has not scheduled any work until the January 2025.
Cllr Askew has asked the Chair to ask the Clerk to write to County Cllr Adams for an update on the progress of the proposed hardstanding at the PROW by Fair

24/447 Adoption of minutes

I.To approve adoption of the minutes of the Parish Council Meeting – 8th October 2024

Resolved:

- I. Voting 6 for and 2 abstentions were due to the Cllrs was not present at the meeting on 8th October 2024

24/448 Chairman's report. (If any)

The Chair informed Council that when the Poppy Train arrived at Honeybourne Station on 11th November he handed a poppy wreath to the GWR staff. The wreaths were taken to Paddington for a service at the war memorial in Paddington Station. He thanked the residents and Councillors who came to the station. He also attended the Remembrance Service the previous day at St. Ecwqins church and laid a poppy wreath at the war memorial in the churchyard.

24/449 Clerk's Report

To be advised of any decisions taken under delegated powers, receive updates to ongoing matters and list any relevant office communications since the last council meeting.

a) Community Orchard	WCC Community Greenspace Officer has advised that the fruit trees will not be ready until January 2025 (It was originally scheduled for end of November but due to the mild weather conditions the nursery has advised that the trees are not ready).
b) Gloster Ades Bus Shelter	A glass panel has been broken. Replacement polycarbonate panel is on order and has now been fixed by the Handyman.
c) Replacement Defibrillator pads	Replacement defibrillators pads for the One Stop shop have been ordered. The currents pads will expire at the end of December 2024.
d) Wildflower Meadow	The grounds contractor has cut the grass and the cuttings will be removed next week.
e) 5- aside goal posts	The goal posts are now placed in the tennis court for winter
f) War Memorial	The Church Fabric Team will be clearing any weed around the war memorial and installing the 'Poppy Swoosh' on 7 th November for Remembrance Sunday, 10 th November. A service will be held at 3pm at St Ecgwins Church, Honeybourne.
g) Grass verge at the corner of Stratford Road, opposite Westbourne	Wychavon Officer has asked Rooftop to put the cutting of the grass back on to their schedule. The grass verge was owned by Sherrif Construction Limited, who are no longer in existence.
h) Fly tipping	The fly tipping on High Street and Mickleton Road has been reported to Wychavon for collection.
i) VAS Post	Highway officer advised that he would chase up the installation of the post on Station Road.
Resolved:	
i) Clerk to invite residents to help with the planting of the community orchard using PC social media and newsletter.	
ii) That the report was noted.	

24/450 Correspondence & Circulations Received

a) Parking on Sycamore Drive	Resident raised concerns about rail commuters parking on Sycamore Drive.
b)West Mercia Monthly Bulletin (Circulated to members)	October & November – Fraud & Scam Bulletin
c) Access to field on Bretforton Road	Resident raised concerns that landowner has created access to the field prior to planning permission being granted. Advised resident to contact WDC planning. Application W/24/01690/FUL.
d) WDC - Consultation on Mandatory Safeguarding Refresher Training for Hackney	Wychavon District Council is responsible for issuing licences in respect of drivers of hackney carriage (taxi's) and private hire vehicles.

<p>Carriage and Private Hire Drivers (Circulated to members)</p>	<p>In July 2020, with a view to better protecting children, females and vulnerable adults, the Department for Transport (DFT) issued new statutory guidance to taxi and private hire licensing authorities, called the “Statutory Taxi and Private Hire Standards”.</p> <p>Following its publication the Council reviewed its own Hackney Carriage and Private Hire Licensing Policy, and in doing so introduced mandatory safeguarding awareness training for all new licence holders.</p> <p>Having further reviewed the above and to increase public safety, the Council is now considering introducing a requirement that all licensed drivers have to undertake mandatory refresher training in relation to safeguarding awareness before renewing their licences, which they have to do at least every three years.</p> <p>It is proposed that this requirement would be introduced from 1st July 2025 and that drivers applying to renew their licences after that date will need to undertake a safeguarding awareness training to refresh their knowledge before their licence could be renewed.</p> <p>The Council would now like to hear your views on the above proposal:</p> <p>Have your say on the above consultation via this survey: www.smartsurvey.co.uk/s/WDCTAXISAFE/</p> <p>The closing date of this consultation is Friday 31st January 2025.</p>
<p>Resolved:</p> <p>i) Clerk to write to planning enforcement regarding construction of access to the field on Bretforton Road. To note that the access to the field is not the parcel of land related to planning Application W/24/01690/FUL.</p> <p>ii) That the correspondence be noted.</p>	

24/451 Finance

a) To approve the schedule of payment for November including invoices to be paid and invoices paid as a matter of urgency

Invoice no	Cheque no	Supplier	Description	Net £	Vat £	Gross £
805109757	Direct Debit	British Gas	Pavilion power and heating	67.18	3.35	70.53
V02270552719	Direct Debit	EE	PC mobile phone	6.30	1.26	7.56
2008760-0	Direct Debit	Sky Business	Pavilion phone line (22 nd Oct – 21 st Nov 24)	26.95	5.39	32.34
INV07169871	Direct Debit	Water Plus	Pavilion water	7.77	-	7.77
BP3226-1	BACS	Brodie Planning	Professional fee for planning	765.00	153.00	918.00
3320	BACS	ARC Grounds Care	Selective weed and feed playing field	500.00	100.00	600.00
21889	BACS	Teffont Business System	Labour cost and replacement roller for copier	351.00	70.20	421.20
FXP241008-16021117	BAC	Equals Pre-Paid Debit card	Top up debit card to purchase items for Christmas Raffle	500.00	-	500.00
SI-10115	BACS	Security 4 Systems	Monthly IT support	72.00	-	72.00
October	BACS	J Hyde	Lengthsman work	134.35	-	134.35
October	BACS	J Hyde	Handyman work	205.08	-	205.08
Tax month 7	BACS	HMRC	HMRC (ending 5 th November)	751.01	-	751.01
Tax month 8	BACS	HMRC	HMRC (ending 5 th December)	1079.38	-	1079.38
Tax month 8	BACS	Worcestershire Pension	Pension	976.76	-	976.76
Tax month 8	BACS	Staff salary	Staff salary including back pay	2786.25	-	2786.25
3229	BACS	Limebridge Rural Services	Grounds maintenance	2682.50	536.50	3219.00

Donation	002202	Poppy Appeal	Poppy Wreaths (2 wreaths) Poppy Train & War Memorial	70.00	-	70.00
09 Oct 2024	BACS	HAGA	Allotment Membership fee	10.00	-	10.00
61738680	BACS	Lyreco	Stationaries and toilet rolls	54.37	10.87	65.24
SI-31237	BACS	Forest and Land Management Ltd	To carry out Quantified Tree Risk Assessment	430.00	86.00	516.00
INV-7423	BACS	Starboard Systems Ltd	Annual Subscription for Scribe Accounting software	561.60	112.32	673.92
SIN 132979	BACS	Fairview Trading Ltd	Penetrating oil	4.68	0.94	5.62
462	BACS	DTH Churchyard and cemetery services	Grave digging fee for interment of ashes (1 st Nov 2024)	100.00	-	100.00
21428/22608	BACS	GS Adams	Installation of key operated switch for outside light at sport field	96.00	19.20	115.20
CG976	BACS	Village Hall	Room rental for council meeting and office (Qtr 3 & 4 Oct 2024 – March 2025)	606.00	-	606.00
Equal Pre- paid debit card						
Invoice	Date	Supplier	Description	Net £	Vat £	Gross £
12910762	7 th Oct 2024	Crafty Capers Ltd t/a The Littlecraftybugs company	12 pcs of single wine box for Christmas Raffle prizes	13.71	2.74	16.45
682412/03	10 th Oct 2024	Lidl	Christmas cake and chocolate gingerbread	8.48	-	8.48
XWW7936338447	11 th Oct 2024	Tool Station	Automatic hand dryer	36.65	7.33	43.98
IEN2024056331385	26 th Oct 2024	Adobe Creative	Software Subscription	16.64	3.33	19.97
1600014636	28 th Oct 2024	Wanna Ltd	Replacement polycarbonate sheet for damaged bus shelter (Gloster Ades)	81.24	10.74	£81.24
7660-8643-491	31 st Oct 2024	Tesco	16 bottles of wine for raffle prize	83.43	16.69	100.12
0006219769	7 th Nov 2024	Thorntons Ltd	Chocolate hamper for raffle prize	45.83	9.17	55.00
90769	8 th Nov 2024	Lottie Shaw	Christmas Baked Treat Hamper for raffle prize	20.43	4.09	24.52
73069252	8 th Nov 2024	Staples	50 pcs Clear view plastic folder for carol sheets for community carol singing	16.40	3.28	19.68
2031255	11 th Nov 2024	Marks & Spencer	Gift voucher for raffle prize	100.00	-	100.00
506524	11 th Nov	Hillers Farm Shop	3 x £25.00 gift voucher for raffle prize	75.00	-	75.00

	2024					
471616	11 th Nov 2024	Home Bargains	150 – Selection boxes for Christmas switch on	151.24	30.25	181.49
Resolved: 6 for and 2 abstentions.						

**b) To approve Bank Reconciliation for October
Honeybourne Parish Council**

31 October 2024 (2024-2025)

Prepared by:

Date:

Name and Role (Clerk/RFO etc)

Approved by:

Date:

Name and Role (RFO/Chair of Finance etc)

A	Bank Reconciliation at 31/10/2024			184,283.02
	Cash in Hand 01/04/2024			113,078.61
	ADD Receipts 01/04/2024 - 31/10/2024			
	SUBTRACT Payments 01/04/2024 - 31/10/2024			297,361.63
	Cash in Hand 31/10/2024 (per Cash Book)			126,229.99
				171,131.64
	Cash in hand per Bank Statements			
	Petty Cash	31/10/2024	0.00	
	Lloyds Business Bank Instant	31/10/2024	154,752.93	
	Lloyds Treasurers Account	31/10/2024	16,055.89	
	Prepaid Debit Card Equals	31/10/2024	322.82	
				171,131.64
	Less unrepresented payments			171,131.64
	Plus unrepresented receipts			
B	Adjusted Bank Balance			171,131.64
	A = B Checks out OK			
Resolved: That the bank reconciliation be noted.				

c) For Noting-budget position compared to actual receipts and payments.

Resolved:

- | |
|--|
| <p>I. Clerk to check the calculations for code 41 receipts (Lengthman reimbursement).
The variance should be minus £126.00.</p> <p>II. That the current budget position compared to actual receipts and payments be noted.</p> |
|--|

d) For noting – Receipt of VAT reclaim 1st Jan – 30th Sept 2024 total of £11,663.49

Resolved:

That VAT reclaim be noted.

e) For noting- The pay agreement for staff has been notified via NALC and SLCC. The previously hourly rate of £19.05 has been increased to £19.66. Back – pay is due from 1st April 2024. This is a contractual obligation for the Parish Council.

Resolved:

That the pay agreement has been agreed and the hourly rate is £19.66 be noted.

f) For noting- Internal Auditors assessment for the completion of the AGAR Part 3 – Financial Year draft report for 2024/2025. The draft report will be finalised at the end of March 2025.

Resolved:

During the internal audit review no significant control issues or non-compliances have been identified that prevents a positive response to each of the areas covered by the AIAR. No control recommendations have been made. That the report be noted.

g) To approve transfer of £3000.00 from general reserves to budget head ‘Legal & Professional Fees. This is for the village hall lease and planning consultant concerning recent application for housing development.

Resolved:

To approve the transfer of £3000.

24/452 Governance Arrangements

- | | |
|-----|--|
| I. | To approve and adopt General Reserves Policy |
| II. | To approve and adopt Risk Management Policy and Risk Assessment and Management |

Resolved:

- I. To approve and adopt General Reserves Policy.
- II. To approve and adopt Risk Management Policy & Risk Assessment and Management.

24/453 Working Groups reports

To receive minutes from Council working groups held since the last Council meeting and Consider recommendations for resolution. (if any)

There were no reports.

24/454 Environment & Community Wellbeing.

a) Reminder for contribution to the Christmas Hamper Raffle prize. Can the Councillors please bring their contributions to the Council meeting on 12th November. Also please return to the Clerk, at this meeting, any unsold raffle tickets and the stubs of the ones you have sold together with the money.

Resolved:

- I. That contributions for the Christmas Hamper have been received. Cllrs Attridge and Mathias have returned their unsold raffle tickets, the stubs of the ones that they have sold and given the money to the Clerk.
- II. Cllrs that still have tickets to sell must bring unsold tickets, stubs of the ones that they have sold and the money to the village hall before 6pm on 29th November for the draw.

b) Councillor are required to assist the erection of marquee for Christmas Event on Friday 29th November 2024 at 10am at the Village Hall and taking down the marquee on Saturday 30th November at 10am.

Resolved:

- I. Cllrs Attridge, Askew, Clelland, Clear, Jobes, Sidwell, Clerk and Handyman to assist with the erection of the marquee on 29th November. Clerk and Handyman will collect the plywood floor from Mrs Mathews.
- II. Cllrs Dubb, Clear, Jobes, Mathias, Sidwell, Clerk and Handyman will assist with the taking down of the marquee on 30th November.

c) To approve the layout plan for Christmas Event. **(Appendix 1- page 491)**

Resolved:

To approve the layout plan.

- d) Concerns regarding speeding on Station Road. Report PC Alex Prentice previously included in the agenda for the September meeting but repeated due to the concerns of residents. A data box was placed on Station Road between 19th July – 2nd August 2024. It recorded 59613 vehicles (30946 one way and 28667 the other way). The average speed was 25mph. 85% of these vehicles were under 30mph with an average of 29 mph. We look at the 85% as this is widely used industry standard and is used as a guidance for the level of Compliance with the speed limit.

Resolved:

- I. After Cllr Clear has spoken to PCSO Alex to obtain her approval Clerk will publish the data box report in the village news and Facebook page, with contact details of the local police. Residents should report any concerns to the police.

The Community Speed Watch Voluntary group are requested to advise the Parish Council when they will be able to re-start the speed watch in Honeybourne.

It must be noted that the CSW is completely independent from the Parish Council.

The leader of the group informed Council that the police is running behind with the vetting and he is the only one to have been vetted.

- e) For noting- Quantified Tree Risk Assessment Report. The report advises that ivy needs to be removed from the horse chestnuts trees for future inspections and the small elm tree which has died should be removed.

Resolved:

- I. Clerk to instruct grounds maintenance contractor to remove the ivy from the horse chestnut trees and to remove the dead elm tree.
- II. That the Quantified Tree Risk Assessment Report be noted.

- f) St. Ecgwins' Church has asked for a representative of the Parish Council to give a reading (provided by the Church) at the Community Carol Service to be held at the Village Hall on 23rd December at 7pm.

Resolved:

Cllr A Mathias has agreed to be representative for the Parish Council.

24/455 Planning

- a) Members to respond to planning applications – There were no applications
- b) Notification of Planning Appeal – There were no planning appeals
- c) Members to note planning decision.

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

Decision:

Approved **(Appendix 2– pages 492 - 494)**

24/456 Members are reminded to notify the Clerk of any items for discussion at the next Council meeting by 22nd November 2024.

24/457 Date of next meeting.

Next Parish Council Meeting, 10th December 2024, 7:15pm at Honeybourne Village Hall.

The meeting concluded at 8:35pm

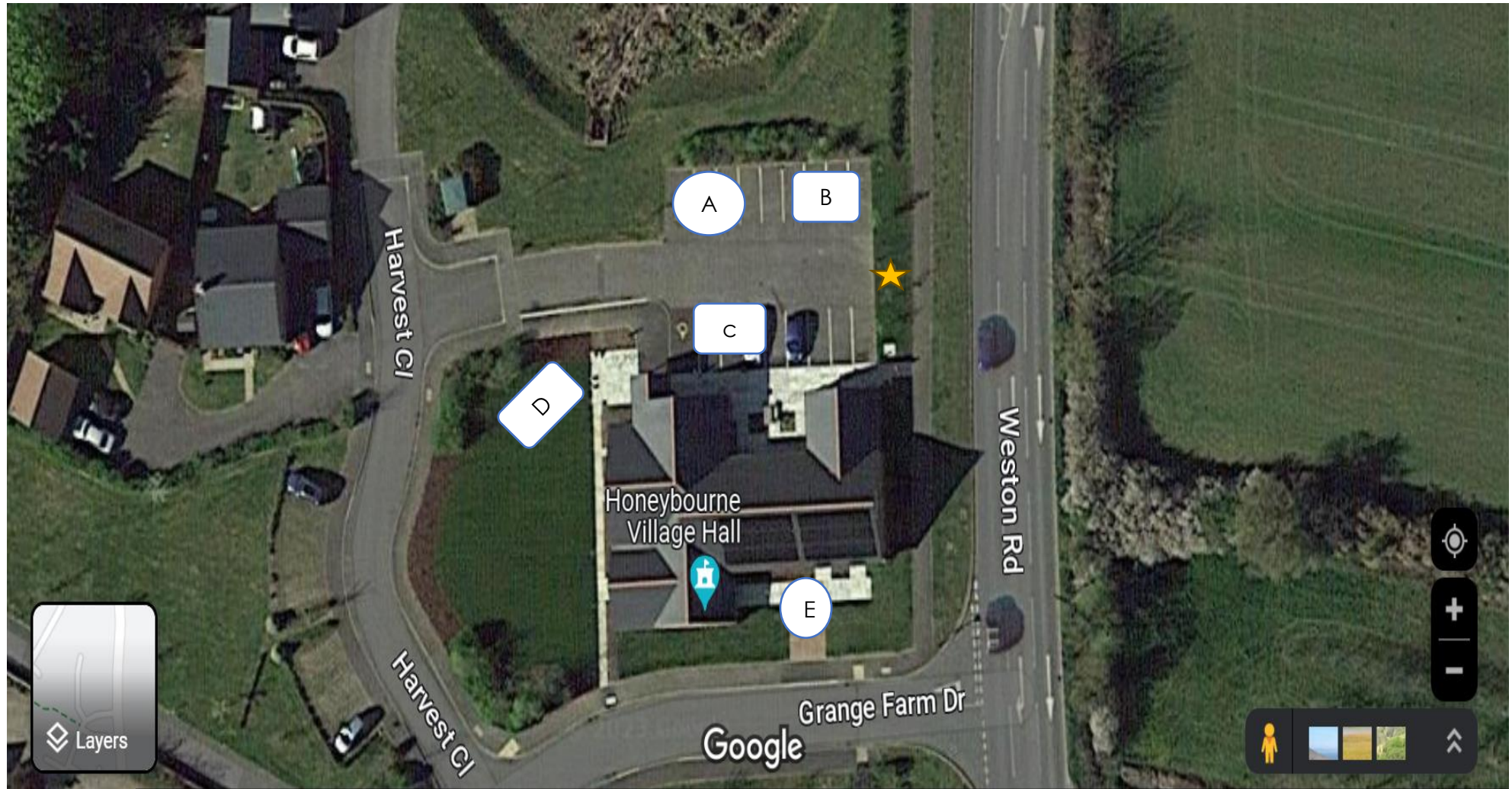
H M Jobs

Signed: [H M Jobs \(Dec 12, 2024 21:51 GMT\)](#)
Chairman, Honeybourne Parish Council

Date:
12th November 2024

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

Location Plan for Christmas Tree Lights Switch on



- A – Children's roundabout
- B- Burger Truck
- C- Mulled wine station
- D- Marquee- Victoria Band
- E –Skip
- ★ - Christmas Tree

Please note plan is not to scale

PLANNING APPROVAL NOTICE

TOWN AND COUNTRY PLANNING ACT 1990

Approval - Change of use**Application No:** W/23/01592/CU**Parish:** Honeybourne**Agents Address:**

[REDACTED]
 McLoughlin Planning
 De La Bere House
 bayshill Road
 CHELTENHAM
 GL50 3AW

Applicants Address:

[REDACTED]
 Bew Hill Farm Stratford Road
 Honeybourne
 Worcestershire
 WR11 8PR

Part I – PARTICULARS OF APPLICATION**Statutory Start Date:** 5 October 2023**Location:** Bew Hill Farm, Stratford Road, Honeybourne, Evesham, WR11 8PR**Proposal:** Conversion of existing barn to a residential dwelling and associated works**Part II - PARTICULARS OF DECISION**

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

CONDITIONS AND REASONS

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

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

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

BH004-001

BH004-002

BH004-003

BH004-004

BH004-005

BH004-006

BH004-007

BH004-008

Reason: In order to define the permission in accordance with Policy SWDP1 and SWDP2 of the South Worcestershire Development Plan and the National Planning Policy Framework.

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

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

4. The development hereby permitted shall be carried out in strict accordance with the recommendations set out in the Ecological Enhancement report carried out by Dr Stefan Bodnar MCIEEM dated July 2023 and submitted with this application.

Reason: To ensure the development contributes to the conservation and enhancement of biodiversity within the site and the wider area in accordance with policy SWDP22 of the South Worcestershire Development Plan.

5. Before the commencement of development hereby permitted, details of renewable and/or low carbon energy generation measures shall be submitted to and approved in writing by the Local Planning Authority. The measures shall contribute to at least 10% of the predicted energy requirements of the development. The details to be submitted shall include:-

- the overall predicted energy requirements of the approved development;
- the predicted energy generation from the proposed renewable/low carbon energy measures; and
- an implementation timetable for the proposed measures.

The development shall be carried out in accordance with the approved details.

Reason - To ensure the development supports the delivery of low carbon/renewable energy and safeguards natural resources in accordance with policy SWDP27 of the South Worcestershire Development Plan.

6. The development hereby approved shall be carried out in accordance with the schedule of works, dated 8th August, 2024.

Reason: To define the permission which has only been granted for the conversion of the building and ensure re-use of the redundant building in line with the provisions of para 84.c) of the NPPF.

7. The development hereby permitted shall not be brought into use until the access, turning area and parking facilities shown on the approved plan have been provided and these areas shall thereafter be retained and kept available for those users at all times.

Reason: In the interests of highway safety and to ensure the free flow of traffic using the adjoining highway.

8. Before the first use/occupation of the development hereby permitted details of a precise specification of the proposed materials for the hard landscaping of the site (including roads, paths, parking areas and other hard surfaces) shall be submitted to and approved in writing by the local planning authority. The hard landscaping of the site shall be completed before the first use/occupation of the development hereby permitted. Development shall be carried out in accordance with the approved details.

Reason - To ensure the proposed development represents high quality design and does not have an adverse effect on the character and appearance of the area in accordance with policies SWDP21 and SWDP25 of South Worcestershire Development Plan.

NOTES TO APPLICANT

1. The applicant must be aware of their obligations towards the public right of way as follows:
No disturbance of, or change to, the surface of the path or part thereof should be carried out without written consent (this includes laying concrete, tarmac or similar)

No diminution in the width of the right of way available for use by the public.

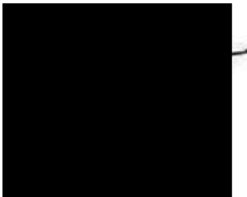
Building materials must not be stored on the right of way.

Vehicle movements and parking to be arranged so as not to unreasonably interfere with the public's use of the right of way.

No additional barriers are placed across the right of way. No stile, gate, fence or other structure should be created on, or across, a public right of way without written consent of the Highway Authority.

The safety of the public using the right of way is to be ensured at all times.

Signed:

A black rectangular box redacting the signature of the Head of Development Management.

Head of Development Management

Date: 14 October 2024

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







Honeybourne Parish Council Minutes - 12th November 2024

Final Audit Report

2024-12-12

Created:	2024-12-11
By:	Linda Stanton (clerk@honeybourne-pc.gov.uk)
Status:	Signed
Transaction ID:	CBJCHBCAABAAIM4soDvCXxoO8nkqZIVi0_0RpTthX9-R

"Honeybourne Parish Council Minutes - 12th November 2024" History

-  Document created by Linda Stanton (clerk@honeybourne-pc.gov.uk)
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-  Document emailed to Heath Jobses (heath.jobses@honeybourne-pc.gov.uk) for signature
2024-12-11 - 7:03:08 PM GMT
-  Email viewed by Heath Jobses (heath.jobses@honeybourne-pc.gov.uk)
2024-12-12 - 9:50:17 PM GMT
-  Signer Heath Jobses (heath.jobses@honeybourne-pc.gov.uk) entered name at signing as H M Jobses
2024-12-12 - 9:51:18 PM GMT
-  Document e-signed by H M Jobses (heath.jobses@honeybourne-pc.gov.uk)
Signature Date: 2024-12-12 - 9:51:20 PM GMT - Time Source: server
-  Agreement completed.
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