

HONEYBOURNE PARISH COUNCIL

Summons and Notice of Meeting

Members are summoned to the **Parish Council** meeting to be held on
Tuesday 9th September 2025 at 7.15pm at Honeybourne Village Hall, Harvest Close, Honeybourne
WR11 7RH

Parish Councillors are hereby summoned to attend.

The meeting is open to the press and members of the public who are welcome to attend all or part of the meeting but may only speak during the allocated time as listed under agenda item 25/596 (a) below. Members of the public are welcome to address Council with regard to items on the agenda or for future meetings, however this is not an opportunity for wider debate and the opportunity to speak is limited to 3 minutes per person, the open session will last for no longer than 15 minutes subject to the Chairman discretion. There is no expectation on the council to respond to any comments made at this time.

Agenda

25/593 Apologies

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

25/594 Declarations of Interest: Councillors are reminded that to ensure transparency and retain public confidence in the council's decisions they are required to -

- a) Keep their Register of Interests form up to date;
- b) Declare any Disclosable Pecuniary Interests (DPI) and any Other Disclosable Interests (ODI) in agenda items and the nature of those interests.

25/595 To consider any dispensations

Written requests for the council to grant a dispensation to a councillor (as per Localism Act 2011, s33) must be with the Clerk before the meeting starts.

25/596 Open Session – Participation to hear from:

- a) Members of the public
- b) Supporting organisations, e.g., South Worcestershire Policing Team etc.
- c) Worcestershire County Councillor – H Robson (Littletons division)
- d) Wychavon District Councillors- J Ciotti and H Robson
- e) Working groups update.
- i) PRow & Ditch Clearing,

25/597 Adoption of minutes

- I. To approve adoption of the minutes of the Parish Council Minutes – 8th July 2025
Minutes have been previously circulated but also attached (**Appendix 1 pages 5 -16**)

25/598 Chairman's Report (For information only) - A verbal report may be given.

25/599 Parish 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) Allotment Gates	Gate post collapse, contractor installed new gates and posts. Gate retainer also fitted to hold gate back when open by handyman.
b) Exposed manhole cover	Exposed manhole cover at Beaufort End reported to Rooftop Housing. Manhole cover replaced.
c) Signage	New fingerpost sign replaced on Stratford Road
d) S.106 monies	Invoice sent to WDC to claim s.106 monies approved by WDC for drainage work completed on Sports Field
e) Memorial Bench	Memorial Bench donated by resident in memory of their family member has been installed at the cemetery. Invoice has been issued for the installation and material to the donor. They are aware it is their responsibility to maintain the bench.
f) Height Restriction Barriers	Taken delivery awaiting for installation.
g) The Leys	Matting has been reinstalled following vandalism.

25/600 Correspondence, Circulation Received

h) Resolution Calling for Government Support of Neighbourhood Planning Funding	Written to local MP and the Secretary of State. Letter sent and two responses received. Both responses confirm government's position that neighbourhood planning support funding will end in 2025, with over £71 million provided since 2013. Government states that communities can continue to prepare
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	neighbourhood plans where they consider it in their best interests. Letter and responses circulated to councillors.
b) West Mercia Police – Speed Check on Weston Road	PC Alex and PC Trowmen conducted speed check and advised zero vehicles were going over 30mph on Weston Road.
c) Thank you note	Resident thanked Council for replacement fingerpost sign.
d) Temporary Road Closure	(C2049 Stratford Road, Honeybourne) (Temporary Closure) Order 2025 Proposed Order: to close that part of C2049 Stratford Rd from its junction with C2274 Mickleton Rd to its junction with C2114 Chapel Rd. Reason: Bridgeworks inspection by Network Rail Exemptions: to permit access to any land or premises fronting the highway affected where there is no other form of access; and to allow the works to be undertaken. Alternative route: C2049 Stratford Rd (part), C2114 Chapel Rd, C2114 Front St, C2114 Pebworth Rd, C2006 Buckle St, C2006 Station Rd and vice versa. Maximum duration: 18 Months. Anticipated duration: 1 day Commencing: 28 August 2025 Thomas Pollock Head of Commercial Law (Legal & Governance) County Hall Spetchley Road Worcester
e) West Mercia Police	August Fraud Bulletin - – Economic Crime Unit (Circulated to Councillors)
f) Worcestershire CALC (Circulated to Councillors)	Online Survey on Local Government Re-organisation - Getting your views

25/601 Governance Arrangements

1. To approve updated policies for Assertion 10 for AGAR 2025/26. All policies have been updated to align with UK GDPR & Data Protection Act 2018, incorporating updated guidance from the ICO and post-Brexit regulatory requirements:

- 1.1 Freedom of Information Policy (**Appendix 2 pages 17 -20**)
- 2.1 Publication Scheme (**Appendix 3 pages 21 -23**)
- 3.1 Subject Access Request Policy (**Appendix 4 pages 24 -27**)
- 4.1 Document Retention Policy (**Appendix 5 pages 28 -32**)
- 5.1 Privacy Notice Policy (**Appendix 6 pages 33- 36**)

2. To re-adopt Financial Regulations - Annual re-adoption required. No changes made to existing Financial Regulations. (**Appendix 7 pages 37 -51**)

25/602 Finance

- a) **August schedule of payments** - August schedule of payments was processed during the August recess. The Clerk was given delegated authority to process the payments. To ratify the payments. Schedule of payments were circulated to councillors. (**Appendix 8 pages 52 -53**)
- b) **To approve schedule of payments for September 2025** including invoices to be paid and invoices paid as a matter of urgency. Schedule of payments to follow.
- c) **July bank reconciliation** - July bank reconciliation was circulated to Councillors. To ratify the bank reconciliation. (**Appendix 9 page 54**)
- d) **Asset Register** – To approve updated asset register (**Appendix 10 pages 55 -63**)
- e) **August Bank Reconciliation** - To approve bank reconciliation. To follow.
- f) **To note Conclusion of AGAR** (Annual Governance Accountability Review) by external auditors. External auditors PKF Littlejohn LLP completed their limited assurance review with no matters of concerns identified. The audit concluded that information in Section 1 and 2 of the AGAR is in accordance with Proper Practices and all relevant legislation and regulatory requirements have been met.
- g) **To note that the PC insurance** has been renewed with the current insurer Clear Insurers under delegated powers to the Clerk at the Honeybourne Parish Council meeting on 8th July 2025.
- h) **NJC Pay agreement for 2025/26** - Council to note NJC Pay agreement for 2025/26 has been agreed. Pay point 28 increased from £19.66 per hour (2024/25) to £20.29 per hour (2025/26), representing an increase of £0.63 per hour. No Council approval required as this is a contractual obligation. Back pay from April - August 2025 included.
- i) **To note Internal Auditor visit** - Internal Auditor will attend to audit Council accounts for financial year 2025/26 on 8th December 2025. Any councillors wishing to attend the audit should notify the Clerk.
- j) **Vat reclaim** – Council to note received VAT reclaim for the period of 1st April – 30th June 2025, total amount £9,686.84

- k) **To approve the purchase of selection boxes** for Santa to hand out to children for Christmas Event. Cost approximately £250.00.
- l) **To approve hiring of Alcester Silver Band** at the cost of £150.00 for the Christmas Event.
- m) **To approve printing of promotional leaflets for Christmas Event** at the cost of approximately £50.00
- n) **Grant application** - To consider grant application from Honeybourne Village Hall. Details to follow.

25/603 Committee & Working Groups reports

To receive minutes of meetings from Council and committees & working groups held since the last Council meeting (if any).

- i) To note minutes of the Neighbourhood Plan Steering Group meeting 5th August 2025. Minutes circulated to all members. **(Appendix 11 pages 64 - 68)**

25/604 Environment & Community Wellbeing

- a) **To approve Terms of Reference for Neighbourhood Plan Steering Group** - Terms of Reference previously circulated to all councillors.
- b) **To approve membership of Neighbourhood Plan Steering Group** - Chair: Cllr Heath Jobes. Members: Cllr T Askew, Cllr Sandra Walsh, Cllr Stephen Sidewell, Mr Stuart Nemmo, Mrs Melanie Bent, Mr Martin Clark and Mrs Wendy Pickler.
- c) **To approve "Sponsor A Light" event for Christmas celebration** - Residents can sponsor a Christmas tree light in memory of a loved one. Donor names will be published on a list and displayed at the tree. All proceeds to go towards funding the Parish Council Christmas event.
- d) **To approve Christmas Event raffle** - Proceeds from the raffle will go towards funding of the Christmas event. Council to approve the raffle and the printing of raffle tickets.
- e) **To approve Village Hall to run pop-up bar at Christmas Event** - Village Hall to provide hot drinks, soft drinks and alcohol. Revenue from drinks sales will go towards the Village Hall.
- f) **To approve Food Genie to provide food for Christmas Event** - Council to approve Food Genie as the food provider for the Christmas evening event.
- g) **To approve VIP guest to switch on Christmas lights** - Council to approve VIP guest to switch on the Christmas lights. Suggestions: Local MP Nigel Huddleston (previous year's VIP) or Chair of Wychavon District Council, or other suggestions from Council members.
- h) **To note update on Railway Station bridge proposal** - Update received from Wychavon Deputy Chief Executive & S151 Officer. Level crossing option assessed as too high risk due to potential abortive costs (minimum £3.2m for Integrated Miniature Stop Light crossing) and ongoing safety concerns from Office of Rail and Road. Alternative bridge option now being explored across the track to enable safe access from new car park to platform. Sponsor instruction agreed with Network Rail, awaiting cost estimate. GWR being contacted regarding application for dispensation from DfT for passive provision for lifts on bridge.
- i) **To approve variation to Honeybourne Hawks Football Club licence** - Club has requested to change training day from Thursday 17:30-20:00 hours to Wednesday 18:30-20:45 hours. Clerk advised club of approval subject to Council ratification. Council to formally approve variation to licence terms for season 6th September 2025 – 21st May 2026.
- j) **West Mercia Police and Crime Commissioner survey** - Police and Crime Commissioner has launched a survey seeking feedback on local policing, police visibility, accessibility and engagement following the publication of the refreshed Local Policing Charter in March 2025. Council to complete survey collectively during meeting to provide feedback on policing in the local area and identify improvements needed. Results will inform discussions between the Police and Crime Commissioner and Chief Constable on local policing priorities.

25/605 Planning

a) Planning Applications

WDC Ref	Site Address	Proposal
i) W/25/01302/FUL	Land Adjacent to St Ecgwins Church, Stratford Road, Honeybourne	Proposed residential development (2no dwellings), to include formation of car park for St Ecgwin's Church, pedestrian improvements to access road, and biodiversity / landscape improvements, and other auxiliary works.
Parish Council comments : No Objection		

ii) W/25/01580/OUT	Land At (Os 1103 4392), Bretforton Road, Honeybourne	Outline planning application for the erection of up to 24 dwellings with detailed access and all other matters reserved (appearance, landscaping, layout and scale)
iii) W/25/01664/HP	62 Stratford Road, Honeybourne, Evesham, WR11 7PP	Single storey flat roofed rear extension.
iv) W/25/01684/HP	33 School Street, Honeybourne, Evesham, WR11 7PL	single storey side and rear extension
v) W/25/01730/HP	Blenheim Hall, Buckle Street, Honeybourne, EVESHAM, WR11 8QQ	Erection of domestic storage building and associated hardstanding (retrospective)
vi) W/25/01802/RM	Corner Farm, School Street, Honeybourne, Evesham, WR11 7PL	Reserved Matters application for access, appearance, landscaping, layout and scale following outline approval 20/02370/OUT (Appeal Reference APP/H1840/W/21/3275584) for 4 detached dwellings with garage (Plots 3 and 4) and carport (plots 1 and 2).

b) Members to note planning appeal.

WDC ref	Site Address	Proposal
APP/H1840/W/25/33 69051	Land At (Os 1103 4392) Bretforton Road Honeybourne	Full planning permission for a residential development of 24 dwellings with associated landscaping, open space, parking, and access.
All representations must be received to the Planning Inspectorate by 17 September 2025.		

25/606 Members are reminded to notify the Clerk of any items for discussion for the next Council meeting by 24th September 2025.

25/607 In accordance with the Public Bodies (Admission to Meetings) Act 1960, s1(2), there will be a resolution that the public and the press be excluded from the meeting to allow for discussion of confidential matters relating to items for which the publication would be prejudicial to the public interest.

- I. Staffing matters
- II. Village Hall lease

25/608 Date of Next Meeting

Next Parish Council Meeting, 14th October 2025, 7.15pm at Honeybourne Village Hall

Linda Stanton

Parish Clerk

2nd September 2025

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