

HONEYBOURNE PARISH COUNCIL

Summons and Notice of Meeting

Members are summoned to the **Parish Council** meeting to be held on
Tuesday 10th March 2026
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, including police, County and District Councillors, who are welcome to attend all or part of the meeting. In accordance with the Council's Standing Orders (NALC Model Standing Orders), participation is limited to the Open Session at agenda item 25/690 below, which is no longer than 15 minutes with individual contributions limited to 3 minutes. This is not an opportunity for wider debate and there is no expectation on the Council to respond to comments made at this time. Once the Open Session has concluded, attendees are welcome to remain as observers only.

Agenda

25/687 Apologies

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

25/688 **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.

25/689 **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.

25/690 **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

25/691 **Adoption of minutes**

- I. To approve adoption of the minutes of the Parish Council Minutes – 10th February 2026
Minutes have been previously circulated but also attached (**Appendix 1 pages 5 -14**)
- II. To approve adoption of the confidential minutes of the Parish Council Minutes – 10th February 2026 have been previously circulated.

25/692 **Chairman's Report (For information only)** - A verbal report may be given.

25/693 **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) Replacement Bench-Lumpy	The replacement bench has now been installed.
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b) Planter — Honeybourne Road	The Clerk continues to await the permit from Worcestershire County Council Highways for the installation of the roadside planter and is continuing to follow up with the relevant officer.
c) Grounds Maintenance Contract 2026–2029	Following the Council's decision at the February meeting, the contract has been awarded to Limebridge Rural Services Ltd for the period 1st April 2026 to 31st March 2029. The contract has been formally executed and signed by both parties on 12th February 2026. The contract has been published on Contracts Finder and the Parish Council website in accordance with procurement requirements. All unsuccessful contractors have been notified and thanked for their participation in the process.
d) Allotment Matters	Following the Council's decisions at the February meeting, the Service Level Agreement has been forwarded to Trevor Askew as point of contact for the prospective allotment association. A response has been received confirming that plot holders will be advised and a meeting arranged to appoint officials. The new tenancy agreements and formal execution of the SLA will follow once the association is formally constituted. The rolling land licence agreement with Heart of England Forest has been signed and is now in place.

25/694 Correspondence, Circulation Received (Information only)

a) Bretforton Road — Fruit Farm	Correspondence received regarding the accumulation of polythene waste adjacent to the fruit farm on Bretforton Road. The matter has been raised with the fruit farm who have agreed to clear the waste.
b) Road Closure — C2006 Buckle Street, Honeybourne	Notification received from Worcestershire County Council of a temporary road closure of Buckle Street from its junction with Sheenhill Road to its junction with Stephenson Way, commencing 19th March 2026. The closure is required for utility works by Severn Trent Water and is anticipated to last 2 days, with a maximum duration of 18 months. Details circulated to councillors.
c) Worcestershire Waste Plan — Early Baseline Consultation	Notification received from Worcestershire County Council regarding the early baselining consultation for the new Worcestershire Waste Plan, running from 25th February to 15th April 2026. The consultation seeks views on the Project Initiation Document and the Waste Needs Assessment. There is no draft plan at this stage. Details circulated to councillors.
d) Worcestershire County Council Budget 2026/27	The Clerk attended the Worcestershire County Council consultation for Parish and Town Councils regarding the 2026/27 Budget on 23rd February 2026. A briefing note summarising the key points has been circulated to councillors for information. The WCC budget was formally set by Full Council on 26th February 2026. No action is required from the Parish Council.
e) Local Parish Council Networking Event — 23rd March 2026	Invitation received from Shannon Cawood, Chair of South Littleton Parish Council, for a local parish council networking gathering on Monday 23rd March 2026 at 7pm. Venue details were not confirmed at the time of the invitation. Details circulated to councillors.

25/695 Finance

- a) **To approve schedule of payments for March 2026-** including invoices to be paid and invoices paid as a matter of urgency. Schedule of payments to follow.
- b) **February 2026 bank reconciliation** – To approve reconciliation. **(Appendix 2 – page 15)**
- c) **Worcestershire County Council — Parish Lengthsman and Grass Cutting Services 2026/27** - At the Worcestershire County Council budget consultation attended by the Clerk on 23rd February 2026, it was indicated that the Parish Lengthsman and Grass Cutting services would receive a 5% uplift for 2026/27. The Council is asked to note this information. Official written confirmation from Worcestershire County Council has not yet been received and will be reported to Council once available.
- d) **Cemetery — Urgent Remedial Tree Works-** Following a site meeting with the Council's grounds maintenance contractor on 23rd February 2026, a quotation has been received for the following works at Honeybourne Cemetery:

- Pollarding of all willow trees near the Garden of Remembrance, where branches are in contact with overhead electricity cables
- Felling of a large willow tree on the brook side which is almost dead due to fungal disease and presents a risk to the neighbouring property boundary fence

The total cost of the works is £1,650 plus VAT. All arisings will be processed into woodchip and recycled. The site will be left in a clean and tidy condition upon completion.

Council is asked to approve the expenditure and authorise the Clerk to instruct the contractor to proceed as a matter of urgency.

25/696 Committee & Working Groups reports

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

- Neighbourhood Plan Steering Group** - To receive and note the minutes of the Neighbourhood Plan Steering Group meeting held on 25th February 2026, circulated to Councillors. **(Appendix 3 pages 16 - 19)**

25/697 Neighbourhood Plan Review

- Housing Mix Requirements — Recommendation from Neighbourhood Plan Steering Group**
Council to consider and approve the recommendation from the Neighbourhood Plan Steering Group that Option 1 be pursued — to commission updated local evidence to support bespoke housing mix requirements for Honeybourne, with the Planning Consultant updating the Housing Needs Survey using 2021 census data and local house price information.
- Community Survey — Launch Update (For Information)** Council to note that hard copy surveys have been distributed to all 920 households via the March edition of Village News, with the survey period running from 9th March to 31st March 2026. The online survey has been launched simultaneously and is being promoted via the Parish Council website and social media channels. Collection points are located at the Parish Council post box, One Stop Shop (Stratford Road) and The Thatched Tavern.

25/698 Environment & Community Wellbeing

- Local Government Reorganisation in Worcestershire** — Government Consultation Council to consider and approve a response to the Government's consultation on Local Government Reorganisation in Worcestershire. The consultation deadline is 26th March 2026. A draft response is attached for Council's consideration. **(Appendix 4 pages 20- 21)**
- Honeybourne Railway Station** — Council to note that correspondence received from the Deputy Chief Executive and S151 Officer at Wychavon District Council confirms that the car park feasibility study has not yet been formally approved. Further discussions with Wychavon members are anticipated in March 2026, with a position statement expected at that time.
- Sports Field — Easter Event Request** Council to note and ratify the decision taken between meetings to decline the request for use of the Sports Field for an Easter event, following circulation of a report to all Members on 17th February 2026. The majority of Members responded confirming their agreement to decline, on the grounds of contractor advice regarding risk of damage to the playing surface and insufficient operational information provided by the organiser.

25/699 Planning

- Planning Application** – None received
- To receive planning decision** – None received

25/700 Members are reminded to notify the Clerk of any items for discussion for the next Council

Meeting by 31st March 2026

25/701 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.

- a) **Cemetery Matters** - To consider confidential matters relating to cemetery administration, including a review of fees and charges.
- b) **Honeybourne Hawks FC** — Licence Update To consider confidential matters relating to the Honeybourne Hawks FC licence.

25/702 Date of Next Meeting

Next Parish Council Meeting, 14th April 2026, 7.15pm at Honeybourne Village Hall

Linda Stanton
Parish Clerk
4th March 2026

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

Council Members: Cllrs H Jobes (Chair), B Dubb (Vice-Chair), A Attridge, C Clear, G Clelland, J Mellor A Mathias, S Sidwell & S Walsh
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