

HONEYBOURNE PARISH COUNCIL

**Minutes of the Parish Council meeting held at Honeybourne Village Hall, Harvest Close,
Honeybourne WR11 7RH
on Tuesday 14th April 2026**

Members present: Cllrs: H Jobs (Chairman), Bal Dubb (Vice-Chair), A Attridge, C Clear, G Clelland , J Mellor, S Sidwell & S Walsh

In attendance: Parish Clerk, Linda Stanton.
District Cllr Judith Ciotti – (Arrive 7:15pm- departed 8:30pm)
6 members of public

26/703 Apologies : Cllrs A Mathias (work commitment)

Resolved: The apology was accepted
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26/704 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
H Jobs	Item 26/711(a)(iii),(iv) & (v) <ul style="list-style-type: none"> Grant application from Village Hall Grant application from Friends of Honeybourne Station Grant application from HAGA Item 26/713 (a) HAGA- Data Sharing agreement (b) Request to use Parish Council equipment by HAGA	DPI – Village Hall Trustee and Treasurer ODI- Friend DPI – plot holder DPI – plot holder for items a & b	
B Dubb	Item 26/711 (a) (v) Grant application – HAGA Item 26/713 (a) HAGA- Data Sharing agreement (b) Request to use Parish Council Equipment by HAGA	DPI – Plot holder and treasurer for HAGA	
G Clelland	Item 26/711 (b) <ul style="list-style-type: none"> Payment to Limebridge 	ODI- friend	
J Mellor	Item 26/711 (i) Grant Honeybourne Village New Item 26/713(a) HAGA – Data Sharing agreement (b) Request to use Parish Council Equipment by HAGA	DPI- Committee Member of Village News DPI Plot holder	

26/705 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.
There were no requests for dispensation.

26/706 Open Session Participation to hear from:

- a) Members of the Public.
 - i. Mrs Paula Staples addressed the Council in support of the grant application submitted by the Friends of St Ecgwin's Church. She outlined the purpose of the

application and expressed hope that the Council would look favourably upon the request.

- II. Mr Trevor Askew addressed the Council in support of the grant applications submitted by the Village News and the Honeybourne Allotment and Garden Association (HAGA). In relation to the HAGA application, Mr Askew also requested that, in the event of a successful grant award and the subsequent purchase of equipment, the Council would consider permitting HAGA to store the equipment at the Pavilion.

b) Supporting organisations, - South Worcestershire Policing Team. None present.

c) Worcestershire County Councillor – Not present

d) Wychavon District Cllr H Robson – Not present

Wychavon District Cllrs J Ciotti - District Cllr Ciotti provided her report in advance of the meeting (attached as **Appendix 1, page 636**) **The report was noted.**

- i. Cllr Clear requested further information regarding the Wychavon Community Resilience small grants scheme.
- ii. Cllr Clelland requested that District Councillor Ciotti pass a message to District Councillor Robson regarding the lighting at Honeybourne Railway Station, following a resident's difficulty in making contact with District Councillor Robson.

26/707 Adoption of minutes

- I. To approve adoption of the minutes of 10th March 2026
- II. To approve adoption of confidential minutes 10th March 2026

Resolved:

- I. That the minutes of the Parish Council meeting 10th March be approved as an accurate record and signed by the Chairman.
- II. That the minutes of the Parish Council Confidential meeting 10th March be approved as an accurate record and signed by the Chairman.

26/708 Chairman's report (For information only)

The Chair reported that the Neighbourhood Development Plan review survey had been completed and thanked the One Stop and the Thatched Tavern for hosting the survey collection boxes. The Clerk was requested to write to both establishments on behalf of the Council to express the Council's thanks.

Cllr Attridge enquired whether there had been any update regarding the car park feasibility study, as previously noted in the February minutes. The Chair advised that no further information had been received and confirmed that he would contact the Deputy Chief Executive and S151 Officer at Wychavon District Council to seek an update.

26/709 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) Planter — Honeybourne Road	The permit from Worcestershire County Council Highways for the installation of the roadside planter has been received. The planter has been purchased and will be installed when summer bedding plants are put in place later in the season.
b) Play Equipment — Annual Inspection	The annual play equipment inspection has been completed. The inspection report is satisfactory with only minor works identified as requiring attention. Works will be actioned accordingly.
c) Footway Lighting — Stratford Road	The faulty footway lighting on Stratford Road has been attended to and the photocell replaced.
d) Local Government Reorganisation in Worcestershire — Consultation Response	The Council's consultation response to the Government's consultation on Local Government Reorganisation in Worcestershire was submitted on 19 th March 2026 ahead of the 26 th March 2026 deadline.

Noted:

That the report be noted

26/710 Correspondence & Circulations Received (For information only)

a) Worcestershire Community Rail Partnership — Annual Event, 24th April 2026. Circulated to Councillors	Invitation received from the Worcestershire Community Rail Partnership to attend their annual event on 24th April 2026 at the Guildhall. The theme this year is 'Accessing the Future' with presentations from Network Rail, their education scheme Platform, and station adopters. Doors open at 11am for an 11:15 start with a buffet lunch from 1pm. No members indicated a wish to attend.
b) Road Closure — Dudley Road and Harvard Avenue, Honeybourne	Notification received from Worcestershire County Council of a temporary road closure of Dudley Road from its junction with Station Road to its junction with Harvard Avenue, and Harvard Avenue in both directions from its junction with Dudley Road. The closure is required for footway reconstruction works by Worcestershire County Council, commencing 7th April 2026 with an anticipated duration of 39 days. The alternative route is via Station Road, Stratford Road, Grove Avenue and Westbourne. Details circulated to councillors.
c) Arrow Valley Solar Farm — Planning Inspectorate Scoping Consultation. Details and location map have been circulated to councillors.	Correspondence received from the Planning Inspectorate regarding a proposed solar farm known as Arrow Valley Solar, located on land near Evesham. The proposed development is a Nationally Significant Infrastructure Project (NSIP) under the Planning Act 2008 and is therefore decided by the Secretary of State rather than the local planning authority. Honeybourne Parish Council has been identified as a statutory consultee at the scoping stage, which seeks views on the scope of the Environmental Statement to be produced by the applicant. The deadline for responses is 27th April 2026.
<p>Resolved:</p> <p>That the Council submits a response to the Arrow Valley Solar Farm scoping consultation. The Chair requested that councillors provide their comments to the Clerk by 21st April 2026 to enable the response to be prepared.</p>	
d) South Worcestershire Development Plan Review (SWDPR) — Adoption Details and consultation links have been circulated to members.	Notification received that the South Worcestershire Development Plan Review has been formally adopted by the three South Worcestershire Councils — Malvern Hills District Council, Worcester City Council and Wychavon District Council — in March 2026. The SWDPR now forms part of the statutory development plan against which all planning applications in the area are determined
e) South Worcestershire Supplementary Planning Documents — Consultation Details and consultation links have been circulated to members.	Notification received that the South Worcestershire Councils have published Supplementary Planning Documents for consultation in support of the adopted SWDPR.
<p>Noted:</p> <p>That correspondences be noted.</p>	

26/711 Finance

a) Grant applications 2026/2027

Council to consider grant application for the following

I. Honeybourne Village News

Cllr Mellor, having declared Disclosable Pecuniary Interest earlier in the meeting, left the room at 7.55 pm prior to consideration of this item.

The Chair drew members' attention to the Council's grant conditions, noting that bank charges and the cost of paying a student to assist with delivery constituted running costs and therefore fell outside the qualifying activities under those conditions.

Following discussion, it was unanimously:

Resolved:

That the Council awards a grant of £500 to Honeybourne Village News as a contribution towards the cost of Canva Pro subscription and printing costs for 2026/2027.

Cllr Mellor returned to the meeting at 8:05 pm

II. The Friends of St Ecgwin's Church.

Members considered the report and following discussion it was unanimously:

Resolved:

That the Council awards a grant of £150 to the Friends of St Egwin's Church as a contribution towards the cost of a promotional information leaflet and the purchase of a yard broom and dustpan and brush for the church porch for 2026/2027.

III. **Honeybourne Village Hall.**

Cllr Jobes, having declared a Disclosable Pecuniary Interest earlier in the meeting, left the room at 8.15 pm prior to consideration of this item. Cllr Dubb took the Chair for this item.

Members considered the report and following discussion it was unanimously:

Resolved:

That the Council awards a grant of £500 to Honeybourne Village Hall as a contribution towards the cost of the annual over 60s afternoon tea event and the purchase of outdoor furniture for the Thursday morning coffee club for 2026/2027.

IV. **Friends of Honeybourne Station**

Cllr Jobes remained outside the room for this item, having declared an Other Registerable Interest earlier in the meeting. Cllr Dubb continued in the Chair.

Members considered the report and following discussion it was unanimously:

Resolved:

That the Council awards a grant of £500 to the Friends of Honeybourne Station as a contribution towards the cost of two additional timber planters on Platform 2 for 2026/2027.

V. **Honeybourne Allotment Gardens Association**

Cllr Jobes remained outside the room. Cllr Dubb and Cllr Mellor, having declared Disclosable Pecuniary Interests earlier in the meeting, left the room at 8.30 pm prior to consideration of this item. Cllr Attridge took the Chair for this and the following two items.

Cllr Attridge drew members' attention to the financial position of the association, noting that as HAGA had only recently been constituted, formal accounts were not yet available. The Treasurer had instead prepared a projected income and expenditure statement for 2026/2027 in lieu of formal accounts.

Following discussion, it was unanimously:

Resolved:

That the Council awards a grant of £479 to the Honeybourne Allotment Gardens Association as a contribution towards the purchase of a Makita DUR368APT2 Twin 18V Cordless Brush Cutter and Fast Twin Port Charger for 2026/2027.

Members noted that in accordance with the Council's grant conditions, all grant recipients are required to provide invoices evidencing expenditure to the Clerk upon completion of the funded activities.

In order to avoid members having to withdraw from the meeting on more than one occasion, the Council agreed to bring forward Agenda Items 26/713 (b) and (a) for consideration at this point.

26/713 Environment & Community Wellbeing

b) HAGA – Request to Use Parish Council Equipment.

Cllr Attridge drew members' attention to the connection between this item and the grant awarded at Agenda Item 26/711 a) v). Following discussion, it was unanimously:

Resolved:

That the Council declines the request to use Parish Council equipment for allotment maintenance, noting that the grant awarded at Agenda Item 26/711 a) v) provides HAGA with the means to purchase its own equipment for this purpose.

It was further unanimously:

Resolved:

That the Council declines the request from HAGA to store equipment at the Pavilion and that HAGA makes its own arrangements for the storage of equipment.

a) HAGA – Data Sharing Agreement

Cllr Attridge explained the reason for the Data Sharing Agreement, noting that as the Parish Council holds personal data relating to plot holders, a formal agreement was required to ensure

that any sharing of that data with HAGA was carried out in full compliance with UK GDPR and the Data Protection Act 2018. Following consideration, it was unanimously:

Resolved:

That the Council approves the Data Sharing Agreement between Honeybourne Parish Council and the Honeybourne Allotment Gardens Association, governing the sharing of plot holder personal data in accordance with UK GDPR and Data Protection Act 2018, and authorises the Parish Clerk to sign the Agreement on behalf of the Council.

Cllr Jobes, Cllr Dubb and Cllr Mellor returned to the meeting at 8.45 pm and Cllr Jobes resumed the Chair.

The Council returned to the remaining items under Agenda Item 26/711 Finance.

26/711 Finance

b) To approve schedule of payments for April 2026 including any invoices to be paid as a matter of urgency.

Invoice no	Cheque no	Supplier	Description	Net £	Vat £	Gross £
802525341	Direct Debit	British Gas	Pavilion power and heating	66.42	3.32	69.74
V02443719643	Direct Debit	EE	PC mobile phone	6.60	1.32	7.92
M011 GN	BACS	British Telecom	Regular charge (1 st Mar–31 st March 2026)	32.95	6.59	39.54
INV11988120	Direct Debit	Water Plus	Pavilion water	10.19	-	10.19
478712162	Direct Debit	Lloyds Bank	Accounts Maintenance Fee for PC – Community Account no: xxxxx608 (10 th Jan - 9 th Feb 2026)	4.25	-	4.25
IVO4182414	Direct Debit	SSE Energy Solution	Unmetered footway lighting	378.32	75.66	453.98
SIN152879	BACS	Fairview Trading	Handyman work- Half round rail and wood screw for Leys to fit uprights to mound slide action required following annual inspection.	19.17	3.83	23.00
March	BACS	J Hyde	Handyman work	144.08	-	144.08
March	BACS	J Hyde	Lengthsman work	194.30	-	194.30
SI-10692	BACS	Security 4 Systems	Monthly IT Support	77.50	-	77.50
Tax month 1	BACS	Worcestershire Pension	Pension	788.72	-	788.72
Tax month 1	BACS	Staff salary	Staff salary	2371.49	-	2371.49
Tax month 1	BACS	HMRC	HMRC	975.33	-	975.33
3713	BACS	Limebridge Rural Services	Grounds maintenance	1570.00	314.00	1884.00
22562/23706	BACS	GS Adams Ltd	Pavilion Exterior -investigate fault and adjust time clock and check for operation	65.00	13.00	78.00
95984	BACS	ROSPA- Playsafety Ltd	Annual inspection of play equipment at Leys and Sports field equipment	222.00	44.40	266.40
INV- 16162	BACS	Starboad Systems Ltd	Annual software renewal- Cemetery	417.60	83.52	501.12
5081/2026/27	BACS	Institute of Cemetery &Crematorium Management	Annual membership- professional subscription	110.00	-	110.00
MEM257996-1	BACS	The Society of Local Council Clerks	Annual membership fee	253.00	-	253.00
INV-5132	BACS	DM Payroll Services Ltd	Administration of payroll for 2026/2027 financial year	240.00	48.00	288.00
SI-438	BACS	Andrea Pellegram	February Work on NDP	1520.00	304.00	1824.00

		Ltd	Review			
SI-439	BACS	Andrea Pellegram Ltd	Amendments to survey following comments	160.00	32.00	192.00
0151	BACS	DK Edwards	Annual internal audit 2025/26 financial year	309.70	-	309.70
Equal pre-paid debit card						
Invoice/ Receipt	Date	Supplier	Description	Net £	Vat £	Gross £
IN2026017586163	26 th March 2026	Adobe Creative	Software Subscription	16.64	3.33	19.97
Resolved:						
7 in favour, 1 abstention to approve the schedule of payments (the abstaining councillors having declared an interest earlier in the meeting)						

c) March Bank Reconciliation – To approve bank reconciliation

Honeybourne Parish Council

31st March 2026 (2025-2026)

A	Bank Reconciliation at 31/03/2026			
	Cash in Hand 01/04/2025			135,594.30
	ADD			168,038.66
	Receipts 01/04/2025 - 31/03/2026			303,632.96
	SUBTRACT			186,014.50
Payments 01/04/2025 - 31/03/2026			186,014.50	
Cash in Hand 31/03/2026 (per Cash Book)			117,618.46	
Cash in hand per Bank Statements				
Petty Cash		31/03/2026	0.00	
Lloyds Business Bank Instant		31/03/2026	110,558.47	
Lloyds Treasurers Account		31/03/2026	6,879.99	
Prepaid Debit Card Equals		31/03/2026	180.00	
			117,618.46	
Less unrepresented payments				117,618.46
Plus unrepresented receipts				
B	Adjusted Bank Balance			117,618.46
	A = B Checks out OK			
Resolved:				
That the Bank reconciliation is approved				

d) Annual Internal Audit Report 2025/2026

The Council received the Annual Internal Audit Report for the financial year 2025/2026, completed and signed by Duncan Edwards, DKE Audit Services. Members noted that the report confirmed no control issues or recommendations had been identified. The Council expressed its thanks to the internal auditor for his work.

Resolved:

That the Council receives and notes the Annual Internal Audit Report for the financial year 2025/2026.

e) Annual Governance and Accountability Return — Section 1, Annual Governance Statement 2025/2026

The Chair read each assertion and its meaning to the Council. Following consideration, it was unanimously:

Resolved:

That the Council approves Section 1 of the Annual Governance and Accountability Return, the Annual Governance Statement for the financial year to 31st March 2026, and that the Chairman and Parish Clerk/Responsible Financial Officer sign the statement accordingly.

f) Annual Governance and Accountability Return — Section 2, Annual Accounting Statements 2025/2026

The Council considered Section 2 of the Annual Governance and Accountability Return, including the Annual Accounting Statements, the Explanation of Variance and the 31st March 2026 Bank Reconciliation. Members noted that the Responsible Financial Officer had signed the statements prior to the meeting to confirm they were in order. Following consideration, it was unanimously:

Resolved:

That the Council approves Section 2 of the Annual Governance and Accountability Return, the Annual Accounting Statements for the financial year to 31st March 2026, and that the Chairman signs Section 2 accordingly.

g) South Worcestershire Citizens Advice — Request for Donation

Members considered the request for a donation from South Worcestershire Citizens Advice. Following discussion, it was unanimously:

Resolved:

That the Council approves a donation of £250 to South Worcestershire Citizens Advice for 2026/2027.

26/712 Committee & Working Groups reports

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

a) Neighbourhood Plan Steering Group

Members **noted** that 96 responses had been received to the recent community survey, comprising 19 online responses and 77 hard copies. The hard copy responses had been forwarded to the planning consultant for analysis.

b) Honeybourne Allotment Gardens Association — Note of Meeting

Members **noted** the record of the meeting held between the Parish Clerk and the Chair of the Honeybourne Allotment Gardens Association on 16th March 2026 regarding allotment invoicing and reconciliation for the 2026 season.

26/713 Environment & Community Wellbeing

Members noted that Agenda Items 26/713 (b) and (a) had been brought forward and considered earlier in the meeting. These items are recorded at **pages 629-630** of these minutes.

c) House Martin Nest Boxes

Members considered the purchase and installation of two house martin nest boxes within the parish. Following discussion, it was unanimously:

Resolved:

That the Council approves the expenditure of £40 for the purchase and installation of two house martin nest boxes and authorises the Clerk to proceed with installation in a suitable location in consultation with the proposing councillor.

d) Street Naming — Corner Farm Drive Development

Members considered the report. Following discussion, it was unanimously:

Resolved:

That the Council:

- I. Ratifies the decision taken under the Scheme of Delegation to name the new street off Corner Farm Drive as Texel Close;
- II. Notes that the Street Naming Officer has confirmed that no objection to the name Texel Close has been received from District Councillors or the Portfolio Holder; and
- III. Formally adopts the reference list of historically appropriate street names for future street naming requests within the parish.

e) St Egwin's Churchyard: Maintenance Responsibilities

Members noted the written confirmation received from the Diocese confirming that the Parish Council's maintenance responsibility under Section 215 of the Local Government Act 1972 relates to the closed (old) section of St Egwin's Churchyard only. It was unanimously:

Resolved:
That the Council notes that its maintenance responsibility under Section 215 of the Local Government Act 1972 is limited to the closed (old) section of St Egwin's Churchyard only, and that written confirmation of this position has been received from the Diocese and is retained on file.

f) St Egwin's Churchyard: Planned Activities

Members noted correspondence received advising of a planned plant sale on 6th June 2026 and Ribbons for Remembrance activities in November 2026. It was unanimously:

Resolved:
That the Council notes that it does not own or control St Egwin's Churchyard and has no power to grant or refuse permission for events or activities within it. All permissions remain with the PCC and Diocese. Being notified of planned activities does not create any responsibility or liability for the Parish Council.

26/714 a) Members to respond to planning applications.

Application ref	Site Address	Propose
W/25/01046/LB	Ashwins Farm, 29 School Street, Honeybourne, WR11 7PL	Various external works to include replacement roof coverings and windows
Resolved: To make no representation on this application.		
W/26/00666/HP	62 Stratford Road, Honeybourne, WR11 7PL	Construction of ancillary building providing bedroom and shower room
Resolved: To make no representation on this application.		
W/26/00521/RM	Land At (OS 1103 4392), Bretforton Road, Honeybourne	Reserved matters application for appearance, landscaping, layout and scale following grant of permission W/25/01580/OUT for the erection of up to 24 dwellings with detailed access
<p>Members noted that the Council had previously objected to the outline planning application W/25/01580/OUT on the grounds of the scheme's location in the countryside and its impact on the settlement pattern and conservation area of Honeybourne. That outline permission having been granted by Wychavon District Council, the principle of development is now established and cannot be revisited at reserved matters stage.</p> <p>The Council had appointed a planning consultant to prepare representations on the reserved matters submission. The draft representations had been circulated to members at the meeting. Members were satisfied with the content of the draft and resolved to submit it with two additional points included, relating to ridge heights under Policy H5(g) of the Honeybourne Neighbourhood Plan and the incorporation of bird and bat nesting boxes under Policy H9. Members noted that the Council had been granted an extended deadline of 18th April 2026 for submission of representations.</p> <p>Resolved: That the Council authorises the submission of representations on Planning Application W/26/00521/RM as prepared by the Council's planning consultant, incorporating the two additional points requested by members, and that the Parish Clerk submits the representations to Wychavon District Council ahead of the extended deadline of 18th April 2026.</p>		

Consultation as Neighbouring Parish		
26/00623/VARY	Meon Vale, Campden Road, Lower Quinton	Application for removal of Conditions 27 (offsite highway works at the junction of Shipston Road with Clifford Lane) and 28 (offsite highway works at the junction of Shipston Road with Trinity Way) of planning permission 14/01186/OUT dated 02/04/2015. Original description of development: Outline Planning Application (with means of access) for the development of up to 550 dwellings Use Class C3/C2 (Use Class C2 not to exceed 85 dwellings); a one-form entry Primary School (Use Class D1) with associated open space; a leisure village comprising up to 300 units of self-catering lodges and holiday homes (Use Classes C1/ C3), ancillary facilities building(s) to incorporate reception and administration facilities (Use Class B1a), entertainment areas (Use Classes D1 / D2) and retail uses (Use Classes A1 / A3/ A5), a touring caravan and camping site with up to 80 pitches and ancillary facilities building; the creation of landscaping, open space and ecological habitats; new accesses for vehicles, pedestrians and cycles; new internal highways; car and cycle parking; sustainable drainage measures, including storage ponds for surface water attenuation; provision of utilities infrastructure; earth works and all ancillary enabling works including demolition of buildings and structures and ground remediation.
Members noted that this application had been received for consultation as a neighbouring parish. Members resolved to note the application and make no representation.		
Resolved: To note the application and make no representation.		

b) Planning Decisions received.

No planning decisions received.

26/715 Members are reminded to notify the Clerk of any items for discussion for the next Council meeting by 30th April 2026

26/716 Date of Next Meeting

Annual Parish Meeting 12th May 2026, 6:30pm at Honeybourne Village Hall

Next Annual Parish Council Meeting, 12th May 2026, 7:15pm at Honeybourne Village Hall

The meeting concluded at 9:15 pm

Signed:

Chairman, Honeybourne Parish Council

Date:

12th May 2026

Council Members: H Jobs (Chairman), B Dubb (Vice- Chair), A Attridge, C Clear, G Clelland, A Mathias, J Mellor, S Sidwell and S Walsh.

Appendix 1 – 26706 (d)

District Cllr J Ciotti Report (Honeybourne, Pebworth and The Littletons)

April 2026 Wychavon District Council Report to Parish Councils

It's all happening in Wychavon – from the Riverside shopping centre to tin foil!

- Wychavon now own the Riverside Shopping Centre in Evesham, Marilyn Night Club, the Town Hall and other buildings in the Market Square. Plans include demolishing the shopping centre and refurbishing the listed Town Hall after years of neglect. Public engagement events to follow: the first one is on Thursday 16th April at 4pm at Evesham Town Hall.
- A new Design Code will shape higher quality housing development by developers to ensure proposals reflect the district's distinctive character. You can have your say on the draft code. Wychavon.gov.uk/consultations
- Businesses across the area can now apply for grants of up to £15,000 to support growth, investment and job creation. Growth Fund www.wychavon.gov.uk/growth
- The South Worcestershire Development Plan Review was adopted by the Council on March 25th. The press release stated, 'this is an extraordinary achievement for our Policy Team in a landscape where so many local plans are being halted'. It is confirmed that the Council a 5-year housing land supply with a 5% buffer. Data will be published in the summer after taking account of completions and changes in the supply of houses.
- Residents are being asked for their views on an ambitious plan to end homelessness and rough sleeping across Worcestershire. Please see www.wychavon.gov.uk/consultations
- We Are Wychavon Support Fund: £5 million coming our way, watch out for details!
- At a recent Council meeting we supported proposals for the delivery and management of the £500,000 Wychavon Community Resilience small grants scheme, covering community group support, biodiversity projects and energy efficiency improvements to community buildings. The Biodiversity element will be delivered via Worcestershire Wildlife Trust; the Climate and Natural Panel will assess applications for the energy element.
- Finally, from April households can add clean aluminium foil and empty plastic tubes to their green recycling bin. www.wychavon.gov.uk/waste-and-recycling/recycling



IN COLLABORATION WITH SLCC, NALC, OVW, COUNTY ASSOCIATIONS

**This is to certify that
Honeybourne Parish Council
has signed up to the Civility & Respect Pledge**

Honeybourne Parish Council believes now is the time to put Civility and Respect at the Top of the Agenda and start a culture change for the local council sector.

Certificate Number 1503

Honeybourne Parish Council will:

- Treat all councillors, clerk and all employees, members of the public, representatives of partner organisations and volunteers with civility and respect in their role.
- Put in place a training programme for councillors and staff.
- Sign up to Code of Conduct for councillors.
- Have in place good governance arrangements including staff contracts and Dignity at Work Policy.
- Commit to seek professional help at early stages should civility and respect issues arise.
- Commit to calling out bullying and harassment if and when it happens.
- Continue to learn from best practice in the sector and aspire to being a role model / champion council e.g., via Local Council Award Scheme.
- Support the continued lobbying for the change in legislation to support the Civility and Respect Pledge including sanctions for elected members where appropriate.

Signed on behalf of the council by:

Chairperson H M Jobs Date: 12th March 2024

Signature: *H M Jobs*
H M Jobs (Mar 14, 2024 18:58 GMT)

Email: heath.jobs@honeybourne-pc.gov.uk

HONEYBOURNE PARISH COUNCIL

Standing Orders

Date of last review	May 2025
Date approved	To be confirmed at Annual Council Meeting, 6th May 2026
Minute number	26/724(iii)(d)

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Abbreviation used: HPC – Honeybourne Parish Council

Introduction

This is version three of Model Standing Orders 2018 (England), updated in April 2022 (Model Standing Order 18 only) and further updated in April 2025 (Model Standing Orders 14 and 18).

How to use model standing orders

Standing orders are the written rules of a local council. Standing orders are essential to regulate the proceedings of a meeting. A council may also use standing orders to confirm or refer to various internal organisational and administrative arrangements. The standing orders of a council are not the same as the policies of a council but standing orders may refer to them.

Local councils operate within a wide statutory framework. NALC model standing orders incorporate and reference many statutory requirements to which councils are subject. It is not possible for the model standing orders to contain or reference all the statutory or legal requirements which apply to local councils. The

statutory requirements to which a council is subject apply whether or not they are incorporated in a council's standing orders.

The model standing orders do not include model financial regulations. Financial regulations are standing orders to regulate and control the financial affairs and accounting procedures of a local council. HPC's financial regulations are reviewed annually.

Drafting Notes

Model standing orders that are in bold type contain legal and statutory requirements. It is recommended that councils adopt them without changing them or their meaning. Model standing orders not in bold are designed to help councils operate effectively but they do not contain statutory requirements so they may be adopted as drafted or amended to suit a council's needs. Model standing orders use gender-neutral language.

1. RULES OF DEBATE AT MEETINGS

- a Detailed rules of debate at meetings are appended to these Standing Orders as Appendix 1 and will be followed when requested by a member of the council at the start of a new agenda item.
- b Any request to follow the rules of debate at meetings as contained within Appendix 1, will be accepted without a vote unless considered vexatious.

2. DISORDERLY CONDUCT AT MEETINGS

- a **No person shall obstruct the transaction of business at a meeting or behave offensively or improperly. If this standing order is ignored, the chair of the meeting shall request such person(s) to moderate or improve their conduct.**
- b **If person(s) disregard the request of the chair of the meeting to moderate or improve their conduct, any councillor or the chair of the meeting may move that the person be no longer heard or be excluded from the meeting. The motion, if seconded, shall be put to the vote without discussion.**
- c **If a resolution made under standing order 2(b) is ignored, the chair of the meeting may take further reasonable steps to restore order or to progress the meeting. This may include temporarily suspending or closing the meeting.**

3. MEETINGS GENERALLY

- Full Council meetings ●
- Committee meetings ●
- Sub-committee meetings ●

- a. **Meetings shall not take place in premises which at the time of the meeting are used for the supply of alcohol, unless no other premises are available free of charge or at a reasonable cost.**
- b. **The minimum three clear days for notice of a meeting does not include the day on which notice was issued, the day of the meeting, a Sunday, a day of the Christmas break, a day of the Easter break or of a bank holiday or a day appointed for public thanksgiving or mourning.**
- c. **The minimum three clear days' public notice for a meeting does not include the day on which the notice was issued or the day of the meeting unless the meeting is convened at shorter notice.**
- d. **Meetings shall be open to the public unless their presence is prejudicial to the public interest by reason of the confidential nature of the business to be transacted or for other special reasons. The public's exclusion from part or all of a meeting shall be by a resolution which shall give reasons for the public's exclusion.**
- e. Members of the public may make representations, answer questions and give evidence at a meeting which they are entitled to attend in respect of the business on the agenda.
- f. The period of time designated for public participation at a meeting in accordance with standing order 3(e) shall not exceed 15 minutes unless directed by the chair of the meeting.

- g. Subject to standing order 3(f), a member of the public shall not speak for more than 3 minutes.
 - h. In accordance with standing order 3(e), a question shall not require a response at the meeting nor start a debate on the question. The chair of the meeting may direct that a written or oral response be given.
 - i. A person shall raise their hand when requesting to speak and when speaking (except when a person has a disability or is likely to suffer discomfort). The chair of the meeting may at any time permit a person to be seated when speaking.
 - j. A person who speaks at a meeting shall direct their comments to the chair of the meeting.
 - k. Only one person is permitted to speak at a time. If more than one person wants to speak, the chair of the meeting shall direct the order of speaking.
 - l. **Subject to standing order 3(m), a person who attends a meeting is permitted to report on the meeting whilst the meeting is open to the public. To “report” means to film, photograph, make an audio recording of meeting proceedings, use any other means for enabling persons not present to see or hear the meeting as it takes place or later or to report or to provide oral or written commentary about the meeting so that the report or commentary is available as the meeting takes place or later to persons not present.**
 - m. **A person present at a meeting may not provide an oral report or oral commentary about a meeting as it takes place without permission.**
 - n. **The press shall be provided with reasonable facilities for the taking of their report of all or part of a meeting at which they are entitled to be present.**
 - o. **Subject to standing orders which indicate otherwise, anything authorised or required to be done by, to or before the Chair of the Council may in their absence be done by, to or before the Vice-Chair of the Council (if there is one).**
 - p. **The Chair of the Council, if present, shall preside at a meeting. If the Chair is absent from a meeting, the Vice-Chair of the Council (if there is one) if present, shall preside. If both the Chair and the Vice-Chair are absent from a meeting, a councillor as chosen by the councillors present at the meeting shall preside at the meeting.**
 - q. **Subject to a meeting being quorate, all questions at a meeting shall be decided by a majority of the councillors and non-councillors with voting rights present and voting.**
 - r. **The chair of a meeting may give an original vote on any matter put to the vote, and in the case of an equality of votes may exercise their casting vote whether or not they gave an original vote. See standing orders 5(h) and (i) for the different rules that apply in the election of the Chair of the Council at the annual meeting of the Council.**
 - s. **Unless standing orders provide otherwise, voting on a question shall be by a show of hands. At the request of a councillor, the voting on any question shall be recorded so as to show whether each councillor present and voting gave their vote for or against that question.** Such a request shall be made before moving on to the next item of business on the agenda.
 - t. The minutes of a meeting shall include an accurate record of the following:
 - i. the time and place of the meeting;
 - ii. the names of councillors who are present and the names of councillors who are absent;
 - iii. interests that have been declared by councillors and non-councillors with voting rights;
 - iv. the grant of dispensations (if any) to councillors and non-councillors with voting rights;
 - v. whether a councillor or non-councillor with voting rights left the meeting when matters that they held interests in were being considered;
 - vi. if there was a public participation session; and
 - vii. the resolutions made.
- * "Non-councillors with voting rights" may only exist in committees and sub-committees.

- u. **A councillor or a non-councillor with voting rights who has a disclosable pecuniary interest or another interest as set out in the Council's code of conduct in a matter being considered at a meeting is subject to statutory limitations or restrictions under the code on their right to participate and vote on that matter.**
- v. **No business may be transacted at a meeting unless at least one-third of the whole number of members of the Council are present and in no case shall the quorum of a meeting be less than three. See standing order 4d(viii) for the quorum of a committee or sub-committee meeting.**
- w. **If a meeting is or becomes inquorate no business shall be transacted and the meeting shall be closed. The business on the agenda for the meeting shall be adjourned to another meeting.**
- x. A meeting shall not exceed a period of 2½ hours.

4. COMMITTEES AND SUB-COMMITTEES

- a. **Unless the Council determines otherwise, a committee may appoint a sub-committee whose terms of reference and members shall be determined by the committee.**
- b. **The members of a committee may include non-councillors unless it is a committee which regulates and controls the finances of the Council.**
- c. **Unless the Council determines otherwise, all the members of an advisory committee and a sub-committee of the advisory committee may be non-councillors.**
- d. The Council may appoint standing committees or other committees as may be necessary, and:
 - i. shall determine their terms of reference;
 - ii. shall determine the number and time of the ordinary meetings of a standing committee up until the date of the next annual meeting of the Council;
 - iii. shall permit a committee, other than in respect of the ordinary meetings of a committee, to determine the number and time of its meetings;
 - iv. shall, subject to standing orders 4(b) and (c), appoint and determine the terms of office of members of such a committee;
 - v. may, subject to standing orders 4(b) and (c), appoint and determine the terms of office of the substitute members to a committee whose role is to replace the ordinary members at a meeting of a committee if the ordinary members of the committee confirm to the Proper Officer 10 days before the meeting that they are unable to attend;
 - vi. shall, after it has appointed the members of a standing committee, appoint the chair of the standing committee;
 - vii. shall permit a committee other than a standing committee, to appoint its own chair at the first meeting of the committee;
 - viii. shall determine the place, notice requirements and quorum for a meeting of a committee and a sub-committee which, in both cases, shall be no less than three;
 - ix. shall determine if the public may participate at a meeting of a committee;
 - x. shall determine if the public and press are permitted to attend the meetings of a sub-committee and also the advance public notice requirements, if any, required for the meetings of a sub-committee;
 - xi. shall determine if the public may participate at a meeting of a sub-committee that they are permitted to attend; and
 - xii. may dissolve a committee or a sub-committee.

5. ORDINARY COUNCIL MEETINGS

- a. **In an election year, the annual meeting of the Council shall be held on or within 14 days following the day on which the councillors elected take office.**
- b. **In a year which is not an election year, the annual meeting of the Council shall be held on such day in May as the Council decides.**
- c. **If no other time is fixed, the annual meeting of the Council shall take place at 6pm.**
- d. **In addition to the annual meeting of the Council, at least three other ordinary meetings shall be held in each year on such dates and times as the Council decides.**

- e. **The first business conducted at the annual meeting of the Council shall be the election of the Chair and Vice-Chair of the Council.**
- f. **The Chair of the Council, unless they have resigned or become disqualified, shall continue in office and preside at the annual meeting until their successor is elected at the next annual meeting of the Council.**
- g. **The Vice-Chair of the Council, if there is one, unless they resign or become disqualified, shall hold office until immediately after the election of the Chair of the Council at the next annual meeting of the Council.**
- h. **In an election year, if the current Chair of the Council has not been re-elected as a member of the Council, they shall preside at the annual meeting until a successor Chair of the Council has been elected. The current Chair of the Council shall not have an original vote in respect of the election of the new Chair of the Council but shall give a casting vote in the case of an equality of votes.**
- i. **In an election year, if the current Chair of the Council has been re-elected as a member of the Council, they shall preside at the annual meeting until a new Chair of the Council has been elected. They may exercise an original vote in respect of the election of the new Chair of the Council and shall give a casting vote in the case of an equality of votes.**
- j. Following the election of the Chair of the Council and Vice-Chair of the Council at the annual meeting, the business shall include:
 - i. **In an election year, delivery by the Chair of the Council and councillors of their acceptance of office forms unless the Council resolves for this to be done at a later date. In a year which is not an election year, delivery by the Chair of the Council of their acceptance of office form unless the Council resolves for this to be done at a later date;**
 - ii. Confirmation of the accuracy of the minutes of the last meeting of the Council;
 - iii. Receipt of the minutes of the last meeting of a committee, if relevant;
 - iv. Consideration of the recommendations made by a committee;
 - v. Review of delegation arrangements to committees, sub-committees, staff and other local authorities;
 - vi. Review of the terms of reference for committees;
 - vii. Appointment of members to existing committees;
 - viii. Appointment of any new committees in accordance with standing order 4;
 - ix. Review and adoption of appropriate standing orders and financial regulations;
 - x. Review of arrangements (including legal agreements) with other local authorities, not-for-profit bodies and businesses;
 - xi. Review of representation on or work with external bodies and arrangements for reporting back;
 - xii. In an election year, to make arrangements with a view to the Council becoming eligible to exercise the general power of competence in the future;
 - xiii. Review of inventory of land and other assets including buildings and office equipment;
 - xiv. Confirmation of arrangements for insurance cover in respect of all insurable risks;
 - xv. Review of the Council's and/or staff subscriptions to other bodies;
 - xvi. Review of the Council's complaints procedure;
 - xvii. Review of the Council's policies, procedures and practices in respect of its obligations under freedom of information and data protection legislation (see also standing orders 11, 20 and 21);
 - xviii. Review of the Council's policy for dealing with the press/media;
 - xix. Review of the Council's employment policies and procedures;
 - xx. Review of the Council's expenditure incurred under s.137 of the Local Government Act 1972 or the general power of competence;
 - xxi. Determining the time and place of ordinary meetings of the Council up to and including the next annual meeting of the Council.

6. EXTRAORDINARY MEETINGS OF THE COUNCIL, COMMITTEES AND SUB-COMMITTEES

- a. **The Chair of the Council may convene an extraordinary meeting of the Council at any time.**
- b. **If the Chair of the Council does not call an extraordinary meeting of the Council within seven days of having been requested in writing to do so by two councillors, any two councillors may convene an extraordinary meeting of the Council. The public notice giving the time, place and agenda for such a meeting shall be signed by the two councillors.**

- c. The chair of a committee or a sub-committee may convene an extraordinary meeting of the committee or the sub-committee at any time.
- d. If the chair of a committee or a sub-committee does not call an extraordinary meeting within 7 days of having been requested to do so by 2 members of the committee or the sub-committee, any 2 members of the committee may convene an extraordinary meeting of the committee.

7. PREVIOUS RESOLUTIONS

- a. A resolution shall not be reversed within six months except either by a special motion, which requires written notice by at least 3 councillors to be given to the Proper Officer in accordance with standing order 9, or by a motion moved in pursuance of the recommendation of a committee or a sub-committee.
- b. When a motion moved pursuant to standing order 7(a) has been disposed of, no similar motion may be moved for a further six months.

8. VOTING ON APPOINTMENTS

- a. Where more than two persons have been nominated for a position to be filled by the Council and none of those persons has received an absolute majority of votes in their favour, the name of the person having the least number of votes shall be struck off the list and a fresh vote taken. This process shall continue until a majority of votes is given in favour of one person. A tie in votes may be settled by the casting vote exercisable by the chair of the meeting.

9. MOTIONS FOR A MEETING THAT REQUIRE WRITTEN NOTICE TO BE GIVEN TO THE PROPER OFFICER

- a. A motion shall relate to the responsibilities of the meeting for which it is tabled and, in any event, shall relate to the performance of the Council's statutory functions, powers and obligations or an issue which specifically affects the Council's area or its residents.
- b. No motion may be moved at a meeting unless it is on the agenda and the mover has given written notice of its wording to the Proper Officer at least 10 clear days before the meeting. Clear days do not include the day of the notice or the day of the meeting.
- c. The Proper Officer may, before including a motion on the agenda received in accordance with standing order 9(b), correct obvious grammatical or typographical errors in the wording of the motion.
- d. If the Proper Officer considers the wording of a motion received in accordance with standing order 9(b) is not clear in meaning, the motion shall be rejected until the mover of the motion resubmits it, so that it can be understood, in writing, to the Proper Officer at least 7 clear days before the meeting.
- e. If the wording or subject of a proposed motion is considered improper, the Proper Officer shall consult with the chair of the forthcoming meeting or, as the case may be, the councillors who have convened the meeting, to consider whether the motion shall be included in the agenda or rejected.
- f. The decision of the Proper Officer as to whether or not to include the motion on the agenda shall be final.
- g. Motions received shall be recorded and numbered in the order that they are received.
- h. Motions rejected shall be recorded with an explanation by the Proper Officer of the reason for rejection.

10. MOTIONS AT A MEETING THAT DO NOT REQUIRE WRITTEN NOTICE

- a. The following motions may be moved at a meeting without written notice to the Proper Officer:
 - i. to correct an inaccuracy in the draft minutes of a meeting;
 - ii. to move to a vote;
 - iii. to defer consideration of a motion;
 - iv. to refer a motion to a particular committee or sub-committee;
 - v. to appoint a person to preside at a meeting;
 - vi. to change the order of business on the agenda;
 - vii. to proceed to the next business on the agenda;
 - viii. to require a written report;
 - ix. to appoint a committee or sub-committee and their members;
 - x. to extend the time limits for speaking;
 - xi. to exclude the press and public from a meeting in respect of confidential or other information which is prejudicial to the public interest;
 - xii. to not hear further from a councillor or a member of the public;

- xiii. to exclude a councillor or member of the public for disorderly conduct;
- xiv. to temporarily suspend the meeting;
- xv. to suspend a particular standing order (unless it reflects mandatory statutory or legal requirements);
- xvi. to adjourn the meeting; or
- xvii. to close the meeting.

11. MANAGEMENT OF INFORMATION

See also standing order 20.

- a. **The Council shall have in place and keep under review, technical and organisational measures to keep secure information (including personal data) which it holds in paper and electronic form. Such arrangements shall include deciding who has access to personal data and encryption of personal data.**
- b. **The Council shall have in place, and keep under review, policies for the retention and safe destruction of all information (including personal data) which it holds in paper and electronic form. The Council's retention policy shall confirm the period for which information (including personal data) shall be retained or if this is not possible the criteria used to determine that period (e.g. the Limitation Act 1980).**
- c. **The agenda, papers that support the agenda and the minutes of a meeting shall not disclose or otherwise undermine confidential information or personal data without legal justification.**
- d. **Councillors, staff, the Council's contractors and agents shall not disclose confidential information or personal data without legal justification.**

12. DRAFT MINUTES

- Full Council meetings ●
- Committee meetings ●
- Sub-committee meetings ●

- a. If the draft minutes of a preceding meeting have been served on councillors with the agenda to attend the meeting at which they are due to be approved for accuracy, they shall be taken as read.
- b. There shall be no discussion about the draft minutes of a preceding meeting except in relation to their accuracy. A motion to correct an inaccuracy in the draft minutes shall be moved in accordance with standing order 10(a)(i).
- c. The accuracy of draft minutes, including any amendment(s) made to them, shall be confirmed by resolution and shall be signed by the chair of the meeting and stand as an accurate record of the meeting to which the minutes relate.
- D. If the chair of the meeting does not consider the minutes to be an accurate record of the meeting to which they relate, they shall sign the minutes and include a paragraph in the following terms or to the same effect: "The chair of this meeting does not believe that the minutes of the meeting of the Council held on [date] in respect of (subject matter) were a correct record but their view was not upheld by the meeting and the minutes are confirmed as an accurate record of the proceedings."
- e. **If the Council's gross annual income or expenditure (whichever is higher) does not exceed £25,000, it shall publish draft minutes on a website which is publicly accessible and free of charge not later than one month after the meeting has taken place.**
- f. Subject to the publication of draft minutes in accordance with standing order 12(e) and standing order 20(a) and following a resolution which confirms the accuracy of the minutes of a meeting, the draft minutes or recordings of the meeting for which approved minutes exist shall be destroyed.

13. CODE OF CONDUCT AND DISPENSATIONS

See also standing order 3(u).

- a. All councillors and non-councillors with voting rights shall observe the code of conduct adopted by the Council.

- b. Unless they have been granted a dispensation, a councillor or non-councillor with voting rights shall withdraw from a meeting when it is considering a matter in which they have a disclosable pecuniary interest. They may return to the meeting after it has considered the matter in which they had the interest.
- c. Unless they have been granted a dispensation, a councillor or non-councillor with voting rights shall withdraw from a meeting when it is considering a matter in which they have another interest if so required by the Council's code of conduct. They may return to the meeting after it has considered the matter in which they had the interest.
- d. **Dispensation requests shall be in writing and submitted to the Proper Officer** as soon as possible before the meeting, or failing that, at the start of the meeting for which the dispensation is required.
- e. A decision as to whether to grant a dispensation shall be made by a meeting of the Council, or committee or sub-committee for which the dispensation is required and that decision is final.
- f. A dispensation request shall confirm:
 - i. the description and the nature of the disclosable pecuniary interest or other interest to which the request for the dispensation relates;
 - ii. whether the dispensation is required to participate at a meeting in a discussion only or a discussion and a vote;
 - iii. the date of the meeting or the period (not exceeding four years) for which the dispensation is sought; and
 - iv. an explanation as to why the dispensation is sought.
- g. Subject to standing orders 13(d) and (g), a dispensation request shall be considered at the beginning of the meeting of the Council, or committee or sub-committee for which the dispensation is required.
- h. **A dispensation may be granted in accordance with standing order 13(e) if having regard to all relevant circumstances any of the following apply:**
 - i. **without the dispensation the number of persons prohibited from participating in the particular business would be so great a proportion of the meeting transacting the business as to impede the transaction of the business;**
 - ii. **granting the dispensation is in the interests of persons living in the Council's area; or**
 - iii. **it is otherwise appropriate to grant a dispensation.**

14. CODE OF CONDUCT COMPLAINTS

Updated April 2025 in accordance with NALC Model Standing Orders.

- a. **Upon notification by the Principal Council that a councillor or non-councillor with voting rights has breached the Council's code of conduct, the Council shall consider what, if any, action to take against them. Such action excludes disqualification or suspension from office.**

15. PROPER OFFICER

- a. The Proper Officer shall be either (i) the clerk or (ii) other staff member(s) nominated by the Council to undertake the work of the Proper Officer when the Proper Officer is absent.
- b. The Proper Officer shall:
 - i. **at least three clear days before a meeting of the council, a committee or a sub-committee, serve on councillors by delivery or post at their residences or by email authenticated in such manner as the Proper Officer thinks fit, a signed summons confirming the time, place and the agenda (provided the councillor has consented to service by email), and provide, in a conspicuous place, public notice of the time, place and agenda (provided that the public notice with agenda of an extraordinary meeting of the Council convened by councillors is signed by them).**
See standing order 3(b) for the meaning of clear days for a meeting of a full council and standing order 3(c) for the meaning of clear days for a meeting of a committee.
 - ii. subject to standing order 9, include on the agenda all motions in the order received unless a councillor has given written notice at least 6 days before the meeting confirming their withdrawal of it;
 - iii. **convene a meeting of the Council for the election of a new Chair of the Council, occasioned by a casual vacancy in their office;**
 - iv. **facilitate inspection of the minute book by local government electors;**
 - v. **receive and retain copies of byelaws made by other local authorities;**
 - vi. hold acceptance of office forms from councillors;

- vii. hold a copy of every councillor's register of interests;
- viii. assist with responding to requests made under freedom of information legislation and rights exercisable under data protection legislation, in accordance with the Council's relevant policies and procedures;
- ix. liaise, as appropriate, with the Council's Data Protection Officer (if there is one);
- x. receive and send general correspondence and notices on behalf of the Council except where there is a resolution to the contrary;
- xi. assist in the organisation of, storage of, access to, security of and destruction of information held by the Council in paper and electronic form subject to the requirements of data protection and freedom of information legislation and other legitimate requirements (e.g. the Limitation Act 1980);
- xii. arrange for legal deeds to be executed; (see also standing order 23);
- xiii. arrange or manage the prompt authorisation, approval, and instruction regarding any payments to be made by the Council in accordance with its financial regulations;
- xiv. record every planning application notified to the Council and the Council's response to the local planning authority in a book for such purpose;
- xv. refer a planning application received by the Council to all members of the Council within two working days of receipt to facilitate an extraordinary meeting if the nature of a planning application requires consideration before the next ordinary meeting of the Council;
- xvi. manage access to information about the Council via the publication scheme; and
- xvii. retain custody of the seal of the Council (if there is one) which shall not be used without a resolution to that effect. (see also standing order 23)

16. RESPONSIBLE FINANCIAL OFFICER

- a. The Clerk is also the Responsible Financial Officer.
- b. The Council shall appoint appropriate staff member(s) to undertake the work of the Responsible Financial Officer when the Responsible Financial Officer is absent.

17. ACCOUNTS AND ACCOUNTING STATEMENTS

- a. "Proper practices" in standing orders refer to the most recent version of "Governance and Accountability for Local Councils – a Practitioners' Guide".
- b. All payments by the Council shall be authorised, approved and paid in accordance with the law, proper practices and the Council's financial regulations.
- c. The Responsible Financial Officer shall supply to each councillor as soon as practicable after 30 June, 30 September and 31 December in each year a statement to summarise:
 - i. the Council's receipts and payments (or income and expenditure) for each quarter;
 - ii. the Council's aggregate receipts and payments (or income and expenditure) for the year to date;
 - iii. the balances held at the end of the quarter being reported and which includes a comparison with the budget for the financial year and highlights any actual or potential overspends.
- d. As soon as possible after the financial year end on 31 March, the Responsible Financial Officer shall provide:
 - i. each councillor with a statement summarising the Council's receipts and payments (or income and expenditure) for the last quarter and the year to date for information; and
 - ii. to the Council the accounting statements for the year in the form of Section 2 of the annual governance and accountability return, as required by proper practices, for consideration and approval.
- e. The year-end accounting statements shall be prepared in accordance with proper practices and apply the form of accounts determined by the Council (receipts and payments, or income and expenditure) for the year to 31 March. A completed draft annual governance and accountability return shall be presented to all councillors at least 14 days prior to anticipated approval by the Council. The annual governance and accountability return of the Council, which is subject to external audit, including the annual governance statement, shall be presented to the Council for consideration and formal approval before 30 June.

18. FINANCIAL CONTROLS AND PROCUREMENT

Updated April 2025 in accordance with NALC Model Standing Orders.

- a. The Council shall consider and approve financial regulations drawn up by the Responsible Financial Officer, which shall include detailed arrangements in respect of the following:

- i. the keeping of accounting records and systems of internal controls;
 - ii. the assessment and management of financial risks faced by the Council;
 - iii. the work of the independent internal auditor in accordance with proper practices and the receipt of regular reports from the internal auditor, which shall be required at least annually;
 - iv. the inspection and copying by councillors and local electors of the Council's accounts and/or orders of payments; and
 - v. whether contracts with an estimated value below £60,000 or due to special circumstances are exempt from a tendering process or procurement exercise.
- b. Financial regulations shall be reviewed regularly and at least annually for fitness of purpose.
- c. Subject to additional requirements in the financial regulations of the Council, the tender process for contracts for the supply of goods, materials, services or the execution of works shall include, as a minimum, the following steps:
- i. a specification for the goods, materials, services or the execution of works shall be drawn up;
 - ii. an invitation to tender shall be drawn up to confirm (i) the Council's specification (ii) the time, date and address for the submission of tenders (iii) the date of the Council's written response to the tender and (iv) the prohibition on prospective contractors contacting councillors or staff to encourage or support their tender outside the prescribed process;
 - iii. tenders are to be submitted in writing in a sealed marked envelope addressed to the Proper Officer;
 - iv. tenders shall be opened by the Proper Officer in the presence of at least one councillor after the deadline for submission of tenders has passed;
 - v. tenders are to be reported to and considered by the appropriate meeting of the Council or a committee or sub-committee with delegated responsibility.
- d. Neither the Council, nor a committee or a sub-committee with delegated responsibility for considering tenders, is bound to accept the lowest value tender.
- e. **Where the value of a contract is likely to exceed the threshold specified by the Government from time to time, the Council must consider whether the contract is subject to the requirements of the current procurement legislation and, if so, the Council must comply with procurement rules.** NALC's procurement guidance contains further details.

19. HANDLING STAFF MATTERS

- a. A matter personal to a member of staff that is being considered by a meeting of Council or of the Staffing Committee is subject to standing order 11.
- b. Subject to the Council's policy regarding absences from work, the Council's most senior member of staff shall notify the chair of the Council or, if they are not available, the Chair of the Staffing Committee of absence occasioned by illness or other reason and that person shall report such absence to the Council or the Staffing Committee at its next meeting.
- c. The chair of the Council or in their absence, the Chair of Staffing Committee shall upon a resolution conduct a review of the performance and annual appraisal of the work of the Proper Officer. The reviews and appraisal shall be reported in writing and are subject to approval by resolution by the Staffing Committee.
- d. Subject to the Council's policy regarding the handling of grievance matters, the Council's most senior member of staff (or other members of staff) shall contact the chair of the Council or the Chair of the Staffing Committee in their absence, in respect of an informal or formal grievance matter, and this matter shall be reported back and progressed by resolution of the Staffing Committee.
- e. Subject to the Council's policy regarding the handling of grievance matters, if an informal or formal grievance matter raised by the member of staff relates to the chair or vice-chair this shall be communicated to another member of the Council which shall be reported back and progressed by resolution of the Staffing Committee.
- f. Any persons responsible for all or part of the management of staff shall treat as confidential the written records of all meetings relating to their performance, capabilities, grievance or disciplinary matters.
- g. In accordance with standing order 11(a), persons with line management responsibilities shall have access to staff records referred to in standing order 19(f).

20. RESPONSIBILITIES TO PROVIDE INFORMATION

See also standing order 21.

- a. In accordance with freedom of information legislation, the Council shall publish information in accordance with its publication scheme and respond to requests for information held by the Council.
- b. In the event that the gross annual income or expenditure (whichever is higher) does not exceed £25,000 the Council shall publish information in accordance with the requirements of the Smaller Authorities (Transparency Requirements) (England) Regulations 2015.
- c. In the event that gross annual income or expenditure (whichever is the higher) exceeds £200,000 the Council shall publish information in accordance with the requirements of the Local Government (Transparency Requirements) (England) Regulations 2015.

21. RESPONSIBILITIES UNDER DATA PROTECTION LEGISLATION

Below is not an exclusive list. See also standing order 11.

- a. The Council may appoint a Data Protection Officer.
- b. The Council shall have policies and procedures in place to respond to an individual exercising statutory rights concerning their personal data.
- c. The Council shall have a written policy in place for responding to and managing a personal data breach.
- d. The Council shall keep a record of all personal data breaches comprising the facts relating to the personal data breach, its effects and the remedial action taken.
- e. The Council shall ensure that information communicated in its privacy notice(s) is in an easily accessible and available form and kept up to date.
- f. The Council shall maintain a written record of its processing activities.

22. RELATIONS WITH THE PRESS/MEDIA

- a. Requests from the press or other media for an oral or written comment or statement from the Council, its councillors or staff shall be handled in accordance with the Council's policy in respect of dealing with the press and/or other media.

23. EXECUTION AND SEALING OF LEGAL DEEDS

See also standing orders 15(b)(xii) and (xvii).

- a. A legal deed shall not be executed on behalf of the Council unless authorised by a resolution.
- b. **Subject to standing order 23(a), any two Councillors may sign, on behalf of the Council, any deed required by law and the Proper Officer shall witness their signatures.**

24. COMMUNICATING WITH DISTRICT AND COUNTY OR UNITARY COUNCILLORS

- a. An invitation to attend a meeting of the Council shall be sent, together with the agenda, to the ward councillor(s) of the District and County Council representing the area of the Council.
- b. Unless the Council determines otherwise, a copy of each letter sent to the District and County Council shall be sent to the ward councillor(s) representing the area of the Council.

25. RESTRICTIONS ON COUNCILLOR ACTIVITIES

- a. Unless duly authorised no councillor shall:
 - i. inspect any land and/or premises which the Council has a right or duty to inspect; or
 - ii. issue orders, instructions or directions.

26. STANDING ORDERS GENERALLY

- a. All or part of a standing order, except one that incorporates mandatory statutory or legal requirements, may be suspended by resolution in relation to the consideration of an item on the agenda for a meeting.
- b. A motion to add to or vary or revoke one or more of the Council's standing orders, except one that incorporates mandatory statutory or legal requirements, shall be proposed by a special motion, the written notice by at least 2 councillors to be given to the Proper Officer in accordance with standing order 9.
- c. The Proper Officer shall provide a copy of the Council's standing orders to a councillor as soon as possible following their election or co-option to office.
- d. The decision of the chair of a meeting as to the application of standing orders at the meeting shall be final.

Appendix 1

27. RULES OF DEBATE AT MEETINGS

- a. Motions on the agenda shall be considered in the order that they appear unless the order is changed at the discretion of the chair of the meeting.
- b. A motion (including an amendment) shall not be progressed unless it has been moved and seconded.
- c. A motion on the agenda that is not moved by its proposer may be treated by the chair of the meeting as withdrawn.
- d. If a motion (including an amendment) has been seconded, it may be withdrawn by the proposer only with the consent of the seconder and the meeting.
- e. An amendment is a proposal to remove or add words to a motion. It shall not negate the motion.
- f. If an amendment to the original motion is carried, the original motion (as amended) becomes the substantive motion upon which further amendment(s) may be moved.
- g. An amendment shall not be considered unless early verbal notice of it is given at the meeting and, if requested by the chair of the meeting, is expressed in writing to the chair.
- h. A councillor may move an amendment to their own motion if agreed by the meeting. If a motion has already been seconded, the amendment shall be with the consent of the seconder and the meeting.
- i. If there is more than one amendment to an original or substantive motion, the amendments shall be moved in the order directed by the chair of the meeting.
- j. Subject to standing order 1(k), only one amendment shall be moved and debated at a time, the order of which shall be directed by the chair of the meeting.
- k. One or more amendments may be discussed together if the chair of the meeting considers this expedient but each amendment shall be voted upon separately.
- l. A councillor may not move more than one amendment to an original or substantive motion.
- m. The mover of an amendment has no right of reply at the end of debate on it.
- n. Where a series of amendments to an original motion are carried, the mover of the original motion shall have a right of reply either at the end of debate on the first amendment or at the very end of debate on the final substantive motion immediately before it is put to the vote.
- o. Unless permitted by the chair of the meeting, a councillor may speak once in the debate on a motion except:
 - i. to speak on an amendment moved by another councillor;
 - ii. to move or speak on another amendment if the motion has been amended since they last spoke;
 - iii. to make a point of order;
 - iv. to give a personal explanation; or
 - v. to exercise a right of reply.
- p. During the debate on a motion, a councillor may interrupt only on a point of order or a personal explanation and the councillor who was interrupted shall stop speaking. A councillor raising a point of order shall identify the standing order which they consider has been breached or specify the other irregularity in the proceedings of the meeting they are concerned by.
- q. A point of order shall be decided by the chair of the meeting and their decision shall be final.
- r. When a motion is under debate, no other motion shall be moved except:
 - i. to amend the motion;
 - ii. to proceed to the next business;
 - iii. to adjourn the debate;
 - iv. to put the motion to a vote;
 - v. to ask a person to be no longer heard or to leave the meeting;
 - vi. to refer a motion to a committee or sub-committee for consideration;
 - vii. to exclude the public and press;
 - viii. to adjourn the meeting; or

- ix. to suspend particular standing order(s) excepting those which reflect mandatory statutory or legal requirements.
- s. Before an original or substantive motion is put to the vote, the chair of the meeting shall be satisfied that the motion has been sufficiently debated and that the mover of the motion under debate has exercised or waived their right of reply.
- t. Excluding motions moved under standing order 1(r), the contributions or speeches by a councillor shall relate only to the motion under discussion and shall not exceed 10 minutes without the consent of the chair of the meeting.

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The Standing Orders 2018 for England were updated in April 2022 (Model Standing Order 18 only) and April 2025 (Model Standing Orders 14 and 18).

HONEYBOURNE PARISH COUNCIL

Financial Regulations

Status	To be adopted at Annual Council Meeting, 6th May 2026
Minute number	26/724(iii)(e)
Date of review	Annual Council Meeting 2027

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These Financial Regulations govern the financial management of the council. They were produced based on NALC Model Financial Regulations (March 2025). Bold text indicates legal requirements which a council cannot change or suspend.

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.

- '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 reasonable 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 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 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 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

Updated to reflect The Procurement Act 2023 and The Procurement Regulations 2024.

- 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 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 Procurement Act 2023 and The Procurement Regulations 2024, 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 regarding the publication of invitations and notices.**
- 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:
 - specialist services, such as legal professionals acting in disputes;
 - repairs to, or parts for, existing machinery or equipment;
 - works, goods or services that constitute an extension of an existing contract;
 - 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 £3,000 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 £250 excluding 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 unless 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:
- any payments of up to £500 excluding VAT, within an agreed budget.

- payments of up to £3,000 excluding VAT in cases of serious risk to the delivery of council services or to public safety on council premises.
- 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.
- Fund transfers within the council's 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. 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 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 be written 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 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 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).
- 16.5 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 18 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.

Data Protection Policy

1. Introduction

- 1.1** The Council holds and processes information about employees, councillors, residents and members of the public, and other data subjects for administrative and public task purposes.
- 1.2** When handling such information, the Council, and all staff or others who process or use any personal data, must comply with the United Kingdom General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018 (DPA 2018). The UK GDPR was retained in UK domestic law by the European Union (Withdrawal) Act 2018 and applies in full since the end of the Brexit transition period on 31st December 2020.
- 1.3** This policy sets out the Council's commitment to lawful, fair and transparent data processing and the responsibilities of all those who handle personal data on the Council's behalf.

2. Data Protection Principles

- 2.1** There are six principles set out in Article 5 of the UK GDPR. In summary, personal data shall:
 - be processed lawfully, fairly and in a transparent manner in relation to the data subject;
 - be collected for specified, explicit and legitimate purposes and not further processed in a manner incompatible with those purposes;
 - be adequate, relevant and limited to what is necessary in relation to the purposes for which it is processed;
 - be accurate and, where necessary, kept up to date;
 - not be kept in a form which permits identification of data subjects for longer than is necessary for the purposes of processing; and
 - be processed in a manner that ensures appropriate security of personal data, including protection against unauthorised or unlawful processing and against accidental loss, destruction or damage.
- 2.2** The Council, as Data Controller, is responsible for, and must be able to demonstrate compliance with, these principles (the accountability principle – Article 5(2) UK GDPR).

3. Definitions

- 3.1** "Employees, councillors, residents and other data subjects" may include past, present and potential members of those groups.
- 3.2** "Other data subjects" and "third parties" may include contractors, suppliers, contacts, referees, and friends or family members of employees or residents.
- 3.3** "Processing" refers to any operation or set of operations performed on personal data, including obtaining, recording, storing, adapting, retrieving, using, disclosing, erasing or destroying information.
- 3.4** "Personal data" means any information relating to an identified or identifiable living individual (a data subject). An identifiable individual is one who can be identified, directly or indirectly, by reference to an identifier such as a name, an identification number, location data, or one or more factors specific to that person.
- 3.5** "Special category data" is personal data which, by its nature, is particularly sensitive. UK GDPR Article 9 identifies the following categories: racial or ethnic origin; political opinions; religious or philosophical beliefs; trade union membership; genetic data; biometric data (where used for identification); health data; data concerning sex life; and data concerning sexual orientation. Processing special category data requires a specific condition under Article 9(2) UK GDPR in addition to a lawful basis under Article 6.

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- 3.6** "Data Controller" means the person or organisation that determines the purposes and means of processing personal data. The Council is the Data Controller for personal data it holds.
- 3.7** "Data Processor" means any person or organisation that processes personal data on behalf of the Data Controller, such as contractors or software suppliers used by the Council.
- 3.8** "Data Protection Lead (DPL)" means the individual appointed by the Council to take operational responsibility for data protection compliance. For this Council the DPL is the Parish Clerk. Note: the Council is not currently required to formally designate a statutory Data Protection Officer under Article 37 UK GDPR, but has appointed a DPL as best practice.
- 3.9** "Lawful basis" means one of the six conditions in Article 6 UK GDPR which must exist before any personal data is processed. The Council will most commonly rely on: (a) legal obligation; (b) performance of a public task; or (c) legitimate interests, depending on the nature of the processing.

4. Responsibilities

- 4.1** The Council is the Data Controller and is responsible for ensuring that all processing of personal data for which it is responsible complies with the UK GDPR and the DPA 2018.
- 4.2** The Data Protection Lead is the Parish Clerk, who acts on behalf of the Council and is responsible for:
- fully observing the conditions regarding the fair collection and use of information;
 - meeting the Council's legal obligations to specify the purposes for which information is used;
 - ensuring only adequate, relevant and necessary personal data is collected and processed;
 - maintaining the quality and accuracy of information;
 - ensuring that the rights of data subjects can be fully exercised;
 - taking appropriate technical and organisational security measures to safeguard personal information;
 - ensuring that personal data is not transferred outside the United Kingdom without suitable safeguards; and
 - ensuring that all staff, volunteers and councillors who handle personal data understand their responsibilities, are appropriately trained, and are adequately supervised.
- 4.3** All councillors and staff must comply with this policy at all times. Appendix A sets out practical guidelines for those who process or may have access to personal data.
- 4.4** Where the Council engages a third-party Data Processor (for example, payroll providers or software suppliers), a written Data Processing Agreement must be in place in accordance with Article 28 UK GDPR before processing commences. The DPL is responsible for ensuring such agreements are in place and are reviewed periodically.

5. Lawful Basis for Processing

- 5.1** The Council must identify and document a lawful basis before processing any personal data. Depending on the activity, the Council will rely on one or more of the following:
- **Legal obligation** – where processing is necessary to comply with a legal obligation, for example employer obligations, audit requirements, or statutory council functions.
 - **Public task** – where processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the Council.
 - **Legitimate interests** – where processing is necessary for the legitimate interests of the Council or a third party, provided those interests are not overridden by the data subject's rights and freedoms.
 - **Consent** – where the data subject has given clear, informed and freely given consent. Consent must be recorded and can be withdrawn at any time.
- 5.2** The Council's lawful bases for its main processing activities are documented in its Record of Processing Activities (ROPA), which is maintained by the DPL and reviewed annually.

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5.3 Where the Council processes special category data, an additional condition under Article 9(2) UK GDPR must also be identified and documented.

6. Privacy Notices and Transparency

6.1 The Council has a duty under Articles 13 and 14 of the UK GDPR to provide data subjects with information about how their personal data will be used at the point of collection, or as soon as reasonably practicable where data is not collected directly from the individual.

6.2 The Council meets this duty through its Privacy Notice, which is published on the Council's website and is available from the Parish Clerk on request. The Privacy Notice is reviewed annually and updated whenever there is a material change to processing activities.

6.3 All forms and documents used to collect personal data must include a reference to the Privacy Notice or a brief fair processing statement.

7. Storage and Retention

7.1 Personal data is kept in secure paper-based systems and/or on a password-protected computer system. Access is restricted to those who need it for their work.

7.2 The Council will keep different types of information for different lengths of time, depending on legal, operational and audit requirements. Retention periods are set out in the Council's Retention Schedule, maintained by the Parish Clerk and based on guidance from the National Association of Local Councils (NALC).

7.3 When personal data is no longer required it will be disposed of securely. Paper records containing personal data must be shredded. Electronic records must be permanently deleted.

8. Data Subject Rights

8.1 Under UK GDPR, data subjects have the following rights:

- **The right to be informed** – to receive clear information about how their data is used, met through the Council's Privacy Notice.
- **The right of access** – to obtain a copy of the personal data held about them (Subject Access Request). The Council must respond within one calendar month at no charge.
- **The right to rectification** – to request correction of inaccurate or incomplete personal data.
- **The right to erasure ("right to be forgotten")** – to request deletion of personal data where there is no compelling reason for its continued processing. This right is not absolute and may not apply where processing is required by law.
- **The right to restrict processing** – to request that processing is limited in certain circumstances, for example while accuracy is contested.
- **The right to data portability** – to receive personal data in a structured, commonly used and machine-readable format, where processing is based on consent or contract and carried out by automated means.
- **The right to object** – to object to processing based on public task or legitimate interests. The Council must stop processing unless it can demonstrate compelling legitimate grounds.
- **Rights relating to automated decision-making and profiling** – not to be subject to a decision based solely on automated processing that has a significant effect. The Council does not currently carry out such processing.

8.2 Any data subject wishing to exercise any of the above rights should submit a written request to the Parish Clerk. The Council will respond within one calendar month of receipt. Where requests are complex or numerous, this period may be extended by a further two months; the data subject will be notified within the first month.

8.3 All rights requests must be recorded by the DPL regardless of outcome.

9. Personal Data Breaches

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- 9.1 A personal data breach is a breach of security leading to the accidental or unlawful destruction, loss, alteration, unauthorised disclosure of, or access to, personal data. This includes loss of a device, sending data to the wrong recipient, or accidental deletion.
- 9.2 Any member of staff, volunteer or councillor who becomes aware of, or suspects, a personal data breach must report it to the Parish Clerk (DPL) immediately.
- 9.3 Under Article 33 UK GDPR, the Council must notify the Information Commissioner's Office (ICO) of a notifiable breach without undue delay and, where feasible, within 72 hours of becoming aware of it, unless the breach is unlikely to result in a risk to the rights and freedoms of individuals.
- 9.4 Where a breach is likely to result in a high risk to the rights and freedoms of individuals, the Council must also notify the affected data subjects without undue delay (Article 34 UK GDPR).
- 9.5 All breaches, whether notifiable or not, must be recorded in the Council's Data Breach Log, maintained by the DPL. The log must include: the date and nature of the breach; the personal data affected; the likely consequences; and the remedial action taken.

10. Data Protection Impact Assessments

- 10.1 A Data Protection Impact Assessment (DPIA) is required under Article 35 UK GDPR before the Council undertakes any new processing activity that is likely to result in a high risk to the rights and freedoms of individuals. This includes, for example, large-scale processing of special category data or the introduction of new monitoring systems.
- 10.2 The DPL will determine whether a DPIA is required for any new processing activity and will document the assessment accordingly.

11. Breach of Policy

- 11.1 Compliance with the UK GDPR and this policy is the responsibility of all councillors and members of staff. Any deliberate or reckless breach of this policy by an employee may lead to disciplinary action and, where appropriate, legal proceedings. Breaches by councillors may result in appropriate action under the Code of Conduct.
- 11.2 Any individual who believes that the Council has breached any requirement of the UK GDPR or this policy should raise the matter with the Parish Clerk or the Chair of the Council.
- 11.3 A complaint may also be made directly to the Information Commissioner's Office (ICO):
ico.org.uk | 0303 123 1113 | Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF.

12. Review

This policy will be reviewed every three years, or sooner if there is a change to relevant Legislation or ICO guidance. The DPL is responsible for initiating each review and presenting any amendments to Full Council for approval.

Appendix A – Guidelines for Staff, Volunteers and Councillors

During the course of your duties with the Council, you will handle personal information such as names, addresses, telephone numbers and email addresses of members of the public. You may also encounter sensitive information while carrying out your role.

The UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018 require that personal information is collected and used fairly, stored safely and not disclosed to any other person unlawfully. These guidelines will help you meet those obligations. If you are in any doubt, please contact the Data Protection Lead (Parish Clerk).

Sharing of Personal Information

"Personal information" includes names, addresses, telephone numbers, email addresses, health information and any other details supplied by or about members of the public.

Such information may be shared between staff and councillors of the Council on a strict 'need to know' basis for legitimate work purposes. It must not be disclosed to anyone outside the Council without the explicit consent of the person concerned, or unless there is a clear lawful basis for doing so (for example, a legal obligation). If you are unsure whether you are permitted to share information, please seek advice from the Parish Clerk before doing so.

Unlawful Disclosure of Personal Information

Under the UK GDPR and DPA 2018, you may be committing a criminal offence if you knowingly or recklessly disclose personal information to anyone who is not entitled to receive it. Please take care in any conversations involving personal or sensitive information that could be overheard by those who should not have access to it.

Use of Files, Books and Other Paper Records

To prevent unauthorised access and accidental loss or damage to personal information held on paper, please take good care of files and other paper records and ensure that they are stored securely when not in use. Paper records containing personal data must never be left unattended in public areas.

Use of Email

Before sending emails, check carefully that they do not contain personal or sensitive information that the recipients should not have access to. Take particular care when forwarding emails or adding new recipients to an email chain. You may not forward an email containing another person's personal email address without their prior consent. If in doubt, redact personal email addresses from the body of any email chain before forwarding.

Use of Devices and Electronic Systems

The Council does not provide devices to councillors. Where councillors or staff access Council data or email on personal devices, they must ensure those devices are password or PIN protected, that Council emails and documents are not forwarded to personal email accounts, and that any Council data held on a personal device is deleted securely when it is no longer needed. Portable devices such as USB drives containing personal data must be encrypted where possible.

Disposal of Documents

Any paper documents containing personal or sensitive information must be destroyed securely by shredding. For larger quantities of confidential waste, the Council may arrange secure

collection with a certificated contractor. Personal data must never be placed in general waste or recycling.

Reporting a Data Breach

If you become aware of, or suspect, a personal data breach – including accidental loss or disclosure, sending data to the wrong recipient, or loss of a device – you must report it to the Parish Clerk immediately. Do not attempt to deal with the breach yourself without first notifying the Parish Clerk. Prompt reporting is essential; the Council may have a legal obligation to notify the ICO within 72 hours.

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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 700mm)	20th Feb 2025	473.32	473.32	Corner of Stephenson W: High Street	unknown		
Metal frame noticeboards 2 nos (1050mm x 700mm)	March 2025	473.32	473.32	School Road, High Street	unknown		
Metal frame noticeboards 2 nos (1050mm x 700mm)	April 2025	473.32	473.32	Stratford Road, outside Church	unknown		
Metal frame noticeboards 2 nos (1050mm x 700mm)	April 2025	473.32	473.32	Harvest Close, Village Hall	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 Road	unknown		
Metal 5 Bar vehicular access gate	unknown			Allotment- Mickleton Road			
Water tanks - 7 nos	unknown	1,050.00	1,050.00	Allotment- Mickleton Road	unknown		
		1,350.00	1,350.00				
Cemetery							
Bicycle Planters	January 2026			Entrance to Honeybourne Cemetery	unknown		
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		

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	unknown	330.00	330.00	Cemetery			
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							
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		
Defibrillator	unknown			Exterior wall of the One S			
Defibrillator	unknown	1,200.00	1,200.00	Phone kiosk - High Stree	unknown		
Disposal of VAS sign		-2,000.00	-2,000.00				
Dog Bin	unknown	330.00	330.00	Station Road	unknown		
Dog Bin	unknown	330.00	330.00	Westbourne	unknown		
Dog Bin	unknown	350.00	350.00	Harvest Close	unknown		
Dog Bin	unknown	330.00	330.00	Weston Road	unknown		
Evolis Radar Speed Sign - 3 nos	2/03/2022	4,399.88	7,099.00	Weston, Stratford & Brefo	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		
Irwill 3 Seater Recycle Plastic Garden bench	January 2026	350.00	350.00	Grove Avenue / Stratford	unknown		
Large litter bin	unknown	550.00	550.00	Station Road	unknown		
Large litter bin	unknown	550.00	550.00	Stephenson Way	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	700.00	700.00	Gate Inn cross road	unknown		
Large litter bin	unknown	550.00	550.00	Elm Green	unknown		
Large litter bin	unknown	550.00	550.00	School Street/ High Stree	unknown		
Large litter bin	unknown	550.00	550.00	Grove Avenue / Stratford	unknown		
Large litter bin	unknown	550.00	550.00	Grove Avenue			
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 Crossii	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	School Gate	unknown		
Small Free Standing bin	unknown	175.00	175.00	High Street Shops	unknown		
Small Free Standing bin	unknown	175.00	175.00	Station Road	unknown		
Small Free Standing bin	unknown	175.00	175.00	Village hall			
Small Free Standing bin	unknown	175.00	175.00	Brick Walk/ High Street	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		

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	Elm Green	unknown		
Village Green	unknown	1.00	1.00	Gloster Ades	unknown		
Village Green	unknown	1.00	1.00	Brick Walk	unknown		
Village Green	unknown	1.00	1.00	Brick Walk/ High Street	unknown		
Wooden Bench	unknown	350.00	350.00	Brick Walk/High Street	unknown		
Wooden Planter	March 2026	17.00	17.00	Honeybourne sign - Buck	unknown		
		33,046.51	35,745.63				
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		
Bicycle racks	January 2026			Honeybourne Sports Fiel	unknown		
Bollards - 20 nos	unknown	2,000.00	2,000.00	Car park - Recreation Sp	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
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		
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		
Defibrillator	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		

Honeybourne Parish Council

Fixed Assets and Long Term Investments

Asset Description	Date Acquired	Purchase Value	Current Value	Location /Responsibility	Estimated Life	Usage/Capacity	Charges
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	-		
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	

Honeybourne Parish Council
Fixed Assets and Long Term Investments

Asset Description	Date Acquired	Purchase Value	Current Value	Location /Responsibility	Estimated Life	Usage/Capacity	Charges
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		
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 holder	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 eq	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

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

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		

Honeybourne Parish Council
Fixed Assets and Long Term Investments

Asset Description	Date Acquired	Purchase Value	Current Value	Location /Responsibility	Estimated Life	Usage/Capacity	Charges
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	8th July 2022	175.00	175.00	The Leys Playing Field H	unknown		
Dog Bin	unknown	330.00	330.00	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		

Honeybourne Parish Council
Fixed Assets and Long Term Investments

Asset Description	Date Acquired	Purchase Value	Current Value	Location /Responsibility	Estimated Life	Usage/Capacity	Charges
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		
		71,274.12	71,274.12				
Grand Total:		498,502.85	500,621.93				

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 30/04/2026			
	Cash in Hand 01/04/2026			117,618.46
	ADD			
	Receipts 01/04/2026 - 30/04/2026			62,664.45
				180,282.91
	SUBTRACT			
	Payments 01/04/2026 - 30/04/2026			12,791.23
A	Cash in Hand 30/04/2026 (per Cash Book)			167,491.68
	Cash in hand per Bank Statements			
	Petty Cash	30/04/2026	0.00	
	Lloyds Business Bank Instant	30/04/2026	160,087.81	
	Lloyds Treasurers Account	30/04/2026	7,277.09	
	Prepaid Debit Card Equals	30/04/2026	126.78	
				167,491.68
	Less unrepresented payments			
				167,491.68
	Plus unrepresented receipts			
B	Adjusted Bank Balance			167,491.68
	A = B Checks out OK			

Agenda item	26/730(a)
Report author	Linda Stanton, Parish Clerk
Appendix	Appendix A — Photograph: Grass verge at Co-op turning, Sycamore Drive
Purpose	To seek Full Council approval for the installation of two additional dog bins at locations confirmed as suitable following a joint site visit with Worcestershire County Council Highways and Wychavon District Council Street Scene and Amenities officers.

RECOMMENDATION

Full Council is recommended to consider and, if minded, resolve to:

- Approve the installation of two dog bins at the locations confirmed as suitable in Section 4 of this report, namely: the 30mph post on Station Road near the junction with Sycamore Drive; and at the entrance to public footpath HY-527 on Stratford Road; and
- Approve the total capital expenditure of £947.57 for the supply and fitting of the bins from the Wychavon District Council Street Scene and Amenities quotation, to be funded from the Environment budget; and
- Note that the annual emptying cost of £389.47 per annum will commence immediately upon installation and will be met from the Environment budget in the current financial year.

1. Background

The open space adjacent to Sycamore Drive, Honeybourne, forms part of the Bramble Chase Estate and is managed by the estate management company. The land is not owned or maintained by the Parish Council. The open space is accessible to residents from the surrounding area, including from Sycamore Drive, Harvard Avenue, and via public footpath HY-527 which connects the wider area to Stratford Road.

Following the removal of bins from the open space by the estate management company, a number of residents approached the Parish Council requesting the provision of additional bins in the area. The Clerk undertook a thorough investigation, including a joint site visit with officers from Worcestershire County Council (WCC) Highways and Wychavon District Council (WDC) Street Scene and Amenities, to establish which locations, if any, were suitable for the installation of bins on land over which the Parish Council has authority or consent to act.

2. Locations Investigated

Bins may only be installed on adopted highway land or land owned by the Parish Council. The following locations were assessed and found to be unsuitable, as confirmed jointly by the WCC Highways officer and WDC Street Scene and Amenities Officer following the site visit:

Location	Reason Unsuitable	Confirmed By
Grass verge at Co-op turning, Sycamore Drive	Private land — well outside adopted highway limits. See photograph at Appendix A.	WCC Highways officer and WDC Street Scene and Amenities Officer
Chestnut Walk (off Dudley Road)	Private land — highway limits end at the entrance to the garages and do not include the garage forecourt or surrounding area.	WCC Highways officer and WDC Street Scene and Amenities Officer
Harvard Avenue	Private land — highway limits end adjacent to No. 1 Harvard Avenue.	WCC Highways officer and WDC Street Scene and Amenities Officer
Grass verges, Dudley Road	Private land. Where any highway land exists, the highway authority confirmed that installation would not be permitted as it would require excavation of the existing tarmac surface.	WCC Highways officer and WDC Street Scene and Amenities Officer

Stratford Road — location claimed by a resident to have previously had a bin	No bin has ever been installed at this location. The resident's claim cannot be substantiated from the Council's records or officer knowledge.	Clerk's records and WDC Street Scene and Amenities Officer
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3. Existing Bin Provision in the Area

The Clerk carried out a review of existing bin provision in the area surrounding the open space. There is already reasonable provision as follows:

Location	Existing Provision	Notes
Station Road	3 dog bins mounted on highway posts; 2 normal litter bins on the highway verge, including at the corner of Stephenson Way.	All on adopted highway land.
Harvard Avenue	1 dog bin mounted on the bus stop post.	Approximately 75 metres from the boundary of the Bramble Chase open space, providing bin provision for residents accessing or leaving the open space from Harvard Avenue.

The open space can be accessed from multiple directions including via Sycamore Drive/Station Road and via Harvard Avenue. Existing bin provision is available in proximity to both access points. Public footpath HY-527, which provides a walking route between the village and Church Honeybourne, is accessible from the Stratford Road area. Users of this footpath will benefit from the proposed new dog bin located at the footpath HY-527 entrance on Stratford Road. Residents exiting the open space from Sycamore Drive will find the proposed new dog bin approximately 50 metres from the exit at the junction with Station Road, with the existing bin at the corner of Stephenson Way approximately 120 metres from the exit.

4. Proposed Viable Locations

Following the joint site visit, two locations on adopted highway land have been confirmed as suitable for the installation of dog bins by the WDC Street Scene and Amenities Officer:

- Station Road — one dog bin to be mounted on the existing 30mph speed limit post near the junction with Sycamore Drive. This is consistent with established practice along Station Road where dog bins are already mounted on highway posts.
- Stratford Road — one dog bin to be mounted at the entrance to public footpath HY-527 on Stratford Road.

5. Financial Implications

A quotation has been obtained from Wychavon District Council Street Scene and Amenities. The costs are as follows:

Item	Cost
2 x dog bins (supply)	£700.00
2 x fitting (£44.82 per bin)	£89.64
Subtotal	£789.64
20% admin fee (WDC)	£157.93
Total capital cost	£947.57
2 x annual emptying (£162.28 per bin per annum)	£324.56 pa
20% admin fee on emptying	£64.91 pa
Total annual emptying cost	£389.47 pa

The capital cost of £947.57 will be met from the Environment budget. Members are advised that whilst funds remain in the Environment budget, those funds are already committed to other planned expenditure within the current financial year. Approval of this expenditure will therefore leave no unallocated budget available for any further bin installations in 2026/2027.

The annual emptying cost of £389.47 per annum will commence immediately upon installation and will be met from the Environment budget in the current financial year.

APPENDIX A — Photograph: Grass verge at Co-op turning, Sycamore Drive

The photograph below shows the grass verge at the Co-op turning on Sycamore Drive, identified as a potential bin location. The landscaped planted bed and metal railings visible in the photograph confirm that this land forms part of the private retail development and is not adopted highway land.



Agenda item	26/730(b)
Report author	Linda Stanton, Parish Clerk
Appendix	Appendix 9 — Allotment Plot Holder Licence (Version 2, May 2026), Structure Application Form and Wildlife Pond Application Form
Purpose	To seek Full Council approval of the revised Allotment Plot Holder Licence (Version 2, May 2026) for issue to all current plot holders.

RECOMMENDATION

The Council is recommended to:

- Approve the revised Allotment Plot Holder Licence (Version 2, May 2026) for issue to all current plot holders with effect from 1 April 2026; and
- Authorise the Parish Clerk to issue the revised licence to all current plot holders and to forward the supporting Structure Application Form and Wildlife Pond Application Form to HAGA for use in the day-to-day management of the site.

1. Background

The Parish Council holds allotment land under a tenancy agreement with the Heart of England Forest and sublets individual plots to residents under a plot holder licence. The Honeybourne Allotment Gardens Association (HAGA) was established in early 2026 and a Service Level Agreement (SLA) between the Council and HAGA was approved at Full Council on 10 February 2026, delegating day-to-day management of the site to HAGA whilst the Council retains overall responsibility as the statutory allotment authority.

The existing plot holder licence predated the current governance arrangements and contained a number of provisions that required updating, including references to a former administrator who is no longer involved in the site.

2. Changes from the Existing Licence

The revised licence incorporates the following key changes:

- Deposit removed — the deposit clause has been removed as it is no longer applicable.
- Updated fee schedule — annual rent of £27.50 plus HAGA membership fee of £7.50 (total £35.00 per plot), reflecting the current fee structure.
- Gendered language removed — all references to “his” or “his family” replaced with gender-neutral language throughout.
- Notice periods corrected — updated to reflect the requirements of the Allotments Acts 1908–1950.
- No livestock — the prohibition on keeping livestock including hens, rabbits, bees and pigs is retained and clarified, made pursuant to section 12 of the Allotments Act 1950.
- Storage — explicit prohibition on using plots or structures for storage of items unrelated to cultivation.
- Site security — conditions added covering allotment gates, height restriction barrier, access combination, deliveries and personal liability for delivery damage.
- Vehicles and parking — designated parking area only, considerate parking reminder, personal liability for highway parking incidents.
- Noise — powered equipment not permitted before 9.00am or after 6.00pm, or before 10.00am on Sundays and Bank Holidays.
- Children — explicit requirement for children to be supervised by a responsible adult at all times.
- Water — rainwater collection permitted, no connections to site or mains water supply without approval.
- Structures — sheds, greenhouses and polytunnels to be approved by HAGA against the Council’s Structures Specification (maximum 8 feet x 6 feet footprint, 8 feet height, 2 feet setback). HAGA notifies the Parish Clerk of all approvals.
- Wildlife ponds — permitted subject to prior HAGA approval and compliance with the Council’s Wildlife Pond Specification, incorporating RoSPA safety guidance (maximum 1 metre x 1 metre, 40cm depth, rigid galvanised steel mesh cover at all times).
- Vacating — plot holders must notify both the Parish Clerk and HAGA in writing on giving notice; Council reserves the right to recover clearance costs.
- Non-cultivation — added as a specific ground for termination on one month’s notice.
- Rolling licence — the licence continues on a rolling basis; annual payment of the invoice constitutes acceptance of current terms.
- Former administrator references — all references to the previous administrator removed throughout.

HONEYBOURNE PARISH COUNCIL

ALLOTMENT PLOT HOLDER LICENCE

This Licence is made between Honeybourne Parish Council (“the Council”) of Honeybourne Village Hall, Harvest Close, Honeybourne, WR11 7RH and the Licensee named below.

Licensee Name:

Licensee Address:

Plot Number(s):

Commencement Date: 1 April 2026

Annual Rent: £27.50 per plot, payable 1st April each year

HAGA Membership Fee: £7.50 per annum (included in total payment of £35.00)

This Licence does not create a tenancy or any legal interest in or rights over the land. The Council retains full ownership and control of the land at all times. The rent is subject to annual review by the Council. This Licence shall continue on a rolling basis until terminated in accordance with the termination clauses below. The Council will issue an annual reminder to all Licensees of the terms of this Licence. Continued occupation of the plot(s) and payment of the annual invoice shall be deemed acceptance of the current terms and any revised rent.

This Licence is granted subject to the following conditions:

USE AND CULTIVATION

1. The annual rent of £27.50 per plot shall be paid to the Council by 1st April each year, together with the HAGA membership fee of £7.50, making a total payment of £35.00 per plot.
2. The plot(s) shall be used solely for the cultivation of vegetables, fruit and flowers for the personal use of the Licensee and their household. No plot shall be used for trade, business or residential purposes. The plot(s) shall not be used for the storage of materials, equipment or items unrelated to cultivation. Any shed or structure on the plot may only be used for the storage of gardening tools and equipment directly related to the cultivation of the plot.
3. The Licensee shall keep the plot(s) in a clean, tidy and good state of cultivation and fertility at all times, preventing the spread of injurious weeds as defined by the Weeds Act 1959.
4. No livestock of any kind shall be kept on the plot(s), including hens, rabbits, bees or pigs. This restriction is made pursuant to section 12 of the Allotments Act 1950.
5. The Licensee shall not sublet, assign or part with possession of the plot(s) without the written consent of the Council.

SITE RULES AND CONDUCT

6. The Licensee shall not cause nuisance or annoyance to other plot holders or obstruct any path on the site. Plot holders are expected to be considerate to neighbouring residents and road users at all times.
7. The use of powered equipment including lawn mowers, strimmers and other machinery is not permitted before 9.00am or after 6.00pm on any day, or before 10.00am on Sundays and Bank Holidays.
8. Children must be supervised by a responsible adult at all times whilst on the allotment site.
9. Dogs must be kept under the full control of the Licensee at all times on the site.
10. The allotment gates must be kept closed and locked at all times. If you are the last person to leave the allotment site it is your responsibility to ensure the allotment gates are left locked and secure. The gates have been set back from the highway to provide a safe pull-off area for plot holders to open and close the gates. Vehicles must not be parked in front of the allotment gates at any time as this obstructs access to the site and may prevent emergency vehicles from entering.
11. The access combination for the allotment gates and height restriction barrier is provided to plot holders for the purpose of accessing the allotment site. The combination must not be disclosed to any person who is not a current plot holder, including delivery drivers, contractors, friends or family members. The allotment gates and height restriction barrier must be relocked immediately

after each use. Where a plot holder arranges a delivery to the site or requires access for a high-sided vehicle, the plot holder must be present throughout and is personally responsible for supervising access and ensuring the allotment gates and height restriction barrier are relocked after use. Deliveries must not be arranged at times when the plot holder cannot be present on site. The Licensee shall be personally liable for any damage caused to the site, its gates, barriers, infrastructure or any other property arising from a delivery arranged by the Licensee, and the Council reserves the right to recover the cost of any such damage from the Licensee. The Parish Clerk must not be contacted in connection with deliveries or site access arrangements and accepts no responsibility in this regard.

1. All vehicles must be parked within the designated parking area only. Plot holders are reminded to be considerate to neighbouring residents and road users at all times. Plot holders are advised that parking on the public highway adjacent to the site may obstruct other road users and that in the event of an accident arising from inconsiderate parking, personal liability may rest with the plot holder concerned. The Parish Council accepts no liability in this regard.
2. No burning of any materials is permitted on the plot(s).
3. The collection of rainwater on individual plots using water butts or similar containers is permitted. No hosepipes, sprinklers or irrigation equipment may be used. The communal water supply must not be monopolised. No additional water tanks, troughs or water infrastructure may be installed on the site without the prior written approval of the Parish Council. No connection to the existing site water supply or mains water supply may be made without the prior written approval of the Parish Council and the landowner.
4. No chemicals shall be stored on the plot(s). Where chemicals are used, manufacturer's instructions must be followed. Organic alternatives are recommended.
5. No refuse or decaying matter shall be deposited on the plot(s) except compost and manure in quantities reasonably required for cultivation.
6. Only fruit trees may be grown. No hedges or trees that would shade an adjacent plot may be planted. Plot boundary hedges and fences shall not exceed 1 metre in height.

STRUCTURES AND WILDLIFE PONDS

7. No shed, greenhouse, polytunnel or other structure may be erected without prior written approval. Applications must be submitted to HAGA using the Council's standard application form and assessed against the Council's Structures Specification. HAGA will notify the Parish Clerk of all approvals. All structures must comply with the following:
 - Maximum footprint: 8 feet x 6 feet (2.4m x 1.8m)
 - Maximum height: 8 feet (2.4m) at any point
 - Minimum setback: 2 feet from any path or plot boundary
 - No structure may unreasonably shade an adjacent plot
 - Adequate rainwater collection must be provided
 - No asbestos may be used in construction
 - The Licensee is responsible for removal of all structures on or before vacating the plot
8. Wildlife ponds can enhance biodiversity on allotment plots. However, the Council has a duty of care to all site users. According to the Royal Society for the Prevention of Accidents (RoSPA), garden ponds are involved in one in four of all child drownings in the home, and drowning can occur in as little as 10 centimetres of water. The following conditions are therefore required to mitigate risk.

To enable wildlife such as frogs, toads and newts to enter and exit the pond freely, gently sloping edges are required on at least one side of the pond. No wildlife pond may be installed without prior written approval.

Applications must be submitted to HAGA using the Council's standard application form and assessed against the Council's Wildlife Pond Specification. HAGA will notify the Parish Clerk of all approvals. All ponds must comply with the following:

- Maximum size: 1 metre x 1 metre, maximum depth: 40 centimetres
- The pond must be designed with gently sloping edges on at least one side to allow wildlife access
- No excavated earth may be removed from the site

- A rigid galvanised steel mesh cover of minimum 8mm diameter wire with a maximum grid size of 80mm x 80mm must be fitted over the pond at all times. The mesh must be fixed above water level, firmly secured and capable of supporting the weight of a child. In accordance with RoSPA guidance, chicken wire or lightweight mesh is not acceptable.
- On vacating the plot all non-biodegradable materials must be removed and the cavity backfilled to level
- The Licensee accepts full personal responsibility for the pond and shall indemnify the Council against any claim, loss or damage arising from it

OBLIGATIONS AND LIABILITY

9. The Licensee shall not, without the written consent of the Council, cut or prune any trees, or remove any mineral, gravel, sand or clay from the site.
10. Any member or officer of the Council may enter and inspect the plot(s) at any time when directed by the Council.
11. The Council shall not be responsible for any damage or theft on the plot(s). Plot holders are advised to arrange their own insurance for tools, equipment and structures.
12. On giving notice to vacate, the Licensee must notify both the Parish Clerk and HAGA in writing. The plot(s) must be left in a clean and tidy condition with all rubbish and structures in disrepair removed. Where clearance works are required following vacating the plot, the Council reserves the right to carry out or arrange the necessary works and to recover the reasonable costs from the former Licensee.
13. The Licensee shall automatically become a member of the Honeybourne Allotment Gardens Association (HAGA) and shall comply with HAGA membership rules as amended from time to time.
14. The Licensee shall observe such conditions of the Council’s landowner agreement as are applicable to individual plot holders.

TERMINATION

15. This Licence shall terminate on the yearly rent day next after the death of the Licensee, and shall also terminate whenever the Council’s licence or right of occupation of the land terminates.
16. The Council may terminate this Licence by re-entry after one month’s written notice if: (a) rent is in arrears for 40 or more days; (b) the Licensee is in breach of any condition of this Licence or becomes bankrupt; or (c) the plot(s) are not being maintained in a good state of cultivation in accordance with Clause 3 of this Licence or in accordance with the rules of good husbandry.
17. Either party may terminate this Licence by giving not less than six months’ notice in writing to the other party.

SIGNATURES

By signing below the Licensee confirms they have read, understood and agree to comply with all conditions set out in this Licence.

Signed by the Licensee

Signature:

Print Name:

Date:

Countersigned on behalf of Honeybourne Parish Council

Signature:

Name: Linda Stanton

Position: Parish Clerk / Responsible Financial Officer

Date:

HONEYBOURNE PARISH COUNCIL

APPLICATION TO SITE A STRUCTURE ON THE ALLOTMENT SITE

This form must be completed and submitted to HAGA before any structure is erected on the allotment site. No structure may be erected until written approval has been received from HAGA. Applications will be assessed against the Council's Structures Specification. HAGA will notify the Parish Clerk of all approvals.

SECTION 1 — APPLICANT DETAILS

Full Name	
Plot Number(s)	
Contact Telephone	
Email Address	
Date of Application	

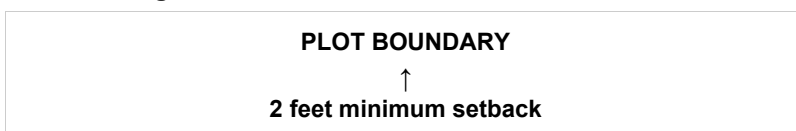
SECTION 2 — STRUCTURE DETAILS

Type of Structure	
Type	Shed / Greenhouse / Polytunnel / Other (please specify)
New or Second Hand	
Dimensions — must not exceed 8 feet x 6 feet footprint and 8 feet height	
Length feet
Width feet
Height at highest point feet
Materials	
Main construction material	e.g. timber, polycarbonate
Roof material	e.g. felt, polycarbonate, metal
Colour of structure	
Colour of roof	
Additional Details	
Windows? (Y/N)	If yes, describe
Anchored to ground? (Y/N)	If yes, describe method
Rainwater collection? (Y/N)	If yes, describe method

SECTION 3 — SITING AND SETBACK

Please confirm the proposed position of the structure on your plot. All structures must be set back at least 2 feet from any path or plot boundary and must not unreasonably shade an adjacent plot.

Setback diagram — for reference:



Signature of Licensee	
Print Name	
Date	

SECTION 6 — FOR HAGA USE ONLY

To be completed by the HAGA Chair following assessment of the application.

HAGA Decision	
Decision	APPROVED / REFUSED / FURTHER INFORMATION REQUIRED
Reason (if refused or further information required)	
Any conditions attached to approval	
Date of decision	
Signature of HAGA Chair	
Print Name	Trevor Askew
Parish Clerk Notification	
Date notification sent to Parish Clerk	

*Submit completed form to: HAGA Chair, Trevor Askew — trevorhagachair@outlook.com
Do not contact the Parish Clerk in connection with this application.*

HONEYBOURNE PARISH COUNCIL

APPLICATION TO INSTALL A WILDLIFE POND ON THE ALLOTMENT SITE

This form must be completed and submitted to HAGA before any wildlife pond is installed on the allotment site. No pond may be installed until written approval has been received from HAGA. Applications will be assessed against the Council's Wildlife Pond Specification. HAGA will notify the Parish Clerk of all approvals.

Important safety information: Wildlife ponds can enhance biodiversity on allotment plots. However, the Council has a duty of care to all site users. According to the Royal Society for the Prevention of Accidents (RoSPA), garden ponds are involved in one in four of all child drownings in the home, and drowning can occur in as little as 10 centimetres of water. The following conditions are therefore required to mitigate risk.

To enable wildlife such as frogs, toads and newts to enter and exit the pond freely, gently sloping edges are required on at least one side of the pond.

SECTION 1 — APPLICANT DETAILS

Full Name	
Plot Number(s)	
Contact Telephone	
Email Address	
Date of Application	

SECTION 2 — POND DETAILS

Type of Pond — must not exceed 1 metre x 1 metre and 40cm depth	
Type of pond	Rigid container / Pond liner / Other (please specify)
If rigid container — material	e.g. plastic, fibreglass
If pond liner — type of liner	e.g. butyl rubber, PVC, EPDM
If other — please describe	
Dimensions — must not exceed 1 metre x 1 metre and 40 centimetres depth	
Length metres or centimetres
Width metres or centimetres
Proposed maximum depth centimetres (maximum 40cm permitted)
Sloping Edges — required for wildlife access	
Which side(s) will have gently sloping edges?	Wildlife must be able to enter and exit the pond
Describe how sloping edges will be constructed	
Excavation	
Depth of excavation required centimetres
Volume of earth to be excavated litres / cubic metres (approximate)
Where will excavated earth be kept?	Note: excavated earth must remain on site
Edging and Finishing	
How will the pond edges be finished?	e.g. turf, stones, timber edging

How will edges be secured to prevent trip hazard?	
Mesh Cover — required at all times in accordance with RoSPA guidance	
Type of mesh	Must be rigid galvanised steel, minimum 8mm diameter wire, maximum grid size 80mm x 80mm. Chicken wire or lightweight mesh is NOT acceptable.
How will mesh be secured and fixed above water level?	
Confirm mesh can support the weight of a child (Y/N)	

SECTION 3 — PHOTOGRAPHS

Please attach the following photographs to this application:

<input type="checkbox"/>	Photograph of the plot showing the proposed location of the pond BEFORE installation
<input type="checkbox"/>	Photograph of the installed pond AFTER installation showing the mesh in place (to be submitted to HAGA within 14 days of installation)
<input type="checkbox"/>	Photograph showing how the pond edges have been finished and secured

SECTION 4 — DECLARATION BY LICENSEE

By signing below I confirm that:

<input type="checkbox"/>	I have read and understood the Council's Wildlife Pond Specification and my Allotment Plot Holder Licence.
<input type="checkbox"/>	I have read and understood the RoSPA safety guidance on pond safety referenced in this form.
<input type="checkbox"/>	The pond will not exceed 1 metre x 1 metre in size and 40 centimetres in depth.
<input type="checkbox"/>	The pond will be designed with gently sloping edges on at least one side to allow wildlife access.
<input type="checkbox"/>	No excavated earth will be removed from the allotment site.
<input type="checkbox"/>	A rigid galvanised steel mesh cover of minimum 8mm diameter wire with a maximum grid size of 80mm x 80mm will be fitted over the pond at all times, fixed above water level, firmly secured and capable of supporting the weight of a child.
<input type="checkbox"/>	I understand that chicken wire or lightweight mesh is not acceptable.
<input type="checkbox"/>	On vacating the plot I will remove all non-biodegradable materials used in the construction of the pond and backfill the cavity to level.
<input type="checkbox"/>	I accept full personal responsibility for the pond and agree to indemnify Honeybourne Parish Council against any claim, loss or damage arising from the installation or presence of the pond on my plot.
<input type="checkbox"/>	I understand that approval may be withdrawn if the pond does not comply with the conditions of my Licence.
<input type="checkbox"/>	I understand that the Parish Council and HAGA accept no liability for any loss, damage or injury arising from the pond.
<input type="checkbox"/>	I understand that children must be supervised by a responsible adult at all times on the allotment site regardless of any safety measures in place.

Signature of Licensee	
Print Name	
Date	

SECTION 5 — FOR HAGA USE ONLY

To be completed by the HAGA Chair following assessment of the application.

HAGA Decision	
Decision	APPROVED / REFUSED / FURTHER INFORMATION REQUIRED
Reason (if refused or further information required)	
Any conditions attached to approval	
Date of decision	
Signature of HAGA Chair	
Print Name	Trevor Askew
Parish Clerk Notification	
Date notification sent to Parish Clerk	

*Submit completed form to: HAGA Chair, Trevor Askew —trevorhagachair@outlook.com
Do not contact the Parish Clerk in connection with this application.*

Agenda item	26/730(c)
Report author	Linda Stanton, Parish Clerk
Appendix	Honeybourne Community Survey Engagement Report, Version 1, April 2026 (Andrea Pellegram Ltd)
Purpose	To enable Full Council to consider the recommendation of the NDP Review Steering Group meeting of 28th April 2026 that the Parish Council proceeds with housing site allocations and a Call for Sites process as part of the Neighbourhood Plan Review, and to consider associated budget implications.

RECOMMENDATION FROM THE NDP REVIEW STEERING GROUP

That the Full Parish Council resolves to:

- Proceed with housing site allocations as part of the Honeybourne Neighbourhood Plan Review 2026 (Option 2 — see Section 5); and
- Authorise the Planning Consultant to proceed with a formal Call for Sites process, the costs of which will be met from the existing Neighbourhood Plan Review budget; and
- Delegate authority to the Clerk, in consultation with the NDP Review Steering Group Chair, to commission work required to progress the Call for Sites process within the approved budget.

1. Purpose of this Report

This report is brought before Full Council following the NDP Review Steering Group meeting held on 28th April 2026, at which the question of housing site allocations and the Call for Sites process were considered in detail. The Steering Group has made a recommendation to Full Council, set out above. Members are asked to consider and, if agreed, resolve to approve it.

2. Background

Honeybourne's Neighbourhood Development Plan (NDP) was made (adopted) in April 2020. The Parish Council resolved to undertake a review to ensure the plan remains up to date, particularly in light of changes to national planning policy and the adoption of the South Worcestershire Development Plan Review (SWDPR) on 25th March 2026.

A planning consultant (Nick Pellegram, Andrea Pellegram Ltd) has been appointed to advise the Steering Group. A community survey was conducted between 9th and 31st March 2026, with 96 responses received (77 physical copies distributed to every household and 19 online). The survey was analysed by the Planning Consultant and the resulting Engagement Report was presented to the Steering Group at its meeting of 28th April 2026.

3. Community Survey — Housing Findings

The Engagement Report sets out the findings of the community survey in full. In relation to housing, the key finding is that the community is supportive of the Neighbourhood Plan allocating housing sites:

Response	Number	Percentage
Yes — support allocating sites	60	67%
Maybe	14	18%
No	16	16%

The community survey results therefore show clear support for allocating housing sites. The Engagement Report notes that the core planning benefit of site allocations is the protection afforded by Paragraph 14 of the National Planning Policy Framework (NPPF), which gives greater weight against speculative planning applications that do not accord with the plan. To benefit fully from this protection, the Neighbourhood Plan needs to demonstrate that it meets housing need.

4. Available Sites — SHELAA and Wychavon's Advice

Wychavon District Council confirmed in October 2025 that three sites in Honeybourne were assessed through the Strategic Housing Land Availability Assessment (SHELAA) process and were “ruled in” as possible options:

- Bretforton Road, Honeybourne
- Corner Farm, Bretforton Road, Honeybourne
- Land off Weston Road, Honeybourne

None were carried forward for allocation in the SWDPR, primarily due to concerns about the impact on the conservation area and ribbon development in the open countryside.

Wychavon strongly advised against allocating the Bretforton Road site, as outline planning permission has already been granted (W/25/01580/OUT for up to 24 dwellings) and a reserved matters application (W/26/00521/RM) is currently under consideration. Allocating a site with existing permission would not add meaningful weight to the plan and could leave the Parish without a future housing land supply for the plan period. Wychavon’s clear advice is that allocating new sites without existing permission gives the Neighbourhood Plan greater weight, longevity, and better protection against speculative development. A formal Call for Sites will identify what additional sites may be available.

5. Options Considered by the Steering Group

At the meeting of 28th April 2026 the Steering Group considered three options in the context of the Engagement Report and the advice received from the Planning Consultant and Wychavon District Council. The Steering Group resolved to recommend Option 2 to Full Council.

Option	Description
<p>Option 1 Allocate a minimum number of sites</p>	<p>Allocate a minimum number of sites (potentially one site) sufficient to satisfy the Basic Conditions test and demonstrate that housing need has been addressed. Wychavon has confirmed that the current housing requirement for Honeybourne under the SWDPR is “zero”, meaning that technically a single dwelling allocation would satisfy the requirement.</p> <p>However, the Engagement Report cautions that the “zero” figure was assessed under an older version of the NPPF and does not reflect the December 2024 NPPF, which introduced substantial uplifts to national housing requirements. Decision-makers may reduce the weight afforded to Paragraph 14 protection if the plan is not considered to reflect up-to-date housing needs. This approach therefore provides limited long-term protection against speculative development.</p>
<p>Option 2 Allocate housing sites and proceed with a Call for Sites (Steering Group Recommendation)</p>	<p>Allocate housing sites proactively following a formal Call for Sites process. This approach gives the plan greater weight and longevity, reflects the community’s clear support for site allocations (67% in favour in the community survey), and provides better protection against speculative applications for the duration of the plan period.</p> <p>The Call for Sites process, led by the Planning Consultant, will invite landowners and developers to submit sites for consideration. Sites will then be assessed against planning criteria before the Steering Group identifies preferred options. There will be an opportunity for further community engagement before any final allocations are confirmed.</p> <p>The Planning Consultant will seek an informal steer from Wychavon on the appropriate level of housing to plan for, to ensure the plan reflects an up-to-date housing requirement as far as possible.</p>
<p>Option 3 Pause the review pending the new Wychavon Local Plan</p>	<p>The Steering Group considered the option of pausing or continuing the review without site allocations, awaiting the outcome of Wychavon District Council’s emerging Local Plan before proceeding. The Engagement Report prepared by the Planning Consultant acknowledged this as a possible approach.</p>

However, the Planning Consultant did not recommend this option and the Steering Group rejected it for the following reasons:

- The existing NDP policies would become increasingly out of date during any pause period. The SWDPR has now been adopted, meaning the current NDP already requires updating, and a pause would extend the period during which the village is left with a weakened plan.
- A paused or out-of-date plan offers significantly reduced protection against speculative planning applications, leaving Honeybourne more vulnerable for a prolonged period.
- There is no certainty as to when Wychavon will publish its next Local Plan or a new housing requirement for Honeybourne, making an indefinite pause impractical.
- Grant funding has already been received from Wychavon District Council. If the review were to be paused or abandoned, those monies would be repayable in full to Wychavon — see the financial warning at Section 7 of this report.

6. Call for Sites Process

A Call for Sites is a formal process in which landowners, developers, and other interested parties are invited to put forward land for potential allocation in the Neighbourhood Plan. The process does not commit the Parish Council to allocating any particular site. The key stages following approval are:

- The Planning Consultant designs and issues the Call for Sites, inviting submissions within a specified timeframe.
- Submitted sites are assessed against planning criteria to rule out unsuitable options and identify sites that are potentially suitable and deliverable.
- The Steering Group reviews assessed sites and identifies preferred site options.
- Further community engagement is undertaken on preferred sites before any final allocations are confirmed in the draft plan.
- Supporting evidence is prepared to justify site selection and planning policies are finalised before the draft plan is submitted to Wychavon for Strategic Environmental Assessment (SEA) and Habitats Regulations Assessment (HRA) screening.

The Call for Sites will be administered by the Planning Consultant with administrative support from the Clerk. Steering Group members will be involved in site assessment and the review of outcomes.

7. Costs — What the Parish Council Pays and What Wychavon Covers

A number of cost and examination matters were discussed at the Steering Group meeting. The position is as follows.

Wychavon District Council will provide and fund at no cost to the Parish Council:

- Strategic Environmental Assessment (SEA) screening report — a legal requirement assessing potential environmental impacts such as landscape and biodiversity effects.
- Habitats Regulations Assessment (HRA) screening report — a legal requirement assessing potential effects on protected European habitats and species.
- Independent Examination — before a Neighbourhood Plan can proceed to referendum it must be examined by an independent examiner, the full cost of which Wychavon will meet.
- Referendum — Wychavon will organise and cover the full cost of the final referendum.

The Parish Council is responsible for:

- Planning Consultant’s fees for the preparation of the Neighbourhood Plan, including the Call for Sites process, community engagement, and any additional technical evidence required to support the plan’s policies.

The Parish Council has the following budget in place:

Funding Source	Amount
----------------	--------

Wychavon District Council grant (claimable in stages against evidenced expenditure)	£10,000
Parish Council earmarked reserves	£10,000
Total budget available	£20,000

IMPORTANT GRANT REPAYMENT RISK

Grant funding has already been received from Wychavon District Council towards the costs of the Neighbourhood Plan Review. If the Parish Council were to resolve to pause or abandon the review at any stage, all grant monies already received would be repayable in full to Wychavon District Council. This is a contractual obligation, not a discretionary matter.

Councillors should be fully aware of this financial consequence before considering any motion to pause or discontinue the review.

All work commissioned outside the agreed scope of the review must be approved by the Parish Council in advance.

8. Recommendation

The NDP Review Steering Group met on 28th April 2026 and, having considered the Engagement Report, the advice of the Planning Consultant, and the advice received from Wychavon District Council, resolved to recommend to Full Council that the Parish Council proceeds with housing site allocations and a formal Call for Sites process (Option 2).

Council is asked to resolve as follows:

PROPOSED RESOLUTION

That the Full Parish Council resolves to:

- Note and accept the recommendation of the NDP Review Steering Group meeting of 28th April 2026; and
- Approve proceeding with housing site allocations as part of the Honeybourne Neighbourhood Plan Review 2026; and
- Authorise the Planning Consultant to proceed with a formal Call for Sites process, the costs of which will be met from within the approved Neighbourhood Plan Review budget; and
- Delegate authority to the Clerk, in consultation with the NDP Review Steering Group Chair, to commission work required to progress the Call for Sites process within the approved budget.

Agenda item	26/730(d)
Report author	Linda Stanton, Parish Clerk
Purpose	To update Full Council on the response received from Great Western Railway (GWR) regarding the station car park lighting complaint raised by a Stephenson Way resident, and to note the outcome.

RECOMMENDATION

That the Council notes the response received from GWR confirming that the matter has been reviewed and mitigated, and that no further actions are planned at this time.

1. Background

A resident living adjacent to Honeybourne Station car park on Stephenson Way raised concerns with a Parish Councillor regarding the station car park lighting remaining on throughout the night, causing significant disruption to sleep. The Clerk wrote to Great Western Railway (GWR) on 15 April 2026 requesting investigation and a written response.

2. GWR Response

GWR's Head of Public Affairs responded on 28 April 2026 confirming the following:

- Station lighting is controlled by digital lux sensors which respond to ambient light levels rather than operating on a fixed timer.
- Lighting is not at full brightness throughout the night — Platform 2 lighting is reduced by over 50% during night time hours, and Platform 1 and car park lighting is reduced to 75%.
- On 25 January 2026, lighting shields were installed on 15 lighting columns, including along the approach road, within the car park, and on the rear of Platform 1 lights facing the car park.
- Following the Clerk's initial email, GWR conducted a further review and confirmed that no additional measures are required. GWR and their contractors will continue to monitor lighting levels to ensure ongoing compliance with safety requirements.
- GWR have confirmed that no further actions are planned at this time, as they consider the matter to have been reviewed and mitigated.

Planning Consultation Report

Prepared by the Clerk for consideration at Full Council — 12 May 2026

Application Details

Application No.	W/26/00971/DEM
Site	Land at Honeybourne Airfield, Gloster Ades Road / Weston Road, Bretforton, Evesham, WR11 7HN
Applicant	Church Commissioners for England
Agent	Fisher German LLP (Calvin Castles, Graduate Planner)
Proposal	Prior Notification for the proposed demolition of five agricultural buildings
Application Type	Prior Notification under GPDO 2015, Schedule 2, Part 11, Class B
Consultation Deadline	15 May 2026

What Type of Application Is This?

This is NOT a full planning application. Under the Town and Country Planning (General Permitted Development) (England) Order 2015 (Schedule 2, Part 11, Class B), the demolition of these buildings is already permitted development — meaning it does not require planning permission.

The Local Planning Authority (Wychavon District Council) can only consider two matters:

- The method of demolition
- The proposed restoration of the site

The council cannot object to the demolition itself. Any response must be confined to these two matters only.

The Five Buildings

The ecological survey confirms the following layout, which is important for understanding the public safety implications:

- Buildings 3, 4 & 5 — immediately adjacent to Weston Road (the B4035), visible from the road and easily accessible from the highway. Building 3 is noted in the Schedule of Works as being “next to the 60mph sign”.
- Buildings 1 & 2 — set further back from Weston Road, accessed via Gloster Ades Road, more remote from the public highway.

All five are described as structurally unsound, derelict, and beyond economic repair. No asbestos was found in any building (survey by Westland Environment Safety Ltd, March 2026).

Supporting Documents Submitted

- Asbestos Demolition Survey — no asbestos identified in any of the five buildings.
- Baseline Ecological Survey (Liz McKay Ecologist, February 2026) — nesting bird potential identified. Demolition recommended for September/October 2026. No bats, great crested newts, or badgers recorded.
- Schedule of Works — demolition by hand tools and small machinery; all rubble removed daily; Heras-type fencing required before works commence.

*Public Rights of Way — Important Omission from Application Documents

The council has checked the Worcestershire Definitive Map (Worcestershire County Council Public Rights of Way GIS viewer) and has identified that public footpaths are recorded in the immediate vicinity of the site. In particular, Footpath 519(B) runs immediately adjacent to the site area, and Footpath 510(B) (a bridleway) runs close to the Weston Road corridor.

This is a significant omission from the application documents. The ecological survey makes reference to the absence of public footpaths only in the context of accessing a nearby pond, stating the pond was “located on private land away from public footpaths and public highways.” This statement is potentially misleading as it could be read as implying there are no public rights of way near the site, which is not the case.

A map showing the site location in relation to the recorded footpaths is provided on the following page (Appendix A).

*Public Safety — Key Concern for HPC

Given that Buildings 3, 4 and 5 are immediately visible and accessible from Weston Road, and that public footpaths are recorded in the immediate vicinity on the Worcestershire Definitive Map, there is a legitimate public safety concern regarding unauthorised access to the demolition site, particularly by children. The Schedule of Works does require Heras-type fencing to be erected, but HPC should place this on record formally in its consultation response.

Observations for Council's Consideration

Having reviewed the application documents, the Clerk draws the following matters to Full Council's attention. Members are invited to consider these observations and, if minded, resolve to submit a consultation response to Wychavon District Council accordingly:

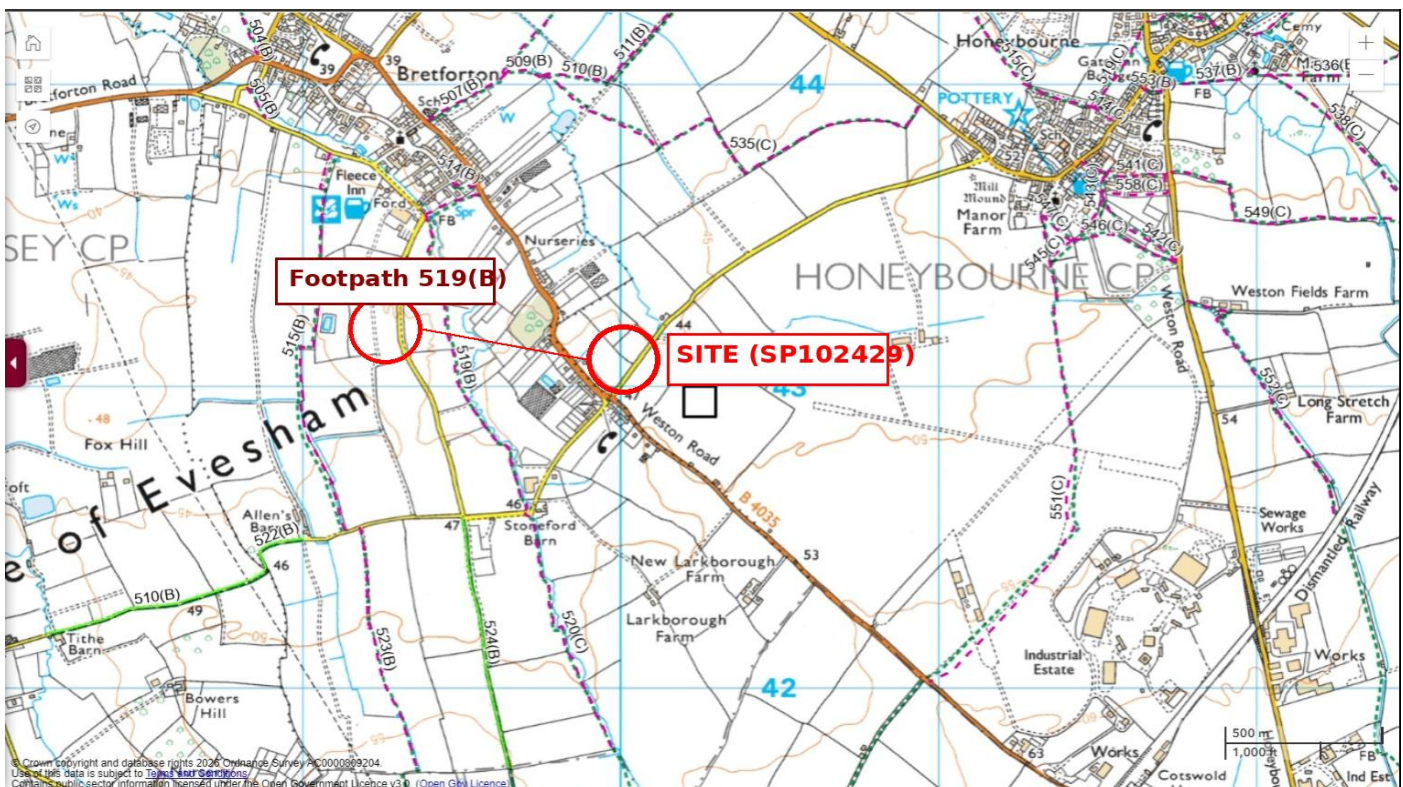
- 1) Ecological timing — That demolition works commence no earlier than 1 September 2026, in accordance with the ecological survey recommendations, to avoid the bird nesting season.
- 2) Site security — That Heras-type security fencing is erected around all five buildings before any demolition works commence and maintained throughout, given the proximity of Buildings 3, 4 and 5 to the public highway and the risk of unauthorised access, particularly by children.
- 3) Public rights of way — That Wychavon District Council satisfies itself that no public right of way recorded on the Worcestershire Definitive Map, including Footpath 519(B), will be obstructed, diverted or interfered with during demolition works, and that any necessary temporary closure or diversion is properly authorised in advance.
- 4) Waste removal — That all demolished materials, spoil and rubble are removed from site on a daily basis and upon completion, with no waste remaining on site at any stage.
- 5) Site restoration — That upon completion all welfare facilities, tools, signage and fencing are removed and the site left clean, tidy and safe.

Proposed Resolution

“Resolved: That Honeybourne Parish Council submits a response of no objection to application W/26/00971/DEM, subject to the observations set out in the Clerk's report dated 12 May 2026 being communicated to Wychavon District Council.”

APPENDIX A — Public Rights of Way in the Vicinity of the Site

Application W/26/00971/DEM — Honeybourne Airfield, Weston Road, Bretforton, WR11 7HN
Source: Worcestershire County Council Public Rights of Way GIS viewer (definitive map). Pink dashed lines = footpaths. Green line = bridleway. Red circles indicate site location (SP102429) and Footpath 519(B)



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Andrea Pellegram Ltd.

Andrea Pellegram Ltd

<https://www.pellegram.co.uk/>

Planning Services
Wychavon District Council
Civic Centre
Queen Elizabeth Drive
Persnore
Worcestershire
WR10 1PT

14 April 2026

Dear [REDACTED],

**PARISH COUNCIL COMMENTS ON PLANNING APPLICATION W/26/00521/RM,
LAND AT BRETORTON ROAD, HONEYBOURNE**

This letter is prepared on behalf of Honeybourne Parish Council to provide comments on Planning Application W/26/00521/RM relating to Land at Bretforton Road, Honeybourne.

The description of the development is as follows:

“Reserved matters application for appearance, landscaping, layout and scale following grant of permission W/25/01580/OUT for the erection of up to 24 dwellings with detailed access.”

The proposal follows the approval of the outline planning application (W/25/01580/OUT), which sought permission for the principle of development and access, with all other matters reserved. Honeybourne Parish Council (HPC) objected to the proposal due to the scheme’s location in the countryside, and the impact on the settlement pattern and conservation area of Honeybourne.

Honeybourne Parish Council would like to see the reserved matters submission deliver a high-quality scheme that responds properly to the sensitivities of the site and addresses the relevant policies in the Honeybourne Neighbourhood Plan (HNP). Where the submitted proposals have taken those policy requirements into account, this is welcomed. However, there remain a number of areas where greater clarification could be given of how the scheme responds to policy. HPC therefore objects to the application but considers that the scheme could be supported if the issues set out below are addressed.

Page 1

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<https://www.pellegram.co.uk/>

Bungalow provision

The proposed mix of one-, two-, three- and four-bedroom properties is supported, as it would meet the requirements of H2 Housing Mix. However, given that the scheme delivers only 2 single-storey dwellings out of 24 units (8.3%), the proposal does not comply with Policy H3 in respect of bungalow provision, as it falls significantly below the policy expectation of at least 20% on major sites, unless it can be demonstrated this would be unfeasible/unviable. Whilst a further 2 dwellings are described as dormer bungalows, these are not genuinely single-storey and are not considered policy-compliant due to the inclusion of habitable roofspace and internal stairs. No viability or market evidence has been submitted to justify this shortfall, which is particularly concerning given the well-established need for accessible, level-access homes to support an ageing population and enable downsizing within Honeybourne, as reflected in the Neighbourhood Plan's supporting evidence base.

To address this conflict with Policy H3, the scheme should include at least two additional bungalows as a minimum, and preferably three, increasing provision to approximately 17–20% of the total units. If this is not considered feasible, Policy H3 states that a clear justification should be provided to show that there is no longer a need or that this would make the scheme unviable.

Building Heights

Plan P25-3281_DE_004_D_01 appears to show that proposed dwellings would not exceed the heights of neighbouring existing properties. This would be supported, as it meets the requirement of Policy H5g of the HNP. However, there is a concern regarding the distribution of height across the site, given that evidence from the Landscape Character Assessment and LVIA submitted for the outline proposal (W/25/01580/OUT) highlights that Honeybourne has a strongly nucleated settlement pattern, and therefore that expansion in this location risks creating a more linear or “ribbon” form of development. In this context, a uniform two-storey development along Bretforton road may appear visually prominent and may not represent a sensitive transition in scale. Policies H4c of the Honeybourne Neighbourhood Plan and Policy SWDP 21 seek development to respond positively to landscape character and avoid visually dominant built form at settlement edges. HPC therefore ask if the opportunity could be explored to provide a greater proportion of lower-profile dwellings to better reflect the site's sensitivity and reinforce the existing settlement pattern.

Community Orchard

The outline planning permission (W/25/01580/OUT) included a commitment to the provision of a community orchard within the south-west green buffer, as shown on the LVIA and Planting

established areas benefit from a more mature, leafy environment. The site lies close to the historic core of the settlement, and the scheme should therefore seek to reflect and reinforce this aspect of its character.

More broadly, National Planning Policy Framework (paragraph 136) expects new development to incorporate tree-lined streets where possible, and the Environment Act 2021 sets a clear direction to increase the percentage of overall tree canopy cover, to increase urban shading, clean air, and increased urban biodiversity, all of which are increasingly relevant due to climate change. In this context, it is considered that a greater emphasis should be placed on incorporating trees within the urban parts of the site, in public locations where they can be secured and maintained in the long term.

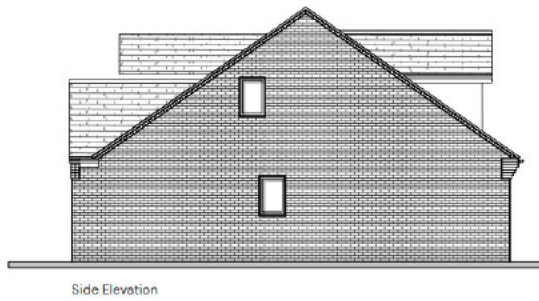
In addition, it appears that some of the species proposed in the landscaping strategy are non-native, which does not fully align with the expectations of HNP Policy H9, where native species are preferred to support biodiversity and local character. Consideration should be given to revising the planting palette accordingly.

Amenity

Policy SWDP 21 requires development to safeguard the amenity of neighbouring residents by avoiding unacceptable overlooking and ensuring appropriate separation, screening and window orientation. Honeybourne Neighbourhood Plan Policy H5d requires proposals to respect the living conditions of neighbouring occupiers and avoid harmful overlooking through appropriate design.

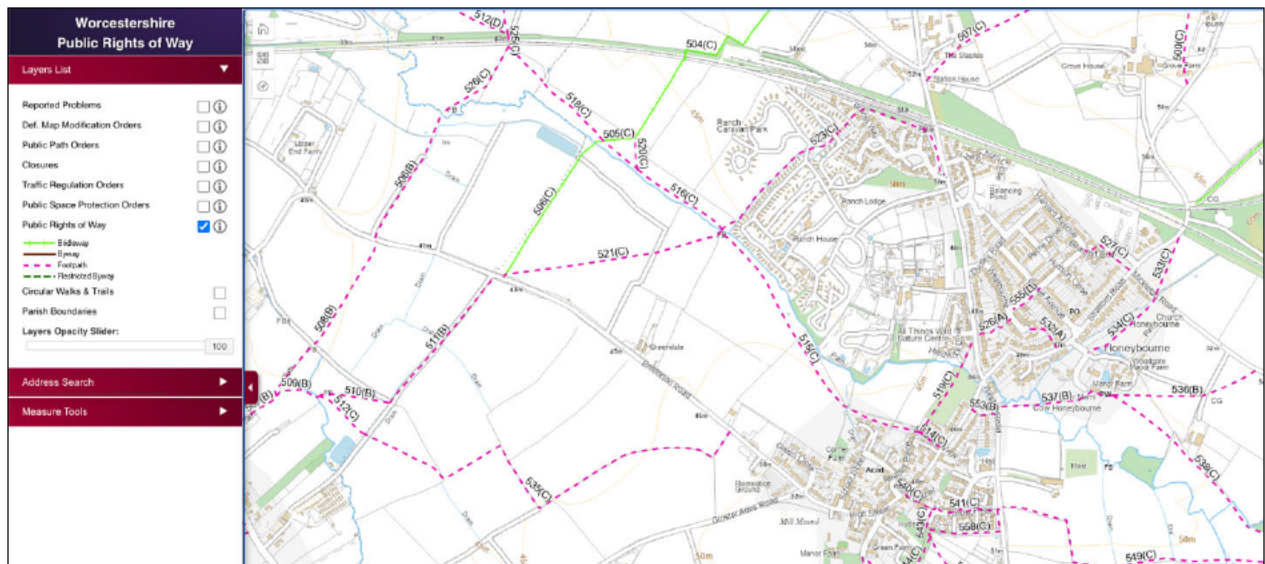
Regarding No. 26, Bretforton Road, which lies immediately adjacent to the site, existing boundary treatment appears limited to a relatively low hedge (circa 2 metres). The landscape proposals indicate this buffer is retained without introducing any enhancements.

There is a concern that the proposed development could generate amenity and privacy impacts for this residence given the amount of built form being introduced and the lack of additional screening. In particular, the Stanton house type elevational drawings indicate a side-facing first-floor window which may overlook into the garden of No. 26, and the documents could clarify whether this window could have obscure glazing to prevent overlooking. Furthermore, the applicant could clarify whether increased buffering has been explored to ensure that neighbouring amenity is protected and to soften the interface with adjoining gardens.



Footpath 515C

The Parish Council notes that the WCC has identified an opportunity to provide a direct pedestrian and cycle connection from the site to Public Footpath 515(C), which has not been incorporated into the layout. The inclusion of such a link would be supported, particularly given the site's edge-of-settlement location and distance from key services, where improved pedestrian connectivity would help reduce reliance on the private car. The inclusion of such a link would align with Honeybourne Neighbourhood Plan Policy H1, and SWDP 21, which promote well-connected development and prioritise sustainable modes of transport.



Desire Lines through plot 1-6

There is a potential concern regarding pedestrian connectivity for plots 1–6, where the current layout requires residents of plots 1-6 to double back through the site before reaching Bretforton

Road and the wider village. This may encourage the formation of informal “desire lines” across the south-east corner of the site, leading to erosion of landscaped areas over time. Whilst this may have been considered in the design, it is worth highlighting as a potential improvement. The provision of a more direct pedestrian link in this location could enhance permeability and make it more tempting to walk into Honeybourne, in line with the objectives of SWDP 21, the principles of Manual for Streets, and Honeybourne Neighbourhood Plan Policy H1, all of which promote safe, convenient and well-connected walking routes.



Minor comments

The Design and Access Statement (P25-3281_GD01G) names Taylor Wimpey as the client on the cover page, whereas every other document in the application identifies the client as Hayfield Homes. The Design and Access Statement (paragraph 5.11) states that all homes will be two-storey, but the Building Heights Plan (P25-3281_DE_001_I_06) clearly shows a mix of 1.0, 1.5 and 2.0 storey units. The Site Layout drawing (P25-3281_DE_001_K_01) still has a DRAFT watermark.

I trust that the above comments will be given full consideration in the overall assessment of the proposal. Please may I request that HPC are kept informed of any updates or decisions regarding this application, should the Parish Council wish to provide further comment.

Yours sincerely,

[Redacted signature]

Planning Consultation — Application 26/00622/VARY

Meon Vale, Long Marston | Miller Homes Limited | Stratford-on-Avon District Council

APPLICATION DETAILS	
Application	26/00622/VARY
Applicant	Miller Homes Limited
Site	Former Long Marston Storage Depot, Campden Road, Lower Quinton, Warwickshire
Proposal	Removal of Condition 31 — a planning condition requiring offsite highway mitigation works attached to planning permission 12/00484/VARY
LPA	Stratford-on-Avon District Council
Consultation Deadline	6 May 2026 — case officer has confirmed late comments will be accepted
Neighbouring Parish	Yes — Meon Vale is in Warwickshire, immediately north of Honeybourne

1. Background

Meon Vale is a large housing and leisure development at Long Marston in Warwickshire, immediately north of Honeybourne. When planning permission was granted, the developer was required as a condition of that permission to carry out offsite highway mitigation works to address the traffic impact of the development.

Miller Homes are now applying to have Condition 31 removed. They argue that the Long Marston Airfield (LMA) Phase 1 development has its own planning condition (Condition 24) requiring more comprehensive highway works at the same locations, and that those LMA works will cover everything that Meon Vale was required to do. Miller Homes say the Meon Vale condition is therefore no longer necessary.

Honeybourne Parish Council has been consulted as a neighbouring parish. The B4632 runs south from Long Marston directly through Honeybourne and is used by residents of the Meon Vale development travelling southward.

2. What the Clerk Has Established

The Clerk has made direct enquiries with the SDC case officer and has reviewed relevant planning history documents. The following has been established:

Confirmed by SDC in writing on 30 April 2026:

- The highway works required under the Meon Vale conditions have not been commenced or completed.**
- The LMA Phase 1 Condition 24 highway works that Miller Homes are relying upon as a substitute have also not been commenced.**
- Warwickshire County Council Highways has not yet responded to the consultation.**

The Clerk has also reviewed the decision notice for amendment 21/04092/AMD (approved 31 March 2022, submitted by St Modwen Developments Ltd). This confirms that the trigger threshold for delivery of the highway works was extended to the occupation of the 967th dwelling across both planning permissions for the site. The Clerk notes this was a non-material amendment — a relatively minor procedural route — used to extend a significant planning obligation. The effect of now removing the condition entirely would be that these highway works are never delivered.

The Clerk also notes that the response received from National Highways appears to have considered a different condition to the one being applied for and has therefore not addressed the substance of this application.

3. What Council Is Being Asked to Consider

Having reviewed the application documents and made direct enquiries with SDC, the Clerk draws the following matters to Full Council's attention. Members are invited to consider whether to authorise the Clerk to submit a formal response to SDC raising two specific questions before any decision is made:

Question 1 — Has the alternative mitigation been secured?

Miller Homes' case relies entirely on LMA Condition 24 providing the required highway mitigation. The case officer has confirmed those works have not commenced. The Council asks SDC to confirm what mechanism

is in place to ensure those LMA works are delivered before Condition 31 is removed, and within what timescale.

Question 2 — Were neighbouring highway authorities consulted?

Honeybourne is located immediately south of the Meon Vale site in Worcestershire. The B4632 south of Long Marston runs through the parish and passes through or adjacent to the county boundary between Warwickshire and Worcestershire/Gloucestershire. The Council asks SDC to confirm whether the relevant neighbouring highway authorities were consulted on southbound traffic impacts on this corridor.

4. Recommendation

Members are invited to consider and, if minded, resolve to authorise the Clerk to submit a formal response to SDC raising the two questions set out above, and asking SDC not to determine the application until Warwickshire County Council Highways has responded and the outstanding matters have been addressed.

RESOLVED: That Honeybourne Parish Council authorises the Clerk to submit a formal response to planning application 26/00622/VARY to Stratford-on-Avon District Council as recommended above.

5. Draft Formal Response — For Council Approval

The following draft response is presented for council's consideration and approval:

Dear Planning Officer,

Thank you for consulting Honeybourne Parish Council on the above application. The Council considered this matter at its Full Council meeting on 12th May 2026 and submits the following response.

Honeybourne Parish Council does not object in principle to the removal of planning conditions where this is genuinely justified. However, the Council has two specific concerns which it asks SDC to address before determining this application.

1. Has the alternative mitigation been secured?

Miller Homes' case for removing Condition 31 rests entirely on the Long Marston Airfield Phase 1 permission (14/03579/OUT) and its Condition 24, which requires highway mitigation works at the same locations. The Council understands from direct enquiry with the case officer that those LMA Condition 24 works have not yet been commenced.

The Council has also reviewed the decision notice for amendment 21/04092/AMD (approved 31 March 2022), which extended the trigger for delivery of the Meon Vale highway works to the occupation of the 967th dwelling across both planning permissions for the site. The Council notes that this amendment was submitted by St Modwen Developments Ltd and approved as a non-material amendment. The Council is concerned that the cumulative effect of that amendment, followed now by an application to remove the condition entirely, would mean the required highway mitigation is never delivered.

The Council asks SDC to confirm what mechanism is in place to ensure the LMA Condition 24 works are delivered before Condition 31 is removed, and within what timescale. Without that assurance, removing the condition would leave the highway impacts of the Meon Vale development entirely unmitigated.

2. Were neighbouring highway authorities consulted?

Honeybourne Parish Council is located immediately south of the Meon Vale development site in Worcestershire. The B4632 south of Long Marston runs through the parish and passes through or adjacent to the county boundary between Warwickshire and Worcestershire/Gloucestershire. The Council asks SDC to confirm whether the relevant neighbouring highway authorities — Worcestershire County Council and/or Gloucestershire County Council — were consulted on the southbound traffic impacts on this corridor, given that it falls outside Warwickshire County Council's area.

The Council also notes that the response received from National Highways on this application appears to have considered a different condition to the one being applied for, and asks SDC to satisfy itself that the correct condition has been properly assessed.

The Council asks SDC not to determine this application until Warwickshire County Council Highways has responded and the above matters have been addressed.

24th April 2026

The Planning Inspectorate

By email: ArrowValleySolar@planninginspectorate.gov.uk

Arrow Valley Solar — Application Reference EN0110033 — Scoping Consultation Response

Dear Sir/Madam

Honeybourne Parish Council has been identified as a statutory consultee in respect of the above scoping consultation and submits the following comments for the Planning Inspectorate's consideration.

The Council requests that the Environmental Statement addresses the following matters:

1. Construction Traffic and Highway Impact

The Environmental Statement should include a full Construction Traffic Management Plan assessing the routes to be used by HGVs and construction vehicles accessing the solar farm sites and the cable corridor works. The Council requests that the assessment specifically examines the impact on rural roads and narrow lanes in the area, including those in the vicinity of Honeybourne, which may be affected by construction traffic routes to and from the development area. Many of these roads are narrow rural lanes unsuitable for large construction vehicles and the cumulative impact on the local highway network should be fully assessed. The assessment should also consider the cumulative impact of construction traffic alongside the existing significant development activity at Meon Vale and the Long Marston Airfield Garden Village.

2. Underground Cable Corridor

The Environmental Statement should fully assess the construction impact of the underground cable corridor on local roads and highway infrastructure throughout its entire length. The corridor search area shown on the project location map passes through a predominantly rural area and the assessment should identify the specific construction routes proposed, the duration and phasing of works and the impact on local communities along the corridor.

3. Agricultural Land

The Environmental Statement should assess the classification of all agricultural land affected across the full extent of the proposed sites and cable corridor, wherever those sites are ultimately located. The implications of any loss of grade 1 or grade 2 agricultural land should be fully assessed, including any temporary or permanent loss during the construction and operational phases.

4. Landscape and Visual Impact

The Environmental Statement should assess the visual impact of the development on the local landscape, including views from all settlements within the zone of theoretical visibility of the proposed sites and cable corridor. The proximity of the proposed development to the Cotswolds National Landscape should be specifically considered.

5. Ecology and Biodiversity

The Environmental Statement should include a full ecological survey and assessment of the impact on local habitats and biodiversity throughout the site areas and cable corridor, including any effects on protected species and habitats.

6. Cumulative Impact

The Environmental Statement should assess the cumulative impact of this development alongside other consented and proposed major developments in the area, particularly in respect of traffic, landscape and agricultural land.

7. Heritage Assets and Conservation Areas

The Environmental Statement should assess the impact of the proposed development, including the cable corridor, on any designated heritage assets, listed buildings and conservation areas within the zone of influence of the development. The assessment should specifically consider the setting of any such assets and the potential for harm during both the construction and operational phases.

8. Public Rights of Way

The Environmental Statement should assess the impact of the proposed development, including the cable corridor, on Public Rights of Way in the area. The assessment should identify all affected footpaths, bridleways and other rights of way and assess the potential for temporary or permanent disruption during both the construction and operational phases, together with any proposed mitigation measures.

9. Tourism and Local Economy

The Environmental Statement should assess the impact of the construction phase on tourism and the local economy in the area. Honeybourne is a popular tourist destination supporting a significant level of visitor accommodation and associated facilities which help sustain local services and amenities for the benefit of residents throughout the year. The assessment should consider the potential impact of construction traffic, noise, pollution and disruption to access routes on visitor numbers and the wider local tourist economy, and should identify appropriate mitigation measures to minimise any adverse effects during the construction phase.

The Council reserves the right to make further comments once the full application is submitted.

Yours faithfully

Linda Stanton

Linda Stanton
Clerk to Honeybourne Parish Council