

HONEYBOURNE PARISH COUNCIL

Minutes of the Parish Council meeting held at Honeybourne Village Hall, Harvest Close,
Honeybourne WR11 7RH
on Tuesday 10th March 2026

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

In attendance: Parish Clerk, Linda Stanton.

District Cllr Judith Ciotti – (Arrive 7:15pm- departed 7:40pm)

2 members of public

25/687 Apologies : Cllrs A Attridge (personal) C Clear(work commitment) & S Sidwell (personal)

Resolved:

The apology was accepted

25/688 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 25/695 (a) <ul style="list-style-type: none">• Payment to Village hall | ODI- Village Hall Trustee and treasurer# | |
| G Clelland | Item 25/695 (a) <ul style="list-style-type: none">• Payment to Limebridge Item 25/695(d) <ul style="list-style-type: none">• Urgent remedial tree works | ODI- friend ODI- friend | |

25/689 To consider any dispensations

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

There were no requests for dispensation.

25/690 Open Session Participation to hear from:

- a) Members of the Public. - No matters were raised by members of the public.
- b) Supporting organisations, - South Worcestershire Policing Team. None present.
- c) Worcestershire County Councillor – H Robson (Littletons division)
Apology from Cllr Robson due to illness.
- d) Wychavon District Cllr H Robson- Apology from Cllr Robson
Wychavon District Cllrs J Ciotti - District Cllr Ciotti provided her report in advance of the meeting (attached as **Appendix 1, page 623**) The report was noted.

25/691 Adoption of minutes

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

Resolved:

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

25/692 Chairman's report (For information only)

The Chair expressed thanks to Trevor Askew, volunteers and councillors who had attended and assisted in organising the Community Litter Pick held on Sunday 1st March 2026.

25/693 Clerk's Report (For information only)

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

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

25/694 Correspondence & Circulations Received (For information only)

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

the time of the invitation. Details circulated to councillors.

Noted:

That correspondences be noted.

25/695 Finance

a) March schedule of payments – To approve schedule of payments for March 2026 including any invoices to be paid as a matter of urgency

| Invoice no | Cheque no | Supplier | Description | Net £ | Vat £ | Gross £ |
|--------------|--------------|-----------------------------|--|---------|-------|---------|
| 813551074 | Direct Debit | British Gas | Pavilion power and heating | 84.93 | 4.24 | 89.17 |
| V02433411315 | Direct Debit | EE | PC mobile phone | 6.70 | 1.34 | 8.04 |
| M010 C0 | BACS | British Telecom | Regular charge (1 st Feb–28 th Feb Jan 2026) | 32.95 | 6.59 | 39.54 |
| INV11706953 | Direct Debit | Water Plus | Pavilion water* | 16.52 | - | 16.52 |
| 476224725 | Direct Debit | Lloyds Bank | Accounts Maintenance Fee for PC – Community Account no: xxxxx608 (10 th Dec - 9 th Jan 2025) | 4.25 | - | 4.25 |
| Z7643722 | Direct Debit | ICO | Data Protection Fee | 47.00 | - | 47.00 |
| IVO4065188 | Direct Debit | SSE Energy Solution | Unmetered footway lighting | 466.84 | 93.37 | 560.21 |
| SIN151182 | BACS | Fairview Trading | Handyman work- compost, pebbles and gloves for Cycle bike rack planters - Cemetery | 31.13 | 6.25 | 37.36 |
| 565 | BACS | DTH Cemetery services | Grave digging fees for 2 ashes interment 11 th Feb 2026 | 300.00 | - | 300.00 |
| February | BACS | J Hyde | Handyman work | 205.80 | - | 205.80 |
| February | BACS | J Hyde | Lengthsman work | 179.75 | - | 179.75 |
| SI-10664 | BACS | Security 4 Systems | Monthly IT Support | 72.00 | - | 72.00 |
| Tax month 12 | BACS | Worcestershire Pension | Pension | 829.50 | - | 829.50 |
| Tax month 12 | BACS | Staff salary | Staff salary | 2313.29 | - | 2313.29 |
| Tax month 12 | BACS | HMRC | HMRC | 1033.53 | - | 1033.53 |
| | BACS | L Stanton | Mileage claim – 406 miles (5 th Jan -28 th Feb) | 182.70 | - | 182.70 |
| 3685 | BACS | Limebridge Rural Services | Wreath removal at cemetery | 100.00 | 20.00 | 120.00 |
| SIN001373 | BACS | The Heart Of England Forest | Annual rent for allotment site-1 st April 2026 – 30 th March 2027 | 300.00 | - | 300.00 |
| CG 1376 | BACS | Honeybourne Village Hall | Refreshments for volunteers- (community litter pick – 1 st March 2026) | 55.90 | - | 55.90 |

Equal pre-paid debit card

| Invoice/ Receipt | Date | Supplier | Description | Net £ | Vat £ | Gross £ |
|------------------|---------------------------|----------------|-----------------------|-------|-------|---------|
| IEN2026011469969 | 26 th Feb 2026 | Adobe Creative | Software Subscription | 16.64 | 3.33 | 19.97 |

Resolved:

4 in favour, 2 abstention to approve the schedule of payments (the abstaining councillors having declared an interest earlier in the meeting)

*Note: Two Direct Debit payments will be taken in March 2026 totaling £16.52. This is because when Direct Debit was originally set up, it was configured to take a fixed amount rather than a variable amount, resulting in underpayment of £8.26. Water Plus have now corrected the Direct Debit to variable payments going forward. The two March payments are: £8.26 on 5 March (current bill) and £8.26 on 15 March (to clear the outstanding balance). Future bills will be covered by a single variable Direct Debit payment.

b) February Bank Reconciliation – To approve bank reconciliation

Honeybourne Parish Council

28 February 2026 (2025-2026)

| | | | |
|--|---|------------|-------------------|
| A | Bank Reconciliation at 28/02/2026 | | |
| | Cash in Hand 01/04/2025 | | 135,594.30 |
| | ADD Receipts 01/04/2025 - 28/02/2026 | | 167,226.62 |
| | SUBTRACT Payments 01/04/2025 - 28/02/2026 | | 302,820.92 |
| | Cash in Hand 28/02/2026 (per Cash Book) | | 181,406.28 |
| | | | 121,414.64 |
| | Cash in hand per Bank Statements | | |
| | Petty Cash 28/02/2026 | 0.00 | |
| | Lloyds Business Bank Instant 28/02/2026 | 115,505.31 | |
| | Lloyds Treasurers Account 28/02/2026 | 5,709.36 | |
| | Prepaid Debit Card Equals 28/02/2026 | 199.97 | |
| | | | 121,414.64 |
| | Less unrepresented payments | | |
| | | | 121,414.64 |
| | Plus unrepresented receipts | | |
| B | Adjusted Bank Balance | | 121,414.64 |
| A = B Checks out OK | | | |
| Resolved: That the Bank reconciliation is approved | | | |

c) Worcestershire County Council – Parish Lengthsman and Grass cutting services 2026/27

The Clerk reported that at the Worcestershire County Council budget consultation attended on 23rd February 2026, it had been indicated that the Parish Lengthsman and Grass Cutting services would receive a 5% uplift for 2026/27. However, subsequent to the agenda being published, written confirmation had been received from Worcestershire County Council confirming that the Parish Lengthsman uplift for 2026/27 would be 3.95%. No confirmation had been received regarding any contribution towards Grass Cutting services.

Resolved:
That the information be noted.

d) Cemetery — Urgent Remedial Tree Works- The Clerk reported that following a site meeting with the Council's grounds maintenance contractor on 23rd February 2026, a quotation had been received for the following urgent remedial tree works at Honeybourne Cemetery:

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

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

Resolved:

That the expenditure of £1,650 plus VAT be approved and the Clerk be authorised to instruct the contractor to proceed as a matter of urgency. (Voted: 5 in favour, 1 abstention, (the abstaining councillor having declared an interest earlier in the meeting)

25/696 Committee & Working Groups reports

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

a) Neighbourhood Plan Steering Group

Resolved:

That the minutes of the Neighbourhood Plan Steering Group meeting held on 25th February 2026 be noted.

25/697 Neighbourhood Plan Review

a) Housing Mix Requirements — Recommendation from Neighbourhood Plan Steering Group

The Council considered the recommendation from the Neighbourhood Plan Steering Group that Option 1 be pursued — to commission updated local evidence to support bespoke housing mix requirements for Honeybourne, with the Planning Consultant updating the Housing Needs Survey using 2021 census data and local house price information.

Resolved:

That the recommendation from the Neighbourhood Plan Steering Group be approved and that Option 1 be pursued, commissioning updated local evidence to support bespoke housing mix requirements for Honeybourne, with the Planning Consultant updating the Housing Needs Survey using 2021 census data and local house price information.

b) Community Survey — Launch Update

The Clerk reported that hard copy surveys had been distributed to all 920 households via the March edition of Village News, with the survey period running from 9th March to 31st March 2026. The online survey had been launched simultaneously and was being promoted via the Parish Council website and social media channels. Collection points were located at the Parish Council post box, One Stop Shop (Stratford Road) and The Thatched Tavern.

Resolved:

That the information be noted.

25/698 Environment & Community Wellbeing

a) Local Government Reorganisation in Worcestershire — Government Consultation

The Clerk presented a briefing note and draft consultation response on the Government's proposals for Local Government Reorganisation in Worcestershire, with a consultation deadline of 26th March 2026. The Council noted that two proposals had been submitted to Government — Option 1 (One Worcestershire), a single unitary council covering the whole county, and Option 2 (Transforming Worcestershire), two unitary councils comprising a North Worcestershire Council and a South Worcestershire Council, within which Honeybourne would fall.

The Council noted that Wychavon District Council had confirmed its support for Option 2 and that the Leader of Wychavon District Council had written to all parish and town councils urging support for the Transforming Worcestershire proposal.

Resolved:

1. That the Council's position be confirmed as Strongly Disagreeing with Option 1 (One Worcestershire) and Strongly Agreeing with Option 2 (Transforming Worcestershire);
2. That the draft consultation response, as circulated, be approved; and
3. That the Clerk be authorised to submit the response to the Government consultation on behalf of the Council before the deadline of 26th March 2026.

b) Honeybourne Railway Station

The Clerk reported that correspondence had been received from the Deputy Chief Executive and S151 Officer at Wychavon District Council confirming that the car park feasibility study had not yet been formally approved. Further discussions with Wychavon members were anticipated in March 2026, with a position statement expected at that time.

Resolved:

That the information be noted.

c) Sports Field — Easter Event Request

The Clerk reported that a decision had been taken between meetings, following circulation of a report to all Members on 17th February 2026, regarding a request for use of the Sports Field for an Easter event. The majority of Members had responded confirming their agreement to decline the request, on the grounds of contractor advice regarding risk of damage to the playing surface and insufficient operational information provided by the organiser.

Resolved:

That the decision taken between meetings to decline the request for use of the Sports Field for an Easter event be noted and ratified.

25/699 a) Members to respond to planning applications.

No planning applications had been received.

b) Planning Decisions received.

No planning decisions received.

25/700 Members are reminded to notify the Clerk of any items for discussion for the next Council meeting by 31st March 2026.

- Cllr Graham Clelland requested that the provision of nesting boxes be added to the agenda for the next Council meeting, to allow the Clerk time to research the matter.

25/701 Exclusion of the Public and Press

Resolved:

That in accordance with the Public Bodies (Admission to Meetings) Act 1960, s1(2), the public and press be excluded from the meeting to allow for discussion of confidential matters relating to the following items, for which publication would be prejudicial to the public interest:

- a) Cemetery Matters – relating to cemetery administration, including a review of fees and charges
- b) Honeybourne Hawks licence update

The meeting moved into confidential session at 7:45 pm.

25/702 Date and venue of the next Parish Council meeting – 14th April 2026, 7:15pm at the Village Hall

The meeting concluded at 9:00 pm

Signed: H M Jobes
H.M. Jobes (Apr 16, 2026 21:12:57 GMT+1)
Chairman, Honeybourne Parish Council

Date:
14th April 2026

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

Appendix 1 – 25/690 (d)

District Cllr J Ciotti Report

March 2026 Wychavon District Council Report to Parish Councils

At our Council Meeting on February 25th, we voted to accept the budget for 2026/2027. Along with a District Council freeze on Wychavon's portion of the Council Tax for 2026/27 and 2027/2028 we agreed a £5million financial support package for residents and businesses in 2026/27. In the next few weeks, we will be putting forward suggestions to the Executive Board as a Green Cllr Group of 6, on how best to target this money.

Carbon Reduction Panel (to be renamed Climate and Nature Panel)

We received a presentation outlining the findings of the new Climate Change Adaptation Plan: it assesses risks affecting Wychavon including flooding and extreme heat and highlights 20 high and intermediate priority actions recommended for early implementation.

1. **Active Travel:** the installation of Brompton bike lockers at rail stations, also collaboration with the Walk Wheel Cycle Trust (formerly Sustrans) and the community. The Big Walk and Wheel Week runs from March 16 to March 27 and the event encourages pupils, staff and families to swap car journeys for walking, wheeling, scooting or cycling to school. It's a competition with prizes and the school's position is determined by its best 5 days out of 10. I am hopeful that all schools in our area have received invitations to join in.
2. The Switch Together scheme has been launched locally, giving households, community buildings and businesses the chance to invest in renewable energy through a trusted, collective purchasing approach. For solar panels with optional battery storage and EV charge points. I can personally recommend this. Registration is open until 27 March. Visit <https://switchtogether.co.uk/wychavon/join>
3. The **Wychavon Empty Homes Strategy** was approved in the autumn and information for property owners, potential buyers and concerned neighbours can be found on a new hub www.wychavon.gov.uk/housing/empty-homes-hub . In addition, a financial grant incentive scheme for property owners is being developed.
4. A motion was unanimously approved to respond to 2 consultations on Private Estate Management to help evidence the problems that management companies and charges are causing for councils and hard-pressed householders.
5. **North and Middle Littleton parish council** has resolved to commence Neighbourhood Plan.
6. I have been busy with tenancy issues in Meon Way Gardens and Dog bins in Honeybourne and plenty of meetings.







A 1. HPC Minutes 10th March2026

Final Audit Report

2026-04-16

| | |
|-----------------|---|
| Created: | 2026-04-16 |
| By: | Linda Stanton (clerk@honeybourne-pc.gov.uk) |
| Status: | Signed |
| Transaction ID: | CBJCHBCAABAAAdFpQ9gILILgibi6rm4HekWoQrc8ngJoe |

"A 1. HPC Minutes 10th March2026" History

-  Document created by Linda Stanton (clerk@honeybourne-pc.gov.uk)
2026-04-16 - 7:01:09 PM GMT
-  Document emailed to heath.jobses@honeybourne-pc.gov.uk for signature
2026-04-16 - 7:02:20 PM GMT
-  Email viewed by heath.jobses@honeybourne-pc.gov.uk
2026-04-16 - 8:12:08 PM GMT
-  Signer heath.jobses@honeybourne-pc.gov.uk entered name at signing as H M Jobes
2026-04-16 - 8:12:55 PM GMT
-  Document e-signed by H M Jobes (heath.jobses@honeybourne-pc.gov.uk)
Signature Date: 2026-04-16 - 8:12:57 PM GMT - Time Source: server
-  Agreement completed.
2026-04-16 - 8:12:57 PM GMT