

HONEYBOURNE PARISH COUNCIL

Summons and Notice of Meeting

Members are summoned to the **Parish Council** meeting to be held on
Tuesday 14th April 2026
at 7.15pm at Honeybourne Village Hall, Harvest Close, Honeybourne
WR11 7RH

Parish Councillors are hereby summoned to attend.

The meeting is open to the press and members of the public, including police, County and District Councillors, who are welcome to attend all or part of the meeting. In accordance with the Council's Standing Orders (NALC Model Standing Orders), participation is limited to the Open Session at agenda item 26/706 below, which is no longer than 15 minutes with individual contributions limited to 3 minutes. This is not an opportunity for wider debate and there is no expectation on the Council to respond to comments made at this time. Once the Open Session has concluded, attendees are welcome to remain as observers only.

Agenda

26/703 Apologies

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

26/704 **Declarations of Interest:** Councillors are reminded that to ensure transparency and retain public confidence in the council's decisions they are required to -

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

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 starts.

26/706 **Open Session – Participation to hear from:**

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

26/707 **Adoption of minutes**

- I. To approve adoption of the minutes of the Parish Council Minutes – 10th March 2026
Minutes have been previously circulated but also attached (**Appendix 1 pages 6-12**)
- II. To approve adoption of the confidential minutes of the Parish Council Minutes – 10th March 2026 have been previously circulated.

26/708 **Chairman's Report (For information only)** - A verbal report may be given.

26/709 **Parish Clerk's Report (For information only)**

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

a) 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.
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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.

26/710 Correspondence, Circulation Received (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.
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.

26/711 Finance

a) Grant applications 2026/2027

Council to consider grant applications for the following:

- i) Honeybourne Village News – **(Appendix 2 pages 13 - 20)**
- ii) The Friends of St Ecgwin's Church – **(Appendix 3 pages 21 -29)**
- iii) Honeybourne Village Hall – **(Appendix 4 pages 30 - 48)**
- iv) The Friends of Honeybourne Station – **(Appendix 5 pages 49 -57)**
- v) Honeybourne Allotment Gardens Association – **(Appendix 6 pages 58- 68)**

b) **To approve schedule of payments for April 2026-** including invoices to be paid and invoices paid as a matter of urgency. Schedule of payments to follow.

c) **March 2026 bank reconciliation** – To approve reconciliation. **(Appendix 7 – page 69)**

- d) **To receive the Annual Internal Audit Report (AIAR)** for financial year 2025/2026 completed and signed by Duncan Edwards, DKE Audit Services. The full internal audit report has been previously circulated to councillors. The report confirms that no control issues or recommendations have been identified. **(Appendix 8– page 70)**
- e) **Annual Governance and Accountability Return — Section 1, Annual Governance Statement 2025/2026** To approve Section 1 of the Annual Governance and Accountability Return, the Annual Governance Statement for the financial year to 31st March 2026. The Chairman will read each assertion and its meaning before the Council is asked to confirm its agreement. Once approved, Section 1 requires signature by the Chairman and the Parish Clerk/Responsible Financial Officer. Please see assertions attached. **(Appendix 8— pages 71-73)**
- f) **Annual Governance and Accountability Return — Section 2, Annual Accounting Statements 2025/2026** To approve Section 2 of the Annual Governance and Accountability Return, the Annual Accounting Statements for the financial year to 31st March 2026, previously signed by the Responsible Financial Officer and requiring signature of the Chairman. Including Explanation of Variance, Statement of Accounts and 31st March 2026 Bank Reconciliation. **(Appendix 8— pages 74 -77)**
- g) **South Worcestershire Citizens Advice (SWCA) — Request for Donation** Council to consider a request for a donation from South Worcestershire Citizens Advice. In 2025, SWCA advised 37 Honeybourne residents on 112 issues, with 60% relating to welfare rights and money advice. The Council made a donation to SWCA in the previous financial year.

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** - To note that 96 responses were received to the recent community survey, comprising 19 online responses and 77 hard copies. The hard copy responses have been forwarded to the planning consultant for analysis.
- b) **Honeybourne Allotment Gardens Association — Note of Meeting** To note 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. **(Appendix 9- pages 78 -79)**

26/713 Environment & Community Wellbeing

- a) **Honeybourne Allotment Gardens Association -Data Sharing Agreement** Council to consider and approve 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 the Data Protection Act 2018. Once approved, the Agreement will be signed by the Parish Clerk and the Chair and Treasurer of the Association. **(Appendix -10 pages 80- 82)**
- b) **Request to Use Parish Council Equipment** - Council to consider a request from the Chair of the Honeybourne Allotment Gardens Association to use Parish Council equipment to assist with the maintenance of vacant plots. The Parish Council holds on its asset register two strimmers purchased to support the PROW volunteer group and one strimmer and hedge cutter purchased using a Worcestershire County Council grant for the same purpose. This equipment was acquired specifically for PROW maintenance work. The Council is asked to note that under clause 3.3 of the Service Level Agreement approved on 10th February 2026, responsibility for the clearing and re-letting of vacant plots rests with the Honeybourne Allotment Gardens Association. Council is

asked to consider this request in the context of the grant application at agenda item 26/711 a) v) and make a decision accordingly.

- c) **House Martin Nest Boxes** - Council to consider the purchase and installation of two house martin nest boxes within the parish. House martins are a declining migratory species that return to the UK in April and nest colonially under the eaves of buildings. Two single nest boxes are available at approximately £20 each, a total cost of £40. Council is asked to approve the expenditure and authorise the Clerk to proceed with installation in a suitable location, in consultation with the proposing councillor.
- d) Street Naming — Corner Farm Drive Development
Street Naming — Corner Farm Drive Development Further to the Clerk's Note for the Record dated 10th March 2026, previously circulated to councillors, Council is asked to:
- i) Ratify the decision taken under the Scheme of Delegation to name the new street off Corner Farm Drive as Texel Close;
 - ii) Note 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 adopt the reference list of historically appropriate street names for future street naming requests within the parish. (**Appendix 11 – pages 83 – 84**)
- e) St Ecgwin's Churchyard: Maintenance Responsibilities
 For noting - The Parish Council's maintenance responsibility under Section 215 of the Local Government Act 1972 relates to the closed (old) section of St Ecgwin's Churchyard only. Written confirmation of this position has been received from the Diocese and is retained on file.
- f) St Ecgwin's Churchyard: Planned Activities
 For noting- Correspondence has been received advising of a planned plant sale on 6th June 2026 and Ribbons for Remembrance activities in November 2026. The Parish Council does not own or control the 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 Planning

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
W/26/00666/HP	62 Stratford Road, Honeybourne, WR11 7PP	Construction of ancillary building providing bedroom and shower room.
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
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

		<p>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.</p>
<p>The application seeks to remove two conditions relating to offsite highway works at the junction of Shipston Road with Clifford Lane and the junction of Shipston Road with Trinity Way. The consultation deadline is 28 April 2026. Members are invited to resolve whether to submit observations to Stratford-on-Avon District Council or to note the application and make no comment.</p>		

b) **To receive planning decision** – None 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, 6:30 pm at Honeybourne Village Hall

Next Parish Council Meeting, 12th May 2026, 7.15pm at Honeybourne Village Hall

Linda Stanton

Parish Clerk

8th April 2026

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

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