

HONEYBOURNE PARISH COUNCIL

Summons and Notice of Meeting

Members are summoned to the Annual Parish Council meeting to be held on
Tuesday 12th May 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 26/722(a) 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

26/717 Election of Chairman

✚ The appointment of Chairman is an annual requirement. The appointed member will sign the Chairman's Declaration of Acceptance of Office.

26/718 Election of Vice-Chairman

✚ The appointment of Vice-Chairman is an annual requirement assuming responsibilities in the absence of the Chairman. The appointed member will sign the Vice-Chairman's Declaration of Acceptance of Office.

26/719 Apologies

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

26/720 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.

26/721 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.

26/722 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
- d) District Councillors – Cllrs J Ciotti & H Robson

26/723 Adoption of minutes of the previous meetings

To approve adoption of the following minutes;

- I. Parish Council Meeting 13th April 2026 (**Appendix 1- pages 6 - 15**)

26/724 Annual Business Meeting

I. Appointments to Standing Committees.

- a) Environment Committee To appoint five members to the Environment Committee and to resolve to re-adopt the Terms of Reference.
- b) Staffing Committee – To appoint four members to the Staffing Committee and to resolve to re-adopt the Terms of Reference.

II. Appointment to Working Groups.

- a) To appoint three members to the Christmas Light Switch On Event Working Group and to resolve to re-adopt the Terms of Reference.

- b) To appoint ten members to the NDP Review Steering Group and to resolve to re-adopt the Terms of Reference.

III. Governance arrangements:

- a) **s29(1) of the Localism Act 2011:** To resolve to confirm that Councillors' Register of Interests are published and up to date on both the Parish Council website and Wychavon District Council website.
- b) To resolve to confirm Councillor's commitment to abide by The Local Government Association's Model Code of Conduct.
- c) Reaffirmation of the Civility and Respect Pledge **(Appendix 2 – page 16)**
- d) To resolve to adopt the updated NALC Model Standing Orders (April 2025). The update amends Section 14 (Code of Conduct Complaints) and Section 18 (Financial Controls and Procurement) to reflect changes in procurement legislation and revised Code of Conduct complaint procedures. **(Appendix 3 – pages 17-29)**
- e) To resolve to adopt the updated Financial Regulations (March 2025). The update amends Section 5.4 and 5.7 to reflect the requirements of The Procurement Act 2023 and The Procurement Regulations 2024. **(Appendix 4 pages 30-38)**
- f) To resolve to adopt the updated Data Protection Policy (v2). **(Appendix 5 pages 39-44)**

26/725 Finance

- a) **Review of Asset Register**
To note that the Asset Register has been reviewed and updated on 28th April 2026. **(Appendix 6 pages 45 -53)**
- b) **Insurance**
To confirm insurance arrangements and adequacy of cover. The Council's insurance is provided by Ecclesiastical Insurance through Clear Councils Insurance and is not due for renewal until 1st September 2026. All Parish Council assets are insured.
- c) **Review annual subscriptions**
 - I. National Association of Local Councils/Worcs. CALC
 - II. Society of Local Council Clerks
 - III. Data Protection Annual Fee
 - IV. Institute of Cemetery and Crematorium Management
 - V. Scribe Account and cemetery software
 - VI. Office 365
 - VII. Adobe Creative
- d) **Appointment of internal auditor.**
To approve the appointment of DKE Audit Services as internal auditor for 2026/2027 at a fee of £295.00 plus mileage expenses at the HMRC rate.
- e) **Direct Debits**
To resolve to approve the continuation of Direct Debits set up for the following;
 - I. BT
 - II. EE
 - III. British Gas
 - IV. Information Commission Office
 - V. SSE Business Solutions
 - VI. Water Plus
 - VII. Lloyds Bank fees
- f) **To approve the schedule of payments for May 2026 including invoices to be paid and invoices paid as a matter of urgency. To follow.**

- g) **To approve bank reconciliation for April 2026. (Appendix 7 page 54)**
- h) **For noting** — Receipt of 2026/2027 Precept 1 of £56,736.00 and 2026/2027 Grant 1 of £2,737.00.
- i) **For noting** — Receipt of outstanding VAT reclaim for the period 1st March 2024 to 31st March 2024 of £358.54, identified during a review of the council's VAT records.
- j) **For noting** — Receipt of VAT reclaim for the period 1st January 2026 to 31st March 2026 of £1,294.07.

26/726 Chairman’s report – if any (for information only)

26/727 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) Sports Field Drainage Improvement Project Phase 2- Installation of gravel bands	Work completed. A quantity of topsoil arising from the works was delivered to the allotment site for use by plot holders and a further quantity delivered to the Leys for backfilling ground cracks during dry weather periods. The remaining topsoil was disposed of by the contractor. WDC has been invoiced for the S106 claim.
b) Annual Governance and Accountability Return (AGAR) 2025/2026	The AGAR has been completed and submitted to PKF Littlejohn, external auditor.
c) Lengthsman’s agreement with WCC	Agreement has been signed for 2026/27 on behalf of the Council
d) Village Planters	Summer bedding plants have been ordered for the village planters.

26/728 Correspondence, Circulation Received

a) Honeybourne Allotment and Garden Association (HAGA)	Thank you email from the Chair of HAGA acknowledging receipt of grant and expressing gratitude to the Parish Council for supporting the grant which will enable the purchase of a brush cutter for maintenance of vacant plots.
b) Friends of Honeybourne St Ecgwins Church	Thank you email acknowledging receipt of grant and expressing gratitude to the Parish Council for reviewing and approving their application.
c) Friends of Honeybourne Station	Thank you letter acknowledging receipt of grant of £500 towards the cost of installing two new planters on Platform 2. Conditions of the grant are acknowledged and receipts will be forwarded in due course.
d) Honeybourne Village News	Thank you email acknowledging receipt of grant and expressing gratitude to the Parish Council for reviewing and approving their application. Invoices to cover the grant funding will be provided in due course.
e) Honeybourne Village Hall	Thank you email acknowledging receipt of grant and expressing gratitude to the Parish Council. Invoices will be provided in due course.
f) Citizens Advice South Worcestershire	Thank you letter from the Chief Executive Officer acknowledging the Council's financial support. The funding will be used to support the delivery of core advice and information services to residents in rural communities across South Worcestershire. Payment is pending receipt of invoice from Citizens Advice South Worcestershire.
g) West Mercia – Fraud and Scam	West Mercia Police - Economic Crime Unit - Monthly Bulletin April 2026 Circulated to members
h) West Mercia – Operation Flare West Mercia Police — Evesham and Pershore Safer Neighbourhood Team	Update from West Mercia Police regarding Operation Flare. Eleven members of a car key burglary gang with links to Wychavon were sentenced at Worcester Crown Court in April 2026 to a combined total of 94 years and eight months following the theft of nearly 100 vehicles valued at approximately £3.5 million between May and August 2024. Circulated to members.
i) DKE Audit Services	Response from Duncan Edwards acknowledging the Council's thanks for completing the internal audit for 2025/26.

26/729 Environment & Community Wellbeing

- a) **Provision of Additional Dog Waste Bins** - To consider a report from the Clerk regarding requests from residents for additional litter bins in the village. **(Appendix 8- pages 55 - 57)**
- b) **Allotment Plot Holder Licence** - To consider and approve the revised Allotment Plot Holder Licence (Version 2, May 2026) and to note the supporting Structure Application Form and Wildlife Pond Application Form. **(Appendix 9 – pages 58 - 67)**
- c) **Neighbourhood Development Plan Review** — To consider the recommendation of the NDP Review Steering Group that the Parish Council proceeds with the next stage of the plan review, including consideration of housing site allocations and a Call for Sites process, and to consider associated budget implications. **(Appendix 10— pages 68 - 71)**
- d) **Honeybourne Station Car Park** — Lighting, Stephenson Way Residents — To note the response received from Great Western Railway confirming that the matter has been reviewed and mitigated and that no further actions are planned at this time. **(Appendix 11- page 72)**

26/730 Committee & Working Groups reports

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

26/731 Planning

a) Members to respond to planning application.

WDC ref	Site Address	Proposal
W/26/00457/HP	Baylis Hill, Stratford Road, Honeybourne, Evesham, WR11 8PR	Replacement outbuilding forming garage building with room above for ancillary use.
WDC ref	Site Address	Proposal
W/26/00971/DEM	Land At OS 1026 4295, Gloster Ades Road, Honeybourne	Prior Notification for the proposed demolition of five buildings at Honeybourne Airfield (Appendix 12 – pages 73 – 74)
WDC ref	Site Address	Proposal
W/26/00953/DEM	Supreme Concrete, Weston Road, Bretforton, Evesham, WR11 7QA	Proposed demolition of various outbuildings

b) To ratify the formal representations submitted to Wychavon District Council on 16th April 2026 on behalf of the Council, prior to the extended consultation deadline of 18th April 2026.

WDC ref	Site Address	Proposal
W/26/00521/RM	Land at 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 (Appendix 13 – pages 75 – 80)

c) Planning Consultation — Neighbouring Parish

To consider and approve the Clerk's formal response to planning application 26/00622/VARY — Application for removal of Condition 31 (offsite highway works) of planning permission 12/00484/VARY — Former Long Marston Storage Depot, Campden Road, Lower Quinton, Warwickshire. Applicant: Miller Homes Limited. Stratford-on-Avon District Council. Clerk's report, Miller Homes supporting letter, Consultation letter. **(Appendix 14 pages 81 - 82)**

d) Arrow Valley Solar Farm — EN0110033 — Ratification of Scoping Consultation Response

To ratify the scoping consultation response submitted to the Planning Inspectorate on 24th April 2026, under authority of the Council's resolution of 14th April 2026, ahead of the statutory deadline of 27th April 2026. **(Appendix 15 pages 83 -84)**

26/732 Members are reminded to provide notification to the Clerk of items for discussion at the next council

meeting by 26th May 2026.

26/733 In accordance with the Public Bodies (Admission to Meetings) Act 1960, s1(2), there will be a resolution that the public and the press be excluded from the meeting to allow for discussion of confidential matters relating to items for which the publication would be prejudicial to the public interest.

i) Matter Relating to a Third Party

26/734 Date and venue of next meeting.

Next Parish Council meeting, Tuesday 9th June 2026, 7:15pm at Honeybourne Village Hall, Harvest Close.

Linda Stanton

Parish Clerk

6th May 2026

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

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