

# HONEYBOURNE PARISH COUNCIL

## Summons and Notice of Meeting

Members are summoned to the Parish Council meeting to be held on

**Tuesday 9th June 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 26/738 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

#### **26/735 Apologies**

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

#### **26/736 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.

#### **26/737 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.

#### **26/738 Open Session – Participation to hear from:**

- Members of the public.
- Supporting organisations, e.g., South Worcestershire Policing Team etc.
- Worcestershire County Councillor – H Robson
- District Councillors – Cllrs J Ciotti & H Robson

#### **26/739 Adoption of Minutes of Previous Meetings**

To approve adoption of the following minutes:

- a) Annual Parish Council Meeting – 12th May 2026 (**Appendix 1 pages 5 - 21**)
- b) Confidential Minutes – 12th May 2026 (circulated to members separately)

#### **26/740 Chairman's Report (for information only)**

#### **26/741 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) Dog Waste Bin – Footpath HY-527, Stratford Road	Installation ordered with Wychavon District Council Street Scene and Amenities. Awaiting confirmation of installation date.
b) Cemetery Tree Works	The remaining 50% of the approved tree works could not be undertaken due to active bird nests identified in the tree. Works are prevented under the Wildlife and Countryside Act

	1981 until the nesting season has concluded. The contractor will return to complete the outstanding works once the nesting season ends.
c) Village Planters	Summer bedding plants have been planted in the village planters.
d) Allotment Plot Holder Licences	Revised Plot Holder Licences have been issued to all current plot holders for e-signature. The HAGA Chair has been advised of the new Structure Application Form and Wildlife Pond Application Form and the forms forwarded to HAGA for use in the day-to-day management of the site.
e) Anti-Social Behaviour – Sports Field/MUGA	Over the bank holiday weekend, an incident of anti-social behaviour occurred at the sports field. Broken glass was found scattered across the MUGA surface and one heavy bench had been dragged onto the sports field. Handyman had to clear the broken glass. Both benches have been chained to the pavilion building to prevent a recurrence. The matter has been reported to the police.
f) Neighbourhood Development Plan Review	The Planning Consultant has been instructed to progress the Call for Sites process following Full Council approval at the meeting of 12th May 2026. See agenda item 26/745 for further update.
g) DKE Audit Services – Internal Audit 2026/2027	Signed confirmation received from DKE Audit Services confirming their appointment as Internal Auditor for 2026/2027 at a fee of £295.00 plus mileage expenses at the HMRC rate, in accordance with the resolution of Full Council at the meeting of 12th May 2026.

## 26/742 Correspondence and Circulations Received

a) Wychavon District Council – Civic Administration	Notification that Councillor Gregory Wilkins was elected Chairman of Wychavon District Council at the Annual Council meeting, with Councillor John Clatworthy elected Vice-Chairman. Correspondence and invitations for the Chairman or Vice-Chairman should be directed to Faith Hobbs, Civic Administration Officer. Information regarding Wychavon Community Stars nominations circulated to members.
b) Liquid11/Phonely – PSTN Landline Switch-Off	Information regarding the UK copper phone network switch-off by January 2027 and potential impact on vulnerable residents relying on telecare alarms and home phones. Plain-English checklist and social media image provided. Circulated to members for information.
c) Pat Taylor	Thank you received from Pat Taylor expressing gratitude to the Council for the use of the Pavilion and boules facilities. Mrs Taylor noted the occasion was very successful and that the Handyman was helpful in attendance on the day.
d) Honeybourne Village Hall – Redecoration Works	Notification from the Village Hall Trustees advising that the meeting room, toilets and foyer area are scheduled to be redecorated. The meeting room will be unavailable during the week commencing 13th July 2026. The Clerk will liaise with the Village Hall to confirm that the evening of 14th July 2026 remains available for the July Full Council meeting.
e) Treasurer of Village News and Friends of St Ecgwin's Church	Correspondence received from Paula Staples expressing thanks on behalf of Village News and Friends of St Ecgwin's Church on receipt of grant payments.

## 26/743 Finance

- a) To approve the schedule of payments for June 2026 including invoices to be paid and invoices paid as a matter of urgency. To follow.
- b) To approve the bank reconciliation for May 2026. **(Appendix 2 – page 22)**
- c) For Noting – S106 Reimbursement – Sports Field Drainage Phase 2. Receipt of S106 reimbursement from Wychavon District Council of £36,310.00 in respect of Phase 2 gravel band installation and associated costs. VAT to be reclaimed separately.

- d) For Noting – Neighbourhood Development Plan Grant Reimbursement. Receipt of grant reimbursement from Wychavon District Council of £1,520.00 in respect of eligible NDP Review costs. VAT to be reclaimed separately.
- e) For Noting – EE Direct Debit Cancellation. EE direct debit successfully cancelled following transfer of the Council's mobile phone contract to Lebara. Refund of £5.98 received from EE in respect of advance billing.
- f) For Noting – Publication of Unaudited Annual Governance and Accountability Return (AGAR) 2025/2026. The Notice of Public Rights and Publication of Unaudited AGAR was published on 2nd June 2026 in accordance with the Local Audit and Accountability Act 2014 (Sections 26 and 27) and the Accounts and Audit Regulations 2015. The period for the exercise of public rights commences on Wednesday 3rd June 2026 and ends on Tuesday 14th July 2026 (30 working days). Any person interested may inspect and make copies of the accounting records by appointment with the Clerk/Responsible Financial Officer (clerk@honeybourne-pc.gov.uk). The unaudited AGAR and Notice of Public Rights are published on the Parish Council website and noticeboards.

#### **26/744 Governance – Policy Adoption**

- a) HPC Customer Service Standards -To consider and resolve to adopt the HPC Customer Service Standards **(Appendix 3 – pages 23 -24)**
- b) Training and Development Policy - To consider and resolve to adopt the Training and Development Policy. **(Appendix 4 – pages 25 - 26)**
- c) Register of Interests – Removal of Home Address Publication Requirement  
To note that with effect from 29th June 2026, local authorities are no longer required to publish elected or co-opted members' home addresses on published registers of interest, in accordance with section 32A of the Localism Act 2011 as inserted by section 65 of the English Devolution and Community Empowerment Act 2026. Councillors have been advised accordingly and requested to notify the Clerk by 13th June 2026 if they wish their address to remain publicly visible. The Clerk will redact home addresses from the HPC website on 29th June 2026 unless otherwise instructed by individual councillors.

#### **26/745 Neighbourhood Development Plan Review**

- a) To receive a report from the Chairman of the NDP Review Steering Group on progress with the Neighbourhood Plan Review following the Steering Group meeting of 2nd June 2026.
- b) To consider and approve the revised NDP Review Programme and Timeline. **(Appendix 5 – pages 27 - 30)**
- c) To consider and approve the Call for Sites Methodology and next steps. **(Appendix 6 – pages 31 - 35)**

#### **26/746 Committee and Working Group Reports**

To receive minutes of meetings from Council committees and working groups held since the last Council meeting.

- a) NDP Review Steering Group – To receive and note the minutes of the NDP Review Steering Group meeting held on 28th April 2026, circulated to Councillors.

#### **26/747 Environment and Community Wellbeing**

- a) Unmetered Street Lighting – Electricity Supply Contract

To consider the Clerk's report regarding the council's unmetered street lighting electricity supply contract, which expires on 31 January 2027, and to resolve that authority be delegated to the Parish Clerk /Responsible Financial Officer, in consultation with the Chairman, to obtain and accept the most competitive quote from a suitable supplier, the decision to be reported to Full Council for ratification. **(Appendix 7 – page 36)**

#### **26/748 Planning**

- a) Members to respond to planning applications  
No planning applications have been received for consideration at this meeting.

b) For Noting – Withdrawn Application

WDC Ref	Site Address	Proposal
W/26/00666/HP	62 Stratford Road, Honeybourne, Evesham, WR11 7PP	Construction of ancillary building providing bedroom and shower room. Application withdrawn by the applicant on 19th May 2026.

c) For Noting – Planning Decision

WDC Ref	Site Address	Proposal	Decision
W/26/00953/DEM	Supreme Concrete, Weston Road, Bretforton, Evesham, WR11 7QA	Proposed demolition of various outbuildings	Approved 27 May 2026 — Prior approval not required as to the method of demolition and proposed restoration of the site. <b>Conditions</b> 1. Demolition must be carried out within 5 years of the date of this decision 2. An asbestos survey must be undertaken prior to demolition and any asbestos containing materials disposed of appropriately 3. 3. Demolition to be carried out in accordance with Evesham Site Demolition Plan — Dwg No. BK-2607-9

**26/749 Items for Next Meeting**

Members are reminded to provide notification to the Clerk of items for discussion at the next council meeting by 30th June 2026.

**26/750 Date and Venue of Next Meeting**

The next Parish Council meeting is confirmed as Tuesday 14th July 2026 at 7:15pm at Honeybourne Village Hall, Harvest Close, Honeybourne.

*Linda Stanton*

Parish Clerk

3rd June 2026

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

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