

HONEYBOURNE PARISH COUNCIL

Summons and Notice of Meeting

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

Tuesday 14th July 2026

at 7:15pm at Honeybourne Village Hall, Harvest Close, Honeybourne WR11 7RH

Please note: There will be a presentation by National Gas at 6:30pm prior to the Parish Council meeting. National Gas will provide an update on the West Import Resilience project (formerly Western Gas Network), ahead of anticipated works in this area. This presentation is separate from the formal Parish Council meeting, will last approximately 15–20 minutes, and will be followed by an opportunity for councillors to ask questions.

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 26/754 (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

26/751 Apologies

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

26/752 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.

26/753 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.

26/754 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

26/755 Adoption of Minutes of Previous Meeting

To approve adoption of the minutes of the Full Council Meeting held on 9th June 2026. (**Appendix 1 pages 6-15**)

26/756 Chairman's Report (for information only)

Verbal update from the Chairman, if any.

26/757 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) Wychavon District Council – Section 62A Designation	Wychavon District Council became subject to Section 62A designation (Planning and Compulsory Purchase Act 2004) with effect from 15th June 2026, following a planning appeal overturn rate exceeding the threshold set by Government. The Clerk emailed councillors and NDP Review Steering Group members setting out the implications for Honeybourne, drawing on advice from the Planning Consultant.
b) Neighbourhood Development Plan Review – Call for Sites Methodology	The Planning Consultant is progressing the Call for Sites Methodology document, taking into account feedback received from Wychavon District Council's Neighbourhood Team. The Steering Group will consider the document further at its meeting of 16th July 2026, under delegated authority approved by Full Council on 9th June 2026.
c) OS Mapping Licence	Following the discovery that the Council's Ordnance Survey mapping licence had lapsed and remained registered in the name of a previous Clerk, this has now been fully resolved. The Council's Public Sector Geospatial Agreement (PSGA) has been re-registered with the Clerk as Principal Contact, and access to OS Data Hub mapping has been restored. This ensures the Council, and the NDP Review Planning Consultant, can continue to access and use OS mapping data as required. There is no cost to the Council associated with this licence, as PSGA membership is provided centrally for local authorities.
d) Allotment Vacancies – Neighbouring Parish Councils	The Clerk has contacted neighbouring Parish Councils to advise that Honeybourne has vacant allotment plots available, and has asked that any enquiries be passed on in the event their own allotment sites are fully occupied.
e) Resident Noise Complaint	A resident raised concerns regarding excessive vehicle noise during night hours. The Clerk advised that the Parish Council has no enforcement powers over vehicle noise on the public highway, and signposted the resident to West Mercia Police (101 or online reporting), including information about the Safer Neighbourhood Team's recent presence in the village for residents to raise concerns directly.
f) Member of the Public Enquiry – Historic Post Office Location	Received and responded to an enquiry from a member of the public regarding the historic location of the village post office, referenced on their birth certificate.
g) Honeybourne Village Fete – 18th July 2026	Insurance, risk assessment, and temporary event licence documentation have been received from the organiser for the Village Fete, taking place on 18th July 2026 from 11am to 3pm. The Road Closure Order remains outstanding and is being followed up with the organiser. Councillors are welcome to attend in support of this community event.

26/758 Correspondence and Circulations Received

a) Wychavon District Council – Member Conduct Committee	Social Media Guidance for Councillors circulated to all Town and Parish Councillors, covering the Code of Conduct, defamation, data protection, and safe use of social media accounts
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b) West Mercia Police	Monthly Fraud Bulletin – June 2026, circulated to members for information
c) Wychavon District Council (Engagement Officer) — Parish and Town Council Event, 24 September 2026	Notification received from Wychavon District Council's Engagement Officer of a Parish and Town Council event on Thursday 24th September 2026, 6–8pm at The Civic Centre, Pershore, covering updates on Local Government Reorganisation and a range of environment-based funding opportunities, including the Local Nature Recovery Strategy, Natural Networks grant, Community Building Energy Resilience grant, and active travel funding. Further details, including the programme and booking arrangements, to follow in due course.

26/759 Finance

- a) To approve the schedule of payments for July 2026 including invoices to be paid and invoices paid as a matter of urgency. To follow.
- b) To approve the bank reconciliation for June 2026. **(Appendix 2 page 16)**
- c) To note the current budget monitoring position against the approved 2026/27 budget. **(Appendix 3 – pages 17- 18)**
- d) **For Noting** — the Clerk has received the quarterly VAT reclaim (Form VAT126) from HMRC for the period 1st April to 30th June 2026, totalling £10,138.40.
- e) **For Noting-** that a discrepancy in SSE Energy Solutions' inventory records for the Council's unmetered street lighting account was identified by the Clerk and has now been corrected. SSE has refunded £3,240.44 to the Council, covering the period 1st August 2025 to 30th April 2026.
- f) To approve that the Clerk be given delegated authority to progress all ongoing matters and projects, authorise all regular payments, and incur expenditure in line with the Council's agreed budget, as the Council will be in recess in August 2026. The Clerk will continue to liaise with the Chairman on any major issues. A record of all decisions and expenditure incurred under delegated authority will be kept and reported to members when the Council reconvenes in September 2026.
- g) **To note** the Business Plan, which consolidates previously agreed Council decisions for ease of reference, including the Forward Plan / Action Plan (adopted February 2026, Minute No. 25/679(f)) and the Three-Year Financial Forecast and 2026/27 Budget (Minute No. 25/662(e) and (f)). The document proposes no new policy, priority or expenditure. **(Appendix 4 - pages 19 -21)**
- h) To receive and consider a quotation received for the replacement of the oak posts at the churchyard gates, St Egwins Churchyard, at a cost of £885.00 plus VAT, to include all materials and labour, and to resolve whether to approve the expenditure

26/760 Committee and Working Group Reports

- a) **NDP Review Steering Group** — To receive and note the minutes of the NDP Review Steering Group meeting held on 2nd June 2026, previously circulated to Councillors.

26/761 Neighbourhood Development Plan Review

To consider and approve the Background document for the Neighbourhood Development Plan Review, circulated to Councillors for comment. **(Appendix 5 – pages 22 -27)** The document was circulated to Councillors in advance, with comments invited by 3rd July 2026.

26/762 Governance — Readoption of Policies

To consider the readoption of the following policies, circulated to Councillors on 3rd July 2026 for advance reading:

- I. Dignity at Work Policy
- II. Disciplinary Policy and Procedure
- III. Equality and Diversity Policy

- IV. Grievance Policy and Procedure
- V. Homeworking Policy
- VI. Honeybourne Parish Council Vexatious Policy
- VII. IT Policy
- VIII. Lone Working Policy
- IX. Member/Officer Protocol
- X. Social Media Policy

The Clerk confirms that all policies have been reviewed and there have been no legislative changes affecting their content. The only amendment made is the addition of a standardised header for consistency of presentation. Council is asked to readopt the policies as a group.

26/763 Environment and Community Wellbeing

For Noting -The Clerk and Handyman have carried out a survey of vacant areas within the cemetery, measuring available space allowing a margin of approximately 3 metres from the brook, and allowing 1.25m x 2.75m per burial plot, with appropriate walking space maintained between plots.

As of June 2026, the survey indicates capacity for at least 250 burial plots and 120 ashes plots. Further areas remain available which could be allocated for burial or ashes plots as required in future.

26/764 South Warwickshire Local Plan – Regulation 19 Consultation

To consider and approve a proposed representation to the South Warwickshire Local Plan (SWLP) Regulation 19 Publication consultation, regarding cross-boundary highway impacts on roads towards Honeybourne arising from the Long Marston Airfield development. Members are asked to consider the report and proposed representation at (**Appendix 6, pages 28 -33**), which includes supporting extracts from Worcestershire County Council's March 2025 representation and relevant SWLP policy pages.

The consultation timetable remains unconfirmed by Stratford-on-Avon District Council and Warwick District Council. Council is asked to approve the representation now so that it is ready for submission once the consultation formally opens.

26/765 Planning

a) Members to respond to planning applications - No applications currently require a Council response.

b For Noting – Planning Decisions receives

Application Reference	Location	Proposal
W/26/01259/DEM	Land at OS 1026 4295, Gloster Ades Road, Honeybourne (Honeybourne Airfield)	Prior Approval for the demolition of five buildings.
That's the decision stated plainly: not a refusal, not a grant of permission as such — Wychavon has decided it doesn't need to impose any conditions on how the demolition is carried out or the site restored, so the work can proceed as permitted development.		
Application Reference	Location	Proposal
W/26/00457/HP	Baylis Hill, Stratford Road, Honeybourne	Replacement outbuilding forming garage building with room above for ancillary use.
Wychavon District Council approved this application on 24th June 2026, subject to conditions including matching materials, restriction of the building to ancillary use only (not as a separate dwelling), tree protection, sustainable drainage, and provision of renewable/low-carbon energy measures prior to occupation.		
Application Reference	Location	Proposal
W/25/01046/LB	Ashwins Farm, 29 School Street, Honeybourne, Evesham, WR11 7PL	Various external works to include replacement roof coverings and windows

Decision: Approved — Listed Building Consent granted by Wychavon District Council, 30th June 2026, subject to two conditions:

1. Works must commence within 3 years of the date of consent.
2. Works must be carried out in accordance with the approved plans and documents (Statement of Significance, Design & Access Statement with Heritage Impact Statement, Location Plan, and drawings 2025-20-01 to 2025-20-19 Rev A).

26/766 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) To consider matters relating to the management of the allotment site and to give the Clerk direction.

26/767 Items for Next Meeting

Members are reminded to provide notification to the Clerk of items for discussion at the next council meeting by 15th August 2026.

26/768 Date and Venue of Next Meeting

The next Parish Council meeting is confirmed as Tuesday 8th September 2026 at 7:15pm at Honeybourne Village Hall, Harvest Close, Honeybourne (the Council does not meet in August due to summer recess).

Linda Stanton
Parish Clerk
8th July 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