

HONEYBOURNE PARISH COUNCIL

Minutes of the Full Council Meeting

held at Honeybourne Village Hall, Harvest Close, Honeybourne WR11 7RH
on Tuesday 9th June 2026 at 7:15pm

Members present: Cllrs H Jobes (Chairman), G Clelland, J Mellor, A Mathias, S Sidwell and S Walsh

In attendance: Parish Clerk, Linda Stanton

District Cllr J Ciotti (arrived 7:15pm, departed 7:55pm)

2 members of public

26/735 Apologies

Apologies were received and accepted from the following members:

Councillor	Reason
Cllr A Attridge	Personal
Cllr B Dubb	Personal
Cllr C Clear	Work commitment

26/736 Declarations of Interest

Councillors were reminded that to ensure transparency and retain public confidence in the council's decisions they are required to —

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

The following declarations of interest were made:

Cllr	Item	Interest
H Jobes	Item 26/743(a) — Schedule of Payments: payment to Honeybourne Village Hall	DPI — Village Hall Trustee and Treasurer
H Jobes	Item 26/743(a) — Schedule of Payments: payment to Honeybourne Allotment and Garden Association	DPI — plot holder
G Clelland	Item 26/743(a) — Schedule of Payments: payment to Limebridge Rural Services	ODI — personal friend
J Mellor	Item 26/743(a) — Schedule of Payments: payment to Honeybourne Allotment and Garden Association	DPI — plot holder

26/737 To consider any dispensations

There were no requests for dispensation.

26/738 Open Session

- Members of the Public.

There were no matters raised by members of the public.

- Supporting organisations, - South Worcestershire Policing Team.
None present.

- Worcestershire County Councillor & District Cllr H Robson
County and District Cllr H Robson also submitted apologies, being unwell and unable to attend.

- d) District Cllr J Ciotti was present. Her written report had been circulated to members prior to the meeting and is appended to these minutes at Appendix 1. Members noted two additional items raised by District Cllr Ciotti verbally at the meeting: a drop-in session to be held on 16th September 2026 at Wychavon District Council regarding the Renters' Rights Act, further details of which are available on the Wychavon District Council website; and information regarding a cost of living funding scheme, further details of which are also available on the Wychavon District Council website.

26/739 Adoption of Minutes of Previous Meetings

- a) The minutes of the Annual Parish Council Meeting held on 12th May 2026 were presented for adoption. It was unanimously:

Resolved:

That the minutes of the Annual Parish Council Meeting held on 12th May 2026 be approved as an accurate record and signed by the Chairman.

- b) The confidential minutes of the Annual Parish Council Meeting held on 12th May 2026, circulated to members separately, were presented for adoption. It was unanimously:

Resolved:

That the confidential minutes of the Annual Parish Council Meeting held on 12th May 2026 be approved as an accurate record and signed by the Chairman.

26/740 Chairman's Report

The Chairman reported that he had attended the Tales & Trails opening event on Saturday 6th June 2026. The project had been led by Friends of Honeybourne Station and comprised a series of interpretation panels providing background history to Honeybourne, together with a circular walking trail. The event was well attended by members of Great Western Railway, the station manager and local residents. The Chairman noted that the local MP, Nigel Huddleston, had visited the display on Friday 5th June 2026, being unable to attend the opening on the Saturday.

The Chairman further reported that Friends of Honeybourne Station intend to install two additional planters on Platform 2. Members noted that as Platform 2 is narrower than Platform 1, the planters would need to be of a narrower specification to accommodate the platform width.

The Chairman thanked Friends of Honeybourne Station for their significant contribution to the village. The Clerk was requested to write formally to the group to convey the Council's thanks.

Noted:

That the Chairman's Report be noted.

26/741 Parish Clerk's Report

The Clerk presented her report. Members noted the updates on ongoing matters as follows:

Item	Subject	Update
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.

Members commented that the village planters were looking well following the installation of the summer bedding plants.

Members noted the anti-social behaviour incident at the sports field and MUGA over the bank holiday weekend. A member enquired whether incidents of this nature were increasing. The Clerk advised that such incidents tend to occur during school holiday periods and periods of fine weather and that the benches had been secured to prevent a recurrence. The Clerk will prepare a short article for the village newsletter regarding anti-social behaviour and the Council's response.

Noted:

That the Clerk's Report be noted.

26/742 Correspondence and Circulations Received

The Clerk presented the correspondence received since the last meeting.

Item	Correspondent	Summary
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. 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 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 that the meeting room, toilets and foyer area are scheduled to be redecorated during the week commencing 13th July 2026. The Clerk will 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 from Paula Staples expressing thanks on behalf of Village News and Friends of St Ecgwin's Church on receipt of grant payments.
Noted: That the correspondence be noted.		

26/743 Finance

- a) **Schedule of Payments — June 2026** The Clerk presented the schedule of payments for June 2026. Members noted that two invoices — HAGA and Hirst Signs Ltd — had been received after

the schedule was initially prepared and were included for approval at the meeting. The Clerk confirmed the procedural basis for their inclusion.

Due to declarations of interest made by members in respect of certain payments, the schedule of payments was considered in four separate groups to ensure that members with an interest in a particular payment took no part in the discussion of, or vote on, that item, in accordance with the Council's obligations under the Localism Act 2011.

Group 1 — Routine Payments

Invoice No	Payment Method	Supplier	Description	Net £	VAT £	Gross £
808833524	Direct Debit	British Gas	Pavilion power and heating	66.61	3.33	69.94
M011 GN	BACS	British Telecom	Regular charge (1st May–31st May 2026)	36.95	7.39	44.34
INV12496308	Direct Debit	Water Plus	Pavilion water	16.42	—	16.42
483718512	Direct Debit	Lloyds Bank	Accounts Maintenance Fee — Community Account xxxxx608 (10th Mar–9th Apr 2026)	4.67	—	4.67
IVO4454958	Direct Debit	SSE Energy Solutions	Unmetered footway lighting	288.38	57.68	346.06
May	BACS	J Hyde	Handyman work	214.65	—	214.65
May	BACS	J Hyde	Lengthsman work	104.25	—	104.25
SI-10561	BACS	Security 4 Systems	Annual subscription — Microsoft Office 365	104.99	—	104.99
SI-10767	BACS	Security 4 Systems	Monthly IT support	77.50	—	77.50
Tax month 3	BACS	Worcestershire Pension	Pension	788.72	—	788.72
Tax month 3	BACS	Staff salary	Staff salary	2,371.49	—	2,371.49
Tax month 3	BACS	HMRC	HMRC	1,968.86	—	1,968.86
22610/23766	BACS	GS Adams	Replacement photocell — 2 Stratford Road	104.00	20.80	124.80
SIN156071	BACS	Fairview Trading	Handyman materials — plywood, lock, woodscrews	43.03	8.61	51.64
6190402372	BACS	Lyreco	Ring file	3.85	0.77	4.62
1197	BACS	Citizens Advice South Worcestershire	Donation to support delivery of advice services to Honeybourne residents	250.00	—	250.00
D12525	BACS	Grass Warehouse	Artificial grass to replace mount by slide at the Leys play area, including carriage	83.09	16.62	99.71
Mem259482-1	BACS	SLCC	Membership fee	55.00	—	55.00
BK226291-1	BACS	SLCC	Clerk training — 27th May 2026: 'What to do if you consider a bad/unlawful planning decision has been made'	38.50	7.70	46.20
—	BACS	Equals Card	Top-up prepaid debit card	250.00	—	250.00
56879	BACS	Hirst Signs Ltd*	Signs for cemetery; No Parking on Elm Green; signs for allotments	151.00	30.20	181.20

Prepaid Debit Card						
Invoice/Receipt No	Date	Supplier	Description	Net £	VAT £	Gross £
Auth code: 596224	16th May 2026	BT	Pavilion phone and broadband (April & May 2026)**	8.17	1.63	9.80
IEN2026030109429	26th May 2026	Adobe Systems	Software subscription	16.64	3.33	19.97
344221982026-06-05	4th June 2026	Lebara	Mobile phone	4.17	0.83	5.00

* Hirst Signs Ltd — invoice received after the schedule was initially prepared; included for approval at this meeting.

** BT — outstanding payment of £9.60 (April and May 2026, £4.80 each) arising from the April 2026 price increase. Paid by prepaid debit card to avoid interest. Standing order has now been updated to £44.34 per month.

Resolved:

That the payments listed in Group 1 above, as detailed in the schedule of payments, be approved.

Group 2 — Limebridge Rural Services

Invoice No	Payment Method	Supplier	Description	Net £	VAT £	Gross £
3751	BACS	Limebridge Rural Services	Grounds maintenance; plants and compost for village planters; repair of manhole cover in cemetery	1,680.00	336.00	2,016.00

Resolved:

That the payment to Limebridge Rural Services be approved. (For: 5 Abstention: 1)

Cllr Clelland, having declared a non-registerable interest by reason of personal friend, took no part in the discussion and abstained from the vote.

Group 3 — Honeybourne Village Hall

Invoice No	Payment Method	Supplier	Description	Net £	VAT £	Gross £
CG1422	BACS	Honeybourne Village Hall	13 cups of coffee — Annual Parish Meeting 12th May 2026	26.00	—	26.00

Resolved:

That the payment to Honeybourne Village Hall be approved. (For: 5 Abstention 1)

Cllr H Jobes, having declared a disclosable interest by reason of being a trustee and treasurer of the Village Hall, took no part in the discussion and abstained from the vote.

Group 4 — Honeybourne Allotment and Garden Association

Invoice No	Payment Method	Supplier	Description	Net £	VAT £	Gross £
2026-001	BACS	HAGA*	Allotment subscriptions collected on behalf of HAGAs (10 double plots and 18 single plots at £7.50 per plot)	285.00	—	285.00

* HAGAs — invoice received after the schedule was initially prepared; included for approval at this meeting.

Resolved:

That the payment to Honeybourne Allotment Gardens Association be approved (For: 4 Abstentions: 2)

Cllrs Jobses and Mellor, having declared a disclosable interest by reason of being allotment plot holders, took no part in the discussion and abstained from the vote.

b) Bank Reconciliation — May 2026

Bank Reconciliation at 31/05/2026		
Cash in Hand 01/04/2026		117,618.46
ADD		
Receipts 01/04/2026 – 31/05/2026		102,353.65
		219,972.11
SUBTRACT		
Payments 01/04/2026 – 31/05/2026		72,969.40
Cash in Hand 31/05/2026 (per Cash Book)	A	147,002.71
Cash in hand per Bank Statements		
Petty Cash 31/05/2026	0.00	
Lloyds Business Bank Instant 31/05/2026	135,369.70	
Lloyds Treasurers Account 31/05/2026	11,542.80	
Prepaid Debit Card Equals 31/05/2026	90.21	147,002.71
Less unrepresented payments		
Plus unrepresented receipts		
Adjusted Bank Balance	B	147,002.71
A = B Checks out OK		

Resolved:

That the bank reconciliation for May 2026 be approved.

c) For Noting — S106 Reimbursement — Sports Field Drainage Phase 2

Members noted 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.

Noted:

That the S106 reimbursement be noted.

d) For Noting — Neighbourhood Development Plan Grant Reimbursement

Members noted receipt of grant reimbursement from Wychavon District Council of £1,520.00 in respect of eligible NDP Review costs. VAT to be reclaimed separately.

Noted:

That the NDP grant reimbursement be noted.

e) For Noting — EE Direct Debit Cancellation

Members noted that the EE direct debit had been successfully cancelled following transfer of the Council's mobile phone contract to Lebara, and that a refund of £5.98 had been received from EE in respect of advance billing.

Noted:

That the EE direct debit cancellation and refund be noted.

f) For Noting — Publication of Unaudited AGAR 2025/2026

Members noted that the Notice of Public Rights and Publication of Unaudited Annual Governance and Accountability Return (AGAR) 2025/2026 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 commenced on Wednesday 3rd June 2026 and ends on Tuesday 14th July 2026 (30 working days). The unaudited AGAR and Notice of Public Rights are published on the Parish Council website and noticeboards.

Noted:

That the publication of the unaudited AGAR 2025/2026 be noted.

26/744 Governance — Policy Adoption

a) HPC Customer Service Standards

Members considered the HPC Customer Service Standards.

Resolved:

That the Council adopts the HPC Customer Service Standards.

b) Training and Development Policy

Members considered the Training and Development Policy.

Resolved:

That the Council adopts the Training and Development Policy.

c) Register of Interests — Removal of Home Address Publication Requirement

Members noted 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 had been advised accordingly and requested to notify the Clerk by 13th June 2026 if they wish their home 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.

Noted:

That the change in legislative requirements regarding publication of home addresses on registers of interest be noted.

26/745 Neighbourhood Development Plan Review

a) Report from the Chairman of the NDP Review Steering Group

The Chairman of the NDP Review Steering Group reported on progress following the Steering Group meeting of 2nd June 2026. Members noted the updates on the Call for Sites Methodology and the revised Programme and Timeline.

Noted:

That the report be noted.

b) Revised NDP Review Programme and Timeline

Members considered the revised NDP Review Programme and Timeline, prepared by the Planning Consultant following Full Council's resolution of 12th May 2026 to proceed with housing site allocations and a formal Call for Sites process. The revised programme set out a target of achieving Regulation 14 consultation in Spring 2027 and a referendum in Autumn 2027. Members noted that the NDP Review Steering Group had considered the revised programme at its meeting of 2nd June 2026 and resolved to recommend it to Full Council for approval.

Resolved:

That the Full Parish Council:

- i. Notes and accepts the report of the NDP Review Steering Group meeting of 2nd June 2026; and

- ii. Approve the revised Neighbourhood Plan Review Programme and Timeline, with a target of achieving Regulation 14 consultation in Spring 2027 and referendum in Autumn 2027

c) Call for Sites Methodology and Next Steps

Members considered the Call for Sites Methodology and Next Steps report. Members noted the background to the Call for Sites process, including the current housing requirement position under the South Worcestershire Development Plan Review, the confirmation from Wychavon's Neighbourhood Team that the proposed approach is in alignment with Government guidance, and the updated position on the Strategic Environmental Assessment and Habitats Regulations Assessment process.

Members noted that the next Steering Group meeting was scheduled for 16th July 2026, two days after the July Full Council meeting of 14th July 2026, and that the Parish Council does not hold a Full Council meeting in August due to the summer recess. Without delegated authority, publication of the Call for Sites document would be delayed until September 2026, which would push back the entire programme by two months.

Resolved: That the Full Parish Council:

- i. Notes and accepts the report of the NDP Review Steering Group meeting of 2nd June 2026 on the Call for Sites Methodology and next steps; and
- ii. Approves the Call for Sites Methodology; and
- iii. Authorises the Planning Consultant to proceed with the Call for Sites consultation in accordance with the approved methodology; and
- iv. Notes the updated position on the Strategic Environmental Assessment (SEA) and Habitats Regulations Assessment (HRA) process; and
- v. Delegates authority to the NDP Review Steering Group to consider and approve the Call for Sites document at its meeting of 16th July 2026; and
- vi. Further delegates authority to the Parish Clerk, in consultation with the NDP Review Steering Group Chair, to publish the approved document on the Parish Council website and take any further steps necessary to progress the Call for Sites consultation, provided all actions remain within the scope of the Call for Sites Methodology approved at this meeting and within the approved budget; and
- vii. Notes that the exercise of delegated authority under this resolution will be reported to Full Council for ratification at its meeting in September 2026.

26/746 Committee and Working Group Reports

a) NDP Review Steering Group — Minutes of 28th April 2026

The minutes of the NDP Review Steering Group meeting held on 28th April 2026, previously circulated to councillors, were received and noted.

Noted:

That the minutes of the NDP Review Steering Group meeting of 28th April 2026 be noted.

26/747 Environment and Community Wellbeing

a) Unmetered Street Lighting — Electricity Supply Contract

Members considered the Clerk's report regarding the Council's unmetered street lighting electricity supply contract with SSE Energy Solutions, which expires on 31st January 2027. Members noted that competitive quotes were being obtained through energy brokers and that, given the need to ensure the new contract is in place before the current contract expires and the time required to register and switch unmetered supplies, it was prudent to delegate authority to the Clerk to proceed as soon as competitive quotes were available rather than waiting for a further Full Council meeting.

Resolved:

That, in accordance with the Council's Scheme of Delegation and Financial Regulations, authority be delegated to the Parish Clerk, in consultation with the Chairman, to obtain and accept the most competitive

quote from a suitable supplier for the street lighting electricity supply contract commencing 1st February 2027, the decision to be reported to Full Council for ratification at the next meeting

26/748 Planning

a) Members to respond to planning applications

No planning applications had 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.
Noted: That the withdrawal of application W/26/00666/HP be noted.		

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 27th May 2026 — Prior approval not required as to the method of demolition and proposed restoration of the site.
Noted: That the planning decision on application W/26/00953/DEM be noted.			

26/749 Items for Next Meeting

Members were reminded to notify 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 was confirmed as Tuesday 14th July 2026 at 7:15pm at Honeybourne Village Hall, Harvest Close, Honeybourne.

The meeting closed at 7:55 pm

Signed: *H M Jobes*
[H.M.Jobes \(Jul 18, 2026 12:12:40 GMT+1\)](#)

Chairman, Honeybourne Parish Council

14/07/2026
Date:
14th July 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

June 2026 Report from Wychavon District Councillor Judith Ciotti to Parish Councils.

- Wychavon Growth Fund: this £15,000 match-funded initiative has been launched to drive productivity and jobs in SMEs in towns and rural areas of the district. For information see www.wychavon.gov.uk/growth . Enquiries to growth@wychavon.gov.uk . A separate Communities Grant is on its way.
- Places of Worship Renewal Fund and Heritage At Risk Capital Fund (HAR): Historic England has opened 2 funds for applications funded by the Dept. of Culture Media & Sport. The deadlines for both are quite imminent however there will be another round later in the year. www.historicengland.org.uk
- We are Wychavon Plan: Environment Promises - one of the promises is to restore and improve 28 hectares of land (owned by Wychavon) around Fish Hill, Broadway. I was excited to be part of a visit recently by the Climate and Nature Panel to the site guided by two of the Environmental Officers involved in the work, where we were shown progress so far and learned about the plans for the next 2 years for these priority habitats including semi-natural woodland and culturally significant landscape.
- Renters Rights Act: the act came into force recently and makes significant changes to private renting. In short :
 - Section 21 'no fault' evictions have ended
 - All tenancies are now periodic and fixed terms are no longer used.
 - Rent increases are limited to once per year with at least 2 month written notice.
 - Tenants can request pets and landlords must give a reasonable explanation.

Cllr Judith Ciotti Ward member Honeybourne, Pebworth & The Littletons (with Cleeve Prior)

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Final Audit Report

2026-07-18

Created:	2026-07-16
By:	Linda Stanton (clerk@honeybourne-pc.gov.uk)
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