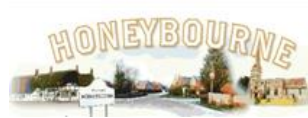


HONEYBOURNE PARISH COUNCIL



Summons and Notice of Meeting

**Members are summoned to the Parish Council meeting to be held on
Tuesday 13th September 2022 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 who are welcome to attend all or part of the meeting but may only speak during the allocated time as listed under agenda item 22/073 below. The public may ask questions or raise concerns regarding matters on this agenda or for future consideration. There is no expectation on the council to respond to any comments made at this time.

AGENDA

22/069 Vice- Chair for the Parish Council

A local Council may but need not, appoint a vice- chair. The Council are to decide whether or not they wish to appoint a Vice- Chair. If a Vice- Chair is required the Chair will ask if any interested members wish to be considered for the position.

22/070 Apologies

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

22/071 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.

22/072 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.

22/073 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 – A Adams (Littletons division)
- d) Wychavon District Councillor T Havemann-Mart (Honeybourne and Pebworth Ward)
- e) Working groups update.
 - I. PROW & Ditch Clearing
 - II. Traffic Management & Speeding
 - III. Christmas Celebration 2022
 - IV. MUGA/Honeybourne Sports Field
 - V. Streetlighting

22/074 Adoption of minutes of the previous meeting.

- I. To approve adoption of the minutes of the Parish Council meeting on 9th August 2022- Minutes circulated and also attached. **(Appendix 1)**

22/075 Notification - casual vacancy following receipt of a Councillor's resignation.

As there had been no call for a by-election by the end of the statutory notice period, the Parish Council is now free to co-opt a new Parish Councillor. The position will be advertised on the PC website and noticeboard.

22/076 Chairman's report

The Assistant Police and Crime Commissioner for West Mercia would like to meet the Chair and Clerk to discuss local Issues. These will include anti- social behaviour.

22/077 Parish Clerk's Report

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)HPC -Defibrillators	Notification has been received that a software update is required for the defibrillators. The update cannot be done remotely. Bookings have been made with the manufacturer for the defibrillators to be collected for the upgrade. The defibrillators can still be used in the meantime. The defibrillator at the Sports Field has now been registered with The Circuit under Honeybourne Parish Council. Previously it was registered with the secretary of HHFC.
b) Anti- social behaviour at the Sports Field	Residents reported anti-social behaviour at the Sports Field over the August Bank Holiday weekend. A group of youths were drinking, playing loud music and throwing empty drinks bottles on the field and also broke one of the picnic tables. The handyman has now repaired the table. Clerk and a resident have reported the incident to the local police. Local police have agreed to patrol the area when on duty.
c) Cricket/golf cage	The PC have now taken delivery of the golf /cricket cage. The cage will be installed when the net is received.
d) Footpath Gate	The footpath gate between Grange Farm Estate and the Leys was reported detached from the post. The handyman has now re- attached the gate.
e) Bench at the Leys Playing Field	The handyman has now refurbished the old bench with new slats and painted the frame. A member of public has commented that it was nice to see the Parish Council refurbishing the bench rather than replacing it with a new bench.
f) Inspection of Allotments	An inspection of the PC's allotments was carried out with the plot secretary. He has graded the plots A to D. • A - Good condition throughout – 16 plot holders • B - Mostly acceptable - 16 plot holders • C - Needs attention and improvement to certain areas – 13 plot holders • D - Unacceptable – 3 plot holders. He will notify the plots holders of the outcome of the inspection. The purpose of the inspection is to encourage plot holders in cultivating and maintaining their plots.
g) Wildflower Meadow at the Leys	The Project Support Officer has confirmed that the PC's registration form meets the eligibility requirements for Natural Networks. The Networks Officer has carried out a Biodiversity Enhancement Assessment. When received the PC can use the report to apply for funding. WCC who are the landowner have given their consent for the wildflower meadow. The Networks Officer has been given a copy of the proposal approved by Council in July.
h) Keys	To note that Clerk has now received the spare Patio key and key for the CCTV cabinet from HHFC secretary.
i) Update of the resigned Councillor's details	To note that the details of the Councillor have been removed from both PC documents and website. WDC has also confirmed that the details have been removed their records.

22/078 Correspondence, Circulation Received

a) Thank you letter from the retiring Chair	Cllr Askew thanked the Chair for his kind words and congratulated him on his new position. He also thanked the Council for the kind gesture of giving him a National Garden gift card.
b) Rubbish left after HHFC- Fun day.	Email received from HHFC secretary: <i>I personally remained on site with 4 other club members who between us made sure there was no left over rubbish (including nappies). I would suggest that between the event and when the handyman arrived (two days), this rubbish appeared and is / was nothing to do with the club.</i>
c) SWDPR- August Newsletter	South Worcestershire Development Plan Review Parish and Town Council Newsletter for August. (Appendix 2 pages 24 - 25)
d) WCC Public Notice	On 25 August 2022 Worcestershire County Council made an Order the effect of which will be to prohibit waiting at any time on the following side and length of road in High Street : - North side): From the western building line of number 1 High Street for a distance of 37 metres in a westerly direction. (South side) : From its junction with Brick Walk for a distance of 23 metres in a westerly direction.
e) August- West Mercia Police- Bulletin	The Fraud and Scam Bulletin.
f) Worcestershire Rail Investment Strategy.	Have Your Say on the County's new draft Worcestershire Rail Investment Strategy (WRIS2) Closing date for feedback is Friday, 21 October, 2022 . The document is available on the website: www.worcestershire.gov.uk/wris
g) Christmas Working Group	Cllrs Z Thorpe and T Askew have resigned from the group.
h) Email from HHFC Coach	Refer to (Appendix 3 pages 26 - 27)

22/079 Finance

- a) To approve the schedule of payment for September. (To follow)
- b) To approve bank reconciliations for August. **(Appendix 4 page 28)**
- c) To receive Conclusion of the External Auditors Report and Certificate 2021/2022. Please note other matters drawn to the attention of the authority, Box 2, Section 3. **(Appendix 5 pages 29 - 32)**

Quote from external auditor- *Except for the matter reported below on the basis of our review of Section 1 and 2 of the AGAR is in accordance with Proper Practices and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met.*

The AGAR was not accurately completed before submission for review. Please ensure that amendments are corrected in the prior year comparatives when completing next year's AGAR:

- *Section 2, Box 2, the annual precept, does not agree to the figure published by the precepting authority. The figures in Section 2, Boxes 2 and 3 for the current year should read £83.100 and £138,922 respectively. All grants, including Council Tax Support Grant, should be shown in Box 3, as per the guidance notes of the AGAR.*

Other matters not affecting our opinion which we draw to the attention of the authority:
None.

- d) To consider the option to opt out of the SAAA central external auditor appointments **(Appendix 6 page 33)**
The current 5 year contract has expired. Either the PC elect to appoint their own external auditor or continue for another 5 year term under the SAAA opt-in scheme whereby the external auditor will be appointed by SAAA as has been the case for the last 5 years. Appointing the PC's own external auditor would be an onerous and expensive exercise.

22/080 Working Group reports

To receive reports from Council working groups meetings held since the last Council meeting and consider recommendations for resolutions.

No reports received.

22/081 Environment & Community Wellbeing

- a) To consider adoption of the defibrillator at the Honeybourne Spa shop.
The defibrillator was gifted by a resident and had never been the responsibility of the Parish Council. The box is locked and cannot be opened. The defibrillator has never been registered. Clerk has spoken to a locksmith who advised that they may be able to open the combination lock but if not they will fit a new lock. The cost will be no more than £135.00.
- b) Chair to update on Community Legacy Grant for Sports Field Equipment and Improvement.
- c) To consider draft clause for HHFC's Sunday and out of season use of the Sports Field. To consider approval of a plan for the football pitches for the licence.
- d) To consider request for the use of the Leys Playing field for Village Fete. **(Appendix 7 page 34)**
- e) To note report by tree surgeon requested by the PC for tree works in the cemetery. The works and quote have been approved by full council on 8th March 2022.
- T1 Multi stemmed Ash- Remove low lateral stem growing towards overhead cables and reduce remaining canopy by 2 - 2.5 metres. This is to allow more natural light into surrounding areas and to keep power lines clear from fouling.
 - T2 Twin stemmed Willow- Remove heavily leaning stem and pollard remaining stem at 3 metres. This is to reduce the risk of leaning tree failing and to allow second tree to rebalance.
 - T3 & T4 semi mature Ash that has suffered excessive limb removal on the garden side, tree has been left unbalanced and at greater risk of collapse- Pollard at 5 metres and sever dense ivy infestation at base. This is to allow the trees to naturally re balance themselves and to allow more natural light into surrounding areas.
 - T5. Mature ash that has suffered excessive limb removal on the garden side, tree has been left unbalance and at greater risk of collapse. Pollard at 5 metres and sever dense ivy infestation at base. This is to stabilise the tree and to allow a natural rebalance of the crown.
 - T6 Dead Silver Birch situated above bench close to the entrance- Tree is dead and already starting to shed material from branch end. Dismantle and remove. This is for health and safety reasons, due to the tree being unstable.
- e) To consider additional signage for the Sports Field regarding dogs. The signs will be installed at the entrances of the pedestrian gates and the exterior wall of the pavilion. **(Appendix – 8 page 35)**

Description: 4 x Non Reflective signs on traffic grade aluminium composite. Plate only for fastening to a flat surface. Size : 300mm x 400mm – cost £38.75 each
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22/082 Planning Correspondence

Street naming & numbering – Land off Stratford Road, Honeybourne **(Appendix -9 pages 36 - 38)**

WDC have approved the road names with a small change. They will be Whitley Close and Wellington Road (not Close).

22/083 Members to raise items for consideration at the next meeting.

22/084 Date and venue of the next Parish Council meeting.

The next Parish Council meeting will be held on 11th October 2022, 7:15pm in the Village Hall

Linda Stanton

Parish Clerk

08/09/2022

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

Council Members: T Askew (Chairman), M Henson (Vice-Chairman), A Attridge, C Clear, G Clelland, C Evans, C Gear, H Jobes, A Mathias, C Steward and Z Thorpe.
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