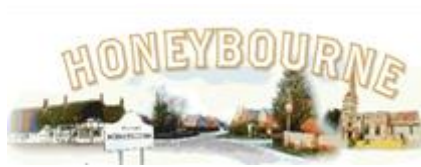


HONEYBOURNE PARISH COUNCIL



NOTICE OF EXTRAORDINARY COUNCIL MEETING

An Extraordinary meeting of Honeybourne Parish Council will be held on Tuesday 26th April 2022 at 7:30 pm.

Summons

Honeybourne Parish Council members are hereby summoned to attend the Extraordinary Meeting of the council to be held at Honeybourne Village Hall, on Tuesday 26th April 2022 at 7:30 pm.

Signed *Trevor Askew*
Chairman

AGENDA

1. **Apologies**
To receive apologies from absent members and record the reason for absence.
2. **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.
3. **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.
4. **To approve HPC Asset Register a requirement for AGAR 2021/2022 - Attached**
5. **Queen's Jubilee Celebration- Council to resolve outstanding details yet to be determined/ ;**
 - I. A burger van and ice-cream van could be available for the event but the PC have would have to make a decision quickly to secure a booking. It is believe there is no cost to the PC.
 - II. Risk Assessments
 - III. Application for temporary licence for event
 - IV. Clearing up – At the end of each day the site has to be clear up and make safe
 - V. Provision for first aiders
 - VI. Locations for the 2 promotional banners
 - VII. Beacon Lighting Ceremony – 2nd June 2022 at 9:45 pm (Refer to checklist)
 - VIII. Jubilee Celebration - Saturday 4th June (Refer to checklist)
 - IX. Jubilee Celebration- Sunday 5th June (Refer to checklist)

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.
--

Assets Register Report

The figure of £342,474 submitted on the Annual Return in 2021 was incorrect. The total on the Assets Register based on the last review in May 2018 was £392,474. This is the only figure in the PC's records.

£19,000 was included in the assets register for 2 sets swings that were removed in 2020 when the new play equipment was installed at the Leys Recreational Field. £2000 was included in the assets register for VAS. The sign has been disposed of as it is broken. Therefore £19000 + £2000 (£21,000) has been deducted from the register.

All Assets have now been correctly entered into Scribe, including the new Assets since 2018. The total assets value now stands at £441,564.22.

The Asset Register was last reviewed in 2018 but it should have been reviewed annually and approved by Council. Therefore, Council is now required to approve the Asset Register that has been produced on Scribe by the RFO, this is a requirement for submission of the Annual Return.

Honeybourne Parish Council
Fixed Assets and Long Term Investments

Asset Description	Date Acquired	Purchase Value	Current Value	Location /Responsibility	Estimated Life	Usage/Capacity	Charges
Administration							
Black filing cabinet	unknown			Village hall			
HP Printer	unknown			Parish Clerk's home	unknown		
Keyboard & mouse	unknown			Village hall	10		
Laptop bag	unknown			Parish Clerk's home	unknown		
Laptop- NJ 70LU- Serial no: 0000J0017	unknown			Parish Clerk's home	unknown		
Samsung - A21Mobile	unknown			Parish Clerk	unknown		
Wooden Noticeboard	unknown	400.00	400.00	Corner of School RD- Hig	unknown		
Wooden Noticeboard	unknown	400.00	400.00	Outside Village Hall- Har	unknown		
Wooden Noticeboard	unknown	400.00	400.00	Nr Stephenson Way - Jur	unknown		
Wooden Noticeboard	unknown	400.00	400.00	Near Spa shop on the gr	unknown		
		1,600.00	1,600.00				
Allotments							
Allotments - site gates 2nos	unknown	300.00	300.00	Allotment- Mickleton Roa	unknown		
Metal 5 Bar vehicular access gate	unknown			Allotment- Mickleton Roa			
Water tanks - 7 nos	unknown	1,050.00	1,050.00	Allotment- Mickleton Roa	unknown		
		1,350.00	1,350.00				
Cemetery							
Cemetery - Church lane	unknown	1.00	1.00	Cemetery Church Lane	unknown		
Dog Bin	unknown	330.00	330.00	Cemetery			
Large litter bins - 2 nos	unknown	1,100.00	1,100.00	cemetery	unknown		
Wooden Bench - 5 nos	unknown	1,500.00	1,500.00	cemetery	unknown		
Wrought iron gate	unknown	2,500.00	2,500.00	cemetery	unknown		
		5,431.00	5,431.00				

Environment

Honeybourne Parish Council
Fixed Assets and Long Term Investments

Asset Description	Date Acquired	Purchase Value	Current Value	Location /Responsibility	Estimated Life	Usage/Capacity	Charges
Asset Register May 2018 VAS Sign	unknown	2,000.00	2,000.00				
Bollards	unknown	675.00	675.00	Village Greens	unknown		
Bus Shelter- Wooden	unknown	4,000.00	4,000.00	Elm Green	unknown		
Composite Bench	unknown	350.00	350.00	Gate/Inn Stratford Road	unknown		
Defibrillator	unknown	1,200.00	1,200.00	Phone kiosk - High Street	unknown		
Disposal of VAS sign		-2,000.00	-2,000.00				
Dog Bin	unknown	330.00	330.00	Weston Road	unknown		
Dog Bin	unknown	330.00	330.00	Station Road	unknown		
Dog Bin	unknown	350.00	350.00	Harvest Close	unknown		
Dog Bin	unknown	330.00	330.00	Westbourne	unknown		
Evolis Radar Speed Sign - 2 nos	2/03/2022	4,399.88	4,399.98	Weston, Stratford & Bredon	unknown		
Green bins - 5 nos	unknown	700.00	700.00	Various sites	unknown		
Large litter bin	unknown	550.00	550.00	Stephenson Way	unknown		
Large litter bin	unknown	550.00	550.00	Station Road	unknown		
Large litter bin	unknown	550.00	550.00	Elm Green	unknown		
Large litter bin	unknown	550.00	550.00	Grove Avenue / Stratford	unknown		
Large litter bin	unknown	550.00	550.00	Grove Avenue			
Large litter bin	unknown	550.00	550.00	School Street/ High Street	unknown		
Large litter bin	unknown	700.00	700.00	Gate Inn cross road	unknown		
Lengthsman Tools- Stihl Hedge cutter	unknown	400.00	400.00	John Hyde locked shed	unknown		
Lengthsman Tools- Stihl Strimmer	unknown	500.00	500.00	John Hyde locked shed	unknown		
Metal Bench	unknown	350.00	350.00	Elm Green	unknown		
Metal Bus Shelter	unknown	4,000.00	4,000.00	Dudley Road	unknown		
Oak bench	unknown	350.00	350.00	Grove Avenue/Stratford F	unknown		
Phone Kiosk	unknown	1.00	1.00	High Street	unknown		
Planters boxes 4 nos	unknown	400.00	400.00	Village Greens	unknown		
Plastic Bench	unknown	300.00	300.00	Gate Inn/ Stratford Road	unknown		
Salt bins - 6 nos	unknown	4,860.00	4,860.00	Various estate sites	unknown		

Honeybourne Parish Council
Fixed Assets and Long Term Investments

Asset Description	Date Acquired	Purchase Value	Current Value	Location /Responsibility	Estimated Life	Usage/Capacity	Charges
Signage - No Parking - 2 nos	unknown	200.00	200.00	Elm Green	unknown		
Small Free Standing bin	unknown	175.00	175.00	Village hall			
Small Free Standing bin	unknown	175.00	175.00	Brick Walk/ High Street	unknown		
Small Free Standing bin	unknown	175.00	175.00	School Gate	unknown		
Small Free Standing bin	unknown	175.00	175.00	High Street Shops	unknown		
Small Free Standing bin	unknown	175.00	175.00	Station Road	unknown		
Village Green	unknown	1.00	1.00	Gloster Ades	unknown		
Village Green	unknown	1.00	1.00	Brick Walk	unknown		
Village Green	unknown	1.00	1.00	Brick Walk/ High Street	unknown		
Village Green	unknown	1.00	1.00	Elm Green	unknown		
Wooden Bench	unknown	350.00	350.00	Brick Walk/High Street	unknown		
Wooden Bench	unknown	350.00	350.00	Grove Avenue / Stratford	unknown		
		29,604.88	29,604.98				

Recreational Field and Pavillion

5- Aside goal post - 2 nos	May 2018	570.00	570.00	Recreation Sports Field · 10			
Basket ball poles & net - 2 nos	May 2018	800.00	800.00	Recreation Sports Field · 10			
Bench	unknown	250.00	250.00	Recreation Sports Field ·	unknown		
Bollards - 20 nos	unknown	2,000.00	2,000.00	Car park - Recreation Sp	unknown		
Defibrilator	unknown	1,200.00	1,200.00	Recreation Sports Field ·	unknown		
Drop Bollards 2 nos	unknown	800.00	800.00	Recreation Sports Field ·			
Fence and access gate	unknown	500.00	500.00	Recreation Sports Field ·			
Fence and gate	unknown	5,100.00	5,100.00	Gloster Ades	unknown		
Football kit - 10 nos	May 2018	140.00	140.00	Recreation Sports Field ·			
GoPak tables - 2 nos	unknown	484.00	484.00	Recreation Sports Field ·	unknown		
Keysafe	unknown	108.00	108.00	Recreation Sports Field ·	unknown		
Large litter bin x 2	unknown	250.00	250.00	Recreation Sports Field ·	unknown		
MUGA (fence only inside)	unknown	75,000.00	75,000.00	Recreation Sports Field ·	unknown		

Honeybourne Parish Council
Fixed Assets and Long Term Investments

Asset Description	Date Acquired	Purchase Value	Current Value	Location /Responsibility	Estimated Life	Usage/Capacity	Charges
Netball Court & net	May 2018	10,000.00	10,000.00	The Leys Playing Field H	10		
Outdoor Table Tennis	May 2018	500.00	500.00	Recreation Sports Field	10		
Pavilion Building	unknown	200,000.00	200,000.00	Recreation Sports Field	unknown		
Portable marquee for rec	unknown	730.00	730.00	Recreation Sports Field	unknown		
Recreational Field	unknown	1.00	1.00	Gloster Aides	unknown		
Signage- Road signs - 2 nos	unknown	1,300.00	1,300.00	Recreation Sports Field	unknown		
Signage- Safety signs - 5 nos	unknown	200.00	200.00	Recreation Sports Field	unknown		
Small Free standing pole mounted bin	unknown	175.00	175.00	Recreation Sports Field	unknown		
Storage Box	unknown	350.00	350.00	Recreation Sports Field	unknown		
Storage Cupboard (silver)	unknown			Recreation Sports Field	unknown		
Tennis Court set	May 2018	700.00	700.00	The Leys Playing Field H			
Wooden Picnic Table with attached bench - 6 n	unknown	600.00	600.00	Recreation Sports Field	unknown		
		301,758.00	301,758.00				

Streetlights

Christmas LED Sparkle light - 10 sets	19 November 2021	600.00	600.00	Limebridge storage yard	unknown		
LED Lights - 6 nos	unknown			Stephenson Way			
Lights - 34 nos	unknown	34,000.00	34,000.00	Various sites	unknown		
		34,600.00	34,600.00				

The Leys playing field

117 metres -1 m high Playspec Bowtop fence	17/01/22	4,896.79	4,896.79	The Leys Playing Field H	10		
1m high Prosafe self closing gate 2nos	17/01/22	1,676.38	1,676.38	The Leys Playing Field H	10		
1m Playspec Maintenance gate	17/01/22	462.07	462.07	The Leys Playing Field H	10		
2 sets of swings	unknown	19,000.00	19,000.00	The Leys Playing Field H			
Access gate	unknown	300.00	300.00	The Leys Playing Field H	unknown		
Disposed 2 sets of swings	unknown	-19,000.00	-19,000.00	The Leys Playing Field H			
Dog Bin	unknown	330.00	330.00	The Leys Playing Field H	unknown		

Honeybourne Parish Council
Fixed Assets and Long Term Investments

Asset Description	Date Acquired	Purchase Value	Current Value	Location /Responsibility	Estimated Life	Usage/Capacity	Charges
Emerald with green rope	31/08 2021	9,830.00	9,830.00	The Leys Playing Field H	10		
Evoround clamber stack	31/08 2021	3,650.00	3,650.00	The Leys Playing Field H	10		
Fahr underground tunnel	31/08 2021	353.00	353.00	The Leys Playing Field H			
Four Tower unit, steel sides	31/08 2021	6,110.00	6,110.00	The Leys Playing Field H	10		
Jumper, six sided	31/08 2021	2,560.00	2,560.00	The Leys Playing Field H	10		
Large litter bin	unknown	550.00	550.00	The Leys Playing Field H	unknown		
Pedestrian gate	unknown			The Leys Playing Field H	unknown		
Picnic Table pine	17/01/22			The Leys Playing Field H	10		
Robinia cable way for slope	31/08 2021	9,110.00	9,110.00	The Leys Playing Field H	10		
Robinia Double Tower	31/08 2021	15,370.00	15,370.00	The Leys Playing Field H	10		
Robinia sitting pole	31/08/2022	150.00	150.00	The Leys Playing Field H	10		
Signage- Dog Fowling	unknown	10.00	10.00	The Leys Playing Field H	unknown		
Signage- Gate sign	unknown	50.00	50.00	The Leys Playing Field H	unknown		
Swing with pine legs	31/08 2021	1,820.00	1,820.00	The Leys Playing Field H	10		
Two bay swing set	31/08 2021	3,450.00	3,450.00	The Leys Playing Field H	10		
Vehicle access gate	unknown			The Leys Playing Field H	unknown		
Wehopper, mini, green	31/08 2021	932.00	932.00	The Leys Playing Field H	10		
Wheelchair carousel	31/08 2021	5,260.00	5,260.00	The Leys Playing Field H	10		
Wooden Bench	unknown	350.00	350.00	The Leys Playing Field H	unknown		
		67,220.24	67,220.24				
Grand Total:		441,564.12	441,564.22				

Queen Platinum Jubilee – Beacon Lighting Ceremony- 2nd June 2022**Checklist**

Start & Finish time for the event- What time will the gates be open?	Start - Open -	Finish -
Parking arrangements		
Programme for the evening including timings		
Food / drinks stalls?		
Setting up & dismantling the beacon		
Who will be lighting the beacon?		
Marshalls required?		

Queen Platinum Jubilee Celebrations- 4th & 5th June 2022

Checklist

Who is responsible for co-ordinating setting up of toilets, bouncy castle, tv screen and any other supplier / stall holders etc	
Start & Finish time for the event- What time will the gates be open?	Start - Finish - Open -
Parking arrangements	
Programme for the activities including timings	
Food / drinks and other stalls?	
Marshalls required?	
Night time security arrangements	

Note all Risk Assessments must be produce for all the 3 days.

Copies of insurance policies from all stall holders