HONEYBOURNE PARISH COUNCIL

Summons and Notice of Meeting

Members are summoned to the Annual Parish Council meeting to be held on Tuesday 10th May 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 22/114 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

22/001 Election of Chairman

- The appointment of Chairman is an annual requirement; the appointed member will sign the Chairman's Declaration of Acceptance of Office.

22/002 Election of Vice-Chairman

- The appointment of Vice-Chairman is an annual requirement assuming responsibilities in the absence of the Chairman. The appointed member will sign the Vice-Chairman's Declaration of Acceptance of Office.

22/003 Apologies

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

22/004 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.

22/005 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.

22/006 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.** Queen's Platinum Jubilee Celebrations.

V. MUGA/Honeybourne Sports Field
VI. Streetlighting

22/007 Adoption of minutes of the previous meetings

I. To approve adoption of the minutes of the Parish Council Meeting 12th April 2022.
II. To approve adoption of the minutes of the Extraordinary Parish Council Meeting 26th April 2022.

Both sets of minutes have been previously circulated but also attached. **(Appendix 1)**

22/008 Annual Business Meeting

I. Appointments of committees and working groups.

II. Review of delegation arrangements.

- See proposed schedule of delegation to Standing committee and to Clerk to be reviewed and signed by Chairman. **(Appendix 2)**

III. To consider representation arrangements:

a) Village Hall

- There is no Parish Council representative at the moment

Governance arrangements:

a) Review of Standing Order.

- The Standing Orders have been updated and amended. **(Appendix 3)**

b) Review of Financial Regulations

- To note that the Financial Regulations has been updated and approved by the Full Council on 8th March 2022. The Financial Regulations will be reviewed annually.

c) Review of Members' Code of Conduct

- No changes are proposed to the Members' Code of Conduct. It is a legal requirement that the Council has a Code that members must follow, which is linked to their Register of Interest. All Worcestershire local councils adhere to the same code introduced by the county's Monitoring Officer in 2012.

d) Review of Asset Register

- To note that the Asset Register has been updated and approved by Full Council on 26th April 2022. The Asset Register will be reviewed annually.

e) Confirm insurance arrangements and adequacy of cover.

- The insurance is not due for renewal till 1st September 2022. The new play equipment is covered under the current policy.

f) Review annual subscriptions

- National Association of Local Councils/Worcs CALC (£1102.13)
- Society of Local Council Clerks (£230.00)
- Data Protection Annual Fee (£35.00)

g) Agree calendar for review of all council policies.

- Please see attached calendar. **(Appendix 4)**

22/009 Chairman's report – if any

22/010 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) Update on the provision of sanitary bin at the pavilion	Purchase order for the bin has been sent to the supplier. Waiting for the bin to be installed.
b) Replacement of luminaire outside No 56 High Street	GS Adams replaced luminaire following a complaint from a resident that it was not working.
c) Questionnaire associated with the Legacy Grant Application	The questionnaire is being printed. It will be ready for distribution to all households in early May.
d) Delivery of the cricket mat	Arrangement has been made for the delivery of the cricket mat.
e) Honeybourne Pottery - parking	Advised Honeybourne Potteries of PC's decision to allow conditional

arrangement at the Sports Field.	parking at the Sports Field.
f) Queen's Jubilee Celebration	• Burger vendor and ice-cream vendor have been booked to attend on 4th & 5th June 2022. • Purchase order for overnight security for the pavilion has been issued to the supplier. • Quotation for the provision of hot drinks for sale at the event has been given to Cllr Gear.

22/011 Correspondence, Circulation Received

a) Update on emails between WCC Highways and County Cllr Adams regarding the lack of visibility when approaching the Zebra Crossing on Station Road.	The lighting designs for the zebra crossings at Station Road, Honeybourne and Leamington Road, Broadway were undertaken by the County Council's Consultants, Jacobs and the WCC Lighting Team. They have responded to confirm that both installations comply to current regulations for lighting of pedestrian crossings (TR22 "Lighting of Pedestrian Crossings." Jacobs' response continues as follows:- The Zebra crossing on Station Road is specifically associated with new lighting works to service the road junction with Clun Forest Way. Where Zebra crossings form part of a junction designed to conflict area light levels, dedicated Zebra crossing lighting is not required. As indicated in the feasibility study for Station Road….. *As the pedestrian crossing is to be located adjacent to Clun Forest Way inside a conflict area it should be lit as per TR12 Lighting of pedestrian crossings clause 11.5.2 Pedestrian crossings at T-junctions and roundabouts "pedestrian crossings are sometimes sited next to junctions and roundabouts, and in such locations the use of road surface luminance design is not practicable. In this case the area of the pedestrian crossing should be included in the relevant conflict area of the junction or roundabout, to which the selected horizontal illuminance class is applied in design calculations". Therefore, the lighting in the vicinity of the proposed pedestrian crossing site and junctions is to be lit to be a compliant conflict area. Refer to Figure 2 reference A.* The situation at Leamington Road differs due to the existing heritage lighting installation, which does not perform in a similar fashion to the new installation at Station Road. To compound this, the Zebra crossing on Leamington Road does not form part of a conflict area, therefore, dedicated Zebra crossing lighting at Leamington Road is required.
West Mercia Fraud advice	West Mercia Police - fraud and Scam Bulletin - April 2022

	Emailed to all members on 13th April 2022
WDC Ticket to ride	Ticket to Ride event - Wednesday 27 April at 5.30pm at the Civic Centre. Emailed to all members on 19th April 2022.
Quarterly Meeting of the Wychavon Area of the Worcestershire CALC	Quarterly Minutes of meeting and Executive CALC report. Emailed to all members on 21st April 2022
WDC – Head of Planning – Press Release	The updated South Worcestershire Development Plan (SWDP) will not be published for consultation in July as scheduled, because work on the key documents relating to development sites and the infrastructure needed to support them is yet to be completed. Emailed to all members on 22nd April 2022
Email from resident regarding parking on pavement in Westbourne Road	Forwarded to PC M Beard.
Reply from farmer to Clerk's letter – Re flood alleviation at Brook Farm	Work is still ongoing and shows where big improvements can be made. Looking forward the aim is to turn a large part of the holding area into permanent wet land to attract water birds and benefit nature or all round. Grass seed has only be scattered and likely raked in but due to lack of rain fall that could turn out to be a waste of time this year.

22/012 Finance

a) To note the current financial position and schedule of payments. (Bank Rec and schedule of payment to follow.)

b) To agree the current financial standing order and direct debits payment.

ICO	Renewal of membership	Standing order
EE	Office mobile phone	Direct debit
Water Plus	Pavilion & Allotments water rates	Direct debit
British Gas	Pavilion Power and heating	Direct debit

c) To receive and note internal audit report for year ending 31/03/2022. **(Appendix 5)**

d) To approve Section 1 of the Annual Governance and Accountability Return, the Annual Governance Statement for financial year to 31/03/2022. Please see Interim Summary from Internal Auditor, DKE Audit Services for information, supporting statement, and Section 1 of the AGAR for signature by the Chairman and Clerk. Document to follow.

e) To approve Section 2 of the Annual Governance and Accountability Return, the Annual Accounting Statements for financial year 31/03/2022. Please see Section 2 of the AGAR requiring signature of the Chairman previously signed in advance of the meeting by the Responsible Finance Officer. Document to follow.

f) To consider application for Discretionary Rural Rate Relief. **(Appendix 6)**

g) To consider request by Limebridge for further increase in line with the current retail price index as allowed by their contract. Therefore, Limebridge are requesting a 9% increase.

22/013 Working Group reports

To receive minutes of meetings from Council working groups held since the last Council meeting and consider recommendations for resolutions as reported below:

I. MUGA/Recreational Sports Field/Pavilion Working Group- To receive draft minutes of the meeting held on Thursday 21st April 2022 **(Appendix 7)**

22/014 Environment & Community Wellbeing

a) To consider footway lighting at Owl Homes Development on Stratford Road. **(Appendix 8)**

b) Wychavon Parish Games -PC to note that the entry fee for each event has been raised to £10.00 , with a cap of £80.00. (This means that if a participant enters 8 events or more, they will only be charged £80.00). There will be a £9.00 peg fee if the participant takes part in the angling competition. This is the first time the games organiser has increased the fees since 2012 to cover the increased cost of insurance and having to pay to use the facilities, as previously they have been able to use the facilities free of charge. The games organiser is also seeking facilities to host Bowls, Cross Country, Men's Five-a-side Football, Petanque, Rounders and Table Tennis for their one day event.

c) Queen Jubilee Celebration

I. Secretary of HHFC, Mr Henson has advised by email to the Clerk that ;
After talking to the HHFC committee, they are happy to let the PC borrow and use items owned by the club but require the PC to confirm that if anything is damaged or broken, the PC will replace it; so far the group have asked to borrow, cones for the cricket boundary, temporary fencing and stakes, if the PC want the goals to be left out, these will also need to be under guarantee.
PC to consider Mr Henson's requirements.

II. Secretary of HHFC, Mr Henson has advised by email to the Clerk that ;
Also, you may want to arrange for Limebridge to treat the clover and week kill, the clover is growing extremely quick, also they will need to cut the grass two days before the cricket starts.
PC to consider Mr Henson's advice.

III. PC to consider the requirements for preparing the cricket pitch.
Limebridge have advised as below:
To prepare the Recreation Field for your cricket mat as per the instruction you forwarded (supplier's instructions)
These works will include mowing the required area of grass to 10mm and removing the cut grass
Levelling any high spots and filling depression with rootzone sports field topdressing.
Our charge for the above works including materials will be £200.00 + VAT

IV. PC to consider request from a member of the working group requesting Council to provide cash prizes for the winners of the lottery. The PC's financial regulations do not allow this and they will have to be paid by cheque or bank transfer. This could be arranged by giving the winners a voucher stating the amount they have won and to contact the Clerk for the winnings to be paid. The required audit trail will then be created.

22/015 Planning

a) Members to note planning decisions

WDC ref	Site Address	Proposal
W/22/00238/FUL	Land At (OS 1092 4420), Bretforton Road, Honeybourne	Erection of a general purpose agricultural building
Decision : Approved		
W/22/00317/HP	23 Stephenson Way, Honeybourne, Evesham, WR11 7GH	Remove existing conservatory and replace with two single storey extensions to the side and rear. Variation of condition 2 of planning reference 21/01278/HP
Decision : Approved		
W/22/00352/HP	Weavers Cottage, 2 High Street, Honeybourne, Evesham, WR11 7PQ	Removal of existing conservatory and erection of single storey rear extension forming kitchen.
Decision : Approved		

b) Members to note planning correspondences

i) WDC Planning Enforcement	Concern about unfinished units near the Co-op. The enforcement officer has now advised that the heras fencing that was damaged during the storm earlier this year has been reinstated. During his site visit, the contractors on site and the agent have advised that the site is due for completion in July of this year provided there are no further delays with materials

	With all that has been considered, he deems there to be no breach of Planning Control and this enforcement case will be closed accordingly

22/016 Members to raise items for consideration at the next meeting.

22/017 Date of Next Meeting

Ordinary Parish Council Meeting, 7th June 2022, 7.15pm at Honeybourne Village Hall

Linda Stanton

Parish Clerk
5/05/2022

***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.

HONEYBOURNE PARISH COUNCIL

Minutes of the Parish Council meeting held at Honeybourne Village Hall, Harvest Close, Honeybourne WR11 7RH
on Tuesday 12th April 2022 at 7.15pm

Members present: Cllrs T Askew (Chairman), A Attridge, G Clelland, C Clear, C Gear and H Jobes

In attendance: Parish Clerk Linda Stanton
PC M Beard arrive at 7:15 pm left at 7:35pm.
District Cllr T Havemann-Mart- arrived at 7:35 pm
County Cllr A Adams arrived – arrived at 7:40pm
10 members of the public

22/111 Apologies – Cllr C Evans- sick leave, Cllr M Henson- on holiday, Cllr Z Thorpe- on leave, Cllr C Steward- sick leave and Cllr A Mathias- work commitments.

22/112 Declarations of Interest: Councillors were 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.

The Chair reminded all members to declare their interest at the start of the meeting and it was not the responsibility of the Chair or the Clerk to remind members of their declaration of interest.

Cllr	Minute	Interest	Reason
G Clelland	Item 22/120 (g) Bill payment to Grounds Maintenance Contractor Item 22/120 (g) Bill payment to Village Hall	ODI ODI	Grounds maintenance contractor is a personal friend. Trustee to Village Hall
C Gear	Item 22/120 (g) bill payment. Item 22/123 (a) planning application: W/22/00631/HP	DPI ODI	Employee to Honeybourne Village Hall Neighbour
Cllr H Jobes	Item 22/123 (a) planning application : W/22/00631/HP	ODI	Neighbour

22/113 To consider any dispensations
There were none.

22/114 Open Session Participation to hear from:

a) Members of the Public

I. A member expressed concerns of an overgrown footpath adjacent to Maple Close.

b) Supporting organisations, - South Worcestershire Policing Team.
The Chair welcomed PC Beard to the meeting and invited him to address the Parish Council. PC Beard reported to the PC that his team has been doing speed checks around the village. He explained that it was difficult for his team to take any action against motorists ignoring the rules at the Zebra Crossing as the police have to witness the offence.

c) Worcestershire County Councillor – A. Adams (Littletons division) – County Cllr Adams report

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circulated to all Cllrs.
On his arrival at 7:40pm, the Chairman welcomed Cllr Adams and asked if he wished to address the Parish Council. Cllr Adams reported on the following;

Dear All,
I wish you a very happy Easter.
At this time of the year, hedges, and trees are all growing so fast, so can I ask you to be considerate and check your hedges or shrubs do not overhang your boundary and are not causing an obstruction to public places. See notice below

OVERGROWN HEDGES & VERGES

This is a problem that is raised in the meetings of Parish Councils around the county.
The owner or occupier of a property has a legal responsibility (Highway Act 1980) to ensure that the 'public highway' adjacent to a property is not obstructed by vegetation from their property, e.g. overhanging growth from a tree, hedge, or vegetation that has been allowed to grow into the public highway. The 'public highway' is defined by law as consisting of any verge, footway, carriageway, bridleway, or footpath that is maintained at public expense and over which the public has a right of way.
The requirements;-
Although the Highways Act 1980 doesn't specify any actual measurements for overhanging vegetation, the requirement should be met by:

- For pedestrian areas, minimum headroom of 2.3m (7ft 6 inches).
- For carriageway and an area immediately adjacent to it (for a distance of 0.45m (1ft 6 inches) minimum headroom of 5.2m (17ft). In both cases, all the vegetation should be cut back vertically.

Thank you from the Highways Team.

Update on Home for Ukraine Support in Worcestershire

Council leaders across the county have pledged to welcome Ukrainian guests with a 'One Worcestershire' approach, confirmed by a joint statement of support:

"The situation in Ukraine has shocked us all locally, nationally and internationally and our thoughts are with all those who have been affected.
"As Leaders of the seven councils across Worcestershire, we have unanimously pledged to support in as far as we are able, those arriving to our County from Ukraine with a One Worcestershire approach. We'd like to thank residents across Worcestershire for their continuing support."

Worcestershire County Council and the six District/Borough Councils are working together with local communities to ensure the county can offer the best experience to those arriving from Ukraine.

Nationally, over 150,000 people registered as Sponsors in the first few days and it will take some time for the Government to work through the detail and match families to potential homes and share this information with relevant councils.

There is a lot already being done to ensure the county is ready for guests to arrive. The role of the District/Borough Councils is to carry out checks on the suitability of the accommodation and the welfare of the Ukrainians. This includes providing emergency funding support for each person. The council will also help them to claim Universal Credit or other relevant benefits, if required as well as provide the £350 a month 'thank you' payment to sponsor households.

We would like to ask for your support to encourage anyone who feels they are able to support in any way to go through the Worcestershire website:

https://www.worcestershire.gov.uk/here2help

and fill out the 'offer of help' form.

There is specifically a request for those individuals, organisations or services who are in a position to provide practical/emotional support and translation support and are not already registered on the Community Services directory, to register online as soon as possible.

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When the guests start to arrive, we will be working closely with them and their sponsor families to understand what additional support they may need in terms of donations from residents and businesses.

Libraries in each district have also become hubs for residents to find trusted information about how they can help, access a wide variety of information and will also be locations where Ukrainian families can meet and use our services and we have increased our stock of books that will be useful for our Ukrainian guests.

COVID-19 Update

On 18th March , the government announced the final relaxation of COVID restrictions as follows;

- When you arrive in England from abroad you do not need to take any COVID-19 tests or fill in a UK passenger locator form.
- For more details on travel see https://www.gov.uk/guidance/travel-to-england-from-another-country-during-coronavirus-covid-19#full-publication-update-history

COVID statistics do show there is an increase in the number of people having the disease but very few people are being hospitalised because of the success of the vaccination programme. However, please be careful and follow the guidelines and stay safe. See link for full details of Government's advice https://www.gov.uk/guidance/covid-19-coronavirus-restrictions-what-you-can-and-cannot-do

Further information on the number tested positive with COVID is available on the link below:

https://www.gov.uk/government/publications/covid-19-track-coronavirus-cases

In Pebworth & Littletons and surrounding area see below



County Cllr Adams left meeting at 7:55pm.

d) Wychavon District Cllr T Havemann-Mart (Honeybourne and Pebworth Ward). On his arrival at 19:35, the Chairman welcomed Cllr Havemann-Mart and asked if he wished to address the Parish Council. Cllr Havemann - Mart reported the following:

I. **Ukraine Crisis-** Wychavon has the most volunteers who has offered their homes to house families from Ukraine. Volunteers who have offered their homes have only got to do a simple house check by Wychavon. A virtue DBS checked.

II. **Ticket to ride Community Bus Service-** WDC was not successful on their bid for funding.

III. **Legacy Fund-** Cllr Havemann-Mart will do his best to assist PC on the Legacy Fund. District Cllr T Havenmann-Mart left the meeting at 19:40.

e) Working Groups updates

I. PROW & Ditch Clearing- The group carried out work on 27 March. There was a change to previous work, as the date coincided with Keep Britain Tidy Groups national community spring litter picking project. It was great to see so many volunteers turning up to carry out litter picking around the village. Many bags of rubbish were collected. It is disappointing to see litter dropped indiscriminately around the village especially when there are so many litter bins.

II. Traffic Management & Speeding- following training volunteers carried out speed monitoring recently. Some drivers were found to be driving at excess speeds relative to the speed limits. Details are passed on to the police who will be in touch with individuals. Further monitoring will be carried out. More vehicle activation signs are to be erected in the village to enable more monitoring to be done. It would be great if more volunteers

came forward to join this group as monitoring near the highway involves groups of three individuals.

III. Christmas Celebration 2022- It was agreed that the working group that developed & managed the event for 2021 would do the same for this Decembers event with the addition of two volunteers. Meetings will take place later in the year.

IV. Queen's Platinum Jubilee Celebrations - Will be updated in agenda item 22/121 (ii)

V. MUGA/Honeybourne Sports Field - Will be updated in agenda item 22/121 (i)

VI. Streetlighting – Will update Council when meeting arranged..

22/115 Adoption of minutes

To approve adoption of the minutes of the Parish Council Meeting held on 8th March 2022.

Resolved: That the minutes of the Parish Council held on 08/03/22 be approved as an accurate record and signed by the Chairman.

22/116 Chairman's Report – The Chairman reported on the following items:

a) The council has received details about the ownership of land in the Dudley Road and Perrie Drive areas. Contact will be made with the owner who will be reminded of the need to maintain that which the company is responsible for, including grass cutting.

b) Some reinstatement works to the path crossing the Leys play area is being arranged. Signage, seating and litter bin installation is also being arranged.

c) Queen's Jubilee Lucky Lottery - A total of £125.00 has been received from residents who have entered the lottery. As the lottery is organised by the PC all monies received will be banked into the PC bank account for an audit trail.

d) Cricket nets at the sports field – Following interest from some community members Council agreed in principle to install cricket nets at the edge of the field. This will be subject to identifying a budget to fund this.

e) Annual Parish meeting on 10 May @ 6.30pm. A date for your diary. This is an opportunity for you to come along and hear what's been going on in the village and what's planned. Don't forget it's your village and the Council exists to help improve the village environment and consequently hopefully the lives of residents. Hope to see you there.

22/117 Clerk's Report

a) Write to Football Foundation to ask if PC can apply for a pitch maintenance grant	FF advised that the PC have to be joint applicant with a football club. A local authority cannot apply on their own.
b) VAS sign	One sign has been installed. Barry Barnes advised that the remaining 2 posts are scheduled to be installed commencing 18th April 2022.
c) Expression of Interest for WDC Legacy Grant	Attended Legacy Grant briefing on 10th March 2022. Held a site meeting with equipment supplier for the design and supply of trim trail. Pétanque – site meeting was held with a contractor who will provide a quote. This is to assist with the application for a Grant.
d) The Leys Playing Field	Rubbish bins – Latest installation date advised by WDC is now mid-April. C Farmer is sourcing for the bench that he is donating. He will confirm that he will carry out remedial work to the path. New signage for the play area to be installed on 4th April 2022.
e) Existing Bench.	The bench located at the junction of Grove Road & Station Road has now been repaired.
f) Bollards	The bollards outside the grass verge by the Spa shop will be replaced on 4th April.
g) Anti-social behaviour at the Leys	Residents have reported to me that between 6pm and midnight they are being affected by anti-social behaviour by young people at the Leys Play area. This has been reported to PC Beard who advised he will patrol the area.
h) Survey of drains at Weston Road at High Street	Barry Barnes advised that - "A survey by Drain Jet Surveys has been completed. Further investigation by excavation at the site to establish the full extent of the

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	damage and which utility, if any, is responsible is required. No date for this work at present but I will update as soon as we have one."
i) Installation of memorial bench	Barry Barnes has written to the owner of the grass verge again and is awaiting a reply. Meanwhile he will look at the alternative locations proposed by Chair
j) Allotments	Clerk has sent invoices for rent and subscriptions to all plot holders. The Plot Secretary has advised that some plot holders will be giving up their plots. He also expressed concern regarding a rabbit problem coming from the adjacent Heart of England field. Clerk has informed H of E. Following a site visit with the Plot Secretary arrangements will be made to meet grounds contractor in July to discuss hedge cutting which will be carried out in the autumn.
k) Queen's Jubilee Celebration	Purchase orders have now been issued for the bouncy castle, TV screen/AV equipment, printing of lottery envelopes and inserts, banners, beacon and toilets. Clerk has applied for £220.00 funding which is available from WDC for parish/town based on the 2022/23 Council Tax.
l) Verti Drain- Sports Field	The contractor will return to complete the areas that were not accessible on the first visit when he has staff available. **Resolved: That the report be noted.**

22/118 Correspondence & Circulations Received

a) Email from Secretary of HHFC	Request for the return of Pitch Improvement Plan (PIP) and instruction that PC are not to make copies of the HHFC PIP reports as they are property of HHFC. PIP returned and instruction noted. **Resolved: That the correspondence be noted.**
b) Email from HHFC	Asking why they have received a fee of £850.00. Details sent to HHFC. **Resolved: That the correspondence be noted**
c) Email from County Cllr A Adams	A cc of the email sent by County Cllr Adams to WCC Highways regarding the lack of visibility when approaching the Zebra Crosssing on Station Road and suggesting that having a direct light above the flashing beacon would improve the situation. He asked WCC to organise this. At the PC meeting County Cllr Adams further updated the PC that due to the high numbers of bats in Honeybourne the streetlights were installed at the present height to prevent the bats from flying into the light. **Resolved: That the report be noted.**

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22/120 Finance

a) To approve bills for payment for April 2022.

Invoice no	Cheque no	Description	Supplier	Net £	VAT £	Gross £
MO14 VO	BACS	Pavilion phone line	British Telecom	32.95	6.59	39.54
V01964781187	Direct Debit	PC mobile phone	EE	25.00	0.00	25.00
370790541	Direct Debit	Pavilion power and heating	British Gas	58.76	2.93	61.69
FXP220315-11265822	BACS	Transfer from PC's bank account to top up PC Pre-paid debit card	Equals Money	150.00	0.00	150.00
47060	002157	Signage for Leys & replacement sign for Sports Field.	Hirst Signs Ltd	101.50	20.30	121.80
3378	BACS	Deposit for TV Screen hire for 2 days Queen's Jubilee Celebration	Purplewave AV	833.33	166.67	1000.00
SIN95230	002158	Padlock and chain for Sports Field Gate	Fairview Trading Co. Ltd	44.10	8.82	52.92
SAJ-UK/2022/00611	002159	2 x Radar Speed signs	Elan City Ltd	4399.88	879.98	5279.86
8651	002160	2x Training for Cllr & Clerk- 3 session of planning suite	Worcestershire CALC	150.00	30.00	180.00
Mem239288-1	002161	Membership subscription	SLCC	230.00	0.00	230.00
16240	002162	Supply and print C6 Envelopes for Jubilee Lucky Lottery (001 – 860)	Space Graphic Solutions Ltd	70.00	14.00	84.00
1500321	002163	2x 440gsm UPVC Banners for Queen's Jubilee Celebration	Zimprint	90.00	0.00	90.00
Tax month 1	002164	HMRC	HMRC	614.81	0.00	614.81
-	002165	Employer and Employee contributions	Worcestershire Pension	704.64	0.00	704.64
	002166	Staff salary	Staff salary	1691.00	0.00	1691.00
6280296361	002167	Lyreco Uk Ltd	Ink cartridges for printer and C4 envelopes	173.97	34.79	208.76
84973	002168	Deposit for 6 x Event Toilet Hire for 2 days	B & W Hire Ltd	120.00	24.00	144.00
2022/CG238	002169	Room hire	Honeybourne Village Hall	96.00	0.00	96.00
2133	002170	Fortnightly mowing and strimming (schedule A)	Limebridge Rural Services Ltd	499.00	99.80	598.80
-	002171	Lengthsman work- install VAS and test. Download VAS Data. Make and replace 3 bollards outside Spa Shop	J Hyde	143.20	0.00	143.20
-	002172	-	cancelled	-	-	-
-	002173	Handyman work- Weekly inspection of Leys & Pavilion. Empty bins at	J Hyde	117.00	0.00	117.00

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		Pavilion. Repair the bench rail				
7424	002174	Flicx Match Pitch	Flicx (Uk) Ltd	2835.00	567.00	3402.00
271789	002175	Timber for bollards and bench repair	Hartwell & Co	21.09	4.22	25.31
SI-9018	002176	Monthly IT support	Security 4Systems	72.00	0.00	72.00
SI-9018	002176	Website hosting	Security 4Systems	11.99	0.00	11.99

Resolved: That the April bills as listed in the schedule be approved.

b) To approve bank reconciliations for March 2022.

RESOLVED: That the bank reconciliations are approved. See Appendix 1 page 267

c) To note a price increase of 5% in the amenity and mowing contract charges to cover increased fuel and labour cost.

Resolved: That a price increase of 5% in the amenity and mowing contract charges to cover increased in fuel and labour cost be noted. Clerk to check the amenity contract that they are allowed to charge.

d) PC need to purchase grass seed and establish a fully grassed area at the bund created by the farmer on Weston Road. This is to prevent flooding at the Gate Inn crossroads. The PROW Working Group intend to carry out the work. To approve £500.00 from the Environment budget head.

Cllr Askew has spoken to the farmer and he has declined the offer from the PC and he did not want any assistance from the PROW Working Group. The PC will leave the offer open to purchase the grass seed as it is a very big area to cover. In the meantime the Clerk to write to the farmer to thank him for the flood alleviation work he done.

e) To consider a requirement for sanitary bins at the Pavilion and to approve the quote of £128.00 p.a. (1 bin) or £184.00 (2 bins). The bins will be emptied 8 times per annum. The supplier will attend on a Saturday when the Pavilion is open. There will be no extra charge for attending on a Saturday.

Resolved : To approve the quote for sanitary bins for the Pavilion. Clerk to check the number of bins required.

f) To approve the subscription for Scribe Cemetery Web-based Software. Required to ensure that PC is complaint with current legislation. Cost included in the 2022/2023 budget.

Subscription fee of £29.00 per month. Billed annually.	£348.00	
One off set up fee	£247.00	
Features included		
Satellite Mapping of cemetery	Full cemetery management system	Invoices link to Scribe Accounts
Record Database	Log Inspection	Adjustable Notices like Exclusive Right of Burial
Calendar	Reports: Burial, Condition and management	Management Cemetery Expansions
Grave digging instructions	Memorial preparations	Cemetery areas, types and fees

Resolved : To approve the subscription for Scribe Cemetery Web-based software.

g) To approve quote for Ground Conditions Survey for HPC Playing Field.

Specification:

- Site assessment- playing and usage safety and performance.
- Assessment of existing drainage.
- Agronomic conditions including soil analysis (particle size analysis and soil chemistry).
- Review of existing maintenance and usage.
- Requirements for ongoing use and development/improvement.
- Indicative costs for requirements.
- Provide a report documenting the findings.

Contractor A	£1065.00
Contractor B	£1211.00
Contractor C	Estimate cost £1477.00

Resolved: That to approve Contractor A quote for Grounds Conditions Survey.

h) Queen's Jubilee. To note current proposed expenditure by the Working Group.
At the PC meeting Council was informed that Limebridge have agreed to donate a £100.00 towards the event.

PC Budget 2022/2023	£4000.00
Christmas event	£1184.50
Donation from The Ranch	£ 500.00
WDC Grant	£ 220.00
Total available	**£5904.50**

Banners	£ 99.00
Hire of Toilets	£ 480.00
Hire of TV Screen & AV	£3000.00
Hire of bouncy castle	£ 670.00
Printing of Lucky Lottery	£ 115.82
Beacon	£ 490.00
Site security for 2 nights	£ 720.00 (cost for 2 guards is £36.00 an hour based on 10hrs per night)
Bouncy castle staff cost for 2 days	£360.00 (cost for 2 staff is £30.00 an hour based on 6 hours per day)
Spend to date	**£5934.82**
Balance remaining	**-£30.32**

22/121 Working Groups reports.

To receive minutes/reports from PC working groups held since the last Council meeting and consider recommendations for resolutions as report below:

I. MUGA/Recreational Sports Field/Pavilion Working Group; Appendix 2 pages 268- 270

Resolved:

I. To approve the MUGA/Sports Field Working Group Terms of Reference.

II. To approve the recommendation of the Working Group for control of key access to the Pavilion to revert to the Clerk.

III. To approve the recommendation of the Working Group that the control of the CCTV should revert to the Clerk who is the data controller for the PC.

The PC will be applying for a Legacy Grant of £55000 from WDC. Field enhancement for drainage is £40,000 & £15,000 is for equipment for trim trail, outdoor exercise and construction of a boules

pitch This will be done by sending out a questionnaire with the village news and open days at the Pavilion and Village Hall will be arranged. A site survey for the field enhancement will have to be carried out to provide a report to substantiate the grant application. Quotations for the survey have already been obtained. Members of the working group unanimously agreed to this course of action and will make recommendation to Full Council.

Resolved: To approve recommendation from the Working Group for Council to carry out a site survey for the field enhancement to provide a report for the grant application.

II. Platinum Jubilee Working Group- The following note was received from Cllr Mathias. " The fete starts from 12 on Saturday 4th June. It will be going on all day but I would have thought the bouncy castle would not be needed after 6pm. On Sunday 5th June we will be starting around 12. I am not sure how long the pageant will run on Sunday as we haven't been told when it will start/finish. I would assume that we will have access to the field from 9 am, maybe earlier. On Sunday we will definitely need to be up to do a clean-up."
As there were no minutes available from the last meeting a member of the Working Group updated the Council on some of the items that the group discussed:

- Beacon lighting ceremony- Propose children from the school to be present during the lighting ceremony to perform the Jubilee song.
- To offer free Jubilee Quiche and hot chocolate for all attendees during the beacon lighting ceremony. There will be a cost involved.
- Provision for food and ice-cream for the weekend event. There will be a cost involved.
- Provision for a film show for the Saturday to entertain the children. There will be a cost involved.
- Provision of prizes for the sport activities for the Saturday event. There will be a cost involved.

As the Chair of the Jubilee Working Group was not present at the meeting the full details were not available.

Resolved : That the Chair and the Clerk to meet with the Chair of the Jubilee Working Group to discuss the activities and food provision for the celebration as the event is getting closer.

22/122 Environment & Community Wellbeing

a) To consider overnight security at the playing field for the Jubilee Weekend Celebration. Two guards will be on duty as required by the security company. The cost would be £36.00 an hour.

The Chair explained to Council that he has requested for the Clerk to obtain a quote for overnight security as the PC will be liable to pay for any damaged incurred by vandalism on the TV and AV equipment as it left out in the field. The PC insurance will not cover for the equipment for any damaged of the equipment left out in the field. A member of the working group indicated that the Chair of the Queen's Platinum Working Group may be able to provide overnight security. As she is not at the PC meeting no further information was available. PC will defer the decision to hire overnight security.

b) To consider cost of two staff from JDP Leisure to supervise the bouncy castle at all times whilst it is in use. JDP have advised that 2 staff will be required at a cost of £30.00 per hour.
Any damaged to the equipment will be the PC responsibility. In strong wind and rain the bouncy castle must deflated for health & safety.

Resolved: To approve the cost of £360.00 of staff cost for the bouncy castle (cost for 2 staff is £30.00 an hour based on 6 hours per day)

c) For Queen's Jubilee - Chair to approve and sign contract/terms and conditions for bouncy castle

(JDP Leisure) and toilet hire (B & W Hire Ltd).

Resolved :

I. **To approve for the Chair to sign contract/ term and conditions for the bouncy castle (JDP Leisure)**
II. **To approve for the Chair to sign contract/terms and conditions for the toilet hire (B & W Hire Ltd)**

d) To consider creating a wildflower meadow at the Leys.

Resolved: The Council will agree in principle to create a wildflower meadow at the Leys. Clerk to make arrangement to meet with the grounds maintenance contractor to discuss the project.

e) Road safety and Parking Issues on Honeybourne High Street. Also, to consider additional double yellow lines in Brick Walk as advised by Cllr Adams and Highway officer.
A proposal was made to not approve additional double yellow lines in Brick Walk. A second proposal was made to have the double yellow lines on one side of Brick Walk. The second proposal failed as there was no seconder.

Resolved: The PC will not approve additional double yellow lines in Brick Walk.

f) To consider allowing Honeybourne Pottery to use the car park at the sports field when not in use by other organisations and if so whether to charge.

Resolved:

I. **To allow Honeybourne Pottery to use the car park at the Sports Field when it is not in use by other organisations.**
II. **There will be no charge to use the car park. The PC do not charge other organisation to use the car park.**

g) Update from County Cllr Adams regarding drainage enforcement - re land off Stratford Road, Honeybourne.
Badhams have agreed that we can use their access to the back of their premises to bring a Drain Jetter in and see if we can unblock it. The drain jetter will also try from the road to clear the blockage from the manhole cover by the entrance to the Owl Homes Site. It looks like the culvert turns towards the road between the houses and joins the road drain that goes down Mickleton Rd. The Drain Jetter will do a drain survey at the same time to check the layout of the drains. The survey was carried out and a drain goes underneath the first house and this drain is broken. It is the responsibility of the homeowner to repair the drain.

h) To consider the issue of problem parking on Bretforton Road. Clerk received a complaint by text from someone living on Bretforton Road regarding parking by footballers/visitors on Saturday 26th March. The problem is parked cars obstruct visibility for residents exiting their drives. The resident would like the footballers/visitors to use the off road parking at the Recreational Field.
The parking on the road is not just the visitors coming to football practice but also residents themselves parking on the road. There is nothing the PC can do about the parking on the road as members of the public are allowed to park on the road. Visitors to the football practice are asked to use the recreation field car park.

i) To consider installation of a mobile cricket net at the playing field following a request from a young resident. Extract from resident's email - "Please can the council discuss cricket at the next parish council meeting. I started playing cricket last year and was really pleased to hear about the new cricket mat that will be available for to use this summer at the recreation field. What would make it even better and more useful, is the addition of a cricket net, so that you can practice batting and bowling skills without having to spend forever collecting the ball from around

the field. This is the normal set up at clubs and is essential for smaller groups. You can get portable nets on wheels so it can be easily moved out of the way when other sports are using the field. My request to the parish council is to consider the purchase of a cricket net and to add some basic gear such as a set of stumps so that Honeybourne can become a place to play cricket. I have done some research on what a portable net would cost and a suitable one costs around £1,500."

Cllr H Jobes would like Council to note that the resident spoke to him regarding an installation of a mobile cricket net and he has asked the resident to write to the Clerk.

Resolved: That the request for a mobile cricket net will be discussed by the MUGA/Sports Field Working Group at their next meeting.

j) To approve quotation for the purchase and installation of a flagpole. If agreed decide on location.

Specification:

- 6 meter- white powder coated fibreglass flagpole.
- Diameter at base of pole – 120mm.
- Diameter at the top of pole- 65mm.
- Finial – any colour or shape.
- Union Flag- sewn Union Flag, size 6ft x 3ft with fitted rope and toggle.
- Bolt length- 500mm.
- Foundation size- 500 x 500 x 1000
- Flagpole collar- circular ground collar in white.
- Installation digging into earth/clay.

Quotes prices exclude vat

Contractor A	£ 879.95
Contractor B	£1137.13
Contractor C	£ 1185.00

Resolved:

I. **To approve Contractor A for the purchase and installation of flagpole at £879.95. The quote is for installation digging into earth/clay.**

II. **To approve the location of the flagpole to be installed at the Village Hall. The Chair and the Clerk will meet with the Trustees of the Village Hall to discuss the exact location of the flagpole.**

22/123 Planning

a) Members' response to the following additional/amendment (s) planning application.

WDC ref	Site Address	Proposal
W/22/00378/FUL	Elgar House, High Street, Honeybourne, Evesham, WR11 7PQ	Variation of condition 2 following planning approval 20/01189/FUL. Demolition of village hall and erection of 2 nos Dwellings.
Resolved : The Parish Council have no objection to this planning application		
W/22/00631/HP	7 Clun Forest Way, Honeybourne, Evesham, WR11 7AP	New Single-storey rear extension and partial garage conversion.
Resolved : The Parish Council have no objection to this planning application.		
20/00606/REM	Long Marston Airfield,	Submission of Reserve Matters (internal access, appearance,

	(predominantly The South-eastern Corner. For Cala Homes (Midlands) Ltd. Consultee as neighbouring Parish	landscaping, layout and scale) for a Community Hub (Containing Class E (a) (retail) and Class E (f) (Nursery) and Class F,2 (b) Community Building uses, and employment hub (Class E (g)(i) offices), including all associated works, pursuant to planning permission 14/03579/OUT. (Outline application (with all matters reserved (access, appearance, landscaping, layout and scale) for future determination) for the erection of up to 400 dwellings (Class C2/C3), up to 4000m2 employment hub (Class B1 (a) –(c) and a community hub (Class A1-A5/B1 (a)/C3/D1/D2) Provision of new open space including parks and amenity space. Upgrading of existing access junction and provision of new emergency access off Campden Road and associated infrastructure, engineering and landscaping works including a new pedestrian/cycle link from Campden Road to the Stratford Greenway, sustainable urban drainage systems and all ancillary enabling works including demolition of existing buildings and structures) dated 28th February 20212 To view details and plans : Stratford-on-Avon District Council: Eplanning
Resolved : The Parish Council have no objection to this planning application.		
W22/00786/FUL	Land South of Blakes Hill Access Off, Buckle Street, Honeybourne	Installation of solar farm comprising ground mounted solar PV panels with an installed capacity of 31MW, including mounting system, battery storage units, inverters, underground cabling, grid connection hub, stock proof fence, landscaping and environmental enhancements for a temporary period of 40 years. (Variation of Condition 12 Ref. 20/01798/FUL)
Resolved : The Parish Council have no objection to this planning application		

b) Members to note planning decision.

WDC ref	Site Address	Proposal
W/22/00288/HP	2 Westbourne, Honeybourne, Evesham	Single storey rear extension
Decision: Approved.		
21/02344/HP	11 Perrie Drive, Honeybourne, Evesham.	Erection of two storey side extension
Decision : Approved		
W/22/00273/HP	The Ranch Caravan Park, Ranch Caravan Park, Honeybourne	Proposed two storey rear extension
Decision : Approved		

c) Members to note planning correspondences

i) Email from resident	Concern about unfinished units near the Co-op. The resident's concerns have been forwarded to WDC planning. Clerk and Chair have responded to the resident. Chair will write to District Cllr Havenmann-Mart to see if he could speak to planning regarding the Heras fence collapsing each time when there is a strong wind.

DRAFT

ii) Local Government Boundary Commission Review	PC comments: Honeybourne Parish Council do not want to be joined with Bretforton and would like to remain as the boundaries are at present. PC comments will be considered.

22/124 Members to raise items for consideration at the next meeting.

There were no items raised.

22/125 Date and venue of the next meeting.

Annual Parish Meeting, 10th May 2022, 6:30pm.
Follow by Annual Parish Council Meeting at 7:15pm.

The meeting concluded at 21:45hrs.

Signed:……. Date……...
Chairman, Honeybourne Parish Council 12th April 2022

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

DRAFT

HONEYBOURNE PARISH COUNCIL

Minutes of the Parish Council Extraordinary meeting held at Honeybourne Village Hall, Harvest Close, Honeybourne WR11 7RH held on Tuesday 26th April 2022 at 7.30pm

Members present: Cllrs T Askew (Chair) M Henson (Vice-Chair) C Clear, G Clelland, C Evans, C Gear, H Jobes, A Mathias, C Steward & Z Thorpe

In attendance: Parish Clerk Linda Stanton
3 members of the public

22/126 At the start of the meeting Cllr Henson made a request to the Chair for permission to read out a statement to the Council. See appendix 1 page 275

22/127 **Apologies –** Cllr A Attridge – on holiday

22/128 **Declarations of Interest:** Councillors were 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.
There were none.

22/129 **To consider any dispensations**
There were none.

22/130 **To approve HPC Asset Register a requirement for AGAR 2021/2022.**

Resolved: That the HPC Asset Register to be approved. See appendix 2 pages 276 - 281

22/131 **Queen's Jubilee Celebration- Council to resolve outstanding details yet to be determined:** Appendix 3 pages 282 - 283

I. A burger van and ice-cream van could be available for the event but the PC have to make a decision quickly to secure a booking.

Resolved:

I. That the Clerk will book the burger van and ice-cream van for Saturday 4th June & Sunday 5th June.
II. Trading hours for Burger van;
- Saturday 4th June - 12:30 pm - till last order in the evening.
- Sunday 5th June - 12:30pm - 6:00 pm

III. Trading hours for ice-cream van;
- Saturday 4th June – 12:30 pm – vendor to decide on closing time
- Sunday 5th June – 12:30 pm – 6 pm

The vendors have confirmed that there will not be a charge to the Parish Council.

II. Risk Assessments

Resolved : That the Chair of the Working Group, Cllr A Mathias will prepare the risk assessments for:
- Beacon Lighting - 2nd June 2022
- All the activities for the 4th & 5th June 2022

The risk assessment will have to be approved by Full Council prior to the Jubilee Celebration.

III. Application for temporary licence for event.

Resolved : That the Chair of the Working Group, Cllr A Mathias will apply for the licence with assistance from the Clerk. Cllr Mathias to meet with the Clerk at 11 am on Wednesday 3rd May at the Village Hall.

IV. Clearing up- At the end of each day the site has to be cleared up and made safe.

Resolved: Cllr Mathias will clear up the site at the end of each day and secure the pavilion and the gates to the field. The PROW working group will be requested to assist.

V. Provision for first aiders

Cllr Mathias has confirmed that she has arranged for first aiders for the event.

VI. Location for the 2 promotional banners.

The banners are now on display.

VII. Beacon Lighting Ceremony- 2nd June 2022 at 9:45pm

Clerk updated Council that the beacon has been ordered. Cllr Attridge has agreed to provide the gas bottle for the beacon. Clerk will make arrangement with Cllr Attridge to test the beacon.

Cllr Attridge's son and grandson will light the beacon on 2nd June at 9:45pm. The beacon will be located at the Sports Field.

Cllr Mathais informed Council that she needs to confirm details with the school if the children will be singing prior to the lighting of the beacon. She requested for volunteers to assist her during the evening.

VIII. Jubilee Celebration – Saturday 4th June.

Cllr Mathias informed Council that there will be a fete, stalls and sports day activities. Bouncy Castle will be available from 12:00 pm – 6 pm for Saturday and Sunday. The Pebworth Fire Engine may attend. She still needs to confirm some of the activities for the day.

The working group will be selling cakes and hot drinks from the pavilion. In the evening live activity will be broadcast from London via the outdoor screen.

Cllr Mathias will make arrangements with the screen, bouncy castle, and toilet hire contractors for the delivery of the equipment. She and others of the working group will be onsite to supervise the contractors.

IX. Jubilee Celebration – Sunday 5th June.

Party in the park and children's pageant.

Cllr Mathias requested volunteers to help for both days of the event.

X. Promotion for the event.

The Chair asked what arrangements have been made for promotion of the event. Cllr Mathias is dealing with printing of the promotion leaflet for the Tombola and she will be putting information on the dedicated Jubilee Facebook page. The Chair would like a programme to be printed and circulated for residents who are not able to access social media.

Cllr Mathias will finalise the programme with Teresa Deeming.

XI. Jubilee Income & Expenditure – copies were circulated to all members

PC Budget 2022/2023	£4000.00
Christmas event	£1184.00
Donation from the Ranch	£ 500.00
WDC Grant	£ 220.00
Limebridge	£100.00
Lottery monies £300.00 - £225.00 (prize monies)	£ 75.00

Total available	**£6079.50**

Banners	£99.00
Hire of toilets	£480.00
Hire of tv screen & AV	£3000.00
Hire of Bouncy castle	£ 670.00
Printing for lucky lottery	£ 115.82
Beacon	£ 490.00
Cricket banners	£ 80.00
Site security for 1 night – Saturday (based on start time 9 pm until 9 am) The guards will stay onsite until someone is present the following day, before they move off site	£432.00 (cost for 2 guards is £36.00 an hour) The above rate is based on 12 hours.
Bouncy Castle staff cost for 2 days	£360.00 (cost for 2 staff is £30.00 an hour based on 6hrs per day)
Estimate cost of printing the programme	£100.00
Total spent to date	**£5824.82**

The marking out of the ground and levelling of the area for the cricket mat will be removed from the expenditure of the Jubilee budget.
Cllr Henson has agreed to provide cones for the cricket boundary.
The Flicx pitch requires a flat firm surface. Grass must be cut to 15mm or less. All divots and high spots that will be beneath the pitch need to be levelled. These are the instructions from the manufacturer of the mat. The cricket final will be on evening of 3rd June.

Mr Rushton queried why his donation of £100.00 was not included in the funds. Clerk informed Council that all the monies on the list have been received and banked into the PC account. The Clerk has not received the £100.00. Cllr Mathias informed Council that she has given the £100.00 to Teresa Deeming who is a member of the working group. Clerk to contact Teresa Deeming.

Clerk confirmed that the bouncy castle contractor has confirmed that he is able to provide 2 members of staff for the 2 days. Refer to the above schedule for cost. Staff required from 12:30 pm – 6:30 pm

Following a lengthy discussion, it was established that the TV screen will not be located in the trailer. The screen will be located at the rear in the field.
Resolved :

I. To approve the overnight security guard for the field.
II. To approve the hire of 2 guards at the cost of £36.00 an hour for the following hours:
Saturday 4th June from 9 pm onward till Sunday 5th June 9 am. Total hours 12hours. Total cost £432.00

Cllr Mathias has informed Council that The Thatch will be paying for all the medals and Jubilee momentos.

The Thatch and The Gate Inn agreed to give a donation to the PC to help with the cost of the event as the Parish Council will not be charging rent for them to have a bar at the sports field for both days.

The Working Group will require some addition funding to purchase cakes and drinks for sale at the event.
Resolved: That £200.00 will be made available the Jubilee budget. The items can only be purchase by the Clerk and not by members of the Working Group. Cllr Gear will liaise with the information.

The meeting concluded at 21:00hrs.

Signed:……. Date……...
Chairman, Honeybourne Parish Council 12th April 2022

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

Honeybourne Parish Council
Standing Orders
2022

Review	**10th May 2022**
Approved	
Next Review Date	**May 2023**

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Abbreviation used: HPC- Honeybourne Parish Council

Introduction

These model standing orders update the National Association of Local Council (NALC) model standing orders contained in “Local Councils Explained” by Meera Tharmarajah (© 2013 NALC). This publication contains new model standing orders which reference new legislation introduced after 2013 when the last model standing orders were published.

How to use model standing orders

Standing orders are the written rules of a local council. Standing orders are essential to regulate the proceedings of a meeting. A council may also use standing orders to confirm or refer to various internal organisational and administrative arrangements. The standing orders of a council are not the same as the policies of a council but standing orders may refer to them.

Local councils operate within a wide statutory framework. NALC model standing orders incorporate and reference many statutory requirements to which councils are subject. It is not possible for the model standing orders to contain or reference all the statutory or legal requirements which apply to local councils. For example, it is not practical for model standing orders to document all obligations under data protection legislation. The statutory requirements to which a council is subject apply whether or not they are incorporated in a council’s standing orders.

The model standing orders do not include model financial regulations. Financial regulations are standing orders to regulate and control the financial affairs and accounting procedures of a local council. The financial regulations, as opposed to the standing orders of a council, include most of the requirements relevant to the council’s Responsible Financial Officer. HPC’s financial regulations are available to councils in membership of NALC.

Drafting notes

Model standing orders that are in bold type contain legal and statutory requirements. It is recommended that councils adopt them without changing them or their meaning. Model standing orders not in bold are designed to help councils operate effectively but they do not contain statutory requirements so they may be adopted as drafted or amended to suit a council’s needs. It is NALC’s view that all model standing orders will generally be suitable for councils.

For convenience, the word “councillor” is used in model standing orders and, unless the context suggests otherwise, includes a non-councillor with or without voting rights.

NB HPC has no ‘non-councillor with voting rights as members of the council. All members of the council have been either elected or co-opted and all have full voting rights. The only time there will be a ‘non-councillor with or without voting rights’ will be if a committee (but not a finance committee) appoints a non-councillor to assist.
Committee members who are non- councillors will be entitled to vote if the committee’s function relates to:-

- The management of land owned or occupied by the council.
- Any function relating to the promotion of tourism.
- Any function relating to the management of a festival/event.

1. Rules of Debate at meetings

a. Detailed rules of debate at meetings are appended to these Standing Orders as Appendix 1 and will be followed when requested by a member of the council at the start of a new agenda item.

b. Any request to follow the rules of debate at meetings as contained within Appendix 1, will be accepted without a vote unless considered vexatious.

2. Disorderly Conduct at Meetings

a No person shall obstruct the transaction of business at a meeting or behave offensively or improperly. If this standing order is ignored, the chairman of the meeting shall request such person(s) to moderate or improve their conduct.

b If person(s) disregards the request of the chairman of the meeting to moderate or improve their conduct, any councillor or the chairman of the meeting may move that the person be no longer heard or be excluded from the meeting. The motion, if seconded, shall be put to the vote without discussion.

c If a resolution made under standing order 2(b) is ignored, the chairman of the meeting may take further reasonable steps to restore order or to progress the meeting. This may include temporarily suspending or closing the meeting.

3. Meetings Generally

Full Council meetings
Committee meetings
Sub-committee meetings

a **Meetings shall not take place in premises which at the time of the meeting are used for the supply of alcohol, unless no other premises are available free of charge or at a reasonable cost.**

b **The minimum three clear days for notice of a meeting does not include the day on which notice was issued, the day of the meeting, a Sunday, a day of the Christmas break, a day of the Easter break or of a bank holiday or a day appointed for public thanksgiving or mourning.**

c **The minimum three clear days' public notice for a meeting does not include the day on which the notice was issued or the day of the meeting unless the meeting is convened at shorter notice.**

d **Meetings shall be open to the public unless their presence is prejudicial to the public interest by reason of the confidential nature of the business to be transacted or for other special reasons. The public's exclusion from part or all of a meeting shall be by a resolution which shall give reasons for the public's exclusion.**

e Members of the public may make representations, answer questions and give evidence at a meeting which they are entitled to attend in respect of the business on the agenda.

f The period of time designated for public participation at a meeting in accordance with standing order 3(e) shall not exceed 15 minutes unless directed by the chairman of the meeting.

g Subject to standing order 3(f), a member of the public shall not speak for more than 5 minutes.

h In accordance with standing order 3(e), a question shall not require a response at the meeting nor start a debate on the question. The chairman of the meeting may direct

that a written or oral response be given.

i A person shall raise his hand when requesting to speak and when speaking (except when a person has a disability or is likely to suffer discomfort) The chairman of the meeting may at any time permit a person to be seated when speaking.

j A person who speaks at a meeting shall direct his comments to the chairman of the meeting.

k Only one person is permitted to speak at a time. If more than one person wants to speak, the chairman of the meeting shall direct the order of speaking.

l **Subject to standing order 3(m), a person who attends a meeting is permitted to report on the meeting whilst the meeting is open to the public. To "report" means to film, photograph, make an audio recording of meeting proceedings, use any other means for enabling persons not present to see or hear the meeting as it takes place or later or to report or to provide oral or written commentary about the meeting so that the report or commentary is available as the meeting takes place or later to persons not present.**

m **A person present at a meeting may not provide an oral report or oral commentary about a meeting as it takes place without permission.**

n **The press shall be provided with reasonable facilities for the taking of their report of all or part of a meeting at which they are entitled to be present.**

o **Subject to standing orders which indicate otherwise, anything authorised or required to be done by, to or before the Chairman of the Council may in his absence be done by, to or before the Vice-Chairman of the Council (if there is one).**

p **The Chairman of the Council, if present, shall preside at a meeting. If the Chairman is absent from a meeting, the Vice-Chairman of the Council (if there is one) if present, shall preside. If both the Chairman and the Vice-Chairman are absent from a meeting, a councillor as chosen by the councillors present at the meeting shall preside at the meeting.**

q **Subject to a meeting being quorate, all questions at a meeting shall be decided by a majority of the councillors and non-councillors with voting rights present and voting.**

r **The chairman of a meeting may give an original vote on any matter put to the vote, and in the case of an equality of votes may exercise his casting vote whether or not he gave an original vote.**
See standing orders 5(h) and (i) for the different rules that apply in the election of the Chairman of the Council at the annual meeting of the Council.

s **Unless standing orders provide otherwise, voting on a question shall be by a show of hands. At the request of a councillor, the voting on any question shall be recorded so as to show whether each councillor present and voting gave his vote for or against that question.** Such a request shall be made before moving on to the next item of business on the agenda.

t The minutes of a meeting shall include an accurate record of the following:

i. the time and place of the meeting;

ii. the names of councillors who are present and the names of councillors who are absent;

iii. interests that have been declared by councillors and non-councillors with voting rights*;

iv. the grant of dispensations (if any) to councillors and non-councillors with voting rights*;

v. whether a councillor or non-councillor with voting rights* left the meeting when matters that they held interests in were being considered;

vi. if there was a public participation session; and

vii. the resolutions made.

** "Non-councillors with voting rights" may only exist in committees and sub-committees.*

u **A councillor or a non-councillor with voting rights who has a disclosable pecuniary interest or another interest as set out in the Council's code of conduct in a matter being considered at a meeting is subject to statutory limitations or restrictions under the code on his right to participate and vote on that matter.**

v **No business may be transacted at a meeting unless at least one-third of the whole number of members of the Council are present and in no case shall the quorum of a meeting be less than three.**
See standing order 4d(viii) for the quorum of a committee or sub-committee meeting.

w **If a meeting is or becomes inquorate no business shall be transacted** and the meeting shall be closed. The business on the agenda for the meeting shall be adjourned to another meeting.

x A meeting shall not exceed a period of 2½ hours.

4. Committees and sub-committees

a **Unless the Council determines otherwise, a committee may appoint a sub-committee whose terms of reference and members shall be determined by the committee.**

b **The members of a committee may include non-councillors unless it is a committee which regulates and controls the finances of the Council.**

c **Unless the Council determines otherwise, all the members of an advisory committee and a sub-committee of the advisory committee may be non-councillors.**

d The Council may appoint standing committees or other committees as may be necessary, and:

i. shall determine their terms of reference;

ii. shall determine the number and time of the ordinary meetings of a standing committee up until the date of the next annual meeting of the Council;

iii. shall permit a committee, other than in respect of the ordinary meetings of a committee, to determine the number and time of its meetings;

iv. shall, subject to standing orders 4(b) and (c), appoint and determine the terms of office of members of such a committee;

v. may, subject to standing orders 4(b) and (c), appoint and determine the terms of office of the substitute members to a committee whose role is to replace the ordinary members at a meeting of a committee if the ordinary members of the

committee confirm to the Proper Officer 10 days before the meeting that they are unable to attend;

vi. shall, after it has appointed the members of a standing committee, appoint the chairman of the standing committee;

vii. shall permit a committee other than a standing committee, to appoint its own chairman at the first meeting of the committee;

viii. shall determine the place, notice requirements and quorum for a meeting of a committee and a sub-committee which, in both cases, shall be no less than three;

ix. shall determine if the public may participate at a meeting of a committee;

x. shall determine if the public and press are permitted to attend the meetings of a sub-committee and also the advance public notice requirements, if any, required for the meetings of a sub-committee;

xi. shall determine if the public may participate at a meeting of a sub-committee that they are permitted to attend; and

xii. may dissolve a committee or a sub-committee.

5. Ordinary council meetings

a **In an election year, the annual meeting of the Council shall be held on or within 14 days following the day on which the councillors elected take office.**

b **In a year which is not an election year, the annual meeting of the Council shall be held on such day in May as the Council decides.**

c **If no other time is fixed, the annual meeting of the Council shall take place at 6pm.**

d **In addition to the annual meeting of the Council, at least three other ordinary meetings shall be held in each year on such dates and times as the Council decides.**

e **The first business conducted at the annual meeting of the Council shall be the election of the Chairman and Vice-Chairman of the Council.**

f **The Chairman of the Council, unless he has resigned or becomes disqualified, shall continue in office and preside at the annual meeting until his successor is elected at the next annual meeting of the Council.**

g **The Vice-Chairman of the Council, if there is one, unless he resigns or becomes disqualified, shall hold office until immediately after the election of the Chairman of the Council at the next annual meeting of the Council.**

h **In an election year, if the current Chairman of the Council has not been re-elected as a member of the Council, he shall preside at the annual meeting until a successor Chairman of the Council has been elected. The current Chairman of the Council shall not have an original vote in respect of the election of the new Chairman of the Council but shall give a casting vote in the case of an equality of votes.**

i **In an election year, if the current Chairman of the Council has been re-elected as a member of the Council, he shall preside at the annual meeting until a new Chairman of the Council has been elected. He may exercise an original vote in respect of the election of the new Chairman of the Council and shall give a casting vote in the case of an equality of votes.**

j Following the election of the Chairman of the Council and Vice-Chairman of the Council at the annual meeting, the business shall include:

i. **In an election year, delivery by the Chairman of the Council and councillors of their acceptance of office forms unless the Council resolves for this to be done at a later date. In a year which is not an election year, delivery by the Chairman of the Council of his acceptance of office form unless the Council resolves for this to be done at a later date;**

ii. Confirmation of the accuracy of the minutes of the last meeting of the Council;

iii. Receipt of the minutes of the last meeting of a committee, if relevant;

iv. Consideration of the recommendations made by a committee;

v. Review of delegation arrangements to committees, sub-committees, staff and other local authorities;

vi. Review of the terms of reference for committees;

vii. Appointment of members to existing committees;

viii. Appointment of any new committees in accordance with standing order 4;

ix. Review and adoption of appropriate standing orders and financial regulations;

x. Review of arrangements (including legal agreements) with other local authorities, not-for-profit bodies and businesses.

xi. Review of representation on or work with external bodies and arrangements for reporting back;

xii. In an election year, to make arrangements with a view to the Council becoming eligible to exercise the general power of competence in the future;

xiii. Review of inventory of land and other assets including buildings and office equipment;

xiv. Confirmation of arrangements for insurance cover in respect of all insurable risks;

xv. Review of the Council's and/or staff subscriptions to other bodies;

xvi. Approve rolling calendar for review of Council policies;

xvii. Review of the Council's policies, procedures and practices in respect of its obligations under freedom of information and data protection legislation (*see also standing orders 11, 20 and 21*);

xviii. Determining the time and place of ordinary meetings of the Council up to and including the next annual meeting of the Council.;

6. Extraordinary meetings of the council, committees and sub-committees

a **The Chairman of the Council may convene an extraordinary meeting of the Council at any time.**

b **If the Chairman of the Council does not call an extraordinary meeting of the Council within seven days of having been requested in writing to do so by two councillors, any two councillors may convene an extraordinary meeting of the Council. The public notice giving the time, place and agenda for such a meeting shall be signed by the two councillors.**

c The chairman of a committee or a sub-committee may convene an extraordinary meeting of the committee [or the sub-committee] at any time.

d If the chairman of a committee or a sub-committee does not call an extraordinary meeting within 7 days of having been requested to do so by 2 members of the committee or the sub-committee, any 2 members of the committee may convene an extraordinary meeting of the committee.

7. Previous resolutions

a A resolution shall not be reversed within six months except either by a special motion, which requires written notice by at least 3 councillors to be given to the Proper Officer in accordance with standing order 9, or by a motion moved in pursuance of the recommendation of a committee or a sub-committee.

b When a motion moved pursuant to standing order 7(a) has been disposed of, no similar motion may be moved for a further six months.

8. Voting on appointments

a Where more than two persons have been nominated for a position to be filled by the Council and none of those persons has received an absolute majority of votes in their favour, the name of the person having the least number of votes shall be struck off the list and a fresh vote taken. This process shall continue until a majority of votes is given in favour of one person. A tie in votes may be settled by the casting vote exercisable by the chairman of the meeting.

9. Motions for a meeting that require written notice to be given to the proper officer

a A motion shall relate to the responsibilities of the meeting for which it is tabled and in any event shall relate to the performance of the Council's statutory functions, powers and obligations or an issue which specifically affects the Council's area or its residents.

b No motion may be moved at a meeting unless it is on the agenda and the mover has given written notice of its wording to the Proper Officer at least 10 clear days before the meeting. Clear days do not include the day of the notice or the day of the meeting.

c The Proper Officer may, before including a motion on the agenda received in accordance with standing order 9(b), correct obvious grammatical or typographical errors in the wording of the motion.

d If the Proper Officer considers the wording of a motion received in accordance with standing order 9(b) is not clear in meaning, the motion shall be rejected until the mover of the motion resubmits it, so that it can be understood, in writing, to the Proper Officer at least 7 clear days before the meeting.

e If the wording or subject of a proposed motion is considered improper, the Proper Officer shall consult with the chairman of the forthcoming meeting or, as the case may be, the councillors who have convened the meeting, to consider whether the motion shall be included in the agenda or rejected.

f The decision of the Proper Officer as to whether or not to include the motion on the agenda shall be final.

g Motions received shall be recorded and numbered in the order that they are received.

h Motions rejected shall be recorded with an explanation by the Proper Officer of the reason for rejection.

10. Motions at a meeting that do not require written notice

a The following motions may be moved at a meeting without written notice to the Proper Officer:

i. to correct an inaccuracy in the draft minutes of a meeting;

ii. to move to a vote;

iii. to defer consideration of a motion;

iv. to refer a motion to a particular committee or sub-committee;

v. to appoint a person to preside at a meeting;

vi. to change the order of business on the agenda;

vii. to proceed to the next business on the agenda;

viii. to require a written report;

ix. to appoint a committee or sub-committee and their members;

x. to extend the time limits for speaking;

xi. to exclude the press and public from a meeting in respect of confidential or other information which is prejudicial to the public interest;

xii. to not hear further from a councillor or a member of the public;

xiii. to exclude a councillor or member of the public for disorderly conduct;

xiv. to temporarily suspend the meeting;

xv. to suspend a particular standing order (unless it reflects mandatory statutory or legal requirements);

xvi. to adjourn the meeting; or

xvii. to close the meeting.

11. Management of information

See also standing order 20.

a **The Council shall have in place and keep under review, technical and organisational measures to keep secure information (including personal data) which it holds in paper and electronic form. Such arrangements shall include deciding who has access to personal data and encryption of personal data.**

b **The Council shall have in place, and keep under review, policies for the retention and safe destruction of all information (including personal data) which it holds in paper and electronic form. The Council's retention policy shall confirm the period for which information (including personal data) shall be retained or if this is not possible the criteria used to determine that period (e.g. the Limitation Act 1980).**

c **The agenda, papers that support the agenda and the minutes of a meeting shall not disclose or otherwise undermine confidential information or personal data without legal justification.**

d **Councillors, staff, the Council's contractors and agents shall not disclose confidential information or personal data without legal justification.**

12. Draft minutes

Full Council meetings ●
Committee meetings ●
Sub-committee meetings ●

a If the draft minutes of a preceding meeting have been served on councillors with the agenda to attend the meeting at which they are due to be approved for accuracy, they shall be taken as read.

b There shall be no discussion about the draft minutes of a preceding meeting except in relation to their accuracy. A motion to correct an inaccuracy in the draft minutes shall be moved in accordance with standing order 10(a)(i).

c The accuracy of draft minutes, including any amendment(s) made to them, shall be confirmed by resolution and shall be signed by the chairman of the meeting and stand as an accurate record of the meeting to which the minutes relate.

d If the chairman of the meeting does not consider the minutes to be an accurate record of the meeting to which they relate, he shall sign the minutes and include a paragraph in the following terms or to the same effect:

"The chairman of this meeting does not believe that the minutes of the meeting of the held on [date] in respect of (subject matter) were a correct record but his view was not upheld by the meeting and the minutes are confirmed as an accurate record of the proceedings."

e **If the Council's gross annual income or expenditure (whichever is higher) does not exceed £25,000, it shall publish draft minutes on a website which is publicly accessible and free of charge not later than one month after the meeting has taken place.**

f Subject to the publication of draft minutes in accordance with standing order 12(e) and standing order 20(a) and following a resolution which confirms the accuracy of the minutes of a meeting, the draft minutes or recordings of the meeting for which approved minutes exist shall be destroyed.

13. Code of conduct and dispensations

See also standing order 3(u).

a All councillors and non-councillors with voting rights shall observe the code of conduct adopted by the Council.

b Unless he has been granted a dispensation, a councillor or non-councillor with voting rights shall withdraw from a meeting when it is considering a matter in which he has a disclosable pecuniary interest. He may return to the meeting after it has considered the matter in which he had the interest.

c Unless he has been granted a dispensation, a councillor or non-councillor with voting rights shall withdraw from a meeting when it is considering a matter in which he has another interest if so required by the Council's code of conduct. He may return to the meeting after it has considered the matter in which he had the interest.

d **Dispensation requests shall be in writing and submitted to the Proper Officer** as soon as possible before the meeting, or failing that, at the start of the meeting for which the dispensation is required.

e A decision as to whether to grant a dispensation shall be made [by the Proper Officer] OR [by a meeting of the Council, or committee or sub-committee for which the dispensation is required] and that decision is final.

f A dispensation request shall confirm:

i. the description and the nature of the disclosable pecuniary interest or other interest to which the request for the dispensation relates;

ii. whether the dispensation is required to participate at a meeting in a discussion only or a discussion and a vote;

iii. the date of the meeting or the period (not exceeding four years) for which the dispensation is sought; and

iv. an explanation as to why the dispensation is sought.

g Subject to standing orders 13(d) and (g), a dispensation request shall be considered at the beginning of the meeting of the Council, or committee or sub-committee for which the dispensation is required.

h A dispensation may be granted in accordance with standing order 13(e) if having regard to all relevant circumstances any of the following apply:

i. without the dispensation the number of persons prohibited from participating in the particular business would be so great a proportion of the meeting transacting the business as to impede the transaction of the business;

ii. granting the dispensation is in the interests of persons living in the Council's area; or

iii. it is otherwise appropriate to grant a dispensation.

14. Code of conduct complaints

a Upon notification by the District or Unitary Council that it is dealing with a complaint that a councillor or non-councillor with voting rights has breached the Council's code of conduct, the Proper Officer shall, subject to standing order 11, report this to the Council.

b Where the notification in standing order 14(a) relates to a complaint made by the Proper Officer, the Proper Officer shall notify the Chairman of Council of this fact, and the Chairman shall nominate another staff member to assume the duties of the Proper Officer in relation to the complaint until it has been determined and the Council has agreed what action, if any, to take in accordance with standing order 14(d).

c The Council may:

i. provide information or evidence where such disclosure is necessary to investigate the complaint or is a legal requirement;
ii. seek information relevant to the complaint from the person or body with statutory responsibility for investigation of the matter;

d **Upon notification by the District or Unitary Council that a councillor or non-councillor with voting rights has breached the Council's code of conduct, the Council shall consider what, if any, action to take against him. Such action excludes disqualification or suspension from office.**

15. Proper officer

a The Proper Officer shall be either (i) the clerk or (ii) other staff member(s) nominated by the Council to undertake the work of the Proper Officer when the Proper Officer is absent.

b The Proper Officer shall:

i. **at least three clear days before a meeting of the council, a committee** or a sub-committee**,**

- **serve on councillors by delivery or post at their residences or by email authenticated in such manner as the Proper Officer thinks fit, a signed summons confirming the time, place and the agenda (provided the councillor has consented to service by email), and**

- **Provide, in a conspicuous place, public notice of the time, place and agenda (provided that the public notice with agenda of an extraordinary meeting of the Council convened by councillors is signed by them).**

See standing order 3(b) for the meaning of clear days for a meeting of a full council and standing order 3(c) for the meaning of clear days for a meeting of a committee;

ii. subject to standing order 9, include on the agenda all motions in the order received unless a councillor has given written notice at least 6 days before the meeting confirming his withdrawal of it;

iii. **convene a meeting of the Council for the election of a new Chairman of the Council, occasioned by a casual vacancy in his office;**

iv. **facilitate inspection of the minute book by local government electors;**

v. **receive and retain copies of byelaws made by other local authorities;**

vi. hold acceptance of office forms from councillors;

vii. hold a copy of every councillor's register of interests;

viii. assist with responding to requests made under freedom of information legislation and rights exercisable under data protection legislation, in accordance with the Council's relevant policies and procedures;

ix. act as, liaise with, whichever is appropriate, the Council's Data Protection Officer;

x. receive and send general correspondence and notices on behalf of the Council except where there is a resolution to the contrary;

xi. assist in the organisation of, storage of, access to, security of and destruction of information held by the Council in paper and electronic form subject to the requirements of data protection and freedom of information legislation and other legitimate requirements (e.g. the Limitation Act 1980);

xii. arrange for legal deeds to be executed;
(*see also standing order 23);*

xiii. arrange or manage the prompt authorisation, approval, and instruction regarding any payments to be made by the Council in accordance with its financial regulations;

xiv. record every planning application notified to the Council and the Council's response to the local planning authority in a book for such purpose;

xv. refer a planning application received by the Council to all member of the Council within two working days of receipt to facilitate an extraordinary meeting if the nature of a planning application requires consideration before the next ordinary meeting of the Council or the planning committee;

xvi. manage access to information about the Council via the publication scheme; and

xvii. retain custody of the seal of the Council (if there is one) which shall not be used without a resolution to that effect.
(s*ee also standing order 23)*

16. Responsible financial officer

a The Clerk is also the The Responsible Financial Officer.

b The Council shall appoint appropriate staff member(s) to undertake the work of the Responsible Financial Officer when the Responsible Financial Officer is absent.

17. Accounts and accounting statements

a "Proper practices" in standing orders refer to the most recent version of "Governance and Accountability for Local Councils – a Practitioners' Guide".

b All payments by the Council shall be authorised, approved and paid in accordance with the law, proper practices and the Council's financial regulations.

c The Responsible Financial Officer shall supply to each councillor as soon as practicable after 30 June, 30 September and 31 December in each year a statement to summarise:

i. the Council's receipts and payments (or income and expenditure) for each quarter;

ii. the Council's aggregate receipts and payments (or income and expenditure) for the year to date;

iii. the balances held at the end of the quarter being reported and which includes a comparison with the budget for the financial year and highlights any actual or potential overspends.

d As soon as possible after the financial year end at 31 March, the Responsible Financial Officer shall provide:

i. each councillor with a statement summarising the Council's receipts and payments (or income and expenditure) for the last quarter and the year to date for information; and

ii. to the Council the accounting statements for the year in the form of Section 2 of the annual governance and accountability return, as required by proper practices, for consideration and approval.

e The year-end accounting statements shall be prepared in accordance with proper practices and apply the form of accounts determined by the Council (receipts and payments, or income and expenditure) for the year to 31 March. A completed draft annual governance and accountability return shall be presented to all councillors at least 14 days prior to anticipated approval by the Council. The annual governance and accountability return of the Council, which is subject to external audit, including the annual governance statement, shall be presented to the Council for consideration and formal approval before 30 June.

18. Financial controls and procurement

a. The Council shall consider and approve financial regulations drawn up by the Responsible Financial Officer, which shall include detailed arrangements in respect of the following:

i. the keeping of accounting records and systems of internal controls;

ii. the assessment and management of financial risks faced by the Council;

iii. the work of the independent internal auditor in accordance with proper practices and the receipt of regular reports from the internal auditor, which shall be required at least annually;

iv. the inspection and copying by councillors and local electors of the Council's accounts and/or orders of payments; and

v. whether contracts with an estimated value below **£25,000** due to special circumstances are exempt from a tendering process or procurement exercise.

b. Financial regulations shall be reviewed regularly and at least annually for fitness of purpose.

c. **A public contract regulated by the Public Contracts Regulations 2015 with an estimated value in excess of £25,000 but less than the relevant thresholds in standing order 18(f) is subject to Regulations 109-114 of the Public Contracts Regulations 2015 which include a requirement on the Council to advertise the contract opportunity on the Contracts Finder**

website regardless of what other means it uses to advertise the opportunity unless it proposes to use an existing list of approved suppliers (framework agreement).

d. Subject to additional requirements in the financial regulations of the Council, the tender process for contracts for the supply of goods, materials, services or the execution of works shall include, as a minimum, the following steps:

i. a specification for the goods, materials, services or the execution of works shall be drawn up;

ii. an invitation to tender shall be drawn up to confirm (i) the Council's specification (ii) the time, date and address for the submission of tenders (iii) the date of the Council's written response to the tender and (iv) the prohibition on prospective contractors contacting councillors or staff to encourage or support their tender outside the prescribed process;

iii. the invitation to tender shall be advertised in a local newspaper and in any other manner that is appropriate;

iv. tenders are to be submitted in writing in a sealed marked envelope addressed to the Proper Officer;

v. tenders shall be opened by the Proper Officer in the presence of at least one councillor after the deadline for submission of tenders has passed;

vi. tenders are to be reported to and considered by the appropriate meeting of the Council or a committee or sub-committee with delegated responsibility.

e. Neither the Council, nor a committee or a sub-committee with delegated responsibility for considering tenders, is bound to accept the lowest value tender.

f. **Where the value of a contract is likely to exceed the threshold specified by the Office of Government Commerce from time to time, the Council must consider whether the Public Contracts Regulations 2015 or the Utilities Contracts Regulations 2016 apply to the contract and, if either of those Regulations apply, the Council must comply with procurement rules. NALC's procurement guidance contains further details.**

19. Handling staff matters

a A matter personal to a member of staff that is being considered by a meeting of Council or of the Staffing Committee is subject to standing order 11.

b Subject to the Council's policy regarding absences from work, the Council's most senior member of staff shall notify the chairman of the Council or, if they are not available, or the Chairman of the Staffing Committee of absence occasioned by illness or other reason that the person shall report such absence to the Council or the Staffing Committee at its next meeting.

c The chairman of the Council or in their absence, the Chairman of Staffing Committee shall upon a resolution conduct a review of the performance and annual appraisal of the work of the Proper Officer. The reviews and appraisal shall be reported in writing and are subject to approval by resolution by the Staffing Committee.

d Subject to the Council's policy regarding the handling of grievance matters, the Council's most senior member of staff (or other members of staff) shall contact the chairman of the Council or the Chairman of the Staffing Committee in their absence, in respect of an informal or formal grievance matter, and this matter shall be reported back and progressed by resolution of the Staffing committee.

e Subject to the Council's policy regarding the handling of grievance matters, if an informal or formal grievance matter raised by the member of staff relates to the chairman or vice-chairman this shall be communicated to another member of the Council which shall be reported back and progressed by resolution of the Staffing Committee.

f Any persons responsible for all or part of the management of staff shall treat as confidential the written records of all meetings relating to their performance, capabilities, grievance or disciplinary matters.

g In accordance with standing order 11(a), persons with line management responsibilities shall have access to staff records referred to in standing order 19(f).

20. Responsibilities to provide information

See also standing order 21.

a **In accordance with freedom of information legislation, the Council shall publish information in accordance with its publication scheme and respond to requests for information held by the Council.**

b. In the event that the gross annual income or expenditure (whichever is higher) does not exceed £25,000 **The Council shall publish information in accordance with the requirements of the Smaller Authorities (Transparency Requirements) (England) Regulations 2015.**

c. In the event that gross annual income or expenditure (whichever is the higher) exceeds £200,000 **The Council, shall publish information in accordance with the requirements of the Local Government (Transparency Requirements) (England) Regulations 2015**.

21. Responsibilities under data protection legislation

Below is not an exclusive list. See also standing order 11.

a **The Council may appoint a Data Protection Officer.**

b **The Council shall have policies and procedures in place to respond to an individual exercising statutory rights concerning his personal data.**

c **The Council shall have a written policy in place for responding to and managing a personal data breach.**

d **The Council shall keep a record of all personal data breaches comprising the facts relating to the personal data breach, its effects and the remedial action taken.**

e **The Council shall ensure that information communicated in its privacy notice(s) is in an easily accessible and available form and kept up to date.**

f **The Council shall maintain a written record of its processing activities.**

22. Relations with the press/media

a Requests from the press or other media for an oral or written comment or statement from the Council, its councillors or staff shall be handled in accordance with the Council's policy in respect of dealing with the press and/or other media.

23. Execution and sealing of legal deeds

See also standing orders 15(b)(xii) and (xvii).

a A legal deed shall not be executed on behalf of the Council unless authorised by a resolution.

Subject to standing order 23(a), any two Councillor may sign, on behalf of the Council, any deed required by law and the Proper Officer shall witness their signatures.

24. Communicating with district and county or unitary councillors

a An invitation to attend a meeting of the Council shall be sent, together with the agenda, to the ward councillor(s) of the District and County Council OR Unitary Council representing the area of the Council.

b Unless the Council determines otherwise, a copy of each letter sent to the District and County Council OR Unitary Council shall be sent to the ward councillor(s) representing the area of the Council.

25. Restrictions on councillor activities

a. Unless duly authorised no councillor shall:

i. inspect any land and/or premises which the Council has a right or duty to inspect; or
ii. issue orders, instructions or directions.

Standing orders generally

a All or part of a standing order, except one that incorporates mandatory statutory or legal requirements, may be suspended by resolution in relation to the consideration of an item on the agenda for a meeting.

b A motion to add to or vary or revoke one or more of the Council's standing orders, except one that incorporates mandatory statutory or legal requirements, shall be proposed by a special motion, the written notice by at least 2 councillors to be given to the Proper Officer in accordance with standing order 9.

c The Proper Officer shall provide a copy of the Council's standing orders to a councillor as soon as possible following their election or co-option to office.

d The decision of the chairman of a meeting as to the application of standing orders at the meeting shall be final.

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The Standing Orders 2018 for England were updated in April 2022.

Appendix 1

27. Rules of Debate at Meetings

a Motions on the agenda shall be considered in the order that they appear unless the order is changed at the discretion of the chairman of the meeting.

b A motion (including an amendment) shall not be progressed unless it has been moved and seconded.

c A motion on the agenda that is not moved by its proposer may be treated by the chairman of the meeting as withdrawn.

d If a motion (including an amendment) has been seconded, it may be withdrawn by the proposer only with the consent of the seconder and the meeting.

e An amendment is a proposal to remove or add words to a motion. It shall not negate the motion.

f If an amendment to the original motion is carried, the original motion (as amended) becomes the substantive motion upon which further amendment(s) may be moved.

g An amendment shall not be considered unless early verbal notice of it is given at the meeting and, if requested by the chairman of the meeting, is expressed in writing to the chairman.

h A councillor may move an amendment to his own motion if agreed by the meeting. If a motion has already been seconded, the amendment shall be with the consent of the seconder and the meeting.

i If there is more than one amendment to an original or substantive motion, the amendments shall be moved in the order directed by the chairman of the meeting.

j Subject to standing order 1(k), only one amendment shall be moved and debated at a time, the order of which shall be directed by the chairman of the meeting.

k One or more amendments may be discussed together if the chairman of the meeting considers this expedient but each amendment shall be voted upon separately.

l A councillor may not move more than one amendment to an original or substantive motion.

m The mover of an amendment has no right of reply at the end of debate on it.

n Where a series of amendments to an original motion are carried, the mover of the original motion shall have a right of reply either at the end of debate on the first amendment or at the very end of debate on the final substantive motion immediately before it is put to the vote.

o Unless permitted by the chairman of the meeting, a councillor may speak once in the debate on a motion except:

   i. to speak on an amendment moved by another councillor;

   ii. to move or speak on another amendment if the motion has been amended since he last spoke;

   iii. to make a point of order;

   iv. to give a personal explanation; or

   v. to exercise a right of reply.

p During the debate on a motion, a councillor may interrupt only on a point of order or a personal explanation and the councillor who was interrupted shall stop speaking. A councillor raising a point of order shall identify the standing order which he considers has been breached or specify

the other irregularity in the proceedings of the meeting he is concerned by.

q A point of order shall be decided by the chairman of the meeting and his decision shall be final.

r When a motion is under debate, no other motion shall be moved except:

i. to amend the motion;

ii. to proceed to the next business;

iii. to adjourn the debate;

iv. to put the motion to a vote;

v. to ask a person to be no longer heard or to leave the meeting;

vi. to refer a motion to a committee or sub-committee for consideration;

vii. to exclude the public and press;

viii. to adjourn the meeting; or

ix. to suspend particular standing order(s) excepting those which reflect mandatory statutory or legal requirements.

s Before an original or substantive motion is put to the vote, the chairman of the meeting shall be satisfied that the motion has been sufficiently debated and that the mover of the motion under debate has exercised or waived his right of reply.

t Excluding motions moved under standing order 1(r), the contributions or speeches by a councillor shall relate only to the motion under discussion and shall not exceed 10 minutes without the consent of the chairman of the meeting.

Appendix: 4 – Min: 22/008 (iii) (g)

Calendar for review of all Council Policies

Documents/ Policies	Last Review	Next review
Standing Order	May 2022	May 2023
Financial Regulations	March 2022	March 2023
Members Code of conduct	May 2022	May 2023
Scheme of Delegation to Parish Clerk and Standing Committees	May 2022	May 2023
General Reserve Policy	March 2022	March 2023
Risk		
HPC Risk Management Policy & Risk Assessment & Management	March 2022	March 2023

HPC Policies that require review and updating

Document /Policies	Last Review
CCTV Policy	October 2020
Persistent or vexatious complaints policy	September 2020
Publication Scheme	2008
Complaints procedure	October 2004
Health and Safety Policy	May 2017

HPC - other policies to be created

Policies
Council Matters
Councillor Vacancies and Co-option Procedure
Protocol on Preapplication Meetings of Major Development
Information
Data Protection
GDPR Email Contact Privacy Notice
Freedom of Information
Press, Media & Social Media
Retention of documents and records management policy
Community/Service Users
Community Engagement Strategy
Child, Young Adult & Vulnerable Person Protection
Staffing
Equal Opportunities
Training
Employee Appraisal
Recruitment Equality
Grievance Procedure
Disciplinary Procedure
Sickness Absence
Members – Officer Protocol Dignity at Work

DKE AUDIT SERVICES

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Honeybourne Parish Council

Internal Auditors assessment for the completion of the AGAR Part 3 – Financial Year 2021-22

1. Introduction

I have concluded the Council's annual internal audit. I am therefore able to complete the Annual Internal Audit Report 2021/22 which forms part of the Annual Governance and Accountability Return (AGAR).

My internal audit considers the evidence available to assess and ensure the Council has effective governance arrangements in place for the areas examined. In examining the governance arrangements focus has been placed on compliance with the Council's key governance 'rules', its management of risk and its financial controls. Consideration is given to the size and scope of activities undertaken by the Council.

The internal audit is not designed to identify all weaknesses in the Parish Council's systems but, it is a sample examination of systems and of testing those systems. Where weaknesses are identified during the internal audit process, which impact on governance and control, or system enhancement opportunities are identified, recommendations are made.

The responsibility for the prevention and detection of fraud, error and non-compliance with the law or regulations rests with the Council. The internal audit should not be relied upon to disclose all material misstatements or frauds, errors or instances of non-compliance as may exist.

2. Summary

In the section below I have recorded my AGAR responses and offered some comments by way of explanation for these. Members need to be mindful that this assessment is for governance and control during 2021/22 to the time of the audit review.

During the internal audit review one significant control issues or non-compliances have been identified; therefore, I can give a positive response to each of the areas covered by the AGAR (internal auditors section), that apply to the Parish Council. Three recommendations have been made for the Council to consider.

3. Internal Audit Assessment

The table below follows the format of the AGAR, for each section questions have been answered with supporting evidence provided which has been examined and assessed.

AGAR Internal Control Objective, Internal Audit assessment and related comments	Yes /No
A. Appropriate accounting records have been properly kept throughout the financial year.	**Yes**
The Council has put in place effective procedures to accurately and promptly record all financial transactions, it has maintained up to date accounting records throughout the year, together with all necessary supporting information. The Council has moved to the Scribe accounting system, a system used my many Parish Councils, payments and receipts are recorded on the system. Copy invoices or appropriate evidence are held on file to support transactions. The cashbook is up to date, payments and receipts are reported to the Council monthly, payments are approved, and all are recorded in the minutes. The minutes are formally approved.	
B. This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved VAT was appropriately accounted for.	**Yes**
The Council operated under a governance structure where all decisions are taken by Council, there are a number of working groups with no decision-making powers. The Council's Financial Regulations were reviewed at the March 2022 Council meeting, the current version is based on the model template produced by the National Association of Local Councils (NALC). A sample of a number of payments was selected from the cashbook, confirmation was gained that payments have been made in accordance Financial Regulations, payments are supported by appropriate evidence. For a number of payments within the sample additional information and supporting evidence was requested and provided. *Note - it would aid the maintenance of the audit trail if quotes, tenders and associated documents (including emails) were held by the Clerk, being linked to the order for the works, services or goods.* There are effective links and controls between the order of goods, works and services and the payment, with transaction being properly and promptly recorded in the cashbook. The payments have been properly approved and VAT has been appropriately accounted for. VAT is due to be reclaimed in March 2022. The Council has a debit card that is used in place of holding petty cash. There are financial limits place on the card and transactions are reviewed and approved. Effective management and control over the Council's bank accounts is present.	

AGAR Internal Control Objective, Internal Audit assessment and related comments	Yes /No
Recent Council minutes suggest payments may occur as part of the Queens Jubilee celebrations, the Council will need to ensure its Financial Regulations are followed with effective control and transparency assured.	
C. This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	**Yes**
There is evidence the Council is risk aware, the Council assesses risk for specific works and ensures contractors have appropriate insurance for contracted works. Risks related to the assets held by the Council are inspected but not formally recorded. No evidence has been provided to show the Council undertook a review of its risks during the year up to the time of the internal audit review. However, the Council has adopted a Risk Management Policy and Risk Assessment / Register at its March 2022 Council meeting. In April 2021 the Council considered and approved an Internal Control Policy. At that meeting the Clerk recommended that the procedure was followed at least four time a year. No evidence has been provided that this control process has been followed. **<u>Recommendation 1 – Risk Management</u>** **The Clerk and the Council need to ensure, through period check and assurance mechanisms that risk mitigating actions and controls are effective and complied. Where appropriate checks should be documented to support and demonstrate control effectiveness and compliance, for example; asset inspections, internal financial control checks, comprehensive records for the procurement of works, services and goods.**	
D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.	**Yes**
The budget covers all of the Councils activities, income sources and expenditure. An effective budget setting process operates that identifies the funding need based on services and commitments. The precept has been set in accordance with the agreed and approved budget requirement. The current year's budget was reviewed as part of the 2022-23 budget setting process, but there is no evidence to show the budget was reviewed in accordance with the requirements of the Councils Financial Regulations. The budget should be monitored quarterly as a minimum.	

AGAR Internal Control Objective, Internal Audit assessment and related comments	Yes /No
The reserves are appropriate for the Council, based on its expenditure levels. The Council has recently approved a Reserves Policy, and it is understood the level of reserves (general and earmarked) will be reviewed each year as part of the budget setting process, and accounts 'close down' processes. **<u>Recommendation 2 – Budget Monitoring</u>** **The budget is monitored quarterly in accordance with Financial Regulations. Ideally the budget should be monitored as part of the 'accounts package' presented at each meeting (payments for approval, bank reconciliation, reserves statement, budget to actual ideally profiled based on anticipated spend and receipts with notes of virements and variances).** ***Note - the JAPG guidance states that a key budget management process is to 'review progress against the budget regularly throughout the year - at least quarterly in all but exempt authorities - including a year-end projection and a clear minuted commentary of likely significant variances from the budget.***	
E. Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.	**Yes**
The precept payment has been received. The Council receives income beyond the precept from the Cemetery and allotments. An invoicing process operates and expected income is received based on the fees and charges set. The Council do not raise fees that attract VAT. Recent Council minutes suggest receipts may occur as part of the Queens Jubilee celebrations, the Council will need to ensure its Financial Regulations are followed with effective control and transparency assured.	
F. Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.	**Not Covered (no Petty Cash)**
The Council does not operate a petty cash system.	
G. Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.	**Yes**

AGAR Internal Control Objective, Internal Audit assessment and related comments	Yes /No
The salary payable to the Parish Clerk has been agreed by Members, as part of the appointment arrangements. Actual payments are in accordance with agreed terms and relevant employment related deductions are made. Employer liabilities have been paid. Allowances are not paid to Members.	
H. Asset and investments registers were complete and accurate and properly maintained.	**Yes**
The Council has a record of its assets, an Asset Register. During the year that Council considered the asset register at a number of meetings. • In May 2021 (210518/20) the Council agreed - To commence a review of the Parish Council's Assets Register: Clerk confirmed that a complete review if the Council's Assets register had commenced. New assets purchased within the last year had been added. As this is a working document, Clerk advised it would be brought back to Council at regular intervals for approval. • In May 2021 (210518/20 To note that a review of the Parish Council's Insurance Policy will be undertaken to ensure it provides adequate cover in line with the updated Assets register: Clerk confirmed that the current policy was adequate. The Insurance Policy as due for renewal in August, so will be further reviewed then. • In June 2021 10. Following the review of the asset register by the previous Clerk, Councillors agreed that a check is needed to ensure that the register can be agreed and that insurance cover includes all assets. The Asset Register show it was updated in November 2021 but the minutes do not show that it has been reviewed and approved by Members. The Asset Register on the website is dated as – Last reviewed May 2018. The Asset Register is now scheduled to be reviewed annually in accordance with the Councils Financial Regulation 14.6. and will be approved in advance of the completion of the 2021-22 AGAR. The value of assets have been reviewed and restated for the year 2021-22. The Councils assets are insured, the insured sums should be verified annually when the asset register is reviewed. **<u>Recommendation 3 – Asset Register</u>** **There is now reference to the management and control of assets across a number of the Councils 'rules' and policies (Financial Regulations, Reserves Policy, Risk Management Policy and Assessment). The Asset Register could be enhanced to show the inspection and projected maintenance requirement (planned and responsive provision), the cost estimates for short term works, which should be**	

AGAR Internal Control Objective, Internal Audit assessment and related comments	Yes /No
recorded and linked to the annual budget requirement (the three-year budget projection). The inspection requirement should link to the Council's risk assessment and register with evidence being retained that the inspections have taken place and the outcome of these. **Some of the assets will, at some point require significant maintenance or replacement, the projected spend requirement should be recorded on the Asset Register and the Council should make provision for this through its earmarked reserve process.** **The Asset Register should be a practical asset management document as well as a list of assets and values – more guidance is provided in the JPAG for example;** **5.56. An asset register is the starting point for any system of financial control over tangible assets as it:** • **facilitates the effective physical control over assets** • **provides the information that enables the authority to make the most cost-effective use of its capital resources** • **supports the AGAR entry for fixed assets by collecting the information on the cost or value of assets held** • **forms a record of assets held for insurance purposes.**	
I. Periodic bank account reconciliations were properly carried out.	**Yes**
The Council minutes show the bank reconciliation was reviewed periodically in the early part of the year, then monthly in the latter part of the year. Confirmation of the approval of the bank reconciliation is included in the minutes.	
J. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.	**Yes**
The accounting statements have been prepared on the correct accounting basis. The accounting process as reviewed is effective and appropriate; Members have verified the accounting statements agree to the cash book. The cashbook transactions are supported by an adequate audit trail from underlying records. Members review payments each meeting and there is periodic bank reconciliation.	
K. If the authority certified itself as exempt from a limited assurance review in 2020/21, it met the exemption criteria and correctly declared itself exempt *(If the authority had a limited assurance review of its 2020/21 AGAR tick "not covered").*	**Not Covered**

AGAR Internal Control Objective, Internal Audit assessment and related comments	Yes /No
The Council did not certify itself as exempt from a limited assurance review in 2020/21.	
L. The authority publishes information on a free to access website/webpage up to date at the time of the internal audit in accordance with any relevant transparency code requirements.	**Yes**
The Transparency Code applies to Councils with a turnover not exceeding £25,000 and a turnover greater than £200,000. However, it is generally accepted that Councils falling between these two amounts should, as a minimum, comply with the Codes requirements of a Council with a turnover not exceeding £25,000, which the Council does.	
M. The authority, during the previous year (2021-22) correctly provided for the exercise of public rights as required by the Accounts and Audit Regulations *(evidenced by the notice published on the website and/or authority approved minutes confirming the dates set).*	**Yes**
Evidence confirms the Council correctly provided for the exercise of public rights as required by the Accounts and Audit Regulations.	
N. The authority has complied with the publication requirements for the 2020/21 AGAR *(see AGAR Page 1 Guidance Notes).*	**Yes**
The Council complied with the 2020-21 publication requirements.	
O. (For local councils only) Trust funds (including charitable) – The council met its responsibilities as a trustee.	**Not Applicable**
The Council (as a body) does not have trust or charitable responsibilities.	

Other Areas

Internal Control areas and Internal Audit comments
Review of the implementation of recommendations from the previous year's Internal and External Audit Reports
From Internal Audit Report 2020-21 **Recommendation 1**

The Council undertakes a review of its policies and documents, as it planned in October 2020. This review should consider the requirements of the Councils Financial Regulations, the AGAR Assertions and guidance in the most recent version of the Joint Panel on Accountability and Governance (JPAG) 'The Practitioners' Guide'.

2021-22 update – this recommendation is ongoing a number of policies have been developed and others reviewed. It is understood a formal policy review schedule will be introduced and followed.

Recommendation 2

When Financial Regulations are reviewed in 2021/22 the most recent Nalc version is considered and adopted.

2021-22 update – this recommendation has been actioned

Recommendation 3

The Council review its risk management approach, being mindful of the following;
The Councils Financial Regulations state;

- The council is responsible in law for ensuring that its financial management is adequate and effective and that the council has a sound system of internal control which facilitates the effective exercise of the council's functions, including arrangements for the management of risk.
- 17.1. The council is responsible for putting in place arrangements for the management of risk. The Clerk [with the RFO] shall prepare, for approval by the council, risk management policy statements in respect of all activities of the council. Risk policy statements and consequential risk management arrangements shall be reviewed by the council at least annually.
- AGAR - in order to warrant a positive response to this assertion 5 risk management, the authority needs to have the following arrangements in place:
- 1.31 Identifying and assessing risks — The authority needs to identify, assess and record risks associated with actions and decisions it has taken or considered taking during the year that could have financial or reputational consequences.
- 1.32 Addressing risks — Having identified, assessed and recorded the risks, the authority needs to address them by ensuring that appropriate measures are in place to mitigate and manage risk. This might include the introduction of internal controls and/or appropriate use of insurance cover.

The Council should ensure risk mitigation actions and controls are reviewed at appropriate frequencies in accordance with the severity of the risk.

2021-22 update - See comment earlier

Recommendation 4

The Asset Register is reviewed and updated, considering the structure suggested in the guidance, and the value of insured assets on the Asset Register and the Insurance schedule is examined to ensure they are aligned. Noted – a review of the Asset Register was in progress at the time of the audit review.

2021-22 update – See comment earlier

From last external audit report
There were no recommendations from the external auditor.

Any other governance or financial control issues arising during the internal audit, or further comment not covered above.

The Council has engaged a new Clerk during the year, having had a period where there was a temporary clerk. As the new Clerk has not been in post throughout 2021-22, and therefore may not be able to advise on operations and governance for all of the financial year, the Council will need to ensure the AGAR response reflects the operation and governance for the whole year. The Council's Financial Regulations refer to the guidance issued in Governance and Accountability for Local Councils - a Practitioners' Guide (England) issued by the Joint Practitioners Advisory Group (JPAG). It is suggested this guidance is referenced when the Council develops its response and complete of the AGAR.
The JPAG guidance is also a good reference for the periodic review of financial processes and wider control systems.

Any 'unusual' matters arising from the review of the minutes of Council and Committee meetings

The Council has been in dispute with the Village Hall trustees over the repayment of £30,000. This matter is included in my report to draw it to the attention of the external auditor and to advise them the matter has been resolved.

At the Council meeting of 8th June 2021 the Council minutes state - 15. Parish Council/Village Hall issues – the Chairman reported that the Trustees of the Village Hall had rejected an invitation to go to mediation over the dispute into their retention of £30,000 of grant monies which had not been used for the intended purpose. In view of the continued lack of co-operation and good will from the Trustees and after careful consideration it was RESOLVED to instruct solicitors to commence legal proceedings against the Trustees of Honeybourne Village Hall aimed at recovering the £30,000 of unused grant monies. In the meantime, the Chairman would write again to the Chairman of Trustees advising him of this decision in the hope that they might immediately soften their stance.

At its 9th November 2021 meeting the Council agreed a repayment settlement (extract from the minutes)
Repayment of £15,000 grant by Honeybourne Village Hall Trustees. See Appendix 9 page 64. Having declared an interest at minute reference 211043 Cllr G Clelland left the room at 21:00 hrs to enable debate and resolution to take place. Cllr C Gear did not leave the room even though he declared an interest

at minute reference 211043. CllrAskew informed Council that the repayment of £15,000 was not a grant. Cllr H Jobes disagreed as it was a grant given to the Village Hall Trustees for the initial works prior to the construction of the Village Hall. Cllr H Jobes requested a recorded vote for this item. Proposed Cllrs M Henson, seconded A Attridge, voting 7 for,2 abstentions (Cllrs C Gear & H Jobes) to accept the repayment of £15,000 as full and final settlement of the open matter between the Parish Council and Honeybourne Village Hall Trustees.
Any matters referred by the Council or the Clerk for review
None

The draft version of this report was agreed by the Parish Clerk.

The internal auditor wishes to acknowledge the support and assistance provided by the Parish Clerk during the internal audit review.

Duncan Edwards

Internal Audit undertaken on 28 February 2022

Duncan Edwards (2021/22 internal audits)

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Honeybourne Parish Council
Honeybourne Village Hall
Harvest Close
Honeybourne
WR11 7RH

Date : 22 April 2022
Account number: 500019892 / dwi
Phone:

Dear Sir/Madam

Application for Discretionary Rural Rate Relief

I write regarding an application for Discretionary Rural Rate Relief made by a business in your parish.

The application is from Mrs D M Badham T/A Badham Motors in respect of 96 Stratford Road, Honeybourne, Evesham. I can confirm that 50% Mandatory Relief has already been awarded and an application has been made for a further 50% Discretionary Relief (Copy enclosed).

Before I consider the application, I am seeking the opinion of the Parish Council. As you are in a good position to judge the degree of benefit that the local business provides to the community, I would like to take the view of the Parish Council into consideration. If you agree to support the business financially by contributing towards the net cost to us of granting the relief, I can award a higher level of relief at no greater cost to the Council Tax payers as a whole.

I am therefore asking you to consider whether:

a) You support the business, as in your view it is of benefit to the local community.

b) It is reasonable to grant the relief in view of the fact that this will be funded in part by the Council Tax payers in your parish.

I am able to grant £3804.88 Discretionary Relief for the financial year applied for. If you agree to support the business financially I am asking for a parish contribution of £237.80.

I would be grateful if you would consider this matter at the next meeting of the Parish Council.

We are asking that the Council adopt one of the following proposals:

A The business is of benefit to the local community and it would be reasonable to grant the relief in view of the fact that this will be funded in part by the Council Tax payers of the parish. (In this case, the Parish Council will need to make a contribution as detailed above, so that the full 50% Discretionary Relief may be awarded.)

B The business is of benefit to the local community, but it is not reasonable to grant the relief in view of the fact that this will be funded in part by the Council Tax payers of the parish. (In this case, the Parish Council will not need to make a contribution, but 25% Discretionary Relief may still be awarded.)

C The business is not considered to be of benefit to the local community. (In this case no contribution needs to be made and Discretionary Relief will not be awarded.)

Once you have considered the matter, please confirm your decision by completing the enclosed form and returning it to South Worcestershire Revenues & Benefits Shared Services, PO Box 11, Pershore, Worcestershire WR10 1PU If your decision is to adopt proposal A, please also enclose a cheque for £237.80 made payable to Wychavon Disrict Council quoting reference 3342/5138.

It may be helpful to know that the Regulations allow for Discretionary Relief to be awarded irrespective of entitlement to Mandatory Relief. Also, Parish Councils should not feel that making a decision to support one business sets a precedent for supporting other applications. Each application must be considered on its own merits. The above proposals allow for individual decisions to be made. Parish Councils should not have a blanket policy of not supporting applications financially, as this would work against the Council's guidelines.

If you require further information about Rural Rate Relief please contact the Business Rate Section on the above number.

Thank you for your assistance.

Yours faithfully

Service Delivery Manager

Parish Council Decision regarding support for Discretionary Rural Rate Relief

To: South Worcestershire Revenues & Benefits Shared Services, PO Box 11, Pershore, Worcestershire WR10 1PU.

From: Honeybourne Parish Council Parish Council

Name of Ratepayer: Mrs D M Badham T/A Badham Motors

Rate Account no: 500019892

Address: 96 Stratford Road, Honeybourne, Evesham

Please tick a box to indicate which proposal you support:

A The business is of benefit to the local community and it is reasonable for the parish to support it financially - 50% Discretionary relief will be awarded. ☐
A cheque for the parish contribution of £237.80 made payable to Wychavon District Council is enclosed (please write reference 3342/5138 on the back of the cheque)

B The business is of benefit to the local community and supported in principle by the Parish Council but the Parish Council cannot support it financially. **(In this case, the Parish Council will not need to make a contribution, but 25% Discretionary Relief will still be awarded.)** ☐

C The business is not considered to be of benefit to the local community. **(In this case no contribution needs to be made and Discretionary Relief will not be awarded.)** ☐

Reasons for decision if options B or C chosen:

Signature:

Capacity: **Date:**

Working Group minutes remain draft until approved at the following working group meeting

Minutes of Honeybourne Parish Council MUGA/Recreational Sports Field/Pavilion Working Group Meeting held at Honeybourne Village Hall, Harvest Close, Honeybourne WR11 7RH on Thursday 21st April 2022 at 7:30pm

Present:

Working group members: Cllrs H Jobes (Chair), A Attridge, C Clear, G Clelland, C Steward, Mr Andy Cannings, Mr D Rushton & Mr M Wigget-Jones

Apologies: Mrs S Henson

In attendance : Parish Clerk - Linda Stanton

22/07 Items for discussion

I. Adoption of minutes.

To approve adoption of the minutes of the Working Group Meeting held 24/03/2022.

Resolved: That the minutes of the Working Group held on 24/03/22 be approved as an accurate record and signed by the Chairman

II. Update on V.I.S.A lease and review draft licence

Cllr Steward asked Mr Doug Rushton to give a brief description of Honeybourne V.I.S.A. The lease was set up so that the charity could raise funds for the recreational field to be used for multi sports used for the village. The name Honeybourne V.I.S.A stands for Honeybourne Village Interactive Sports Association Ltd. The Parish Council was asked to take over the field from Honeybourne V.I.S.A as it was getting very expensive for the charity to maintain the upkeep of the field. Mr Rushton was very pleased that the PC has set up the Working Group to find other uses for the sports field as it was always intended that the field should be used for multi-sports and not just football.

Cllr Steward is still working on the draft licence and the existing lease.

III. Update on Phase 2 enhancement/additional sporting equipment/facilities.

Cllr Jobes informed the group that a contractor has provided a quote and a plan for trim trail and exercise equipment to be used for the Legacy Grant Application. The plan and equipment were presented to the members. If the PC is successful with the grant application; the PC will seek to invite tenders for the trim trail and exercise equipment.

Arrangements have been made for a consultant to provide a report on the condition of the field which will used to support grant application. Cllr Jobes informed the group that the Clerk is still waiting for a quote for the petanque court.

For the grant application the PC have to consult the residents on the project. Cllr Jobes circulated a copy of the survey to the group for their comments. The survey will be distributed to every household. Members of the working group approved the survey. An open day will also be held at the pavilion for the consultation.

IV. Update on PC access and control of users to the Sports Pavilion

Clerk to get all keys for the pavilion.

V. Mr Doug Rushton- Update on cricket tournament.

- The last week in May commencing 22nd May until 31st May 2022
- One match on 1st June 2022 and the final will be held on Friday 3rd June 2022
- Times : 5 pm – 8 pm

Mr Rushton would want to use the field for the rest of June and the whole month of July for cricket.

VI. Update on the provision of a sanitary bin
Clerk to arrange for the bin to be installed before the Jubilee Celebration.

VII. To consider the purchase of mobile cricket net.
Clerk to source for quotes for the net.

22/06 Agree date for next meeting and items for the agenda.
The date for the next meeting will be Thursday 26th May 2022 , 7:30 pm at the Pavilion

Meeting closed : 9:30 pm

Members of the Working Group: Cllrs H Jobes (Chair) A Attridge, C Clear, G Clelland, C Steward, Mr A Cannings, Mrs Henson, Mr M Wigget- Jones and Mr D Rushton

worcestershire
countycouncil

1st April 2022

Our ref: S38/WA157/PaL

Dear Mrs. Stanton,

SECTION 38 / 278 – THE HIGHWAYS ACT 1980
ERECTION OF 60 DWELLINGS AND ASSOCIATED WORKS – STRAFORD ROAD, HONEYBOURNE.
BY OWL HOMES LTD.

I have enclosed, with this letter, a plan of the above-mentioned development. This includes the construction of new roads. The Developer is required to enter into an Agreement with the County Council under Section 38/278 of the Highways Act 1980.

Under the County Council's current policy, your Parish falls within a designated footway lighting area. As a result, your Parish Council can decide whether or not footway lighting is to be provided within the development. A Parish Council has power to provide footway lighting under Section 3(1) of the Parish Council's Act 1957.

Please note, that should you require lighting to be provided at the developers' expense, your Council upon the adoption of the lighting will become responsible for all maintenance costs. This will also include being responsible for meeting all energy costs from the date of the signing of the Section 38/278 Agreement. The County Council will not adopt any footway lighting, which may be provided at this development.

The footway lighting scheme must be designed by your Council or suitably qualified consultant at your own cost. You should also produce a specification of your requirements, subject only to the safety requirements of the County Council as Highway Authority (see attached information sheet, Appendix A).

If you wish to seek advice regarding the lighting design or specification you can contact the County Councils Senior Street Lighting Engineer, Mr. Trevor McGill (TMcGill@worcestershire.gov.uk), who will be able to provide you with suitable guidance. You should notify the developer of your requirements direct but I have no doubt that they will be in contact with you shortly.

Yours sincerely,

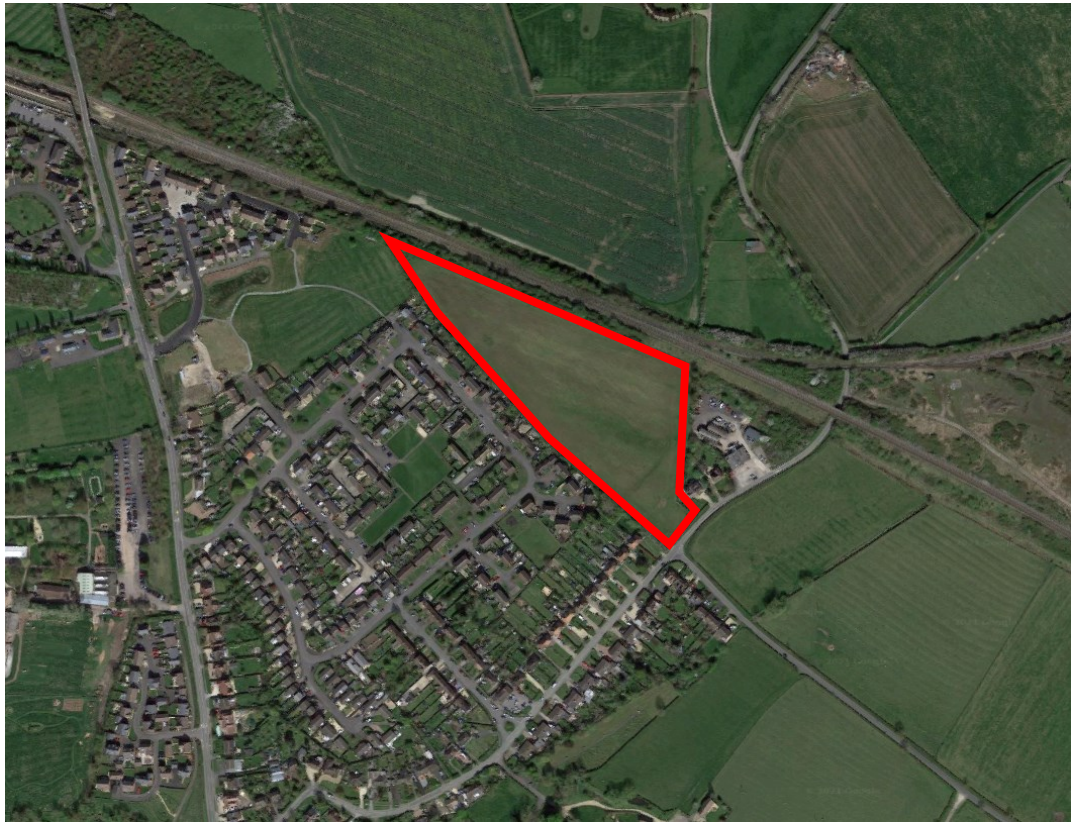
[redacted]

Section 38/278 Engineer
Network Control
Worcestershire Highways
Wildwood,
Wildwood Drive,
Worcester

LOCATION PLAN

REF: 21-002_loc_01 rev -

Allsopp Avery Partnership

LOCATION PLAN	DETAILS	
	PROJECT REF	21-002
	PROJECT NAME	Stratford Road, Honeybourne
	ADDRESS	Stratford Road Honeybourne Worcestershire WR11 7PP
	CO-ORDINATES	412025,244535
	PLANNING AUTHORITY	Wychavon District Council
	HIGHWAY AUTHORITY	Worcestershire County Council

Prepared by:	Michael Avery	19/05/21
Reviewed by:	Kelly Allsopp	19/05/21
Revision/Issue State	Final	

KEY

- Application Boundary
- Adoptable Bituminous Road Construction
- Adoptable Bituminous Footway and Hard Margin Construction
- Adoptable Highway Verge Construction
- 450mm Ø x 900mm deep trapped road gully and 150mmØ gully connection
- Pedestrian dropped crossing illustrative line of travel
- S38 Adoptable Surface Water Sewer
- S104 Adoptable Surface Water Sewer
- S104 Adoptable Foul Water Sewer
- S38 Adoptable Gully outlet
- Highway drainage easement
- Visibility Splay - Forward and Junction Distance as shown
- Existing STW Foul Sewer
- Existing STW Surface Water Sewer

THE PRIME PURPOSE OF THIS DRAWING IS TO SHOW IN COLOUR THE EXTENT OF AREAS AND ITEMS TO BE ADOPTED (SECTION 38), AND THE EXTENT OF EXISTING PUBLIC HIGHWAY (SECTION 278) WHICH IS SUBJECT TO VARIOUS WORKS.

FULL CONSTRUCTION AND TECHNICAL DETAILS ARE SHOWN IN SUPPORTING DOCUMENTS, SPECIFICATIONS ETC., ON THE LATEST REVISIONS OF THE FOLLOWING DRAWINGS DEEMED TO FORM PART OF THE SECTION 38/278 AGREEMENT, PROVIDED THEY HAVE BEEN SUBJECT TO FORMAL TECHNICAL APPROVAL, IN WRITING BY WORCESTERSHIRE COUNTY COUNCIL.

DRAWING NO:

21-002_04_100_01	General Arrangement Plan - Sheet 1 of 1	Rev B
21-002_04_100_02	Section 104 Plan - Sheet 1 of 1	Rev E
21-002_04_100_03	Section 38 Plan - Sheet 1 of 1	Rev B
21-002_04_500_01.1	SW Manhole Schedule - Sheet 1 of 2	Rev C
21-002_04_500_01.2	FW Manhole Schedule - Sheet 2 of 2	Rev C
21-002_04_500_02	Drainage Construction Details - STW	Rev -
21-002_04_500_03	SW Catchment Plan - Sheet 1 of 1	Rev C
21-002_04_500_04	Gully Catchment Plan - Sheet 1 of 1	Rev B
21-002_04_500_05	FW Catchment Plan - Sheet 1 of 1	Rev B
21-002_04_500_06	SUDs Layout and Details - Sheet 1 of 1	Rev A
21-002_04_500_07	Hydrobrake Construction Details - Sheet 1 of 1	Rev B
21-002_04_700_01	Surface Finishes Plan - Sheet 1 of 1	Rev B
21-002_04_700_02.1	Road and Sewer Long Sections - Sheet 1 of 4	Rev B
21-002_04_700_02.2	Road and Sewer Long Sections - Sheet 2 of 4	Rev B
21-002_04_700_02.3	Road and Sewer Long Sections - Sheet 3 of 4	Rev B
21-002_04_700_02.4	Road and Sewer Long Sections - Sheet 4 of 4	Rev B
21-002_04_700_03.1	Highway Construction Details - Sheet 1 of 3	Rev A
21-002_04_700_03.2	Highway Construction Details - Sheet 2 of 3	Rev A
21-002_04_700_03.3	Highway Construction Details - Sheet 3 of 3	Rev A
21-002_04_700_04	Highway Setting Out	Rev A
21-002_04_1100_01	Kerbing Plan - Sheet 1 of 1	Rev B

REVISIONS TO BE FINALISED UPON TECH APPROVAL

UNTIL TECHNICAL APPROVAL HAS BEEN GRANTED BY THE RELEVANT LOCAL AUTHORITIES AND STATUTORY UNDERTAKER, IT SHOULD BE UNDERSTOOD THAT ALL DRAWINGS ARE ISSUED AS FOR APPROVAL AND NOT FOR CONSTRUCTION.

ANY WORKS TO COMMENCE PRIOR TO APPROVAL BEING GIVEN, IS AT THE CLIENT'S RISK.

NOTES.

1. DO NOT SCALE THIS DRAWING.
2. This drawing is to be read in conjunction with all other relevant engineers, architects and specialist design drawings and details.
3. All dimensions and levels are in metres unless noted otherwise.
4. Any discrepancies noted on site are to be reported to the Engineer immediately.
5. All highway works to be carried out in accordance with Worcestershire County Council's Design Guide, Standard Drawings and Specifications, and the details shown on drg series 21-002_04_700_03. All works to be completed to the satisfaction of the WCC Highways Inspector.
6. The Contractor shall check all tie-ins for line and level with existing before commencing any works. The Engineer shall be notified immediately in writing, should any errors be found.
7. It is the responsibility of the contractor to locate any service apparatus in the vicinity of the works. The client will accept no claims whatsoever in respect of any losses or damage caused in respect of such apparatus, however caused.
8. It is the responsibility of the contractor to execute the works at all times in strict accordance with the requirements of the health and safety at work act 1974, and the C.D.M. Regulations 2015. The Contractor will be deemed to have allowed for full compliance within his rates.
9. The Contractor is responsible for ensuring that all works are to the satisfaction of the Engineer, and shall be deemed to have included within his rates for any necessary testing.
10. The Contractor will be responsible for providing all necessary de-watering and trench support to execute the works in a satisfactory manner, and shall be deemed to have allowed for the same within his rates.
11. For Highway Setting Out information refer to drg series 21-002_04_700_04, for Highway & Drainage Longitudinal Sections refer to drg series 21-002_04_700_02.
12. All buried concrete products and mortar shall be made using sulphate resisting cement.

PLANNING LAYOUT DRAWING REF 1094-AD-002 Revision H

ALL WORKS TO BE UNDERTAKEN SHALL BE IN ACCORDANCE WITH THE WORCESTERSHIRE STREETSCAPE DESIGN GUIDE, LTP3 SPECIFICATION, WCC 2020 STANDARD DETAILS SHEET 1 AND 2, AND TO THE SATISFACTION OF THE WCC HIGHWAYS INSPECTOR

REV	AMENDMENTS	DRN	CHK	DATE
B	Blockwork ramp removed, highway sewer added, cycleway reduced to 2m	MA	KA	18.02.22
A	Design updated to suit revised layout 1094_AD-002 Rev H received 13.01.2022	KA	MA	26.01.22
-	First Issue	MA	KA	17.05.21

PROJECT NAME:

Stratford Road
Honeybourne

CLIENT NAME:

Owl Homes Ltd

DRAWING TITLE:

Section 38 Plan
Sheet 1 of 1

DRAWING NUMBER: 21-002_04_100_03.1
CURRENT REVISION: B
SHEET SIZE: A1
DRAWING SCALE: 1:500

Allsopp Avery Partnership
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