

HONEYBOURNE PARISH COUNCIL

Summons and Notice of Meeting

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

Tuesday 8th September 2026

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, including police, County and District Councillors, who are welcome to attend all or part of the meeting. In accordance with the Council's Standing Orders (NALC Model Standing Orders), participation is limited to the Open Session at agenda item 26/772 (a) below, which is no longer than 15 minutes with individual contributions limited to 3 minutes. This is not an opportunity for wider debate and there is no expectation on the Council to respond to comments made at this time. Once the Open Session has concluded, attendees are welcome to remain as observers only.

AGENDA

26/769 Apologies

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

26/770 Declarations of Interest

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

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

26/771 To consider any dispensations

Written requests for the council to grant a dispensation to a councillor (as per Localism Act 2011, s33) must be with the Clerk before the meeting starts.

26/772 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 – H Robson
- d) District Councillors – Cllrs J Ciotti & H Robson

26/773 Adoption of Minutes of Previous Meeting

- a) To approve adoption of the minutes of the Full Council Meeting held on 14th July 2026. **(Appendix 1 pages 9 -18)**
- b) To approve adoption of the Confidential of the Full Council minutes held on 14th July 2026. Previous circulated.

26/774 Chairman's Report (for information only)

Verbal update from the Chairman, if any.

26/775 Parish Clerk's Report (for information only)

To be advised of any decisions taken under delegated powers, receive updates to ongoing matters and list any relevant office communications since the last council meeting.

a) Business Plan — Amendment	Following the amendment requested by Council on 14th July 2026, the Business Plan has been updated to incorporate reference to the cemetery capacity survey within the cemetery bullet point, and has been circulated to Councillors.
b) Honeybourne Village Fete — 18th July 2026	The Council provided the site to the organiser for the event. The site was returned to the Council in good order following the event.
c) Churchyard — St Ecgwins	The dead trees within the churchyard have been removed.
d) Resident Noise Complaint — Motorsport Activities	Following referral to Worcestershire Regulatory Services (WRS), the resident has been provided with an Alleged Nuisance Diary to record instances of noise. The resident has since advised the Clerk that planning permission for the rallying use of the site was originally granted in 2003 (ref W/03/00455/CU) with conditions on operating hours, and that a Planning Enforcement investigation (ref W/ENF/25/0288) found the current operating hours have been in place for more than 10 years and are therefore immune from enforcement action; any further extension of hours or days of use would require fresh planning consent. The resident has been advised to raise any ongoing noise concerns directly with Planning Enforcement, and to keep a record of any further noise, as this would provide evidence for WRS should the matter need to be pursued further. The resident thanked the Council for looking into the matter.
e) Weston Road — Horse Riding Signage	A resident raised concerns regarding horse riders emerging from a stables entrance directly onto Weston Road, a busy road with vehicles frequently travelling at speed. As the Council has no authority to install road signage itself, the Clerk referred the matter to Worcestershire County Council's Highways/Traffic Management team, providing the location and confirming this relates to regular, ongoing use of the road by horses from the stables (rather than occasional riding from private homes), in order to meet WCC's policy requirements for considering signage. A response from WCC Highways is awaited.
f) Bidford-on-Avon (BID.1) Development — Resident Enquiry	To note that a resident raised concerns regarding the potential impact on Honeybourne of the proposed Bidford-on-Avon development, particularly HGV traffic being displaced onto the B4085 via the proposed new bridge/link, construction traffic, and additional pressure on Honeybourne Station parking. The Clerk confirmed the Council had already submitted representations on cross-boundary highway impacts as part of the SWLP Regulation 19 consultation, and advised the resident accordingly. At the resident's request, their name and identifying details have not been included in this report.
g) Railway Bridge, Stratford Road — Graffiti	The Clerk reported graffiti (spray paint tagging) on the stone retaining wall approaching the railway bridge on Stratford Road to Network Rail, including photographic evidence. Network Rail confirmed the matter has been logged with the relevant team, noting it is not treated as urgent. The Clerk has referred the matter appropriately; no further action is required from the Council.
h) High Street — Speeding Concerns	A resident raised concerns regarding vehicle speeds on the High Street, particularly outside the Thatched Tavern, following an incident in which a dog was struck by a vehicle travelling at speed. The Chairman responded, explaining that the Parish Council has no

	authority to set or amend speed limits, this being a Worcestershire County Council (Highways) matter, and confirmed that no traffic survey has been undertaken specifically in relation to speed on this stretch. The Chairman has asked the resident's permission to forward his email to WCC as part of a formal request for them to assess speed and safety on the High Street; a response is awaited. The resident has also been advised to report the specific incident to West Mercia Police, given a driver failing to stop after hitting an animal on a road is an offence.
i) Broken Drain Cover — Harvard Avenue	A resident emailed the Clerk on 27th July 2026 reporting a broken drain cover on the green between 18 and 20 Harvard Avenue, having previously contacted both Wychavon District Council and Rooftop since May 2026 without resolution, and noting a fall had already occurred. The Clerk forwarded the report to Rooftop immediately upon receipt, and kept the resident updated on progress. Rooftop confirmed the land and repair responsibility rests with them (not Wychavon), that the original job (logged in June) had been incorrectly marked complete during a change of contractor, and that the repair has now been logged as an emergency job for completion within 48 hours.

26/776 Correspondence and Circulations Received (For information only)

a) Joint Statement — Leaders of South Worcestershire District Councils — Local Government Reorganisation	To note a joint letter from the Leaders of Malvern Hills District Council, Worcester City Council and Wychavon District Council confirming that, from April 2028, local government services will be delivered by a new South Worcestershire Council and a new North Worcestershire Council, replacing the existing county and district councils. Elections for the new unitary councils will take place in May 2027, with the existing councils continuing to operate and shape the transition in the interim.
b) West Mercia Police	Monthly Fraud Bulletin –August 2026, circulated to members for information
c) CALC — Wychavon Area AGM and SWDPR Briefing	To note the minutes of the Wychavon Area CALC AGM held 30th June 2026, including a presentation from Wychavon's Planning Policy team on the South Worcestershire Development Plan Review (SWDPR) 2021–2041, adopted 26th March 2026, and confirmation that Neighbourhood Plan reviews remain eligible for grant funding of up to £10,000. To further note CALC's forthcoming Local Government Reorganisation briefing session on 15th September 2026.
e) Worcestershire County Council — Digital Phone & Broadband Switchover	To note information from Worcestershire County Council's Digital Infrastructure and Connectivity Team regarding the digital switchover of phone and broadband services, explaining how upgrades are being phased by provider and household circumstances, and noting that landline services not migrated by January 2027 may be moved to a Digital Voice-only service.
f) Worcestershire County Council — Temporary Road Closure, Mickleton Road (for information)	Members noted that a temporary closure of part of C2274 Mickleton Road took place between 17th and 28th August 2026 for WCC carriageway patching works, as notified under the Road Traffic Regulation Act 1984. The closure has now concluded.
g) Worcestershire County Council — Advance Notice of Temporary Road	Members noted advance notice from Worcestershire County Council of a proposed Temporary Closure Order affecting part of C2049 Stratford Road, from its junction with Mickleton Road (C2274) to its junction with Chapel Road (C2114), to allow Network Rail to carry out bridgeworks maintenance, under the Road Traffic Regulation Act 1984.

Closure, Stratford Road	Exemptions apply for access to land or premises with no other form of access, and to allow the works to be undertaken; emergency vehicle access will be maintained, subject to vehicles stopping to allow works to be moved clear. The alternative route is via Stratford Road (part), Chapel Road, Front Street, Pebworth Road, Buckle Street and Station Road (and vice versa). The maximum duration of the Order is 18 months; the anticipated duration of the closure itself is 3 nights (20:00–06:00), commencing 5th October 2026.
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26/777 Worcestershire CALC — Local Government Reorganisation Event, 15th September 2026

To consider attendance at the Worcestershire CALC event on Local Government Reorganisation, to be held Tuesday 15th September 2026, 9:30am–1:30pm, at Shires Farm, WYFC Headquarters, Worcester (WR3 7FH) — a change of venue from the previously advertised Worcestershire Cricket Club. The event is open to both clerks and councillors, free of charge, with speakers including Worcestershire CALC, NALC, Somerset ALC, Buckinghamshire and Milton Keynes ALC, Worcestershire County Council, and District Council CEOs/Leaders. Places are limited to 85. Members wishing to attend are asked to notify the Clerk by the booking deadline of Sunday 13th September 2026, 10:00am.

26/778 Finance

a) Schedule of Payments — August 2026 (for ratification)

To ratify the schedule of payments for August 2026, paid under the delegated authority granted to the Clerk at the Full Council meeting of 14th July 2026 (Minute 26/759(f)), during the Council's summer recess. **(Appendix 2 – pages 19 -20)**

b) Schedule of Payments — September 2026 (for approval)

To approve the schedule of payments for September 2026. (Schedule to follow)

c) Bank Reconciliation — July and August 2026

To approve the bank reconciliation for July 2026 and the bank reconciliation for August 2026. **(Appendix 3 pages 21 -22)**

d) Annual Governance and Accountability Return (AGAR) 2025/26 — Conclusion of Audit

To note that the external auditor, PKF Littlejohn LLP, has completed its limited assurance review of Sections 1 and 2 of the AGAR for the year ended 31st March 2026, certified 20th July 2026. The external auditor's opinion states: "the information in Sections 1 and 2 of the AGAR is in accordance with Proper Practices and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met." No other matters were raised. To further note that the Notice of Conclusion of Audit, together with the AGAR and external auditor's report, was published on the Parish Council's website on 23rd July 2026, in accordance with the Accounts and Audit Regulations 2015, and will remain available for inspection there for five years as required.

e) Street Lighting Electricity Supply Contract — Ratification of Delegated Decision

To ratify the Clerk's decision, taken under delegated authority in consultation with the Chairman (Minute 26/747), to accept a 24-month fixed electricity supply contract with West Mercia Energy for the Council's unmetered street lighting supply, commencing 1st February 2027, at a total estimated annual cost of £1,862 (excluding VAT and CCL), following comparison against an SSE benchmark rate of £2,127 and a subsequently received ESPO/Total Energies comparator of £1,999–£2,006 per year. **(Appendix 4 – pages 23- 24)**

f) Pavilion Insurance — Triennial Reinstatement Valuation and Revised Premium

To note that, as required every three years, an independent reinstatement cost assessment of the pavilion has been commissioned from Dawn Lodge Associates (Chartered Quantity Surveyors, RICS), following a site

inspection on 21st July 2026. The assessment recommends a revised base sum insured of £479,423.89 (excluding VAT), an increase from the current policy figure of £421,680, reflecting rises in rebuilding costs since the last review. The full assessment is retained by the Clerk and has not been listed as a background paper, as it discloses detailed financial information relating to the Council's affairs; in the opinion of the proper officer, the public interest in withholding this information (Local Government Act 1972, s.100D(4), Schedule 12A paragraph 3) outweighs the public interest in disclosure.

To further **note** that the Council's main insurance premium for the current year has already been paid in full. Following confirmation from the insurer (Clear Councils/Ecclesiastical) of the revised premium reflecting the increased sum insured, ahead of the 1st September 2026 renewal, the Clerk authorised payment of the additional premium of £155.49 under the delegated authority granted in consultation with the Chairman. Members are asked to ratify this decision.

26/779 Committee and Working Group Reports

a) NDP Review Steering Group

- i. To receive and note the minutes of the NDP Review Steering Group meeting held on 16th July 2026, previously circulated to all Councillors.
- ii. To receive and note the minutes of the NDP Review Steering Group meeting held on 25th August 2026 previously circulated to all councillors.

26/780 Neighbourhood Development Plan Review

a) Call for Sites

To ratify the exercise of delegated authority by the NDP Review Steering Group at its meeting of 16th July 2026 (under delegated authority granted by Full Council on 9th June 2026, Minute 26/745(c)), namely: approval of the ED1 Call for Sites Selection Methodology, the landowner notification letter, and the website text; and confirmation of the Call for Sites consultation period, which opened 22nd July 2026 and closes 23:59 on 18th September 2026.

b) Vision and Objectives

To consider and approve the revised Vision and Objectives for the Neighbourhood Development Plan Review, as recommended by the NDP Review Steering Group at its meeting of 25th August 2026, updating those adopted within the 2020 Neighbourhood Development Plan to reflect current national planning policy (NPPF) and the scope of the current review. **(Appendix – 5 pages 25 – 29)**

26/781 Governance — Adoption of Record of Processing Activities (ROPA)

To consider and adopt the Council's Record of Processing Activities (ROPA), maintained by the Data Protection Lead (Parish Clerk) in accordance with Article 30 UK GDPR, setting out the categories of personal data processed by the Council, the lawful basis for each, and retention periods. **(Appendix 6 — pages 30 -33)**

26/782 Environment and Community Wellbeing

a) Community Emergency & Resilience Plan

To consider Worcestershire County Council's Community Emergency & Resilience Plan template, recently issued, which provides a framework for parishes to identify local risks, key contacts, volunteers, and community resources for use during an emergency. Members are asked to note that: this is not a statutory duty for Parish Councils under the Civil Contingencies Act 2004; the template envisages a community-based Emergency Management Team of local volunteers (Coordinator, Deputy, and two members), rather than being led or completed by the Clerk; and Worcestershire County Council recommends liaison with the District Council's emergency planning team during development. Members are asked to consider whether to progress this work and, if so, to identify a councillor to lead it.

26/783 South Warwickshire Local Plan — Regulation 19 Consultation — Confirmation of Submission

- a) To ratify the submission of the Council's representation to the South Warwickshire Local Plan (SWLP) Regulation 19 Publication consultation, submitted on 21st July 2026 under the delegated authority agreed at the Full Council meeting of 14th July 2026 (Minute 26/764). Members are asked to note that the consultation portal required the representation to be submitted separately against each of the four relevant policies and proposals (Policy ID.3, Policy ID.4, Proposal LMA, and Proposal BID.1), rather than as a single combined document; each submission cross-refers to the others, and none objects to the principle or quantum of housing proposed at Long Marston Airfield or Bidford-on-Avon, this being outside the scope of a Regulation 19 representation. **(Appendix 7 - pages 34 - 39)**
- b) **South Warwickshire Local Plan — Regulation 19 Consultation — Supplementary Representation on Employment and Road Freight (Policy EC.7 / Proposal LMA) (Appendix 8 pages 40 - 42)**

To note that a supplementary representation was submitted objecting to Policy EC.7 (Employment and Road Freight) and Proposal LMA, on the grounds that Proposal LMA's Section F (Access, Highways and Public Transport Requirements) does not cross-refer to Policy EC.7 or require the site's Transport Assessment to address freight/HGV routing towards Honeybourne and the Vale of Evesham, arising from the 15 hectares of employment land proposed at the site. To ratify the submission of this representation, made under delegated authority to the Clerk and Chairman, submitted on 24th August 2026 ahead of the consultation deadline of 8th September 2026.

26/784 Cotswold District Council — Regulation 19 Local Plan Consultation (Mickleton)

To consider a proposed representation to Cotswold District Council's Regulation 19 Publication Version of the Cotswold District Local Plan 2026–2043, regarding the strategic housing allocation at Mickleton (1,238 homes to 2043). Members are asked to note that the Council previously submitted a Regulation 18 representation on this site (raising Honeybourne Station capacity, parking, and footbridge investment as infrastructure concerns arising from Mickleton and Willersey growth), and that CDC's own approved committee report continues to count Mickleton's proximity to Honeybourne Station towards its sustainability case, while the site's published infrastructure package and Site Development Framework make no reference to station, car park, or footbridge mitigation. The representation does not object to the housing numbers themselves, consistent with the Council's approach at Regulation 18. Consultation closes 5th October 2026. **(Appendix 9 – pages 43 - 47)**

26/785 a) Planning

Application Reference	Location	Proposal
I. W/26/00521/RM	Land At (Os 1103 4392), Bretforton Road, Honeybourne	Reserved matters application for appearance, landscaping, layout and scale following grant of permission W/25/01580/OUT for the erection of up to 24 dwellings with detailed access (Amended plans)
Application Reference	Location	Proposal
II. W/26/01746/HED	Honeybourne Above Ground Installation, Gloster Ades Road, Honeybourne	Removal of up to 20 metres of hedgerow
To ratify the following comments, submitted to Wychavon District Council on 6 th August 2026 under the delegated authority granted at the Full Council meeting of 14 th July 2026 (Minute 26/759(f)):		
<i>“The Parish Council has no objection to the removal as described. We would ask that reinstatement of the hedgerow be secured once the associated temporary works are complete, given the access is described as temporary in nature. We would ask that reinstatement be carried out using good quality, well-established hedging stock (rather than the smallest whips), planted at a density sufficient to achieve effective screening and coverage within a reasonable</i>		

<i>timeframe, with any failures replaced during an appropriate establishment/maintenance period. We would be grateful for confirmation of the position on reinstatement/replanting, whether by condition attached to any consent or by written commitment from the applicant."</i>		
Application Reference	Location	Proposal
III. W/26/01603/HP	43 Fallow Field, Honeybourne, Evesham, WR11 7TE	Demolish conservatory and erect single storey rear extension
To ratify the following comments, submitted to Wychavon District Council on 23 rd July 2026 under the delegated authority granted at the Full Council meeting of 14 th July 2026 (Minute 26/759(f)): <i>"The Parish Council have no objection to the planning application."</i>		

b) Members to respond to planning applications

Application Reference	Location	Proposal
I. W/26/01732/OUT	Land at OS 1184 4484 , Buckle Street, Honeybourne	Outline Planning application with all matters reserved except access for up to 220 dwellings and associated green space and biodiversity enhancements.
Members to consider the application and agree HPC's response, having regard to comments from the Council's Planning Consultant (to follow).		
Application Reference	Location	Proposal
II. W/26/01627/RM	Land at Stratford Road/Mickleton Road, Honeybourne	Reserved Matters (appearance, landscaping, layout and scale) for up to 40 dwellings
Members are asked to note that outline planning permission for up to 40 dwellings on this site was granted at appeal on 15th April 2026 (ref APP/H1840/W/24/3346488), following HPC's earlier objection to the outline application. This application concerns only the reserved matters of appearance, landscaping, layout and scale — the principle and number of dwellings is no longer a matter the Council, or Wychavon, can revisit. Members to consider the reserved matters submission and agree HPC's response, having regard to comments from the Council's Planning Consultant (to follow).		

26/786 In accordance with the Public Bodies (Admission to Meetings) Act 1960, s1(2), there will be a resolution that the public and the press be excluded from the meeting to allow for discussion of confidential matters relating to items for which the publication would be prejudicial to the public interest.

i) Staffing Matter

ii) Correspondence received

26/787 Items for Next Meeting

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

26/789 Date and Venue of Next Meeting

The next Parish Council meeting is confirmed as Tuesday 13th October 2026 at 7:15pm at Honeybourne Village Hall, Harvest Close, Honeybourne.

Linda Stanton
Parish Clerk
2nd September 2026

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

Council Members: H Jobes (Chair), B Dubb (Vice-Chair), A Attridge, C Clear, G Clelland, A Mathias, J Mellor, S Sidwell and S Walsh