

HONEYBOURNE PARISH COUNCIL

Summons and Notice of Meeting

Members are summoned to the **Parish Council** meeting to be held on
**Tuesday 13th October 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 who are welcome to attend all or part of the meeting but may only speak during the allocated time as listed under agenda item 26/794 (a) below. Members of the public are welcome to address Council with regard to items on the agenda or for future meetings, however this is not an opportunity for wider debate and the opportunity to speak is limited to 3 minutes per person, the open session will last for no longer than 15 minutes subject to the Chairman discretion. There is no expectation on the council to respond to any comments made at this time.

Agenda

- 26/790 Co-option of Parish Councillor** - Following notification of the vacancy to the District Council's Returning Officer and the expiry of the statutory period with no election called, the Parish Council is able to fill the vacancy by co-option.
- The Parish Council received 1 application for the vacancy for Parish Councillor. Details of the applicant and the presentation have been circulated to Councillors.
- Councillors are reminded that co-option under s.87 of the Local Government Act 1972 is at the Council's discretion. Meeting the eligibility criteria under s.79 of the Act (and not being disqualified under s.80) qualifies a person to stand as a candidate, but does not entitle them to be co-opted. Even where there is a single applicant, the Council is under no obligation to co-opt if Members do not consider the candidate suitable to fill the vacancy; in that event, the vacancy would be re-advertised.
- Chair to open the Co-option meeting. A ballot by the members will then take place. If successful, the candidate will sign their Declaration of Acceptance of Office in the presence of the Proper Officer.
- 26/791 Apologies**
To receive apologies from absent members and record the reason for absence.
- 26/792 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.
- 26/793 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.
- 26/794 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 (Littletons division)
 - d) Wychavon District Councillors- J Ciotti and H Robson
- 26/795 Adoption of minutes**
- I. To approve adoption of the minutes of the Parish Council Minutes – 8th September 2026
Minutes have been previously circulated but also attached (**Appendix 1 pages 6 - 53**)
 - II. To approve confidential minutes – 8th September 2026 (previously circulated)

26/796 Chairman's Report (For information only) - A verbal report may be given.

26/797 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) Cotswold District Council Regulation 19 Local Plan Representation Submitted	Following Council's consideration of the draft representation at the September meeting and the delegated authority given to the Clerk and Chairman jointly to finalise and submit, Honeybourne Parish Council's Regulation 19 representation on Cotswold District Council's Local Plan 2026-2043 was finalised and submitted to CDC on 9th September 2026, ahead of the 5th October consultation deadline. The representation addressed the cross-boundary infrastructure impact on Honeybourne railway station arising from the Mickleton strategic allocation (1,238 homes), including car parking, footbridge access, and the station's status against the NPPF's "well-connected station" test.
b) Neighbourhood Development Plan Review – Call for Sites	The Call for Sites consultation closed at 23:59 on 18th September 2026, with a website notice confirming that any late submissions received after closure may not be able to be included. Responses received by the deadline are currently being analysed by the Council's planning consultant. Sites received will be considered by the NDP Review Steering Group in due course, with the Steering Group's recommendations to be presented to Full Council for consideration and approval before proceeding to public (Regulation 14) consultation.
c) Christmas Switch-On Event Leaflet	Christmas switch-on event leaflets have been printed and will be circulated with the November village news.
d) Sycamore Drive/Co-op – Dangerous and Obstructive Parking	A resident raised concerns about dangerous and obstructive parking around the Co-op and Sycamore Drive, linked to commuter use of the area since GWR introduced parking charges at Honeybourne station, copying in Worcestershire County Council Traffic Engineering, the County Councillor, Gateway Residential (managing agent) and West Mercia Police, and asking that the organisations involved work together on an interim solution while additional station parking is awaited. The Clerk responded confirming that Sycamore Drive is an unadopted, private road managed by Gateway, over which the Parish Council has no direct powers; that obstruction and dangerous parking are matters for Gateway and West Mercia Police respectively; and that the Parish Council has no authority to convene or direct the other organisations involved, though it continues to press Wychavon District Council on the longer-term issue of additional station car parking. Worcestershire County Council's Traffic Engineering Team has since responded to all parties, confirming that any long-term parking management on an unadopted road is a matter for the landowner/management company, and that dangerous obstruction should be reported to the police — consistent with the position the Clerk had already given.
e) Cemetery – Brook Maintenance	The brook running alongside the cemetery has been cut back and cleared out on the Parish Council's side. For the avoidance of doubt, maintenance of the opposite bank, backing onto the rear gardens of properties on Stratford Road, remains the responsibility of those property owners, not the Parish Council.
f) Highways – Carriageway Markings, Station Road Railway Bridge and Gate Inn Crossroads	The Clerk has reported to Worcestershire County Council Highways that the carriageway markings at the railway bridge on Station Road require renewal. Highways have confirmed they will attend to inspect this location and, subject to that inspection, raise an order for the markings to be retraced. Highways will also inspect the markings at the Gate Inn crossroads while attending.

26/798 Correspondence, Circulation Received

a) High Friction Surface – Station Road Zebra Crossing	Correspondence received from Worcestershire County Council's County Highways Liaison Officer (24 th September 2026), sent to County Councillor Hannah Robson and copied to the Clerk, regarding the failing High Friction Surface at the Station Road zebra crossing. WCC's engineers attended site and commissioned a survey by their contractor (Ringway), who found the existing tarmac surface unsuitable for laying High Friction Surface directly on top. The top
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	50mm of carriageway will need to be removed on both sides before the High Friction Surface can be re-laid. As High Friction Surface is temperature-sensitive, the works cannot be completed this year and will now take place in the 2027/28 financial year. WCC will monitor the surface in the meantime.
b) West Mercia Police and Crime Panel – Independent Lay Co-opted Member	Correspondence received from the West Mercia Police and Crime Panel advertising a vacancy for an independent lay co-opted member, for a 4-year term (or the remainder of the Panel's lifespan). The role is unpaid (reasonable expenses only), requiring an average commitment of one day a month, and is open to applicants resident in or working within the West Mercia police force area. This was circulated to Councillors ahead of the application deadline of 5pm on 30 th September 2026, for information/noting.
c) West Mercia Police Economic Crime unit	Monthly Bulletin September 2026 (Circulated to Councillors)
d) Parish and Town Council Event – 24 th September 2026	Notification received of the programme and attendance arrangements for the Environmental Opportunities and Local Government Reorganisation Parish/Town Council Event, held on Thursday 24 th September 2026, 6.00pm at the Civic Centre, Pershore. Councillors were circulated with the details ahead of the event and invited to confirm attendance.
e) Resident Correspondence – Thanks re Planning Applications W/26/01627/RM and W/26/01732/OUT	A resident wrote to thank the Parish Council for listening to residents' concerns and for the careful consideration given to planning applications W/26/01627/RM (Stratford Road/Mickleton Road) and W/26/01732/OUT (Buckle Street), and asked that their thanks be passed on to all Councillors involved.
f) Public Notice – Temporary Road Closure, U45017 School Street	Notice received from Worcestershire County Council under the Road Traffic Regulation Act 1984 of a proposed Temporary Closure Order for part of U45017 School Street, Honeybourne (from its junction with Corner Farm Drive to its junction with Reades Piece), for remedial utility works by Severn Trent Water. The closure permits access for premises fronting the affected highway with no alternative access. Alternative route: High Street and School Street (part), and vice versa. Anticipated duration is 1 day, commencing 25 th October 2026, within a maximum permitted duration of 18 months.

26/799 Finance

- a) **To approve schedule of payments for October 2026** including invoices to be paid and invoices paid as a matter of urgency. Schedule of payments to follow.
- b) **September bank reconciliation** – To approve reconciliation. **(Appendix 2 – page 54)**
- c) **Budget Monitoring** - To note the current budget position v actual receipts and payments **(Appendix 3 -pages 55- 56)**
- d) **Precept and Grant Payment** - Council to note receipt of second tranche of 2026/27 precept (£56,736.00) and council tax support grant (£2,736.00) from Wychavon District Council, totalling £59,472.00. (For noting)
- e) **Neighbourhood Plan Review Grant** - Council to note receipt of £1,400 from Wychavon District Council, reimbursing the Neighbourhood Plan Review consultant costs claimed to date against the £10,000 grant award.
- f) **Friends of St Ecgwin's Church Grant – Unspent Balance** - Council to consider the unspent balance from the 2026/27 grant award. **(Appendix 4 – page 57)**
- g) **Internal Audit – 2026/27**- Council to note that DKE Audit Services will attend on 11th December 2026 to carry out the internal audit for financial year 2026/27. Any Councillor wishing to attend should advise the Clerk in advance.

26/800 Local Council Award Scheme (LCAS) Silver Application — to receive confirmation from the Clerk that all required documents, information and conditions are in place, and to approve submission of the application. **(Appendix 5 – page 58)**

26/801 Committee & Working Groups reports

To receive minutes of meetings from Council and committees & working groups held since the last Council meeting (if any).

a) **Neighbourhood Development Plan Review – Steering Group Meeting**

The NDP Review Steering Group meeting scheduled for 6th October 2026 has been postponed, to allow the planning consultant time to complete analysis of the Call for Sites responses received. A new date is yet to be confirmed.

b) **Christmas Event Working Group meeting, 6.30pm (informal working session; no Council business conducted; recommendations to be presented to Full Council below)**

Cllr Steve Sidwell to report back from the Christmas Event Working Group meeting and present recommendations for Council to consider and approve:

- i. The Risk Assessment for the Honeybourne Christmas Event 2026;
- ii. Reverend Barwood to provide a blessing at the Christmas tree at 6.55pm, prior to the lights switch-on;
- iii. Santa to switch on the Christmas tree lights at 7pm;
- iv. Doug Rushton to read out the names of those who have sponsored a Christmas tree light in memory of a loved one.

c) **Police and Crime Commissioner – Town and Parish Council Survey 2026** - Council to complete the annual Town and Parish Council Survey from the Police and Crime Commissioner for West Mercia at the meeting. Deadline for submission: midday, Tuesday 14th October 2026. **(Appendix 6 – pages 59 -70)**

26/802 Environment & Community Wellbeing

- a) **Christmas Raffle Hamper Contributions** - Councillors and staff invited to donate items for the Christmas raffle hamper prize for the switch-on event on 4th December 2026. List of suggested items to be circulated during the meeting. Donations to be delivered to the Village Hall or collected by the Clerk by 2nd November 2026.
- b) **GWR Poppy Train – Armistice Day Wreath Presentation**
Council to note that, as in previous years, Great Western Railway has again invited the Parish Council to participate in the Poppy Train initiative on Armistice Day, Wednesday 11th November 2026, marking the 110th anniversary of the Battle of the Somme. The Poppy Train will call at Honeybourne Station (Platform 2) at 07.57, departing 07.58, with wreaths transported to London Paddington and laid at the War Memorial. As in previous years, the Chairman will present a wreath on behalf of the Parish Council.
- c) **Christmas Switch-On Event - Marquee Assistance** - Request for Councillor volunteers to assist with erecting the marquee on Friday 4th December at 10am and dismantling the marquee on Saturday 5th December at 10am.
- d) **Station Road – Speeding Concerns** - Council to consider report on speed data collection request to Highways. **(Appendix 7 – page 71)**
- e) **Wychavon Community Resilience Grant** – Pavilion Energy Improvements - Council to consider report and recommendation regarding a potential application for pavilion solar panel installation. **(Appendix 8 pages 72 - 73)**
- f) **Sports Field Car Parking – Honeybourne Cat Protection Centre Autumn Fair-** Council to note that Honeybourne Cat Protection Centre (Evesham) has hired the Village Hall for an Autumn Fair on Saturday 24th October 2026, 11am–4pm, comprising external stalls, children's activities, refreshments, and fundraising activities including a tombola and raffle. The organisers have requested use of the sports field car park for stallholder parking during the event, and have been advised that the gates must be manned at all times during use and kept shut.

26/803 Cotswold District Local Plan – Regulation 19 Consultation:

Proposed Supplementary Representation - Council to consider report and approve a supplementary representation to Cotswold District Council's Regulation 19 consultation, in light of newly published transport evidence, for submission before the extended deadline of 3rd November 2026. **(Appendix 9 – pages 74 -78)**

26/804 Arrow Valley Solar (EN0110033) – Public Consultation — Council to consider report and draft response to Arrow Valley Solar's public consultation (28th September to 2nd November 2026) on its proposed solar and battery storage scheme, and whether to approve the draft response and delegate authority to the Clerk and Chairman to make minor amendments and submit it before the deadline. **(Appendix 10 – pages 79 - 88)**

26/805 Planning

a) Buckle Street – W/26/01732/OUT – Update

Following Council's resolution to object to this application at the meeting of 8th September 2026, the Chairman wrote to District Councillor Hannah Robson, noting that the application's current "Expected Decision Level" on the Wychavon portal shows Delegated rather than Committee, and asking her, as Ward Member, to consider calling the application in for a Committee decision given the volume of resident objections and HPC's own consultant's recommendation to refuse.

Cllr Robson has confirmed that, having spoken with the relevant planning officers, she will call the application in to Committee should it meet the criteria for doing so.

Wychavon has notified the Council, by letter dated 1st October 2026, of additional information received from the applicant, with comments invited by 15th October 2026.

Wychavon's letter advises that there is no need to repeat comments already made, and no need to comment further if the new information makes no difference to them. Council to note this and to consider whether any further response is required, and if so to delegate authority to the Clerk and Chairman to finalise and submit it by that date.

b) Bretforton Road – W/26/00521/RM – Amended Plans – To consider further amended plans (highways changes) and agree the Clerk's response to Wychavon by 15th October 2026. **(Appendix 11 – page 89)**

26/806 Members are reminded to notify the Clerk of any items for discussion for the next Council meeting by 27th October 2026

26/807 Date of Next Meeting

Next Parish Council Meeting, 10th November 2026, 7.15pm at Honeybourne Village Hall

Linda Stanton

Parish Clerk

7th October 2026

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

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