HONEYBOURNE PARISH COUNCIL

Minutes of the Full Council Meeting

held at Honeybourne Village Hall, Harvest Close, Honeybourne WR11 7RH
on Tuesday 8th September 2026 at 7:15pm

Members present: Cllrs H Jobes (Chair), B Dubb (Vice-Chair), A Attridge, C Clear, G Clelland, S Sidwell,

J Mellor and S Walsh

In attendance: Parish Clerk, Linda Stanton
District Cllr J Ciotti (arrive 7:40 pm – departed 8:30pm)
3 members of public

Prior to commencement of formal business, the Chairman made an opening statement to those present, explaining that Honeybourne Parish Council is a statutory consultee on planning matters and not the decision-maker, this responsibility resting with Wychavon District Council as Local Planning Authority; that comments carrying most weight with Wychavon are those addressing material planning considerations rather than general support or objection; and that the Council can only comment on matters formally referred to it for consultation. The Chairman further explained that points raised during Open Session would be heard by members and could inform discussion, but would not automatically be incorporated into the Council's formal response, and that residents wishing to submit their own comments to Wychavon District Council were free to do so directly via the planning portal. The Chairman noted that two planning applications — Buckle Street (W/26/01732/OUT) and Stratford Road/Mickleton Road (W/26/01627/RM) — were on the agenda, on which the Council had taken professional planning advice.

26/769 Apologies

Apologies were received and accepted from the following members:

Councillor	Reason
A Mathias	Personal

26/770 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 following declarations of interest were made:

Cllr	Item	Interest
H Jobes	26/778 (a) – Schedule of payments: Payment to Village Hall	ODI- Village Hall Trustee
G Clelland	26/778(a) – Schedule of payments: payment to Limebridge Rural Services	ODI – personal friend
G Clelland	26/778(b) – Schedule of payments	ODI- personal friend

26/771 To consider any dispensations

There were no requests for dispensation.

26/772 Open Session

a) Members of the Public.

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Councillors raised queries, having seen recent national news regarding changes to local authority planning committees, as to whether the Buckle Street application might in consequence be taken out of Wychavon District Council's determination and decided by central government. District Cllr Ciotti, not being a member of the Planning Committee, was unable to confirm the position. The Clerk noted for the record that the national changes in question (the National Scheme of Delegation, in force from 31st October 2026) affect only whether such applications are decided by a Wychavon officer or by Wychavon's Planning Committee; the decision remains one for Wychavon District Council in either case, and is not transferred to central government.

A councillor asked District Cllr Ciotti whether, given the number of objections recorded on the planning portal, the application would be referred to Wychavon's Planning Committee. She was unable to confirm this with certainty, but considered it most probable that it would be.

b) Supporting organisations, e.g. South Worcestershire Policing Team.

None present.

c) Worcestershire County Councillor — H Robson

Cllr Robson submitted her apologies by email in advance of the meeting and was not in attendance.

d) District Councillor J Ciotti presented her report which was circulated to members in advance of the meeting. **(Appendix 1 page 689)**

Open Session having concluded, the Chairman proposed that the order of business be varied so that items **26/785(b)(i) and (ii)** be taken next, ahead of the remainder of the agenda, so that residents attending for those items were not kept waiting until the end of the meeting.

Resolved:

To vary the order of business to bring forward items 26/785(b)(i) and (ii) to follow Open Session.

26/785 b) Members to respond to planning applications

Ahead of consideration of the planning items, the Chairman reminded members of paragraphs 7–9 of the Council's Code of Conduct: that where a matter directly relates to the well-being of a close associate — for example, where a member of a councillor's family had personally submitted comments on the Wychavon District Council planning portal on either application — this should be disclosed, and the member should consider whether they were able to take part in the discussion and vote, or whether it was more appropriate to declare the interest and withdraw from the meeting for that item. The Chairman advised that this was a decision for each member individually, and not one the Chairman or Clerk could make on a member's behalf; that where an interest had been declared, the safer course was generally to withdraw, since remaining could leave a member's position open to challenge; and that any member who was genuinely unsure was welcome to contact the Monitoring Officer for advice ahead of a future meeting.

Cllrs A Attridge, J Mellor and S Walsh each declared an interest on this basis, namely that a member of their family had submitted comments to Wychavon District Council on this application. The three councillors left the meeting at 7:35pm, prior to discussion and vote of the item.

The Chairman summarised the Council's planning consultant's comments on the application **(Appendix 2 – pages 690 - 697)**, highlighting that: the site is not allocated for housing and lies outside Honeybourne's defined development boundary; Honeybourne Station does not meet the NPPF's definition of a "well-connected" station, so the proposal cannot rely on station-based policy to justify development in the countryside; no need for the additional 220 homes has been demonstrated, Wychavon having confirmed a five-year deliverable housing

land supply; the railway forms a clear boundary to the village, beyond which development would read as a separate estate rather than a natural extension; the scheme, at 220 homes, would increase the village by around 24% and is three times larger than any local development in the past 15 years; the site's access relies on a narrow, signal-controlled railway bridge, with the proposed footway improvement narrowing the road and leaving cyclists sharing a constrained lane with other traffic; the route is unlikely to make cycling a realistic alternative to driving, and the primary school lies around a 25-minute walk away; and the applicant has not committed to the proportion of single-storey homes required by the Honeybourne Neighbourhood Plan. The Chairman noted that the Council is not opposed to future housing, and is already reviewing the Neighbourhood Plan and assessing potential sites, but considers development should come forward through that plan-led process rather than a large speculative application. On this basis, the Council's planning consultant recommended that the application be **refused**.

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 enhancement

Cllrs A Attridge, J Mellor and S Walsh, having earlier declared an interest and withdrawn from the meeting, took no part in the discussion or vote on this item.

Resolved:

To approve the Council's response to planning application W/26/01732/OUT... (5 For, 0 Against, 0 Abstentions)

Cllrs A Attridge, J Mellor and S Walsh returned to the meeting at 7:50pm.

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

The Chairman summarised the Council's planning consultant's comments on the application **(Appendix 3 pages 698- 708)**. The consultant's comments noted that the Council objects to the application as submitted, but considers the scheme could be supported were the following addressed: the layout sits too close to the Mickleton Road boundary, with insufficient open space and landscaping to preserve the openness of that junction; the proposed housing mix includes too many four and five-bedroom homes and not enough smaller homes, contrary to Honeybourne Neighbourhood Plan Policy H2, contributing to a cramped layout; the proposed diversion of the Public Right of Way is less direct, safe and attractive than the route shown at outline stage; further landscaping and tree planting is needed in public and shared areas rather than concentrated in private gardens, with some proposed species being non-native; and the house-type elevations read as standard estate housing rather than reflecting Honeybourne's character, contrary to the Wychavon Design Code SPD (adopted 24th June 2026) — specifically Must 101 (local distinctiveness), Must 109 (window and door composition), and Must 113/Should 114 (materials) — alongside Honeybourne Neighbourhood Plan Policies H4 and H5 and NPPF Policy DP3. The Chairman noted that the planning consultant's design comments were supported both by the Wychavon Design Code and by his own professional judgement.

Resolved:

That the Council's response to planning application W/26/01627/RM (Land at Stratford Road, Honeybourne), as drafted by the Council's planning consultant, be approved for submission to Wychavon District Council.

26/773 Adoption of Minutes of Previous Meeting

i. The minutes of the Full Council Meeting held on 14th July 2026 were presented for adoption.

ii. The minutes of the Confidential Meeting held on 14th July 2026 were presented for adoption

Resolved:

i. That the minutes of the Full Council Meeting held on 14th July 2026 be approved as an accurate record and signed by the Chairman.

ii. That the minutes of the Full Council Confidential Meeting held on 14th July be approved as an accurate record and signed by the Chairman

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

The Chair had no report to give

Noted:

That the Chairman's report be noted

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

The Clerk presented her report. Members noted the updates on ongoing matters as follows:

Item	Subject	Update
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.
Noted: That the Clerk's Report be noted.		

26/776 Correspondence and Circulations Received

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.

d) 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.
e) 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.
f) Worcestershire County Council — Advance Notice of Temporary Road Closure, Stratford 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. 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.
Noted: That the correspondence be noted	

26/777 Worcestershire CALC — Local Government Reorganisation Event, 15th September 2026

The Clerk advised members that, following the Government's recent pause and review of Local Government Reorganisation, notification had been received from Worcestershire CALC on the day of the meeting that this event had been cancelled. Members noted that no further action was required.

26/778 Finance

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

The Clerk presented the schedule of payments for August 2026.

Invoice no	Payment Method	Supplier	Description	Net £	VAT £	Gross £
808899387	Direct Debit	British Gas	Pavilion power and heating	65.17	3.25	68.42
M015	Standing Order	British Telecom	Regular charge (1st July –31st July 2026)	36.95	7.39	44.34
INV127997124	Direct Debit	Water Plus	Pavilion water	11.08	-	11.08
488739901	Direct Debit	Lloyds Bank	Accounts Maintenance Fee for PC – Community Account no: xxxxx608 (10th May - 9thJune 2026)	4.25	-	4.25
IVO04638743	Direct Debit	SSE Energy Solution	Unmetered footway lighting	86.21	17.24	103.45
CLP0435878	BACS	Wychavon District Council	Annual emptying of dog bin -Grange Farm Drive – PC noticeboard	100.00	20.00	120.00
SB20260187	BACS	PKF LittlejohnLLP	External Audit fee -review of AGAR for year ending 31st March 2026	420.00	84.00	504.00
July	BACS	J Hyde	Handyman work	241.00	-	241.00

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July	BACS	J Hyde	Lengthsman work	158.70	-	158.70
SI- 10840	BACS	Security 4 Systems	Monthly IT Support	77.50	-	77.50
Tax month 5	BACS	Worcestershire Pension	Pension	788.72	-	788.72
Tax month 5	BACS	Staff salary	Staff salary	2371.29	-	2371.29
Tax month 5	BACS	HMRC	HMRC	957.53	-	957.53
3860	BACS	Limebridge Rural Services	• Grounds Maintenance • Removed 3 dead trees at churchyard Back filled ground shrinkage at the Leys	2225.00	445.00	2670.00
SIN158592	BACS	Fairview Trading	Brush and sandpaper	4.88	0.98	5.86
SIN158784	BACS	Fairview Trading	Everbuild Professional Sealant Gun Soudal Fix All High Tack White 290ml	12.87	2.57	15.44
SI-479	BACS	Andrea Pellegram Ltd	Work in July to prepare the call for sites (CFS) including CFS letter, website text, identify landowner contacts, obtain land registry titles, /calls/meetings with HPC, emails and calls with Wychavon DC on housing requirement and CFS.	1400.00	280.00	1680.00
6190405937	BACS	Lyreco	Printer inks and stationery	476.06	95.21	571.27
1/26	BACS	*Dawn Lodge Associates- Quantity Surveyors	Professional fee	750.00	150.00	900.00
LCO01652	BACS	Clear Insurance	Insurance premium £1880.73 Insurance premium tax £225.69 Admin fee £55.00	1880.73	-	2161.42
Pre-paid Debit card						
Invoice/Receipt No	**Date**	**Supplier**	**Description**	**Net £**	**VAT £**	**Gross £**
367828	15th Jul 2026	The Thatched Tavern	Refreshments for councillors	91.67	18.33	110.00
CG1460	20th July 2026	Village Hall	Refreshments for councillors	31.50	-	31.50
IEN20260425011 40	26th Jul 2026	Adobe Systems	Subscription	16.64	3.33	19.97
	4th August 2026	Lebara	Mobile phone	4.17	0.83	5.00

Resolved:
That the schedule of payments for August 2026 be ratified. (5 For, 0 Against, 2 Abstentions)

Dawn Lodge Associates – Reinstatement valuation survey (Pavilion)
Quantity surveyor's fee for the triennial reinstatement cost assessment of the Pavilion, undertaken to establish the current rebuild cost for insurance purposes (buildings sum insured).

Cllrs H Jobes and G Clelland, having earlier declared an interest, took no part in the discussion of, and abstained from voting on, this item.

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

The Clerk presented the schedule of payments for September 2026, for approval.

Invoice no	Payment Method	Supplier	Description	Net £	VAT £	Gross £
805791682	Direct Debit	British Gas*	Pavilion power and heating	75.57	3.77	79.34
M016	Standing Order	British Telecom	Regular charge (1st Aug –31st Aug 2026)	36.95	7.39	44.34
INV13236464	Direct Debit	Water Plus	Pavilion water	14.04	-	14.04

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491312560	Direct Debit	Lloyds Bank	Accounts Maintenance Fee for PC – Community Account no: xxxxx608 (10th Jun - 9thJul 2026)	4.25	-	4.25
IVO474989	Direct Debit	SSE Energy Solution	Unmetered footway lighting	94.64	18.93	113.57
Gwp0437567	Direct Debit	Wychavon District Council	Annual Garden Waste Bin	55.00	-	55.00
LCO01652	BACS	Clear Council Insurance	Insurance- additional Building Premium £138.83 Insurance premium tax: £16.66	155. 49	-	155.49
August	BACS	J Hyde	Handyman work	211.30	-	211.30
August	BACS	J Hyde	Lengthsman work	212.50	-	212.50
SI- 10869	BACS	Security 4 Systems	Monthly IT Support	77.50	-	77.50
Tax month 6	BACS	Worcestershire Pension	Pension	788.72	-	788.72
Tax month 6	BACS	Staff salary	Staff salary	2371.49	-	2371.49
Tax month 6	BACS	HMRC	HMRC	975.33	-	975.33
3906	BACS	Limebridge Rural Services	Monthly Grounds maintenance	825.00	165.00	990.00
3906	BACS	Limebridge Rural Services	Wildflower meadow annual cut, cuttings removed	1250.00	250.00	1500.00
3906	BACS	Limebridge Rural services	Supply and erect orange net fence, The Leys Playing Field (safety)●	285.00	57.00	342.00
3906	BACS	Limebridge Rural services	Crack filling to Playing Field and Play Area fence, The Leys – health and safety	1400.00	280.00	1680.00
3906	BACS	Limebridge Rural services	Cemetery – cutting back vegetation along the ditch and removing arisings	920.00	184.00	1104.00
3906	BACS	Limebridge Rural Services	Monthly Grounds maintenance	825.00	165.00	990.00
INV - 10492	BACs	Sharp Alarm & Security Systems Trading as VCT Security Systems Ltd	Annual service of CCTV	110.00	22.00	132.00
INV-4794	BACS	BWP Creative Ltd	Website hosting and support for PC website	262.20	52.44	314.64
wrp0438498	BACS	Wychavon District Council	Lottery license for Christmas raffle	20.00	-	20.00
6190407757	BACS	Lyreco	Soft drinks for PROW volunteers 48 cans of sprite and coke	45.14	9.03	54.17
SI- 488	BACS	Andrea Pellegram Ltd	NDP Review work – Preparation of vision and objective	880.00	176.00	1056.00
SI-483	BACS	Andrea Pellegram Ltd	Preparation of planning comments for W/26/01732/OUT relating to land at Buckle Street	2280.00	456.00	2736.00
SI-484	BACS	Andrea Pellegram Ltd	Preparation of planning comments for W/26/01627/RM relating to land a Stratford Road	1800.00	360.00	2160.00
013/2026/2027	BACS	Equals Money	Top up pre-paid card	250.00	-	250.00
Pre-paid Debit card						
Invoice/Receipt No	**Date**	**Supplier**	**Description**	**Net £**	**VAT £**	**Gross £**
IEN20260486841936	26th Aug 2026	Adobe Systems Software	Monthly subs	16.64	3.33	19.97

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-	2nd Sept 2026	Lebara	Mobile phone	4.17	0.83	5.00

Resolved:
That the schedule of payments for September 2026 be approved. (7 For & 1 Abstention)

**TNUoS RIIO-3 Charge (£0.96) — national grid transmission charge set by Ofgem/NESO, not a British Gas charge.*
Nuclear RAB Levy (£0.27) — government levy under the Nuclear Energy (Financing) Act 2022 to help fund new nuclear power stations (e.g. Sizewell C), administered by the Low Carbon Contracts Company.

•Note: temporary orange net fencing and crack filling to the Playing Field and Play Area fence were carried out at The Leys as a health and safety precaution, following further ground shrinkage due to the exceptionally dry weather this summer.

Cllr G Clelland, having earlier declared an interest, took no part in the discussion of, and abstained from voting on, this item.

c) Bank Reconciliation — July 2026 – (ratification)

The Clerk presented the bank reconciliation for July 2026, for ratification, this having been carried out 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.

Bank Reconciliation at 31/07/2026		
Cash in Hand 01/04/2026		117,618.46
ADD		
Receipts 01/04/2026 – 31/07/2026		120,630.23
		238,248.69
SUBTRACT		
Payments 01/04/2026 – 31/07/2026		94,402.10
Cash in Hand 30/06/2026 (per Cash Book) A		143,846.59
Cash in hand per Bank Statements		
Petty Cash 30/06/2026	0.00	
Lloyds Business Bank Instant 31/07/2026	135,501.02	
Lloyds Treasurers Account 31/07/2026	8,196.80	
Prepaid Debit Card Equals 31/07/2026	148.77	144,846.59
Less unpresented payments		
Plus unpresented receipts		
Adjusted Bank Balance B A = B Checks out OK		143,846.59

Resolved:
That the bank reconciliation for July 2026 be ratified.

c) Bank Reconciliation – August for approval

The Clerk presented the bank reconciliation for August 2026, for approval.

Bank Reconciliation at 31/08/2026		
Cash in Hand 01/04/2026		117,618.46
ADD		
Receipts 01/04/2026 – 31/08/2026		120,910.91
		238,529.37
SUBTRACT		
Payments 01/04/2026 – 31/07/2026		106,315.77
Cash in Hand 30/06/2026 (per Cash Book) A		132,213.60
Cash in hand per Bank Statements		
Petty Cash 30/06/2026	0.00	
Lloyds Business Bank Instant 31/08/2026	125,572.13	
Lloyds Treasurers Account 31/08/2026	6,517.81	

Prepaid Debit Card Equals 31/08/2026	123.66	132,213.60
Less unpresented payments		
Plus unpresented receipts		
Adjusted Bank Balance B A = B Checks out OK		132,213.60

Resolved:
That the bank reconciliation for August 2026 be approved.

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

Members **noted** that the external auditor, PKF Littlejohn LLP, had 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 stated that the information in Sections 1 and 2 of the AGAR was in accordance with Proper Practices, and that no other matters had come to the auditor's attention giving cause for concern that relevant legislation and regulatory requirements had not been met. No other matters were raised.

Members further **noted** that the Notice of Conclusion of Audit, together with the AGAR and the 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 public inspection there for five years as required.

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

Members noted that the Clerk, under delegated authority granted in consultation with the Chairman at the Full Council meeting of 9th June 2026 (Minute 26/747), had accepted 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 709 - 710).**

Resolved:
That the Clerk's decision be ratified.

f) Pavilion Insurance — Triennial Reinstatement Valuation and Revised Premium

Members noted that, as required every three years, an independent reinstatement cost assessment of the pavilion had been commissioned from Dawn Lodge Associates (Chartered Quantity Surveyors, RICS), following a site inspection on 21st July 2026. The assessment recommended 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, and confirmed to include fixtures and fittings. Members noted that 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, and that, 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.

Members further noted that the Council's main insurance premium for the current year had already been paid in full, and that, 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 had authorised payment of the additional premium of £155.49 under the delegated authority granted in consultation with the Chairman.

Resolved:
That the Clerk's decision be ratified.

26/779 Committee and Working Group Reports

a) NDP Review Steering Group

i. Members received and **noted** the minutes of the NDP Review Steering Group meeting held on 16th July 2026, previously circulated to all Councillors.

ii. Members received and **noted** 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

Members considered ratification of 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.

Resolved:

That the exercise of delegated authority by the NDP Review Steering Group, as set out above, be ratified.

b) Vision and Objectives

Members considered 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

Resolved:

That the revised Vision and Objectives for the Neighbourhood Development Plan Review be approved.

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

Members considered 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

Resolved:

That the Record of Processing Activities (ROPA) be adopted.

26/782 Environment and Community Wellbeing

a) Community Emergency & Resilience Plan

Members considered Worcestershire County Council's Community Emergency & Resilience Plan template, providing a framework for parishes to identify local risks, key contacts, volunteers, and community resources for use during an emergency. The Clerk advised members that this is not a statutory duty for Parish Councils under the Civil Contingencies Act 2004, Honeybourne Parish Council not being a Category 1 or Category 2 responder under that Act, and that the template envisages a community-based Emergency Management Team of local volunteers (Coordinator, Deputy, and two further members), rather than being led or completed by the Clerk.

The Chairman noted that Worcestershire County Council holds contact details for the village hall and would make contact directly in the event of an emergency requiring its use, and the Clerk confirmed the Council would in any event be notified in the event of a genuine emergency.

Members discussed whether to progress this work and identify a councillor to lead it. Several members noted that they had existing work commitments; no councillor came forward to take on this role.

Resolved:

That consideration of the Community Emergency & Resilience Plan be deferred for 12 months.

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

a) Members considered ratification of 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 noted 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 5 pages 711 - 716)

Resolved:

That the submission of the Council's representation to the SWLP Regulation 19 Publication consultation be ratified.

b) Members noted 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.(**Appendix 6 pages 717 -722)**

Resolved:

That the submission of this supplementary representation, made under delegated authority to the Clerk and Chairman and submitted on 24th August 2026 ahead of the consultation deadline of 8th September 2026, be ratified.

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

Members considered 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. Members noted that the Council had 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 Cotswold District Council'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. (**Appendix 7 pages 723 – 725)**

Resolved:

That the proposed representation to Cotswold District Council's Regulation 19 consultation be approved for submission, ahead of the consultation deadline of 5th October 2026

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)
Members ratified the Council's comments, submitted to Wychavon District Council on 9th August 2026 under delegated authority, confirming HPC's satisfaction with amendments to the scheme following earlier comments requesting revisions. The amendments included reinstatement of the community orchard, increased tree provision with more native species, reduction of plots 22 and 23 to 1.5 storeys, a new footpath connection to Public Footpath 515C, a new pedestrian connection at plot 4, reorientation of plot 11 to address overlooking concerns, and confirmation that the accessible housing provision (plots 7–12) met the intent of Policy H3. HPC confirmed it had no further comments or objections.		
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
Members ratified the Council's comments, submitted to Wychavon District Council on 6th August 2026 under the delegated authority granted at the Full Council meeting of 14th July 2026 (Minute 26/759(f)): "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 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.		
Application Reference	**Location**	**Proposal**
III. W/26/01603/HP	43 Fallow Field, Honeybourne, Evesham, WR11 7TE	Demolish conservatory and erect single storey rear extension
Members ratified the Council's comments, submitted to Wychavon District Council on 23rd July 2026 under the delegated authority granted at the Full Council meeting of 14th July 2026 (Minute 26/759(f)): "The Parish Council have no objection to the planning application.		

Items 26/785(b)(i) and (ii) — Buckle Street and Stratford Road/Mickleton Road — were dealt with earlier in the meeting, immediately following Open Session, when the Chairman proposed and members resolved to vary the order of business.)

26/786 Exclusion of Press and Public

In accordance with the Public Bodies (Admission to Meetings) Act 1960, s1(2), it was proposed that the public and press be excluded from the meeting to allow for discussion of confidential matters relating to items for which publication would be prejudicial to the public interest.

Resolved: That the public and press be excluded from the meeting for the following items.

The members of the public left the meeting at 8:30 pm, prior to the commencement of the confidential session.

i) Staffing Matter
ii) Correspondence Received

26/787 Items for Next Meeting

Members were reminded to notify 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.

Meeting Concluded : 21:08

Signed: H M Jobes H M Jobes (Oct 18, 2026 20:51:26 GMT+1) Date: 18/10/2026
Chairman, Honeybourne Parish Council

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

HPC_Minutes_ 8th September 2026

Final Audit Report 2026-10-18

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