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Upton Snodsbury Parish Council

Annual Parish Meeting & Annual Meeting of the Parish Council - Minutes Tuesday 10th May 2022, 7.30pm Upton Snodsbury Village Hall

Parish Councillors Present: Paul Seymour (PS) (Chairman), Roger Peart (RP) (Vice Chairman), Alan Grainger (AG), Martyn Macefield (MM), Louise Chance (LC)
District/County Cllr L Robinson

Clerk/RFO: Nicola Harding

In attendance: 4 parishioners

Annual Parish Meeting

22/15 Apologies Received from DW.

22/16 Minutes of meeting held on Tuesday 25th May 2021

Proposed AG, seconded RP, all in favour, to approve the minutes as a true record.

22/17 Chairman's report

The Chairman extended his thanks to the Vice-Chairman, Clerk and all Councillors for their efforts within the Parish during the previous year.

Annual Meeting of the Parish Council

22/18 Election of Chairman

The Chairman informed the meeting of his intention to step down as Chair this year after several years in the role. Proposed PS, seconded AG, all in favour, to nominate MM as new Chairman. Cllr Macefield agreed to undertake the role and signed the declaration of acceptance of office.

22/19 Election of Vice Chairman

Proposed MM, seconded PS, all in favour to nominate RP as Vice Chairman. Cllr Peart agreed to continue in the role of Vice Chairman for one further year, after which he would step down and continue in a supportive role.

22/20 Declarations of Interest There were no declarations made.

22/21 Casual Vacancy

Ahead of the meeting, SJ had informed the Clerk and Chairman of her intention to resign as Cllr on the Parish Council after several years in the role. Cllrs recognized the efforts of SJ, especially in her role as lengthsman liaison.

Action: Clerk to inform the elections team at Wychavon District Council of the Cllr vacancy and a vacancy notice will be prepared for publication in the Parish.

22/22 Parishioner's Comments

A request was made for a member to provide potential Parish Council representation on the Village Hall Committee at their annual meeting and with interim tasks. LC agreed to make such representation and a discussion ensued about a future vision of developing greater links between the Parish Council, Village Hall Committee and Church.

Another parishioner in attendance requested updates from District/County Cllr Robinson regarding the Pershore Review and implications for Upton Snodsbury First School. There remains uncertainty around the significant investment needed in order to expand first schools and Pershore High School, however Cllr Robinson recommended continuing lines of communication with Flyford Flavell School and would happily receive any letters or petitions to forward direct to the Cabinet Member for Education.

Two parishioners were in attendance to update members regarding the forthcoming Scoot & Scramble charity running event, to take place in the Parish on 26th June to raise funds for new swings at the play area. The current number of entries was confirmed, with advertising promoting the event on posters in the Parish and via the village newsletter and E-Bowline. Further marshalls are required on the day, however no responses had been received to date following requests in the Bowline, therefore PS agreed to speak with villagers to try and obtain further volunteers. Contact had been made by the race organiser with Owl Homes regarding potential funding opportunities, but no response had been received to date, therefore RP agreed to contact the Director in support of this request. It was reported that car parking on the day needs to be finalised as soon as possible in order to confirm the preferred option for location, therefore RP agreed to email DL to request contact is made with the race organiser.

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A request was made for the Parish Council's consideration towards potential funding for the event, however members noted that given the ongoing financial support to Uspra in financing grass cutting at the park, the Parish Council have limited funds to provide further finances at present. The Parish Council agreed to support Uspra by purchasing equipment to remove the VAT element however, and potentially make a small contribution towards the swing base.

22/23 To note and approve model Calc standing orders and approved financial regulations

Proposed PS, seconded RP, all in favour to approve without further change at present.

22/24 Code of Conduct

This was noted for information by all members.

22/25 Parish Council's risk assessment and insurance requirements

The Council's risk assessment had been updated by the Clerk and checked by the internal auditor. The Clerk informed the meeting of the Council embarking on year 3 of a Long Term Agreement with the existing insurers, which would be reviewed for consideration next year.

22/26 Cllr Roles

Councillors agreed to assume the following roles:

Finance: DW had agreed to continue as finance liaison ahead of the meeting.

Lengthsman: AG agreed to take over as lengthsman liaison. *Action: Clerk to forward WCC information to AG and inform SJ/AF.*

Grass-cutting: PS

Highways/Village Hall: LC

School: MM

Footpaths/Neighbourhood Watch: AG

Rural Communities Programme: To be agreed.

Website: CY agreed to continue to upload items on the website on the Parish Council's behalf. *Action: MM agreed to email links to CY regarding the Legacy Grant application.*

Newsletter: DW

Garage site development: RP until completion.

Coventry Arms: LC

Telephone kiosk: PS/RP

22/27 To consider the approval of the minutes of meeting held on Tuesday 8th March

Proposed PS, seconded LC, all in favour, to approve the minutes of the last meeting as an accurate record.

22/28 District/County Cllr report:

Prior to the meeting, an annual report was received from Cllr Robinson and circulated to members – this was shared by Cllr Robinson with parishioners at the meeting. Additional items raised for discussion included the road surface dressing schedule available on the County Council website, and protocol for reporting fly tipping, as there have been several incidents near the football ground recently. Cllr Robinson confirmed she had discussed the situation with the local CSO and suggestions for action included a pedestrian gate to allow side access, if the main gates were closed, in addition to signage. *Action: AG agreed to raise the issue with the Footpaths Team at Worcestershire County Council.*

Incidents of fly tipping off the highway are to be reported to WDC, with any incidents on the highway, to WCC, via:

<https://www.wychavon.gov.uk/streets-and-toilets/street-care-and-cleaning/fly-tipping>

<https://selfserve.worcester.gov.uk/carsformswcc/forms/flytipping/main.jsp>

22/29 Progress reports from Parish Activities: brief updates:

a) PS - Grass cutting

Despite several requests, the village green area had not been cut by the grass contractors – PS continues to chase this and it was agreed to ensure completion ahead of the lighting of the beacon during the Jubilee weekend, in order to avoid any potential trip hazards and to tidy the area. A request was also made to ensure the vicinity was cut a week before the Scoot & Scramble event. *Action: PS.*

b) MM – (i) School (ii) SWDP

School updates had been raised and discussed under item 22/22, Parishioner's comments.

c) AG – (i) Road safety (ii) Footpaths (iii) Neighbourhood Watch

(i) Road safety: AG reported that a request had been submitted to West Mercia Police regarding the Community Speedwatch initiative as a visual presence to raise awareness of speeding in the Parish. This would be undertaken along Pershore Road as it had been confirmed that it was not possible to do so along the A422. A response had yet to be received, but AG confirmed he would follow this up.

Action: AG to follow up request with CSW team and copy in Cllr Robinson to emails regarding the Police Community website submissions.

(ii) Footpaths: Two broken stiles reported along the footpath from Red Lion House to Libbery had been replaced with a kissing gate. Due to the time of year, the footpaths are becoming overgrown, which would be monitored by the volunteer group. A footpath requiring attention ahead of the Jubilee celebrations had been raised by a parishioner – it was agreed that AG would make contact to clarify the location, inspect

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it and raise with the lengthsman for attention.

Action: AG and AF.

(iii) Neighbourhood Watch: AG confirmed a meeting would be set up in the near future to see recruits and establish if more were required. Cllr Robinson enquired about the Smartwater scheme, which AG confirmed he had previously initiated with a contact to provide information at a Parish Council meeting, however this had been delayed due to Covid and the contact was no longer in the role. The scheme is 50 % funded by the Police and Cllr Robinson offered to provide further support from divisional funding, as the best deterrent against rural crime. A discussion ensued regarding the scheme recently undertaken in Whittington, therefore Cllr Robinson agreed to put AG in touch with the point of contact in this Parish and AG agreed to set up a future event, which would be advertised in the village newsletter.

Action: AG and LR.

d) RP/PS/DW – Legacy grant

RP reported on progress to date regarding the current application for Legacy Grant funding – a great deal of work had already been undertaken, as the current application form was in a new format compared with that completed previously. It was confirmed that RP and PS would be meeting the next day to complete a first draft for submission to Wychavon ahead of 6th June, with building quotes and an environmental statement also pending. A community event had taken place on Monday 9th May at the village hall, to update parishioners about the intended proposals and to gauge support. Questionnaires were also completed to establish information to this effect.

Action: It was agreed that once the first draft had been completed, RP would share and clarify further with Cllr Robinson.

e) Lengthsman

The Clerk reported that WCC highways had flagged up an issue with the April/May timesheet submitted, as hedge cutting and removal of waste claims are not within the remit of the lengthsman scheme. A discussion ensued and members agreed that the hedge in question adjacent to Pershore Road was in fact likely to be the responsibility of Highways given a previous site meeting with a WCC representative, and as such, payable through the lengthsman scheme. Cllr Robinson & AG agreed to make enquiries to firmly establish this, and all members agreed that payment should be made to the lengthsman whilst the situation is being clarified.

f) RP – Garage site

Enforcement had been involved in a recent issue regarding windows, however it was noted that there is little to report on at present.

g) PS/RP – Phone kiosk renovation

It is intended to complete the glazing and installation in time for the Jubilee celebrations. There had been no comments received to date regarding the site permission notice placed on behalf of Worcestershire County Council.

Action: RP to inform WCC regarding the expiry notice date.

h) LC – Coventry Arms

Concerns had been raised by a neighbouring parishioner regarding the potential dangers posed by suspicious activities reported at the pub, which are now becoming a risk to neighbour's properties. The Clerk shared an update received from the local police team, who had been in contact with the agents to make them aware of the criminal damage. The agents had confirmed that they would contact the owners to address the issue, given their duty of care to secure the premises and the dangers posed to anyone entering.

Actions: PS confirmed he would establish who owns the premises to address this as a matter of urgency, and Cllr Robinson would make relevant enquiries with Wychavon District Council regarding any development updates.

i) CY/DW/NH – Jubilee events

DW had been liaising with CY regarding final preparations for the Jubilee weekend events. CY provided a summary to members and LC confirmed that she had collected colouring materials for children on the day. RP agreed to remind JT about the beacon in advance of Thursday 2nd June and it was agreed that Cllrs would help to put out tables and chairs for the Big Jubilee lunch event. The Clerk had received street closure notices and maps from Wychavon, to be put up by organisers on 28th May and taken down immediately after the events, in addition to a temporary events notice in light of the street entertainment provided on 5th June.

Actions: All Cllrs & CY.

22/30 Finance

a) Current Balances at 1st May 2022

Business Account:	£27,322.27
TOTAL	£27,322.27
b) Payments to report and approve:	
Salary (Feb 22)	£275.82
Clerk's expenses (Ink)	£16.85
Calc finance training	£25.00
Lengthsman: March invoice	£217.50
C Young website renewal	£43.20
Smart Cut: Cut 1 #16940	£137.11
ICO Data protection fee	£40.00
Salary (March 22)	£275.82

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Annual Insurance	£374.64
C Albutt: Internal audit fee 21/22 accounts	£60.00
Calc annual membership fee	£274.83
Hall hire: Legacy grant meeting 9.5.22	£16.80
Hall hire: PC meeting 10.5.22	£16.80
TOTAL	£1,774.37

Income received 8/3/22 – to date:

HMRC: VAT refund 2021/22	£827.49
WCC: Lengthsman income	£202.50
Council Tax support grant (i)	£162.00
Precept (i)	£3,088.00
CiL 1/4/22 – 30/9/22	£9,158.66
WDC: Jubilee funding	£100.00
TOTAL	£13,538.65

Proposed RP, seconded PS, all in favour to approve the payments reported.

c) To note Nalc pay award increase: 2021/22 and amend monthly salary standing order in line with pay agreement.
Proposed RP, seconded AG, all in favour.

d) To note and approve the report of the Internal auditor and recommendations:
This was forwarded to Cllrs ahead of the meeting for information – there were no areas for concern or weakness noted.

e) To approve and sign the Certificate of Exemption for the year ended 31 March 2022
Proposed LC, seconded MM, all in favour.

f) Audited accounts & Annual Return: 31st March 2022

(i) Proposal to approve and sign Section 1: Annual governance statement – copies of all Audit documentation were circulated to Cllrs for information ahead of the meeting. *Proposed PS, seconded LC, all in favour to approve.*

(ii) Proposal to approve and sign Section 2: Accounting statements. *Proposed PS, seconded LC, all in favour to approve.*

g) To agree the period of public rights to inspect the financial records of the Council, to commence on 13/6/22 – 22/7/22 – noted.

h) Proposal to approve Parish insurance provision for the period June 1st 2022 - 1st June 2023 (Year 3 of LTA) - noted.

Action: Clerk to submit certificate of exemption to external auditors and publish relevant documentation in line with Transparency Code requirements.

22/31 Planning

W/22/00259/HP: Retrospective application for erection of fence: Cowsden Croft, Cowsden – *application approved.*

Coventry Arms: No further updates received – *as discussed under item 22/29 h.*

W/22/00509: Trees cottage Cowsden – External repairs to west elevation – *decision pending.*

22/32 Correspondence

SWDP Review	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.
Local police	Parish police contract – the current top 3 Parish priorities were discussed: (i) Speed A422 & Pershore Rd (ii) Anti-social behaviour (iii) Rural crime. No further updates were agreed at present.
Pershore Cabinet Review	Update received on the Pershore Area Review consultation findings and recommendations presented to WCC on 21 April 2022: in summary, it is recommended that Cabinet agrees a commitment in principle to support a collective change of age range to align schools in the Pershore Education Planning Area (EPA) to a single, two-tier (primary and secondary) system of education, subject to funding being fully secured.
Wychavon Sport	£10 per event – entry packs have gone out to parish organisers.

22/33 Date of Next Parish Council Meeting Tuesday 4th October 2022 at 7.30 pm

Interim informal meeting – date to be confirmed.

Signed

Chairman

Date.....