Upton Snodsbury Parish Council

Parish Councillors: Martyn Macefield (Chair), Alan Grainger AG, Debbie Waters DW Clerk/RFO: Nicola Harding

Notice & Agenda of Annual Parish & Annual Meeting of the Parish Council: Tuesday 23rd May 2023 Village hall, Upton Snodsbury Annual Parish Meeting 6.30pm

23/23 To consider any apologies for absence

23/24 Minutes of meeting held on Tuesday 25th May 2022 (attached)

23/25 Chairman's report 2022-23

23/26 Safer Neighbourhoods Team

Annual Meeting of the Parish Council

23/27 Election of Chairman and signing of declaration of acceptance of office

23/28 Election of Vice-Chairman

23/29 Declarations of Interest

- a. Register of Interests: Councillors are reminded of the need to update their register of interests.
- b. To declare any Disclosable Pecuniary interests in items on the agenda and their nature.
- c. To declare any Other Disclosable Interests in items on the agenda and their nature.

23/30 Co-option to fill casual vacancies

23/31 Parishioners' comments: The meeting will be adjourned for Public Question Time

23/32 To note and approve model Calc standing orders and approved financial regulations (attached)

23/33 To note the Code of Conduct (attached)

23/34 To note the Council's risk assessment and insurance requirements

23/35 To appoint Councillors to the following roles: Finance, Lengthsman liaison, Grass-cutting, Highways, School, Footpaths, Rural Communities Programme, Village hall, Website, Newsletter, Neighbourhood Watch, Coventry Arms

23/36 To consider the approval of the minutes of meeting held on Tuesday 14th March 2023 (attached)

23/37 Reports: District/County Councillor Linda Robinson

23/38 Progress reports: brief updates

- a. NH Grass-cutting
- b. MM Highways/School
- c. AG Road safety/Footpaths/Neighbourhood Watch
- d. MM/DW Legacy grant application
- e. NH/AG Lengthsman
- f. BT phone refurbishment updates

<mark>23/39</mark> Finance

- a) **Current Balances**
- To consider payments to be reported as per the attached list b)
- To note and approve the report of the Internal auditor and recommendations (attached) c)
- To approve and sign the Certificate of Exemption for the year ended 31 March 2023 d)
- Audited accounts & Annual Return: 31st March 2023 e)
- (i) Proposal to approve and sign Section 1: Annual governance statement (copy attached) (ii) Proposal to approve and sign Section 2: Accounting statements (copy attached) f)
 - To agree the period of public rights to inspect the financial records of the Council: 5/6/23-14/7/23
- Proposal to approve Parish insurance provision for the period June 1st 2023 g) 1st June 2024 (Year 3 of LTA)

<mark>23/40</mark> Planning

- 23/41 Correspondence
- 23/42 Date of next meeting: To be confirmed

Nicola Harding

Clerk to the Parish Council

Meeting Tuesday 23rd May 2023 Detail Information as at 15th May

Item 23/31, Standing Orders & Financial regulations To note and approve the Council's existing Financial Regulations, and to consider model Standing Orders approved October 2022. Item 23/33, Code of Conduct Clirs are reminded to note the District Council's Code of Conduct adopted 2020 (attached) 23/34, Risk assessment, assets register and insurance provision To note and review the Council's risk assessment schedule (attached) and insurance requirements 23/35, Councillor roles To appoint Councillors to the following roles: Finance, Lengthsman liaison, Grass- register and insurance provision 23/35, Councillor roles To appoint Councillors to the following roles: Finance, Lengthsman liaison, Grass- register and insurance provision 23/35, Councillor roles To appoint Councillors to the following roles: Finance, Lengthsman liaison, Grass- ting, Highways, School, Footpaths, Rural Communities Programme, Village hall, Newsletter, Neighbourhood Watch, Coventry Arms (planning), Telephone klosk Item 23/39, Finance a) Current Balances at 1 st May 2023 Business Account: £27,322.27 ICO: Annual data protection fee "Salary: March 23 £40.00 'Salary: Andri 23 £302.25 'Nady Loss: Coronation hire £174.00 'C' Young® Coronation expenses £90.50 Expenses: Notage £16.00 Expenses: Notage £16.00 Business Account: £174.00	ltem 23/30,	Application received to fill co-option vacancy JB & co-option o	f BG.
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<mark>ltem 23/40,</mark> Planning	W/21/02223/FUL: Coventry Arms - Conversion of existing pub to 1 dwelling including associated works on land at former Coventry Arms Pub – <i>application approved</i>
	W/22/00509: Trees cottage Cowsden – External repairs to west elevation – application approved
	W/23/00316/HP: Owls End, Owls End Lane - Wooden Summerhouse in the garden 10' x 20' single storey: application approved
	W/23/00504/HP: The Forge – Summerhouse application approved
	W/23/00309/LB: Court Barn - Replacement doors and windows, removal of chimne stack and addition of new log burner flues (retrospective) <i>application approved</i> W/23/00801/LB: Linnet Cottage - repair timber joints on the gable end and front elevation. <i>No comments to submit</i>
	W/23/00726/FUL: The Croft, 7 Croft Road - two individual four-bedroom dwellings with garages: <i>decision pending</i>

Item 23/41, Correspondence

Wychavon DC	Reminder to complete new declaration of interests forms within 28 days to WDC (attached) to: <u>kim.paul@wychavon.gov.uk</u> <i>Emailed 3/5/23</i>
Worcs Calc	Training opportunities for new & existing Cllrs: 'Off to a Flying Start' Council Training (worcscalc.org.uk) Aimed at newly elected Councillors, or those who have not previously attended training, newly appointed Clerks and Council Officers, this course will give an overview of what a Parish Council is, its statutory duties and powers. Cllrs encouraged to attend.

23/42 Date of next meeting: To be confirmed.