

**Upton Snodsbury Parish Council**

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

**Notice & Agenda of Annual Meeting of the Parish Council: Tuesday 21<sup>st</sup> May 2024**  
**Village hall, Upton Snodsbury following the Annual Parish Meeting at 7pm**

**24/23** Election of Chairman and signing of declaration of acceptance of office

**24/24** Election of Vice-Chairman

**24/25** 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.
- d. Written requests for the council to grant a dispensation (S33 of the Localism Act 2011) are to be with the clerk at least four clear days prior to a meeting.  
*Councillors who have declared a Disclosable Pecuniary Interest, or an Other Disclosable Interest which falls within the terms of paragraph 12(4) (b) of the code of conduct, must leave the room for the relevant items.*

**24/26** Parishioners' comments: The meeting will be adjourned for Public Question Time

**24/27** To note and approve model Calc standing orders and revised 2024 Nalc financial regulations (attached)

**24/28** To note the Code of Conduct (attached)

**24/29** To note the Council's risk assessment and insurance requirements

**24/30** To appoint Councillors to the following roles: Finance, Lengthsman liaison, Highways, School, Footpaths, Village hall, Newsletter, Neighbourhood Watch

**24/31** To consider the approval of the minutes of meeting held on Tuesday 12<sup>th</sup> March 2024 (attached)

**24/32** Reports: District/County Councillor Linda Robinson

**24/33** Progress reports: brief updates

- a. NH – Grass-cutting
- b. MM – Legacy Project/School
- c. DW – Highways: Updates from A422 Meeting 14/5/24
- d. AG – Lengthsman/Footpaths/Neighbourhood Watch

**24/34** Finance

- a) Current Balances
- b) To consider payments to be reported as per the attached list
- c) Proposal to approve Village Hall Committee Wi-Fi contribution for 2024/25 @ £208.38
- d) To note and approve the report of the Internal auditor and recommendations (attached)
- 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: 3/6/24-12/7/24
- g) Proposal to approve Parish insurance provision for the period June 1<sup>st</sup> 2024 - 1<sup>st</sup> June 2025 (Year 3 of LTA)

**24/35** Planning

**24/36** Correspondence

**24/37** Date of next meeting: To be confirmed

Nicola Harding  
Clerk to the Parish Council

**Meeting Tuesday 22st May 2024**  
**Detail Information as at 14<sup>th</sup> May**

<b>Item 24/27 Standing Orders &amp; Financial regulations</b>	To note and approve the Council's existing Financial Regulations, and to consider model Standing Orders (attached).																																																									
<b>Item 23/33, Code of Conduct</b>	Cllrs are reminded to note the District Council's Code of Conduct adopted 2020 (attached)																																																									
<b>Item 24/29, RA, assets register and insurance provision</b>	To note and review the Council's risk assessment schedule (attached) and insurance requirements																																																									
<b>Item 24/30, Councillor roles</b>	To appoint Councillors to the following roles: Finance, Lengthsman liaison, Highways, Grass-cutting, Highways, School, Footpaths, Village hall, Newsletter																																																									
<b>Item 33, Progress reports</b>	<p>a. NH – Grass-cutting: Invoice for cuts 1 &amp; 2 received.</p> <p>b. MM – Legacy Project/School: updates</p> <p>c. DW – Highways: Updates from A422 Meeting 14/5/24</p> <p>d. AG – Lengthsman/Footpaths/Neighbourhood Watch: updates</p> <p>e. Cllr – TBA: reminder received from USVHC that the Parish Council is entitled to have up to 2 representatives on the Village Hall Management Committee. There is currently no PC representation. The Committee meets twice a year to discuss what management actions need to be undertaken. These actions are then implemented by the officers, rather than committee members.</p>																																																									
<b>Item 24/34, Finance</b>	<p>a) Current Balances at 14<sup>th</sup> May 2024</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 60%;">Business Account:</td> <td style="width: 20%;"></td> <td style="width: 20%; text-align: right;">£70,011.93</td> </tr> <tr> <td></td> <td style="text-align: right;"><b>TOTAL</b></td> <td style="text-align: right;"><b>£70,011.93</b></td> </tr> </table> <p>b) Payments to report:</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 60%;">Internal audit fee 23/24 accounts</td> <td style="width: 20%;"></td> <td style="width: 20%; text-align: right;">£60.00</td> </tr> <tr> <td>G Briggs: Phone box internal works</td> <td></td> <td style="text-align: right;">£420.00</td> </tr> <tr> <td>A. Grainger: Phone box expenses</td> <td></td> <td style="text-align: right;">£27.38</td> </tr> <tr> <td>R. Peart: Phone box expenses</td> <td></td> <td style="text-align: right;">£25.00</td> </tr> <tr> <td>C. Young: Annual website renewal</td> <td></td> <td style="text-align: right;">£43.20</td> </tr> <tr> <td>April 24 salary</td> <td></td> <td style="text-align: right;">£323.92</td> </tr> <tr> <td>May 24 salary</td> <td></td> <td style="text-align: right;">£323.92</td> </tr> <tr> <td>ICO annual data protection renewal</td> <td></td> <td style="text-align: right;">£35.00</td> </tr> <tr> <td>USVHC: Hall hire 12/3, 13/5, 21/5/24</td> <td></td> <td style="text-align: right;">£64.80</td> </tr> <tr> <td></td> <td style="text-align: right;"><b>TOTAL</b></td> <td style="text-align: right;"><b>£1,323.22</b></td> </tr> </table> <p>Income received:</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 60%;">HMRC: Vat refund 23/24 accounts</td> <td style="width: 20%;"></td> <td style="width: 20%; text-align: right;">£980.35</td> </tr> <tr> <td>West Mercia Police: Safer Roads Fund</td> <td></td> <td style="text-align: right;">£3,242.00</td> </tr> <tr> <td>WDC: Jubilee fund (Legacy project)</td> <td></td> <td style="text-align: right;">£37,581.00</td> </tr> <tr> <td>Cllr L Robinson fund: play area</td> <td></td> <td style="text-align: right;">£965.25</td> </tr> <tr> <td>WDC: Precept (i) 24/25</td> <td></td> <td style="text-align: right;">£4,000</td> </tr> <tr> <td>WDC: Council Tax Support Grant (i) 24/25</td> <td></td> <td style="text-align: right;">£162.00</td> </tr> <tr> <td></td> <td style="text-align: right;"><b>TOTAL</b></td> <td style="text-align: right;"><b>£45,965.35</b></td> </tr> </table> <p>c) Proposal to approve Village Hall Committee Wi-Fi contribution for 2024/25 @ £208.38</p> <p>d) To note and approve the report of the Internal auditor and recommendations (attached)</p> <p>e) (i) Proposal to approve and sign Section 1: Annual governance statement (copy attached)</p> <p style="padding-left: 20px;">(ii) Proposal to approve and sign Section 2: Accounting statements (copy attached)</p> <p>f) To agree the period of public rights to inspect the financial records of the Council, to commence on 3/6/24 – 12/7/24</p> <p>h) Proposal to approve Parish insurance provision for the period 1/6/24 – 31/5/25 @ £454.45</p>	Business Account:		£70,011.93		<b>TOTAL</b>	<b>£70,011.93</b>	Internal audit fee 23/24 accounts		£60.00	G Briggs: Phone box internal works		£420.00	A. Grainger: Phone box expenses		£27.38	R. Peart: Phone box expenses		£25.00	C. Young: Annual website renewal		£43.20	April 24 salary		£323.92	May 24 salary		£323.92	ICO annual data protection renewal		£35.00	USVHC: Hall hire 12/3, 13/5, 21/5/24		£64.80		<b>TOTAL</b>	<b>£1,323.22</b>	HMRC: Vat refund 23/24 accounts		£980.35	West Mercia Police: Safer Roads Fund		£3,242.00	WDC: Jubilee fund (Legacy project)		£37,581.00	Cllr L Robinson fund: play area		£965.25	WDC: Precept (i) 24/25		£4,000	WDC: Council Tax Support Grant (i) 24/25		£162.00		<b>TOTAL</b>	<b>£45,965.35</b>
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**Item 24/35,  
Planning**

**W/23/02161/FUL:** Land at Cowsden: Erection of a small timber framed cabin to be used by a local specialist occupational therapist as a sensory room containing specialised equipment and fixtures for the benefit of local autistic children. *Pending decision.*

**W/23/02209/FUL: Land off Chapel Lane** - Construction of 25 homes alongside provision of a new access road, SUDs and landscaping features. *Comments of objection forwarded to WDC 8 December 2023 - pending decision.*

**W/23/02447/SCR: Land At (OS 9463 5414) Naunton Road,** Naunton Beauchamp - 76 dwellings with access from the B4042 through its southern boundary. *Request for a full environmental impact statement forwarded to WDC on 20/12/23 – screening response attached.*

**W/24/00750/HP: Wisteria Cottage, Cowsden** - Erection of single storey rear extension: *pending decision.*

**W/24/00706/HP: Spring Bank, 1 Croft Road:** Retrospective application for air source heat pump and air conditioning units – *circulated 9 May, any comments by 29 May.*

**W/24/00385/HP 1 College Road:** First floor side extension and single storey side/rear extension – *pending decision*

**W/24/00902/HP: Bow Burn House,** Pershore Road: Proposed extension to rear of existing dwelling along with alterations to existing dormer windows. *Circulated: comments by 7 June.*

**Item 24/36,  
Correspondence**

Worcs Calc	News bulletin received for Clerks & Cllrs & details of new training sessions available for both Clerks & Cllrs. (attached)
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**24/37** Date of next meeting: To be confirmed.