

TO MEMBERS OF UPTON SNODSBURY PARISH COUNCIL
You are duly required to attend the next meeting of the Parish Council to be held on
Tuesday 14th October 2025
in Upton Snodsbury Village Hall at 7.30pm

Parish Councillors: Paul Seymour (Chair), Alan Grainger (Vice-Chair), Debbie Waters, Mark Hobson, Zoe Collins, Jeremy Britton, Marc Lawton. **Clerk/RFO:** Nicola Harding

AGENDA

- 25/41 Apologies for absence:** To receive apologies and to approve reasons for absence.
- 25/42 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.
- 25/43 Parishioners' comments**
Meeting adjourned for Public Question Time.
- 25/44 Minutes:** To consider the approval of the minutes of meeting held on Tuesday 20th May 2025. (attached)
- 25/45 Progress reports:** for information
- a. PS – Grass-cutting
 - b. AG – Lengthsman/Footpaths
 - c. DW/ML – VAS/Highways
 - d. DW/PS - Legacy Project
 - e. JB - Village Hall
 - f. Clerk – Website & email updates
- 25/46 Finance**
- a) Current Balances
 - b) To consider payments to be made as on the attached list
 - c) Bank reconciliation (ii) 30 September 2025 & Review of Budget
 - d) Proposal to discuss and approve 25/26 Wi-Fi contribution: Village Hall @ £226.80
 - e) Proposal to consider expenditure of legacy grant to fund VH alarm system upgrade
 - f) Proposal to pay monthly energy contribution expenses to Clerk
 - g) Proposal to consider and approve a contribution to Eldnar Planning consultancy @ up to £1,600 exc VAT for planning appeal response to application W/24/01103/OUT: Land at (OS 9463 5414) Naunton Road
- 25/47 Planning**
- 25/48 Correspondence for information:** To note the attached appendix of items which have been circulated or will be available for inspection at the meeting.
- 25/49 Reports**
- a) District/County Cllr Councillor Linda Robinson
- 25/50 Date of next meeting:** Tuesday 20th January 2026
- 25/51** Proposal to pass a resolution to exclude the public and press for consideration of the following item: Clerk's salary scale & remuneration.

Nicola Harding
Clerk to the Parish Council

Meeting Tuesday 14th October 2025
Detail Information as at 6th October 2025

**Item 25/45,
Progress
reports**

a. PS – Grass-cutting
b. AG – Lengthsman/Footpaths
c. DW/ML – VAS/Highways
d. DW/PS - Legacy Project
e. JB - Village Hall
f. Clerk – Website & email updates:
Worcestershire Calc: Notification has been received that there will be a new assertion as part of the Annual Governance & Accountability Return (AGAR,) for the 2025/26 financial year regarding digital and data compliance – as one of these requirements is that every authority must have a generic email account hosted on an authority owned domain, Councils are urged to investigate this further in order to be compliant at the end of the financial year, via <https://www.gov.uk/guidance/moving-your-parish-council-to-a-govuk-domain> WCC has also confirmed withdrawal of the My Parish site in September 2026. Councils are therefore advised to consider an authority owned website for publishing council documents as a legal requirement.

**Item 25/46 ,
Finance**

a) Current Balances at 1 st October 2025	
Business Account:	£45,786.17
TOTAL	£45,786.17
b) <i>Payments to report:</i>	
Parish insurance	£455.20
Internal audit fee 24/25 accounts	£80.00
Solar 2020	£10,650.00
M Lawton: Village celebration expenses	£11.99
Lengthsman May 2025	£320.00
Smart-Cut: June cuts	£345.80
Salary: June 2025	£337.57
Lloyds service charge June 2025	£4.25
Lengthsman June 2025	£160.00
USVHC: May hall hire	£24.00
Burcombe Construction: Car Park works	£43,650.00
Salary: July 2025	£337.57
Smart Cut: July cut	£172.90
Worcs Calc subs 25/26	£339.02
Lloyds service charge July 2025	£4.25
C Penn: Car Parks resurfacing	£18,000.00
Lengthsman: July 2025	£160.00
Salary: August 2025	£337.57
Lloyds service charges: August 2025	£4.25
Lengthsman: August 2025	£160.00
Smart Cut: August cuts	£172.90
External audit fee 24/25 accounts	£378.00
Salary: September 2025	£337.57
Smart Cut: August cut	£172.90
Lengthsman: September 2025	£160.00
Lloyds Service charges: September 2025	£4.25
Salary: October 2025	£337.57
Expenses: Ink printing	£19.43
Smart Cut: September cuts	£518.68
Calc: Clerk's training	£35.00
Clerk's back-pay: Apr-Oct Nalc salary award	£75.81
TOTAL	£77,766.48
<i>Income to report:</i>	
WCC Lengthsman May 2025	£320.00
WCC Grass contribution 2025	£536.04
WDC: CLG payment (i)	£30,000.00
HMRC: VAT refund	£9,320.00
WCC: Lengthsman July 2025	£160.00
WCC: Lengthsman August 2025	£160.00
WCC: June/September 2025	£320.00
WDC: Precept (ii)	£4,275.00
WDC: Council Tax Support Grant (ii)	£162.00
TOTAL	£45,253.04

	c) Bank reconciliation (ii) 30 September 2025 & Review of Budget d) Proposal to discuss and approve 25/26 Wi-Fi contribution: Village Hall @ £226.80 e) Proposal to consider expenditure of legacy grant to fund VH alarm system upgrade: quote presented @ £390.00 exc VAT. f) Proposal to pay monthly energy contribution expenses to Clerk (budgeted for 2025/26 @ £12.00 per month.) g) Proposal to consider and approve a contribution to Eldnar Planning consultancy @ up to £1,600 exc VAT for planning appeal response to application W/24/01103/OUT: Land at (OS 9463 5414) Naunton Road
Item 25/47, Planning	W/23/02209/FUL: Land off Chapel Lane - Construction of 25 homes alongside provision of a new access road, SUDs and landscaping features - <i>pending decision</i>. W/24/02587/FUL: Coventry Arms, Worcester Road - Conversion of former Coventry Arms Public House into 2no. dwellings including partial demolition, internal alterations, addition of half storey, external works including garaging, gardens and associated infrastructure – <i>application approved</i>. W/25/01014/AGR: Naunton Farm, Naunton Beauchamp - Agricultural general storage building – <i>no objection</i>. W/24/02494/FUL: Land at (OS 9403 5345) Peopleton Lane Upton Snodsbury Alterations and surfacing of vehicular access and track with installation of gates (retrospective) – <i>comments of objection to be submitted</i>. W/24/01103/OUT: Land at (OS 9463 5414) Naunton Road: notification that a planning appeal has been lodged with The Planning Inspectorate. Link to the appeal information: Planning application: W/24/01103/OUT - Wychavon District Council WDC have forwarded all representations made to them on the application to the Planning Inspectorate and the appellant. These will be considered by the Inspector when determining the appeal. Comments, or modifications/withdrawal of previous representations, can be done so online at https://acp.planninginspectorate.gov.uk. Please note, for cases submitted on the new GOV.UK Appeals portal system (case reference numbers beginning with '600xxx') the link for interested parties to comment is as follows: https://appeal-planning.decision.service.gov.uk/comment-planning-appeal/enter-appeal-reference If you do not have access to the internet you can send written correspondence. This should be addressed to: The Planning Inspectorate, Temple Quay House, 2 The Square, Temple Quay, Bristol, BS1 6PN. All representations must be received to the Planning Inspectorate by 5 November 2025.

Item 25/48, Correspondence

WCC	Worcestershire's Rights of Way Improvement Plan: parishes invited to submit responses to survey parish council survey to inform priorities for the plan: survey closes 26/10/25. Link to survey: http://www.worcestershire.gov.uk/RoWIPengage
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Item 25/51, Proposal to pass a resolution to exclude the public and press for consideration of the following item:

Clerk's salary scale & remuneration.