

Upton Snodsbury Parish Council

Parish Councillors: Paul Seymour PS (Chair), Roger Peart RP (Vice Chair), Alan Grainger AG, Debbie Waters DW, Martin Macefield MM, Louise Chance LC. **Clerk/RFO:** Nicola Harding

Notice & Agenda of Annual Parish & Annual Meeting of the Parish Council: Tuesday 10th May 2022 Village hall, Upton Snodsbury Annual Parish Meeting 7.30pm

22/15 To consider any apologies for absence

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

22/17 Chairman's report 2021-22

Annual Meeting of the Parish Council

22/18 Election of Chairman and signing of declaration of acceptance of office

22/19 Election of Vice-Chairman

22/20 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.

22/21 Casual vacancy

22/22 Parishioners' comments: The meeting will be adjourned for Public Question Time

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

22/24 To note the Code of Conduct (attached)

22/25 To note the Council's risk assessment and insurance requirements

22/26 To appoint Councillors to the following roles: Finance, Lengthsman liaison, Grass-cutting, Highways, School, Footpaths, Rural Communities Programme, Village hall, Website, Newsletter, Neighbourhood Watch, Garage site development, Coventry Arms, Telephone kiosk

22/27 To consider the approval of the minutes of meeting held on Tuesday 8th March 2022 (attached)

22/28 Reports: District/County Councillor Linda Robinson

22/29 Progress reports: brief updates

- a. PS – Grass-cutting
- b. MM – Highways/School
- c. AG – Road safety/Footpaths/Neighbourhood Watch
- d. PS/RP/DW - Legacy grant application
- e. NH – Lengthsman
- f. RP – Garage site development
- g. PS/RP - BT phone adoption updates
- h. LC – Coventry Arms development

22/30 Finance

- a) Current Balances
- b) To consider payments to be reported as per the attached list
- c) To note Nalc pay award increase: 2021/22 and amend monthly salary standing order
- d) To note and approve the report of the Internal auditor and recommendations (copies emailed ahead of the meeting)
- e) To approve and sign the Certificate of Exemption for the year ended 31 March 2022
- f) Audited accounts & Annual Return: 31st March 2022
 - (i) Proposal to approve and sign Section 1: Annual governance statement (copy emailed)
 - (ii) Proposal to approve and sign Section 2: Accounting statements (copy emailed)
- 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
- h) Proposal to approve Parish insurance provision for the period June 1st 2022 - 1st June 2023 (Year 3 of LTA)

22/31 Planning

22/32 Correspondence

22/33 Date of next meeting: To be confirmed

Nicola Harding, Clerk to the Parish Council

Meeting Tuesday 10th May 2022
Detail Information as at 5th May

Item 22/23 Financial regulations & Standing Orders	To note and approve the Council's existing Financial Regulations, and to consider model Standing Orders approved October 2021.																																														
Item 22/24, Code of Conduct	Cllrs are reminded to note the District Council's Code of Conduct adopted 2018 (attached)																																														
22/25, Risk assessment, assets register and insurance provision	To note and review the Council's risk assessment schedule (attached) and insurance requirements *NB: The Council is entering into year 3 of a long term agreement with Came & Company, specialist independent insurance brokers for the local council sector, expiring on 31/5/23.																																														
22/26, Councillor roles	To appoint Councillors to the following roles: Finance, Lengthsman liaison, Grass-cutting, Highways, School, Footpaths, Rural Communities Programme, Village hall, Newsletter, Neighbourhood Watch, Coventry Arms (planning), Telephone kiosk																																														
Item 22/30, Finance	<p>a) Current Balances at 1st May 2022</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="padding-left: 20px;">Business Account:</td> <td style="text-align: right;">£27,322.27</td> </tr> <tr> <td style="text-align: right;">TOTAL</td> <td style="text-align: right;">£27,322.27</td> </tr> </table> <p>b) Payments to report and approve:</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="padding-left: 20px;">Salary (Feb 22)</td> <td style="text-align: right;">£275.82</td> </tr> <tr> <td style="padding-left: 20px;">Clerk's expenses (Ink)</td> <td style="text-align: right;">£16.85</td> </tr> <tr> <td style="padding-left: 20px;">Calc finance training</td> <td style="text-align: right;">£25.00</td> </tr> <tr> <td style="padding-left: 20px;">Lengthsman: March invoice</td> <td style="text-align: right;">£217.50</td> </tr> <tr> <td style="padding-left: 20px;">C Young website renewal</td> <td style="text-align: right;">£43.20</td> </tr> <tr> <td style="padding-left: 20px;">Smart Cut: Cut 1 #16940</td> <td style="text-align: right;">£137.11</td> </tr> <tr> <td style="padding-left: 20px;">ICO Data protection fee</td> <td style="text-align: right;">£40.00</td> </tr> <tr> <td style="padding-left: 20px;">Salary (March 22)</td> <td style="text-align: right;">£275.82</td> </tr> <tr> <td style="padding-left: 20px;">Annual Insurance</td> <td style="text-align: right;">£374.64</td> </tr> <tr> <td style="padding-left: 20px;">C Albutt: Internal audit fee 21/22 accounts</td> <td style="text-align: right;">£60.00</td> </tr> <tr> <td style="padding-left: 20px;">Calc annual membership fee</td> <td style="text-align: right;">£274.83</td> </tr> <tr> <td style="padding-left: 20px;">Hall hire: Legacy grant meeting 9.5.22</td> <td style="text-align: right;">£16.80</td> </tr> <tr> <td style="padding-left: 20px;">Hall hire: PC meeting 10.5.22</td> <td style="text-align: right;">£16.80</td> </tr> <tr> <td style="text-align: right;">TOTAL</td> <td style="text-align: right;">£1,774.37</td> </tr> </table> <p>Income received 8/3/22 – to date:</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="padding-left: 20px;">HMRC: VAT refund 2021/22</td> <td style="text-align: right;">£827.49</td> </tr> <tr> <td style="padding-left: 20px;">WCC: Lengthsman income</td> <td style="text-align: right;">£202.50</td> </tr> <tr> <td style="padding-left: 20px;">Council Tax support grant (i)</td> <td style="text-align: right;">£162.00</td> </tr> <tr> <td style="padding-left: 20px;">Precept (i)</td> <td style="text-align: right;">£3,088.00</td> </tr> <tr> <td style="padding-left: 20px;">CiL 1/4/22 – 30/9/22</td> <td style="text-align: right;">£9,158.66</td> </tr> <tr> <td style="padding-left: 20px;">WDC: Jubilee funding</td> <td style="text-align: right;">£100.00</td> </tr> <tr> <td style="text-align: right;">TOTAL</td> <td style="text-align: right;">£13,538.65</td> </tr> </table> <p>c) To note Nalc pay award increase 2021/22 (details emailed) and amend monthly salary standing order to £280.58</p> <p>d) To note and approve the report of the Internal auditor and recommendations (attached)</p> <p>e) To approve and sign the Certificate of Exemption for the year ended 31 March 2022</p>	Business Account:	£27,322.27	TOTAL	£27,322.27	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	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	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
Business Account:	£27,322.27																																														
TOTAL	£27,322.27																																														
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																																														
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																																														
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																																														

- f) Audited accounts & Annual Return 31st March 2022:
- (i) Proposal to approve and sign Section 1: Annual governance statement (copies available at meeting)
 - (ii) Proposal to approve and sign Section 2: Accounting statements (copies available at meeting)
- g) To agree the period of public rights to inspect the financial records of the Council, to commence on 13/6/22
- h) Proposal to approve Parish insurance provision for the period 1/6/22 – 31/5/23 (Year 3 of LTA)

**Item 22/31,
Planning**

W/22/00259/HP

Retrospective application for erection of fence Location: Cowsden Croft, Cowsden – *application approved*

Coventry Arms: No further updates received.

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

**Item 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 – any changes to be forwarded to Julie Pardoe. Current top 3 priorities: (i) Speed A422 & Pershore Rd (ii) Anti-social behaviour (iii) Rural crime
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.

21/33 Date of next meeting: To be confirmed.