

## 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 14<sup>th</sup> March 2023**  
in Upton Snodsbury Village Hall at 7.30pm

**Parish Councillors:** Martyn Macefield MP (Chair), Debbie Waters DW, Paul Seymour PS, Alan Grainger AG, Brett Griffiths (BG)

**Clerk/RFO:** Nicola Harding

### AGENDA

- 23/12 Apologies for absence:** To receive apologies and to approve reasons for absence.
- 23/13 Declarations of Interest:**
- Register of Interests: Councillors are reminded of the need to update their register of interests.
  - To declare any Disclosable Pecuniary interests in items on the agenda and their nature.
  - To declare any Other Disclosable Interests in items on the agenda and their nature.
  - 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. Failure to register or declare a Disclosable Pecuniary Interest may be a criminal offence.
- 23/14 Parishioners' comments**  
Meeting adjourned for Public Question Time.
- 23/15 Minutes:** To consider the approval of the minutes of meeting held on Tuesday 10<sup>th</sup> January 2023. (attached)
- 23/16 Progress reports:** for information
- PS – Grass-cutting
  - MM – School/SWDP
  - AG/NH – Lengthsman vacancy/Footpaths/Neighbourhood Watch
  - DW – Newsletter
  - PS - BT phone kiosk
  - Legacy Project: Updates
- 23/17 Parish & District elections: 4 May 2023**
- 23/18 Finance**
- Current Balances
  - To consider payments to be made as on the attached list
  - Proposal to approve payment @ £100: village celebration
- 23/19 Planning**
- 23/20 Correspondence for information:** To note the attached appendix of items which have been circulated or will be available for inspection at the meeting.
- 23/21 Reports**
- District/County Cllr Councillor Linda Robinson
- 23/22 Date of next meeting:** To be agreed - Annual Meeting of the Parish Council to be held between 9<sup>th</sup> - 23<sup>rd</sup> May 2023.

Nicola Harding  
Clerk to the Parish Council

**Meeting Tuesday 14<sup>th</sup> March 2023**  
**Detail Information as at 6<sup>th</sup> March 2023**

<b>Item 23/16, Progress reports</b>	<p>a. PS – Grass-cutting: 2023/24 quote received based on 14 cuts.  b. MM – School/SWDP  c. AG/NH – Lengthsman vacancy/Footpaths/Neighbourhood Watch  d. DW – Newsletter  e. PS - BT phone kiosk  f. Legacy Project: Updates</p>																																				
<b>Item 23/17, Elections</b>	<p>Guidance for candidates and nomination papers received from WDC – <i>circulated &amp; attached</i>  Further information available from elections team via: <a href="mailto:elections@wychavon.gov.uk">elections@wychavon.gov.uk</a>  <a href="https://www.wychavon.gov.uk/elections">https://www.wychavon.gov.uk/elections</a> Tel: 01386 565437 between 9am and 5pm, Monday to Friday  Notices of Parish/District elections received and to be published by 13 March.</p>																																				
<b>Item 23/18 , Finance</b>	<p>a) Current Balances at 6<sup>th</sup> March 2023</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 80%;">Business Account:</td> <td style="text-align: right;">£26,421.24</td> </tr> <tr> <td style="text-align: right;"><b>TOTAL</b></td> <td style="text-align: right;"><b>£26,421.24</b></td> </tr> </table> <p>b) Payments to report:</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 80%;">Back-pay: <i>approved PC meeting 10/1/23</i></td> <td style="text-align: right;">£195.03</td> </tr> <tr> <td>Salary: January 2023</td> <td style="text-align: right;">£302.25</td> </tr> <tr> <td>Salary: February 2023</td> <td style="text-align: right;">£302.25</td> </tr> <tr> <td>Lengthsman: January work-plan</td> <td style="text-align: right;">£277.50</td> </tr> <tr> <td>Lengthsman: February work-plan</td> <td style="text-align: right;">£315.00</td> </tr> <tr> <td>USVHC: January hall hire</td> <td style="text-align: right;">£21.60</td> </tr> <tr> <td>Play area Inspection fee</td> <td style="text-align: right;">£180.00</td> </tr> <tr> <td>D Waters: Ink for Newsletter printing</td> <td style="text-align: right;">£48.00</td> </tr> <tr> <td>ICO: Data protection fee 2023</td> <td style="text-align: right;">£40.00</td> </tr> <tr> <td>HFN: Final balance - swings</td> <td style="text-align: right;">£TBC</td> </tr> <tr> <td>Calc Elections training share: LCPC</td> <td style="text-align: right;">£12.50</td> </tr> <tr> <td>C Young: Wix annual website charge 23/24</td> <td style="text-align: right;">£43.20</td> </tr> <tr> <td style="text-align: right;"><b>TOTAL</b></td> <td style="text-align: right;"><b>£1,737.33</b></td> </tr> </table> <p>Income to report:</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 80%;">HMRC: Year end VAT claim</td> <td style="text-align: right;">£495.61</td> </tr> <tr> <td>WCC: Lengthsman December invoice</td> <td style="text-align: right;">£202.50</td> </tr> <tr> <td style="text-align: right;"><b>TOTAL</b></td> <td style="text-align: right;"><b>£698.11</b></td> </tr> </table> <p>c) Proposal to approve payment @ £100: village celebration</p>	Business Account:	£26,421.24	<b>TOTAL</b>	<b>£26,421.24</b>	Back-pay: <i>approved PC meeting 10/1/23</i>	£195.03	Salary: January 2023	£302.25	Salary: February 2023	£302.25	Lengthsman: January work-plan	£277.50	Lengthsman: February work-plan	£315.00	USVHC: January hall hire	£21.60	Play area Inspection fee	£180.00	D Waters: Ink for Newsletter printing	£48.00	ICO: Data protection fee 2023	£40.00	HFN: Final balance - swings	£TBC	Calc Elections training share: LCPC	£12.50	C Young: Wix annual website charge 23/24	£43.20	<b>TOTAL</b>	<b>£1,737.33</b>	HMRC: Year end VAT claim	£495.61	WCC: Lengthsman December invoice	£202.50	<b>TOTAL</b>	<b>£698.11</b>
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<b>Item 23/19, Planning</b>	<p><b>21/02223/FUL:</b> Coventry Arms - Amendment of application description received: Conversion of existing pub to 1 dwelling including associated works on land at former Coventry Arms Pub. <i>Decision pending.</i></p> <p><b>W/22/02670/HP:</b> Newton House, Worcester Road - Erection of single and two storey extensions. <i>Decision pending.</i></p> <p><b>23/00309/LB:</b> Court Barn, Worcester Road - Replacement doors and windows, removal of chimney stack and addition of new log burner flues (retrospective) <i>Circulated 21/2/23 – any comments by 14<sup>th</sup> March.</i></p> <p><b>W/22/01930/HP:</b> Hone Style Bungalow - single storey rear extension, render to existing walls, and minor improvements to front porch – <i>application approved.</i></p> <p><b>Orchard site:</b> Updates</p>																																				

**Item 23/20, Correspondence**

Wychavon DC	Confirmation received of £200 funding towards King's Coronation celebratory community events.
Wychavon Parish Games	Details received of 2023 Parish Games.
Safer Neighbourhood's Team	Updated staffing and contact details received for information: forwarded for notice board and website.
Nigel Huddleston MP	Contact details received for display for our local MP for Mid Worcestershire.