

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
- 23/39** Finance
 - a) Current Balances
 - b) To consider payments to be reported as per the attached list
 - c) To note and approve the report of the Internal auditor and recommendations (attached)
 - d) To approve and sign the Certificate of Exemption for the year ended 31 March 2023
 - e) Audited accounts & Annual Return: 31st March 2023
 - (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
 - g) Proposal to approve Parish insurance provision for the period June 1st 2023 - 1st June 2024 (Year 3 of LTA)
- 23/40** 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 23/30,	Application received to fill co-option vacancy JB & co-option of BG.																																						
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	Cllrs 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-cutting, Highways, School, Footpaths, Rural Communities Programme, Village hall, Newsletter, Neighbourhood Watch, Coventry Arms (planning), Telephone kiosk																																						
Item 23/39, Finance	<p>a) Current Balances at 1st May 2023</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 60%;">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="width: 60%;">ICO: Annual data protection fee</td> <td style="text-align: right;">£40.00</td> </tr> <tr> <td>*A Farnsworth: March 23 Lengthsman invoice</td> <td style="text-align: right;">£252.50</td> </tr> <tr> <td>*Salary: March 23</td> <td style="text-align: right;">£302.25</td> </tr> <tr> <td>*Salary: April 23</td> <td style="text-align: right;">£302.25</td> </tr> <tr> <td>*Andy Loos: Coronation hire</td> <td style="text-align: right;">£174.00</td> </tr> <tr> <td>*C Young@ Coronation expenses</td> <td style="text-align: right;">£90.50</td> </tr> <tr> <td>Expenses: Postage</td> <td style="text-align: right;">£6.00</td> </tr> <tr> <td>Expenses: Ink share</td> <td style="text-align: right;">£18.40</td> </tr> <tr> <td>Hall hire: May 23</td> <td style="text-align: right;">£21.60</td> </tr> <tr> <td>Smart Cut: Cuts 1 & 2</td> <td style="text-align: right;">£316.70</td> </tr> <tr> <td>Worcs Calc: Annual subscription 23/24</td> <td style="text-align: right;">£303.69</td> </tr> <tr> <td>Village hall wi-fi contribution 23/24</td> <td style="text-align: right;">£230.40</td> </tr> <tr> <td style="text-align: right;">TOTAL</td> <td style="text-align: right;">£2,058.29</td> </tr> </table> <p>Income received:</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 60%;">WDC: Coronation funding</td> <td style="text-align: right;">£200.00</td> </tr> <tr> <td>WDC: Precept (i)</td> <td style="text-align: right;">£3,575.00</td> </tr> <tr> <td>WDC: Council Tax Support Grant (i)</td> <td style="text-align: right;">£162.00</td> </tr> <tr> <td style="text-align: right;">TOTAL</td> <td style="text-align: right;">£3,937.00</td> </tr> </table> <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 23</p> <p>f) Audited accounts & Annual Return 31st March 2023: Internal auditor report &:</p> <p>(i) Proposal to approve and sign Section 1: Annual governance statement (attached & copy available at meeting)</p> <p>(ii) Proposal to approve and sign Section 2: Accounting statements (attached & copy available at meeting)</p> <p>g) To agree the period of public rights to inspect the financial records of the Council, to commence on 5/6/23 – 14/7/23</p> <p>h) Proposal to approve Parish insurance provision for the period 1/6/23 – 31/5/24 @ £442.70 - Gallagher Insurance 3 year LTA</p>	Business Account:	£27,322.27	TOTAL	£27,322.27	ICO: Annual data protection fee	£40.00	*A Farnsworth: March 23 Lengthsman invoice	£252.50	*Salary: March 23	£302.25	*Salary: April 23	£302.25	*Andy Loos: Coronation hire	£174.00	*C Young@ Coronation expenses	£90.50	Expenses: Postage	£6.00	Expenses: Ink share	£18.40	Hall hire: May 23	£21.60	Smart Cut: Cuts 1 & 2	£316.70	Worcs Calc: Annual subscription 23/24	£303.69	Village hall wi-fi contribution 23/24	£230.40	TOTAL	£2,058.29	WDC: Coronation funding	£200.00	WDC: Precept (i)	£3,575.00	WDC: Council Tax Support Grant (i)	£162.00	TOTAL	£3,937.00
Business Account:	£27,322.27																																						
TOTAL	£27,322.27																																						
ICO: Annual data protection fee	£40.00																																						
*A Farnsworth: March 23 Lengthsman invoice	£252.50																																						
*Salary: March 23	£302.25																																						
*Salary: April 23	£302.25																																						
*Andy Loos: Coronation hire	£174.00																																						
*C Young@ Coronation expenses	£90.50																																						
Expenses: Postage	£6.00																																						
Expenses: Ink share	£18.40																																						
Hall hire: May 23	£21.60																																						
Smart Cut: Cuts 1 & 2	£316.70																																						
Worcs Calc: Annual subscription 23/24	£303.69																																						
Village hall wi-fi contribution 23/24	£230.40																																						
TOTAL	£2,058.29																																						
WDC: Coronation funding	£200.00																																						
WDC: Precept (i)	£3,575.00																																						
WDC: Council Tax Support Grant (i)	£162.00																																						
TOTAL	£3,937.00																																						

**Item 23/40,
Planning**

W/21/02223/FUL: Coventry Arms - Conversion of existing pub to 1 dwelling including associated works on land at former Coventry Arms Pub – *application approved*
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 chimney stack and addition of new log burner flues (retrospective) *application approved*
W/23/00801/LB: Linnet Cottage - repair timber joints on the gable end and front elevation. *No comments to submit*
W/23/00726/FUL: The Croft, 7 Croft Road - two individual four-bedroom dwellings with garages: *decision pending*

**Item 23/41,
Correspondence**

Wychavon DC	Reminder to complete new declaration of interests forms within 28 days to WDC (attached) to: kim.paul@wychavon.gov.uk <i>Emailed 3/5/23</i>
Worcs Calc	Training opportunities for new & existing Cllrs: 'Off to a Flying Start' <u>Council Training (worcscalc.org.uk)</u> 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.