

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 15th October 2024
in Upton Snodsbury Village Hall at 7.30pm

Parish Councillors: Martyn Macefield MP (Chair), Alan Grainger AG (Vice-Chair), Debbie Waters DW,
Clerk/RFO: Nicola Harding

AGENDA

- 24/38 Apologies for absence:** To receive apologies and to approve reasons for absence.
- 24/39 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.*
- 24/40 Proposal to fill casual vacancy by co-option & Cllr recruitment**
- 24/41 Parishioners' comments**
Meeting adjourned for Public Question Time.
- 24/42 Minutes:** To consider the approval of the minutes of meeting held on Tuesday 21st May 2024. (attached)
- 24/43 Progress reports:** for information
- NH – Grass-cutting
 - MM – School/Village Hall/S106 agreements & potential projects
 - AG – Lengthsman/Footpaths
 - DW – VAS/Newsletter
 - MM - Legacy Project
- 24/44 Finance**
- Current Balances
 - To consider payments to be made as on the attached list
 - Bank reconciliations (i) & (ii) & review of 24/25 budget
 - External auditor's report & certificate: 2023/24 accounts
- 24/45 Planning**
- 24/46 Correspondence for information:** To note the attached appendix of items which have been circulated or will be available for inspection at the meeting.
- 24/47 Reports**
- District/County Cllr Councillor Linda Robinson
- 24/48 Date of next meeting:** To be agreed

Nicola Harding
Clerk to Upton Snodsbury Parish Council

Meeting Tuesday 15th October 2024
Detail Information as at 8th October 2024

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| Item 24/40, Cllr recruitment | Proposal to fill casual vacancy by co-option. Cllr recruitment: three remaining vacancies to fill. | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Item 24/43, Progress reports | a. NH – Grass-cutting b. MM – School/Village Hall/Section 106 agreements & potential projects c. AG – Lengthsman/Footpaths d. DW – VAS/Newsletter e. Cllrs – Legacy Project | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Item 24/44, Finance | a) Current Balances at 8 th October 2024 Business Account: <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 60%;"></td> <td style="text-align: right; width: 20%;">£63,114.52</td> <td style="width: 20%;"></td> </tr> <tr> <td style="text-align: right;">TOTAL</td> <td></td> <td style="text-align: right;">£63,114.52</td> </tr> </table> b) Payments to report: <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 60%;">C Albutt: Internal audit 23/24 accounts</td> <td style="text-align: right; width: 20%;">£60.00</td> <td style="width: 20%;"></td> </tr> <tr> <td>Smart Cut: Cuts 1 & 2</td> <td style="text-align: right;">£329.35</td> <td></td> </tr> <tr> <td>Worcs. Calc annual subs 24/25</td> <td style="text-align: right;">£311.02</td> <td></td> </tr> <tr> <td>Gallagher: Annual insurance</td> <td style="text-align: right;">£454.45</td> <td></td> </tr> <tr> <td>USVHC: Annual Wi-Fi contribution</td> <td style="text-align: right;">£203.38</td> <td></td> </tr> <tr> <td>Salary: June 2024</td> <td style="text-align: right;">£323.92</td> <td></td> </tr> <tr> <td>Smart Cut: Cuts 3-6</td> <td style="text-align: right;">£494.03</td> <td></td> </tr> <tr> <td>Eldnar: 50% planning consultant fee</td> <td style="text-align: right;">£1152.00</td> <td></td> </tr> <tr> <td>Salary: July 2024</td> <td style="text-align: right;">£323.92</td> <td></td> </tr> <tr> <td>Smart Cut: 7 & 8</td> <td style="text-align: right;">£329.35</td> <td></td> </tr> <tr> <td>Eldnar: Balance planning consultant fee</td> <td style="text-align: right;">£1,152.00</td> <td></td> </tr> <tr> <td>*Playdale: Zig-Zag equipment play area</td> <td style="text-align: right;">£1,345.20</td> <td></td> </tr> <tr> <td>ElanCity: VAS equipment</td> <td style="text-align: right;">£5,292.48</td> <td></td> </tr> <tr> <td>Smart Cut: Cuts 8 & 9</td> <td style="text-align: right;">£329.35</td> <td></td> </tr> <tr> <td>Smart Cut: Cuts 10 & 11</td> <td style="text-align: right;">£329.35</td> <td></td> </tr> <tr> <td>Salary: August 2024</td> <td style="text-align: right;">£323.92</td> <td></td> </tr> <tr> <td>Defibrillator pads: Cowsden</td> <td style="text-align: right;">£120.78</td> <td></td> </tr> <tr> <td>USVHC: Heaters (Legacy project)</td> <td style="text-align: right;">£1,715.25</td> <td></td> </tr> <tr> <td>Salary: September 2024</td> <td style="text-align: right;">£323.92</td> <td></td> </tr> <tr> <td>R Briggs: Heater installation VH (Legacy project)</td> <td style="text-align: right;">£312.00</td> <td></td> </tr> <tr> <td>PKF Littlejohn: Annual Return accounts 23/24</td> <td style="text-align: right;">£252.00</td> <td></td> </tr> <tr> <td>Smart Cut: Cuts 12 & 13</td> <td style="text-align: right;">£329.35</td> <td></td> </tr> <tr> <td>Postage: Audit documents for publishing</td> <td style="text-align: right;">£2.70</td> <td></td> </tr> <tr> <td>Ink: Printing</td> <td style="text-align: right;">£17.56</td> <td></td> </tr> <tr> <td>Salary: October 2024</td> <td style="text-align: right;">£323.92</td> <td></td> </tr> <tr> <td style="text-align: right;">TOTAL</td> <td></td> <td style="text-align: right;">£16,151.20</td> </tr> </table> <p>*£965.25 divisional members fund received from Cllr Robinson in April 24 for purchase of Zig-Zag equipment.</p> c) Income to report: <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 60%;">M. Macefield: Crowd fund planning application</td> <td style="text-align: right; width: 20%;">£2,307.35</td> <td style="width: 20%;"></td> </tr> <tr> <td>WCC: Grass contribution 24/25</td> <td style="text-align: right;">£525.53</td> <td></td> </tr> <tr> <td>Scoot & Scramble funds Zig-Zag delivery</td> <td style="text-align: right;">£125.00</td> <td></td> </tr> <tr> <td>Scoot & Scramble: O/S contribution towards equipment</td> <td style="text-align: right;">£30.75</td> <td></td> </tr> <tr> <td>HMRC: VAT refund 24/25</td> <td style="text-align: right;">£2,152.70</td> <td></td> </tr> <tr> <td>WDC: Precept (ii) 24/25</td> <td style="text-align: right;">£4,000.00</td> <td></td> </tr> <tr> <td>WDC: CTSG (ii) 24/25</td> <td style="text-align: right;">£162.00</td> <td></td> </tr> <tr> <td style="text-align: right;">TOTAL</td> <td></td> <td style="text-align: right;">£9,303.33</td> </tr> </table> c) Bank reconciliations (i) & (ii) & review of 24/25 budget: Documents forwarded to Cllr Grainger for checks & verification of second quarterly reconciliation. d) PKF Littlejohn: Completion of the limited assurance review for the year ended 31 st March 2024 – external auditor’s report and certificate received & notice of conclusion of audit published for inspection by any local government elector upon application to the Clerk. | | | £63,114.52 | | TOTAL | | £63,114.52 | C Albutt: Internal audit 23/24 accounts | £60.00 | | Smart Cut: Cuts 1 & 2 | £329.35 | | Worcs. Calc annual subs 24/25 | £311.02 | | Gallagher: Annual insurance | £454.45 | | USVHC: Annual Wi-Fi contribution | £203.38 | | Salary: June 2024 | £323.92 | | Smart Cut: Cuts 3-6 | £494.03 | | Eldnar: 50% planning consultant fee | £1152.00 | | Salary: July 2024 | £323.92 | | Smart Cut: 7 & 8 | £329.35 | | Eldnar: Balance planning consultant fee | £1,152.00 | | *Playdale: Zig-Zag equipment play area | £1,345.20 | | ElanCity: VAS equipment | £5,292.48 | | Smart Cut: Cuts 8 & 9 | £329.35 | | Smart Cut: Cuts 10 & 11 | £329.35 | | Salary: August 2024 | £323.92 | | Defibrillator pads: Cowsden | £120.78 | | USVHC: Heaters (Legacy project) | £1,715.25 | | Salary: September 2024 | £323.92 | | R Briggs: Heater installation VH (Legacy project) | £312.00 | | PKF Littlejohn: Annual Return accounts 23/24 | £252.00 | | Smart Cut: Cuts 12 & 13 | £329.35 | | Postage: Audit documents for publishing | £2.70 | | Ink: Printing | £17.56 | | Salary: October 2024 | £323.92 | | TOTAL | | £16,151.20 | M. 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| | £63,114.52 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| TOTAL | | £63,114.52 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| C Albutt: Internal audit 23/24 accounts | £60.00 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Smart Cut: Cuts 1 & 2 | £329.35 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Worcs. Calc annual subs 24/25 | £311.02 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Gallagher: Annual insurance | £454.45 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| USVHC: Annual Wi-Fi contribution | £203.38 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Salary: June 2024 | £323.92 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Smart Cut: Cuts 3-6 | £494.03 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Eldnar: 50% planning consultant fee | £1152.00 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Salary: July 2024 | £323.92 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Smart Cut: 7 & 8 | £329.35 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Eldnar: Balance planning consultant fee | £1,152.00 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| *Playdale: Zig-Zag equipment play area | £1,345.20 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| ElanCity: VAS equipment | £5,292.48 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Smart Cut: Cuts 8 & 9 | £329.35 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Smart Cut: Cuts 10 & 11 | £329.35 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Salary: August 2024 | £323.92 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Defibrillator pads: Cowsden | £120.78 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| USVHC: Heaters (Legacy project) | £1,715.25 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Salary: September 2024 | £323.92 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| R Briggs: Heater installation VH (Legacy project) | £312.00 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| PKF Littlejohn: Annual Return accounts 23/24 | £252.00 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Smart Cut: Cuts 12 & 13 | £329.35 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Postage: Audit documents for publishing | £2.70 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Ink: Printing | £17.56 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Salary: October 2024 | £323.92 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| TOTAL | | £16,151.20 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| M. Macefield: Crowd fund planning application | £2,307.35 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| WCC: Grass contribution 24/25 | £525.53 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Scoot & Scramble funds Zig-Zag delivery | £125.00 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Scoot & Scramble: O/S contribution towards equipment | £30.75 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| HMRC: VAT refund 24/25 | £2,152.70 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| WDC: Precept (ii) 24/25 | £4,000.00 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| WDC: CTSG (ii) 24/25 | £162.00 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| TOTAL | | £9,303.33 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |

**Item 24/45,
Planning**

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 8th 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. Objection completed on behalf of the parish council by planning consultant submitted July 2024: *Current status is 'advice.'*

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

W/24/00706/HP: Spring Bank, 1 Croft Road: Retrospective application for air source heat pump and air conditioning units – *application refused.*

W/24/00385/HP 1 College Road: First floor side extension and single storey side/rear extension – *application approved.*

W/24/00902/HP: Bow Burn House, Pershore Road: Proposed extension to rear of existing dwelling along with alterations to existing dormer windows: *application approved.*

W/24/01211/PIP at Land At (Os 9481 5346): Cowsden: A planning appeal has been lodged with The Planning Inspectorate against the Council's decision for the proposed development. All correspondence and relevant documentation can be viewed on the Wychavon District Council website at www.wychavon.gov.uk under planning reference W/24/01211/PIP. The appeal will be determined on the basis of written representations. *Any further comments or modifications to be received by 24th October 2024.*

W/24/01732/PIP: Land at (OS 9425 5448), Pershore Road: Permission in Principle for 4 market dwellings and provision of public open space: *decision pending – comments of objection submitted to WDC 30/9/24.*

Item 24/46, Correspondence

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| WDC | <p>WDC are currently carrying out a review of polling places and districts across Wychavon. As part of the review, they are carrying out a public consultation which closes on 18th October 2024.</p> <p>Details are available via: Microsoft Word - polling districts and places review (wychavon.gov.uk)</p> <p><i>There are no changes proposed to the current polling arrangements in Upton Snodsbury Parish.</i></p> |
| T. Strickland | <p>Details received of 2024 'Apple Day' on Sunday 20th October 2024 11am-3pm learning about the orchards at Naunton Beauchamp. Free park & ride provided from Pershore High School.</p> <p><i>Advertised in newsletter.</i></p> |
| Go Compare | <p>According to the Environment Agency, over two million people in England live and work in properties at risk of flooding from rivers or the sea, whilst more face flood threats from groundwater, surface water, sewers, and reservoirs. Go compare have put together a guide to preparing for a flood and protecting property. They think this information would be useful for readers and wonder if it could be considered linking to their guide to https://www.uptonnodsbury.org.uk/useful-linkshttps://www.gocompare.com/household-tips/limiting-flood-risk-and-damage/</p> <p><i>There is no charge for this service</i></p> |
| Worcs CC | <p>Yellow grit bins to be refilled with salt where needed, in preparation for the Winter months – if any require topping up for use on the public highway, report via: https://www.worcestershire.gov.uk/reportit</p> <p><i>Lengthsman/Cllrs to check & advise.</i></p> |