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Upton Snodsbury Parish Council

Parish Council Meeting - Minutes Tuesday 5th October 2021, 7.30pm Upton Snodsbury Village Hall

Parish Councillors Present: Paul Seymour (PS) (Chairman), Roger Peart (RP) (Vice Chairman), Debbie Waters (DW), Sandra Jennings (SJ), Martyn Macefield (MM), Louise Chance (LC)
District/County Cllr L Robinson

Clerk/RFO: Nicola Harding

In attendance: No parishioners

Parish Council Meeting

21/41 Apologies

Apologies were received ahead of the meeting from AG.

21/42 Declarations of Interest

There were no declarations made.

21/43 Parishioner's Comments

No parishioners were in attendance, and no comments had been received prior to the meeting.

21/ 44 Minutes of meeting held on Tuesday 25th May 2021

Proposed RP, seconded SJ, all in favour, to approve the minutes as a true record.

21/45 Progress reports from Parish Activities - brief updates:

a) PS - Grass cutting

It was noted that the grass contractors had not cut the village green area by the First School. *Action: PS to raise with Smart Cut.* It was also noted that Rooftop Housing Group had maintained the pathway at the Furlongs properties, but the dropped kerb requires attention, along with the trip rail around the car park. The surface of the car park continues to be a cause for concern, therefore PS agreed to discuss further with CC.

b) SJ – Lengthsman

The lengthsman has returned to normal working patterns in the Parish, following a period of brief absence in August. Cllrs commented upon the overgrown bushes past the Church on the left hand side of Pershore Road. *Action: LR confirmed that this is the responsibility of the homeowner to maintain, therefore RP agreed to discuss with them direct.*

Overgrown bushes are also affecting visibility for motorists turning right from Cowsden Lane onto the B4082 towards Pershore. Ownership of the field is unknown at present, therefore it was agreed that RP would investigate and liaise with SJ to establish if this is a task to be undertaken by the Lengthsman or landowner.

c) LC – Highways/Coventry Arms site

DW confirmed that the Parish Council has been successful in securing the remaining New Homes Bonus allocation which had been previously earmarked towards road safety initiatives. New Vehicle Activated Speed and solar equipment has therefore been ordered, and it has been confirmed by BB at Worcestershire County Council Highways that a team will install posts required to house the equipment at a later date, and at no charge to the Parish Council. Delivery of the equipment will be deferred until post installation is complete. A site meeting with BB, DW and RP had been arranged for 8th October 2021, to discuss and confirm the most suitable locations for the posts, in addition to: discussing ideas for reducing speed on entry to the village, verification of village gates location and the renewal of white lines and roundels on the A422. *Action: DW and RP to provide subsequent updates the members following the meeting.*

LC confirmed that discussions had taken place with a member of Tricas Construction, regarding new proposals submitted for five market dwellings at the former Coventry Arms site, including the conversion of the public house. Plans and drawings had been circulated ahead of the meeting for discussion, by RP and the Clerk. Neighbours in the vicinity will meet for a separate discussion with a member of Tricas, and LC has also proposed a discussion between Tricas and the Parish Council at a future Council meeting, which was supported by members. Cllrs were reminded that any comments relating to the new application were to be received by 20th October, and LR confirmed that she would be in communication with the planning officer in the near future to discuss the proposals further.

Action: LR to provide further updates to the Clerk following discussions with WDC; Clerk to forward to members ahead of the end of consultation period.

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d) MM – (i) School (ii) SWDP

(i) Discussions and completion of capital projects have been finalised and forwarded to Worcestershire County Council. Concerns have been raised about the condition of the surface of the car park, which has developed large potholes. (As discussed and actioned under item 21/45a.)

(ii) A Parish and Town Council newsletter had recently been received and circulated for information. In summary, proposed changes to the SWDP review timetable are currently under consideration by the three Worcestershire Councils – additional time is being sought to allow for more scope for vital technical studies to be completed, resulting from the consequences after the second Covid-19 lockdown period. Subject to Councillor approval, a revised Local Development Scheme setting out the planning policy work programme is due for publication on 1st October 2021. *Action: Clerk to forward further updates once received.*

e) RP – Garage site

RP continues to maintain open communications with the site manager of Owl Homes, and following the departure of Owl Homes executive JB, a new director will act as co-ordinator in facilitating future discussions. The grassed area adjacent to the pathway at the site is currently turfed only, although the area was originally earmarked as a wild flower area. It was agreed that this area is satisfactory in its current condition, however a wildflower area could be negotiated to enhance the play area. *Action: MM to check the original plans and arrange a site meeting with the foreman of the site. RP to discuss with the new director.*

f) AG – (i) Footpaths (ii) Neighbourhood Watch

(i) AG had prepared a report in his absence and forwarded to the Clerk, which the Chairman shared with members. Following concerns raised by residents at the Furlongs with LR, an unnecessary gate had been removed at the end of the footpath adjacent to the properties, and Footpath volunteers had trimmed and cut back grass and brambles which had bordered the path.

A request had been received for volunteers to also assist with the removal of bushes and ivy causing concerns by the Churchyard wall. These have been removed and the area made more accessible to enable work to go ahead in maintaining the wall. Thanks were extended to DL for loaning machinery to help remove the substantial cuttings to be disposed of on his land.

(ii) A number of break ins and thefts from vehicles had been reported in the locality recently. Incidents are being reported by GS via E-Bowline and it was requested that if any parishioner is currently not included on the circulation list, to contact GS direct for future inclusion. Following the easing of Covid restrictions, it is intended to hold a Neighbourhood Watch meeting in person in the near future, in order to further discuss concerns or issues face to face.

g) DW/SJ - Rural Communities Programme

There were no further updates to report presently, regarding Wi-Fi provision at the village hall. The Forge Trust have approved funding towards the scheme and LR confirmed that a WDC grant had also been successfully secured and forwarded to the Trust. A supplier now requires sourcing, in order to enable the scheme to go ahead. *Action: SJ agreed to contact the Village Hall Committee for further updates.*

It was agreed that DW would produce a Christmas Parish newsletter to provide residents with updates about the Grace Kelly Trust recently established in Cowsden, along with updates regarding the successful funding and purchase of new VAS equipment.

Action: RP agreed to produce a summary providing a background to the Grace Kelly Trust and their vital work in the locality.

h) PS/RP – Phone kiosk renovation

Mechanical work will be undertaken once the kiosk is in situ on the land earmarked outside the Village Hall. LR recommended that members look at the refurbished box in Flyford Flavell to facilitate ideas for the future use of the equipment in Upton Snodsbury. *Action: PS to forward plans about the base to RP. Members to agree and approve the future purpose of the phone box and liaise with AG.*

21/46 Finance

a) Current Balances as at 1st October 2021:

Business account	£15,478.71
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b) Payments to report:

25/5/21 – Internal auditor: 2020/21 accounts	£55.00
31/5/21 – Came & Company: PC insurance	£359.19
1/6/21 – Lengthsman: May 2021 work-plan	£242.50
7/6/21 – Salary (May 2021)	£132.83
7/6/21 – Smart-Cut: Grass-cuts 4/5	£274.23
6/7/21 – Smart-Cut: Grass-cuts 6/7	£411.33
6/7/21 – Lengthsman: June 2021 work-plan	£212.50
7/7/21 – Salary (June 2021)	£132.83
9/8/21 – Lengthsman: July 2021 work-plan	£212.50
9/8/21 – Salary (July 2021)	£132.83
9/8/21 – Smart-Cut: Grass-cut 8	£274.23

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7/9/21 – Salary (August 2021)	£132.83
8/9/21 – Smart-Cut: Grass-cut 9	£274.23
27/9/21 – Lengthsman: August work-plan	£105.00

TOTAL **£2,952.03**

Income to report:

1/6/21 – Worcs CC: Lengthsman (March 2021)	£168.75
15/6/21 – Worcs CC: Lengthsman (Feb-April 2021)	£143.75
25/6/21 – Worcs CC: Lengthsman (May 2021)	£242.50
6/8/21 – Worcs CC: Lengthsman (June 2021)	£212.50

TOTAL **£767.50**

Proposed DW, seconded RP, all in favour to approve the payments presented.

The Clerk had also prepared and circulated the second quarterly bank reconciliation for the current financial year to DW for checking, ahead of formal verification and approval at the next Parish Council meeting.

c) Proposal to approve expenditure from existing New Homes Bonus and Community Infrastructure Levy funds for purchasing of VAS equipment @ a cost of up to £2,500.00

Proposed DW, seconded RP, all in favour to utilise existing funds formally approved to purchase VAS equipment once received.

21/47 Proposal to adopt Nalc Model Standing Orders:

Model orders had been circulated ahead of the meeting for consideration and discussion.

Proposed PS, seconded LC, all in favour, to accept the model orders in their current format.

21/48 Planning

- **W/21/01148/HP:** Proposal - Extension to existing Drop Kerb Location: 9 Windyridge, Worcester Road. *Application approved.*
- **W/21/00304/CU:** Proposal - Change of use of land for the siting of three glamping pods on timber plinths and the erection of an adjacent facilities block and installation of a new access way at Lower Cowsden Farm. *Application approved.*
- **W/21/01796/HP:** Location: 2 College Road, Upton Snodsbury, Worcester, WR7 4NT Description of Proposal: Rear Single Storey Extension. *Application approved.*
- **W/21/01088/HP:** Wisteria Cottage: Plans have been amended by reducing the scale of the proposed extension and changing the proposed materials from render to brick to match the existing cottage. *Application approved.*
- **W/21/00168/HP:** Proposal: Demolition of existing flat roof extension and erection of two storey rear and side extension Location: Cowsden Croft, *Application approved.*
- **21/02223/FUL:** Proposal: Erection of 4 dwellings and conversion of existing pub to 1 dwelling including the provision of a new access and associated works on land at former Coventry Arms Pub. *Plans and drawings circulated by RP for information 9/9/21, application circulated by Clerk on 29/9/21 – comments to be received by 20th October.*
- **South Worcestershire Development Plan Review - Parish and Town Council Newsletter September 2021: Summary for information** - Proposed changes to the SWDP Review timetable are being considered by the three South Worcestershire Councils at a series of council meetings towards the end of this month. The additional time is being sought to give more scope for vital technical studies to be completed resulting from the consequences of the second national Covid-19 lockdown earlier in the year. Subject to councillor approval a revised Local Development Scheme, which sets out the planning policy work programme, will be published on the 1st October 2021.

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For the SWDP Review the timetable is as follows:

Public consultation on the final draft of the SWDP Review – July to August 2022

Submission of the plan to the Planning Inspectorate – November 2022

Examination into the plan and receipt of the Inspector's report – February 2023 to August 2023 (subject to the Inspector's timetable)

Adoption – October 2023 (should no major changes be required)

- The Clerk also drew attention to a new application received ahead of the meeting:
21/02305/HP: Wisteria Cottage, Cowsden - Proposed two storey rear extension and replacement detached garage.
Any comments to be received by 26th October.

21/49 Correspondence

- A request had been received from the son of a late parishioner regarding the naming of the garage site development, in memory of his father who owned the garage. The parishioner confirmed that this request was made prior to the current developer purchasing the site after it was sold, before current members were serving Councillors. As it is now a much larger development, the parishioner requested consideration of the new road being named in memory of his father. As the Parish Council had proposed and agreed that the new road should be named Woodview Close in January 2019, and this had been approved by the Street naming team at Wychavon District Council, it was agreed that a bench and/or tree would be a fitting commemoration to the parishioner in recognition of his service to the village. *Action: Clerk to make contact and request consideration of a donation towards a bench for further discussion at the next meeting.*
- **Worcs Calc:** The issue of speeding is a major one which affects most of the Communities within the County. Following serious concerns raised at a recent meeting, Calc have worked in partnership with a Parish Council to produce the following Speeding Survey, which Parishes have been requested to complete to provide evidence of the problem:
<https://forms.office.com/r/nf9BWUQ6Xn>
Surveys to be completed by Wednesday 13th October.
Action: DW had looked at the survey ahead of the meeting and agreed to complete this on behalf of the Parish Council.
- An invitation had been received from Worcestershire County Council to the latest Parish/Town Council event called "Vibrant Villages," being held on Thursday 21 October from 6-8pm. The event will be conducted remotely by Zoom video conferencing. A Working Group established from the Rural Matters Advisory Panel was set up to look at how WCC can ensure the vibrancy of rural villages as we emerge from the pandemic, including looking at issues such as connectivity and local services and amenities. The main themed headings for discussion are:
 - Community communication
 - Connected communities' strategy
 - Rural skills opportunity
 - Hints & tips for getting things done
 - Event ideas from around our villages

Action: LR recommended attendance at the virtual meeting and PS agreed to look into this further.

21/50 Reports

District/County Cllr Robinson had prepared and forwarded a report ahead of the meeting to the Clerk. This was circulated to members and shared at the meeting by LR. A copy is appended to the minutes. *Actions relating to items outlined in the report:*

- *District/County Cllr reports:* It was agreed that LR would forward a generic report ahead of future meetings for Cllrs to read and consider items specific to the Parish. Clerk to acknowledge receipt of future reports and circulate to members.
- *Legacy Fund:* It was agreed that the Parish Council would submit a further application in an attempt to secure District Council grant funding towards village hall improvements. A previous application had been unsuccessful, therefore it was agreed that the Clerk would request further details from Wychavon and update members accordingly ahead of submitting a second application.
Action: Clerk to enquire with TP at WDC and provide further updates once received.

21/51 Date of Next Meeting: Tuesday 11th January 2021 at 7.30 pm

AOB: Cllrs will liaise to arrange a PC contribution towards the annual Church Christmas Tree Festival, scheduled for 4th/5th December 2021.

Signed

Date.....

Chairman