

Upton Snodsbury Parish Council

Parish Council Meeting - Minutes Tuesday 8th March 2022, 7.30pm Upton Snodsbury Village Hall

Parish Councillors Present : Paul Seymour (PS) (Chairman), Roger Peart (RP) (Vice Chairman), Debbie Waters (DW), Sandra Jennings (SJ), Alan Grainger (AG), Martyn Macefield (MM), Louise Chance (LC)

District/County Cllr L Robinson

Clerk/RFO: Nicola Harding

In attendance: No parishioners

Parish Council Meeting

22/1 Apologies: Ahead of the meeting, District/County Cllr Robinson confirmed ahead that she would arrive a little late, following a Parish Council meeting in a neighbouring Parish.

22/2 Declarations of Interest

There were none declared.

22/3 Parishioner's Comments

There were no parishioners in attendance and no comments had been received.

22/4 Minutes of meeting held on Wednesday 22nd December 2021

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

22/5 Queen's Jubilee celebrations

DW shared updates with members following communications with CY and the Jubilee team regarding the format of the celebrations. A draft invitation for the next newsletter and A4 posters for notice boards have been prepared. The newsletter will also include details of properties affected by the road closure. The weekend celebrations will begin on Thursday 2nd June with the lighting of the beacon. It was unclear in the guidance circulated whether the event requires formal registration, therefore it was agreed that D/C Cllr Robinson would establish and confirm this, along with the timings. RP agreed to make enquiries regarding the loading of the beacon.

The 'Big Jubilee Lunch' event will take place on Sunday 5th June from 12-4pm in Church Lane and the village hall. Parishioners will be invited to bring their own food and plastic glasses and the following events have been planned: Jazz band, optional fancy dress, games and colouring. A Morris dancing display will be scheduled for both dates, with practice sessions held during May to enable villagers to take part if they wish. It was also suggested that enquiries could be made with First School regarding bunting to be potentially hung on the school gates. DW confirmed to members that the village celebrations budget had been increased by £200.00 for 2022/23 with the Jubilee celebrations in mind and potential costs to be incurred.

The Clerk confirmed that a road closure request had been completed and submitted to WDC – barriers and signage will be in high demand during that weekend, therefore the Parish Council have been advised that they may need to provide their own. Tables will be positioned along one side of the road with marshals positioned, to allow emergency vehicle access if required. It was confirmed that a separate event has been planned in Cowsden after 4pm on Sunday 5th June.

The following actions were agreed:

- DW to forward link to LR regarding beacon guidance and timings
- RP to liaise with JT regarding the loading of the beacon.
- Courtesy request to be made to the Village Hall Committee regarding use of the hall tables and chairs (covers to be sourced and funded by the Parish Council)
- LC to source a Jubilee quiz for the tables and colouring sheets for the children.
- AG to look into marshaling of the event.

22/6 Progress reports from Parish Activities: brief updates:

a) PS - Grass cutting

The Chair had sourced quotes ahead of the meeting for the forthcoming cutting season. Although the current contractor's charges have increased by 10%, other quotes provided were considerably higher, due to recent changes in legislation regarding the use of white diesel. It was proposed therefore, all agreed, to continue with the existing contractor for 2022.

Action: PS to forward quotation details to the Clerk. Clerk to complete an order and forward to contractor.

b) SJ – Lengthsman

Recent reports of blocked drains have been reported online to WCC – confirmation had been received by the Clerk that contractors had inspected the drains and would clear them in the near future. MM drew attention to a buildup of leaf litter behind the bus shelter – SJ agreed to report to the lengthsman to include in his next work plan. AG confirmed that hedge trimming opposite the Oak had been completed – although the main hedge along Pershore Road requires some attention, it was agreed that this was not urgent, and given the close proximity to the nesting season, this could be attended to in the Autumn.

c) LC – Highways/Coventry Arms

(i) **Highways:** LC thanked members for their support in handling recent highways issues. District/County Cllr Robinson drew attention to the forthcoming temporary road closure of the C2115 Peopleton Lane from its junction with A422 Worcester Road to its junction with U43008 Edwards Bridge Lane, commencing 23rd March, anticipated for 8 days. The Clerk confirmed receipt of notifications regarding closures from Worcestershire County Council and had circulated to Cllrs ahead of the meeting.

Action: Clerk to forward for inclusion on Parish/WCC website.

VAS sign: DW confirmed that she had taken delivery of the new signage and solar panel equipment. Unfortunately, despite several attempts to establish a date for the new pole installations, there remains a delay, despite approval by Worcestershire County Council Highways in November 2021. Cllrs were in agreement that this was unacceptable, given that the sign was ordered in September 2021, and without delivery the order would have been cancelled and the price increased.

Action: Clerk to write a letter of concern to WCC and copy in County Cllr Robinson, who agreed to liaise with Highways on behalf of the Parish Council regarding progress with both the poles and village gates.

It was agreed that once a date for the installation of the pole has been confirmed, a working party will complete all the necessary equipment checks and software downloads. D/Cllr Robinson offered to provide a link to a contact in another Parish who had recently activated new signage.

Cllrs discussed suitable locations for storage of the equipment until such time that it can be installed.

Action: Cllrs to approve storage location, Clerk to establish insurance cover within existing policy with current provider.

d) MM (i) School (ii) SWDP

(i) **School:** Following the recent delay in proposals regarding local primary conversion, MM confirmed he would liaise with D/Cllr Robinson, as this is having a considerable impact on pupil numbers and recruitment at present. There is currently no further information available regarding a timeline for the delay in these proposals.

A suggestion has been proposed by the school for the potential future shared use of a multi games area at the park for physical education sessions. The current set up is not appropriate for ball games, though it was agreed that MM would liaise with Uupra and explore funding allocations linked to village development, in the hope that an enhanced multi use area for all may be developed in the future.

Quotations need to be sourced for 30m boundary fencing – it was agreed that this was a job for a professional contractor as opposed to volunteers.

(ii) **SWDP:** *As outlined in D/Cllr Robinson's report under item 22/8.*

e) RP (i) Garage site

Phase 1 of the Owls Homes development are all completed and occupied. There remain concerns regarding the drains outside the Oak which are full of mud and require cleaning. MM and RP had recently met with the site construction manager and director, who have been most helpful and compliant, therefore it was agreed that this could be removed as a future agenda item.

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

(i) **Footpaths:** It was reported that the works due for completion at the stile on the footpath from Red Lion House to Libbery, are due for completion imminently. AG agreed to liaise with the Footpaths Warden team at WCC should works be delayed. A litter pick is required in the near future on the road verges and main tracks in Bowood Lane. It was suggested that it may be useful to complete this ahead of the Jubilee celebrations in June. RP agreed to assist AG with the recruitment of further volunteers.

Action: AG to request litter picking equipment from WCC and confirm volunteers.

Foomers Way: Members agreed that the Parish Council would be happy to infill damaged areas with a small amount of ballast AG and PS agreed to inspect the area again. It was noted that large vehicles had been in the vicinity and the area had been flailed.

(ii) **Neighbourhood Watch:** Communications had been received from West Mercia Police, Neighbourhood Matters team, requesting volunteers for a Community Speedwatch team in Parishes. The road safety team had already previously confirmed that the A422 would be unsuitable for such a scheme, however members were in agreement that this may be an option on the B4082 Pershore Road. AG requested potential interest and Cllrs confirmed that they would be willing to take turns in participating in the voluntary scheme.

Action: AG to contact the CSW team and update members thereafter.

Smartwater: Following original enquiries and attempts by AG to initiate a meeting before the Pandemic, it was confirmed that grants are available from the Crime Commissioner to set up schemes in Parishes. It was agreed therefore to establish if the Smartwater contact can attend the next Council meeting to provide further information and encourage parishioners to sign up to the scheme.

Action: AG to organise and provide further updates as received.

g) DW/SJ Rural Communities Programme

The recently completed Wi-Fi installation in the village hall was noted as a great achievement on behalf of the Village Hall Committee. A large screen is also due to be installed on 12th April, which will potentially facilitate live streaming of the Queen's Jubilee event in June, in addition to other future events on behalf of the community.

h) SJ Village Hall Committee

SJ reiterated the Parish Council's congratulations on the successful Wi-Fi project completed by the VHC through grant funding. It was confirmed that these enhancements were completed separately by the VHC and are therefore not included in the Parish Council's current Legacy Grant application.

f) PS/RP Phone kiosk renovation

The precise location of the siting of the box needs to be confirmed ahead of an official opening in time for the Jubilee weekend. It was agreed that this would be confirmed at the end of the meeting and forwarded to D/Cllr Robinson, who agreed to make the necessary checks for

potential permissions from WCC. Cllrs agreed that the box would store books, CD's and house maps of footpaths and local walks as information for parishioners.

Action: RP to forward location details to LR for clarification, ahead of base installation by PS.

22/7 Boundary Commission: Proposed Ward changes in Wychavon

Members discussed the new boundaries being proposed for council wards in Wychavon District Council by the Local Government Boundary Commission. The Commission is requesting views from residents and local organisations regarding the proposals, with the 10-week consultation on the proposals running until 21 March 2022. D/CCllr Robinson interacted with the discussion and the implications for Upton Snodsbury and neighbouring parishes. A comment on the draft recommendations prepared by a neighbouring Parish was shared. Given the entirely different social and economic issues faced in the new proposed wards, it was agreed that how parishes are to be represented may be compromised should the proposals be approved, given that different ward profiles and demographics will undoubtedly result in disproportionate time available from District/County Cllrs. Comments from as many Parish Councils and parishioners as possible are actively encouraged, and it was agreed that MM would action and draft a response on behalf of the Parish Council, sharing with members ahead of the close of consultation period on 21st March.

22/8 Reports - District/County Cllr Robinson:

D/CCllr Robinson had forwarded her report to members ahead of the meeting, which had been circulated by the Clerk to Cllrs for information. *In summary:*

- The Covid infection rate in the District remains above the Worcestershire and England average, with 35-59 year olds seeing the highest infection rates. There is however a downward trend in infections.
- WDC are planning to restart their bulky waste service – a media release will be issued in the coming days.
- WDC Community Development Sector are to liaise with the Voluntary and Community Sector to support the efforts of our communities in helping with the current Ukrainian crisis.
- WCC has announced an additional 15% funding in the lengthsman scheme for 2022.
- WCC have recently approved their annual budget at Full Council @ £373.119 million, with funding earmarked for Adult & Community Services and adult and children's care. Their percentage of Council Tax remains one of the lowest in the country, with Wychavon District Council freezing their Council Tax for the fifth year running.
- Cllrs are reminded to look out for further SWDP briefings in the July/August, following the next consultation scheduled in June.

22/9 Finance

a) Current Balances at 1st March 2022

Business Account:	£17,338.02
TOTAL	£17,338.02

b) Payments to report:

7/2/22: Salary – Jan '22	£275.82
7/2/22: A Farnsworth – Jan '22 invoice	£202.50
8/3/22: Oct/March village hall hire	£24.00
21/2/22: Church donation events	£150.00
2/3/22: A Farnsworth – Feb '22 invoice	£202.50
7/3/22: Salary – Feb '22	£275.82
8/3/22: VAS sign & Mounting kit	£2725.92
TOTAL	£3,856.56

Income to report:

11/1/22: WCC Lengthsman – Oct '21	£202.50
13/1/22: Clerk – Salary O/P	£142.99
4/2/22: WCC Lengthsman – Nov '21	£60.00
11/2/22: WCC Lengthsman – Dec '21	£207.50
5/3/22: WCC Grass-cutting contribution 2021	£434.97
TOTAL	£1,047.96

Proposed PS, seconded LC, all in favour to approve the payments listed.

D/CCllr Robinson agreed to confirm the approved precept figures for 2022/23 and update the Clerk.

c) To consider donation requested @ £160.00 towards Snodsbury Scoot & Scramble event June 2022:

Further details of the event were appended to the agenda, and a discussion ensued regarding the Parish Council's most cost effective support,

given that annual contributions are already provided by the Council to Uspra through the grass cutting. It was agreed that further detail was required in terms of a monetary figure of projected funds in the first instance, however the Council agreed it could offer support by ordering equipment on behalf of the project to cancel out the VAT element, in addition to proposals toward a contribution to the swing base, once further detail is supplied for consideration.

Action: Clerk to relay updates to the event organiser, requesting a projection of expected fundraising, full costings of swings and base, to enable further consideration of support.

d) Proposal to approve £1000 of CiL funding to complete phone box renovation:

Proposed PS, seconded RP, all in favour.

e) Proposal to approve payment of £40.00 for Council registration with ICO:

Proposed PS, seconded DW, all in favour.

f) Proposal to approve internal audit fee @ £60.00 for accounts 2021/22:

Proposed PS, seconded AG, all in favour.

Action: Clerk to complete paperwork at the year end, in line with external audit recommendations from PK Littlejohn.

22/10 Legacy Grant

Following the recent expression of interest submitted, notification had been received from WDC that the Upton Snodsbury Community Hub project meets the aims and requirements of the Community Legacy Grant scheme, therefore the Parish Council is now invited to prepare a full application. A Zoom workshop for all applicants is scheduled for Thursday, 10 March from 6pm to 7pm and deadline for full applications is midnight on 6 June 2022. D/CCLr Robinson requested clarification regarding the detail within the application, which was shared by the Chair and Vice Chair, and would be sent electronically by PS. It was confirmed that formal, approved costings and a full appraisal will be required and completed ahead of the final submission, and D/CCLr Robinson offered any support which may assist in the application.

Actions: PS/RP to attend workshop regarding final application on 10/3/22.

PS to forward application details to LR for information.

22/11 Planning

W/22/00259/HP: Cowsden Croft, Cowsden - Retrospective application for erection of fence. Any comments by 11th March.

Cllrs had no comments to make.

W/22/02223/FUL: Coventry Arms, 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.

As reported under item 22/6c.

Owl Homes Phase 2: Information has been received from Rooftop's Sales and Marketing Manager – Rooftop have advertised some homes available in Upton Snodsbury through Shared Ownership (Part Rent/Part Buy). As part of the S106, priority is given to those with a local connection to the parish of Upton Snodsbury and some surrounding parishes. Homes are expected to be build complete in May 2022 and there will be a two bed house and a three bed house. They are advertised as coming soon so people can register their interest early ahead of the prices being released. Applications are usually accepted for off plan reservation around 3 months before the expected handover.

Applicants must be registered and approved with their local Help to Buy agent and eligibility will be subject to an affordability assessment.

This has been advertised via the Parish website and WCC My Parish website under notices.

22/ 12 Correspondence

- **WCC:** Road closure notice received from WCC, scheduled for 23 March (8 days) - to close part of Peopleton Lane from its junction with A422, to its junction with Edwards Bridge Lane. *Notice to be placed on Parish website.*
- **WDC:** Latest edition of Parish Matters received – this had been circulated with the agenda.
- **WDC:** Details received of a forthcoming community based transport event, taking place at the Civic Centre on 27 April 2022 6-8pm. The purpose of the event is to provide inspiration and ideas to communities in Wychavon who are looking to develop community-based transport schemes and access their Ticket to Ride funding. The programme is still being developed, but it's envisaged running a series of 20-30 minute sessions throughout the event where attendees can find out about successful schemes and ask questions. District/County Cllr Robinson recommended attendance at the meeting

Action: LC to attend plus an additional member if free, to represent the Parish Council. Clerk to forward additional details to LC once received from WDC.

22/13 Date of Next Meeting Tuesday 10th May 2022: Time to be confirmed as Annual Parish Meeting, followed by Annual Meeting of the Parish Council.

Signed
Chairman

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