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Upton Snodsbury Parish Council

Parish Council Meeting - Minutes Tuesday 4th October 2022, 7.30pm Upton Snodsbury Village Hall

Parish Councillors Present: Martyn Macefield MM (Chairman), Roger Peart (RP), Debbie Waters (DW), Paul Seymour (PS) Louise Chance (LC)

Clerk/RFO: Nicola Harding

In attendance: 8 parishioners

22/34 Apologies

Received from AG and District/County Cllr L Robinson.

22/35 Declarations of Interest

PS declared a disclosable pecuniary interest in Item 22/41 planning – application # W/22/01202/FUL.

At this point in the meeting, Cllr Peart formally informed members of his resignation as Vice-Chairman of the Parish Council after 8 years' service, due to family circumstances. Cllr Peart made reference to successful projects in which he had proudly been involved with during his time as Cllr, most notably, the garage site development, road safety and the recent successful Legacy Grant application.

Time permitting, Cllr Peart informed the meeting of his intention to support the Parish Council in the following future projects: assisting with the installation of the new village gates, contributions to the village newsletter, continuing to be an active member of the footpath volunteering team and approaches to local businesses/sourcing quotations for the planned car park improvements.

Cllr Peart extended his thanks to members and good wishes towards the Parish Council's future successes.

Cllr Peart's resignation creates a casual vacancy on the Parish Council.

Action: Clerk to inform Wychavon DC electoral services team.

22/36 Parishioner's Comments

The Chairman moved the meeting to item 22/38, casual vacancy, ahead of the following parishioner's comments:

- Play area: organisers of the recent, successful 'Scoot & Scramble' fundraising event held in June, informed the meeting that £2,561.77 had been raised towards the purchase of new swings & safety matting at the play area. Although a positive sum of money raised, additional funds were required in order to meet the shortfall of costings sourced. Sincere thanks were therefore extended to District/County Cllr Robinson for her County Cllr divisional funding contribution @ £1500.00, which would allow for the purchase of this equipment and subsequent safety inspection. A full proposal for the Council's approval of submitting a purchase order, initial payment, final balance and safety inspection utilising these funds, was considered under item 22/40, finance.
- Legacy grant: Two parishioners in attendance offered their support to the project through the provision of a large open space for future fundraising events. An additional offer of support had been forwarded to the Clerk from a parishioner with experience working with the visually impaired. This support was noted and thanks extended by Cllrs.
- A report had been received by the Clerk regarding the condition of the footpath through the churchyard. The Clerk had reported this issue to Worcestershire County Council online, and it had been confirmed that following an inspection, this item was a moderate priority and was awaiting further investigation.
- Attention was drawn to the tree clearance currently underway at the orchard site off Chapel Lane. No planning application has been received to date, and concerns were raised regarding necessary ecological investigations in line with bio-diversity net gain in the vicinity.
Action: Further updates to be circulated to members as received from Wychavon District Council.
- A parishioner requested any updates regarding the open play space conditions attached to the Owl Homes development, tied to total occupation of the housing. *Action: MM agreed to investigate and report back.*

22/37 Minutes of meeting held on Tuesday 10th May 2022

Proposed PS, seconded LC, all in favour to approve the minutes as a true record.

22/38 Casual vacancy

One application had been received for the casual vacancy created in April 2022, which was circulated to Cllrs in advance of the meeting. The applicant was in attendance and provided a brief overview of his reasons for wishing to become a Parish Councillor and skills in support of the Parish Council and local community.

Proposal Cllr Macefield, seconded Cllr Chance, all in favour to fill the casual vacancy on the Parish Council by co-opting B Griffiths. BG & MM signed the declaration of acceptance of office as Cllr.

Action: Clerk to forward a register of interest's form for completion within 28 days, to be forwarded to Wychavon District Council, in addition to the Council's latest adopted Code of Conduct, standing orders and financial regulations.

DRAFT

22/39 Progress reports from Parish Activities: brief updates:

a) PS - Grass cutting

Some areas had been missed by the grass contractors which had been reported. Alternative quotes will be sourced in preparation for the next financial year for consideration by the Parish Council, ahead of finalising the 2023/24 budget request.

Action: PS

b) LC – (i) VHC (ii) Coventry Arms (iii) Highways

(i) VHC: Cllr Chance confirmed attendance at the next village hall committee meeting in November and would report back to the Parish Council with any updates.

(ii) Coventry Arms: There were no further updates to report at present – the site has been secured.

(iii) Highways: It was confirmed that the Parish Council were back on the waiting list with WCC Highways contractors Ringway, for the installation of a set of white gates at the Worcester end of the village. It was noted that the recent installation of the vehicle activated speed sign had made a most positive difference in the overall speeds of vehicles passing through the Parish. Thanks were extended to DW and members for their help in sourcing and installing this new equipment.

Action: As Cllr Waters had been liaising with BB at WCC Highways, it was agreed to send out a further reminder regarding the outstanding gates installation.

Cllr Griffiths drew attention to recent crime activity reported in the Parish. No reports had been received directly to the Parish Council and it was noted that Cllr Grainger may be able to provide further updates in this regard, in addition to progress regarding the setting up of a potential community Speedwatch group in the Parish.

Action: AG

c) MM – (i) School (ii) SWDP

(i) School: No further updates to report at present, though the primary conversion plans remain a priority.

(ii) SWDP: The final draft of the local plan has now been published and this, along with supporting evidence, will be considered by the local city and district councils this month. Subject to Council approval, the six-week consultation is due to take place from 1st November 2022 to 12th December 2022, when Parish and Town Councillors will be invited to a remote briefing on Thursday 20th October.

Action: MM to study the revised plans and site allocations once released and report back to the Council.

d) Legacy Grant

Following a recent progress meeting, the project is moving at pace. A newsletter has been distributed to the village updating parishioners, with a request to support in fundraising and any skills which may contribute towards the success of this legacy project and increase the future use of the village hall. In order to secure the total grant offer from Wychavon, a further £25,000 is required – should this figure not be achieved, less grant funding will be awarded. £10,000 funding has already been earmarked by the Parish Council, utilising Community Infrastructure Levy payments received.

e) AG – (i) Footpaths (iii) Neighbourhood Watch

No reports had been received, but it was requested to relay to Cllr Grainger the possibility of path clearance works on the public right of way adjacent to the village hall.

Action: Clerk to relay to AG.

f) DW – Newsletter

DW and RP had formulated a recent newsletter which had been circulated in the Parish with important updates about the Legacy Grant application, in addition to a contribution from District/County Cllr Robinson. Another edition would be produced ahead of Christmas.

DW also drew member's attention to a recent report received that the village hall defibrillator had been taken out but not used. It was confirmed that DW would be the future point of contact for Cowden's and Upton Snodsbury's defibrillators.

Action: DW to also check if the equipment at the Oak is linked to the existing reporting system.

f) PS/RP – Phone kiosk renovation

The base is in place and the box has been completely refurbished and powder coated. Remaining works include glass and solar panel installation, and removal from the current storage space to the intended location. Once in situ, the village will be consulted to agree upon its future use.

Action: PS/RP/DL

DRAFT

22/40 Finance

a) Current Balances at 27th September 2022

Business Account:	£25,966.12
TOTAL	£25,966.12

b) Payments to report:

Smart Cut: Cuts 2&3 April 22	£232.79
Smart Cut: Cuts 4&5 May 22	£370.52
Lengthsman: May 22	£202.50
Salary: May 22	£280.58
N. Harding: TEN fee (Jubilee)	£21.00
Smart Cut: Cuts 6&7	£232.79
D. Waters (Jubilee expenses)	£344.48
Smart Cut: Cuts 8&9	£301.66
Salary: June 22	£280.58
Lengthsman: June 22	£217.50
Salary: July 22	£280.58
Lengthsman: July 22	£212.50
Smart Cut: Cut 10	£150.83
Salary: August 22	£280.58
Lengthsman: August 22	£202.50
Salary: September	£280.58
Hall hire: October	£16.80
TOTAL	£3,908.77

Income to report:

WCC: LM April 22	£217.50
WCC: Grass contribution 22/23	£443.67
WCC: LM April/May 22	£405.00
WCC: LM June 22	£217.50
WCC: LM July 22	£212.50
WDC: CiL payment	£375.85
WCC: County Cllr divisional fund (swings)	£1,550.46

*Following circulation of the agenda, the Clerk reported that the second tranche of the precept and council tax support grant had been received:

WDC: Precept (ii)	£3088.00
WDC: CTSG (ii)	£162.00

TOTAL **£6,672.48**

Proposed MM, seconded PS, all in favour to approve these payments.

c) Proposal to approve expenditure @ £212.98 excluding VAT for the purchase of adult & infant defibrillator pads and trickle charges:

Village hall defibrillator

DW confirmed that £800 County Cllr divisional funding allocated in the 2021/22 financial year remained available as a contribution towards this expenditure. The conditions of the £800.00 funding require allocation to two projects, therefore it was approved to finance a second set of village gates, pending an approved invoice, and these defibrillator expenses, with the remaining shortfall utilising £200 from the 2022/23 provisions budget. DW agreed to source additional defibrillator costings ahead of purchase.

Proposed MM, seconded DW, all in favour, to approve this expenditure, in addition to virement of £200 from the 22/23 provisions budget.

DRAFT

d) Proposal to agree the following actions regarding new swings purchase:

Prior to the meeting, the Clerk had sought legal advice from Worcestershire CALC regarding acceptance of funds raised from the Scoot & Scramble event towards the purchase of new swings. It was confirmed that in line with the power via section 139 in the Local Government Act 1972, the Parish Council may purchase the equipment utilising these funds and claim the related VAT incurred, as funds are not being received from the organisation benefitting from the purchase.

The following was therefore proposed and approved by Cllrs:

- (i) provide purchase order to HFN for swing purchase @ £3962.23 + VAT
- (ii) Following receipt of Scoot & Scramble funds @ £2561.77, proposal for Parish Council to pay an initial £2400 + VAT to HFN to secure price of swings and start manufacture
 - *Parish Council to fund £480 VAT element of this payment until reclaim month end
- (iii) Following installation of the swings, Parish Council to pay HFN balance of £1562.33 (£1550.46 received and credited from CCllr Linda Robinson – County Cllr divisional fund)
 - *Parish Council to fund £312.47 VAT element of this payment until reclaim month end
- (iv) Following installation, “post installation” inspection to take place and invoice to be provided to Parish Council for £150
 - *Parish Council to fund £30.00 VAT element of this payment until reclaim month end

Proposed LC, seconded PS, all in favour.

Actions: Clerk to forward initial HFN quotation to BG who will negotiate the figure quoted. Clerk/ND to liaise regarding Parish Council banking details in order to arrange a transfer of funds from the Scoot & Scramble event to the Parish Council account ahead of a first instalment payment.

e) Consideration of quotations and proposal to approve purchase of two Village gates @ cost up to £700.00. As a cheaper quote had been sourced by DW, to be negotiated further by BG, it was agreed to approve expenditure up to £400.00 plus VAT.

Proposed MM, seconded LC, all in favour.

Action: Cllr Griffiths agreed to liaise with Cllr Waters and negotiate a quote for the second set of village gates. Further updates provided as received.

*Prior to the meeting, the Clerk had prepared and forwarded the second bank reconciliation and budget review of the current financial year to DW which was checked, verified and signed as accurate. The Clerk circulated and shared the September budget review to members, noting the income and expenditure to date, and items complete, those under budget and those over budget. A predicted overspend of up to £300 in lengthsman payments for the remainder of the financial year will be financed from the remaining provisions budget available. There will also be a predicted overspend of up to £100 in grass-cutting charges, due to the contractor’s increase applied in February 2022 after the 22/23 budget had been approved. This can be addressed through virement from funds remaining in the village celebrations and Parish Games budget. There will be a likely overspend @ up to £50 in salary payments due to a salary increase proposed and approved by Nalc, backdated to April 2021, which can be addressed through virement from funds remaining in the membership fees budget which are now complete. Funds also remain available in the insurance, training, donations/grants and street furniture budgets, which may be earmarked towards future legacy grant expenditure.

Action: Clerk to prepare draft 2023/24 budget figures to DW in preparation for the next meeting.

22/41 Planning

W/22/01216/CLE: Certificate of Lawfulness for an existing use for erection of stable block – *approved.*

W/22/01504/LB: The Burrows - Comment of support forwarded, *decision pending*

W/22/01556/FUL: Cowsden Bank Farm, Naunton Road - Change of use of land for expansion of business to include storage and sale of aggregates, other construction materials and vehicle parking - *decision pending*

W/22/01202/FUL: Land At (OS 9481 5346), Cowsden - Change of use of land from residential to small business use. Construction of Garden Room to be used for demonstration purposes and subsequent office (part retrospective) *decision pending*

W/22/01714/HP: 1 Croft Road – Various external and internal alterations and erection of single storey extension

Boundary Commission: Final draft recommendations released - further draft recommendations remain unaltered and have been adopted as final – link forwarded to Cllrs.

DRAFT

22/42 Correspondence

West Mercia Police	Rebecca Love: Introduction as the new Local Policing Commander for South Worcestershire.
SWDP	August newsletter received for information – in summary, the additional work relating to development sites and the infrastructure needed to support them has now been completed, and a 6-week consultation on the SWDP review is due to take place from 1/11/22 to 13/12/22 – the plan & supporting documents will be considered by D/C/Cllrs in October (Wychavon’s meeting on 19 th October.) Following the consultation, planning officers will consider the responses and potentially recommend modifications to the plan prior to submitting the document to the Planning Inspectorate, expected to be in 2023.
Wychavon DC	<p>Details received regarding the Trees Call to Action Fund (TCAF) - a new project that will enable communities and landowners to access funds for tree planting and hedge planting. The project team will be visiting parishes to discuss your planting opportunities and how to apply for grants for planting new green spaces that can benefit the environment, reconnect people with nature, and support wildlife.</p> <p>If you are interested in funding for your own land or the local area, look out for future communications about TCAF, email Liz.Etheridge@wychavon.gov.uk, or contact 07843 813944. You can scan the QR-code to sign up for the monthly e-newsletter from the Heart of England Forest to receive more updates^[2].</p> <p>[1] https://heartofenglandforest.org/news/heart-england-forest-receives-ps499446-trees-call-action-fund</p> <p>[2] https://heartofenglandforest.org/sign-our-e-newsletter</p>
Legacy Grant volunteer	A parishioner with ten years’ experience working at NCW in various capacities has offered assistance and expertise, which was welcomed by Cllrs.
Worcs CC	Winter newsletter received and circulated – reminder to report CC grit bins online early for any grit replenishment required. <i>Action: Clerk to circulate location of grit bins to Cllrs for checks.</i>

22/43 Reports: District & County Cllr Robinson

District/County Cllr Robinson had forwarded a report to share at the meeting in her absence, which was circulated to members in advance of the meeting. The Clerk provided a summary of the report for the benefit of those parishioners present. With regard to the current cost of living and energy crisis, and free energy advice available from Wychavon, Cllr Chance proposed that details of support available and links to the District Council’s website be made available on the Parish website/Ebowlne to support residents.

Actions: Clerk to forward to CY for uploading on the Parish website.

22/44 Date of Next Meeting: Tuesday 10th January 2023 at 7.30 pm

Signed

Date.....

Chairman