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Upton Snodsbury Parish Council

Parish Council Meeting - Minutes Tuesday 10th January 2023, 7.30pm Upton Snodsbury Village Hall

Parish Councillors Present: Martyn Macefield (MM) (Chairman), Debbie Waters (DW), Alan Grainger (AG), Brett Griffiths (BG)
District/County Cllr L Robinson

Clerk/RFO: Nicola Harding

In attendance: No parishioners

23/1 Apologies

Received from Cllr Seymour.

23/2 Declarations of Interest

There were no declarations.

23/3 Parishioner's Comments

There were no parishioners present. The Clerk drew attention to the status of a footpath report that had been received and reported to Worcestershire County Council in August 2022. There were no further updates on the WCC site at present and this had also been raised with BB at WCC. The Clerk had provided an update to the parishioner and Cllr Grainger also agreed to pursue with the Footpath's Team at WCC.
Action: Clerk to forward reference number to Cllr Grainger; any updates to be circulated as received.

23/4 Minutes of meeting held on Tuesday 4th October 2022

Proposed Cllr Waters, seconded Cllr Griffiths, all in favour to approve the minutes as a true record. The minutes were duly signed by the Chairman.

23/5 Casual vacancy

Two seats remain vacant on the Parish Council. As there will be Parish Council elections in May 2023, the Council is free to co-opt additional members ahead of this date. The vacancies have been advertised in the last Parish newsletter and will be advertised again in the next issue.

Action: Cllr Waters.

23/6 Progress reports from Parish Activities - brief updates:

a) PS - Grass cutting

A quote had been received from Smart Cut for the 2023/24 season and was shared with members. The Clerk noted that fewer cuts had been completed in the 2022/23 season, therefore it was agreed to clarify this with Smart Cut ahead of accepting the quotation, which sees a 5% increase in verge and play area cuts.

Action: Clerk to liaise with Smart Cut and update the Chairman.

b) MM – (i) School (ii) SWDP

(i) The school continues to pursue primary status, potentially in September 2025. The closing date for school applications is 15th January 2023. Staff are keen to see improvements to the surface of the car park which has deteriorated in recent years.

Action: Quotes for resurfacing options currently being obtained by RP for consideration.

(ii) The Chairman had submitted additional representation on behalf of the Parish Council during the latest consultation period, ending in December 2022. Cllrs agreed that the Parish Council is not averse to development, but the right type of development appropriate to the existing style of the Parish. Cllrs were advised that personal representation at any future public hearing would be beneficial in support of the Council's submission.

c) Coventry Arms

Coventry Arms: Latest updates had been circulated by LC in November 2022, outlining two potential options for development of the site, pending an application submitted to Wychavon District Council.

Action: Clerk to forward to members as and when received.

Highways:

Cllr Waters has requested further updates from the WCC Senior Highways Engineer to progress the village gate installation at the Worcester end of the village, as this remains outstanding. The battery on the new VAS sign requires charging given its location and current exposure to Winter sunlight which has drained the battery. The Chairman agreed to look into charging the batteries as soon as possible.

Action: MM/PS.

DRAFT

Cllr Waters had sourced a draft quotation for future consideration of an additional VAS sign, given the success of the first in deterring speeding along the A422.

Drainage and ditch issues along the A422 near the Coventry Arms remain an ongoing concern. The Chairman has requested intervention from Worcestershire County Council Highways and the land drainage enforcement officer for further advice.

Action: MM.

d) AG – (i) Footpaths (iii) Neighbourhood Watch/Policing (iii) Lengthsman

(i) The village gates installation at the Pershore entrance to the village will be completed by footpath volunteers in February/March, when the whole team are available. It was noted there might be an additional cost incurred for concrete to fix in place, but the overall installation will be completed by the volunteers. It was also agreed that the volunteers would tend to the flower bed adjacent to the A422 in the Spring, which has recently been cleared by a parishioner, in addition to overhanging brambles behind the bus shelter.

(ii) Cllr Grainger has continued to pursue the Community Speedwatch initiative but has not received any further updates. A request had also been made for a Smart Water representative to attend a future Parish Council meeting but no responses had been received to date. It was noted that the scheme remains a popular deterrent, therefore Cllr Robinson agreed to forward details of the initiative to AG, through her recent involvement with a neighbouring Parish Council.

Action: Cllr Robinson/Cllr Grainger.

(iii) There were no issues to report and the lengthsman continues to actively communicate with AG. The lengthsman has attended to the lane behind the hall in addition to the drains in Cowsden. It was noted that the path near to the bus shelter is covered with leaves which has therefore become slippery. It was agreed to request that the lengthsman includes this in his next work plan.

e) DW/SJ – Newsletter

The last edition had been circulated in December. It was agreed to include the Cllr vacancies, legacy project updates, requests for ideas for the phone box use and budget requirement for 2023/24 in the next edition – date to be agreed.

DW had also been notified that the defibrillator at the hall had been temporarily removed by the ambulance service in recent months but had not been used. It was agreed to monitor this closely, as the pads require replacing if the kit has been used. New pediatric pads have been purchased, to be installed in January 2023.

Action: DW.

f) Phone kiosk renovation

RP had provided an update to share at the meeting regarding work outstanding on the Phonebox refurbishment. Door furniture equipment is now required ahead of final assembly and once ordered, the parts will be fixed to the box in its current location and moved by DL, to the plinth provided outside the village hall by PS, potentially at the end of February. The intended use of the box is yet to be agreed, therefore it was recommended that ideas be raised for consideration in the next newsletter.

Action: Clerk/RP/PS/DL/DW

g) Legacy project

Another meeting will be scheduled for collaboration between the Parish Council and Village Hall committee regarding grant applications for the remaining funding required to supplement the legacy fund from WDC. The Chairman confirmed he would complete the WDC Platinum Jubilee village hall fund currently available, ahead of the closing date on 20th January 2023.

Action: MM to liaise with EW.

23/7 Finance

a) Current Balances at 1st January 2023

Business Account:	£27,388.07
TOTAL	£27,388.07

b) Payments to report:

Lengthsman: Sept 22	£207.50
Smart-Cut: Cuts 11 & 12	£301.66
HFN Landscapes: Swings payment (i)	£2,880.00
Lengthsman: Oct 22	£75.00
Salary: October 22	£280.58

DRAFT

Salary: November 22	£280.58
Expenses: Ink	£17.44
Expenses: Defib purchases VH defib	£255.58
USVHC: hall hire Oct 22	£16.80
Vinyl Fencing: Village gates	£432.00
Lengthsman: Nov 22	£142.50
Lengthsman: Dec 22	£202.50
Salary: December 22	£280.58
Salary Back-pay: LGA salary award 2022	£195.03
Village hall hire 10/1/23	£21.60

TOTAL **£5,589.35**

c) Income to report:

Scoot & Scramble: swings funds	£2,462.23
WCC: Lengthsman August 22	£202.50
Scoot & Scramble: Inspection fee	£100.00
WCC: Lengthsman September 22	£207.50
HMRC: VAT refund Swings purchase (i)	£480.00
WCC: Lengthsman October 22	£75.00

TOTAL **£3,527.23**

Proposed Cllr Waters, seconded Cllr Griffiths, all in favour to approve the payments presented.

c) Proposal to approve expenditure @ up to £150 exc VAT for telephone kiosk refurbishment:

Proposed Cllr Macefield, seconded Cllr waters, all in favour.

Action: Clerk to raise an order and make payment to X2 Connect Ltd, for delivery to RP.

d) Bank reconciliation: 18 December 2022: documents were forwarded to Cllr Waters for checks and verification ahead of the meeting and were confirmed as accurate – proposed Cllr Waters, seconded Cllr Macefield. DW signed the documents for retention by the Clerk.

e) Budget 2023/24 & resultant precept request:

A financial review of 2022/23 and draft income/expenditure figures for 2023/24 were circulated ahead of the meeting for consideration. Cllrs discussed potential precept options, in consideration of likely inflation increases and potential election costs in May 2023. It was agreed that the £1000 recommended for a potential election could be utilised via the Parish Council's current reserves, if an eventuality, as to include this in the draft expenditure for 2023/24 would result in a large precept increase from 2022/23. It was noted that small precept increases in the options presented result in higher percentages, and that the actual resultant increase on a Band D annual charge is low. The following was therefore agreed:

Proposed Cllr Griffiths, seconded Cllr Grainger, all in favour to approve a total budget requirement of £7,474, including Council Tax support grant, which results in a total annual band D increase of £2.73.

Actions: Clerk to inform WDC ahead of 27 January 2023. DW to provide a breakdown explanation in the next village newsletter.

23/8 Planning

W/22/01504/LB: The Burrows - Comment of support forwarded, *application approved.*

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 – *application approved*

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) *application withdrawn.*

W/22/01930/HP: Hone Style Bungalow - single storey rear extension, render to existing walls, and minor improvements to front porch – *decision pending.*

W/22/01714/HP: Spring Bank, 1 Croft Road - external and internal alterations and erection of a single storey extension – *application approved.*

Woodland Creation: Naunton Farm – Proposed planting: 90% native broadleaved trees and shrubs as well as 10% naturalised conifer. *Comments of support received.*

W/22/02670/HP: Newton House, Worcester Road - Erection of single and two storey extensions. *Comments to be received by 30th January.*

DRAFT

22/9 Correspondence

- Wychavon DC Waste and recycling bin collection times – changes have been announced for some Wychavon residents. Parishioners requested to put their bin out by 7am on collection day.
- Worcs Children’s First An update has been received on the Pershore Area Review consultation findings and recommendations presented to Worcestershire County Council Cabinet on Thursday 27 October 2022.
In summary, the paper recommends that Cabinet agrees a commitment to support a collective change of age range to align schools in the Pershore Education Planning Area (EPA) to a single, two-tier (primary and secondary) system of education, subject to a number of conditions including confirmation of a successful business case to HM Treasury by the Department of Education, which proposes funding an expansion at Pershore High School to accommodate all Year 7 Pershore pupils being included in the Schools Rebuilding Programme. If the conditions can be met, and decisions for change are made, the earliest date changes to First Schools will start is September 2024, with all changes being implemented in September 2025.
- West Mercia Police Safer Neighbourhoods Team – latest newsletter and updates received for October-December 2022 had been circulated.
- Wychavon DC New design code for Wychavon: Public consultations for the Wychavon Central area (Evesham, Pershore and surrounding areas) and Wychavon North areas (Droitwich Spa and surrounding areas) are now live until 1st February. Residents are encouraged to provide their views online.

23/10 Reports

District/County Cllr Robinson

Cllr Robinson’s latest report had been circulated to Cllrs ahead of the meeting for information. There were no further questions to raise, however the Chairman noted a concern regarding a large pothole on the A422, east bound towards North Piddle bridge. The Chairman agreed to forward exact details to Cllr Robinson who would report this to Highways.

Action: MM/LR

Given the current Design Code public consultation, Cllrs also drew attention to the Conservation Area Review, which the Council had been consulted on by WDC in terms of its extension in 2019. It was agreed to check progress on this as this would be a useful document in support of the Parish Council’s representation in future planning applications.

Actions: Cllr Robinson to check progress; Clerk to check previous correspondence.

The meeting closed at 9.45pm.

23/11 Date of Next Meeting: Tuesday 14th March 2023 at 7.30 pm

Signed

Date.....

Chairman