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Upton Snodsbury Parish Council

Parish Council Meeting - Minutes Tuesday 23rd May 2023, 6.30pm Upton Snodsbury Village Hall

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

Clerk/RFO: Nicola Harding

In attendance: Seven parishioners

Annual Parish Meeting

23/23 Apologies for absence: There were none received.

23/24 Minutes of meeting held on Tuesday 25th May 2022: Proposed Cllr Waters, seconded Cllr Grainger, all in favour, to accept the minutes as a true record.

23/25 Chairman's report 2022-23: Cllr Macefield provided a summary of his first year as Chairman of the Parish Council. Work continues towards the Legacy Project following successful grant funding received for enhancements to the village hall and car park. The restored phone kiosk is now in place and awaits final completion to the glazing and interior, with an agreement of its purpose. Following the successful Scoot & Scramble event in June 2022, there have been improvements to the play area with a second event planned in June 2023. Following grant funding provided by Wychavon District Council, village events to mark the Queen's Platinum Jubilee & King's Coronation were well attended. After the recent District and Parish elections, there are three vacant seats on the Parish Council and it was noted therefore that additional support from parishioners would be gratefully received, as the Parish Council may now seek to fill these vacancies through co-option.

The Chairman moved the meeting to item 23/37, District/County Cllr report, as Cllr Robinson had another meeting to also attend. Prior to the meeting, Cllr Robinson had provided a report which was circulated to members, (attached) and for the benefit of parishioners in attendance, a summary of this report was shared to update those present on the current work and initiatives of the District and County Councils. It was reminded that any Highways maintenance issues, including potholes, may be reported to Cllr Robinson or online, via: www.worcestershire.gov.uk/reportit

Ahead of the meeting, a report was also provided by the Safer Neighbourhood Team for Pershore Rural North and South, which was circulated and shared.

23/26 Rural Business & Crime Team: Two members of the team were in attendance to summarise the role of the South Worcestershire Police Rural & Business Crime Team to parishioners and members of the Council. The team are currently actively recruiting an additional member and outlined their role and work throughout the local rural communities. Parishioners are reminded to report every incident that may occur, so that the local police team can deploy personnel to the areas where crimes are actually taking place. Reporting online is the quickest option, however if a crime is happening there and then, for example criminal damage, theft, poaching or there is a threat to life or property, it is essential to call 999. The team provide crime prevention advice and events within the communities, demonstrating the use of marking kits for property and advice on secure storage of garden items and reducing the threat of thefts from cars. The benefits of Smartwater, a forensic liquid which is used to protect property and deter thieves was shared, and it was stressed that it is essential to complete the registration process so that evidence may be obtained and a successful prosecution ensue following recovery of stolen items. Parishes are able to apply to West Mercia's Police & Crime Commissioner for a supply of such kits, which are subsidised and signage provided to mark the area as a Smartwater village.

The Council was advised that the team would be happy to offer a future crime prevention village event in the hall, and to book well ahead once a date has been agreed.

Cllrs drew attention to the ongoing speed initiatives the Parish Council have been trying to achieve in recent times, and were advised to make contact with their local police officer to pursue the Community Speedwatch initiative further. *Action: Cllr Grainger.*
It was also noted that wildlife crime also comes within the remit of this team.

Cllrs extended their thanks to the team for their time and advice provided at the meeting.

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Annual Meeting of the Parish Council

23/27 Election of Chairman:

Proposed Cllr Waters, seconded Cllr Grainger, to nominate Cllr Macefield as Chair for the year. Cllr Macefield signed the declaration of office of acceptance as Chairman.

23/28 Election of Vice-Chairman:

Proposed Cllr Waters, seconded Cllr Macefield to nominate Cllr Grainger as Vice-Chairman.

23/29 Declarations of Interest:

Following the recent elections, Cllrs were reminded to complete the new register of interests forms circulated by the Clerk as newly elected Parish Councillors and forward to Wychavon District Council within 28 days.

Action: All Cllrs.

23/30 Co-option to fill casual vacancy

Proposed Cllr Macefield, seconded Cllr Waters, all in favour to co-opt B Griffiths as Cllr. A new Cllr declaration of acceptance of office was signed.

23/31 Parishioners' comments: The meeting was adjourned for Public Question Time

A parishioner in attendance who has been actively involved in the phone kiosk restoration and legacy project, confirmed:

- The next stages of the phone kiosk refurbishment involve the installation of the glass and equipping the box inside. It was suggested that a member of the Parish Council act as liaison with PS who has agreed to complete these works, to gain further updates. *Action: AG/BG*
- Their continued interest in the legacy project and willingness to help – the Chairman confirmed latest time scales and that a further meeting would be requested in order to plan the next stages ahead of September. It was also agreed for a Council member to acknowledge those quotes received to date whilst these are still in the process of evaluation, and to attend the next meeting, to be confirmed with the village hall committee.
- Donation pledges which have kindly been proposed by two local businesses, which will also be acknowledged by a member of the Parish Council.
Actions: MM/AG
- Details of a representative at Owl Homes who can act as point of contact with the Parish Council.

Another parishioner in attendance, who was involved in the Scoot & Scramble running event, confirmed details of a second event scheduled for Sunday 18th June 2023, as a joint fund raising event for the Grace Kelly Childhood Cancer Trust & Uspra.

23/32 To note and approve model Calc standing orders and approved financial regulations:

These were re-circulated ahead of the meeting and no amendments had been noted.

23/33 To note the Code of Conduct:

The latest version adopted by WDC in 2022 was circulated ahead of the meeting as a reminder and noted.

23/34 To note the Council's risk assessment and insurance requirements:

An updated risk assessment had been completed by the Clerk and circulated to Cllrs ahead of the meeting for information. Insurance requirements for 2023-24 were discussed and agreed.

23/35 To appoint Councillors roles - the following roles were agreed:

Cllr Macefield: School/village hall

Cllr Grainger: Lengthsman/footpaths/neighbourhood watch

Cllr Griffiths: Highways

Cllr Waters: Finance/newsletter

23/36 To consider the approval of the minutes of meeting held on Tuesday 14th March 2023 (attached)

Proposed Cllr Griffiths, seconded Cllr Grainger, all in favour, to accept the minutes as an accurate record.

23/37 Reports: District/County Councillor Linda Robinson – as reported under item 23/25, Reports.

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23/38 Progress reports - brief updates:

- a. NH – Grass-cutting: The Council had been invoiced for the first two cuts of the season & there were no issues to report.
- b. MM – School: Primary status of the First School continues to be pursued, with approved Treasury funding still to be released. The school is interested in the potential for a multi-use sports area which the Chairman is currently exploring in terms of WDC funding opportunities. It was noted that potential village projects should be considered, so that revenue from any housing development can be earmarked and utilised within the community.
- c. AG – Footpaths: Cllr Grainger agreed to look at the overgrown footpath adjacent to the village hall in addition to the overgrown area by the bus stop. A further assessment of the village would be undertaken in due course to establish if the footpaths volunteers may be able to complete some of the tasks. AG also confirmed his intention to try and resurrect the Neighbourhood Watch Scheme.
- d. Legacy grant application: Cllr Macefield agreed to liaise with the village hall chairman to set up another meeting in the near future. It was also agreed to clarify representation on the Forge Trust. *Action: MM.*
- e. Lengthsman: The Clerk confirmed that a place had been booked on the next round of WCC lengthsman training on 2nd June, after which a contract would be forwarded to the lengthsman for completion ahead of commencing work within the Parish. Confirmation of personal public liability insurance had been requested and Cllr Grainger agreed to liaise with the LM after completion of the course. *Action: AG.*
- f. BT phone refurbishment updates: *as reported under item 23/31, parishioner's comments.*

23/39 Finance

a) Current Balances at 1st May 2023

Business Account:	£27,322.27
TOTAL	£27,322.27

b) Payments to report and approve:

ICO: Annual data protection fee	£40.00
*A Farnsworth: March 23 Lengthsman invoice	£252.50
*Salary: March 23	£302.25
*Salary: April 23	£302.25
*Andy Loos: Coronation hire	£174.00
*C Young@ Coronation expenses	£90.50
Expenses: Postage	£6.00
Expenses: Ink share	£18.40
Hall hire: May 23	£21.60
Smart Cut: Cuts 1 & 2	£316.70
Worcs Calc: Annual subscription 23/24	£303.69
Village hall wi-fi contribution 23/24	£230.40
TOTAL	£2,058.29

Income received:

WDC: Coronation funding	£200.00
WDC: Precept (i)	£3,575.00
WDC: Council Tax Support Grant (i)	£162.00
TOTAL	£3,937.00

c) Internal auditor report - 2022/23 accounts: A review of the Parish Council's systems of financial and other internal controls over their activities and operating procedures had been conducted and it was confirmed that these are effective, with no significant areas of improvement or weaknesses identified. The report was circulated to members ahead of the meeting, retained by the Chairman and the contents noted.

d) To approve and sign the Certificate of Exemption for the year ended 31 March 23: As a smaller authority meeting the qualifying criteria as set out in the certificate of exemption (annual governance and accountability return 2022/23,) proposed Cllr Macefield, seconded Cllr Griffiths, all in favour to approve – *AGAR Form 2 was signed by the Clerk/RFO and Chairman.*

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e) Audited accounts & Annual Return 31st March 2023:

(i) Proposal to approve and sign Section 1: Annual governance statement – documentation was circulated ahead of the meeting for Cllr’s attention and each statement was considered at the meeting. *Proposed Cllr Griffiths, seconded Cllr Macefield, all in favour. The Clerk/RFO and Chairman signed the statement.*

(ii) Proposal to approve and sign Section 2: Accounting statements – this was shared with Cllrs ahead of the meeting with an explanation of any variances between 2021/22 and 2022/23 financial years explained.

Proposed Cllr Griffiths, seconded Cllr Macefield, all in favour. The Clerk/RFO and Chairman signed the statement.

g) To agree the period of public rights to inspect the financial records of the Council, to commence on 5/6/23 – 14/7/23

This was noted and notices distributed for publication. *Action: RP/MM*

h) Parish insurance provision for the period 1/6/23 – 31/5/24 @ £442.70 - Gallagher Insurance. This was noted and approved.

23/40 Planning

W/21/02223/FUL: Coventry Arms - Conversion of existing pub to 1 dwelling including associated works on land at former Coventry Arms Pub – it was confirmed that an application for this change of use had been approved but no plans have been received to date. The Chairman confirmed that he had looked through the conditions of the approval notice.

W/22/00509: Trees cottage Cowsden – External repairs to west elevation – *application has been approved.*

W/23/00316/HP: Owls End, Owls End Lane - Wooden Summerhouse in the garden 10' x 20' single storey: *application has been approved.*

W/23/00504/HP: The Forge – Summerhouse *application approved*

W/23/00309/LB: Court Barn - Replacement doors and windows, removal of chimney stack and addition of new log burner flues (retrospective) *application has been approved*

W/23/00801/LB: Linnet Cottage - repair timber joints on the gable end and front elevation. *It was agreed there were no comments to submit.*

W/23/00726/FUL: The Croft, 7 Croft Road - two individual four-bedroom dwellings with garages. A decision is pending: concerns had been raised by some residents regarding the lack of planning notices displayed. The District Cllr and subsequently a Parish Cllr had visited the site to gain an understanding of the proposed orientation and access, and it was agreed that the Parish Council would summarise a draft response in line with material planning considerations, for agreement and circulation to WDC Planning. *Action: BG.*

23/41 Correspondence

Wychavon DC Reminder to complete new declaration of interests forms within 28 days to WDC (attached) to: kim.paul@wychavon.gov.uk
Emailed 3/5/23

Worcs Calc Training opportunities for new & existing Cllrs: ‘Off to a Flying Start’ [Council Training \(worcscalc.org.uk\)](http://Council Training (worcscalc.org.uk)) Aimed at newly elected Councillors, or those who have not previously attended training, newly appointed Clerks and Council Officers, this course will give an overview of what a Parish Council is, its statutory duties and powers. Cllrs are encouraged to attend. *Action: Clerk to forward forthcoming dates to members.*

23/42 Date of next meeting: Tuesday 10th October 2023.

Signed

Date.....

Chairman