

DRAFT
Upton Snodsbury Parish Council

Annual Meeting of the Parish Council Meeting - Minutes Tuesday 21st May 2024, 7.30pm Upton Snodsbury Village Hall

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

Clerk/RFO: Nicola Harding

In attendance: Three parishioners

24/22 Apologies for absence: There were none received.

24/23 Election of Chairman:

Cllr Macefield agreed to continue in his role as chairman, unanimously supported by all Cllrs present. Cllr Macefield signed the declaration of office of acceptance as Chairman.

24/24 Election of Vice-Chairman:

Cllr Grainger agreed to continue in his role as vice-chairman, unanimously supported by all Cllrs present.

24/25 Declarations of Interest:

There were no declarations.

24/26 Parishioners' comments: The meeting was adjourned for Public Question Time.

A question was raised regarding the proposed locations for the two new VAS signs. It was confirmed that one sign will be located near Cutts Pool once a taller pole has been installed by WCC Highways, and another opposite the Oak Public House, utilizing the existing pole. A battery charger will also need to be purchased in order to sustain the existing VAS during the Winter months.

A parishioner, previously a parish Cllr involved in the original background work and completion of the legacy project application, expressed an interest in being co-opted back on to the parish council and to assist further with seeing the project through to completion. This was agreed in principle, with a view to formal co-option at the next meeting of the parish council. The parishioner also confirmed that he would be happy to act as parish council liaison with Cllr Britton and the village hall committee.

Action: Clerk to include on next agenda.

24/27 To note and approve model Calc standing orders and revised 2024 Nalc financial regulations

These were noted.

24/28 To note the Code of Conduct

The contents of the latest version approved were noted.

24/29 To note the Council's risk assessment and insurance requirements

The Clerk had prepared the 2023/24 risk assessment which was noted and verified by the internal auditor and confirmed that the Council's current insurance provision is part of a 3-year long term agreement, until May 2026.

24/30 Cllr roles: To appoint Councillors to the following roles:

Finance: Cllr Waters – annual budget, Cllr Britton/Cllr Grainger: quarterly bank reconciliations

Lengthsman liaison: Cllr Grainger

Highways: Cllr Waters

School/Legacy Project: Cllr Macefield

Footpaths: Cllr Grainger

Village hall: Cllr Britton

Newsletter: Cllr Waters

24/31: Minutes of the meeting 12th March 2024

Proposed Cllr Grainger, seconded Cllr Waters, all in favour to approve the minutes as a true record.

24/32 Reports District/County Councillor Linda Robinson

24/33 Progress reports: brief updates

a. NH – Grass-cutting: The Council has been invoiced for the first two cuts of the season. It was raised whether some of the verges could be

left to grow during May – it was confirmed that the contractors do leave some areas wild and that the council had agreed to a minimum of 14 cuts per season.

b. MM – Legacy Project/School: A working group has been set up with a view to meeting in the near future. Contact will be made with the First School to discuss completion of car park works during the Summer holidays. It was reminded that the resurfacing works also need to be properly demarcated and a turning circle provided, to reduce problem parking further down the road. The Chairman agreed to check the Rooftop agreement accordingly. *Action: Cllr Macefield.*

c. DW – Highways: Cllr Waters provided a summary from the recent A422 meeting in Flyford Flavell on 14th May. Cllr Robinson reminded Cllrs that each village represented at the meeting has agreed to identify suitable sites for speed enforcement.

Action: Cllrs.

Cllr Grainger also offered to represent the Parish Council with Cllr Waters at future meetings.

Action: Cllr Waters/Grainger.

The current resurfacing works through the village have been positively received, although it was noted that road closure notices could be clearer. It was reminded that the 30mph roundels will need replenishing, as noted by Cllr Robinson.

Following a recent meeting with the WCC Highways Senior Liaison engineer, Cllr Robinson also reported that the use of VAS' and village gateways (or posts at staggered heights where verges are narrow,) are effective speed deterrents recommended in parishes. Now that funding from the Safer Roads Fund has been received, Cllr Waters agreed to order two solar VAS signs @ £3,999 exc VAT, with the shortfall met by the Community Infrastructure Levy funds available. It was agreed that Cllr Grainger would take delivery of the signs.

The chairman requested attention to the village sign on entry to the parish from the Worcester direction, as this is 'lost' amongst neighbouring signage. This was noted by Cllr Robinson.

d. AG – Lengthsman: Cllr Grainger has met with the new lengthsman who has completed hedge cutting and will next attend to footpath works. It had been confirmed that chippings would be acquired by the end of the month as a temporary repair of the pot holes on the village car park. It was agreed to request that the lengthsman inform Cllr Grainger or the Clerk when he has completed scheduled tasks.

Action: Lengthsman/Clerk.

Footpaths: The footpath volunteers had completed a repair and bridge installation across the ditch on Edwards Lane. Volunteers had also completed strimming of the hedge by the bus stop.

Action: Cllr Grainger to forward photos to Cllr Waters for inclusion in the next village newsletter.

24/34: Finance

a) Current Balances at 14th May 2024

Business Account:		£70,011.93
	TOTAL	£70,011.93

b) Payments to report:

G Briggs: Phone box internal works	£420.00
A. Grainger: Phone box expenses	£27.38
R. Peart: Phone box expenses	£25.00
C. Young: Annual website renewal	£43.20
April 24 salary	£323.92
May 24 salary	£323.92
ICO annual data protection renewal	£35.00
USVHC: Hall hire 12/3, 13/5, 21/5/24	£64.80
Internal audit fee 23/24 accounts	£60.00
Smart Cut: Cuts 1&2	£329.35
Worcs Calc: Annual subs 24/25	£311.02

	TOTAL	£1,963.59
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Income received:

HMRC: Vat refund 23/24 accounts	£980.35
West Mercia Police: Safer Roads Fund	£3,242.00
WDC: Jubilee fund (Legacy project)	£37,581.00
Cllr L Robinson fund: play area	£965.25
WDC: Precept (i) 24/25	£4,000
WDC: Council Tax Support Grant (i) 24/25	£162.00

	TOTAL	£45,965.35
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c) Proposal to approve Village Hall Committee Wi-Fi contribution for 2024/25 @ £208.38

Proposed Cllr Waters, seconded Cllr Macefield, all in favour to approve the payments presented & Village Hall Wi-Fi contribution.

Action: Clerk.

d) To note and approve the report of the Internal auditor and recommendations 2023/24 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, and the contents noted.

e) (i) Proposal to approve and sign Section 1: Annual governance statement

(ii) Proposal to approve and sign Section 2: Accounting statements

A copy of section 1 & 2 of the accounting statements were circulated for information ahead of the meeting. The statements contained within Section 1 were shared and discussed.

Proposed Cllr Macefield, seconded Cllr Grainger, all in favour to approve the statements as accurate.

The Clerk/RFO and Chairman signed the statements for publication before 1st July 2024.

Action: Clerk.

f) To agree the period of public rights to inspect the financial records of the Council, to commence on 3/6/24 – 12/7/24

The Clerk agreed to ensure publication on 31st May 2024.

g) Proposal to approve Parish insurance provision for the period 1/6/24 – 31/5/25 @ £454.45: Cllrs approved the renewal of the existing long term insurance agreement, dated 1st June 2024.

The Clerk had prepared and circulated actual income and expenditure figures for the year ended 31st March 2024, along with the new budget headings approved for 2024/25.

It was also confirmed that the Lloyds mandate changes were in hand and nearing completion & Cllr Britton agreed to complete the first quarterly bank reconciliation checks at the end of June 2024.

Action: Clerk/Cllr Britton.

23/35 Planning

- **W/23/02161/FUL:** Land at Cowsden: Erection of a small timber framed cabin to be used by a local specialist occupational therapist as a sensory room containing specialised equipment and fixtures for the benefit of local autistic children - pending decision.
- **W/23/02209/FUL: Land off Chapel Lane** - Construction of 25 homes alongside provision of a new access road, SUDs and landscaping features. *Comments of objection forwarded to WDC 8 December 2023* - pending decision.

Cllr Robinson confirmed that contact had been made with WCC Highways regarding safety concerns over children's access to the play area. This is currently being investigated & direct contact has also been made with the CC transport manager as active engagement regarding safety concerns at the bend along Pershore Road & Cowsden Lane. It was also noted that consideration of moving the 30mph limit further down Pershore Road may be positive. As it had also been confirmed that WCC Highways own trees/bushes in this vicinity, there may be potential for enhancing visibility and road improvements as part of the potential development.

A discussion ensued regarding possible weight restrictions along Pershore Road through the village, as heavy goods movements are increasing. It was advised to include this as part of any comment submissions, as Moor End Lane is a preferable route as opposed to the main road through the village.

- **W/23/02447/SCR: Land at (OS 9463 5414) Naunton Road**, Naunton Beauchamp - 76 dwellings with access from the B4042 through its southern boundary. A request for a full environmental impact statement was forwarded to WDC on 20/12/23 and a screening response forwarded.
- **W/24/00750/HP: Wisteria Cottage, Cowsden** - Erection of single storey rear extension: pending decision.
- **W/24/00706/HP: Spring Bank, 1 Croft Road:** Retrospective application for air source heat pump and air conditioning units – circulated 9 May, any comments by 29 May.
- **W/24/00385/HP 1 College Road:** First floor side extension and single storey side/rear extension – pending decision.
- **W/24/00902/HP: Bow Burn House, Pershore Road:** Proposed extension to rear of existing dwelling along with alterations to existing dormer windows. Circulated: comments by 7 June.

23/36 Correspondence

Worcs Calc News bulletin received for Clerks & Cllrs & details of new training sessions available for both Clerks & Cllrs. (attached)

23/37 Date of next meeting: Tuesday 8th October 2024.

Signed

Date.....

Chairman