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Upton Snodsbury Parish Council

Annual Meeting of the Parish Council Meeting - Minutes Tuesday 20th May 2025, 7.15pm Upton Snodsbury Village Hall following the Annual Parish Meeting at 7pm.

Parish Councillors Present: Paul Seymour, (PS), Alan Grainger (AG), Debbie Waters (DW), Jeremy Britton (JB), Mark Hobson (MH), Marc Lawton (ML)

District/County Cllr L Robinson

Clerk/RFO: Nicola Harding

In attendance: One parishioner

25/26 Apologies: Received from Cllr Collins.

25/27 Declarations of Interest: There were no declarations.

25/28 Election of Chairman: Proposed Cllr Waters, seconded Cllr Britton, all in favour to nominate Cllr Seymour as chairman. Cllr Seymour agreed to undertake the role and signed the chairman's declaration of acceptance.

25/29 Election of Vice-Chairman: Proposed Cllr Waters, seconded Cllr Hobson, all in favour to nominate Cllr Grainger as vice-chairman. Cllr Grainger agreed to continue in the role and would provide a report at future meetings if unavailable to attend.

25/30 Parishioner's Comments: There were none received.

25/31 To note model Calc standing orders and revised 2024 Nalc financial regulations

A reminder of the Council's standing orders was noted for information. The Clerk confirmed that the latest Nalc model financial regulations template requires tailoring to suit the council's needs, suitable for its size and current activities. It was agreed that the clerk would consider the draft and make any necessary recommendations to Cllr Waters, ahead of adopting by the whole Council at the next Parish Council meeting.

Action: Clerk/Cllr Waters.

25/32 To note the Code of Conduct:

The contents of this approved document were noted by the meeting.

25/33 To appoint Councillor roles: The following roles were agreed:

Finance: Cllr Waters

Lengthsman: Cllr Grainger/Footpaths: Cllr Grainger/Cllr Hobson/Cllr Lawton

Grass-cutting: Cllr Seymour

Highways: Cllr Lawton

Village Hall: Cllr Britton

Newsletter & Website: Cllr Hobson/Britton

25/34 Minutes of meeting held on Tuesday 11th March 2025:

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

25/35 Reports: District/County Cllr Robinson:

As the main Cllr report had been shared at the annual parish meeting, Cllr Robinson drew attention to the recent A422 road safety meeting held in April, at which Cllr Lawton represented the parish council and provided a summary thereafter. It was confirmed by the deputy police & crime commissioner that there is a positive opportunity for the council to have a mobile speed camera van deployed and sited at the dropped kerb area at Windy Ridge. A survey had recently been conducted as a pre-requisite to initiating this process, completed by the police in conjunction with WCC Highways, and a report will inform next steps once received. As there had been a previous offer confirmed by the Police & Crime Commissioner to finance the grass crete matting for the camera van, the parish council should only be required to complete hedge cutting in the vicinity, which could be conducted by the parish footpath volunteers. Cllr Robinson therefore noted that she would provide an update to the Police & Crime Commissioner to confirm that the parish is happy to proceed. Obtaining data from the existing VAS signs was also raised as an important consideration in identifying the most suitable times to target enforcement, however this cannot be guaranteed to coincide with availability. Speeding vehicles downhill at Pershore Road remain an area of concern, as also identified by the new parish lengthsman. The following was agreed:

Actions: Cllr Lawton to make contact with the previous chairman and obtain data from the VAS signs for comparison. Clerk to forward the contents of the survey report to all Cllrs as received. Cllr Grainger & Cllr Lawton to assess the measurements of the matting required, which an approved Highways/Police contractor would attend to on behalf of the parish council.

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25/36 Progress reports from Parish Activities:

- a. NH/PS – Grass-cutting: The council has been invoiced for the first three cuts of the season. There were no issues to report and the verges have been left for environmental benefits in Cowsden, as requested with WCC Highways. It was confirmed that a Cllr would make contact with Uspra regarding weed killing required around paths at the play area.
- b. PS/DW – Legacy Project: The remaining invoice for the car park is outstanding and will require updates to the costing spreadsheet once received. Updates were shared regarding cost increases and diversion of funds approved by WDC for additional projects in relation to the hall roof. It was agreed to update the latest costings and consider next steps regarding funding & the release of the second tranche of the CLG grant from Wychavon.

Action: Cllr Waters.

- c. ML – Highways: As reported under item 25/35, District/County Cllr Robinson's report.

- d. AG – Lengthsman: The new lengthsman has made a proactive start in the parish, attending to overgrown areas and blocked gullies, which have been reported to WCC for their attention. The lengthsman will continue to assess any necessary works ahead of his next visit to the parish in June. In the meantime, it was requested to forward any tasks for attention to Cllr Grainger who would liaise with the lengthsman. Following a request from the lengthsman, Cllr Lawton agreed to explore a potential visit from the District Council's road sweeper in and around Flax Piece and Croft Road.

Action: Cllr Lawton.

Footpaths: Cllr Grainger agreed to check the condition of the footpath at the rear of College Road which has become very overgrown. Despite the best efforts by Cllrs, remaining works were agreed to be conducted by the footpath volunteers.

Action: Cllr Grainger/Cllr Hobson/footpath volunteers.

- e. MH/JB – Website: Cllr Hobson has been exploring guidance received from Worcestershire Calc, advising councils that in order to be data and digitally compliant at the end of this financial year, there will be a requirement to move to a generic email account hosted on an authority owned domain. As there are concerns regarding costings, it was agreed that Cllr Hobson would explore implications further, seeking to maintain the existing domain, whilst becoming compliant in moving to a gov.uk domain for parish council business only.

Action: Cllr Hobson/Britton to explore options for Cllr's consideration/Clerk to provide any further updates received.

- f. ML Section 106 contributions: Cllr Lawton had liaised with the District Council's Community Development Manager regarding Section 106 development funding allocations for specific projects relating to play provision. It had been confirmed that investment in new play area equipment is not a key priority by Uspra at this time, as maintenance of existing provision remains a concern.

- g. JB – Village Hall: There has been a reduction in rentals, therefore further hall promotion is required and intended via the website, WhatsApp group and social media. There will be now be financial benefits, given that the solar panels have been installed & future priorities were shared. It was agreed to review a second Cllr representing the village hall committee in the future. Attention was drawn to the open bin outside the hall, which regularly overflows due to use by hirers. Cllr Robinson agreed to explore the possibility of this being replaced by Wychavon with a lidded bin.

Actions: Cllr Robinson to make contact with Cllr Britton & Clerk to forward an updated new council contacts list for Cllr Robinson.

25/37 Finance

- a) Current Balances as at 20th May 2025

Business Account:	£77,115.49
TOTAL	£77,115.49

- b) To consider payments to be reported as per the attached list

2020 Solar PV	£10,650.00
Burcombe Construction: Car Park deposit 25%	£14,550.00
Car Park surface deposit	£3,000.00
C Young: Annual website charge	£43.20
Salary: April 2025	£337.57
Clerk's expenses April	£12.00
Hall hire: March 2025	£24.00
M. Lawton: Christmas sing village celebration expenses	£94.54
Lloyds: Monthly service charges	£4.25
Salary: May 2025	£337.57
Clerk's expenses May	£12.00
Smart-Cut: Grass-cuts 1-3	£518.68
Clerk (Defibrillator pads)	£234.00
TOTAL	£29,817.81

**The Clerk drew attention to two additional invoices received after circulation of the agenda, for additional consideration:*

PC Annual insurance renewal	£455.20
Internal audit fee 2024/25 accounts	£80.00
TOTAL PAYMENTS	£30,353.01

Proposed Cllr Grainger, seconded Cllr Seymour, all in favour to approve the payments presented.

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Income received:

Wychavon DC: Community Legacy Grant fund (i)	£50,000.00
HMRC: Vat refund 24/25 accounts	£4,200.00
WDC: Precept (i) 25/26	£4,275.00
WDC: Council Tax Support Grant (i) 25/26	£162.00
TOTAL	£58,637.00

- c) Proposal to approve expenditure @ £10,650.00 for balance due on installation & commissioning of the Solar PV system.
Proposed Cllr Waters, seconded Cllr Lawton, all in favour. *Action: Clerk to settle invoice.*
- d) 2024/25 accounts: Bank reconciliation 31 March 2025: The Clerk had forwarded details of the final quarterly bank reconciliation of the 2024/25 financial year to Cllr Hobson for checks. These were verified as accurate.
Budget review: The Clerk provided a summary of the end of year income and expenditure for the 2024/25 accounts and a reminder of the 2025/26 budget headings for Cllr's information.
- e) To note and approve the report of the Internal auditor and recommendations – these were shared.
- (i) Proposal to approve and sign Section 1: Annual governance statement: Cllrs had been forwarded the completed AGAR documents for attention in advance of the meeting.
Proposed Cllr Seymour, seconded Cllr Waters, all in favour to approve the statements in Section 1 of the annual return for the 2024/25 financial accounts.
- (ii) Proposal to approve and sign Section 2: Accounting statements
Proposed Cllr Seymour, seconded Cllr Waters, all in favour to approve the statements in Section 2 of the annual return for the 2024/25 financial accounts.
- f) To agree the period of public rights to inspect the financial records of the Council: 3/6/25-14/7/25 – Cllr Lawton agreed to publish on the notice boards on 2nd June. *Clerk to publish online.*

*Lloyds Bank: Cllr Waters agreed to initiate changes required to the mandate and online payment controls, as an existing signatory.
Action: Cllr Waters.

25/38 Planning

W/23/02209/FUL: Land off Chapel Lane - Construction of 25 homes alongside provision of a new access road, SUDs and landscaping features – a decision remains pending.

W/24/01211/PIP at Land At (OS 9481 5346): Cowsden: A planning appeal has been lodged with The Planning Inspectorate against the Council's decision for the proposed development. All correspondence and relevant documentation can be viewed on the Wychavon District Council website at www.wychavon.gov.uk under planning reference W/24/01211/PIP. The appeal has been refused.

W/24/02587/FUL: Coventry Arms, Worcester Road - Conversion of former Coventry Arms Public House into 2no. dwellings including partial demolition, internal alterations, addition of half storey, external works including garaging, gardens and associated infrastructure – a decision remains pending. Cllr Seymour agreed to make contact with the contractor regarding the condition of the site and clearance works.
Action: Clerk to forward contact details to Cllr Seymour.

W/25/01014/AGR: Naunton Farm, Naunton Beauchamp - Agricultural general storage building – Cllr Seymour agreed to check the application details ahead of the close of consultation on 27th May.
Action: Cllr Seymour.

25/39 Correspondence

Worcestershire Calc: As reported under item 25/36 e, website. Notification has been received that there will be a new assertion as part of the Annual Governance & Accountability Return (AGAR,) for the 2025/26 financial year regarding digital and data compliance – as one of these requirements is that every authority must have a generic email account hosted on an authority owned domain, Councils are urged to investigate this further in order to be compliant at the end of the financial year, via <https://www.gov.uk/guidance/moving-your-parish-council-to-a-govuk-domain>

Action: Cllr Hobson/Cllr Britton/Clerk

25/40 Date of Next Meeting: Tuesday 14th October 2025 at 7.30 pm

Signed

Date.....

Chairman