

**UPTON WARREN PARISH COUNCIL**  
**IN THE COUNTY OF WORCESTERSHIRE**



**Minutes of Ordinary Parish Council Meeting held on Wednesday 28 May 2025**  
**at St Michael's Church after Annual Parish Council Meeting had concluded**

<b>Present</b>	Chair - Lizzy Rogers, Councillor Robert Edgington, Councillor Ivor James, Councillor Elizabeth Shaw, Clerk and RFO, Michelle Marriner, County Councillor Tony Miller, District Councillor Rick Deller, Lengthsman - Peter Bourne
<b>Apologies</b>	Councillor Tim Dunkley – apologies accepted.
<b>Public in attendance</b>	1 (for part of the meeting)
<b>Declarations of Interest</b>	None
<b>Minutes</b>	The minutes of the meeting held on Tuesday 25 March 2025 were approved by the Council and signed by the Chairman as a true and accurate record.
<b>Matters Arising</b>	
<b>Neighbourhood Plan</b>	<ul style="list-style-type: none"> <li>• <b>Update from Councillor Edgington -</b> Greenbelt Under threat from current government policies. Considered having a neighbourhood plan before, but the cost was too great. It also involved a huge amount of work by few Councillors. In the absence of it we have been relying on greenbelt and conservation area to protect us. Advised to speak to Mr Ford who is happy to come along to explain the process if required. The process is laid down in law and expensive. Suggested to Mr Ford that we couldn't really proceed on that basis. Councillor Edgington proposed a possible alternative of a "neighbourhood plan light". Mr Ford was skeptical and advised it wouldn't have the same weight as a neighbourhood plan. Councillor Edgington felt it might assist to wrap up a couple of things in one swoop, such as raising awareness of the parish council with the parishioners and canvassing the views of parish at the same time. Discussed this with the Community Development Officer and he was quite happy at the time there was money available to do things like a parish survey. Councillor Edgington proposed that we start off by sending out a letter to every house in the parish asking what their views are on planning issues, greenbelt etc. Proposed that this information then be collated into a plan and then invite parishioners to come and see it and consider it at an extraordinary meeting. Once finalised it can be incorporated into a mission statement for the parish. It was noted that the parish does have a mission statement but it was council devised without public consultation. With the forthcoming disappearance of Wychavon District Council it would be helpful to be able to say what the parishioners views are. It was proposed that the work involved be shared amongst the Councillors with the first step being to devise a letter which incorporates a sort of survey. It was recommended that this be explored again with the Community Development Officer before the demise of Wychavon District Council and people move roles or leave. Councillor Deller will put Patrick the Community Development Officer in touch with Councillor Edgington.</li> <li>• Discussion took place regarding the possibility of joining with another local small parish council and having a joint neighbourhood plan, to split costs. Mr Ford is attending the next meeting of Elmbridge/Elmley Lovett and he will ask their clerk to extend an invite to the</li> </ul>

	<p>UWPC Councillors. If the parish decided to go down that route he could look at funding pots for the survey. Discussed how the parishioners would best be able to return the survey if sent a letter. Could look at a QR code to complete the survey on line but accepted some parishioners may not have access/capabilities to do so, so should offer return addressed envelope. Councillor Deller will look into options re. QR code.</p> <ul style="list-style-type: none"> <li>• Councillor Miller asked if there had been a housing needs survey done in the parish and it was confirmed there was but not in last 20/25 years. Agreed that if the parish goes ahead with a survey that could be incorporated. Councillor Deller runs that department and will find out what that looks like.</li> <li>• It was accepted that parish plans need to be kept up to date once you have one.</li> <li>• Councillor James enquired about the report analysing styles of accommodation and Councillor Deller confirmed that Design Code is still in place and it is considered on new applications. Will be adopted in coming months and will hold more weight then.</li> </ul>
<b>Bleed kits</b>	<p>Clerk confirmed price to purchase two bleed kits to go in the defibrillator cases is around £55 per kit. Considered by Councillors but resolved that there aren't sufficient funds within the parish budget for these at this time. TM confirmed that he will donate £150.00 from his County Councillor fund so they can be purchased.</p>
<b>Reports</b>	
<b>Report by Tony Miller, County Councillor</b>	<ul style="list-style-type: none"> <li>• <b>Drainage issues</b> at Berry/Swan Lane – Barry Barnes went and investigated. TM will chase up with BB for the outcome and report back.</li> <li>• <b>County</b> in a state of flux. Hope still have highways budget but not decided yet. New cabinet – never been in position before and will take time to get up to speed. Still waiting to see what committees will exist in the future. Still working with highways liaison officer. Contract with Ringways coming up for renewal soon. Contract is to keep road signs and pedestrian refuges that light up cleaned. Not been keeping them cleaned. When a report goes in, should be done asap. Signs have been left in ditches. If Councillors see one there is a telephone number on the back you can call and they will come and collect it. Report should be picked up within 48 hours.</li> <li>• <b>Highways</b> - Councillor Shaw advised that where they've widened the road at Swan Road there is a water stop cock sticking out of the ground and it's not painted yellow. Dangerous and needs to be addressed. Councillor Miller will refer that on. Also advised that Timberhonger – Berry lane - stop cock cover missing. Dangerous to horses. Councillor Miller will notify Severn Trent about that one.</li> </ul>
<b>Report from Rick Deller, District Councillor</b>	<ul style="list-style-type: none"> <li>• <b>Rural Crime</b>- no update - waiting to hear back from PCC. Councillor Miller advised he has heard reports of people wearing masks walking up driveways, entering houses for keys in other parishes. Residents to be alert and keep keys secure.</li> <li>• <b>Fly tipping</b> – officer coming down to do walk about. Mainly in Wychbold. Keen to flag any area of persistent fly tipping. Pushing preventative measures. Putting in place authorized waste carriers which will come live very shortly. Residents will be encouraged to use registered and authorised waste carriers to prevent any issues of waste carriers taking waste but then fly tipping it a short distance away. If this happens it is the resident who has given them the waste that is liable for fly tipping. If residents are affected by any fly tipping outside their property it should be reported to Wychavon District Council who are quick to come out and remove it.</li> <li>• <b>Droitwich Towers</b> – Councillors Miller and Deller, with Chris Bloor, are working together to try to get the Droitwich towers listed. Believe there is historic value to them. Historic England not currently in favour. Plan to run a big campaign – petition to parliament. Would appreciate Parish council's support.</li> <li>• Councillor Shaw can understand concerns for the owners of the land if these were listed – cost implications for them. She feels that the Government should be maintaining them and doesn't think it's fair to the landowner to be responsible. Councillor Deller will look at what maintenance costs are likely to be. Consideration could be given to making it more of an attraction, noting that you used to be able to tour the operating part previously.</li> <li>• Councillor Edgington confirmed that there is a man in Bromsgrove who has already started fundraising to get them listed. He will check who he is and let Councillors Deller and Miller know.</li> </ul>



<b>Planning</b>	<p><b>Planning application W/25/00728/GPMAE</b> Homestead, Lakeside Court, Worcester Road, Upton Warren, Bromsgrove, B617EY was considered by the Counsellors and a comment response provided.</p> <p>Noted that there is an application for a dog park which has been made by Councillor Shaw's daughter which she is having issues with because new people are dealing each time. Councillor Deller advised that she contact him.</p>
<b>Road closure issues – update</b>	<p>The parish was updated about two road closures:</p> <ul style="list-style-type: none"> <li>• U200000 Newhouse Lane temporary road closure 1 day between 8 May and 21 May 2025 for carriageway patching by WCC. Alternative route C2084 Berry Lane, U20001 Timberhonger Lane and vice versa</li> <li>• U20001 Timberhonger Lane temporary road closure 1 day between 11 June 2025 and 1 July 2025 for carriageway patching by WCC. Alternative route C2084 Berry Lane, A448 Kidderminster Road, U21005 Monsieurs Hall Ln, U20001 Timberhonger Lane (part) and vice versa.</li> </ul> <p>Both were published on the noticeboards.</p> <p>It was noted that road closure signs went up a day before they were due to be closed. WCC came to patch up then a week later Severn Trent came to dig up again. Waste of money and inconvenience to road users.</p>
<b>Finance</b>	<ul style="list-style-type: none"> <li>• <b>VE Day funds</b></li> </ul> <p>Councillor Edgington confirmed that the concert went very well and people who came enjoyed it. Councillor Edgington asked that the full £250.00 VE Day grant received from WCC by allocated to that event. Proposed by Councillor Rogers and seconded by Councillor James.</p> <ul style="list-style-type: none"> <li>• <b>Clerk training</b></li> </ul> <p>Clerk wishes to attend Worcs CALC training (3 sessions at £35 each). Determined there are insufficient funds to accommodate this.</p> <ul style="list-style-type: none"> <li>• <b>Website/Email hosting</b></li> </ul> <p>Clerk advised that enquiries have been made about website and email hosting and it has been suggested that the e-service provided by WCC is due to be removed, requiring the parish to fund their own website, as a requirement to publish documents. Two quotes provided by Clerk. Determined there is insufficient funds to proceed with this at this time.</p> <ul style="list-style-type: none"> <li>• <b>Defibrillator Battery</b></li> </ul> <p>One defibrillator battery changed Jan last year. 2<sup>nd</sup> asked to negotiate some sponsorship – with Barry Beard – Cooksey green – May 24 – should last until 2026. One by church end of this year. Councillor Edgington will look into sponsorship of both machines. Rechargeable battery defibrillators are available but cost £2000.</p> <p><b>Cheques were drawn as follows:</b>  HMRC - 51.40, M. Marriner 205.60, Expenses 90.15, Church Room Hire 25.00, Lengthsmand, P J Bourne – 380.00 (for April/May), Zurich Insurance 196.00, Worcs Calc Subscription 25/26 287.44 - Mr Selkirk (internal auditor) 150.00  Proposed by Chairman Rogers and seconded by Councillor Edgington.</p>
<b>Matters to consider</b>	<ul style="list-style-type: none"> <li>• <b>Policies</b> - Clerk will discuss with Worcs CALC what is required and ask if there are precedents to work from.</li> <li>• <b>Archive of historical parish records</b> – Clerk confirmed these can be archived at Worcester Hive without charge. Councillor Edington suggested that we retain for a month or so for people to view them if they wish. Clerk passed the records to Councillor Edgington to review and will reconsider at next meeting.</li> <li>• <b>Management of e-service website</b> – Resolved that the clerk will take over management and updating of the website.</li> </ul>
<b>AOB</b>	None
<b>Date of Next meeting</b>	<p>Next meeting will be <b>15.7.25 at 7.30 pm</b></p> <p>Dates agreed for future meetings; 2 September 7.30 pm and 4 November 7.30 pm</p>

Meeting concluded 20.35

**MINUTE REFERENCE 458**

Signed .....

Chair to Upton Warren Parish Council