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Upton Snodsbury Parish Council

Parish Council Meeting - Minutes Tuesday 14th October 2025, 7.30pm Upton Snodsbury Village Hall

Parish Councillors Present: Paul Seymour, (PS), 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 & parish lengthsman

25/41 Apologies: Received from Cllr Grainger & Cllr Collins.

25/42 Declarations of Interest: There were no declarations.

The Chairman welcomed the new parish lengthsman in attendance following his appointment in July. Thanks were extended for improvements made throughout the parish following a significant period without a lengthsman and also to Cllr Grainger for his assistance in acting as Cllr liaison in highlighting the main areas within the parish for attention.

Weeds have been controlled following a visit from WDC's street cleaning team, as requested by Cllr Lawton and blocked gullies have been reported to WCC. Cllrs were asked to consider an additional grit bin in the vicinity of the Pershore Road & Stratford Road junction. This would need to be funded by the parish council if considered necessary.

Action: Cllrs to consider; Clerk to confirm location of existing bins.

The lengthsman also raised awareness of incidences of speeding observed regularly during his visits to the parish, noting that enforcement is a more effective deterrent than VAS signs. It was agreed that the Clerk would request any further updates from Cllr Robinson regarding measures proposed at the road safety meeting held in April, where actions were considered to improve road safety on the A422 from Spetchley to Inkberrow and on adjacent local roads.

Action: Clerk to request any further updates from Cllr Robinson and update the Council.

A request was made for the council's consideration of an hourly rate increase, given the distance from the lengthsman's home address to the parish.

Action: Clerk to establish remaining budget available from WCC for Cllr's clarification.

25/43 Parishioner's Comments: A request had been received regarding maintenance of a grass verge in Chapel Lane. Following notification by the Clerk, WCC Estates Team confirmed this would be included in their annual urban cutting programme of works.

25/44 Minutes of meeting held on Tuesday 20th May 2025

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

*The Chairman moved the meeting to item 25/49, to enable Cllr Robinson to share her District & County Council report. This had been circulated in advance and was summarized at the meeting for information. Posters were shared to advertise Worcestershire's on demand bus network, which is well used but does not currently extend to Worcester City or Worcester Royal Hospital. Further details of this service to help people make local essential journeys is available via:

[Worcestershire on Demand | Worcestershire County Council](#)

The meeting then moved to item 25/47 planning, to involve Cllr Robinson in planning discussions related to the agenda.

25/45 Progress reports from parish activities:

- a. PS – Grass-cutting: The regular contractors have performed well this season. It was noted that Rooftop Housing Group have reduced some of the areas previously included in their cutting schedule, therefore the chairman agreed to liaise with Rooftop for clarification, as the existing coverage provided by the main grass contractor may need to be increased next season. It was also confirmed that following resurfacing works at the parish car park, the matted area will be included in the cutting programme again once established, with the mound area left for wild flowers.

Action: Cllr Seymour to clarify with Rooftop ahead of agreeing the 2026/27 grass-cutting budget.

Cllr Seymour also suggested the council's consideration of allocating funds in the 2026/27 budget for flailing & verge cutting, as the parish lengthsman is not insured to tend these areas. It was agreed this would tidy the parish road-side hedges and improve visibility, so would be considered further when setting the new budget in January.

Action: Cllr Seymour to explore costs to present at the next meeting.

- b. AG – Lengthsman/Footpaths: There were no further reports to share as Cllr Grainger was not in attendance.
- c. ML – VAS/Highways: Cllr Lawton has obtained the Bluetooth codes to extract speed data from the VAS signs, which will be circulated once available.

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- d. DW/PS - Legacy Project: Cllr Waters had updated and circulated latest spreadsheets in relation to the Legacy grant expenditure to date, clarifying the current position to the Council along with future proposals. Some new quotes had been obtained by the village hall committee, however following inspection of these, Cllrs agreed that further quotes should be obtained to ensure best available terms in line with the council's financial regulations. It was proposed to proceed with the quote for the installation of a smoke detector, to be formally considered under item 25/46 finance, and to arrange a meeting with village hall representatives to discuss other quotes presented and confirm next steps. It was also agreed that clarification was required from Wychavon's Communities Officer regarding the date for completion of the project, potential reallocation of funds and the milestone requirement for the release of the third and final tranche of the Community Legacy Grant secured.
*Actions: Cllrs to arrange a meeting with village hall committee representatives.
Cllr Seymour to explore further quotations for consideration.
Clerk to make enquiries with WDC regarding timeframes and funding.*
- e. JB: Village Hall: There were no further updates in addition to those reported under item d, however it was confirmed that a meeting is scheduled and any updates from this will be circulated.
Action: Cllr Britton.
- f. MH/Clerk: Data & Digital compliance: Latest updates had been circulated by the Clerk regarding a new assertion coming into force in April 2026 that every authority must have a generic email account hosted on an authority owned domain. On behalf of the Council, Cllr Hobson has been exploring potential options with approved registrars. The Clerk also reported that WCC have confirmed that in September 2026, the My Parish Website will be withdrawn, where the Clerk currently publishes essential parish council documents and financial information as a legal requirement in the Transparency Code for smaller authorities. This is due to the current platform being built on outdated technology which does not meet current Web Content Accessibility Guidelines, mandatory for public sector websites. Continuing to host the site would therefore require significant financial investment which isn't currently available. Parish & Town Councils are therefore required to consider an authority owned website for the future publication of council documents after this date.
Following a discussion, it was agreed that Cllr Hobson would circulate details of a shortlist of 3 registrars specialising in the council sector in order to progress with a gov.uk domain, for formal approval at the January meeting.
Action: Cllr Hobson.

25/46 Finance

a) Current Balances

Business Account: £45,786.17

b) Payments to report:

Parish insurance	£455.20
Internal audit fee 24/25 accounts	£80.00
Solar 2020	£10,650.00
M Lawton: Village celebration expenses	£11.99
Lengthsman May 2025	£320.00
Smart-Cut: June cuts	£345.80
Salary: June 2025	£337.57
Lloyds service charge June 2025	£4.25
Lengthsman June 2025	£160.00
USVHC: May hall hire	£24.00
Burcombe Construction: Car Park works	£43,650.00
Salary: July 2025	£337.57
Smart Cut: July cut	£172.90
Worcs Calc subs 25/26	£339.02
Lloyds service charge July 2025	£4.25
C Penn: Car Parks resurfacing	£18,000.00
Lengthsman: July 2025	£160.00
Salary: August 2025	£337.57
Lloyds service charges: August 2025	£4.25
Lengthsman: August 2025	£160.00
Smart Cut: August cuts	£172.90
External audit fee 24/25 accounts	£378.00
Salary: September 2025	£337.57
Smart Cut: August cut	£172.90
Lengthsman: September 2025	£160.00
Lloyds Service charges: September 2025	£4.25
Salary: October 2025	£337.57
Expenses: Ink printing	£19.43

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Smart Cut: September cuts	£518.68
Calc: Clerk's training	£35.00
Clerk's back-pay: Apr-Oct Nalc salary award	£75.81

TOTAL	£77,766.48
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Proposed Cllr Britton, seconded Cllr Waters, all in favour to approve the payments presented.

c. Bank reconciliation (ii) 30 September 2025 & Review of Budget: The Clerk had prepared and circulated the second quarterly bank reconciliation and review of budget details, which were summarised at the meeting for Cllr's information.

Action: Cllr Hobson agreed to check the September reconciliation for verification and signing at the January 2026 meeting.

d. Proposal to discuss and approve 25/26 Wi-Fi contribution: Village Hall @ £226.80: as this had been accounted for in the 2025/26 budget, Cllrs proposed to make payment.

e. Proposal to consider expenditure of legacy grant to fund VH alarm system upgrade: Cllrs discussed the quote presented by the village hall and confirmed acceptance of the quote.

Action: Clerk to update VHC, requesting an invoice in the name of the parish council.

f. Proposal to pay monthly energy contribution expenses to Clerk: The Clerk had raised this as an item for consideration at the January 2025 meeting when budget discussions were finalised, in line with other parishes. It was agreed to approve a monthly contribution at £12.00.

Action: Clerk to set up monthly online payment.

g. Proposal to consider and approve a contribution to Eldnar Planning consultancy @ up to £1,600 exc VAT for planning appeal response to application W/24/01103/OUT: Land at (OS 9463 5414) Naunton Road:

It was reported that given the steering group's successful crowd funding platform, there would be no shortfall for the parish council to consider. As the preparation of a response to the appeal was time critical ahead of the closing date of 5 November, Cllrs had approved in principle to make payment to a planning consultant on behalf of the parish, with funds raised to be credited to the parish council account.

Action: Clerk to monitor.

Proposed Cllr Hobson, seconded Cllr Lawton, all in favour, to approve items c-g presented and outlined by the Clerk.

25/47 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 and it was agreed that it was crucial to gain awareness of any updates, given the key access issues linking this with application W/24/01103/OUT.

Action: Clerk to request updates from the planning officer to understand the current position & update Cllrs & Cllr Robinson.

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 – following approval of this application, it is hoped that the site will soon be tidied.

Action: any further details received relating to the site will be forwarded by the Clerk.

W/25/01014/AGR: Naunton Farm, Naunton Beauchamp - Agricultural general storage building – there were no objections to report.

W/24/02494/FUL: Land at (OS 9403 5345) Peopleton Lane Upton Snodsbury

Alterations and surfacing of vehicular access and track with installation of gates (retrospective) – comments of objection are to be submitted, pending a response from WCC Highways following the planning officer's re-consultation with them.

W/24/01103/OUT: Land at (OS 9463 5414) Naunton Road: notification that a planning appeal has been lodged with The Planning Inspectorate. Link to the appeal information:

[Planning application: W/24/01103/OUT - Wychavon District Council](#)

WDC have forwarded all representations made to them on the application to the Planning Inspectorate and the appellant, which will be considered by the Inspector when determining the appeal. Comments, or modifications/withdrawal of previous representations, can be done so online at <https://acp.planninginspectorate.gov.uk>. and anyone who has previously made a representation may do so again. The village steering group have re-convened and will once again seek representation from a planning consultant in terms of a professional response.

Cllr Robinson confirmed she would be meeting with the case officer associated with this application to seek further information to share with the parish council, in addition to liaising with Highways, as this, alongside lack of public transport and facilities remains a real concern. It was confirmed that previous objections submitted still stand and clarification would be sought by Cllr Robinson in terms of the structure of the informal hearing. The parish council will be notified of this no later than two weeks before the hearing date.

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Action: Any further questions/queries to be forwarded to Cllr Robinson. Cllr Robinson to provide guidance to the parish council once further information has been received.

All representations must be received to the Planning Inspectorate by 5 November 2025.

25/48 Correspondence

WCC Worcestershire's Rights of Way Improvement Plan: parishes invited to submit responses to survey parish council survey to inform priorities for the plan: survey closes 26/10/25.
Link to survey: <http://www.worcestershire.gov.uk/RoWIPengage>
Action: Cllr Lawton raised a right of way to report as a local priority and agreed to submit via the survey.

Councillors' reports and items for future agendas:

Cllr Waters reported on updates received regarding the parish defibrillators, advising that a What3words location would be useful to publish on the kits in order to save time in an emergency. It was agreed that What3word labels would be printed for both parish defibrillators.

Action: Cllrs Hobson & Lawton to arrange.

It was also noted that there is a recommendation that a bleed control kit be included within the cabinets, for further discussion when considering the 2026/27 budget in January.

Action: Clerk to include in the draft budget for consideration.

25/50 Date of Next Meeting: Tuesday 20th January 2025 at 7.30 pm

25/51 Proposal to pass a resolution to exclude the public and press for consideration of the following item:

Clerk's salary scale and remuneration

The Clerk's working hours & remuneration were discussed following the last review in 2021. The Clerk provided updates following advice received by Calc regarding Clerk's monthly hours, advised as a minimum of six per week for a parish of this size. The typical pay scale with comparable parishes in the county was also shared.

Cllrs approved a scale increase as advised, with effect from November 2025.

The Clerk confirmed the existing budget will allow for this scale increase, and it was agreed to defer and revisit the weekly hour's proposal at the January meeting, so that this may be considered as part of the 2026/27 budget discussion.

Signed

Date.....

Chairman