

# DRAFT

## Upton Snodsbury Parish Council

### Parish Council Meeting - Minutes Tuesday 14<sup>th</sup> March 2023, 7.30pm Upton Snodsbury Village Hall

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

**Clerk/RFO:** Nicola Harding

**In attendance:** No parishioners

#### 23/12 Apologies

Received from Cllr Griffiths due to work commitments.

#### 23/13 Declarations of Interest

There were no declarations.

#### 23/14 Parishioner's Comments

Branches on the tree behind the bus shelter have come down in the recent wind. *Action: Lengthsman to be requested to remove.*

#### 23/15 Minutes of meeting held on Tuesday 10<sup>th</sup> January 2023

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

#### 23/16 Progress reports from Parish Activities:

##### a) PS - Grass cutting

Councillors approved new verge and play area costs for 2023/24 presented at the January meeting, which had been confirmed with Smart Cut. *Action: Clerk to request confirmation of the first cut & new insurance documentation.*

##### b) MM – (i) School (ii) SWDP

(i) School: A new multi-use games area is currently under discussion for the school outdoor area. As more development is planned in the village, it was advised to make contact with the Community & Development manager at Wychavon District Council to discuss a potential funding contribution towards this initiative. Cllr Robinson also indicated potential financial assistance using future County Divisional funds. *Action: MM/LR*

(ii) SWDP: A discussion ensued regarding the Parish strategic gap which has been removed from the latest draft of the SWDP. Concerns were shared regarding the omission of previous consultations and submissions made by the Parish Council. Representations regarding the latest SWDP plans can still be made on behalf of the Parish Council in mid to late Autumn 2023.

##### c) AG – (i) Lengthsman (ii) Footpaths (iii) Neighbourhood Watch/Policing

(i) Lengthsman: An applicant had come forward following the vacancy for a Parish lengthsman, due to the impending retirement of the current lengthsman. It was agreed that Cllr Seymour would speak with the applicant on behalf of the Council and provide further updates ahead of the new WCC contract to be signed by 1<sup>st</sup> April 2023.

*Action: PS/Clerk*

(ii) Footpaths: New village gates have now been installed at the Pershore end of the village by the footpaths volunteers, in addition to the siting of the renovated telephone box by volunteers and Cllrs. A village gate at the Worcester end of the village had recently been installed by WCC. Attention was drawn to the village sign which is currently obscured by the sign to neighbouring Peopleton. Cllr Robinson agreed to explore options to remedy this with WCC Highways. *Action: LR*

(iii) Neighbourhood Watch: No reports at present.

Policing: Following the success of the Smart Water initiative in neighbouring Peopleton, it was agreed to liaise with the relevant contacts regarding setting up a potential initiative in Upton Snodsbury. *Action: AG.*

##### d) DW – Newsletter

The following items were agreed for inclusion in the next edition for circulation to the village:

- Photographs of the telephone box and new village gates (RP/AG)
- Elections information regarding new voter ID requirements
- Two Parish Councillor vacancy updates
- Coronation item regarding potential ideas for a commemorative gift for village children

##### e) PS – Phone kiosk renovation

The kiosk has now been placed in situ by footpaths volunteers and Cllrs. Glazing now needs to be completed in addition to the fixing of the door. *Action: PS/RP*

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## **f) Legacy Grant project**

Completion of the second round of the Jubilee village hall funding application is currently in progress. As the deadline has been pushed back a little, firm quotations for works now need to be obtained, and it was therefore agreed that a meeting should be arranged as soon as possible to discuss progress.

Action: MM to liaise with VHC Chairman.

## **23/17 Elections**

Guidance received from Wychavon District Council had been circulated by the Clerk. Cllrs were reminded that nomination papers can now be completed and returned by hand to the election team at the District Council. Persons nominated and results notices will be published on WDC's website on 5<sup>th</sup> April and the Clerk/elections team can provide elector numbers for proposers and seconders.

[www.wychavon.gov.uk/elections](http://www.wychavon.gov.uk/elections)

Cllr Seymour confirmed that he would not be standing again for election, following eight years as Parish Cllr, many of which were served as Chairman. Thanks were extended for all of Cllr Seymour's efforts during his time on the Parish Council.

## **23/18 Finance**

### a) Current Balances at 6<sup>th</sup> March 2023

Business Account:	£26,421.24
<b>TOTAL</b>	<b>£26,421.24</b>

### b) Payments to report:

Back-pay: <i>approved PC meeting 10/1/23</i>	£195.03
Salary: January 2023	£302.25
Salary: February 2023	£302.25
Lengthsman: January work-plan	£277.50
Lengthsman: February work-plan	£315.00
USVHC: January hall hire	£21.60
Play area Inspection fee	£180.00
D Waters: Ink for Newsletter printing	£48.00

ICO: Data protection fee 2023	£40.00
*HFN: Final balance - swings	£TBC
Calc Elections training share: LCPC	£12.50
C Young: Wix annual website charge 23/24	£43.20
<b>TOTAL</b>	<b>£1,737.33</b>

### Income to report:

HMRC: Year end VAT claim	£495.61
WCC: Lengthsman December invoice	£202.50
WCC: Lengthsman Jan/Feb invoice	£520.03
<b>TOTAL</b>	<b>£1,218.14</b>

### c) Proposal to approve payment @ £100 for village Christmas celebration 2022: Cllrs agreed to make a contribution to this successful occasion.

Action: Cllr Seymour to liaise with JS/Clerk.

\*Attention was drawn to an amended invoice received from HFN regarding final payment for the new swing installation. It was agreed to establish further information from HFN and the outcome of a forthcoming meeting of USPPRA's trustees to progress this matter further.

Actions: Clerk to forward original quote and revised invoice to MM for checks. USPPRA to update the Parish Council following their meeting. Clerk to contact HFN and update Cllrs accordingly.

Village hall wi-fi: Prior to the meeting, a request had been received for the Council's consideration of a financial contribution towards village wi-fi costs for the new financial year, following an agreement in principle to share costs by the Parish Council. Precise costs had been requested by the Clerk and Cllrs agreed to approve half of the annual costs for 2023-24.

Action: Clerk to liaise with VHC & update Cllrs.

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

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## 23/19 Planning

**21/02223/FUL:** Coventry Arms – An amendment of the original application description had been received:

Conversion of existing pub to 1 dwelling including associated works on land at former Coventry Arms Pub. *A decision remains pending.*

**W/22/02670/HP:** Newton House, Worcester Road - Erection of single and two storey extensions. *Application has been approved.*

**23/00309/LB:** Court Barn, Worcester Road - Replacement doors and windows, removal of chimney stack and addition of new log burner flues (retrospective) *A decision remains pending.*

**W/22/01930/HP:** Hone Style Bungalow - single storey rear extension, render to existing walls, and minor improvements to front porch – *application has been approved.*

**W/23/00316/HP:** Owls End Lane – Erection of wooden summerhouse. *Cllrs agreed there were no comments to submit to WDC.*

**Orchard site:** Updates had been shared following recent site clearance activity which had ceased following a site visit from a member of the enforcement team at Wychavon District Council and a member of the Parish Council. There were no further reports to share at present and it was agreed that further guidance would be obtained from the police wildlife crime liaison officer.

*Cllr Macefield confirmed he would look at the District Council's new design code, following the extension of the current public consultation to 31<sup>st</sup> March 2023.*

## 23/20 Correspondence

Wychavon DC Confirmation had been received of £200 funding towards King's Coronation celebratory community events.

Wychavon Parish Games Details had been received of 2023 Parish Games.

Safer Neighbourhood's Team Updated staffing and contact details had been received for information and forwarded for publication on the notice boards and website.

Nigel Huddleston MP Contact details had been received for display for our local MP for Mid Worcestershire.

## 23/21 Reports

District/County Cllr Robinson had circulated her report for information ahead of the meeting. In summary:

- Local residents have now received their Council Tax bills, which also contain a useful breakdown of information for how the County Council budget is to be allocated in 2023/24.
- A Council tax freeze has been agreed, continuing for the sixth year running. This will mean £2.7 million has been left in resident's pockets, whilst maintaining all District Council services.
- Wychavon have produced videos to help raise awareness of the new voter ID requirements for the forthcoming District & Parish elections on 4<sup>th</sup> May 2023.  
[www.wychavon.gov.uk/elections#voter\\_ID](http://www.wychavon.gov.uk/elections#voter_ID)
- The deadline for the current Wychavon Design Code consultation is 31<sup>st</sup> March 2023. Further information is available via [www.wychavon.gov.uk/consultations](http://www.wychavon.gov.uk/consultations)
- The Community Safety Team is currently involved in the rollout of Smart Water in Peopleton, as also reported under item 23/16 c (iii) Further information can be obtained via [communitysafety@wychavon.gov.uk](mailto:communitysafety@wychavon.gov.uk)
- There have been disturbing incidents of fly tipping in the district – residents and business are reminded that they can help stop fly tipping by using properly licensed waste disposal companies, refuse offers from those who aren't, ask how they will dispose of your waste and obtain paperwork and receipts. Fly-tipping can be reported via: [www.wychavon.gov.uk/fly-tipping](http://www.wychavon.gov.uk/fly-tipping)

The meeting closed at 8.55 pm

## 23/22 Date of Next Meeting: Tuesday 23<sup>rd</sup> May 2023 at 7pm

Cllrs agreed to meet at 6.30pm to sign their declaration of acceptance of office forms.

The Annual Parish Meeting will commence at 7pm, followed by the Annual Meeting of the Parish Council thereafter.

Signed .....

Date.....

**Chairman**