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Upton Snodsbury Parish Council

Parish Council Meeting - Minutes Tuesday 15th October 2024, 7.30pm Upton Snodsbury Village Hall

Parish Councillors Present: Martyn Macefield (MM) (Chairman), Debbie Waters (DW), Alan Grainger (AG) (Vice-Chairman)

Clerk/RFO: Nicola Harding

In attendance: 7 parishioners

24/38 Apologies

Received from District/County Cllr Robinson.

24/39 Declarations of Interest

There were no declarations made.

The Chairman moved the meeting to item 24/41, Parishioner's Comments, to allow for public participation in the open forum.

24/41 Parishioner's Comments

A Cowsden parishioner made a personal representation regarding notification of a planning appeal, subsequent to the refusal of planning reference W/24/01211/PiP by Wychavon District Council. The parishioner provided a summary of objections to the application in addition to a history of the plot, focusing primarily upon the site falling outside the development boundary and within open countryside. It was noted by another parishioner that the parish council's original comments to the planning officer may be considered misleading by some, as a subsequent report published from a planning consultancy indicated that the parish council raised no objection at this stage in the process. A request was therefore made for these comments to be reconsidered for clarity to the planning inspectorate.

Cllrs stressed to the meeting that following guidance studied around the scope of Planning in Principle (PiP) applications, their considerations were limited to matters of location, land use and amount of development in terms of initial suitability of the site, and believe to have followed regulations permitted in this first stage of the PiP process. A decision on whether to grant permission in principle must be made in accordance with relevant policies in the Development Plan unless there are material considerations, such as those in the National Planning Policy Framework and national guidance which indicate otherwise. The second Technical Details Consent (TDC) stage is when more detailed development proposals are assessed, however following the parish council's submission, it was noted that a more comprehensive report was provided in the the local authority's refusal notice and planning agent's appeal statement to the planning inspectorate.

Cllrs stressed that the Parish Council continues to take a consistently balanced view of all planning applications received without bias, working within the parameters of the local authority and NPPF, whilst also taking into account differences of opinion. The Council is also under represented at present, a pressure which was noted. It was agreed that Cllrs would consider all additional information and representations received, providing further clarity in their submission to the planning inspectorate ahead of 24th October 2024 deadline.
Action: Cllrs to prepare and submit a response within the time frame provided.

24/40 Proposal to fill casual vacancy by co-option

Proposed Cllr Waters, seconded Cllr Macefield, all in favour to co-opt Paul Seymour as parish Cllr. A declaration of acceptance of office was signed and a register of interest's form will need to be completed and returned to Wychavon District Council within 28 days.
Action: Clerk to forward Register of Interests document; Cllr Seymour to complete and return within the timeframe requested.

There now remain three further vacancies on the parish council, which will be advertised by a poster in the forthcoming circulation of the parish newsletter. Cllr Macefield also agreed to advertise these via the parish Facebook page.
Action: Cllr Waters/Cllr Macefield.

24/42 Minutes of meeting held on Tuesday 21st May 2024

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

24/43 Progress reports from Parish Activities: brief updates:

a. NH – *Grass-cutting:* The final cut of the season has been completed and an invoice is to be received. It was agreed to obtain quotes from alternative contractors ahead of the new season, for consideration and approval at the next parish council meeting.

Action: Clerk to obtain quotes for circulation and circulate existing grass maintenance map to Cllrs for confirmation of cutting areas.

Cllr Seymour has liaised with Platform Housing to reinstate the maintenance of the grass at the bottom of College Road.

WCC is currently consulting with Parish Councils to request their opinion, level of interest and potential level of capacity for taking on the management of some or all of the C and U roadside verges within their parish boundary, to manage them in line with best practice for promoting wildflowers, pollinators and other wildlife. Councils are requested to complete a road verge management survey to gauge views via: <https://online1.snapsurveys.com/interview/0b6c586a-30a2-449b-b7f5-ae58c556e7c6>

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Action: Cllr Macefield agreed to request the link from Cllr Robinson and complete the survey on behalf of the Council.

b. MM – *School*: Work continues to progress regarding consultation on achieving primary school status.

Section 106 agreements & potential projects: The Clerk reminded the meeting of Section 106 monies currently held by the Council, generated by the Woodview Cottage and garage development, application W/17/01255/FUL. £6,029.19 is available for off-site play provision, and £38,582.02 for off-site formal sports. Wychavon District Council's head of projects and emergency planning has offered to discuss this further with the parish council, as S106 contributions are not an automatic right, have to be requested from a developer and must be:

- Necessary to make the development acceptable in planning terms
- Directly related to the development and
- Fairly and reasonably related in scale and kind to the development.

The Clerk circulated guidance and it was agreed that the chairman would make contact with Wychavon in order to clarify and confirm potential projects suitable for consideration in the parish.

Action: Cllr Macefield.

c. AG – *Lengthsman*:

The Clerk confirmed that contact had been made with the lengthsman regarding outstanding invoices to be received for processing. Contact will be made between the lengthsman and Cllr Grainger to discuss future work plans.

Action: Cllr Grainger.

Footpaths: Volunteers have trimmed hedging by the bungalows near Flax Piece and have strimmed the footpath by the Furlongs. It was noted that a rose bush requires trimming on the corner by the phone box and it was agreed that volunteers would address this. Loose finger posts in Cowsden have been attended to and footpaths in general are well maintained within the parish.

d. DW – *VAS*: Cllr Waters is liaising with WCC's Senior Highways Engineer regarding the siting of a new pole for the additional VAS device towards Cutts Pool, near the walkway to College Road. Latest software has been downloaded and a date will be agreed to site the new sign when Cllrs are available. A padlock will also need to be sourced and purchased and a date for the works to be agreed.

Action: Cllrs.

A parishioner present at the meeting offered their support in assisting with the two VAS signs once both are operational. Cllr Waters drew attention to the warranty due to expire on the existing VAS sign, which ensures that the equipment is properly serviced at a lower cost in the event of a breakdown, at a cost of £199.00 for three years. It was agreed that Cllr Waters would establish how long this offer is valid and whether this purchase would require collective approval outside of the meeting, to be formally approved at the January 2025 meeting. It was noted that remaining CiL funding could be considered towards this expenditure, as a means of improving/maintaining current village infrastructure.

Action: Cllr Waters/Clerk to include on next agenda.

A422 Speed monitoring: Further to a meeting of local parishes attended by Cllr Waters in Flyford Flavell parish, Cllrs were requested to consider and recommend suitable locations for siting a speed camera van in order to arrange future monitoring and speed enforcement. The lay-by near Windy Ridge and The Oak car park were agreed as options to propose.

Action: Cllr Waters to feedback with the lead organiser.

Newsletter: Cllr Waters has prepared a draft newsletter for circulation to the parish. Items for inclusion were discussed and agreed.

e. Cllrs – *Legacy Project*: The Clerk shared guidance via Worcestershire CALC from a VAT specialist regarding rules the council must follow in making future expenditure for non-business purchases and the right to claim VAT towards village hall improvements, utilising the legacy funding awarded by Wychavon to the Parish Council. This was discussed and noted. It was agreed to pursue further advice from a specialist Parish Council legal expert to establish correct transfer of ownership of assets and warranties to the village hall, once works are complete.

Action: Clerk to explore and feedback to Cllrs.

Cllrs agreed that the original Legacy application should be revisited to clarify proposals outlined for new windows, lighting, electrics & acoustics at the village hall and to meet with village hall representatives to agree a plan forward.

Car park: It was confirmed that Cllr Seymour would discuss and confirm a quotation from a civil engineer for resurfacing and marcation of the parish council car park. It was noted that checks need to be made of the agreement from Rooftop Housing Group, in terms of providing adequate notice ahead of the works and negotiation of the new, designated car spaces. Advice will also be obtained from Worcestershire County Council Highways. *Action: Cllr Macefield/Cllr Seymour.*

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24/44 Finance

a) Current Balances at 8th October 2024

Business Account:	£63,114.52
TOTAL	£63,114.52

b) Payments to report:

C Albutt: Internal audit 23/24 accounts	£60.00
Smart Cut: Cuts 1 & 2	£329.35
Worcs. Calc annual subs 24/25	£311.02
Gallagher: Annual insurance	£454.45
USVHC: Annual Wi-Fi contribution	£203.38
Salary: June 2024	£323.92
Smart Cut: Cuts 3-6	£494.03
Eldnar: 50% planning consultant fee	£1152.00
Salary: July 2024	£323.92
Smart Cut: 7 & 8	£329.35
Eldnar: Balance planning consultant fee	£1,152.00
*Playdale: Zig-Zag equipment play area	£1,345.20
ElanCity: VAS equipment	£5,292.48
Smart Cut: Cuts 8 & 9	£329.35
Smart Cut: Cuts 10 & 11	£329.35
Salary: August 2024	£323.92
Defibrillator pads: Cowsden	£120.78
USVHC: Heaters (Legacy project)	£1,715.25
Salary: September 2024	£323.92
R Briggs: Heater installation VH (Legacy project)	£312.00
PKF Littlejohn: Annual Return accounts 23/24	£252.00
Smart Cut: Cuts 12 & 13	£329.35
Postage: Audit documents for publishing	£2.70
Ink: Printing	£17.56
Salary: October 2024	£323.92
TOTAL	£16,151.20

*£965.25 divisional members fund was received from Cllr Robinson in April 24 for the purchase of Zig-Zag play equipment.

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

c) Income to report:

M. Macefield: Crowd fund planning application	£2,307.35
WCC: Grass contribution 24/25	£525.53
Scoot & Scramble funds Zig-Zag delivery	£125.00
Scoot & Scramble: O/S contribution towards equipment	£30.75
HMRC: VAT refund 24/25	£2,152.70
WDC: Precept (ii) 24/25	£4,000.00
WDC: CTSG (ii) 24/25	£162.00
TOTAL	£9,303.33

c) Bank reconciliations (i) & (ii) & review of 24/25 budget: Documents were forwarded to Cllr Grainger for checks & verification of the second quarterly reconciliation. These were confirmed as accurate and documents were signed at the meeting.

Review of 2024/25 budget: The Clerk had completed a review of current income and expenditure against the 2024/25 budget which was shared with the meeting. Expenditure is on track half way through the financial year, however due to increased costs, there is predicted to be an overspend in grass-cutting charges.

Action: Monitor and assess against other budget headings.

Cllrs also agreed to fund the annual Christmas sing along event using the Village Celebrations budget.

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The Clerk provided an update about current expenditure and funds available from Community Infrastructure Levy (CiL) payments received, as a result of housing development in the village between 2020-2022. £13,512 has been generated as a result of the Owls Homes development, £10,000 of which the Parish Council has approved to ring-fence towards the Legacy Project to improve the car park and village hall. This follows the Community Legacy Grant fund & UK Prosperity Fund approved by Wychavon District Council.

£1,972 of CiL revenue has been utilised to date, to purchase a VAS speed sign and complete the phone box refurbishments.

£376.00 CiL has also been generated as a result of additional, smaller development in the parish, which must be utilised on public open space. It was agreed that Cllrs would consider ideas for enhancing the plot of land at the corner of Pershore Road/A4222 adjacent to Red Lion House and obtain costings for consideration at the next meeting.

Action: Cllrs.

d) PKF Littlejohn: The external auditors have completed a limited assurance review of the parish council accounts for the year ended 31st March 2024. The external auditor's report and certificate was circulated ahead of the meeting & this, along with the notice of conclusion of audit has been published online and on the two parish notice boards, for inspection by any local government elector upon application to the Clerk.

24/45 Planning

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 were forwarded to WDC on 8th December 2023 and a decision remains pending.

W/23/02447/SCR: Land at (OS 9463 5414) Naunton Road, Naunton Beauchamp - 76 dwellings with access from the B4042 through its southern boundary. Request for a full environmental impact statement forwarded to WDC on 20/12/23. An objection was completed on behalf of the parish council by a planning consultant and submitted in July 2024: the current status on this application is 'advice.'

W/24/00750/HP: Wisteria Cottage, Cowsden - Erection of single storey rear extension: this application has been approved.

W/24/00706/HP: Spring Bank, 1 Croft Road: Retrospective application for air source heat pump and air conditioning units – this application has been refused.

W/24/00385/HP 1 College Road: First floor side extension and single storey side/rear extension – this application has been approved.

W/24/00902/HP: Bow Burn House, Pershore Road: Proposed extension to rear of existing dwelling along with alterations to existing dormer windows: this application has been approved.

W/24/01211/PIP at Land at (OS 9481 5346): Cowsden: A planning appeal has been lodged with The Planning Inspectorate against the District 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 will be determined on the basis of written representations.

As a detailed discussion took place regarding this application under item 24/41, there were no additional comments raised ahead of further comments or modifications to be received by the planning inspectorate by 24th October 2024.

W/24/01732/PIP: Land at (OS 9425 5448), Pershore Road: Permission in Principle for 4 market dwellings and provision of public open space: *decision pending – comments of objection were submitted to WDC on 30/9/24.*

24/46 Correspondence

WDC WDC are currently carrying out a review of polling places and districts across Wychavon. As part of the review, they are carrying out a public consultation which closes on 18th October 2024.

Details are available via:

[Microsoft Word - polling districts and places review \(wychavon.gov.uk\)](https://www.wychavon.gov.uk)

There are no changes proposed to the current polling arrangements in Upton Snodsbury Parish.

T. Strickland Details have been received of the 2024 'Apple Day' on Sunday 20th October 2024 11am-3pm, learning about the orchards at Naunton Beauchamp. Free park & ride will be provided from Pershore High School.

Action: To be advertised in the next village newsletter.

Go Compare According to the Environment Agency, over two million people in England live and work in properties at risk of flooding from rivers or the sea, whilst more face flood threats from groundwater, surface water, sewers, and reservoirs. Go compare have put together a guide to preparing for a flood and protecting property. They think this information would be useful for readers and wonder if it could be considered linking to their guide to <https://www.uptonnodsbury.org.uk/useful-linkshttps://www.gocompare.com/household-tips/limiting-flood-risk-and-damage/>
There is no charge for this service – Cllrs felt that this is not relevant in the parish at this time.

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Worcs CC Yellow grit bins are to be refilled with salt where needed, in preparation for the Winter months – if any require topping up for use on the public highway, report via:
<https://www.worcestershire.gov.uk/reportit>

Lengthsman/Cllrs to check & advise.

24/47 District/County Cllr Robinson

Cllr Robinson forwarded a report to Cllrs to share with the meeting. This was noted and discussed. It was agreed to request further information regarding the district council’s new outreach scheme for transport provision for Pershore Youth Club, as an opportunity for local young people to access youth facilities in Pershore. It was agreed to pass on an expression of interest to Wychavon’s Community Builder to request further details regarding how this scheme would operate and flyer details for publishing in the next newsletter.

Action: Clerk to pursue and update Cllrs.

24/48 Date of Next Meeting: Tuesday 21st January 2025 at 7.30 pm

Signed

Date.....

Chairman