

# DRAFT

## Upton Snodsbury Parish Council

### Parish Council Meeting - Minutes Tuesday 11<sup>th</sup> March 2025, 7.30pm Upton Snodsbury Village Hall

**Parish Councillors Present:** Debbie Waters (DW), Paul Seymour (PS), Z Collins (ZC), Mark Hobson (MH.)

**Clerk/RFO:** Nicola Harding

**In attendance:** Three parishioners

#### **25/13 Appointment of Chairman**

Proposed Cllr Waters, seconded Cllr Hobson, all in favour to appoint Cllr Seymour as Chairman.

**25/14 Apologies:** Received from Cllr Grainger & District/County Cllr Robinson.

#### **25/15 Declarations of Interest**

Cllr Seymour declared a disclosable pecuniary interest in item 25/22, Planning, W/24/01211/PIP at Land at (OS 9481 5346): Cowsden, however there were no updates received to report to the meeting.

#### **25/16 Proposal to fill two casual vacancies by co-option**

Proposed Cllr Waters, seconded Cllr Seymour, all in favour to appoint J Britton and M Lawton as parish councillors. Cllrs were reminded to complete a register of interest's form and return to WDC. All seven seats on the parish council are now filled.

*Action: Clerk/JB & ML.*

#### **25/17 Parishioner's Comments**

The Chairman moved the meeting to item 25/20, Progress reports d) Legacy Grant, as the chairman of the village hall was in attendance to provide further updates relating to the solar panel element of the project at the hall, (as reported under item 25/20 d.)

#### **25/18 Minutes of meeting held on Tuesday 21<sup>st</sup> January 2025**

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

#### **25/19 Parish Council representation on the Village Hall Management Committee**

Cllr Britton agreed to represent the parish council on the village hall committee for the year.

*Action: Clerk to inform VHC/VHC to confirm date of AGM.*

#### **25/20 Progress reports:**

a. PS – Grass-cutting: Cllr Seymour agreed to make contact with Smart-Cut ahead of the first cut of the season.

*Action: PS/Clerk to forward an order for 2025/26.*

b. AG – Lengthsman/Footpaths: The Clerk confirmed that the current lengthsman does not wish his contract to be renewed for 2025 due to his existing work commitments. Contact has been made with other local clerks to establish if lengthsman in neighbouring villages may be available to consider taking on an additional parish.

*Action: Clerk to provide updates.*

Cllr Hobson informed the meeting that he had liaised with Cllr Grainger and agreed to walk the public rights of way in the parish to summarise their existing condition. JB & ML also agreed to form a working group with MH and will liaise and update the Council further. Cllr Grainger has the definitive map to assist in the survey of the PRoW, and subsequent to the meeting, Cllr Grainger confirmed he would print additional copies for their use.

*Action: Cllrs Hobson/Lawton/Britton/Grainger.*

c. DW – VAS: It was reported that the recently installed pole to accommodate the new VAS is very close to the side of the road due to a nearby hedge. As a result, the only place to site the unit is close to the top of the pole which allows no room for the solar panels. Given the unit would be overhanging the road, there is a concern that a high sided vehicle could damage the sign significantly, therefore WCC have been requested to consider a more suitable position for the pole to be sited, ideally in front of the old pole behind the railings on Pershore Road.

*Action: DW/PS/AG/WCC.*

d. Cllrs - Legacy Project: Cllr Lawton & the Chair of the village hall management committee presented details of a revised quote obtained for the hall solar system and batteries. The solution was shared and discussed amongst Cllrs and all agreed to accept the price quoted for 22 panels and 2 batteries, 50% of which would be payable up front once the contract has been signed. It was noted that the system can take up to 5 batteries, which could be considered at a later date, given the cost implications.

It was also noted that a quote for infra-red heaters to complete the heating element of the project could be provided ahead of the year-end.

*Action: Cllrs/VHC to update Clerk regarding signing of contract and completion of order and purchase.*

Cllr Seymour shared details of a revised quote for completion of the car park works element of the project. It was agreed to include ducting installation as part of the upgrades, to future proof the car park and facilitate the potential of car chargers. This will be considered later, should there be additional need.

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A meeting had been arranged for 12<sup>th</sup> March with the Communities Officer at WDC. Cllr Waters agreed to provide updates regarding the latest two contractors and quotes received, in addition to a summary of inflationary increases to the original estimates and request to reassign the electric car charger's element to the solar panel and roofing upgrades.

*Action: Cllr Waters/Clerk to provide further updates.*

## **25/21 Finance**

### a) Current Balances at 1<sup>st</sup> March 2025

Business Account:		£47,696.84
	<b>TOTAL</b>	<b>£47,696.84</b>

### b) Payments to report:

Pure Aluminium: Final VH works doors & windows	£6,457.82	
N. Harding: Infant defibrillator pads purchase	£114.00	
R. Briggs: Heater testing & installations	£210.00	
VHC: January hall hire	£24.00	
Salary: February 2025	£337.57	
Eldnar Ltd: Planning committee meeting speech	£580.80	
Salary: March 2025	£337.57	
Annual donation: Bowbrook Morris Troop	£45.00	
	<b>TOTAL</b>	<b>£8,106.76</b>

### Income to report:

HMRC: VAT claim submitted	<b>£1,282.71 (received)</b>
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*Proposed Cllr Waters, seconded Cllr Seymour, all in favour to accept the payments presented.*

Cllrs reminded that receipts for the Christmas singing event need to be forwarded to the Clerk for payment from the village celebrations budget before the year-end.

*Action: PS/ML.*

Cllrs were notified that Lloyds had informed of a change of the current Treasurer's account to a Community Account on 14 January 2025, designed for non-profit organisations with an annual turnover of less than £250,000 per year. A monthly charge of £4.25 per will therefore be applied on day to day banking services and account maintenance. Following clarification by the Clerk, Lloyds have confirmed there is no other free account for parish councils to migrate to. The first charge of £4.25 will be applied on 18 March 2025.

Cllr Waters reminded the meeting that the current mandate will need amending, following recent resignations and co-options onto the council. The Clerk agreed to pursue with Lloyds.

*Action: Clerk/Cllrs.*

c) Proposal to consider & approve 3-year extended warranty contract for new VAS sign @ £199.00, valid from 1/1/25 to 31/12/28: Cllrs considered the detail contained within the warranty conditions, and agreed not to purchase an extension at this time.

d) Proposal to formally approve virement from 2024/25 budget headings towards planning consultant fee @ £580.80: £100 (training), £200 (Donations) & £300 (village celebrations.)

*Proposed Cllr Waters, seconded Cllr Seymour, all in favour.*

e) Section 106 contributions: An annual reminder from WDC regarding S106 monies held within the Parish was shared with Cllrs: Off-site play provision @ £6,029.19 & Off-site formal sports @ £38,582.02.

These sums can be applied for if the Parish Council or local community groups have a suitable project to propose. Essential criteria had been circulated via email for information. Cllr Lawton agreed to explore this further with the Head of Projects & Emergency Planning at WDC.

*Action: Clerk to forward details of contact and previous email trail to ML.*

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## 25/22 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/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: this application was refused at planning committee on 27<sup>th</sup> February – details of conditions of refusal emailed.

**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](http://www.wychavon.gov.uk) under planning reference W/24/01211/PIP. The appeal will be determined on the basis of written representations - there are no further updates at present.

**W/24/02469/LB: Linnet Cottage, Owls End Lane** - additional repair timber joints on the gable end and front elevation - this application has been approved.

**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. The application had been circulated for comment by 24<sup>th</sup> March.

*Action: Cllr Seymour agreed to draft wording of support for circulation.*

## 25/23 Correspondence

Community Renewals  
Insurance

Request to complete pre renewal questionnaire ahead of insurance renewal on 1/6/25.

WDC

Notification of £250 funding as a contribution towards events in the communities to mark the 80th anniversary of the end of the Second World War in Europe, on 8 May 2025. As the funding has been approved, it will be paid automatically into the council bank account on 17 March.

Wychavon is also scrapping fees for road closure notices for anyone holding a street party either on Monday 5 May, Thursday 8 May or over the weekend from 9 May to 11 May.

*Action: Cllr Waters agreed to liaise with LP regarding village celebrations to mark this occasion. Lighting of the beacon and potential Morris dancing were raised as possible ideas to explore.*

## 25/24 Reports

### **District/County Cllr Robinson:**

As Cllr Robinson was in attendance at an alternative meeting, a report was provided to share with the meeting. This was circulated to Cllrs and will be available on the parish website.

*Action: Clerk.*

## 25/25 Date of Next Meeting, May 2025 – To be confirmed:

Annual Parish Meeting, followed by the Annual Meeting of the Parish Council at 7.30 pm

Signed .....

Date.....

Chairman