**Upton Snodsbury Parish Council**

**Annual Parish Meeting & Annual Meeting of the Parish Council - Minutes Tuesday 10th May 2016, 7.30pm Upton Snodsbury Village Hall**

**Parish Councillors Present :** Paul Seymour (PS) (Chairman), Roger Peart (RP) (Vice Chairman), Jim Round (JR) , Debbie Waters (DW), Sandra Jennings (SJ) Catherine Milner (CM)

**Clerk/RFO:** Nicola Harding **In attendance:** Nineparishioners

**Annual Meeting 7.30pm**

**16/22 Apologies –** There were apologies received from District Cllr L Robinson

**16/23 Chairman’s report for 2015/16**

The Chairman presented his report for 2015/16, extending thanks to Cllr Waters in her role as temporary Clerk and to all Cllrs who had contributed to a successful year.

**Annual Meeting of the Parish Council 8.00pm**

**16/24 Election of Chairman and signing of declaration of office**

Proposed Cllr Milner, seconded Cllr Peart, unopposed, to nominate Cllr Seymour as Chairman for 2016/17. Cllr Seymour signed his declaration of office of undertaking as Chairman.

**16/25 Election of Vice-Chairman**

Proposed Cllr Round, seconded Cllr Milner, all in favour, to nominate Cllr Peart as Vice-Chairman for 2016/17.

**16/26 Declarations of interest**

Cllrs were reminded of their obligation to keep their register of interests up to date. There were no declarations to report.

**16/27 Melanie Holt: Moule & Company**

Melanie Holt, Planning Agent for Moule & Company, and one of three joint land owners were in attendance, to provide a summary to the meeting regarding outline application 16/00732/OU (all matters reserved apart from access,) for the construction of 22 dwellings on land off Chapel Lane. Subject to outline planning consent, members were informed that it was the applicants’ intention to sell the site to a developer who would take on the detailed design scheme, reserved matters application and delivery of the scheme. The land agent confirmed that public pedestrian access would be provided following a thorough risk assessment through the site from Chapel Lane/School Lane, with a continuous footway linking directly with the existing paving. Vehicular access is also proposed to the south, away from the school, existing central village traffic and conservation area.

MH also confirmed that a revised plan is due imminently for submission to WDC to correct the small slither of land previously sold to USPRA which had been included in error in the original plan. These plans would then be considered for formal approval by Highways with financial contributions to ensure safe access and traffic calming measures.

MH extended thanks to the Council for the opportunity to share information and plans with Cllrs and members of the public.

*Action: Amended plans to be forwarded to the Clerk once submitted to WDC. Clerk to forward to members for comment thereafter.*

**16/28 Minutes of the meeting held on Tuesday 8th March 2016**

Proposed Cllr Waters, seconded Cllr Jennings, all in favour, to approve the minutes as an accurate record.

**16/30 Reports: County Cllr Rob Adams**

The Chairman moved to item of business 16/30 on the agenda: County Cllr Adams, who had further meetings to attend.

Cllr Adams shared his annual report to the meeting, extending thanks to the Chairman and Council and for his recent invitation to the lighting of the beacon. It was stressed that these are difficult times following the devolution of powers from government which have extended down to Parish Councils. Cllr Adams made reference to the following developments over the course of the year: housing development undertaken in Norton & Whittington, new policies towards employment land, a greater push towards Neighbourhood Plans & £25 million savings incurred at the County Council. The year has seen a change in leader at County Hall, and Cllr Adams is currently working closely with Malvern Hills Council. Plans for the development of Norton Parkway Station are well underway with the intention of opening in late 2018. Cllr Adams stressed that he is in regular e-mail contact with parishes should his assistance be required and if he was unable to attend meetings.

**16/29: Delegation of duties**

* **Lengthsman:** It was proposed to nominate Cllr Jennings to collaborate with TE as a Parish Council representative, to act as point of contact in liaising with the Parish lengthsman.
* **Grass-cutting:** Cllr Seymour agreed to continue to oversee.
* **Highways & School:** Cllr Round agreed to continue in his role as Highways & School liaison in the Parish.
* **Footpaths:** Cllr Peart agreed to continue to liaise with the Footpaths Officer and volunteers.
* **Rural Communities:** It was proposed that Cllr Waters and Cllr Milner form a sub-committee to support the work of the Rural Communities Programme
* **Website:** CY agreed to continue in her role in maintaining the Parish website, to liaise with Cllr Milner and the Clerk.
* **Newsletter:** Cllr Waters agreed to oversee the newsletter for 2016/17.
* **Finance committee:** It was agreed that this would comprise of all members.
* **Village hall committee:** Cllr Milner and Cllr Jennings agreed to be nominated representatives.
* **Village green & car park:** TE agreed to continue to oversee and update the Council.
* **Forge Trust:** Cllr Seymour and Jeff Smith to represent the Parish.
* **Crime:** An annual report for 2015-16 had been received from Julie Pardoe (attached for information.)

**16/30 Report: District Councillor Linda Robinson**

Cllr Robinson had forwarded a report to the Annual meeting as District Councillor and new leader of the District Council. This was shared with the meeting by the Clerk in Cllr Robinson’s absence.

**16/31Progress reports: Brief updates**

**a)PS - Grass cutting**

The inclement weather had caused some difficulties during the first cuts of the season as residual grass hadn’t flown. Cost implications in terms of grass collection may be considered if the situation continues.

The Clerk shared correspondence from USPRA, requesting clarification of the Parish Council’s formal proposal which had been approved in January 2016. Members confirmed that the Parish Council had committed to funding the grass-cutting costs at the play area for the financial year 2016-17, and that all invoices should be made out to the Parish Council and not to USPRA. As USPRA had received invoices for the first two play area cuts of the season, credit notes would be requested from Smartcut and the two invoices amended for re-submission to the Clerk for payment. *Action: Clerk to liaise with Smartcut. DW to update secretary of USPRA.*

**Lengthsman**

Concerns were raised regarding the amount of time currently undertaken in charging and moving the VAS sign. It was agreed that alternative options should be explored in an attempt to reduce this time and maximise the lengthsman’s productivity elsewhere in the village. It was agreed that any necessary work included in the County Council approved lengthsman schedule would be forwarded to TE and SJ to liaise with AF for future work plans.

**b) JR – Highways/School**

The full Ofsted report is now available online following the First School’s recent successful inspection.

The County Council had responded to the online report detailing the blocked culvert at the bottom of Cutts Pool, confirming that following

an inspection on 7th May, the culvert is private and therefore not highway’s responsibility to maintain. Cllr Round agreed to liaise further

with Cllr Adams in an attempt to resolve this ongoing issue. Cllr Jennings confirmed a meeting had been scheduled with Nexus Housing to

discuss the matter further.

A letter of thanks had been received from a parishioner in recognition of the Parish Council’s intervention with footway improvements

in Flax Piece.

Following a recent online report of a pot hole in Cowsden, Cllr Peart agreed to pursue this and provide any updates.

**c) Footpaths – RP**

Cllr Peart shared DM’s latest footpath report in his absence (attached for information.)

Proposed Cllr Milner, seconded Cllr Waters, all in favour, to approve expenditure @ £35.00 for the replacement of the name sign to be re-established by volunteers at Queen’s Coppice.

Attention had been drawn to clearance work necessary at Foomers Way, with permission requested for signage to be erected in the name of the Parish Council ahead of its removal to facilitate work in the vicinity. Members agreed to the suggested signage in principle, and it was noted that a date for removal of the items should also be included.

**d) Rural Communities Programme**

The subsidy available from Rooftop Housing Group and Wychavon District Council for a year’s installation and provision of wifi in the village hall, is currently being pursued. Further updates to follow.

The District Council is also providing additional subsidised services for the over 55 age group at a cost of £10 per week for a series of sessions, plus costs incurred for the hire of the village hall. It was proposed to determine local interest via the Parish newsletter initially,with a maximum subsidy provided by the Parish Council at £126.00, dependent upon interest.

**Newsletter:** The following items were agreed for inclusion in the forthcoming newsletter: photographs of the lighting of the beacon event, Cllr Peart to include wording regarding the Queen’s birthday celebrations, a request for additional members of the Thursday club and advertisement of the fish and chip supper scheduled for 23rd September.

**e) Village Hall**

Cllr Jennings and Cllr Milner reported on their attendance at a recent village hall meeting. Jeff Smith was re-elected as Chair of the committee. Members were supportive of the wifi initiative outlined in item d), on the condition that the Parish Council would oversee the installation process. Quotes were to be obtained for the re-decoration of the hall and the committee approved that the Parish Council could borrow tables and chairs for the Queen’s birthday celebrations in June.

Thanks were extended to Terry Eagle for his input in lighting the Beacon on 21st April and his contributions towards a very successful evening.

**16/32 Queen’s 90th birthday celebrations**

It was confirmed that planning of the event was going well with street closure and insurance procedures all in hand.

Following the Council’s previous approval of £150.00 funding towards the celebrations, an additional potential £100.00 was requested for Cllr’s consideration towards the provision of live music at the street party event.

Proposed Cllr Seymour, seconded Cllr Peart, Cllr Milner abstained, motion carried, to approve additional funding of £100.00, subject to consideration and review nearer to the event. It was also proposed that Cllr Waters have overall oversight of the funding as a point of contact for the Clerk, to ensure that the expenditure is monitored and kept under regular review.

The Chairman agreed to liaise with Cllr Robinson to establish if potential funding may be available as a contribution towards the additional costs requested for consideration.

Donations of refreshments and large flags were also requested in support of the event.

The Clerk was requested to extend the Council’s thanks to Mr Tarran in writing for his involvement in the Beacon event on 21st April, in addition to an invitation to the street party on 12th June.

**16/33 Finance**

**a) Current Balances as at 1st May 2016:**

Business account £7,962.67

**b) Payments to report:**

Clerk’s salary: February/March £265.66

Mr A. Farnsworth: February/March lengthsman tasks (697/703) £344.00

Smartcut: Verges 15/4 & 29/4 April £128.40

Calc/Nalc annual subscription £192.94

Mrs P. Butts: Internal audit fee – 2015/16 accounts £55.00

Clerk’s expenses: Postage £3.30

Mr A. Farnsworth: April lengthsman tasks (713) £172.00

**TOTAL: £1,161.30**

**The following income had been received:**

Wychavon District Council: Precept (i) 2016/17 £1952.00

Council Tax Support Grant (i): 2016/17 £162.00

Worcs. CC: Lengthsman January 2016 £157.00

\*Worcs. CC had confirmed grass-cutting contributions @ £387.00 for the 2015/16 season, though these were yet to be received.

Proposed Cllr Seymour, seconded Cllr Round, all in favour, to accept the attached payments.

**c) Annual Return: 2015-16 accounts**

Copies of Section 1 & 2 of the Annual return were circulated to members for discussion. The findings of the internal auditor’s report were shared, which confirmed that no significant areas for improvement or weakness were identified, and Section 4 of the return had been completed and signed.

The Chairman acknowledged each accounting statement in turn in Section 1 of the return, and Cllrs agreed with each system of internal control for the year ended 31st March 2016. The Chairman and Clerk signed and dated Section 1.

Cllrs discussed Section 2 of the return which was approved, signed and dated by the Chairman and Clerk.

It was agreed that the Clerk would forward the significant variation explanations required by the external auditors for any comments ahead of the requested submission date of 27th May.

It was proposed that once the notice for the exercise of public rights is published, Cllr Milner and Cllr Waters would share the inspection period, commencing 6th June and ending 15th July. *Action: Clerk to complete paperwork and liaise with CM and DW regarding the inspection period.*

Cllr Milner recommended that the current asset register be reviewed this financial year.

**d) Proposal to approve annual Parish insurance provision @ £346.40 – Aon Limited**

Proposed Cllr Seymour, seconded Cllr Milner, all in favour, to approve the insurance premium for 2016/17.

**e) To consider a schedule of review of the Council’s financial regulations in light of Nalc amendments January 2016:**

Amended model financial regulations had been circulated ahead of the meeting to update members. Cllrs agreed to refresh themselves in light of these minor amendments for formal approval at the next Parish Council meeting.

**f) Future funding assistance: CM**

It was proposed that Cllrs Peart, Waters and Milner would form a sub-committee to discuss the New Homes Bonus funding available, currently @ £3,565.00, in addition to possibilities for the utilisation of Parish Plan money available to report back to the Council.

**16/34 To note Calc model standing orders and consider their adoption at the next meeting:**

Model Standing Orders had been circulated to Cllrs for information ahead of the meeting. It was agreed that these required consideration, with any amendments to be discussed and adopted at the next meeting.

**16/35 Planning**

**W/15/03169:** Cowsden Bank Farm: Erection of agricultural building for machinery and grain store. *Application had been approved.*

**W/16/00067:** 1 College Road: Erection of pair of semi-detached two storey houses with shared vehicular access with existing property. *Application pending consideration*. *Clerk to update Council once decision is forwarded.*

**W/16/00173:** Cowsden Bank Farm: Proposed change of use of redundant grain store from agricultural use to wood chip drying.

*Application had been approved.*

**W/16/00732/OU:** Land off Chapel Lane:Outline application with all matters reserved apart from access for the construction of 22 no. dwellings. *Application pending consideration once amended plans have been received.*

**Garage site:** Cllr Peart confirmed that he had requested once again that the damaged fencing be made good and hoped that this would be attended to in the near future. It was agreed that RP and CM would meet to determine the actual owners, and formalise a letter to explore further the current status regarding the garage, which incorporates an empty house at the site with Wychavon District Council.

**16/36 Correspondence**

* **Wychavon Sport:** The secretary had confirmed thata parishioner intends to put together a five a side football team. Closing date for entries is 15th June, each event costing the Parish £6.00.
* **Wychavon DC:** Funding is available for signage to promote smoke free play areas. Details had been forwarded to USPRA.

**16/37 AOB**

* **Parking:** Concerns were raised regarding inappropriate parking in College Road, which restrict access at times. The Chairman confirmed a discussion had taken place with car owners and hoped for a positive response in remedying the situation. Parishioners to provide further updates where necessary.
* **Notice board:** The notice board outside the shop requires replacement. As the play area had recently arranged for the installation of a new notice board, the Chairman agreed to action. PS to liaise with LH to obtain quotes to present to the Council.
* **Dog waste bins:** A broken dog waste bin had been reported at Cutts Pool, and the Parish Council was also requested to consider the purchase of an additional waste bin in the village. The Chairman agreed to discuss with Cllr Robinson in preparation for the next meeting.
* **Website:** CM updated the meeting that CY had rejuvenated the Parish website. Any information for inclusion needs to be forwarded to CY.
* **Co-option:** A parishioner was in attendance, who had expressed an interest in the remaining vacancy on the Parish Council. The parishioner had filled in an application form and made introductions with Cllrs after the meeting. It was agreed that the application form would be circulated with an opportunity provided for an informal discussion ahead of the next meeting when the co-option process would be undertaken.

**16/38 Dates of Next Meeting Tuesday11th October 2016 at 7.30 pm**

**Signed ……………………………………………………… Date…………………………..**

**Chairman**