

# DRAFT

## Upton Snodsbury Parish Council

### Parish Council Meeting - Minutes Tuesday 16<sup>th</sup> January 2024, 7.30pm Upton Snodsbury Village Hall

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

**Clerk/RFO:** Nicola Harding

**In attendance:** 20 parishioners

**24/01 Apologies:** None received.

**24/02 Declarations of Interest:** There were no declarations received.

**24/03 Parishioner's Comments:** Twenty parishioners were in attendance to receive updates regarding planning application W/23/02209/FUL: land off Chapel Lane (construction of 25 homes alongside provision of a new access road, SUD's and landscaping features,) in addition to W/23/02447/SCR: land at Naunton Road (screening application for 76 dwellings with access from the B4042 through its southern boundary.) The Chairman therefore moved to planning item 24/07 to allow for a discussion and questions raised by parishioners.

**W/23/02447/SCR: Land at Naunton Road:** A summary was provided regarding the screening request received for land off Naunton Road for 76 dwellings with access from the B4082. A request for a full environmental impact statement (EIS) had been submitted by the Parish Council to WDC on 20/12/23, given that this represents a 35% increase in the size of the village and is not a site included in the current draft SWDP, scheduled for adoption in Autumn 2024. It was noted that the EIS has not yet been signed by WDC and a planning application has therefore not been received by the Parish Council to date. It was confirmed that this is a speculative screening application, as WDC does not currently have a five-year land supply, having previously been required to share their supply following their partnership with Malvern Hills and Worcester City Councils.

The Chairman provided a summary of earlier phases of the SWDP which considered 12-20 sites for development, of which the land off Naunton Road was rejected, and it was noted therefore that as this argument has been accepted in neighbouring parishes, it should set a precedent elsewhere. Given the current shortage of planning officers, a resolution is not expected imminently, with little further action available until an application is actually submitted.

Cllr Robinson drew attention to Wychavon's current consultation on their draft design codes, which sets out a series of requirements for new developments, streets, buildings and the natural environment, which will direct how they will look and feel as well as how they interact with existing places. Positive representation from the community is actively encouraged, to assist in channelling views when making comments on future planning applications received. Further information is available with an online feedback form via: [www.wychavon.gov.uk/design-codes](http://www.wychavon.gov.uk/design-codes)

It was agreed to keep vigilant ahead of any potential planning application submitted and be prepared with suitable responses, to be steered by the Parish Council and communicated via newsletter/E Bowline with a potential future public meeting held.

**W/23/02209/FUL: land off Chapel Lane:** Comments of objection have been forwarded by the Parish Council to Wychavon and a decision remains pending. Given that the site is within the latest SWDP due for adoption, it is likely that this development will be approved, however it was agreed that due to strong concerns raised in relation to the design of access to the site on entry from Pershore Road, in addition to the likely number of extra vehicle movements generated, plus construction traffic, a series of firm adjustments and planning conditions should now be collated as a matter of priority, in order to make this scheme as palatable and acceptable to the village as possible. It was noted that any parishioner's comments already submitted online may still be revised and amended. A productive discussion ensued and the following actions were agreed:

- Without prejudice, given her member role on the DC planning committee, Cllr Robinson to relay the serious access concerns with WCC Highways and the DC planning officer on behalf of the Parish.
- Complaints regarding access to be channelled on one PC document to be forwarded to the planners and developers, ideally within the next fortnight (however individuals may also make separate representations.) *Action: MM/Cllrs.*
- Aerial photographs to be taken of the corner of Cowsden Lane/Pershore Road to support the access concerns. *Action: BG.*
- Parish Cllrs to continue to maintain regular, open dialogue regarding any updates and share via newsletter & E Bowline.
- Should the application be approved, and when details of the developer are known, initiate an open dialogue to encourage a positive relationship between the developer and community, as was the case with the Owls Homes development.

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Parishioners requested what support they may be able to provide the Parish Council in moving forward and extended their thanks for the Council's efforts. The following was suggested:

- Regular attendance at Parish Council meetings to allow further views to be heard and to discuss any updates received.
- Share ideas within the community to 'spread the word.'
- Volunteers to come forward to distribute newsletters to update the village.

The Chairman then moved the meeting to Item 24/09, District/County Cllr reports. Cllr Robinson had forwarded her report to the Clerk ahead of the meeting, which was circulated to Cllrs for information. In summary:

- Flooding: the first month of the year has been disruptive across the region with travel and homes affected by surface water run-off and flooding of the main rivers. For future reference, urgent issues can be reported to WCC via 01905 845676.
- Trees call to action project: WDC and the UK shared prosperity fund partnered with the Heart of England Forest are offering Wychavon Community Groups & schools tress to plant an orchard, supported by officers with free guidance and advice throughout. Contact: [TCAP@heartofenglandforest.org](mailto:TCAP@heartofenglandforest.org) It was confirmed however that the Parish does already have this opportunity at nearby Double Gates Farm.
- Severe weather emergency protocol (SWEP): Protocols will be in effect this week due to expected cold weather. Residents are reminded that if they come across a rough sleeper, this should be reported along with the location, to the Street Link service at <https://bit.ly/3GSDTXf>. These details will then be shared and the necessary support put in place.
- Dangerous bend: Concerns had been received from neighbouring Peopleton Parish Council regarding the dangerous bend along the A4222, from the Peopleton/Worcester direction as you approach Upton Snodsbury. Support has been requested from Cllr Robinson and Barry Barnes, WCC Highways, and Cllr Robinson noted that the Parish Council is happy to collaborate accordingly.
- Barry Barnes, WCC & Cllr Robinson had attended a property affected by flooding in Cowsden, and it was confirmed that WCC would assess the drain blockage.
- Hillside Close: The Clerk drew attention to an ongoing issue at the car park to the rear of Rooftop bungalows in Hillside Close. Floodlighting has been causing a considerable disturbance to properties in Flax Piece, whose bedrooms face the car park. As lighting was previously swapped for motion sensor lighting, attempts have been made by the Clerk since July 2022 to request the current lighting be swapped again, however despite three jobs scheduled by Rooftop's property maintenance team to rectify, this remains outstanding. Cllr Robinson agreed to escalate with Rooftop on the Parish Council's behalf. *Action: Cllr Robinson.*
- School: a request had been received regarding the possibility of creating road markings in School Lane near to the school, to alleviate ongoing congestion issues. It was agreed that the Chairman would draw up a plan of the location and share with Cllr Robinson, to be discussed further with Barry Barnes, WCC Highways. *Action: MM/LR/BB.*
- Coventry Arms: anti-social behavior had been reported by a parishioner at the Coventry Arms' car park. Cllr Robinson agreed to explore this further with the contact provided.

## **24/04 Minutes of meeting held on Tuesday 17<sup>th</sup> October 2023**

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

## **24/05 Progress reports from Parish Activities - brief updates:**

a. NH: Lengthsman: It had been previously noted that there had been no communication from the newly appointed lengthsman since September 2023, despite several approaches from the Parish Council. In line with the terms of the lengthsman contract, notice of termination had therefore been given. The Clerk has made an approach to a lengthsman from a neighbouring parish, who will confirm if he is able to take on any additional workload next month. Cllr Grainger offered to liaise with the contact to discuss the role further.

b. MM: (i) School: Grant funding has been acquired to restore the wildlife area. The Chairman, in conjunction with work colleagues and footpaths volunteers, agreed to assist with the project. (ii) Village Hall Legacy project: all grant funding should now be in place and final confirmation is now due. *Action: Cllr Robinson to liaise with the Community Officer at Wychavon for further updates.*

c. AG: (i) Footpaths: No footpath reports at present due to current weather conditions, however the phone kiosk entrance has been gravelled and internal works to complete shelving are imminent. (ii) Neighbourhood Watch: It is hoped to resurrect the Neighbourhood Watch group with potential opportunities to acquire volunteers at the forthcoming Smart Water event in the village hall on Saturday 27<sup>th</sup> January, 11am-4pm. Cllr Grainger has produced a poster to advertise the event for circulation, and this was also raised under parishioner's comments, for the benefit of those present.

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d. DW: Cllr Waters has established costings for two new Vehicle Activated solar speed signs in the Parish. Partial funding will be applied for via the latest round of West Mercia Police's Safer Roads Fund, with the remaining funds earmarked from current reserves. WCC's Senior Highways Officer has agreed to survey the new locations opposite the Oak and on the B4082 and will liaise further with Cllr Waters regarding new poles.

Action: DW/WCC Highways.

## 24/06 Finance

### a) Current Balances at 9<sup>th</sup> January 2024

Business Account:	£25,397.02
<b>TOTAL</b>	<b>£25,397.02</b>

### b) Payments to report:

Clerk: Salt purchase – green grit bin	£40.00
Clerk expenses: Ink	£39.04
Playdale: Balance equipment purchase – play area	£1,158.30
VHC: Hall hire October 2023	£21.60
J. Skinner: Christmas 2022 village celebration	£100.00
R. Peart: Phone kiosk refurbishment	£68.85
A. Grainger: Phone kiosk refurbishment	£8.15
Clerk's salary: October 2023	£302.25
Smart Cut: Final grass-cut #14	£158.35
C. Young: Annual website fee	£43.19
Clerk's salary: November 2023	£302.25
Clerk's salary: December 2023	£302.25
J. Skinner: Christmas 2023 village celebration	£100.00

**TOTAL** **£2,644.23**

### Income to report:

Scoot & Scramble: Funds for balance equipment purchase	£965.25
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**TOTAL** **£965.25**

*Proposed MM, seconded DW, all in favour to approve the payments presented.*

*\*Lloyds Bank: contact has been requested by Lloyds from an existing signatory to verify the mandate change request as forwarded earlier.*

*Action: DW.*

c) Bank reconciliation (iii): 31 December 2023: documents had been forwarded to DW for checks & these were verified and signed at the meeting.

d) Local Government staff pay scales agreement: 2023/24: the new staff pay scales approved by Local Government in November 2023 were shared and noted by the meeting. *Action: monthly salary standing order to be amended to £323.92 – Clerk/DW.*

e) Proposal to approve expenditure @ £420.00 inc VAT for telephone kiosk internal works: Proposed AG, seconded BG, all in favour.

f) Christmas sing village event: Future funding proposals were discussed, given the success of this annual singing event in support of the village. The Chairman agreed to discuss a proposal further with the event organiser to present to the Council at their next meeting.

*Action: MM.*

g) Proposal to approve 2024/25 budget & resultant precept request:

The Clerk had completed and circulated current 2023/24 budget and predicted year end expenditure, in addition to draft 2024/25 budget figures for consideration and discussion at the meeting. Given the current inflation rate and predicted costs likely to be passed on in the new financial year, namely grass-cutting, subscriptions, salary and insurance, in addition to implications of potential future new development, options were presented for consideration and the resultant precept % increase and Band D £ increase. Cllrs also noted the surplus reserves available for the next financial year, and agreed to utilise these towards additional VAS signage and the legacy village hall project for the benefit of the whole community. A discussion ensued and the following was proposed:

Proposed BG, seconded AG, all in favour, to approve a precept @ £8000, resulting in a 6.4% increase from 2023/24 and a Band D annual increase @ £2.42.

*Action: Clerk to submit request to WDC ahead of 25<sup>th</sup> January 2024.*

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## 24/07 Planning

**W/23/00726: The Croft** - Two individual four-bedroom dwellings with garages: *application approved.*

**W/23/01079: Newton House** - Minor amendment to approval W/22/02670/HP. Rear 3m deep living room extension modified to two storeys; addition of single storey study to side: *application approved.*

**W/23/00810/HP/Associated Ref: W/23/00809/LB: Court Barn** - Alterations and refurbishment of detached stable block: *application approved.*

**W/23/02015/LB: Burrows** - National Grid issue – pole removal: *no further updates at present, although the installation of underground service cables to outside metre boxes in Owls End Lane has been approved.*

**W/23/02362/AGR:** Erection of a steel portal framed agricultural building for the keeping/housing of cattle: *confirmation from WDC that prior approval is not required. Conditions forwarded via email.*

**W/23/02161/FUL:** Land at Cowsden: Erection of a small timber framed cabin to be used by a local specialist occupational therapist as a sensory room containing specialised equipment and fixtures for the benefit of local autistic children. *Pending decision.*

**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 forwarded to WDC on 8 December 2023.*

**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.*

## 24/08 Correspondence

WDC      The latest Parish Matters newsletter was received and circulated in December 2023.

SNT      New contact details have been received from the local Police Safer Neighbourhood Team (SNT) - emailed

West Mercia Police      Safer Roads Grant 2024: emailed 11/12/23 – applications are open until noon, 2<sup>nd</sup> February 2024 - emailed

## 24/09 Date of Next Meeting: Tuesday 12<sup>th</sup> March 2024 at 7.30pm.

Signed .....

Date.....

**Chairman**