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Upton Snodsbury Parish Council

Annual Parish Council Meeting - Minutes Tuesday 8th May 2018, 7.00pm 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), Alan Grainger (AG)
District Cllr L Robinson, County Cllr R Adams

Clerk/RFO: Nicola Harding

In attendance: Five parishioners

18/23 Apologies: Apologies were received from Cllr Milner.

18/24 Minutes: Approval of minutes of Annual Parish Meeting held on Tuesday 16th May 2017
Proposed JR, seconded DW, all in favour to approve the minutes as a true record.

18/25 Chairman's report 2017/18

The Chairman provided a summary of the positive work of the Parish Council during 2017/18. There had been two successful New Homes Bonus applications, with the imminent installation of a new community defibrillator purchased, in addition to Uspra's successful grant funding applications towards enhancements at the play area. The Chairman extended his thanks to each member of the Council for their continued efforts in their individual roles on the Council and also to the Clerk. Notable thanks were extended to Cllr Milner who, after ten years of dedicated service to the Council, had forwarded notice of her resignation to the Chairman with effect from 1st May 2018. Thanks would be delivered in person to Cllr Milner at the October meeting of the Parish Council.

The meeting closed at 7.20pm.

Annual Meeting of the Parish Council

18/26 Election of Chairman

Proposed RP, seconded DW, all in favour to re-elect PS as Chairman of the Parish Council for 2018/19.

18/27 Election of Vice-Chairman

Proposed PS, seconded SJ, all in favour, to re-elect RP as Vice-Chairman of the Parish Council for 2018/19.

18/28 Declarations of Interest No declarations were made.

18/29 Parishioners comments A parishioner drew attention to the condition of the verges, footways and general maintenance along the A422. As the main, visible entry point to the village, it was felt that this area is not in keeping with the rest of the Parish, and the 30mph speeding restriction may be more consistently observed if the vicinity was better maintained. As a major 'A' road, the Parish lengthsman is not permitted to maintain the vicinity, and although Worcestershire County Council Highways has completed maintenance tasks in isolation, general maintenance such as road sweeping is no longer extended to rural areas. It was agreed that these points should be considered by Cllr Adams in order to establish what potential solutions County Council Highways may be able to propose.

Action: Cllr Adams to liaise with Senior Highways engineers and JR in order to provide further updates.

A parishioner requested updates relating to the development of the Garage site. Cllr Robinson confirmed that planning officers at Wychavon had recommended approval of the application, however delays between the planners and developers had ensued and the legal department was currently in the process of finalising the Section 106 agreement, after which final conditions and any design modifications would be publicised. As there were no formal objections put forward from the Parish, it was confirmed that the application would not be considered by the Planning Committee.

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18/30 To note model Calc standing orders and approved financial regulations (attached) and to consider a schedule for their review

Revised 2018 model Standing Orders had been produced by the National Association of Local Councils, which had been circulated ahead of the meeting. Worcestershire County Association of Local Councils had advised Parishes to consider these amendments with a view to their adoption.

Action: It was agreed that the new and existing Standing Orders would be discussed and considered at an informal meeting ahead of proposing their approval at the October Parish Council meeting.

18/31 To note the Code of Conduct

Cllrs were reminded to note the District Council's Adopted Code of Conduct 2012.

18/32 To review the Council's risk assessment and insurance requirements

The Clerk had prepared and forwarded the 2017/18 risk assessment schedule ahead of the meeting, in addition to details of the insurance provision for 2018/19 as the Council enter into year two of a three-year long term agreement with Came & Company insurers. It was confirmed that the new defibrillator would be included in the existing insurance schedule.

18/33 To appoint Councillors to the following roles: Finance, Lengthsman liaison, Grass-cutting, Highways, School, Footpaths, Rural Communities Programme, Website, Newsletter, Neighbourhood Watch, Garage site development

Cllrs were appointed to the following roles:

- Finance: DW
- Lengthsman: SJ
- Grass-cutting: PS
- Highways: JR agreed to continue overseeing the role until such time that a replacement is in place
- Footpaths: AG
- Planning (Garage site, Coventry Arms & Chicken Farm developments): RP
- Neighbourhood Watch: AG
- Rural Communities Programme: DW & SJ
- Parish website: CY

18/34 To consider the approval of the minutes of meeting held on Tuesday 13th March 2018 (attached)

The minutes from the last meeting had been circulated and considered. Proposed PS, seconded RP, all in favour to approve the minutes as a true record.

18/35 Reports: District Councillor Linda Robinson & County Councillor Rob Adams

District Cllr Robinson: The following summary was reported for 2017/18

- Wychavon District Council were delighted with the acknowledgment that Wychavon was voted the third best rural place to live, following an annual Halifax survey of employment, education and social factors.
- In contradiction, findings were less favourable in a Social Mobility report conducted in November 2017. As a result of this issue, a summit has taken place with agencies and professionals to discuss the gaps which need to be addressed.
- New protocol in the New Homes Bonus scheme is to be launched in July and government has announced that this funding will not continue indefinitely. Wychavon will continue to award 40% of this funding to local Councils for lasting legacy projects, however regulations will be tighter. Once updated, the new links will be available for Parish Councils to access.
- The 16th June sees the start of stage four of the women's Tour of Britain - the final route is to be confirmed, but it will pass between Evesham and Worcester.
- 'Warmer Worcestershire' - Grant funding is available during the first fortnight in May. The joint housing service for Wychavon and Malvern Hills Councils will be targeting residents who have been identified as living in fuel poverty areas and possibly using oil as their main source of heat. Funding towards the cost of a new boiler is available but is limited, and will be allocated on a first come, first served basis until

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June 2018. All grants are subject to availability, eligibility assessment and a technical survey.

Action: Information and contact details to be published on the Parish noticeboard.

- Work is underway on a £3 million two-storey extension to Evesham Leisure Centre which will improve and extend facilities to meet the demands of growing numbers of customers now and in the future. Wychavon Leisure hope that the extension will allow for up to an additional 500 new members a year. The centre will remain operational during the transformation, which is set to open in January 2019.

Cllr Robinson concluded her report by extending her thanks to the Parish Council for their proactive efforts throughout the year, and the Chairman acknowledged Cllr Robinson for her continued support to members of the Council and Parish as a whole.

County Cllr Adams: The following summary was reported for 2017/18

- Cllr Adams reiterated thanks extended to Parish Cllrs for their efforts throughout the year.
- Substantial savings are to be incurred through the merger of Hereford & Worcester Fire Service and West Mercia Police.
- The past year has seen the formation of a new County Council with twenty-three new Council members in post. A new Chief Financial Officer is also now in position.
- A new Senior Liaison Engineer has been appointed, providing Highways support and expertise throughout local Parishes.
- Half of Cllr Adams' divisional budget funding contributed towards essential repairs necessary at St Kenelm's church wall. Further grants are in the process of being secured to facilitate the repairs in the near future.
- Surface dressing and road structure measures are to be implemented on the A422 accident black spot near the Red Hart public house to address safety concerns in the vicinity.
- Work is progressing well at the new Parkway Station development. It is anticipated that a £62 million project for a new bridge in Powick in addition to road modifications near Junction 6 of the M5 will result in significant road disruption in the area in the coming months.
- The new 'Envirosort' facility at Hartlebury is complete and up to capacity, resulting in less waste at Hill & Moor landfill site.
- In response to observations noted under parishioner's comments, Cllr Adams confirmed that WCC still cut verges and would therefore bring the condition of the footways along the A422 to the attention of the Senior Highways Liaison engineer.
Action: Cllr Round agreed to provide a written outline of the issues raised and forward to Cllr Adams for the attention of Worcestershire County Council Highways.
- Cllr Adams concluded his report by thanking Cllr Robinson for her continued support as District Cllr, and that of Parish Cllrs. The Chairman extended thanks on behalf of the Parish Council for Cllr Adams' representation and support.

18/36 Progress reports from Parish Activities: brief updates:

a) PS - Grass cutting: It was confirmed that the second grass cut of the season would be taking place during the week commencing 7th May.

b) JR - Highways/School: No updates had been received from the school at present. A report had been forwarded to Worcestershire County Council regarding the flooding issue at Owls End Lane. No further updates had been received to date, nor in relation to the dead elm trees previously reported at College Road.

c) AG - Footpaths/Speed initiatives/Neighbourhood Watch Materials had been requested from WCC for repairs to the kissing gate at Holy Oak Farm. The lengthsman had been directed to trim the footpath at College Road and it was noted that there should be a stile in place at the footway by the garage. AG confirmed that he had been requested to attend a training course with footpath volunteers.
Action: AG to pursue stile issue and attend training course.

Neighbourhood Watch: A request for additional volunteers had been included in the latest edition of the Parish newsletter and it was hoped that further volunteers would come forward. AG confirmed he would request additional stickers from the local police team again.

d) DW - Rural Communities programme Details of the two successful New Bonus applications had been

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outlined in the latest Parish newsletter. An electrician had been scheduled to install the new community defibrillator, to be sited on the wall of the Village Hall, and full training would be provided for parishioners in the coming weeks. More funding was available to be considered for a 'lasting legacy' project in the Parish. It was agreed that DW would request further updates from CM regarding existing rural community projects and liaise thereafter with SJ.

SJ - Village Hall Committee A new Chairman had been appointed for 2018 at the recent committee meeting, and several new projects and proposals for consideration had been discussed. SJ & PS confirmed they would be liaising to move forward the village Wi-Fi initiative.

e) SJ - Lengthsman:

The lengthsman's contract had been renewed with Worcestershire County Council for 2018/19. The Clerk had received notification that the current lengthsman was intending to reduce his work commitments in the coming months, handing over to his current work partner. It was agreed that SJ would make enquiries and update members accordingly about the lengthsman's future intentions. Materials for repairs to the bus shelter had been forwarded to SJ, for completion by the lengthsman.

Action: Lengthsman to complete bus shelter works & Chairman to forward invoice for materials to the Clerk for payment.

f) Garage site: It was agreed that this item had been addressed under parishioner's comments, whereby Cllr Robinson had provided latest updates.

g) Clerk - BT updates Notification had been received that the adoption of the Parish telephone kiosk was now complete, as part of BT's 'Adopt a Kiosk' scheme. A signed contract between the Parish Council and BT had been received and the telephone had been disconnected with a sign installed to notify parishioners. The Chairman confirmed that a local painter and decorator was available to assist in the refurbishment of the kiosk, and he would liaise to discuss an estimate of costs for the purchase of necessary materials. Cllrs discussed the possibility of a further New Homes application to finance the re-siting and refurbishment of the kiosk, and DW proposed to look at evidence from the recent community consultation to assist with a further application on behalf of the Parish Council. Advice had been received from

Wychavon's planning department as follows:

- The Council would need to decide how the kiosk would be fixed to the ground once moved, as if free standing, it would not be classed as development and would therefore not require planning permission.
- The purpose of the kiosk would need to be agreed - if it is positioned in the grounds of the village hall, then it could be considered that the kiosk is to be used by the Parish Council for ancillary purposes to the village hall.

It was therefore considered to be unlikely that planning permission would be required, but this is an informal view at this stage of the process and would need formal confirmation.

Action: Chairman to establish an estimate of costs for essential repairs/maintenance with local contractor for consideration and approval. DW to explore the possibility of acquiring additional New Homes Bonus funding towards the project.

18/37 Finance

a) Current Balances as at 1st May 2018:

Business account £8,529.25

b) Payments to report:

12/3/18: Lengthsman: Feb invoice #915	£162.00
21/3/18: Village Hall committee: Jan/March hall hire	£16.50
21/3/18: Clerk's expenses: Nov'17-Jan '18 (postage)	£26.14
7/4/18: Clerk's salary: March 2018	£132.83
16/4/18: Lengthsman: March invoice #934	£192.00
7/5/18: Clerk's salary: April 2018	£132.83
8/5/18: Worcs Calc: Annual subscription 2018/19	£248.81
8/5/18: PC insurance 2018/19	£291.20
8/5/18: Smart Cut: Play area/verges cut 1 16/4	£125.49
8/5/18: Internal auditor fee: 2017/18 accounts	£55.00

TOTAL

£1,382.80

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Income received:

20/3/18: Worcs CC: Road markings refund	£100.00
23/3/18: Worcs CC: Lengthsman - Dec '17 #899	£160.00
23/3/18: Worcs CC: Lengthsman - Jan '18 #913	£162.00
1/4/18: Footpaths book sales	£39.00
10/4/18: Worcs CC: Lengthsman - Feb '18 #915	£137.00
11/4/18: HMRC - VAT refund 2017/18	£509.83
30/4/18: WDC: Precept/Grant 2018/19	£2,383.00
TOTAL	£3,490.83

c) Bank reconciliation: 31 March 2018 - Documentation was forwarded to DW ahead of the meeting for checks and verification. These were approved and signed at the meeting by DW.

d) Annual Return 2017-18 accounts:

Proposal to complete certificate of exemption (to be completed only by smaller authorities where the higher of gross income for the year *or* gross annual expenditure for the year, did not exceed £25,000.) *To be returned after certification to the external auditor.*

Proposed PS, seconded RP, all in favour to certify the Parish Council as exempt from a limited assurance review for the 2017/18 accounts, as a smaller authority.

Action: Clerk to forward documents relating to smaller authorities to External Auditor, PKF Littlejohn.

d(i) Proposal to approve Section 1: Annual governance statement - Copies were provided and statements considered at the meeting, in line with Accounts & Audit regulations 2015.

Proposed PS, seconded SJ, all in favour, to approve the accounting statements for the 2017/18 financial year.

(ii) Proposal to approve Section 2: Accounting statements - Copies were provided and detail considered at the meeting, in line with Accounts & Audit regulations 2015

Proposed RP, seconded PS, all in favour to approve the accounting statements prepared by the RFO & verified by the Internal auditor.

(iii) To receive and note the internal auditor's report & recommendations - The Clerk confirmed that Section 2: Accounting statements had been inspected and verified by the internal auditor, along with the risk assessment schedule, asset register and accounting package for the period 1st April 2017-31st March 2018. A copy of the internal auditor's report and recommendations would be forwarded once received.

Action: Clerk to liaise further with internal auditor and circulate the completed report to all members once received.

e) Proposal to approve Parish insurance provision for the period June 1st 2018 - 1st June 2019 @ £291.20.

The Council had approved a three-year long term agreement at the Annual meeting of the Parish Council on 16th May 2017 (minute reference 17/37d.) As the Council was now entering into year 2 of this agreement, the premium for 2018-19 was considered and approved.

Item 18/38 Planning

- **W/17/00279/FUL:** The Old Cottage, Bants Barns, Worcester Road - Change of use of two barns, land adjoining The Coventry Arms. *Application had been approved.*
- **W/17/01255/FUL:** Woodview Cottage and Woodview Garage - Demolition of redundant vehicle garage and petrol station together with existing dwelling and erection of 9 dwellings on land at Woodview cottage with new vehicular access.
A decision remains pending.
- **APP/H1840/W/17/3177727** Proposed erection of three poultry units for free range egg production, six feed bins, alterations to existing site entrance, new access track and associated development:

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Following the meeting, it was confirmed that preliminary groundworks had commenced on site and regular feedback would be requested to establish further progress.

- **W/18/00434/HP:** Commissioner's Cottage, Cowsden - erection of two storey rear extension. *Application had been approved.*

18/39 Correspondence

- The Chairman shared notification from Cllr Milner of her intention to resign as member of the Parish Council with effect from 1st May. Sincere thanks were extended to Cllr Milner on behalf of the Parish Council for all her efforts in serving the Council for the past ten years. Thanks will be extended formally in person at the next meeting. As a casual vacancy now exists on the Council, the Clerk would notify the Electoral Team at Wychavon.
Action: Clerk to liaise with the Monitoring Officer and provide further updates to members once received on 1st June 2018.
- A new Safer Neighbourhood Team Police Officer for the area has been appointed - PC 0375 Zoey Carter, who has taken over from PC 2886 Paul Acaster.
Contact e-mail is: pershorerural.snt@westmercia.pnn.police.uk

18/40 AOB

Data protection: All organisations in the country will be expected to comply with the new data protection regulation when it comes into force on 25th May. Training is being provided by Worcs. Calc and a 'toolkit' has been circulated as guidance for Town and Parish Councils. The Clerk will forward further updates once received and confirmed attendance at the next Calc training event, after which further guidance would be circulated for information and consideration.

18/41 Date of Next Meeting: Tuesday 9th October 2018 at 7.30 pm.

Signed

Date.....

Chairman