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Upton Snodsbury Parish Council

Annual Parish Meeting & Annual Meeting of the Parish Council - Minutes Tuesday 25th May 2021, 7.00pm, Twisted Spoon, Upton Snodsbury

Parish Councillors Present : Paul Seymour (PS) (Chairman), Roger Peart (RP) (Vice Chairman), Debbie Waters (DW), Alan Grainger (AG), Martyn Macefield (MM), Louise Chance (LC)

Clerk/RFO: Nicola Harding

In attendance: 0 parishioners

Annual Parish Meeting

21/23 Apologies

Apologies were received from SJ and District/County Cllr Robinson

21/24 Minutes of the meeting held on Tuesday 14th May 2019

Proposed RP, seconded MM, all in favour, to approve the minutes as a true record.

21/25 Chairman's report

PS thanked members of the Parish Council for their team effort throughout the past year.

Annual Meeting of the Parish Council

21/26 Election of Chairman

Proposed MM, seconded DW, all in favour, to elect PS as Chairman for 2021-22. PS signed the declaration of acceptance of office.

21/27 Election of Vice-Chairman

Proposed PS, seconded LC, all in favour, to elect RP as Vice-Chairman for 2021-22.

21/28 Declarations of interest

There were no declarations made.

21/29 Parishioner's comments

No parishioner's comments had been received ahead of the meeting. There were no parishioners who had requested to attend the meeting virtually.

21/30 To note model Calc Standing Orders and approved financial regulations and consider a schedule for their review/adoption.

Current, approved financial regulations were recirculated ahead of the meeting for information. Model Standing Orders were also circulated for consideration and adoption at the next meeting of the Parish Council.

Action: Cllrs to note the Model proposed by Nalc and consider any amendments for discussion at the next meeting in October.

21/31 To note the Code of Conduct

This was recirculated and noted by members.

21/32 To note the Council's risk assessment and insurance requirements

Members noted the risk assessment completed and circulated by the clerk for 2021 and were reminded that the Council would be entering into year two of a long term insurance agreement with Came & Company, specialist Parish Council insurers, as of 1st June 2021.

21/33 To appoint the individual roles of Councillors

The following roles were agreed:

Finance: DW

Grass-cutting: PS

Lengthsman Scheme: SJ

Highways/Coventry Arms: LC

School/SWDP: MM

DRAFT

Footpaths/Neighbourhood Watch: AG
Rural Communities Programme/Newsletter: DW
Village Hall Committee: SJ/AG
Planning: RP/MM
Telephone Box: PS/RP

21/34 To consider approval of the minutes of the meeting held on Tuesday 6th April 2021

The minutes of the previous meeting were circulated for consideration and approval.

Proposed PS, seconded DW, all in favour to approve the minutes as a true record.

21/35 reports: District/County Councillor Robinson

Cllr Robinson forwarded her report ahead of the meeting to share with members in her absence. This was circulated and summarized by the Clerk.

Action: Clerk to forward draft minutes and updates to LR.

21/36 Progress reports from Parish Activities - brief updates:

a) PS - Grass cutting

There were no issues to report at present - three cuts had now been completed in the village and at the play area.

b) Highways

Although not formally the current Parish Council representative, MM drew attention to the current drainage issue along the A422 by The

Oak public house which unfortunately, remains outstanding.

MM - (i) School (ii) SWDP

The School is currently advertising school places locally in an attempt to increase pupil numbers for September. Worcestershire County

Council Highways had been approached to provide school signage which was turned down, however, it was recommended that a school

crossing sign would draw attention to the school's existence. A banner had also been erected at the Spetchley roundabout as further attempts

at local advertising. When Covid restrictions allow, school children will meet with members of the village 'Thursday club' to secure firm

links between the school and local community.

c) AG - (i) Road safety (ii) Footpaths (iii) Neighbourhood Watch

(i) There were no reports at present, however it was agreed that crowd funding would be explored in order to raise additional funds to

supplement the Council's approved New Homes Bonus allocation which requires drawing down by 1st September 2021.

Actions: PS to explore 'Just Giving' crowd funding; Clerk to clarify the Community Infrastructure Levy regulations which apply to the usage

of funds secured as a result of the Garage site application; DW to approach the Post Office regarding a potential funding jar; AG to

investigate VAS signage costs/models.

It was also agreed that LC, RP and DW would liaise with BB at Worcestershire County Council Highways via County/District Cllr Robinson

to discuss the future siting of the village gates.

(ii) Footpath volunteers have now resumed duties following the easing of restrictions and have completed clearance work at Foomer's Way

and Queen's Coppice. Repairs had been agreed to reinstate land at Foomer's Way to its original condition following liaison with the Senior

Public Rights of Way officer at Worcestershire County Council.

Owl Homes had installed a new kissing gate with a view to an additional one installed upon completion of phase 2 of the Garage site

development.

The landowner at Bow Wood Lane has fenced off the bridleway towards Libbery, therefore access now needs to be via the gate, taking note

of livestock in the vicinity.

DRAFT

Action: It was requested that any future jobs for the volunteer's attention be forwarded to AG.

(iii) Two incidents of egg throwing at properties had been reported to the local police team in recent weeks and the local Community Support Officer had visited the village to discuss these reports further.

Actions: It was agreed that AG would invite the PCSO to a future Neighbourhood Watch meeting and the incidents would also be included in the next newsletter to raise further awareness. It was also agreed that AG would invite the Smart Water representative to a future Parish Council meeting as this had been cancelled in 2020 due to the national lockdown.

d) DW/SJ - Rural Communities Programme

No updates to report at present.

e) SJ - Lengthsman/Village Hall

The lengthsman had completed vegetation removal around the bench by the village hall following a request from a parishioner. Worcestershire County Council had notified Clerks that there was currently a backlog of payments for outstanding invoices which is currently being addressed. No reports received regarding the Village Hall Committee.

f) RP - Garage site

A further Zoom meeting had taken place with JB, Owl Homes executive, and RP. Rubbish reported on site and opposite the development had been collected and cleared. Considerable quantities of water had been observed off the site following recent, prolonged downpours which would be discussed at the next Zoom meeting. Some household walls had been cleaned adjacent to the site, but not all, therefore it was

agreed that this would also be raised at the next meeting.

Action: RP to arrange another Zoom meeting with JB.

g) PS/RP - Phone kiosk renovation

The repainted telephone box is still stored at DL's farm. Glazing has been purchased from a specialist supply company. The box will now be fixed in position within the next month outside the village hall and then glazed. The box will finally be fitted with shelves and used as a book swap facility.

Action: PS/RP to liaise.

h) LC - Coventry Arms

Reports of a rat problem had been received from a parishioner living in the vicinity of the Coventry Arms. A pest control contract had been taken out as there had been evidence of the rats entering the house. The incident had been reported to Environmental Health who had taken action and contacted the owner of the property and are monitoring the situation further. Members were in agreement that a positive course of action may be to encourage inclusion of the site within the SDWP village development boundary in order to open up wider opportunities for future development at the site.

Action: MM to monitor and update.

21/37 Finance

a) Current Balances as at 1st May 2021:

Business account	£18,085.29
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b) Payments to report:

7/4/21: Salary	£132.83
9/4/21: Mr A. Farnsworth: March # 1067	£168.75

DRAFT

9/4/21: Mrs C Young - website domain	£43.20	
9/4/21: X2 Connect - Phone box		£276.00
9/4/21: Smart Cut - cut 1	£137.11	
19/4/21: Worcs Calc - Annual subscription	£277.08	
6/5/21: Smart Cut - cut 2 & 3	£274.23	
5/5/21: Clerk's expenses: Ink		£14.99
7/5/21: Salary: April	£132.83	
25/5/21: A. Shephard - Internal audit fee	£55.00	
TOTAL		£1,512.02

Income received to report:

8/4/21: Worcs. CC	£81.25	
16/4/21: HMRC - VAT refund	£459.68	
29/4/21: Wychavon DC - Precept (i)	£2,878.00	
29/4/21: Wychavon DC - CiL fund	£4,353.00	
TOTAL		£7,771.93

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

c) To note and approve the report of the Internal auditor and recommendations, 2020-21 accounts: (copies emailed ahead of the meeting.)

These were shared and noted by the Chairman.

d) To approve and sign the Certificate of Exemption for the year ended 31 March 2021:

Proposed PS, seconded DW, all in favour, to approve Certificate of Exemption - AGAR 2020/21 part 2, as a smaller authority where the higher of gross income or expenditure did not exceed £25,000 in the year of account ending 31 March 2021.

e) Audited accounts & Annual Return: 31st March 2021

(i) Proposal to approve and sign Section 1: Annual governance statement

Copies were available at the meeting. Proposed PS, seconded DW, all in favour to approve Section 1, Annual Governance statement, which was signed by PS and the Clerk.

(ii) Proposal to approve and sign Section 2: Accounting statements. Copies were made available at the meeting. Proposed RP, seconded AG, all in favour, to approve Section 2 of the Accounting Statements, which was signed by PS and the Clerk.

f) To agree the period of public rights to inspect the financial records of the Council, to commence on 14 June 2021 - 23/7/21.

This was noted and agreed.

g) Proposal to approve Parish insurance provision for the period June 1st 2021- 1st June 2022 (Year 2 of LTA) Proposed PS, seconded LC, all in favour.

Action: Clerk to make payment ahead of the renewal date of 1st June 2021.

21/38 Planning

21/00153/FUL: Partially retrospective application for a temporary change of use of existing agricultural buildings to equestrian/agricultural use for an additional 5 years. Location: Moorend Farm, Moorend Lane - *application approved.*

21/01148/HP: 9 Windyridge, Worcester Road

Description of Proposal: Extension to existing Drop Kerb - *any comments by 10 June.*

21/00304/CU: Change of use of land for the siting of three glamping pods on timber plinths and the erection of an adjacent facilities block and installation of a new access way at Lower Cowsden Farm. Location: Lower Cowsden Farm - *no comments received.*

DRAFT

W/21/00168/HP: Cowsden Croft, Cowsden - Demolition of existing flat roof extension and erection of two storey rear and side extension

No further updates at present following comments forwarded on 16/3/21.

W/21/00140/CU: Unit 4A, Court Farm, Bow Wood Lane: *No further updates at present following amendments forwarded on 6 April 2021, however it was agreed that MM would act as the Parish Council representative at the District Council Planning Committee meeting in June 2021.*

W/21/00536/FUL: Storage Land Adjacent Warrior Trailers Ltd - Cowsden Bank Farm, Naunton Road, Naunton Beauchamp - Proposed erection of an agricultural building for grain storage - *No further updates or comments to report at present.*

21/39 Correspondence

Wychavon DC	Notification had been received of Community Infrastructure Levy Neighbourhood Fund in respect of phase one of the Garage site development: Payment Period @ £4,353.00: 01 October 2020 to 31 March 2021.
C. Milner	Request for the lengthsman to remove the greenery around the bench by the village hall. <i>SJ had forwarded to AF and removal had been completed.</i>
Julie Pardoe, PCSO	A poster had been received detailing the new local safer neighbourhood policing team - PC George Preston is the new PC - mobile no. 07929 783702. Posters had been brought out to the village for display.

- It was agreed that RP would request an update from the Village Hall Committee regarding Wi-Fi provision in the village hall.
- PS agreed he would liaise with USpra regarding a request for a volunteer committee member from the Parish Council.
- It was agreed that RP would take pictures of the newly installed defibrillator in Cowsden for inclusion in the next village newsletter.
- DW agreed to explore refresher training for use of the Parish defibrillators.

21/40 Dates of Next Meeting: It was agreed to schedule the next meeting on Tuesday 5th October 2021 at 7.30 pm.

Signed

Date.....

Chairman