

# DRAFT

## Upton Snodsbury Parish Council

### Parish Council Meeting - Minutes Tuesday 20<sup>th</sup> January 2026, 7.30pm Upton Snodsbury Village Hall

**Parish Councillors Present:** Paul Seymour, (PS), Alan Grainger (AG), Debbie Waters (DW), Jeremy Britton (JB), Mark Hobson (MH), Marc Lawton (ML), Zoe Collins (ZC).

**Clerk/RFO:** Nicola Harding

**In attendance:** No parishioners

**26/1 Apologies:** Received from Cllr Robinson.

**26/2 Declarations of Interest:** There were no declarations.

**26/3 Parishioner's Comments:** There were none received.

#### **26/4 Minutes of meeting held on Tuesday 14<sup>th</sup> October 2026**

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

#### **26/5 Progress reports from Parish Activities:**

- a. PS – Grass-cutting: Changes were reported to the cutting areas at the park and Rooftop properties. A revised map will be forwarded to the grass contractor and a quote requested for the 2026-27 season.  
*Action: Cllr Seymour.*
- b. AG – Footpaths: Thanks were extended to Cllr Lawton for his path clearance work behind the village hall. Additional tasks will be arranged with the footpath volunteers once the weather improves, including looking into a replacement footpath sign by the village hall. Footpath clearance undertaken by WCC by the Post Office has greatly improved the surface and accessibility of the footway and street cleaning has been completed by the District Council along Pershore Road. The Senior Public Rights of Way Officer is no longer in post at WCC and a replacement is to be confirmed. Cllr Seymour requested Cllr's consideration of hiring a contractor to complete a day's work when it is hedge cutting season to flail and tidy the parish areas that WCC Highways do not cover.  
*Action: Confirm areas to PS and quote to be obtained.*  
Lengthsman: The lengthsman continues to work efficiently in the parish, and has recently undertaken works to clear gully grates and verge grips to improve the drainage.
- c. ML – VAS/Highways: Technical issues have prevented connection to the VAS in order to extract data. It was agreed that Cllr Hobson would assist with his software.  
*Action: Cllr Lawton & Cllr Hobson.*
- d. DW/PS - Legacy Project Updates: A revised quote for the new smoke detector system has now been received following approval of the expenditure at the last meeting. The village hall committee have presented quotes for new flooring, fascia's & guttering, however it was agreed that up to three quotes should ideally be obtained for consideration in line with the council's financial regulations in order to achieve best value. Acoustics, toilets, kitchen, loft insulation and decoration works were briefly discussed, in addition to the benefits of infra-red heaters and it was agreed that further information is required for discussion at a meeting with the village hall committee, ahead of funding the next stage of the project.  
*Actions: Cllr Seymour & Collins to look at a local hall kitchen restoration for potential ideas, arrange a meeting between the Parish Council & Village Hall Committee to discuss and agree next steps, Cllr Seymour to liaise with the Communities Officer at WDC regarding current progress and next steps ahead of the final tranche of Community Legacy Grant funding being released.*
- e. JB - Village Hall: There were no new updates to report at present.
- f. MH – Parish owned emails & website: Cllr Hobson had prepared and circulated a presentation to the Council ahead of the meeting, summarising the background and steps to ensure the council is data and digitally compliant before the end of the financial year. Quotes had been obtained for discussion from providers to the council sector. Following discussion of the comparative costs and services provided, a formal proposal was outlined under item 26/6e.

#### **26/6 Finance**

a) Current Balances at 13<sup>th</sup> January 2026

Business Account:		£43,953.31
	<b>TOTAL</b>	<b>£43,953.31</b>

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b) Payments to report since the October 2025 meeting:

Eldnar: Planning appeal report fee 50%	£990.00
USVH: Wi-Fi contribution	£226.80
Salary back-pay 2025 Nalc award	£75.81
Expenses: Printing	£19.43
Lengthsman: October 2025	£160.00
Lloyds: Monthly service charge	£4.25
USVH: October hall hire	£24.00
Salary: November 2025	£366.17
Expenses: November 2025	£12.00
Eldnar: Planning appeal report fee 50%	£990.00
Lengthsman: November 2025	£176.00
Salary: December 2025	£366.17
Expenses: December 2025	£12.00
Lloyds: Monthly service charge	£4.25
Salary: January 2026	£366.17
Expenses: January 2026	£12.00
Lengthsman: December 2026	£176.00
<b>TOTAL</b>	<b>£3,981.05</b>
Income to report:	
Planning appeal village funds	£1,551.87
Parishioner planning appeal funds	£100.00
WCC LM: October 2025	£160.00
HMRC: VAT refund	£511.60
WCC LM: November 2025	£176.00
<b>TOTAL</b>	<b>£2,499.47</b>

Proposed Cllr Waters, seconded Cllr Hobson, all in favour to approve the payments presented.

c) Bank reconciliation & Budget review (iii) December 2025: the third quarterly bank reconciliation & review of the 2025/26 budget was circulated to Cllrs for information ahead of the meeting. The Clerk provided a summary of the expected income and expenditure ahead of the year-end, in addition to the ear-marked reserves available.

d) 2026/27 Budget request – draft budget figures were circulated for consideration ahead of the meeting & the Clerk summarised the anticipated carry forward figure for the start of the new financial year, based on current balances and expected year-end figures. Precept options were highlighted for Cllr's consideration in accordance with the draft income and expenditure budget, ring-fenced reserves, future expenditure required for data & digital compliance and completion of the legacy project.

*Proposed Cllr Seymour, seconded Cllr Grainger, all in favour to approve a precept request @ £ 9,500. This results in a 7.4% Band D increase @ £2.77.*

e) Proposal to approve expenditure for data & digital compliance requirements at up to £751.00 + VAT this financial year, (including one off set up costs, domain name and email mailboxes for Clerk & Cllrs and website construction). The Clerk confirmed the ongoing costs for the 2026/27 financial year for email boxes & hosting and that email & web hosting costs are reviewed every 3 years. Proposed Cllr Hobson, seconded Cllr Seymour, all in favour to proceed with the Council owned email & website migration with the provider selected and quotations presented, as reported under item 26/5/f.

*Action: Cllr Hobson to liaise with provider, Clerk to request formal quotation and service description in the name of the Parish Council.*

f) Proposal to approve revised quotation for village hall smoke detector @ £468.00 inc VAT – this had been approved at the October meeting and a revised quote in the name of the Parish Council has now been received.

*Action: Village Hall to schedule a date for the works.*

## **26/7 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 with no further updates at present.

### **W/24/02494/FUL: Land at (OS 9403 5345) Peopleton Lane Upton Snodsbury**

Alterations and surfacing of vehicular access and track with installation of gates (retrospective.) A full assessment by WCC Highways authority was submitted in October 2025 & the Chairman agreed to liaise further with the planning officer ahead of the Council's submission. *Action: Clerk to forward details to Cllr Seymour, comments to be agreed by Cllrs and submitted to WDC.*

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**W/24/01103/OUT: Land at (OS 9463 5414) Naunton Road:** a planning appeal has been lodged with The Planning Inspectorate and representations have been submitted by a planning consultant on 5 November 2025. A revised date of the appeal has been confirmed for 14 April 2026 at 10am. As Cllr Seymour will be unavailable to represent the Parish Council on this date, suggestions for an alternative representative were discussed.

*Action: Cllr Seymour./Cllrs.*

**W/25/02749/FUL: Land and Buildings at (OS 9444 5446) Croft Road:** two, three bedroom dwellings – notification had been received on 20<sup>th</sup> January and details circulated to Cllrs for discussion. Any comments are due by 9 February and Cllr Grainger agreed to discuss the new plans with the neighbour of the adjacent property.

*Action: Cllr Grainger/Cllrs/Clerk.*

## 26/8 Correspondence

SWDP                    A consultation is running from 6/1/26-17/2/26 on the main modifications to the Local Plan in the revised SWDP via the link: <https://swdp-consult.objective.co.uk/kpse/event/D2696043-2BBF-4809-8CB1-E3F20235BF3C>

WDC                    A consultation is now open on plans for the Wychavon new town near Parkway station. Views are requested via an online survey by 17/2/26: <http://www.wychavontown.co.uk/> A paper copy is available at the Civic Centre, Pershore & drop in sessions planned on Tuesday, 20 January 4.30pm to 7.30pm at Stoulton Village Hall, Church Lane, Stoulton WR7 4RE & Littleworth Suite, Norton Parish Hall, Wadborough Road, Littleworth, WR5 2QB.

## 26/9 District/County Cllr reports:

Cllr Robinson forwarded her January 2026 report which was shared ahead of the meeting and is available on the parish website.

## 26/10 Councillor's reports & items for future agenda:

There were no further items noted.

## 26/11 Date of Next Meeting: Tuesday 10<sup>th</sup> March 2026 at 7.30 pm

Signed .....

Date.....

**Chairman**