

# DRAFT

## Upton Snodsbury Parish Council

### Parish Council Meeting - Minutes Tuesday 10<sup>th</sup> March 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).

District/County Cllr L Robinson

**Clerk/RFO:** Nicola Harding

**In attendance:** Four parishioners.

**26/12 Apologies:** Received from Cllr Collins.

**26/13 Declarations of Interest:** There were no declarations.

**26/14 Parishioner's Comments:** Parishioners in attendance raised concerns regarding planning application W/26/00248/PIP: Land At (Os 9438 5460), Maidenway Lane, Permission in Principle for residential development of up to 5 dwellings. Once comments were shared, the Chairman moved the meeting to item 26/20, to complete planning discussions and update the meeting and Cllr Robinson. These are reported under item 26/20.

The Chairman then moved the meeting to item 26/22, District/County Cllr reports, to enable Cllr Robinson to share her report with the meeting, as reported under item 26/22.

#### **26/15 Minutes of meeting held on Tuesday 21<sup>st</sup> January 2026**

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

#### **26/16 Progress reports from Parish Activities - brief updates:**

- a. PS – Grass-cutting: Cllr Seymour has amended the map of village cutting areas, to include a small section of College Road no longer cut by Rooftop Housing Group. This will be forwarded to the grass-contractors.  
*Action: Cllr Seymour to forward to contractor and request 2026/27 quotation to be sent to the Clerk ready to prepare an order of works.*
- b. AG – Lengthsman: Updates were provided regarding the latest work-plan & a report has been submitted by the lengthsman to WCC regarding a marker post requiring attention on PRoW # 533. As there are currently high volumes of enquiries regarding attention in priority order, it was agreed to consider as a future task to be undertaken by the footpath volunteers.  
*Action: Cllr Britton agreed to assist Cllr Grainger in his role of conducting PRoW checks.*  
Cllr Lawton offered to complete hedge trimming along Pershore Road – assistance was requested to remove the cuttings and Cllr Seymour agreed to help with their removal.  
*Action: Cllr Lawton/Cllr Seymour.*
- c. ML – VAS/Highways: Cllr Lawton provided updates regarding speed data which has now been successfully extracted from the VAS sign by the bus shelter. All data is now available for the A422 which is required to be inputted into a programme. Cllr Waters agreed to look into previous correspondence to enable Cllr Lawton to progress interrogating the data further. Cllr Robinson requested a copy of this information once accessible and agreed to liaise with WCC Senior Highways Liaison Officer & West Mercia's Police & Crime Commissioner in order to progress the road safety campaign and actions for the A422. It was also agreed that Cllr Robinson would request if Highways are able to turn the existing pole on Pershore Road or install a new one.  
*Action: Cllr Waters/Cllr Lawton/Cllr Robinson/WCC Highways/PCC.*
- d. DW/PS - Legacy Project Updates – Updates were shared from the recent meeting with WDC Community Officers, Parish Council & Village Hall representatives. WDC were satisfied with progress at the car park, replacement doors and windows at the hall. The outstanding areas of the project were discussed and Cllr Waters presented revised quotes obtained by the village hall. It was confirmed that the Parish Council must adhere to the original proposals as set out within the funding approval in order to satisfy the conditions of the grant, therefore any additional requirements must meet the criteria. It was agreed that the Council would now determine if cost savings associated with the kitchen area and loft insulation can be achieved, in addition to a quotation for guttering, as this affects the performance of the solar panel battery. At least two quotations will need to be obtained to ensure best value for money in line with Council Financial Regulations. A contact was available for consideration for decoration works, as these need to commence before the third and final milestone is completed, to enable the final tranche of funding to be released by WDC.

*The following actions were agreed as a priority, in order for completion of the project this year:*

- Village hall to obtain an additional quote for flooring: *VHC/Cllr Seymour*
- Village Hall to provide the Clerk with updated invoice for processing for the smoke detector once installed, as payment has already been approved at the January 2026 Parish Council meeting: *VHC/Clerk*
- Parish Council to explore quotations for kitchen upgrades & loft insulation: *Cllr Seymour/Cllr Collins*
- Progress completion of the final car park works: *Cllr Seymour*

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- Update the costings spreadsheet once revised, additional quotes have been received from the VHC: *Cllr Waters*.
  - Contact to be made with electrical contractor: *Cllr Seymour*
  - Parish Council to keep Cllr Robinson updated with progress: *Cllrs*
- e. JB - Village Hall: There are no new updates at present.
- f. MH/Clerk – Data & Digital Compliance – Cllr Hobson provided updates regarding new data and digital compliance requirements by 31<sup>st</sup> March 2026. A final invoice had been checked and confirmed as accurate, following the council’s approval at the January meeting to approve expenditure for initial set up costs of Parish Clerk & Cllr gov.uk emails accounts & Council owned website. This is in line with a new assertion requiring every authority to have a generic email account hosted on an authority owned domain. Further consideration will need to be given regarding future procedures for official storage and retention of Council data as this will be a time consuming process for the Clerk to undertake once new systems embed. Cllr Hobson agreed to assist the Council in the setting up process and the following actions were agreed:
- Clerk to inform the registrar that the Council is ready to proceed with the set up as reported, now that the final invoice has been received and checked.
  - Clerk to request communications from registrar to Cllr Hobson.
  - Cllr Hobson to assist with setting up of emails/website.
  - Clerk to forward log in details for Cllrs once received.

## **26/17 Parish Council IT policy**

Cllr Hobson had prepared a draft Parish Council IT policy which was shared for Cllr’s consideration in advance of the meeting. Cllrs confirmed their checks and approval of its contents, to be published online. Future E-learning training would need to be completed in line with this policy, as available via Worcs. CALC.

*Action: Clerk/Cllrs.*

## **26/18 USPRA: Play area funding**

A request had been received for the Council’s consideration of additional funding to USPRA, in addition to the annual grass-cutting contribution awarded. Fund raising has been undertaken, however this is now proving difficult and the Section 106 allocation from village housing development does not cover running costs, only new projects as opposed to maintenance. It was confirmed that USPRA is happy to continue running and maintaining the park, but is requesting a financial contribution from the Parish Council towards insurance and annual running costs.

Cllrs agreed that the charity had been formed as a fund raising committee and a request for new members could support this in moving forward. The Parish Council agreed that they should not take over the funding as a whole, but would request further financial information from the charity regarding their current and projected figures & insurance cover for future consideration.

*Action: Clerk/USPRA/revisit as a future agenda item.*

## **26/19 Finance**

### a) Current Balances at 3<sup>rd</sup> March 2026

Business Account:	£42,905.51
<b>TOTAL</b>	<b>£42,905.51</b>

### b) Payments to report:

Lengthsman February invoice	£176.00
Salary February 2026	£366.17
Energy expenses February 202	£12.00
Lloyds monthly service charge	£4.25
Village hall hire January 2026	£24.00
Village Hall hire March 2026	£24.00
Expenses: Printing Ink share	£21.21
Salary March 2026	£366.17
Energy expenses March 2026	£12.00

<b>TOTAL</b>	<b>£1,005.80</b>
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### c) Income to report:

WCC Lengthsman January 2026	£176.00
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<b>TOTAL</b>	<b>£176.00</b>
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*Proposed Cllr Waters, seconded Cllr Hobson, all in favour to approve the payments presented.*

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## 26/20 Planning

- **W/23/02209/FUL: Land off Chapel Lane** - Construction of 25 homes alongside provision of a new access road, SUDs and landscaping features – amendments and new information had been received and are available on the planning portal – any new comments in relation to these are to be received by 10 March 2026.  
Concerns remain regarding flooding in the vicinity as there are drainage issues on the site. A discussion ensued regarding the proposed access to the site and its proximity to the children’s play area. As concerns remain regarding access, it was agreed that this application is likely to be considered by WDC Planning Committee, however it is unclear if this will be before the inspector’s hearing of application W/24/01103 on 14 April.  
Following a question raised by a Cllr, Cllr Robinson agreed that should the application go to committee, a revised Highways report would be requested, especially in view of the proposed development currently pending off Naunton Road.
- **W/24/02494/FUL: Land at (OS 9403 5345) Peopleton Lane** - Alterations and surfacing of vehicular access and track with installation of gates (retrospective) – any further comments are to be agreed for submission. A full assessment by WCC Highways authority was submitted in October 2025. Cllr Seymour agreed to check the site as it was confirmed this has deteriorated, however it was agreed that no further work has been completed of late.  
*Action: Cllr Seymour.*
- **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 had been confirmed for 14 April 2026 at 10am at WDC. Cllr Seymour agreed to liaise with a parishioner prepared to speak in objection of the proposal. Cllrs were requested to also consider a Parish Cllr representative to speak at the hearing, to be confirmed. It was agreed to check the deadline for registration of speakers with the planning officer.  
*Actions: Cllr Hobson to check availability on 14/4/26. Clerk to check WDC correspondence regarding details for registering to speak to update Cllrs accordingly.*
- **W/25/02749/FUL: 2no. three bedroom dwellings, Land and Buildings at (OS 9444 5446), Croft Road:** it had been confirmed that this application had been withdrawn on 27/2/26.
- **W/26/00248/PIP: Land At (Os 9438 5460), Maidenway Lane,** Permission in Principle for residential development of up to 5 dwellings - the following key areas of concern were shared and noted regarding the land use, location and amount of development in the proposals submitted, areas which can only be commented upon at this stage in the planning process, given this is a Permission in Principle application:

- \*Conflicts with the established settlement pattern
- \*Conservation Area & heritage asset
- \*Area defined as outside of the village settlement boundary
- \*Quantity of other development in existence/pending in the parish
- \*Visibility issues on the A422

It was agreed the Parish Council would submit comments as a reflection of the discussion at the meeting and Cllr Robinson agreed to request the application for possible consideration by the planning committee on behalf of the Parish Council.  
*Action: Council to prepare comments for submission by the Clerk/application for possible consideration by the planning committee by Cllr Robinson.*

The Coventry Arms site was also raised as the condition of the site remains poor upon entrance to the village. It was confirmed that the developer has spoken with the planning officer and local Ward member and further updates would be provided by Cllr Robinson as received.  
*Action: Cllr Robinson.*

## 26/21 Correspondence

WCC Details have been received from Worcestershire County Council’s 26/27 Budget Engagement meeting held on 23/2/26. These were circulated to Cllrs via email.

## 26/22 District/County Cllr reports

Cllr Robinson forwarded a report to share at the meeting in advance, which was circulated by the Clerk to Cllrs for information.  
In summary:

- *Consultation on the future of local government in Worcestershire:* Residents are being invited to share their views on how councils across Worcestershire should be run in the future. The UK Government launched a consultation on 5 February asking people, businesses and local organisations for their opinions on two proposals that will reshape the way council services are delivered across the county. The statutory consultation is available to complete online at the Government website with paper copies also being made available in libraries across the county. The two proposals were submitted in November 2025 following an invitation from Government. More information is available at [www.transformingworcestershire.co.uk](http://www.transformingworcestershire.co.uk) & a final decision from the Government is expected in July 2026.

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Elections for a new ‘shadow’ authority – or authorities – would then take place in May 2027, ahead of the new arrangements coming into effect on 1 April 2028. The Government consultation will run for seven weeks until the deadline on 26 March 2026. Printed copies of the two proposals and the consultation questionnaire will be made available at local libraries & all residents are encouraged to make a response.

- *Wychavon Budget 2026/27*: Wychavon have agreed their budget for 2026/27 which includes:
  - \*Wychavon’s share of Council Tax frozen for the seventh time in nine years, meaning the average band D household will continue to pay just £128.21 a year – less than £2.47 a week – for services including everything from award winning parks and public toilets to business support and housing help.
  - \*A £5 million “We Are Wychavon Support” Fund to deliver a package of grants, free and discounted services over the next two years aimed at helping people stay active, boosting business growth, supporting young people, improving connectivity and protecting our environment
  - \*£400,000 for a new community grants scheme
  - \*Up to £4m to decarbonise leisure centres in Pershore and Evesham (energy efficiency measures are being installed at Droitwich Leisure Centre as part of the current upgrade)
  - \*£872,000 to support the local economy, including £412,000 for new Growth and Rural Grants to continue supporting small and medium-sized businesses.
  - \*£100,000 for community energy efficiency and biodiversity projects.
  - \*£3.7m extra to deliver day-to-day services. This builds on major regeneration projects, including the redevelopment of the Riverside Shopping Centre site in Evesham and upgrades to leisure facilities in Droitwich Spa.
  - \*While Wychavon’s share of Council Tax is frozen, the overall bill residents receive will go up as it includes increases from Worcestershire County Council, West Mercia Police, Hereford & Worcester Fire and Rescue Service and parish/town council.
- *County Highways weather related issues*: WCC Highways are responsible for:
  - \* Trees or vegetation growing from the highway surface
  - \*Making sure trees and vegetation don’t pose a danger or obstruct safe passage along the highway. Residents can support this by keeping any shrubs or hedges on your property that overhang the pavement or road neatly trimmed. Even a small cut-back can make a big difference for pedestrians, wheelchair users, pushchairs and drivers, helping to keep streets safe, accessible and ready for the brighter months ahead.
  - \*Overgrown vegetation obstructing a pavement or highway can be reported via:  
<https://www.worcestershire.gov.uk/council-services/travel-and-highways/report-road-or-path-issue/overgrown-or-fallen-tree-and-shrubbery>
- *Potholes*: Worcestershire County Council actively maintains the county’s roads, addressing potholes through regular inspections and prompt repairs.  
Attention was also drawn to the condition of the footpath through the churchyard which still requires attention, despite a report made by the Parish Council in January 2023. WCC had confirmed this as a moderate priority awaiting investigation and the matter remains outstanding and difficult to action.

*Action: Full report to be uploaded onto Parish website: Cllr Hobson.*

**26/24 Date of Next Meeting Tuesday 19<sup>th</sup> May 2026** – The Annual parish meeting will be held, followed by the Annual Meeting of the Parish Council – *time to be confirmed.*

*Action: Clerk/Village Hall Booking.*

Signed .....

Date.....

**Chairman**