

Upton Snodsbury Parish Council

Parish Councillors: Paul Seymour (Chair), Alan Grainger (Vice-Chair), Mark Hobson, Jeremy Britton, Marc Lawton, Zoe Collins
Clerk/RFO: Nicola Harding

Notice & Agenda of Annual Meeting of the Parish Council: Tuesday 19th May 2026
Village hall, Upton Snodsbury following the Annual Parish Meeting at 7pm

26/25: Apologies for absence: To receive apologies

26/26: Declarations of Interest

- a. Register of Interests: Councillors are reminded of the need to update their register of interests.
- b. To declare any Disclosable Pecuniary interests in items on the agenda and their nature.
- c. To declare any Other Disclosable Interests in items on the agenda and their nature.
- d. Written requests for the council to grant a dispensation (S33 of the Localism Act 2011) are to be with the clerk at least four clear days prior to a meeting.
Councillors who have declared a Disclosable Pecuniary Interest, or an Other Disclosable Interest which falls within the terms of paragraph 12(4) (b) of the code of conduct, must leave the room for the relevant items.

26/27: Election of Chairman and signing of declaration of acceptance of office

26/28: Election of Vice-Chairman

26/29: Parishioners' comments: The meeting will be adjourned for Public Question Time

26/30: To note model Calc standing orders and revised 2024 Nalc financial regulations (attached)

26/31: To note the Code of Conduct (attached)

26/32: To appoint Councillors to the following roles: Finance, Lengthsman liaison, Highways, Footpaths, Village hall, Newsletter, Website, Legacy Project

26/33: To consider the approval of the minutes of meeting held on Tuesday 10th March 2026 (attached)

26/34: Reports: District/County Councillor Linda Robinson

26/35: Progress reports:

- a. PS – Grass-cutting
- b. PS – Legacy Project
- c. ML – Highways
- d. AG – Lengthsman/Footpaths
- e. MH/JB – Council Website
- f. JB – Village Hall

26/36: Finance

- a. Current Balance
- b. To consider payments to be reported as per the attached list
- c. Bank reconciliation 31 March 2026 & Budget Review
- d. Proposal to consider & approve 50% Wi-Fi contribution to annual village hall costs @ £203.00
- e. 2025/26 Accounts: To note and approve the report of the Internal auditor and recommendations (attached) &
 - (i) Proposal to approve and sign Section 1: Annual governance statement (attached)
 - (ii) Proposal to approve and sign Section 2: Accounting statements (attached)
- f. To agree the period of public rights to inspect the financial records of the Council: 3/6/26-14/7/26

26/37: Planning

26/38: Correspondence

26/39: Date of next meeting: To be confirmed

Nicola Harding
Clerk to the Parish Council

Meeting Tuesday 19th May 2026
Detail Information as at 11th May

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| Item 26/35, Progress reports | <p>a. PS – Grass-cutting: Invoice for cuts 1 – 3 received.</p> <p>b. PS – Legacy Project: revised VH quotations for consideration & approval</p> <p>c. ML – Highways: Any VAS speed data updates to share</p> <p>d. AG – Lengthsman/Footpaths</p> <p>e. MH/JB – Council Website</p> <p>f. JB – Village Hall: any updates to share</p> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Item 26/36, Finance | <p>a) Current Balances at 11th May 2026</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 60%;">Business Account:</td> <td style="width: 20%; text-align: right;">TOTAL</td> <td style="width: 20%; text-align: right;">£45,433.83</td> </tr> <tr> <td></td> <td></td> <td style="text-align: right;">£45,433.83</td> </tr> </table> <p>b) Payments to report:</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 60%;">Salary: April 2026</td> <td style="width: 20%;"></td> <td style="width: 20%; text-align: right;">£439.40</td> </tr> <tr> <td>Salary: May 2026</td> <td></td> <td style="text-align: right;">£439.40</td> </tr> <tr> <td>Expenses: April/May</td> <td></td> <td style="text-align: right;">£24.00</td> </tr> <tr> <td>Hall hire: March 2026</td> <td></td> <td style="text-align: right;">£24.00</td> </tr> <tr> <td>Lloyds: Monthly service charges</td> <td></td> <td style="text-align: right;">£4.25</td> </tr> <tr> <td>Smart-Cut: Grass-cuts 1-3</td> <td></td> <td style="text-align: right;">£518.68</td> </tr> <tr> <td>Lengthsman: April worksheet</td> <td></td> <td style="text-align: right;">£184.00</td> </tr> <tr> <td>Worcs. CALC Annual subscription</td> <td></td> <td style="text-align: right;">£364.41</td> </tr> <tr> <td>Annual PC Insurance 1/6/26-31/5/27</td> <td></td> <td style="text-align: right;">£457.39</td> </tr> <tr> <td>Printing: Ink</td> <td></td> <td style="text-align: right;">£24.49</td> </tr> <tr> <td></td> <td style="text-align: right;">TOTAL</td> <td style="text-align: right;">£2,480.02</td> </tr> </table> <p>Income received:</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 60%;">WDC: Precept (i) 26/27</td> <td style="width: 20%;"></td> <td style="width: 20%; text-align: right;">£4,750.00</td> </tr> <tr> <td>WDC: Council Tax Support Grant (i) 26/27</td> <td></td> <td style="text-align: right;">£162.00</td> </tr> <tr> <td>CiL: Coventry Arms development 25/9/25</td> <td></td> <td style="text-align: right;">£299.40</td> </tr> <tr> <td></td> <td style="text-align: right;">TOTAL</td> <td style="text-align: right;">£5,211.40</td> </tr> </table> <p>c) Proposal to approve 50% Wi-Fi contribution to annual village hall costs @ £203.00</p> <p>d) Bank reconciliation 31 March 2026 & Budget Review</p> <p>e) 2025/26 Accounts: To note and approve the report of the Internal auditor (attached)</p> <p>(i) Proposal to approve and sign Section 1: Annual governance statement (attached)</p> <p>(ii) Proposal to approve and sign Section 2: Accounting statements (attached)</p> <p>f) To agree the period of public rights to inspect the financial records of the Council, to commence on 3/6/26 – 14/7/26</p> <p>* Approval of Lloyds mandate change & authority for two to sign</p> | Business Account: | TOTAL | £45,433.83 | | | £45,433.83 | Salary: April 2026 | | £439.40 | Salary: May 2026 | | £439.40 | Expenses: April/May | | £24.00 | Hall hire: March 2026 | | £24.00 | Lloyds: Monthly service charges | | £4.25 | Smart-Cut: Grass-cuts 1-3 | | £518.68 | Lengthsman: April worksheet | | £184.00 | Worcs. CALC Annual subscription | | £364.41 | Annual PC Insurance 1/6/26-31/5/27 | | £457.39 | Printing: Ink | | £24.49 | | TOTAL | £2,480.02 | WDC: Precept (i) 26/27 | | £4,750.00 | WDC: Council Tax Support Grant (i) 26/27 | | £162.00 | CiL: Coventry Arms development 25/9/25 | | £299.40 | | TOTAL | £5,211.40 |
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| Smart-Cut: Grass-cuts 1-3 | | £518.68 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Lengthsman: April worksheet | | £184.00 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Worcs. CALC Annual subscription | | £364.41 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Annual PC Insurance 1/6/26-31/5/27 | | £457.39 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| CiL: Coventry Arms development 25/9/25 | | £299.40 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| Item 26/37: Planning | <p>W/23/02209/FUL: Land off Chapel Lane - Construction of 25 homes alongside provision of a new access road, SUDs and landscaping features - <i>pending decision</i>.</p> <p>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 to be agreed for submission. A full assessment by WCC Highways authority was submitted in October 2025. <i>pending decision</i>.</p> <p>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 - <i>revised date of the appeal confirmed for 14 April 2026 at 10am</i>.</p> <p>W/26/00833/FUL: The Croft, 7 Croft Road - variation of condition 2 (approved plans) of planning permission W/23/00726/FUL (Two individual dwellings with garages) <i>close of consultation 15 May</i>.</p> <p>W/26/00248/PIP: Land At (Os 9438 5460), Maidenway Lane, Permission in Principle for residential development of up to 5 dwellings - <i>application refused</i>.</p> <p>W/24/02587/FUL: Coventry Arms, Worcester Road - Conversion of former Coventry Arms Public House into 2no. dwellings including partial demolition, internal alterations, addition of half storey, external works including garaging, gardens and associated infrastructure &</p> <p>W/25/02016/CCO: Coventry Arms - Discharge of Condition 4 (Habitat Management and Monitoring Plan) and Condition 5 (materials) of planning application - <i>applications approved</i>.</p> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Item 26/38: Correspondence | Electoral Services WDC: The Council can now co-opt to fill the recent vacancy at the next meeting of the Parish Council. | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Item, 26/39: Date of next meeting | To be confirmed. | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |