

# DRAFT

## Upton Snodsbury Parish Council

### Annual Meeting of the Parish Council - Minutes Tuesday 19<sup>th</sup> May 2026, 7.30pm Upton Snodsbury Village Hall

**Parish Councillors Present:** Paul Seymour, Mark Hobson, Marc Lawton & Zoe Collins.

**Clerk/RFO:** Nicola Harding

**In attendance:** No parishioners

**26/25 Apologies:** Received from Cllr Britton, Cllr Grainger & District/County Cllr Robinson, who had another meeting to attend.

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

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

Proposed Cllr Collins, seconded Cllr Hobson, all in favour to propose Cllr Seymour as Chairman. Cllr Seymour accepted the role and signed the declaration of acceptance of office.

**26/28 Election of Vice-Chairman**

Ahead of the meeting, Cllr Grainger confirmed he was happy to retain his role as Vice-Chairman. Proposed Cllr Hobson, seconded Cllr Collins, all in favour.

**26/29 Parishioner's Comments:** There were none received.

**26/30 To note model Calc Standing Orders and revised 2024 Nalc Financial regulations**

These important annual documents were circulated ahead of the meeting for Cllr's attention, as a reminder of the guidance approved in the running of the Council for the forthcoming year. An amendment was noted which the Clerk edited. A Cllr suggested that the Council remains mindful of potential, future budgetary changes as a result of the planned local government restructuring, which may require review in the financial regulations/standing orders. The Clerk proposed to include this as a regular agenda item, once a decision has been confirmed by the government.

It was also agreed to review the Council's Data Protection obligations in view of new data and digital compliance assertions.

*Action: Clerk to forward existing policy & new template for review by Cllr Hobson.*

**26/31 To note the Code of Conduct**

This was circulated in advance of the meeting - Cllrs were reminded to review the contents and observe the principles within.

*Action: Cllrs to continue to refamiliarise with and observe the Code.*

**26/32 To appoint Councillors roles:** The following roles were agreed:

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

A suggestion was raised about the potential use of Bowline & E Bowline as a platform for providing Council updates. It was confirmed that Cllr Hobson would explore options for reformatting the newsletter with Cllr Britton for further discussion, and that when the new website goes live, there will be an opportunity for villagers to subscribe to receive Council updates.

*Action: Cllr Hobson/Cllr Britton.*

**26/33 Minutes of meeting held on Tuesday 10<sup>th</sup> March 2026**

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

**26/34 Reports: District & County Cllr Robinson**

A separate report to the Annual Meeting of the Parish Council had been circulated in advance, as Cllr Robinson was in attendance at another meeting.

**26/35 Progress reports from Parish Activities: brief updates:**

- a. PS – Grass-cutting: Cutting is underway and an invoice for cuts 1 – 3 has been received.
- b. PS – Legacy Project: revised VH quotations for flooring and infra-red heating have been received for consideration & approval. Cllr Collins also confirmed a meeting to discuss suggestions for kitchen refurbishments. As the Chairman is waiting for a third quotation, it was

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agreed that he would liaise with the Chairman of the VHC and provide further updates to Cllrs in due course. Cllrs were in agreement to approve acceptance of quotations in principle, once all three had been obtained via email, to report formally in September, given the timing of the next meeting.

*Action: Cllr Seymour & Collins, Clerk to provide updates to the Community Engagement Team at WDC.*

c. ML – Highways: Updates are pending following WCC Highways & Safer Roads Partnership’s confirmation that funding will be provided to finance the siting and positioning of a speed enforcement van along the A422, opposite The Oak.

d. AG – Lengthsman/Footpaths: The May worksheet has been received - the lengthsman has cleared verge grips and removed vegetation obstructing signage, in addition to siding out the footway along Pershore Road.

e. MH/JB – Council Website: The site is currently being finalised and the model template will be forwarded to Cllrs for final approval once completed.

*Action: Cllr Hobson/Parish Council Websites.*

f. JB – Village Hall: There are no further updates to share at present.

## **26/36 Finance**

a) Current Balances at 11<sup>th</sup> May 2026

Business Account:	£45,433.83
<b>TOTAL</b>	<b>£45,433.83</b>

b) Payments to report:

Salary: April 2026	£439.40
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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
<b>TOTAL</b>	<b>£2,480.02</b>

### **Income received:**

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
<b>TOTAL</b>	<b>£5,211.40</b>

The Chairman also presented an invoice received after the agenda circulation for approval, for remaining works at the car park, to be funded via the legacy project budget:

CEP Contractors	£3,600.00
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*Proposed Cllr Seymour, seconded Cllr Lawton, all in favour to approve the payments presented.*

c) Proposal to approve 50% Wi-Fi contribution to annual village hall costs @ £203.00 - all Cllrs approved this expenditure.

*Action: Clerk.*

d) Bank reconciliation 31 March 2026 & Budget Review – the Clerk provided a summary of the year end Budget Review at 31.3.26 which was circulated to Cllrs in advance of the meeting, in addition to the 2026/27 budget sheet, for Cllrs information.

e) 2025/26 Accounts: To note and approve the report of the Internal auditor – this was circulated for Cllr’s attention ahead of the meeting and noted. No significant areas for improvement or weakness were identified in the key systems and processes, as outlined in the Practitioner’s Guide.

*Action: Clerk to publish report in line with Transparency Code requirements.*

(i) Proposal to approve and sign Section 1: Annual governance statement – Cllrs had received documentation in advance of the meeting to check the assertions in the governance statement. All Cllrs were in favour to approve each statement and the document was duly signed by the Chairman & Clerk.

(ii) Proposal to approve and sign Section 2: Accounting statements - Accounting statements for the 2025/26 financial year had been prepared by the Clerk and forwarded to Cllrs for their information. The statement had been checked and verified by the internal auditor and was signed by the Chairman as accurate.

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Proposed Cllr Hobson, seconded Cllr Collins, all in favour to approve the Annual Governance and Accountability Return 2025/26 documents.

*Action: Clerk to publish and forward to external auditor for completion of a limited assurance review & opinion, no later than 30<sup>th</sup> June 2026.*

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 – this was noted and hard copies to be posted on the notice boards on 1<sup>st</sup> June; Clerk to publish online.

*Action: Clerk/Cllr Lawton.*

Lloyds: The Clerk had drawn attention to necessary mandate changes required, given the recent Cllr vacancy. An instruction to vary the authority form had been completed and was shared with the meeting. This, along with completed key people forms completed by three Cllrs, would be sent to Lloyds to initiate and approve the required changes.

*Action: Clerk.*

## **26/37 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.

**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 – a decision remains pending.

**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 planning appeal meeting took place on 14 April and it was confirmed there are no updates regarding the outcome of this appeal at present.

**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.) The Council had no comments to submit.

**W/26/00248/PIP:** Land At (Os 9438 5460), Maidenway Lane, Permission in Principle for residential development of up to 5 dwellings – this application has been refused.

**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 &

**W/25/02016/CCO: Coventry Arms** - Discharge of Condition 4 (Habitat Management and Monitoring Plan) and Condition 5 (materials) of planning application – these applications had been approved.

It was confirmed that contact had been made with the developer by the Chairman and District Cllr to request that the site entrance be tidied, given its prominence as a gateway to the village.

## **26/38 Correspondence**

WDC: Electoral Services WDC: The Council has been notified that they can now co-opt to fill the recent vacancy created at the next meeting of the Parish Council.

WCC: Notification of a three-day road closure in Cowsden, commencing on 22 June: U43010 Greenway Lane, B4082 Naunton Rd and vice versa, for new customer connection by Severn Trent Water.

USPRA: Following a response from the Parish Council in March 2026, USPRA trustees have requested a meeting with the Parish Council to discuss future funding of the parish play area.

*Action: Clerk to inform USPRA's chair of the date of the next meeting.*

## **26/39 Date of Next Meeting: Tuesday 15<sup>th</sup> September 2026 at 7.30 pm**

Signed .....

Date.....

**Chairman**