

Upton Snodsbury Parish Council

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

Notice & Agenda of Annual Meeting of the Parish Council: Tuesday 20th May 2025 **Village hall, Upton Snodsbury following the Annual Parish Meeting at 7pm**

25/26: Apologies for absence: To receive apologies

25/27: 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.*

25/28: Election of Chairman and signing of declaration of acceptance of office

25/29: Election of Vice-Chairman

25/30: Parishioners' comments: The meeting will be adjourned for Public Question Time

25/31: To note model Calc standing orders and revised 2024 Nalc financial regulations (attached)

25/32: To note the Code of Conduct (attached)

25/33: To appoint Councillors to the following roles: Finance, Lengthsman liaison, Highways, Footpaths, Village hall, Newsletter, website

25/34: To consider the approval of the minutes of meeting held on Tuesday 11th March 2025 (attached)

25/35: Reports: District/County Councillor Linda Robinson

25/36: Progress reports: brief updates

- a. NH – Grass-cutting
- b. PS/DW – Legacy Project
- c. ML – Highways
- d. AG – Lengthsman/Footpaths
- e. ML/JB – Website
- f. ML Section 106 contributions
- g. JB – Village Hall

25/37: Finance

- a) Current Balances
- b) To consider payments to be reported as per the attached list
- c) Proposal to approve expenditure @ £10,650.00 for balance due on installation & commissioning of the Solar PV system.
- d) 2024/25 accounts: Bank reconciliation 31 March 2025 & Budget Review
To note and approve the report of the Internal auditor and recommendations (attached)
- e) (i) Proposal to approve and sign Section 1: Annual governance statement (copy attached)
(ii) Proposal to approve and sign Section 2: Accounting statements (copy attached)
- f) To agree the period of public rights to inspect the financial records of the Council: 3/6/25-14/7/25

25/38: Planning

25/39: Correspondence

25/40: Date of next meeting: To be confirmed

Nicola Harding
Clerk to the Parish Council

Meeting Tuesday 20th May 2025
Detail Information as at 14th May

Item 25/36, Progress reports	<p>a. NH – Grass-cutting: Invoice for cuts 1 & 2 received.</p> <p>b. PS/DW – Legacy Project updates: Car Park & Village hall solar panels/guttering/fascia's</p> <p>c. JB: Village Hall – Updates from AGM 16.4.25</p> <p>d. Cllrs – Highways/VAS: Updates from A422 Meeting 15.4.25 - ML</p> <p>e. AG/MI/MH – Lengthsman/Footpaths: updates.</p> <p>f. ML - Section 106 contributions: updates</p> <p>g. JB – Village Hall: updates from AGM</p>																																						
Item 25/37, Finance	<p>a) Current Balances at 12th May 2025</p> <table> <tr> <td>Business Account:</td><td style="text-align: right;">£77,872.92</td></tr> <tr> <td style="text-align: right;">TOTAL</td><td style="text-align: right;">£77,872.92</td></tr> </table> <p>b) Payments to report:</p> <table> <tr> <td>2020 Solar PV</td><td style="text-align: right;">£10,650.00</td></tr> <tr> <td>Burcombe Construction: Car Park deposit 25%</td><td style="text-align: right;">£14,550.00</td></tr> <tr> <td>Car Park surface deposit</td><td style="text-align: right;">£3,000.00</td></tr> <tr> <td>C Young: Annual website charge</td><td style="text-align: right;">£43.20</td></tr> <tr> <td>Salary: April 2025</td><td style="text-align: right;">£337.57</td></tr> <tr> <td>Hall hire: March 2025</td><td style="text-align: right;">£24.00</td></tr> <tr> <td>M. Lawton: Christmas sing village celebration expenses</td><td style="text-align: right;">£94.54</td></tr> <tr> <td>Lloyds: Monthly service charges</td><td style="text-align: right;">£4.25</td></tr> <tr> <td>Salary: May 2025</td><td style="text-align: right;">£337.57</td></tr> <tr> <td>Smart-Cut: Grass-cuts 1-3</td><td style="text-align: right;">£518.68</td></tr> <tr> <td>Clerk (Defibrillator pads)</td><td style="text-align: right;">£234.00</td></tr> <tr> <td style="text-align: right;">TOTAL</td><td style="text-align: right;">£29,793.81</td></tr> </table> <p>Income received:</p> <table> <tr> <td>Wychavon DC: Community Legacy Grant fund (i)</td><td style="text-align: right;">£50,000.00</td></tr> <tr> <td>HMRC: Vat refund 24/25 accounts</td><td style="text-align: right;">£4,200.00</td></tr> <tr> <td>WDC: Precept (i) 25/26</td><td style="text-align: right;">£4,275.00</td></tr> <tr> <td>WDC: Council Tax Support Grant (i) 25/26</td><td style="text-align: right;">£162.00</td></tr> <tr> <td style="text-align: right;">TOTAL</td><td style="text-align: right;">£58,637.00</td></tr> </table> <p>c) Proposal to approve expenditure @ £10,650.00 for balance due on installation & commissioning of the Solar PV system.</p> <p>d) Bank reconciliation 31 March 2025 & Budget Review</p> <p>To note and approve the report of the Internal auditor and recommendations (attached)</p> <p>e) (i) Proposal to approve and sign Section 1: Annual governance statement (copy attached)</p> <p>(ii) Proposal to approve and sign Section 2: Accounting statements (copy attached)</p> <p>f) To agree the period of public rights to inspect the financial records of the Council, to commence on 3/6/25 – 14/7/25</p> <p>* Lloyds mandate change & authority for two to sign</p>	Business Account:	£77,872.92	TOTAL	£77,872.92	2020 Solar PV	£10,650.00	Burcombe Construction: Car Park deposit 25%	£14,550.00	Car Park surface deposit	£3,000.00	C Young: Annual website charge	£43.20	Salary: April 2025	£337.57	Hall hire: March 2025	£24.00	M. Lawton: Christmas sing village celebration expenses	£94.54	Lloyds: Monthly service charges	£4.25	Salary: May 2025	£337.57	Smart-Cut: Grass-cuts 1-3	£518.68	Clerk (Defibrillator pads)	£234.00	TOTAL	£29,793.81	Wychavon DC: Community Legacy Grant fund (i)	£50,000.00	HMRC: Vat refund 24/25 accounts	£4,200.00	WDC: Precept (i) 25/26	£4,275.00	WDC: Council Tax Support Grant (i) 25/26	£162.00	TOTAL	£58,637.00
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Item 25/38: 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/24/01211/PIP at Land At (Os 9481 5346): Cowsden: A planning appeal has been lodged with The Planning Inspectorate against the Council's decision for the proposed development. All correspondence and relevant documentation can be viewed on the Wychavon District Council website at www.wychavon.gov.uk under planning reference W/24/01211/PIP. <i>appeal has been 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 – <i>pending decision</i>.</p> <p>W/25/01014/AGR: Naunton Farm, Naunton Beauchamp - Agricultural general storage building - <i>any comments by 27th May</i>.</p>																																						
Item 25/39: Correspondence	<p>Worcestershire Calc: Notification has been received that there will be a new assertion as part of the Annual Governance & Accountability Return (AGAR,) for the 2025/26 financial year regarding digital and data compliance – as one of these requirements is that every authority must have a generic email account hosted on an authority owned domain, Councils are urged to investigate this further in order to be compliant at the end of the financial year, via https://www.gov.uk/guidance/moving-your-parish-council-to-a-govuk-domain Further details to be made available at the meeting.</p>																																						
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