

Severn Stoke & Croome D'Abitot Parish Council

Wednesday 15th July 2020, 7.00pm

ONLINE MEETING
OPEN TO RESIDENTS OF SEVERN STOKE PARISH

Councillors, notice is hereby given that a normal monthly meeting of the above parish council will be held on Wednesday 15th July 2020 at the earlier time of 7.00pm in order to consider the following business. Your attendance at the meeting is requested. This meeting will be open to the public and will take place via the online conferencing software 'Zoom'. Optional sign up for free at <https://zoom.us/>. You do not need to subscribe to Zoom in order to join the meeting. Lisa Stevens, Clerk & Responsible Financial Officer, 07950256363, severnstokeandcda@gmail.com

Date of publication of this notice: Thursday 9th July 2020

Ref legislation for online meetings: Coronavirus Bill THE LOCAL AUTHORITIES AND POLICE AND CRIME PANELS (CORONAVIRUS) (FLEXIBILITY OF LOCAL AUTHORITY AND POLICE AND CRIME PANEL MEETINGS) (ENGLAND AND WALES) REGULATIONS 2020 <http://www.legislation.gov.uk/ukxi/2020/392/contents/made>

Join Zoom Meeting:

<https://us02web.zoom.us/j/7089709076?pwd=TDJVNmZFemRKeKlc5RENLRkw4cGRNQQT09>

Meeting ID: **708 970 9076**

You do not need to be a member of Zoom in order to join the meeting.

PASSWORD to enter meeting: Please apply to Clerk
Lisa Stevens, Parish Clerk, 07950256363, severnstokeandcda@gmail.com

Rules for public participation:

- The **press and public** are cordially invited to attend this meeting to address the Parish Council on matters concerning the Parish (at the allotted point in the agenda) or to observe proceedings. This online meeting will be password protected. Residents intending to participate are requested to contact the Clerk and ask for the direct link and password to the meeting.
- The list of participants will be inspected by the Clerk prior to meeting commencing. Residents indicating that they wish to participate in public time, will have to provide their address and postcode to the Clerk in order to prove that they are resident of the parish.
- A 'waiting room' will be in operation prior to meeting commencement. Participants access the meeting via the link above and automatically join the 'virtual waiting room' until the meeting is opened by the Clerk.
- The Parish Council reserves the right to close and reschedule the meeting in the event of disruption.

Public Question Time: From 7.00pm residents of the parish only (see above rules) are invited to give their views and question the Parish Council on issues on this agenda, or raise issues for future consideration at the discretion of the Chairman, before the start of the Parish Council Meeting.

AGENDA over leaf

Severn Stoke & Croome D'Abitot Parish Council

Wednesday **15th July 2020**, 7.00pm

ONLINE MEETING
OPEN TO RESIDENTS OF SEVERN STOKE PARISH

AGENDA

All items include the discussions of updates and for Cllrs to formulate Motions not requiring written notice.

Public Open Forum

Standing orders to be suspended to allow the public present to address the Parish Council on any matters relating to Severn Stoke Parish. This item to be limited at the discretion of the Chair. **Residents to confirm name and address please prior to speaking.** Your name may be recorded in the minutes of the meeting, unless you ask for this not to occur. The Council reserves the right not to allow questions from any person/s who do not confirm their residency in the parish.

1. **Apologies and to approve reasons for absence**

Cllr Hadley (lack of IT equipment)

2. **Declarations of Interest and points of order**

- Register of interests -To note any updates received.
- To declare any Disclosable Pecuniary Interests/Other Disclosable Interests relevant to the agenda.
- To declare any additions to the Register of Gifts & Hospitality.
- To consider and Motion to approve written requests from Councillors for the Parish Council to grant a Dispensation.

Motion for continuation of online parish council meetings: Following the Government announcement of further easing of lockdown restrictions from 4th July, NALC and SLCC strongly advise local councils to continue to meet remotely. Government rules still state that we should all work from home if we can. Local councils have the powers to hold public meetings remotely by using video/phone tech. until May 2021.

3. **Minutes** – to consider the approval of the minutes of the meeting held on 11th March 2020

4. **Co-option - three vacancies for Parish Councillor**

- Welcome/invitation to candidates to speak/question the Council and vice versa.
- Motion** to accept candidates and to co-opt with immediate effect.
- Candidates to verbally accept position with SS&CDA Parish Council and confirm their intention to complete an acceptance of office and a declaration of interests.** (Formal welcome from Chair. Paperwork associated with new Parish Cllrs, Acceptance of Office, Declaration of Interests, copies of Policy documents and Privacy Notice will be forwarded asap for completion due to *COVID19 restrictions*). For the remainder of this meeting newly Co-opted Councillors may take part in debate but, since they have not signed a 'Declaration of Acceptance of Office' may not vote at this July meeting.
- Warded Parish allocation.** (2xVac Croome Ward and 1xVac Severn Stoke Ward)

5. **Councillors' Reports**

- CCllr Middlebrough
- DCllr Harrison & DCllr Michael

6. **Planning – Flood defences**

20/00668/FUL. Construction of permanent flood defence for the village of Severn Stoke with associated earthworks. Land At (Os 8554 4404), Church Lane, Severn Stoke, WR8 9JQ - *to consider, comment and resolve to respond to the following application*

Motion: Chair to suspend standing orders with agreement of Parish Cllrs

- To receive a verbal update from Mr N.S. (CIC) (Written report distributed to Cllrs prior to meeting)
- To note appendix of minutes of Environment Agency meeting 18/06/2020 "Answer to public questions raised". (Distributed to Cllrs prior to meeting)

7. **General Planning** - to consider, comment and resolve to respond to the following applications

- i. **20/00717/CU** Kerswell House, Kerswell Green, WR5 3PF. Proposal: Change of use of land for the siting of two holiday log cabins.
- To note correspondence and subsequent amendment received from R&J.W.
 - Option for all residents to address Parish Council.
 - Debate and consideration. If required, a **motion** to retract previous decision for comment only (as delegated to Clerk). If required, a **proposal and motion** for a new resolution and new submission to MHDC. *Deadline: 18th July 2020.*
- ii. **20/000015/CM**, Ryall North Quarry, Land off Ryall's Court Lane, Holly Green, Upton-upon-Severn, WR8 0PF. Proposal: Proposed minerals extraction of about 1.4 million tonnes of sand and gravel and erection of a temporary wharf with the progressive restoration to a landscaped lake
AND
20/000009/CM, Land at Ryalls Court, Off Ryall's Court Lane, Holly Green Upton-upon-severn, WR80PF. Proposal: Proposed extraction of aggregates with restoration to Agriculture and lake suitable for watersports *Deadline for comments: 31st July 2020*

iii. **Update on the following planning applications:**

Application	Property	Detail	Action
20/00490/GPDQ	Kerswell House Kerswell Green Worcester WR5 3PF	Notification for prior approval for the proposed change of use of an Agricultural Building to a dwelling house and for associated operational development.	Refused The proposal is not permitted development due to the lack of agricultural activities on site and admission that they are not a 'commercial farmer'
19/01852/FUL	Croome Airfield Solar Limited. Ground mounted solar farm, Dunstall to Defford Aerodrome	Erection of a ground mounted solar farm associated works and ancillary infrastructure.	March 2020 - Comment submitted by PC ref turn left leaving and using A4104 as the route in and out. July 1 st 2020 – Application considered at MHDC planning committee.
20/00050/CM	Site adjacent to Croome Composting	Proposed waste wood, soil and stone recycling facility	MHDC requested further info. Comment submitted by PC re use of Defford Countryside as access and not Rebecca Road.
20/00095/FUL and 20/00096/LB	Cedar Lodge and Coventry Barn, Severn Stoke	Conversion works to Coventry Barn, internal/external alterations and demolition of part Listed Building known as Cedar Lodge. / Conversion of Coventry Barn into single residential unit and construction of one dwelling.	No comment from PC. Withdrawn by the Applicant on 2 June 2020.

Chair to reinstate standing orders.

8. **Highways, footpaths & infrastructure** - To discuss and formulate Motions not requiring written notice

- Hedge (A38/Stonnall Close) encroaching footpath.
- Grass near Calor tanks, Stonnall Close.
- Conifer hedge (A38/path), Clifton.
- Old cricket pavilion, Severn Stoke.
- Positioning of welcome signs for Croome d'Abitot.
- Condition of the footpath and white railings, Severn Stoke.
- Street light and verge outside 1 and 2 Knights Hill.
- Corner nr Croome Arch – dangerous parking and damaged road surface.

9. **Community speed & traffic concerns** - To discuss and formulate Motions not requiring written notice

- Speeding
- Community speed watch training – on hold at present.
- Progress with new signage to alert motorists to the sharp bend and concealed entrances.
- Reports of increased traffic in relation to businesses at Defford Airfield.
- High Green VAS.
- Progress with moving the VAS to between London Arch/entrance to Croome NT.

10. **Group/Committee updates** - *To discuss and formulate Motions not requiring written notice*

- a. Parish Hall committee
- b. Severn Stoke Flood Action Group – *already covered previously.*
- c. Tarmac Liaison Group - none
- d. Croome Liaison Group
- e. Police reports
- f. Lengthsman update.

Motion to approve Lengthsman returning to full duties in light of WCC advise that they “will be considering Parish invoices that cover the full range of Lengthsman tasks, as stated in Schedule 1 of the 2020/21 Lengthsman Agreement.”

11. **General Finance and Administration** - *To discuss and formulate Motions not requiring written notice*

- a. To consider and motion to approve the payment of outstanding accounts. Appendix 1
- b. To receive and motion to accept latest Bank Reconciliation.
- c. Update on online banking progress.

12. **Audit Finance** – *To sign off audit paperwork prior to sending to external auditors.*

- a. To consider and motion to approve procedures and paperwork in connection with the Annual Audit Return.
 - i. **Motion:** That this Parish Council **resolves** and hereby declares and certifies itself as **exempt from sending the completed Annual Governance and Accountability Return to the external auditor for a limited assurance review** AND that the following conditions are met: • total gross income and total gross expenditure both below £25k; and • no public interest report/statutory recommendation/advisory notice/judicial review/application to court issued by the external auditor in the prior year; (Nb the external auditor raised an ‘except for’ or ‘other’ matters in the External Auditor Report and Certificate for 2018/19, but this does not preclude the Parish Council from certifying itself exempt from review) and • the relevant financial year is not one of the first three years of this authority’s existence.

To note: even though the Parish Council is self-certifying as exempt, The Annual Internal Audit Report, Annual Governance Statement, Accounting Statements, an analysis of variances and the bank reconciliation plus the information required by Regulation 15 (2), Accounts and Audit Regulations 2015 including the period for the exercise of public rights (beginning on or before 1 September 2020) still need to be fully completed and, along with a copy of the exemption certificate, published on a public website before 31st August 2020.

- ii. Members to consider and review the effectiveness of internal checking procedures and internal audit work conducted across the entire year*. To include a review of procedures for internal checking of banking. After review, **Motion to accept** considered findings of review and **motion to confirm compliance** with all assertions within the Annual Governance Statement.
- iii. **Members to consider the report of the internal auditor** and any matters raised in the AIAR provided by the internal auditor.
- iv. **Motion** to acknowledge Cllr and Clerk responsibility for ensuring that there is a sound system of internal control and Annual Governance.
- v. **Motion to Approve Section 1 of the AGAR - the Annual Governance Statement.** *Chair & Clerk to minute, sign and date the Annual Governance Statement **Section 1** of the Annual Return for the year ending 31 March 2019.*

* Parish Council will need to consider the internal audit work performed and internal audit arrangements in place between 1 April 2019 and 31 March 2020 before confirming compliance with all assertions of the Annual Governance Statement.

13. Audit Finance – Continued

- a. To consider and motion to approve procedures and paperwork in connection with the Annual Audit Return – CONTINUED. **
- i. Members to consider Section 2 - the Accounting Statements.**
Previously distributed for consideration. Clerk to give a briefing on the Accounting Statements and confirm that she, as RFO, has already signed the Accounting Statements prior to presenting them to Members at this meeting.
- ii. Motion to approve Section 2 - Accounting Statements.** *Chair only to minute, sign and date the Annual Governance Statement Section 2 of the Annual Return for the year ending 31 March 2020.*
- iii. Approval and signature of the Declaration that the statement of accounts is unaudited (externally).
- iv. Approval and signature of the Notice of Commencement of the period for the exercise of public rights.
- v. To note that the completed annual return/exemption certificate and notification of date of commencement of period of public rights must be sent to PKJ Littlejohn by Friday 31 July 2020, but that this parish council intends to send the completed documentation via email on 20th July 2020 in order to adhere more closely to the timetable of a normal (non covid) year.

** Guidance for the completion of the Annual Return states that the Annual Governance Statement and the Accounting Statements can be considered and approved at the same meeting, as long as it is a meeting of the full authority and that it is clear from the minute references that the Statements were approved in the right order. The authority must approve Section 1 Annual Governance Statement before approving Section 2 Accounting Statements and as a last resort both must legally be approved before 31st August 2020 in order to comply with new Covid Legislation.

14. Correspondence, dates for diary, items for future agenda.

Cllrs may use this opportunity to report minor matters of info not included elsewhere on the agenda.

- a. Website Accessibility regulations come into force on the 23rd September 2020. those Parishes that use the My Parishes webpages, WCC have previously confirmed that these will be compliant. However, documents will still need to be re-entered in an accessible format. Clerk estimates 6 hours of time to complete this.

Date of next Parish Council meeting – 16th September 2020, 7pm, Croome National Trust SOQ Meeting Room OR ONLINE – please check closer to the time

Appendix 1. Items already paid

(Approved under previous agenda or required payment under contract monthly):

Information Commissioner	Approved in March 2020. Cheque cancelled. Cheque stuck in ICO offices due to Covid19. Replacement payment via bank transfer	£40.00	VAT nil
Mr Simon Bott	Lengthsman. June 2020. Paid 02/02/2020. Cllrs approved via email.	£208.00	VAT nil
Mr Simon Bott	Mowing Parish Hall June 2020. Paid 07/07/2020. Cllrs approved via email.	£30.00	VAT nil
Mr Simon Bott	Mowing Severn stoke verges 2020. Paid 07/07/2020. Cllrs approved via email.	£22.50	VAT nil

Appendix 2. Item for payment:

Clerk Wages	Standing Order - Wages April 2020.	£294.16	VAT nil. Scheduled for payment end of July 2020 via standing order.
Clerk expenses: postage and Zoom membership	£14.39 (zoom June & July 2020) plus postage	£32.99	£4.80 VAT. Scheduled for payment 29 th July 2020

Signed: ...Parish Clerk, Severn Stoke & Croome D'Abitot Parish Council
Mrs Lisa Stevens 01905 820956, 07950256363, severnstokeandcda@gmail.com