

Annual Meeting of Severn Stoke & Croome D'Abiotot Parish Council

Wednesday **25th May 2022**, 7.30pm

Date of publication of this notice: Thursday 19th May 2022

Councillors, Notice is hereby given that a Meeting of Severn Stoke and Croome d'Abiotot Parish Council will be held on Wed **25th May 2022 at 7.30pm approx. after the Annual Parish Meeting** at the SOQ meeting room at Croome National Trust visitor centre.

Lisa Stevens, Clerk & Resp. Financial Officer, 07950256363, severnstokeandcda@gmail.com

- As a sensible precaution, social distancing will be in place. The parish council reserves the right to close and reschedule the meeting if more residents attend than social distancing will permit within the premises and if circumstances do not allow moving the meeting outdoors. In these circumstances residents will be asked if their matter can be dealt with via written representation.
- The Parish Council also reserves the right to close and reschedule the meeting in the event of disruption. Standing Orders (available in advance, online and at the meeting) provides info on filming or recording parish council meetings. Participants are assumed to have read and understood those requirements therein.

Agenda - Annual General Meeting of SS&CDA Parish Council, 7.30pm

1.	a. Election of Parish Council Chair 2022/23 <ul style="list-style-type: none">i. Nominations and vote.ii. Declaration of Acceptance of Office. Signature.iii. Any immediate relevant declarations of interest, which can be supplemented in due course. b. Election of Deputy Chair 2022/23, process as above. c. Presentation to outgoing Chair and Parish Councillor Stephen Watkins.
2.	Points of order. Declarations of interest. Apologies and to approve reasons for absence.
3.	Vacancies <ul style="list-style-type: none">a. To note two vacancies available for immediate co-option (upon resignation of T. Breslin, March 2021 (Croome Ward) and E. Hadley, March 2022 (Severn Stoke Ward).b. To note one vacancy (Severn Stoke Ward) (upon resignation and retirement of Stephen Watkins, May 2022) which will be advertised shortly, providing electors with the opportunity to request to fill this position via an election.
4.	All Cllrs to consider and re-approve all pre-existing declaration of interests for up to April 2023.
5.	Minutes – to receive and consider approval of <ul style="list-style-type: none">a. AGM Severn Stoke and CDA PC, 5th May 2021
6.	To review standard meeting invitation (N.b., standard text that always appears on each agenda, as above) and to approve until further notice.
7.	To approve until further notice the wording of agenda item 'Public Open Forum' below.
8.	To recommit to all NOLAN principles (principles governing Member conduct) Appendix 3
9.	Parish Council Policies (standing orders, financial regs, code of conduct and risk assessments) To re-adopt all parish council policies with a commitment to review all by end Oct 2022.
10	Committees and Committee Representatives, last reviewed June 2021.

<p>a. Review, amend and confirm existing:</p> <ul style="list-style-type: none"> - Finance Committee – 3 reps. - Finance supervision (unlimited) - Planning Advisory Committee – All Cllrs. - Staffing Committee – 4 reps - Tarmac Liaison Committee – 2 reps. - Croome Liaison Group – 4 reps. - Parish Hall Rep – 2 reps. - Community Facilities Working Party - CALC Rep – 1 rep. - Com. Speed Watch Rep – 1 rep. - KLINKS rep – 1 rep. - Milestone repair working party - VAS caretakers – unlimited. <p>b. Creation of working party to look at the issue of paying contractor mileage.</p> <p>c. Creation of High Green phone box working party.</p> <p>d. Creation of High Green noticeboard working party.</p>	<p>Currently SW, GS & SF. Currently SW, PP, GS and NC. In process of adding LF and SF. All Cllrs as per decision May 2021. Currently SW, GS, NC and 1 vacant. Currently SW and GS. Currently RG, RH, SW and LF. Currently RW only. Currently LF, SF, RW, GS, RH. Currently LF. Currently NC. Currently NC. Currently LF and PS. Currently RG at High Green and LF and GS at Clifton and Severn Stoke.</p>
<p>11 AOB and close of Annual Meeting of Severn Stoke and Croome d’Abitot PC.</p>	

Agenda - Monthly Meeting of SS&CDA Parish Council – 8pm approx.

<p>Public Open Forum Standing orders suspended to allow residents of the parish to address the Parish Council. This item to be limited at the discretion of the Chair. Members of the public to confirm name and address please prior to speaking. The Council reserves the right not to allow questions from any person/s who do not confirm their residency in the parish or who is resident outside the parish. This forum does not constitute part of the parish council meeting although questions and responses may be minuted as a courtesy.</p>
<p>1. Declarations of Interest and points of order</p> <ul style="list-style-type: none"> a. Register of interests -To note any updates received. b. To declare any Disclosable Pecuniary Interests/Other Disclosable Interests relevant to the agenda. c. To declare any additions to the Register of Gifts & Hospitality. d. To consider and Motion to approve written requests from Councillors for the Parish Council to grant a Dispensation.
<p>2. Minutes – to receive and consider approval of</p> <ul style="list-style-type: none"> a. Monthly meeting of Severn Stoke and Croome d’Abitot PC 23rd March 2022.
<p>3. Councillors’ Reports</p> <ul style="list-style-type: none"> a. CCllr Allen b. DCllr Harrison / DCllr Michael. To note and congratulations to DCllr Michael for Chairman of Malvern Hills District Council
<p>4. Planning - <i>to consider, comment and resolve to respond to the following applications</i></p> <ul style="list-style-type: none"> a. General enforcement update. Severn Stoke and Kinnersley. b. D493 Notification of a Public Path Diversion Order - Footpath SS-500(part), formerly Footpath 1, in the parish of Severn Stoke, Worcestershire. To consider and formulate a response. c. <i>Standing Item:</i> To consider and as required, arrange an extra ordinary parish council meeting for planning applications received after date of publication of this agenda.
<p>5. Speed, parking & traffic concerns <i>Discuss and formulate Motions not requiring written notice</i></p> <ul style="list-style-type: none"> a. Croome London Arch corner. Update on all items including newly painted yellow lines. b. Vehicles Activated Speed Signs <ul style="list-style-type: none"> i. High Green ii. Severn Stoke/Clifton c. Community speed watch update d. ‘Unsuitable for HGVs’ signs for Birch Lane and Birch Green Lane. e. Deer warning signs and distance plates between Kinnersley and Kerswell Green. f. HGVs using Defford Mill site.
<p>6. Highways, footpaths & community infrastructure <i>Discuss and formulate Motions not requiring written notice</i></p>

- a. To note completion of siding out of footpath long A38, conducted by WCC. Thoughts on encouraging resident use and monitoring success of project.
- b. To consider and to sign BT contract for adoption of High Green phone box for £1.00

7. Group/Committee updates *Cllr/Clerk updates or written reports received from representatives prior to the meeting*

a. Parish Hall /Parish Hall Committee update.

- i. Hall repairs/rebuild update
- ii. Ref Parish Council Lease. To consider quotation SME Solicitors.
May include a Motion to appoint solicitors at an hourly rate not exceeding £242 plus VAT.
- iii. Contract for mowing update and to accept quotation of £34.00 per cut from Mr S.Bott.
(Previous year was £30)

b. Severn Stoke Flood Action Group

- i. Including update on Severn Stoke Flood Evacuation Plan virtual meeting 20/05/22.

c. Croome Liaison Group (consisting of parish, district and county cllrs and NT reps).

- i. To receive the minutes of the Croome Liaison Group meeting 31st March 2022.
- ii. Date of next meeting Tuesday 30th August 10am. SOQ room.
- iii. To consider and vote upon resident request that minutes of the group be published on the PC website. Motion as required to amend standing orders of the group (Appendix 4).

d. Tarmac Liaison Group.

- i. To note update regarding the Worcestershire Minerals Local Plan. [Footnote¹]

e. St Denys' update.

f. Police / PCSO.

- i. To note that F.Allen- Carter has left and we anticipate a replacement soon.
The Safer Neighbourhood Team continues to cover Kempsey, Alfrick and surrounding villages based from Malvern Police Station. PC Dee Stanley (Police, Police Community Support Officer, Kempsey & Alfrick SNT) remains in post, as does PC Jon Hand.

g. Lengthsman.

- i. To note that the Clerk has returned the signed WCC/PC Lengthsman contract.
- ii. Request for parish council to consider paying costs for mower repair. New belt and labour £90 (VAT nil) invoice from Mowerfix. 20/04/22. Twin blade toro timemaster mower, damaged at Parish Hall clearing brash and flood debris.

h. National Trust. To consider options for assistance in funding a Modular Changing Places Toilet at Croome Court. Appendix 6 for further info.

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

- a. To consider/motion to approve payment of accounts made in the previous month Appendix 1
- b. To consider/ to approve payment of outstanding accounts May 2021. Appendix 2
- c. To inspect and accept the BHIB parish council annual insurance package. £474.01. Automatically renews 1st June 2022 as part of three year 'package'. (£428.11 in 2021/22). Upon acceptance of insurance the PC will need to validate the insurance pack for the year by providing the councils Employer Reference Number (ERN).

¹ Inspectors consider that MLP provides an appropriate basis for the planning of minerals for Worcestershire and is sound. Next steps: After consideration (late 2022) by Cabinet and Full Council, the MLP will replace the remaining "saved" policies in the County of Hereford and Worcester Minerals Local Plan from 1997. The MLP will become part of the Development Plan and will be used by Worcestershire County Council's planning officers and Planning and Regulatory Committee to make decisions about planning applications for mineral extraction, processing and restoration.

9.	<p>Annual Return (AGAR) for the financial year 2021-2022 Part 1</p> <p>To consider and motion to approve procedures and paperwork related to internal audit and governance. <i>Further details of audit timetable in Appendix 5</i></p> <p>a. Motion to approve certificate of exemption. (By which the parish council certifies itself exempt from a limited assurance review - see Appendix 5 for explanation).</p> <p>b. Internal audit. To receive and consider the conclusions of the internal audit.</p> <p>c. Based on item b above, to consider and Motion to approve Section 1 of the AGAR - the Annual Governance Statement. Members to consider and review effectiveness of internal procedures/audit conducted across entire year.</p>
10	<p>Annual Return (AGAR) for the financial year 2021-2022 Part 2</p> <p>To consider and motion to approve procedures and paperwork related to the Accounting Statements.</p> <p>a. To consider Section 2 of the AGAR - Accounting Statements. The Clerk to confirm that as required under legislation, she, as RFO has already signed the Accounting Statements prior to presenting them to Members at this meeting.</p> <p>b. Motion to approve Section 2 of the AGAR – Accounting Statements.</p> <p>c. Approval and signature of the Declaration that the statement of accounts is unaudited (externally).</p> <p>d. Approval and signature of the Notice of Commencement of the period for the exercise of public rights. <i>Commences Monday 13 June – Friday 22 July 2022</i>.</p>
11	<p>Correspondence, dates for diary, items for future agenda.</p> <p>Cllrs may use this opportunity to report minor matters of info not included elsewhere on the agenda</p> <p>Saved items (time was too limited at this meeting) but which will appear on future agendas:</p> <ul style="list-style-type: none"> - KLINKs magazine - Worcestershire CALC update <p>Close of meeting.</p>

Appendix 1. Items already paid April/May 2022 since last PC meeting:

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

08/04/2022	Mr Simon Bott	Lengthsman invoice March 22	£272.00	VAT nil
28/04/2022	Mrs Lisa Stevens	Clerk wage March 2022	£294.16	VAT nil
30/04/2022	Worcestershire CALC	Annual Sub. Invoice: 8795 Please note Footnote ²	£430.20	VAT £65.21
30/04/2022	Mrs Lisa Stevens	Expenses April 2022	£29.71	VAT nil
12/05/2022	Mr Simon Bott	Lengthsman Invoice April 22	£272.00	VAT nil
12/05/2022	Npower (took over from EON Jan 2022)	Electricity bill for street lighting Stonnall Close. Invoice: IN03167826	£42.84	VAT £2.04

² Please note that subsequent to April payment of the WCALC invoice, this parish council may now be issued with a reimbursement by CALC, due to calculation error on their part. As per email from Caroline Sutton, 10 May 22, 08:22.

Appendix 2. Item for payment May 2021:

Mr Simon Bott	Parish Hall Mowing April 2022. Invoice: SB0363	£68.00	VAT nil
BHIB (Aviva)	Annual Parish Council Insurance package (reduced premium due to three year contract)	£474.01	VAT nil.
Mrs Lisa Stevens	Reimbursement printer ink cartridges. StinkyInk. Shared invoice with Grimley. £42.91 / 2 = £21.45. Invoice: ST004636075	£21.45	VAT £3.57
National Trust	SOQ Room Hire invoice dated 28.03.2022. TO BE PAID VIA CHEQUE as they have no BACS facilities. 26th January 2022 9th February 2022 23rd March 2022 31st March 2022	£120.00	VAT nil
Mrs Lisa Stevens	Expenses May 2022. Stationery.	£7.52	VAT nil
Mrs Lisa Stevens	Clerk wage April 2022	£294.16	VAT nil
MHDC Garden waste services	Direct Debit to be taken 1st June 2022. Two green waste bins for Parish Hall. Garden Waste Collection Service Renewal 2022/2023 - 0503264	£140.00	VAT nil

Appendix 3. NOLAN - The Ten Principles of Public Life governing parish cllr conduct.

1. *Selflessness*

Members should serve only the public interest and should never improperly confer an advantage or disadvantage on any person.

2. *Honesty and Integrity*

Members should not place themselves in situations where their honesty and integrity may be questioned, should not behave improperly and should on all occasions avoid the appearance of such behaviour.

3. *Objectivity*

Members should make decisions on merit, including when making appointments, awarding contracts, or recommending individuals for rewards or benefits.

4. *Accountability*

Members should be accountable to the public for their actions and the manner in which they carry out their responsibilities, and should co-operate fully and honestly with any scrutiny appropriate to their particular office.

5. *Openness*

Members should be as open as possible about their actions and those of their authority, and should be prepared to give reasons for those actions.

6. *Personal Judgement*

Members may take account of the views of others, including their political groups, but should reach their own conclusions on the issues before them and act in accordance with those conclusions.

7. *Respect for Others*

Members should promote equality by not discriminating unlawfully against any person, and by treating people with respect, regardless of their race, age, religion, gender, sexual orientation or disability. They should respect the impartiality and integrity of the authority's statutory officers, and its other employees.

8. *Duty to Uphold the Law*

Members should uphold the law and, on all occasions, act in accordance with the trust that the public is entitled to place in them.

9. *Stewardship*

Members should do whatever they are able to do to ensure that their authorities use their resources prudently and in accordance with the law.

10. *Leadership*

Members should promote and support these principles by leadership, and by example, and should act in a way that secures or preserves public confidence. -end-

Appendix 4 CROOME COURT LIAISON GROUP CONSTITUTION Last updated September 2021

1. The Liaison Group is to provide a forum for the discussion of issues of relevance to the Operations and development at Croome Court under the National Trust umbrella.
2. The matters for discussion will be confined to the operations and development on the site, any associated road transport or materials and the effects of the activities on people living or working in nearby property or enjoying the use of nearby land.
3. The primary objective of the Group will be to foresee and overcome problems and strive to minimise conflict between the operations/developments and the local communities.
4. The meetings will provide for the exchange of information on progress of the workings and for the company to listen to any concerns of local residents relating to the operations.
5. The Liaison will normal Group will normally meet every three to six months with meetings to held within the Parish of Severn Stoke with Croome D'Abitot
6. The following parties will be invited to attend meetings as voting members (the Formal Membership) of the Liaison Group;

Group/Organisation	Number
Severn Stoke Parish Council (Member)	1
Severn Stoke Parish Council Chair	1
Malvern Hills District Council (Member)	2
Clerk to Severn Stoke Parish Council (Administration only)	1
National Trust (Representatives)	3
Total	8

7. In addition to the Formal Membership, Worcestershire County Council, Malvern Hills District Council and the National Trust will, from time to time, determine individuals (Officers and representatives) who will attend meetings of the Group in a non-voting capacity, to contribute to the effective operation of the Group. Other residents may also be invited to attend on a specific point in a non-voting capacity.
8. Severn Stoke Parish Council will be responsible for the provision of the Secretary and secretarial services to the Group including the taking and distribution of notes of meetings and the circulation of notices and meetings/agendas .etc.
9. The Liaison Group Chairperson will be a nominated member for Malvern Hills District Council. The vice Chairperson will be the Chair for Severn Stoke Parish Council
10. Voting on any issues will be by the Formal Membership only. In the event of an even vote, the Chairperson will have a casting vote. It will not be usual to have a vote on any item as this Group is to resolve items for discussion.
11. The Agenda of the Liaison Group will normally include the following:
 - Apologies of Absence
 - The approval of the minutes of the previous meeting
 - Matters arising
 - Manager's Report
 - Report on Planning Compliance
 - Future Operations
 - Future and present Planning Applications
 - Any other business (to be notified to the Secretary at least seven days before the meeting)
12. There will be no attendance at the Group meetings by members of the media.
13. Any communication to the media on Group matters must first be agreed jointly between the National Trust Representative and the Chairperson.
14. No views of the Liaison Group shall be binding upon the National Trust Operators or the Local Planning Authorities. – end-

Appendix 5 – Note relating to external audit timetable and limited assurance reviews

Deadline to return all parish council paperwork to SBA PKFLittleJohn is 30th June 2022 via email.

Before 1 July 2022 authorities must publish:

- Notice of the period for the exercise of public rights and a declaration that the accounting statements are as yet unaudited; Dates for publication of rights on parish noticeboards must be between Monday 13 June – Friday 22 July 2022

* name and address of external auditor

- Section 1 - Annual Governance Statement 2021/22, approved and signed, page 4

- Section 2 - Accounting Statements 2021/22, approved and signed, page 5

* recommended best practice: also publish the Annual Internal Audit Report, page 3.

Not later than 30 September 2022 authorities must publish:

- Notice of conclusion of audit

- Section 3 - External Auditor Report and Certificate

- Sections 1 and 2 of AGAR including any amendments as a result of the limited assurance review.

What is a limited assurance review and why are is this parish council exempt from it?

Under the limited assurance regime, parish councils undertake a limited range of specified procedures to give a report that provides assurance to the general public about the internal controls and the financial accounting statements. This work is scrutinised by the Small Body Assurance (SBA) team at PKFLittleJohn.as external auditors.

There are three types of review procedure: exempt, basic and intermediate. The type of review procedure undertaken determines the amount and detail of documentation that the parish council must submit to SBA. Parish Councils may claim exempt status if both income and expenditure for the year are each below £25k. Exempt status requires fewer documents to be submitted to SBA for external audit and inspection and best practice places a higher priority on internal audit and self-reflection of procedures throughout the year. Exempt status incurs internal audit fees only (between £100 and £300 approx). Basic and intermediate status incurs both internal audit and external audit fees (totalling approx. £500). These options therefore balance the requirement for external scrutiny whilst avoiding the financial burden of audit on parish councils with a very small precept or on areas with no elected parish council at all.

Appendix 6 - Message from Michelle Fullard – ref modular pod toilets at Croome Court

As part of Croome and the National Trust's strategy to ensure access for everyone to our places we want to install a Changing Place at the RAF base at Croome. You might know all about our Potter and Ponder project which is a sensory map that helps people engage with the parkland at Croome – however some of the children and young people who helped create that map can't spend a full day at Croome because they need extra facilities for changing and toilet use. And of course there are also lots of adults that also need them.

You might be aware that you can purchase a Changing Place as a sort of 'pod' that can be dropped into any place – and also given an exterior to match its surroundings. The RAF base is therefore an ideal place to have one as it is already 'modular', in the style of second world war bases! We also have a spot where a portacabin of toilets used to be before we restored the latrine toilet block (opposite the building we now meet in at Croome), which means we have power and water we can easily plug into. Temporary planning permission was in place for this in the past – so you may know exactly where I mean – it would be tucked in next to the café area and the disabled parking area.

The NT is hoping to work with local authorities to apply for funding – with the central teams looking to find match funding for grants : [Changing Places Fund: allocation of funding following Round 1 assessment - GOV.UK \(www.gov.uk\)](#)

Parish Clerk note: Parish Council has the power to provide public conveniences under the 1936 Public Health Act (s87). – end-