

# Meeting of Severn Stoke & Croome D'Abitot Parish Council

Wednesday **20<sup>th</sup> July 2022**, 7.30pm  
**At St Denys' Church, Severn Stoke**

*Date of publication of this notice: Thursday 14<sup>th</sup> June 2022*

**Councillors**, Notice is hereby given that a Meeting of Severn Stoke and Croome d'Abitot Parish Council will be held on Wed **20<sup>th</sup> July 2022 at 7.30pm** at St Denys' Church, Severn Stoke village. Lisa Stevens, Clerk & Resp. Financial Officer, 07950256363, [severnstokeandcda@gmail.com](mailto: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.

	<b>Public Open Forum</b> 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. <b>Members of the public to confirm name and address please prior to speaking.</b> 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.
1.	<b>Apologies and reasons for absence.</b>
2.	<b>Declarations of Interest and points of order</b> 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.
3.	<b>Co-option to fill up to 2 out of 4 vacancies on parish council.</b> a. To receive written or verbal applications for the office of Parish Councillor. b. To welcome individual candidates, make introductions and offer/receive questions. c. Motion to co-opt candidates (max 2) onto the parish council with immediate effect. d. Completion of paperwork upon appointment. Any immediate declarations of interest. <i>(nb the other two existing vacancies will be available for co-option in September)</i>
4.	<b>Minutes</b> – to receive and consider approval of a. Meeting of Severn Stoke and Croome d'Abitot Parish Council Wed. 25 <sup>th</sup> May 2022.
5.	<b>Councillors' Reports</b> a. CCllr Allen b. DCllr Michael / DCllr Harrison.
6.	<b>Planning</b> - to consider, comment and resolve to respond to the following applications a. <b>Stonnall Close</b> unadopted land (Calor Gas and Persimmon). Debate and Motion relating to future involvement. Parish Council currently has no responsibility to this land or vegetation. b. Update on previous planning applications including <b>D493 Notification of a Public Path Diversion Order - Footpath SS-500(part), formerly Footpath 1, in the parish of Severn Stoke, Worcestershire.</b> 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.

7.	<p><b>Speed, parking &amp; traffic concerns</b> <i>Discuss and formulate Motions not requiring written notice</i></p> <ul style="list-style-type: none"> <li>a. Vehicle Activated Speed Signs <ul style="list-style-type: none"> <li>i. High Green</li> <li>ii. Severn Stoke/Clifton</li> </ul> </li> <li>b. Community Speed Watch. Update.</li> <li>c. 'Unsuitable for HGVs' signs for Birch Lane and Birch Green Lane. Update.</li> <li>d. Deer warning signs and distance plates between Kinnersley and Kerswell Green. Update.</li> <li>e. Replacement bollards Severn Bank. Update.</li> <li>f. Community Bus Service (CB2) Upton to Tewkesbury via Severn Stoke. Under used and under threat.</li> </ul>
8.	<p><b>Group/Committee updates</b> <i>Cllr/Clerk updates or written reports received from representatives prior to the meeting</i></p> <ul style="list-style-type: none"> <li><b>a. Parish Hall /Parish Hall Committee update.</b> <ul style="list-style-type: none"> <li>i. To welcome the Hall Committee with a proposed scheme for the parish hall.</li> </ul> </li> <li><b>b. Severn Stoke Flood Action Group</b> <ul style="list-style-type: none"> <li>i. Motion to approve the Severn Stoke Flood Evacuation Plan.</li> </ul> </li> <li><b>c. Croome Liaison Group (consisting of parish, district and county cllrs and NT reps).</b> <ul style="list-style-type: none"> <li>i. Update from the Clerk and Motion from Cllrs to fold the group.</li> </ul> </li> <li><b>d. National Trust.</b></li> <li><b>e. High Green Phone Box Working Party</b> (all Members at present). To consider and Motion to sign BT contract for adoption of High Green phone box for £1.00. Rolled over agenda item.</li> <li><b>f. High Green Noticeboard Working Party.</b> Update on noticeboard restoration spec.</li> <li><b>g. Milestone Working Party.</b> Update and timescales for completion. Thanks to outgoing Cllr Paul Sturgess for his contribution towards this project.</li> <li><b>h. Tarmac Liaison Group.</b></li> <li><b>i. St Denys' update.</b></li> <li><b>j. Police / PCSO.</b> Motion to approve a PC response to the Crime Commissioner annual questionnaire.</li> <li><b>k. Lengthsman.</b></li> </ul>
9.	<p><b>General Finance and Administration</b> - <i>To discuss and formulate Motions not requiring written notice</i></p> <ul style="list-style-type: none"> <li>a. To consider/motion to approve payment of accounts made in the previous month. App 1.</li> <li>b. To consider/ to approve payment of outstanding accounts July 2022. App 2.</li> <li>c. To receive the latest bank reconciliation.</li> <li>d. To note that the annual return has been published on the PC website and all required documentation submitted to PKFLittleJohn External Auditors.</li> <li>e. To consider date of next staffing committee meeting. Ref Clerk annual appraisal.</li> </ul>
10.	<p><b>Correspondence, dates for diary, items for future agenda.</b> Cllrs may use this opportunity to report minor matters of info not included elsewhere on the agenda</p> <ul style="list-style-type: none"> <li>a. Hedges in Severn Stoke. Resident correspondence.</li> <li>b. Reoccurring flytipping at Knights Hill.</li> <li>c. Parish Council policies: Clerk to send cllrs a list of docs to consider for review.</li> <li>d. Report to EA about lorries turning when delivering flood bund material.</li> <li>e. Update on no parking signs at Croome London Arch corner.</li> </ul> <p><b>Saved items</b> (appear on future agendas as updates become available)</p> <ul style="list-style-type: none"> <li>i. Worcestershire CALC update</li> <li>ii. Croome London Arch corner. Update on all items including newly painted yellow lines.</li> <li>iii. HGVs using Defford Mill site.</li> </ul>
11.	<p><b>Date of next meeting:</b> Wed 21<sup>st</sup> September 7.30pm. Croome SOQ meeting room. The public and press are welcome to attend this meeting.</p> <p>Close of meeting.</p>

**Appendix 1. Items already paid May/June/July 2022 since last PC meeting:***(Approved under previous agenda or required payment under contract monthly)*

06/07/2022	Information Commissioner	Annual Subscriptions (legal requirement) direct debit.	£35.00	VAT nil
13/06/2022	Larry Freeman	Reimbursement noted but not formally listed in May agenda. Paid out of Chair allowance.	£48.60	VAT nil
13/06/2022	J Hudspith	Internal audit fee	£100.00	VAT nil
13/06/2022	Mr Simon Bott	Equipment repairs. PC to reimburse Simon half amount of invoice as contribution towards tool damage when clearing flood debris at parish hall. Approved during meeting in May 2022.	£45.00	To look at again, as VAT unclear.
13/06/2022	Mr Simon Bott	Lengthsman invoice May 2022	£272.00	VAT nil
12/07/2022	Mr Simon Bott	Lengthsman invoice June 22	£272.00	VAT nil
13/06/2022	Mr Simon Bott	Parish Hall Mowing May 2022	£68.00	VAT nil
30/06/2022	Mrs Lisa Stevens	Clerk wage May 2022	294.16	VAT nil

**Appendix 2. Item for payment July 2022:**

St Denys'	Room and site hire for 2022/2023 financial year. NB. Cllrs to check whether PCC or Friend's of St Denys' should be in receipt of this.	£500.00	VAT nil
Mr Simon Bott	Parish Hall Mowing June 2022.	£34.00	VAT nil
Mrs Lisa Stevens	Expenses June and July 2022. Paper, Stamps and printing ink (Stinky Ink invoice shared with Grimley. £5.99 for SSPC)	£25.94	VAT £1.00
Mrs Lisa Stevens	Clerk wage June 2022 (Nb paid one month in arrears each time)	£294.16	VAT nil