

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

Wed **10th May 2023**, 7.30pm
Croome National Trust Visitor Centre, SOQ room

Date of publication of this notice: 3rd May 2023

Councillors, Notice is hereby given that a meeting of Severn Stoke and Croome d'Abitot Parish Council will be held on Wednesday **10th May 2023 at 7.30pm** at the SOQ room at Croome National Trust Visitor Centre, High Green, Severn Stoke parish.

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



Scan for our website and to access all documents including this agenda

- The press and public are invited to attend to address councillors on matters concerning the parish (allotted point in the agenda), observe the meeting or inspect draft documents.
- Whilst social distancing is no longer in place, occasionally safety considerations may mean that we close the meeting and reschedule.
- The Register of Electors may be inspected by the Clerk to ascertain attendee residency.
- Names are recorded in the meeting minutes, unless individuals ask for this not to occur.
- With some restrictions, meetings may be filmed or recorded. We are happy to provide guidance on what is permitted. Advice should be sought in advance to avoid disruption.
- Persons attending this meeting can prior note the document 'Information provided at the beginning of each parish council meeting' (QR code to the right).



Scan with your phone to directly access the information provided at the beginning of each parish council meeting.

a. Introduction and points of order

Formation of and Annual Meeting of Severn Stoke and Croome d'Abitot Parish Council

This is an annual meeting of newly elected Parish Cllrs, forming a new parish council, where appointments for the following take place: Chair, Deputy-Chair, Committee Members and Representatives to other bodies. For further info please refer to Appendix 3 - CALC guidance on annual meetings. **The Clerk has hereby received notice that the persons listed on the notice below are duly elected unopposed and may therefore form the parish council. Term of office:** The term of office of all councillors ends on Monday 10th May 2027. Parish elections are scheduled for May 2027 and terms of office will come to an end whether persons have been elected (both contested and uncontested polls) or co-opted.

Notice Of Uncontested Election

Malvern Hills

Election of Councillors for Croome D'Abitot on Thursday 4 May 2023

I, being the Returning Officer at the above election, report that the persons whose names appear below were duly elected Councillors for Croome D'Abitot.

Name of Candidate (surname first)	Home Address	Description (if any)
Freeman Laurence John	(address in Malvern Hills)	
Garrard Royston Frederick	23 High Green, Severn Stoke, Worcester, WR8 9JS	

Andy Baldwin
Returning Officer

Dated Wednesday 5 April 2023

Printed and published by the Returning Officer, Room F7, Council House, Avenue Road, Malvern, Worcestershire, WR14 3AF

Notice Of Uncontested Election

Malvern Hills

Election of Councillors for Severn Stoke on Thursday 4 May 2023

I, being the Returning Officer at the above election, report that the persons whose names appear below were duly elected Councillors for Severn Stoke.

Name of Candidate (surname first)	Home Address	Description (if any)
Faulkner Susan Elizabeth	(address in Malvern Hills)	
Preston Patricia Anne	4 Orchard Close, Severn Stoke, Worcester, WR8 9JJ	
Williams Raymond John	Kinnersley House Barn, Kinnersley, Worcestershire, WR8 9JR	

Andy Baldwin
Returning Officer

Dated Wednesday 5 April 2023

Printed and published by the Returning Officer, Room F7, Council House, Avenue Road, Malvern, Worcestershire, WR14 3AF

2	<p>a. Election of Chair 2023/24</p> <ol style="list-style-type: none"> i. Nominations and vote. ii. Signature on Declaration of Acceptance of Office. <p>b. Election of Deputy Chair 2023/24, process as above.</p>
3	To consider any apologies for absence.
4	<p>Declarations of interest</p> <ol style="list-style-type: none"> a. To note updates to Register of Interests/dispensations. Cllrs are reminded to update their register of interests. b. To declare Disclosable Pecuniary Interests relevant to agenda. Cllrs who have declared a Disclosable Pecuniary Interest/ other Disclosable Interest (para 12(4)(b) Code of Conduct) must leave for the relevant items only, unless a dispensation has been granted. c. To declare any Other Disclosable Interests relevant to the agenda. d. To declare any additions to the Register of Gifts & Hospitality. e. To consider written requests for the granting of a Dispensation (S33 Localism Act 2011). Motion to approve requests.

The meeting will be adjourned for Open Forum (Public Question Time)

Please refer to the notes on your seat for information about this section.

5	<p>Co-option for unfilled vacancies x 7</p> <ol style="list-style-type: none"> a. The Clerk has received notice that our parish has received enough candidates to make a quorum and may co-opt additional councillors to fill the vacancies.
6	<p>General Power of Competence</p> <ol style="list-style-type: none"> a. As the parish council does not meet all the criteria, to note that councillors cannot resolve to adopt the General Power of Competence. <p>NB. An eligible council is one which has resolved to adopt the GPC, with at least two thirds of its members being declared elected and the Clerk must hold an appropriate qualification (Parish Councils (General Power of Competence) (Prescribed Conditions) Order 2012).</p>
7	<p>Insurance and risk assessments</p> <ol style="list-style-type: none"> a. To confirm arrangements for insurance cover are in place in respect of all insurable risks. b. To adopt existing risk assessments, with the Clerk and Cllrs to review by September. c. To adopt the existing Health & Safety policy (Reviewed 2023, no amendments from RW & RH).
8	<p>Asset Register</p> <ol style="list-style-type: none"> a. Review of asset register. (Reviewed by Clerk March 2023).
9	<p>Data Policies and procedures - Review of the council's policies in respect of its obligations under freedom of insurance, GDPR and data protection legislation.</p> <ol style="list-style-type: none"> a. To adopt 'Info to be published' policy. (Reviewed 2023, no amendments from RG). b. To adopt 'Privacy notice'. (Reviewed 2023, no amendments from LF). c. To adopt 'Template consent form'. (Reviewed 2023, no amendments from LF).
10	<p>Employment Procedures - Review of the council's employment policies and procedures.</p> <p>To adopt the following:</p> <ol style="list-style-type: none"> a. Delegation to the Clerk policy. (Adopt pending Clerk review and submission to council) b. Equal opportunities policy. (Adopt pending Clerk review and submission to council) c. Home working. (Reviewed 2023. No amendments from RW & RH). d. Lone working. (Reviewed 2023. No amendments from RW & RH). e. Staff disciplinary. (Reviewed 2023. JR comments adopted).
11	<p>Standing Orders</p> <ol style="list-style-type: none"> a. To adopt Standing Orders. (Reviewed by Cllrs 2021, Clerk 2022 and Cllrs 2023) (amendments accepted from LF, PP & RW) b. S137 policy (grants to public) (Reviewed 2023. No amendments from RH).
12	<p>Code of Conduct and Respect Pledge (including the NOLAN principles)</p> <ol style="list-style-type: none"> a. To note continued adherence to the Code. b. To adopt Code of Conduct (Reviewed by Cllrs 2021, Clerk 2022 and Cllrs 2023) (amendments accepted from LF, PP & RG) c. Adoption of Respect pledge and NOLAN principles. d. Adoption of 'Complaints Policy'. (Reviewed 2023. JR comments adopted). e. Adoption of 'Grievance Policy'. (Reviewed 2023. JR comments adopted).

13	Financial Regulations - To note and to consider reviewing the following financial policies: a. Financial Regulation (adopt pending Clerk review and submission to council). b. Data Protection Policy. (Reviewed 2023. No amendments from RG). c. Data Retention Policy. (Reviewed 2023. No amendments from RG).
14	Review existing budget and to review annual subscriptions approved within that budget a. Worcestershire CALC.
15	Committees and Committee Representatives: a. Review, amend and confirm existing: <ul style="list-style-type: none"> - Finance Committee – 3 reps. - Planning Advisory Committee – All Cllrs. - Staffing Committee – 4 reps (plus scheme of delegation needs writing) - Tarmac Liaison Committee – 1 rep plus Clerk invited. - Parish Hall Committee – 2 reps (as per hall constitution) (Nb not a PC group). - CALC Rep – 1 rep. normally the Chair. - VAS caretakers - Currently RG at High Green and LF at Clifton, Severn Stoke and Kinnersley.
16	AOB and close of Annual Meeting of Severn Stoke and Croome d’Abitot PC. Pause for tea and coffee.

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

The meeting will be adjourned for Open Forum (Public Question Time)

Please refer to the notes on your seat for information about this section.

To offer warm congratulations on the occasion of The Coronation of Their Majesties King Charles III & Queen Camilla at Westminster Abbey on Saturday 6th May 2023.

1.	Minutes – to receive and consider approval of a. Meeting of Severn Stoke and Croome d’Abitot Parish Council, 29 th March 2023.
4.	Councillors’ Reports a. CClr Allen. b. DCllrs as duly election 4 th May 2023.
5.	Planning and Enforcement - <i>to consider, comment and resolve to respond to the following applications or enforcement matters.</i> a. M/23/00115/LB & M/23/00114/HP - The Priests House, Croome d’Abitot, Severn Stoke, Worcester, WR8 9DW - Timber Conservatory. b. <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.
6.	Parish Hall - <i>Discuss and formulate Motions not requiring written notice.</i> a. To consider and formulate a response to Savills/St Monica Trust correspondence 23 rd March 2023, Options for the Parish Hall, including suggestions for relocation and notice of conditions associated with extended lease of land.
7.	Highways, infrastructure and community facilities - <i>Discuss and formulate Motions not requiring written notice</i> a. Flood bund update. b. Street lighting (parish council owned) Knights Hill and Stonnall Close. c. Option of provision of Defibrillators. d. High Green noticeboard working party. e. High Green milestone working party. f. Kinnersley bench maintenance.
8.	Speed, parking & traffic concerns - <i>Discuss and formulate Motions not requiring written notice</i> a. VAS updates at High Green and Kinnersley. b. Latest police speed data if any received.

9.	Group/Committee/Other project updates - To discuss/formulate Motions not requiring written notice. Cllr/Clerk updates or written reports received from representatives prior to the meetings. <ol style="list-style-type: none"> Croome National Trust. Churches Trust. Tarmac Liaison Group. St Denys' update including AGM. Lengthsman.
10.	General Finance and Admin - To discuss and formulate Motions not requiring written notice. <ol style="list-style-type: none"> To consider/motion to approve payment of accounts made in the previous month. App 1. To consider/ to approve payment of outstanding accounts May 2023. App 2. To receive the latest bank reconciliation. To note that the Clerk has been liaising with the internal auditor ref audit 2022/2023.
12.	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 Items to be added back to agenda once new council is formed May 2023. <ol style="list-style-type: none"> Kinnersley daffodil bulb planting project. High Green phone box maintenance. Communication strategy and Vision – to continue formulation including: <ul style="list-style-type: none"> - Leaflet/poster for general parish. - Exploration of parish council rebranding to 'Local Community Council'. - Parish council logo/brand/letterhead.
13.	Date of next meetings: Wed 24th May, 7.30pm - Annual Parish Meeting at St Deny's Church.

Appendix 1. Items already paid April 2023 since last PC meeting:

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

13/04/2023	Mr Simon Bott	Lengthsman invoice March 2023 (not claimed from WCC as 2022/23 budget was already fully claimed)	March Worksheet	£288.45	0 VAT
28/04/2023	Worcestershire CALC	Annual Subscription	Invoice 9130	£472.01	71.68 VAT
28/04/2023	Mrs Lisa Stevens	Expenses April 2023	Expenses sheet April	£10.80	0 VAT
28/04/2023	HMRC Shipley	Quarter income tax payment £2.20 (April). Clerk reimbursed PC, as wage is automatically paid via standing order.	PAYE Month 1	£2.20	0 VAT
28/04/2023	Mrs Lisa Stevens	Clerk wage March 2023. Paid one month in arrears. Full standing order is £311.84. Wage report to HMRC 20/04/2023 as £281.84 which is minus contracted £30 home allowance.	Month 1	£311.84	0 VAT

Appendix 2. Items for payment May 2023 outstanding:

Mr Simon Bott	Lengthsman invoice April 2023	April Worksheet	Invoice due five days after date of publication of this agenda. Not more than £350.
Mr Simon Bott	Parish Hall Mowing April 2023. £45 per cut, usually two cuts in spring summer per month. Plus one off payment towards fuel expenses of £20 pa as per contract.	April cuts	Invoice due five days after date of publication of this agenda. Not more than £350.
Andy's Loos	Toilet for church fete June 2023. 30/6/23-2/7/23. Booking through Jane Hall		£145 plus VAT
Npower (took over from EON)	Electricity bill for street lighting at Severn Stoke, Stonall Close.	Quarterly invoice	No more than £150 plus VAT
BHIB	Annual Parish Council Insurance package (reduced premium - three year contract)	Annual	£497.73
National Trust	Hire of the S.O.Q Building	Half yearly	Invoice due end of May 2023.
Malvern Hills District Council	Garden Waste Collection Service 23/24 Renewal for Parish Hall x 2 bins. Direct Debit to be taken on or around 1st or 15th May dependent on when your renewal date.	Annual. Email confirmation Tue, 28 Mar, 11:42	£150.00
Mrs Lisa Stevens	Expenses May 2023	Monthly worksheet	To be confirmed 24th May.
Mrs Lisa Stevens	Clerk wage April 2023	Month 2	£311.84

THE ANNUAL MEETING OF THE PARISH/TOWN COUNCIL
NOV 2014



PUBLISHED

1. The annual meeting of the parish/town council (often erroneously called the AGM) must be held during May in each year. During an election year it must take place between the 4th day and 18th day after the date of the election.
2. The clerk must give at least 3 clear days' notice to councillors and via the public notice for the annual meeting which, like all other meetings of the parish/town council and its committees, is open to the public.
3. In election year, councillors – except the chairman and vice-chairman - cease to be in office on the 4th day after the election. The chairman and vice chairman remain in office until the successor chairman is elected at the annual meeting.
4. In election year, each member of the parish/town council must sign a declaration of acceptance of office before s/he may take part in the annual meeting or any other meeting.
5. The person who takes the chair for the first item is the previous chairman whether or not s/he is still an elected councillor. If the previous chairman is not present, the previous vice chairman must take the chair, and if s/he is not present another councillor must volunteer to take the chair for the first item. The clerk must not take the chair.
6. The first item of business must be the election of chairman. The person presiding for this first item will be the previous year's chairman. If they are a properly elected or co-opted councillor then the person presiding may use their personal vote, and in the event of a tie must use their casting vote as well. If they have also been nominated for the chair, they may use both their personal and their casting vote for themselves in the event of a tie. In an election year where the previous chairman has not been re-elected, they cannot use a personal vote but must use their casting vote in the event of a tie; they cease to hold office as soon as the new chairman is elected. Upon election to the chair, the new chairman must preside and the previous chairman, if no longer a councillor, must join the public.
7. Each year, regardless of whether it is an election year, the chairman must sign a further declaration of acceptance of office form on election to the chair and before taking the chair. There is no requirement for the vice chairman to sign such a form.
8. Agenda items must include the election of chairman as first business, and may include such items as election of vice chairman; appointment of committees and working groups, members to outside bodies; adoption of annual accounts; review of insurance, standing orders, financial regulations, scheme of delegation.
9. The annual meeting may also undertake the business of an ordinary meeting. There is no need to have a separate ordinary meeting of the council.
10. The minutes are adopted at the next meeting of the council - not the next annual meeting.
11. Members must complete a register of interests within 28 days of election/co-option to the office of councillor. These should be sent to the monitoring officer, sometimes via the clerk. If re-elected, it is generally accepted that councillors need only provide changes to their register. The monitoring officer will provide the clerk with a complete copy of the register for all councillors on his/her council. It is useful for the clerk to bring this along to the annual meeting to allow individual councillors to check for any changes in their interests.