

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

Wed **22nd May 2024**, **7.30pm**
Croome National Trust Visitor Centre, SOQ room

Councillors, Notice is hereby given that a meeting of Severn Stoke and Croome d'Abitot Parish Council will be held on Wednesday 22nd May 2024 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 This is an annual meeting of Parish Cllrs, where appointments for the following take place: chair, deputy-chair, committee members and representatives to other bodies. The public may not speak at this meeting, though they are cordially invited to attend to observe proceedings. (Standing orders states "In a year which is not an (parish) election year, the annual meeting of a council shall be held on such day in May as the council may direct."). First item: Election of chair and sign declaration of office. Retiring/previous Chair will be in attendance in order to preside over this first item only, as necessary. *Date of publication of this notice: 16th May 2024*



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.

1	<p>a. Election of Chair 2024/25</p> <ul style="list-style-type: none"> i. Nominations and vote. ii. Signature on Declaration of Acceptance of Office. <p>b. Election of Deputy Chair 2024/25, process as above.</p> <p>Role of a Parish Council Chair: • Holds a statutory post defined in law • Is a member of the Council and is elected annually • Must be obeyed when issuing lawful direction or direction in line with Standing Orders. • Is the interface between the public and Council • Welcomes speakers and make them 'feel at home' • Create an atmosphere which encourages participation and ensures fair accessibility and equality. • Makes sure decisions are clear for the clerk to act upon. • Ensure the meeting is quorate, as guided by the Clerk. • Ensure the Council acts only within terms of reference and/or legal powers as guided by the Clerk. • Remain impartial. • Not allow the meeting to continue for more than 2 hours. • Has no power to make decisions without the Resolution of the Council. <i>Published in line with the civility and respect code and as per guidelines Appendix 2.</i></p>
2	<p>Welcome, points of order, apologies for absence and declarations of interest.</p> <ul style="list-style-type: none"> a. To note updates received 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. f. To consider any adjustments required to encourage or allow public participation. g. To note the 5 parish councillor vacancies available for co-option upon application to the Clerk. <p>Apologies John Henderson.</p>
3	<p>a. Minutes of the previous meeting 20th March 2024 – to receive, consider and approve.</p> <p>b. Minutes May 2023 Annual Meeting of the Parish Council – to receive, consider and approve.</p>

4	<p>General Power of Competence (Description in Appendix 3)</p> <p>a. Note this council CANNOT adopt the general power of competence for 2024/2025 (criteria apply).</p> <table border="0" style="width: 100%;"> <tr> <td style="width: 33%;">Cllr Larry Freeman</td> <td style="width: 33%;">– elected May 2023</td> <td style="width: 33%;">Croome d’Abitot Parish Council</td> </tr> <tr> <td>Cllr Royston Garrard</td> <td>– elected May 2023</td> <td>Croome d’Abitot Parish Council</td> </tr> <tr> <td>Vacancy</td> <td>– unfilled at May 2023 election</td> <td>Croome d’Abitot Parish Council</td> </tr> <tr> <td>Cllr Sue Faulkner</td> <td>– elected May 2023</td> <td>Severn Stoke Parish Council</td> </tr> <tr> <td>Cllr Pat Preston</td> <td>– elected May 2023</td> <td>Severn Stoke Parish Council</td> </tr> <tr> <td>Cllr Ray Williams</td> <td>– elected May 2023</td> <td>Severn Stoke Parish Council</td> </tr> <tr> <td>Cllr Richard Hill</td> <td>– coopted September 2023</td> <td>Severn Stoke Parish Council</td> </tr> <tr> <td>Cllr Nicki Sumner</td> <td>– coopted September 2023</td> <td>Severn Stoke Parish Council</td> </tr> <tr> <td>Vacancy</td> <td>– upon resignation L.Russell 2024.</td> <td>Severn Stoke Parish Council</td> </tr> <tr> <td>Vacancy</td> <td>– unfilled at May 2023 election.</td> <td>Severn Stoke Parish Council</td> </tr> <tr> <td>Vacancy</td> <td>– unfilled at May 2023 election.</td> <td>Severn Stoke Parish Council</td> </tr> <tr> <td>Vacancy</td> <td>– unfilled at May 2023 election.</td> <td>Severn Stoke Parish Council</td> </tr> </table>	Cllr Larry Freeman	– elected May 2023	Croome d’Abitot Parish Council	Cllr Royston Garrard	– elected May 2023	Croome d’Abitot Parish Council	Vacancy	– unfilled at May 2023 election	Croome d’Abitot Parish Council	Cllr Sue Faulkner	– elected May 2023	Severn Stoke Parish Council	Cllr Pat Preston	– elected May 2023	Severn Stoke Parish Council	Cllr Ray Williams	– elected May 2023	Severn Stoke Parish Council	Cllr Richard Hill	– coopted September 2023	Severn Stoke Parish Council	Cllr Nicki Sumner	– coopted September 2023	Severn Stoke Parish Council	Vacancy	– upon resignation L.Russell 2024.	Severn Stoke Parish Council	Vacancy	– unfilled at May 2023 election.	Severn Stoke Parish Council	Vacancy	– unfilled at May 2023 election.	Severn Stoke Parish Council	Vacancy	– unfilled at May 2023 election.	Severn Stoke Parish Council									
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9	<p>AOB for the annual meeting of the parish council - Nb. items not raised beforehand which require a financial vote to be moved to future agenda.</p>																																													

Thanks to all involved and we look forward to 2024/2025.

Close of the annual meeting of the parish council and open of the monthly meeting of the parish council **7.45pm**

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

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

11 **Flood bund update**

- To note that the County Council has objected to the application for discharge of condition 8.
- To enquire if there is a contractor yet?
- *Discharge of bund planning condition for biodiversity:* To note that Savills has declined permission for the parish council to use the parish hall site as a community garden and wildflower meadow on the basis of the likely permanent nature of any such installation. Permitted uses are those that benefit the community in a non-permanent way – cited examples were car parking and recycling facilities.

12 **National Trust Update – apologies received.**

- Planning update and written report
- Save the date - Changing Place launch date at Croome - 19 July

13 **Councillors' Reports**

Items presented for Motion and decision will be including in the next agenda, unless covered by a previous Motion, or previously Approved as part of the annual budget, or covered by the Delegation to the Clerk Policy.

- CCllr Martin Allen.
- DCllrs David Harrison and John Michael

Including update on fly tipping outside 23 Knights Hill.

14 **Knights Hill Residents Parking Survey results – Cllr Faulkner Appendix 4**

To note that district councillor divisional grant £250 towards this project has still not been received from MHDC. To ask DCllrs to check please.

15 **VAS to be purchased asap after receipt of Crime Commissioner grant (funding 100%)**

To receive recommendation and Motion for decision to be made on which VAS to purchase. Clerk is still seeking quotes as of 15/05/24 and hopes to be ready for meeting.

16 **Church S137 application for grant from J. Hall for portaloos at summer fete July 2024**

Motion to grant £145 plus VAT. (PC budget for S137 grants is £500 pa)

17 **Finance, planning and Administration - Formulate Motions not requiring written notice.**

- To consider and respond to **M/24/00389/LB. Associated Ref:M/23/01188/HP:** The Hayloft, High House Barns, Severn Stoke Bank, Severn Stoke, WR8 9JP, Erection ground floor side extension
- To receive and approve the recommendations of the Staffing Committee with regard to Clerk pay and backdated payment, as per national guidance on payscales.
- c&d. To review payments made within the past month and to consider and motion to approve the payment of outstanding accounts. Appendix 5 & 6. To consider and approve payment of urgent accounts if any (Delegation to Clerk policy). To accept latest Bank Reconciliation 2024.
- e. Motion to accept Clear Councils Insurance quotation £609.76 at a fixed annual price for three years. (non-fixed price is £621) Excess £250.
- f. To note that the 23/24 accounts are now with the internal auditor for review.
- g. To note Garden Waste Collection Service Renewal £150 paid each year by direct debit. (two bins at the parish hall site for use by lengthsman).

18 **Correspondence to note:**

c. Concerns from Severn Stoke and Croome d'Abitot Parish Council re local police numbers.

Response from Police Crime Commissioner: "The PCC shared your concerns with West Mercia Police due to the operational nature of the issues you raised. West Mercia Police explained that they are aware of the significant geographical area that PC Hand covers and that there is an ongoing process to identify a further Safer Neighbourhood Officer for this locality, in addition to working with the Recruitment Team with regard to identifying potential PCSOs. Further, your local Safer Neighbourhood Team are supported by 24/7 response teams as well as specialist teams, including the Roads Policing and Armed Response Vehicles and therefore, will actively patrol the area as well as being able to respond to incidents in a timely manner.

Date of next meeting Wed 19th June, 7.30pm

Finance Committee with full parish council present. (Croome SOQ meeting room booked). Annual audit accounts will be signed off.