

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

Wed 19th June 2024, 7.30pm
Croome National Trust Visitor Centre, SOQ room

Date of publication of this notice: 12th June 2024

Councillors, Notice is hereby given that a meeting of Severn Stoke and Croome d'Abitot Parish Council will be held on Wednesday **19th June 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



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- 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.

1a	<p>Points of order, general admin and to consider any apologies for absence. <i>Apologies received from Cllr Martin Allen, Paul Jones (EA). Dave Edwards (EA)</i></p> <p>i. Motion of thanks to the D-Day Committee for an excellent event on Kempsey Common to commemorate the 80th Anniversary of the landings on the Normandy Beaches.</p> <p>ii. In the event of an applicant stepping forward, Co-option to fill up to 6 existing vacancies.</p>
1b	<p>Declarations of interest <i>Cllrs to take as read unless declarations arise</i></p> <p>a. To note updates to Register of Interests/dispensations. Cllrs are reminded to update their register of interests.</p> <p>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.</p> <p>c. To declare any Other Disclosable Interests relevant to the agenda.</p> <p>d. To declare any additions to the Register of Gifts & Hospitality.</p> <p>e. To consider written requests for the granting of a Dispensation (S33 Localism Act 2011). Motion to approve requests.</p>
2	<p>The meeting will be adjourned for Open Forum (Public Question Time) Please refer to the notes on your seat for information about this section.</p>
3	<p>Minutes – Motion to receive and consider approval of</p> <p>a. AGM of Severn Stoke and Croome d'Abitot Parish Council 22nd May 2024. (Vote)</p>
4	<p>Councillors' and Friends Reports</p> <p>Three minutes max per individual report please. Key items for discussion to be provided to the Clerk in advance. Items raised for formal vote will be included in the next agenda.</p> <p>a. Cllr Martin Allen. <i>Written report provided in advance.</i></p> <p>b. DCllrs David Harrison and John Michael</p> <p>c. National Trust</p>

4 con	<p><i>Reports continued</i></p> <p>c. Lengthsman S.Bott. <i>Cllrs to take as read unless questions arise.</i></p> <ul style="list-style-type: none"> - Graffiti removed from speed signs across Kempsey, Severn Stoke and Croome. - Vegetation control around village gates - Strimming conducted round bollards London Arch sharp bend. <p>d. Clerk 'quick fire' update: <i>Cllrs to take as read unless questions arise.</i></p> <ul style="list-style-type: none"> - Additional Elan VAS (funded by PoliceCrimeCom) for A38 is on order – no delivery date. - Mud in road Madge Hill reported and D.Faulkner (WCC Highways) has been out to have a look and allocate work team. No timescales for work to be undertaken. - Obstructive hedge reminders sent to Savills, home owner and tenant with regards to sections along A38 and by VAS in Clifton. - Obstructive hedge courtesy email sent to Savills with regard to Madge Hill. - Email sent to National Trust and WCC asking them to observe/consider the condition of the informal layby at The Panorama. This after reports of vehicle difficulties. - Parish Council (in consultation with Hall Committee) have given permission for car park site to be used for the Church Fete July 2024. Neighbours informed as a courtesy. - Police/PCSOs have simplified the template form that they provide to parish councils to report local issues and priorities on a quarterly basis. Correspondence received from PS Jason Maiden SNT Sergeant South Worcestershire LPA - ICO self assessment conducted ensuring PC pays correct Data Protection fee £40 pa. - Three quotes sought for replacement of light column Severn Stoke. Once quotes have been obtained, Clerk will present to PC, seek permission for temporary road section closure and write to residents to inform. Mark Colston (Prysmian) is advising on spec: replace with LED lighting, standard grey paint to match existing, no embellishments as per Highways request.
5	<p>Planning and Enforcement</p> <p>- <i>to consider, comment and resolve to respond to the following applications or enforcement matters.</i></p> <p>a. M/24/00693/FUL 6 High Green, Severn Stoke, WR8 9JS, Demolition of existing workshop and kennels and construction of new workshop (Retrospective). (Vote)</p> <p>b. To consider and Motion to support with amendments a proposal to introduce an Experimental Prohibition of waiting at any time Traffic Regulation Order (double yellow lines, but no signage) at entrance to Croome Court. Response: 24 June 2024. (Vote)</p> <p>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>
6	<p>Flood Bund - <i>Discuss and formulate Motions not requiring written notice</i></p> <p>a. To note recent correspondence with Paul Jones. EA have declined to meet with the parish council during the pre-election period (formally known as purdah). MP has been contacted but is unable to assist during the pre-election period. Motion to correspond with Dave Edwards (EA Senior Advisor). (Vote)</p>
7	<p>Parish Hall - <i>Discuss and formulate Motions not requiring written notice.</i></p> <p>a. To note: Savills have acknowledged Parish Council written confirmation of retaining lease of former parish hall site until further notice (or until expiry of lease Sept 2033), to allow the Hall Charity to progress with clarifying the Constitution.</p> <p>b. To note and debate as required: Savills have declined the option for the parish hall site to be used as a wild flower meadow (conceived in support of the planning conditions set against the Flood Bund planning permission). Options available for use of the site remain as a car park, recycling facility (glass bottle banks) and seating area. Current use of the car park is by visitors to the area walking the Severn Way and other parish public rights of way, and as such meets the parish council commitment to facilitating public health and well-being.</p>

7 con	Parish hall continued c. Option for creation of a joint Hall Committee/Parish Council working party to look at longer term tidiness of the site, including options for a litter bin, health and safety assessment and signage, weed control and vehicle height barrier. (Vote)
8	Knights Hill parking/access to driveways – Discuss/formulate Motions not requiring written notice. a. To note that residents have received a leaflet to update them on the present situation and PC pursual of appropriate signage. Clerk is working with Platform to ascertain ownership of verges. Clerk is working with MHDC to ensure correct receipt of outstanding grant for road signs.
9	Audit Finance for the year ending 2024 To consider/Motions to approve procedures/paperwork in connection with the Annual Governance Audit Return (AGAR). The process is to receive, consider, approve and complete each section in the correct legal order. Step 1 – Clerk prepares and signs Section 2 of the AGAR – the Accounting Statements – DONE. Step 1b – The accounts are provided to the Internal Auditor and receive back before the date of this meeting – DONE. Minute ref 19/06/2024_9a step 2.1 i. Internal Audit - To receive internal audit review conducted by Mr. P. Moore and to consider findings. Motion to accept. (Vote) Minute ref 19/06/2024_9b step 2.2 ii. Internal review - Members to consider and review the effectiveness of internal checking procedures and internal audit work conducted across the entire year*. iii. APPROVE (as appro) Section 1 of the AGAR – the Annual Governance Statement - Motion to accept considered findings in 9bii and to confirm compliance with all assertions (as relevant) and to approve Section 1 of the AGAR – the Annual Governance Statement. (Vote) iv. Completion of Section 1 of the AGAR - the Annual Governance Statement. <i>Chair and Clerk to sign and date Section 1 of the AGAR..</i> Minute ref 19/06/2024_9c step 2.3 v. Clerk to read Section 2 of the AGAR – the Accounting Statements and confirm that she, as RFO, has already signed these prior to presenting them at this meeting. vi. Certificate of Exemption – to consider whether to complete a Certificate of Exemption from submission to the External Auditor due to being under the £25,000 threshold. This does not exclude the parish council from completing Accounting Statements. This will be signed in item below if approved. (Vote) * SS&CDA Parish Council as the smaller authority will need to consider the internal audit work performed and internal audit arrangements in place between 1 April 2023 and 31 March 2024 before confirming compliance with all assertions of the Annual Governance Statement.
10	Audit Finance for the year ending 2024 – Continued ** Minute ref 19/06/2024_10a step 3 i. Members to consider Section 2 of the AGAR - the Accounting Statements. ii. Motion to APPROVE (as appro) Section 2 of the AGAR - the Accounting Statements. (Vote) iii. Completion of Section 2 of the AGAR - the Accounting Statements <i>Chair to sign and date Section 2 of the AGAR - the Accounting Statements for the year ending 31 March 2024.</i> Minute ref 19/06/2024_10b step 4 iv. To Note that the Declaration that the statement of accounts is unaudited. v. To Note that the Notice of Commencement of the period for the exercise of public rights. Electors’ Rights – 21 st June 2024 to 1 st August 2024. vi. To note that the completed annual return and notification of date of commencement of period of public rights must be sent to PKJ Littlejohn BEFORE 1 st July 2024 (Step 6).

10. con	<p>vii. To note that all documents relating to the AGAR must be published on the parish council website and that the accounts must be published on the parish noticeboards before the commencement of exercise of public rights. IE before 21st June 2024 in this case.</p> <p>viii. Step 5a. Approval of Certificate of Exemption.</p> <p>ix. Step 5b. Signature on Certificate of Exemption by RFO and Chair.</p> <p>** 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 both must legally be approved before 1st July 2024</p>
10	<p>General Finance and Admin - <i>To discuss and formulate Motions not requiring written notice.</i></p> <p>a. To consider/motion to approve payment of accounts made in the previous month. App 1. (Vote)</p> <p>b. To consider/ to approve payment of outstanding accounts this month 2024. App 2. (Vote)</p> <p>c. To receive the latest bank reconciliation. (Vote)</p>
13	<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>
14	<p>Date of next meetings: Wed 17th July 7.30pm</p>

Appendix 1. Items already paid May 2024 since last PC meeting:

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

17/05/2024	Mr Simon Bott	Lengthsman invoice April 2024 including mileage	April Worksheet	373.05
23/05/2024	Andysloos	Toilet for church fete July 2024	HAR/93895	£60.90
23/05/2024	Clear Councils (formerly BHIB)	Annual Parish Council Insurance package 24/25 (reduced premium due to sign up to long term undertaking 3 yrs)	LCO02071	£609.76
Direct Debit	Malvern Hills District Council	Garden Waste Collection Service 24/25 Renewal for Parish Hall x 2 bins. Direct Debit to be taken on or around 1 June 2024	Account 0503264	£150.00

Appendix 2. Items for payment June 2024 outstanding:

Mr Simon Bott <i>Paid 13/06/2024</i>	Lengthsman Invoice May 2024	May worksheet	£368.55
Mr Simon Bott <i>Paid 13/06/2024</i>	Parish Hall Mowing May 2024	SB0448	£65.00
Kempsey Promotions CiC <i>Paid 05/06/2024</i>	D-Day celebrations Kempsey Common grant towards cost of stage for Ruby Rouge/Brass Band.	Grant	£75.00
National Trust	Hire of the S.O.Q Building		Invoice not yet received
Npower (took over from EON)	Electricity bill for street lighting at Severn Stoke, Stonnall Close. Not yet received as of date of bank recon		Invoice not yet received
HMRC Shipley <i>Paid 13/06/2024</i>	Quarter income tax payment. Clerk reimbursed PC manually on 13/06/2024	HMRC	£4.00
Mr Phil Moore	Internal Audit 2023/2024. Invoice reduced from £120 to £20 on basis of ease of audit.	Invoice 142	£20.00
Mrs Lisa Stevens	Audit printing ink.	receipt	To be ordered 14/06/2024
Mrs Lisa Stevens	Home working allowance (£30) (now paid separately from wage) + Expenses June 2024	expenses worksheet June	To be calculated from receipts.
Mrs Lisa Stevens	Clerk wage May (paid one month in arrears). New payrise effective April 2024 is £303.12 per month via standing order. Report to HMRC as £303.12. Home working allowance now paid as part of expenses manually.	Month 3	£303.12