

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

Wed 17th July 2024, 7.30pm
Croome National Trust Visitor Centre, SOQ room

Date of publication of this notice: 12th July 2024

Councillors, Notice is hereby given that a meeting of Severn Stoke and Croome d'Abitot Parish Council will be held on Wednesday **17th July 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



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).
- Each agenda item below includes the resolution to discuss and formulate Motions not requiring written notice. New items raised for formal vote will be included in the next agenda unless covered by Standing Orders, Financial Regulations and the Delegation to the Clerk policy.



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

1	<p>Welcome and general admin</p> <p>a. Points of order if any.</p> <p>b. To consider any apologies for absence.</p> <p>c. In the event of an applicant stepping forward, Co-option to fill up to 6 existing vacancies.</p>
2	<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>
3	<p>The meeting will be adjourned for Open Forum (Public Question Time)</p> <p><i>Please refer to the notes on your seat for information about this section.</i></p>
4	<p>Minutes – Motion to receive and approval of the parish council minutes of 19th June 2024.</p>
5	<p>Flood Bund</p>
6	<p>Councillor and Friends Reports</p> <p><i>Three minutes max per individual report please. Key items for discussion to be provided to the Clerk in advance.</i></p> <p>a. County Cllr Martin Allen.</p> <p>b. District Cllr David Harrison and District Cllr John Michael</p> <p>c. National Trust</p> <p>d. Lengthsman</p> <p>e. Parish Hall Committee – update if any.</p> <p>f. St Denys's church Committee – update if any.</p> <p>g. Tarmac – update if any.</p> <p>h. Police – update if any.</p> <p>f. Clerk 'quick fire' update. <i>Cllrs to take as read unless questions arise.</i> App 3.</p>

7	Planning and Enforcement - to consider, comment and resolve to respond to the following applications or enforcement matters. a. Update where available on Orchard House, Kinnersley - planning enforcement. b. Proposals to close Upton Library. Appendix 4 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.
8	M5 closure and diversion through Severn Stoke parish. a. To consider the 3 week night time diversion and the impact on residents.
8	Parish Hall Maintenance and future use of site
9	Knights Hill parking/access to driveways
10	a. Parish Council website and .gov email address b. Development of use of social media.
11	General Finance and Admin a. To consider/motion to approve payment of accounts made in the previous month. App 1. b. To consider/ to approve payment of outstanding accounts this month 2024. App 2. c. To receive the latest bank reconciliation.
12	Volunteer opportunities a. Organising litter picks in each village. b. St Denys' Church Committee has various vacancies. c. Leaflet delivery volunteers wanted across the parish.
13	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: a. Electric Vehicle Charging Infrastructure (EVCI) Strategy for Worcestershire Consultation b. Boundary commission final recommendations for Worcestershire County Council published.
14	Date of next meetings: Wed 25th September 7.30pm

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

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

13/06/2024	Mr Simon Bott	Lengthsman Invoice May 2024. Submitted to WCC 13/06/2024.	£368.55
13/06/2024	Mr Simon Bott	Parish Hall Mowing May 2024. SB0448	£65.00
05/06/2024	Kempsey Promotions CiC	DDay celebrations Kempsey Common towards cost of stage for Ruby Rouge and 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, Stonall Close. Not yet received June 2024. Nil balance as of 09/07/2024	Invoice not yet received
13/06/2024	HMRC Shipley	Quarter income tax payment. Clerk reimbursed parish council manually 13/06/2024	£4.00
09/07/2024	Mr Phil Moore	Internal Audit 2023/2024. Invoice reduced from £120 to £20 on basis of ease of audit. Invoice 142	£20.00
19/06/2024	Mrs Lisa Stevens	Audit printing ink. Stinky Inks. ST533802038	£86.60
16/06/2024	Mrs Lisa Stevens	June home working allowance (£30) (now paid separately from wage) + Expenses May and June 2024	£56.83
	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 (ie see payment 26 above)	£303.12
19/06/2024	Andysloos	Fete at church portaloo for residents. Outstanding balance. Invoice Hall40.	£113.10

Appendix 2. Items for payment July 2024 outstanding:

Information Commissioner	Annual membership 2024 - 2025 Direct Debit	£35.00	£0.00
Mr Simon Bott	Lengthsman invoice June 2024	Outstanding. Not more than £400.	
Mr Simon Bott	Parish Hall Mowing June 2024	Outstanding. Not more than £200.	
ELAN CITY LTD	Vehicle Activated Sign. Invoice SAJ-UK/2024/01835	£2,747.99	£458.00
Mrs Lisa Stevens	HWA (£30) & Expenses July 2024	£67.30	£0.00
Mrs Lisa Stevens	Clerk wage June (paid one month in arrears). Home working allowance now paid as part of expenses manually.	£302.12	£0.00
Mrs Lisa Stevens	Correction to standing order manually	£1	

Appendix 3 – Clerk quick fire report

- Additional Elan VAS (funded by PoliceCrimeCom) for A38 is on order – delivery 2nd week in August.
- 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.
- Lloyds bank correspondence to remind them that parish councils are covered by the financial compensation scheme.
- Audit paperwork completed, published and provided to external auditor.
- Comply with resident requests in relation to audit paperwork and supervised inspection.
- Correspondence with MP in reference to flood bund and concern over progress.
- Police Crime Commissioner survey response on behalf of the PC.
- SWDP Review - Village Facilities & Rural Transport Survey completed and returned, with updated details of all local services.
- Liaising with residents regarding concerns over M5 night closures.
- Attended WCALC training on audit, best practices for Clerks and parish councils, annual timetables and policy documents.
- Responded MHDC regarding latest planning applications as per instructions at last meeting.
- Assisting residents with enquires in relation to planning updates at Old Boars Head car park.
- Assisting residents and Savills regarding resident concerns over blocked rights of way and overgrown hedges.
- Liaised with WCC with regard to simplifying the lengthsman submission worksheets. Liaised with WCALC about this process. WCALC have now taken over this project.
- Monthly magazine submission to Kempsey Times.

Appendix 4 – Correspondence from Upton Villages Together

“You may well be aware that the library and its day-to-day running costs have been funded by a registered charity - Upton Villages Together - since 2014. Upton Town Council (UTC) has, since our Trust took on the lease of the building (not it's staff running costs) made an annual donation which our Trust has supplemented by renting out the library for commercial functions - writing classes, painting classes and as the preferred Polling Station for Malvern Hills District Council. As a Charity the Trust is, happily, exempt from Council Tax.

I am writing to you at the request of UTC, as currently UTC is reviewing it's S137 annual donation of around £5,500. UTC is looking to cancel their 25-26 gift on the basis that after the first year of Upton Villages Together taking on the lease, no parish has made a contribution. If UTC take this action, the likely outcome is that the Library will be closed.

I am working with County and District Councillor Martin Allen to investigate wider financial possibilities and we are meeting with Cllr Karen May, Cabinet Member with Responsibility for Communities on June 26 to review the situation.

My request to you is simple. To consider if your Council is able to make a contribution to our Trust's funds for the year 2025-26.

Chair, Upton Villages Together”

Supplementary info that your Clerk has since obtained after making enquiries:

“The original request would have been from Upton Villages Together when it was first created as a Charity to 'manage' the library building, this was back in 2014. Statistics as to library use are logged by library staff. As to use by various parishioners I'm not sure they have that level of breakdown. The library will be largely used by townsfolk. There is a 'bounce and rhyme' mother/toddler group that meets on a Wednesday. Writing/painting classes are also held from time to time. Parishes are not 'required' to contribute. Personally, at the inception of our Trust taking on financial responsibility (lighting, heating, repairs, security etc), I think most parishes viewed it as a 'town' library. I have not lobbied any parishes for funding since that initial time. UVT Trustees are volunteers (there is no remuneration) and currently we have only four including the Chair of UVT”.