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

Wednesday 5th May 2021, 7.00pm

ONLINE MEETING

OPEN TO RESIDENTS OF SEVERN STOKE PARISH

Join Zoom Meeting:

https://us02web.zoom.us/j/81579097629?pwd=b3JwN1QzcUU5ellSWmZ4bmNvNlNjZz09

Meeting ID: 815 7909 7629

Passcode: R3dBall00n

Date of publication of this notice: Thursday 29th April 2021

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

Residents – You are invited to the Annual Parishioner Meeting (online) on Wed 5th May 2021, 7.00pm via Zoom. Rescheduled from 19th May 2021. The Annual Parish Meeting is not a Parish Council meeting. It is a meeting of the parish electors (residents listed on the electoral roll for the parish), organised by the Parish Council. Residents can contribute to the agenda and in practice these meetings often celebrate local activities and debate current issues in the community. This meeting is being held online for sensible containment of coronavirus. Matters can be raised at the meeting without prior notice. Questions submitted in advance or via a representative will be accepted. You do not need to subscribe to Zoom in order to join the meeting. A 'waiting room' will be in operation prior to meeting commencement and the list of participants will be inspected by the Clerk. The Parish Council reserves the right to close and reschedule the meeting in the event of disruption. Standing Orders (available online) provides information on filming or recording parish council meetings. Participants are assumed to have read and understood those requirements therein.

Councillors - Notice is hereby given that the **Annual General Meeting** and also the monthly meeting of the above parish council will be held on Wed 5th May 2021, 7.30pm (approx.) in order to consider the following business. Your attendance at the meeting is requested. This meeting will be open to the public and will take place via the online conferencing software 'Zoom'. Legislation for online meetings: Coronavirus Bill THE LOCAL AUTHORITIES AND POLICE AND CRIME PANELS (CORONAVIRUS) (FLEXIBILITY OF LOCAL AUTHORITY AND POLICE/CRIME PANEL MEETINGS) (ENGLAND AND WALES) REGULATIONS 2020

Agenda – Annual Parishioner Meeting 7pm

- 1. Welcome and apologies.
- 2. Approval of the Minutes of the Meeting held on 13th May 2019.
- 3. Report by County Councillor Paul Middlebrough (received via email due to purdah).
- 4. Report by District Councillors David Harrison and John Michael
- 5. Report from Severn Stoke Parish Hall Committee
- 6. Report from St Deny's Church
- 7. Report by Flood Action Group
- 8. Croome Court National Trust update on Croome Court
- 9. Tarmac update
- 10. West Mercia Police Report
- 11. Lengthsman
- 12. **Open Forum Residents** please confirm name and address prior to speaking.

Close of annual parish meeting.

Agenda - Annual General Meeting of SS&CDA Parish Council, 7.30pm approx

- 1. a. Election of Parish Council Chair 2021/22
 - i. Nominations and vote.
 - ii. Verbal declaration of Acceptance of Office
 - b. Election of Vice Chair 2021/22, process as above.
- 2. Points of order. Declarations of interest. Apologies and to approve reasons for absence. Cllr Hadley (lack of IT equipment).
- 3. Co-option Vacancy for Parish Councillor Croome Ward.
 - a. Welcome/invitation to candidate to speak/question the Council and vice versa.
 - b. Motion to accept candidate and to co-opt with immediate effect.
 - c. Candidate to verbally accept position with SS&CDA Parish Council and confirm intention to complete an acceptance of office and a declaration of interests.

(Formal welcome from Chair. Paperwork associated with new Parish Cllrs will be forwarded asap for completion due to *COVID19 restrictions*). For the remainder of this meeting the newly Co-opted Councillor may take part in debate but, since they have not signed a 'Declaration of Acceptance of Office' may not vote at this May meeting.

- 4. To consider and re-approve all pre-existing declaration of interests for up to April 2023.
- 5. To consider procedures for planning application responses.
 - Debate options and requirement for new planning committee.
 - Draft option for terms of ref for planning committee with delegated powers prev. distr.
- 6. Election of Committee Representatives, last reviewed June 2020.

- Finance Committee – 3 reps.

- Planning Advisory Committee – 4 reps.

Tarmac Liaison Committee – 2 reps.

Croome Liaison Group – 1 rep.

- Parish Hall Rep – 1 rep.

- CALC Rep - 1 rep.

- Com. Speed Watch Rep - 1 rep.

KLINKS rep – 1 rep.

- VAS caretakers – 1 at present.

Currently SW, GS & SF.

IF RELEVANT SEE ABOVE.

Currently SW only.

Currently LF appointed as Croome Rep Mar 2021.

Currently RW.

Currently EH.

Currently NC.

Currently NC.

Currently RG at High Green.

GS proposed as additional for Severn Stoke VAS.

1 additional required for Clifton.

- 7. Minutes to consider approval of
 - a. AGM of SS& CDA 13th May 2019. NB. No AGM held in 2020 due to uncertain circumstances caused by Covid19, with consent of legislation. Similarly no annual parishioner meeting held in 2020.
 - b. Normal monthly parish council meeting 24th March 2021, with Cllr amendments actioned.
- 8 Parish Council Policies (standing orders, financial regs, code of conduct and risk assessments)
 To re-adopt all parish council policies with a commitment to review all documents by Sept 2021.

Close of AGM

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

1. Declarations of Interest and points of order

- 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.

2. Speed & traffic concerns - To discuss and formulate Motions not requiring written notice

- a. Update on site visit with Highways and progress since last meeting.
- b. High Green VAS stats.
- 3. **Planning** to consider, comment and resolve to respond to the following applications
 - a. Update on existing planning applications as required.

4. General Finance and Administration - To discuss and formulate Motions not requiring written notice

- a. To consider/motion to approve payment of accounts made in the previous month Appendix 1
- b. To consider/motion to approve payment of outstanding accounts May 2021. Appendix 2
- c. To reflect on existing financial practices as per audit requirements, receive and motion to accept in principle **annual audit paperwork** and to appoint internal auditor.
- d. To consider insurance policy and accept quotation.

5. 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 Close of meeting.

Appendix 1. Items already paid March/April 2021 since last PC meeting:

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

26/03/2021	KLINKS – annual sub	£150.00
31/03/2021	Simon Bott - Lengthsman March 2021	£247.00
31/03/2021	Simon Bott - Mowing parish hall. SB308.	£30.00
29/04/2021	Simon Bott - Mowing parish hall. SB311	£30.00
30/03/2021	PCC SEVERN STOKE annual donation	£125.00
30/03/2021	FRIENDS OF ST DENYS' annual donation	£495.00
29/04/2021	EON electricity bill for street lighting.	£76.92
29/04/2021	CALC membership fee	£455.72
	Stinky Ink, printer cartridges – invoice split with	
29/04/2021	Grimley PC. Clerk reimbursement.	£19.96
26/03/2021	Lisa Stevens Clerk expenses March, includes Zoom.	£17.79
	Lisa Stevens Clerk expenses April, includes	
28/04/2021	Zoom (May will be last Zoom subscription)	£23.92
29/03/2021	Lisa Stevens – Clerk wages Feb 2021	£294.16
29/04/2021	Lisa Stevens – Clerk wages March 2021	£294.16

Appendix 2. Item for payment May 2021:

Clerk Wages	Standing Order - Wages April 2021.	£ 294.16	VAT nil.
CICIN WAYES	Clariding Gradi Wagoo April 2021:	L 234.10	V / () 11111.

Additional invoices expected in May:

- MHDC garden waste £140 approx.
- Insurance policy of choice invoice.

Signed: ...Parish Clerk, Severn Stoke & Croome D'Abitot Parish Council Mrs Lisa Stevens 01905 820956, 07950256363, severnstokeandcda@gmal.com