

Annual Meeting of Severn Stoke & Croome d'Abitot Parish Council
Wednesday 10th May 2023, 7.30pm at Croome Court SOQ meeting room

Present: Parish Cllrs L Freeman, S Faulkner, R Garrard, P Preston, L Russell and R Williams.
 6 Vacancies

In Attendance: Mrs L Stevens (Clerk and RFO). County Cllr M Allen. District Cllrs D Harrison and J Michael.
 L.H and R.H (Parish Hall Committee), 4 members of the public.

Apologies: J.H (Church Warden). M.F (National Trust). S.S (Lengthsman). *Duly accepted.*

1 Introduction and points of order - Formation of and Annual Meeting of Severn Stoke and Croome d'Abitot Parish Council

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.

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		

2a Election of Chair 2023/24. Nominations and vote.
 Cllr Larry Freeman nominated by RG. Seconded PP. Duly elected. Signature accepted on Declaration of Acceptance of Office.

What is a Chair? Any Chair has three main roles: • To represent the council at formal and informal meetings and ensure that discussions are carried out in accordance with the council's constitution and procedural rules. • To make sure that meetings are run effectively and inclusively, in line with any agreed agenda, to deal with the business at hand. This will include preparation and follow-up, as well as taking charge during the meeting itself. • To be an effective advocate and representative of your council at meetings and events in your community. You may be required to act as an arbitrator, spokesperson or facilitator at these meetings

b Election of Deputy Chair 2023/24.
 No nominations were accepted by those subject to that nomination. No volunteers. Position declared vacant.

The only function of a Deputy Chair is to chair a meeting in the absence of the Chair. There is no legal requirement to have a vice/deputy chair. **Future procedure:** Should the Chair give apologies/be absent at a meeting, the parish council will convene and nominate a Stand-in Chair for that single event only. In the event of the absence of the Parish Council Chair AND where there are no accepted nominations on the day for a Stand-in Chair, the meeting cannot legally proceed and the parish council cannot conduct business beyond matters within the adopted Delegation to the Clerk policy.

3 a Declarations of Interest
 Members reminded to complete a register of interests within 28 days of election/co-option to the office of councillor. Deadline for return of election expenses 1st June 2023.

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4 a	<p>Open Forum – <i>Standing Orders suspended. Residents provided with guideline notes on each seat prior to meeting commencement.</i></p> <p>Question from public – what is the relationship between the parish council and the marish magazine? LF – the parish magazine is a separate entity from the parish council. The parish council pays a subscription to the editor in order to include a monthly written update to residents. The request from resident to provide a separate written hard copy update from the parish council to all residents was noted. The parish clerk publishes all parish council related Klinks newsletters articles online for those that do not subscribe to the hardcopy publication. <i>Standing orders reintroduced.</i></p>
5	<p>Co-option for unfilled vacancies x 7 The Clerk had received notice that the parish has received enough candidates to make a quorum and may co-opt additional councillors to fill the vacancies.</p> <p>Nomination for co-option of Mr Lee Russell. Criteria application form previously received and inspected by the Clerk. Nom: SF. Scnd: RW. Duly accepted and co-opted. Signature accepted on Declaration of Acceptance of Office. Cllr Russell was warmly welcomed to the table. 6 Vacancies remain available for immediate co-option upon submission of criteria application form to the Parish Clerk.</p>
6a	<p>General Power of Competence As the parish council does not meet all the criteria, to note that councillors cannot resolve to adopt the General Power of Competence. Duly noted. 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). Power of competence is the power to do anything that an individual might reasonable and legally do.</p>
7 a b c	<p>Insurance and risk assessments To confirm arrangements for insurance cover are in place in respect of all insurable risks. Confirmed and duly accepted. Prp: RG. Scnd: SF.</p> <p>To adopt existing risk assessments, with the Clerk and Cllrs to review by September. Duly accepted. Prps: PP. Scnd: RW.</p> <p>To adopt the existing Health & Safety policy (Reviewed 2023, no amendments from RW & RH). Duly accepted with note for additional requirements ref VAS movement between locations. Prps: PP. Scnd: RG.</p>
8a	<p>Asset Register. Review of asset register. (Reviewed by Clerk March 2023). Duly accepted. Prps: RG. Scnd: RW</p>
9 a b c	<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> <p>To adopt 'Info to be published' policy. (Reviewed 2023, no amendments from RG). Duly accepted. Prps: SF. Scnd: PP</p> <p>To adopt 'Privacy notice'. (Reviewed 2023, no amendments from LF). Duly accepted. Prps: PP. Scnd: RG</p> <p>To adopt 'Template consent form'. (Reviewed 2023, no amendments from LF). Duly accepted. Prps: RW. Scnd: SF</p>
10 a b c d e	<p>Employment Procedures - Review of the council's employment policies and procedures. To adopt the following.</p> <p>Delegation to the Clerk policy. (Adopt pending Clerk review and submission to council). Duly accepted. Prps: RW. Scnd: PP</p> <p>Equal opportunities policy. (Adopt pending Clerk review and submission to council). Duly accepted. Prps: RW. Scnd: PP</p> <p>Home working. (Reviewed 2023. No amendments from RW & RH). Duly accepted. Prps: RG. Scnd: PP</p> <p>Lone working. (Reviewed 2023. No amendments from RW & RH). Duly accepted. Prps: RW. Scnd: SF</p> <p>Staff disciplinary. (Reviewed 2023. JR comments adopted). Duly accepted. Prps: PP. Scnd: RW</p>

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Monthly Meeting of Severn Stoke & Croome d'Abitot Parish Council
Wednesday 10th May 2023, 8.30pm approx. start at Croome Court SOQ meeting room

Attendance and apologies as per page 1 above.

	<p>Public open forum. <i>Residents provided with guideline notes on each seat prior to meeting commencement.</i> Question from public: Could the parish council look at options other than Savills for obtaining land for a new parish hall? National Trust or Westfield farm for example. Advise that parish council puts itself in a stronger bargaining position by having other options available. Cllrs acknowledged this input.</p>	
1.	<p>Minutes – to receive and consider approval of Meeting of Severn Stoke and Croome d'Abitot Parish Council, 29th March 2023. Duly approved. Prps: RW. Scnd: PP</p>	
2.	<p>Councillors' Reports</p> <p>a. CCLr M. Allen. Congratulation to District Councillors and Parish Councillors upon their appointment. Community buses funded by County Council have given residents back their independence and will continue to be funded for as long as possible. Funding for lengthsman budget has increased by 5%. Note inflation cost for all Highways repairs. County Council has completed drainage work on Severn Bank to facilitate progress on the bund. Siding out project along A38 and Severn Bank has been completed. London arch bollards project now completed. VAS poles at Kinnersley project – WCC does not own the land/verges to south of village and search is ongoing as to who does. Land registry search has led to a dead-end. Cllr RW to set up site visit with CCLr to look at using redundant nursing home sign poles. Motion for 20 is plenty to go before County Council over next few months.</p> <p>b. DCllrs as duly elected 4th May 2023. D. Harrison and J. Michael. Light at the top of Knights Hill could be moved to be more useful. DCllrs suggested the Clerk to look into this. (No correspondence has been received by the parish council on this matter from member of the public). Bottle banks at Parish Hall – query as to whether these have been replaced and why, as the parish council previously requested that they be removed due to flood debris risk and since all households already have glass recycling once a fortnight. Matt McGuiness (WCC Highways) and Henry Hardwall meet with district cllrs to look at flooding Stoke Gardens and to understand the catchment area – work on the blocked drainage is now planned. Also involved a visit to Meadow Hill House and Severn Bank to look at drainage and where the water from the fields does not enter the existing culverts but goes down A38 into the village. Further investigation of this matter is planned.</p>	
3.	<p>Planning and Enforcement – <i>to consider, comment and resolve to respond to the following applications or enforcement matters.</i></p> <p>a M/23/00115/LB & M/23/00114/HP - The Priests House, Croome d'Abitot, Severn Stoke, Worcester, WR8 9DW - Timber Conservatory. <i>Site visit to Priests House on 17th May, 1.30. Parish Cllr RG and LF to attend please. David Hickie of Heritage Matters is to attend also. Parish Council decision deferred until parishioners meeting later this month.</i></p> <p>b. Standing Item: To consider and as required, arrange an extra ordinary parish council meeting for planning applications received after date of publication of this agenda. NOTICE OF INTENT TO INSTALL ELECTRONIC COMMUNICATIONS APPARATUS PURSUANT TO THE TOWN AND COUNTRY PLANNING (GENERAL PERMITTED DEVELOPMENT ORDER) (AS AMENDED) 1995 AND THE ELECTRONIC COMMUNICATIONS CODE (CONDITIONS AND REGULATIONS) 2003 LOCATION: Four wooden telegraph pole 9m length (11m) above ground at: Kinnersley, Severn Stoke, WR8 9JW <i>Parish Council decision deferred until parishioners meeting later this month.</i></p>	

<p>4.</p> <p>Parish Hall - <i>Discuss and formulate Motions not requiring written notice.</i></p> <p>a.</p> <p>To consider and formulate a response to Savills/St Monica Trust correspondence 23rd March 2023, Options for the Parish Hall, including suggestions for relocation and notice of conditions associated with extended lease of land.</p> <ul style="list-style-type: none"> - Update from R Hill. Demolition of hall will proceed asap. Bat survey being done 7th June. If bats are present then demolition would hopefully proceed under a mitigation plan submitted to MHDC. - Parish Councillors agreed that the public need to be made aware of the options suggested by Savills. - Present the options at the Annual Parishoner Meeting. Cllr Freeman to put together some slides and meet with Hall Committee. Hall Committee advocate keeping the slides generalised and not present specifics. Parish Cllrs by majority leaned towards presenting all details explicitly. 	
<p>5.</p> <p>Highways, infrastructure and community facilities - <i>Discuss and formulate Motions not requiring written notice</i></p> <p>a Flood bund update. As per District & CCllr reports.</p> <p>b Street lighting (parish council owned) Knights Hill and Stonnall Close. Clerk continues to chase outstanding maintenance.</p> <p>c Option of provision of Defibrillators. Clerk seeking options for location and funding. Heart Foundation have declined to place a defibrillator in an area continuing to be vulnerable to flooding. Clerk continues to seek options via Severn Trent and BT sites.</p> <p>d High Green noticeboard working party. Cllr Freeman to buy new posts.</p> <p>e High Green milestone working party. Still awaiting dry weather.</p> <p>f Kinnersley bench maintenance. Cllr Williams to action asap.</p>	
<p>6.</p> <p>Speed, parking & traffic concerns - <i>Discuss and formulate Motions not requiring written notice</i></p> <p>a VAS updates at High Green and Kinnersley. High Green: 29/03/2023 to 23/05/2023. Total vehicles: 24,035. Max speed 45mph on 03/04/2023 at 7:50am. 45 MPH: 19. 40 MPH: 383. 35 MPH: 4074.</p>	
<p>7.</p> <p>Group/Committee/Other project updates - <i>To discuss/formulate Motions not requiring written notice. Cllr/Clerk updates or written reports received from representatives prior to the meetings.</i></p> <p>a Croome National Trust. The parish council noted with sorrow the recent passing of Chris Lambart, Planning Advisor to the National Trust and member of the concluded Croome Liaison Committee. A pre-app for the paddock parking project and also for the sewerage plans will be submitted to MHDC shortly.</p> <p>b Churches Trust. The Clerk reported that there was a meeting between the NT and the churches trust 5th May but that the parish council was not asked to attend.</p> <p>c Tarmac Liaison Group. Tarmac continue to explore options for expansion with detailed impact assessments. There also remains the possibility of wind down of all operations.</p> <p>d St Denys' update including AGM. The AGM minutes had been distributed to all Cllrs.</p> <p>e Lengthsman. Assisting with Severn Bank clearance, for which Cllr gave thanks.</p>	
<p>8.</p> <p>General Finance and Admin - <i>To discuss/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. Duly approved. Prps: PP. Scnd: RG.</p> <p>b. To consider/ to approve payment of outstanding accounts May 2023. App 2. Duly approved. Prps: PP. Scnd: RG.</p> <p>c. To receive the latest bank reconciliation. Bank statements with the auditor at this time.</p> <p>d. To note that the Clerk has been liaising with the internal auditor ref audit 2022/2023. Duly noted.</p>	

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9.	<p>Correspondence, dates for diary, items for future agenda.</p> <ul style="list-style-type: none"> - Clerk to email DH about pat testing and electrical testing of the High Green phone booth. - Broken gates at Kinnersley reported by Cllr Garrard. Cllr Freeman to go inspect. <p>Cllrs may use this opportunity to report minor matters of info not included elsewhere on the agenda</p> <p>Items to be added back to agenda once new council is formed May 2023.</p> <ol style="list-style-type: none"> a. Kinnersley daffodil bulb planting project. b. High Green phone box maintenance. c. 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.
10.	<p>Date of next meeting: Wed 24th May, 7.30pm - Annual Parish Meeting at St Deny's Church.</p>

Signed ChairmanDate

Appendix 1. Items already paid 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		£290.90
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.		£65.00
Andy's Loos	Toilet for church fete June 2023. 30/6/23-2/7/23. Booking through Jane Hall	£60.90 deposit paid 10/05.23	£145 plus VAT
Npower (took over from EON)	Electricity bill for street lighting at Severn Stoke, Stonall Close. Quarterly invoice NOT yet arrived as of 10/05/2023		No payment
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 NOT yet arrived as of 10/05/2023		No payment
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.	Annual. Email conf Tue, 28 Mar, 11:42	£150.00
Mrs Lisa Stevens	Expenses May 2023	Monthly worksheet	£13.40
Mrs Lisa Stevens	Clerk wage April 2023 (includes £30 homeworking allowance as per contract)	Month 2	£311.84