

Minutes of the Meeting of Severn Stoke & Croome d'Abitot Parish Council Wednesday 27th Sept 2023, 7.30pm At Croome Court SOQ meeting room

Parish Councillors Present:	Cllr Larry Freeman (Chair) Cllr Susan Faulkner (Deputy Chair) Cllr Royston Garrard Nicola Sumner (Cllr, co-opted this meeting) Cllr Ray Williams Cllr Pat Preston	(rep for Croome parish ward) (rep for Severn Stoke parish ward) (rep for Croome parish ward) (rep for Severn Stoke parish ward) (rep for Severn Stoke parish ward) (rep for Severn Stoke parish ward)
Also in Attendance:	Mrs L Stevens (Clerk and RFO). District Cllr David Harrison. County Cllr Martin Allen. S.S (Lengthsman). M.F (National Trust). 12 members of the public and 1 visitor from outside the parish.	
Apologies:	Cllr Lee Russell Richard Hill (Cllr, co-opted this meeting) District Cllr John Michael. J.H (St. Denys').	(rep for Severn Stoke parish ward) (rep for Severn Stoke parish ward)
<i>The meeting commenced at 7.30pm</i>		

1.	Introduction, apologies and points of order There are currently 6 vacancies on this parish council, (1 in the Croome parish ward and 5 in the Severn Stoke parish ward).The quorum of this council is that 4 parish cllrs must be present for the meeting to proceed. Apologies as above duly accepted.	
2.	Declarations of Interest. R. Hill in relation to his position with the parish hall. Subject to co-option outcome, is willing to provide updates on the hall to the parish council and has declared his contentment not to apply for a dispensation to take part in debate or voting.	
3.	Co-option to fill parish councillor vacancies. Nicola Sumner. Prps: PP. Scnd: RW. Richard Hill in his absence. Prps: RG. Scnd: RW. Unanimous, carried. Nicola welcomed to the parish council and acceptance of office signed. Richard to receive all paperwork and complete acceptance of office before undertaking work on behalf of the parish council. 4 vacancies remain to be filled via co-option.	
4.	Minutes of 14th June 2023 – duly signed, having been previously accepted by email. No minutes for July as meeting was postponed.	
5. Flood Bund - Discuss and formulate Motions not requiring written notice		
Environment Agency update – briefing from Paul Jones. Report provided by Environment Agency in advance – Appendix 3.		
i.	EA has a strict spending limit for the project, drainage, construction and associated works. Recent quote exceeded the spending limit considerably for only part of the project. Cost for embankment works has been cost checked with consultant, who have confirmed that in their opinion the budget, though tight, is sufficient to build the bund. Therefore, a contractor appointment cannot be made at this time. Now looking for alternative supplier via alternative Gov frameworks. Material will continue to be delivered to the site. Unsure of timescales and unable to discuss precise costs at this meeting as this will jeopardize the procurement process. EA will raise issue of outstanding compensation and payments to local farmers asap.	
-	Q1 – Can EA permit a larger contractor to subcontract to a smaller local company? A - Cannot look at local contractors due to procurement rules. Subcontracting is not encouraged and would not work for this project.	
-	Q2 - Have EA approached Griffiths? A - Griffiths have been approached but are not interested due to assessed risks with source and quality of material.	
-	Q3 – If Griffiths are not interested because of soil source and quality, can you confirm that all soil has been tested? A – All material has been tested.	

5. Flood Bund Q&A continued

- Q4 – Request for soil survey results. A - this will be referred but the EA is cautious about layman interpretation of results.
- Q5 – If project is cancelled, what will happen to existing soil on site? A – EA will remove soil and EA will pay costs associated with this. No timescales.
- Q6 – At the recent public meeting at the church, the public were told that a contract would be in place within weeks. Was the time estimate completely wrong? A – This is an unusual project in the way it has been put together. Project is not open tender as such.
- Q7 – What is the likelihood of a new contractor? A – EA are going to try another framework with different layers of contractors. The project is competitive within that framework.
- Q8 – EA Contingency plan for residents of Severn Stoke? A – No contingency is offered.
- Q9 – MHDC contingency plan? A – No contingency plan in place at present.

EA invited to parish council meeting in November 2023.

Public drop-in at St Denys' 13th October 3.30pm – 6.30pm.

Public open forum. *Standing Orders suspended. Residents provided with guideline notes on each seat prior to meeting commencement. Nil questions. Standing orders reinstated.*

<p>6.</p>	<p>Councillors' Reports <i>To discuss and formulate Motions not requiring written notice.</i></p> <p>i. CCllr M. Allen. <i>This section was held later in the meeting, due to Cllr Allen's attendance at other parish council meetings, but is reported here for consistency.</i> Report provided in Appendix 4.</p> <p>ii. DCllrs D. Harrison and J. Michael. Smart Water project is being rolled out across Severn Stoke parish. Addresses that have been missed can be reported to DCllrs. SWDP update.</p>	
<p>7.</p>	<p>Planning and Enforcement <i>To consider and resolve to respond to the following applications or enforcement matters. Parish councils are statutory consultees, have no powers to approve or reject planning applications and can submit one of three responses: No Objections, Support or Object, along with comments as required.</i></p> <p>i. Old Hills Footpath – Outstanding issue of regularisation of route. Matter has been in abeyance 21 years due to WCC Footpaths team's prioritisation system for DMMOs. <i>No update available.</i></p> <p>ii. Croome Industrial Site (Rebecaa Road) enforcement complaint update. No action. Lorries that are using the site have permits, legitimate business or belong to the police and/or Wychavon District Council.</p> <p>iii. Land at Orchard House, Kinnersley. MHDC ref: MH2324/20, previously approved planning application. Request from Street Naming and Numbering, road name 'Pear Tree Close'. Motion: To support and approve previous decision made via email. Prs: PP. Scnd: SF. Carried. Unanimous.</p>	<p>Clerk</p>

<p>7. cont</p> <p>iv.</p>	<p><i>Standing Item: To consider and resolve to respond, or, as required, arrange an extra-ordinary parish council meeting for <u>planning applications received after date of publication of this agenda.</u></i></p> <p>M/23/01289/DEM Severn Stoke Parish Hall, Severn Stoke, Worcester, WR8 9JA. Check with MHDC that the parish council can comment on their own application. The hall remains in a poor condition after various flood events - the parish council views this as a matter of health and safety, particularly in light of recent news (Oct 2023) relating to flood bund construction. The risk of additional flooding to the site, further structural damage and any resulting debris must be the primary concern. Support. Hold in abeyance until clarification from MHDC. Prps: PP. Scnd: RW. Carried. Unanimous.</p>	<p>Clerk</p>
<p>8.</p> <p>a</p> <p>b</p> <p>c</p> <p>d</p> <p>e</p> <p>f</p>	<p>Project updates - <i>Discuss and formulate Motions not requiring written notice.</i></p> <p>Defford Mill Signs. Options for consideration: <i>i. Contribute (not more than £300) towards Defford Mill brown HGV signage. Total project price is quoted at £1345.68 to the county cllr; or</i> <i>ii. Sourcing similar worded signage cheaper than highways; or</i> <i>iii. Jointly writing with Earls Croome PC to Brightwells to ask them to fund the signage; or</i> <i>iv. Prioritise asking for the Quay Lane passing bay to be made permanent over signage.</i> Motion for iii) first and then follow up with i) if the first is declined. Prps: RG. Scnd: SF. Carried. Unanimous.</p> <p>Community renewable energy project Example: https://www.bbc.com/news/uk-england-shropshire-66153366 Cllrs noted only. Would need to export to national grid. Savills & NT have declined involvement at this time.</p> <p>High Green phone box</p> <ul style="list-style-type: none"> - Maintenance/refurbishment of. Cllr Garrard to remove glass and renew calls for resident volunteers. Motion to budget £650 for next year in case no resident assistance is forthcoming. Prp: RG. Scnd: RW. Carried. Unan. - Electrical testing progress. DH to check. - Noticeboard at High Green – LF to continue with repairs including backing board and step. <p>Daffodils for Kinnersley</p> <ul style="list-style-type: none"> - Grants and donations total £630 – thank you to those that have donated. - Progress with purchase. Options for storage and progress with volunteers. Daffs to be stored with RW. Renew calls for resident volunteers to assist with planting. <p>Damaged Litter Bins x 2 - A38 Clifton layby. To receive quotations for replacement.</p> <ul style="list-style-type: none"> - WCC have confirmed operative preference for either: <ul style="list-style-type: none"> i. <i>Glasdon Jubilee bins</i> (which are the closest replacement [like for like]: £590.45 inc. VAT each) (additional requirements include: £10.68 metal liner; £36.79 ground lock fixing tool; delivery options ranging in region of £15.00), or ii. <i>Guppy bins</i> (on sale £165.60 inc. VAT each) (additional requirements: £0.00 metal liner; £36.79 ground lock fixing tool; delivery options ranging in region of £15.00). These bins can hold 25% less waste and do not have an ashtray or poster functionality. - Motion: Cllrs agreed to claim on insurance and rethink project (ie put on concrete base). Prps: LF. Scnd: PP. Carried. Unanimous. LF to inspect site and make further recommendations. <p>Stone Cottage/London Arch zebra bollards run over by vehicle.</p> <ul style="list-style-type: none"> - Reported to Highways by Clerk. CCllr Allen has asked for the missing bollard to be replaced. 	<p>Clerk</p> <p>Clerk DCllr LF</p> <p>DCllr RW</p> <p>LF</p> <p>CCllr</p>

8.g	<p>Overgrown hedges obstructing path in Severn Stoke village.</p> <ul style="list-style-type: none"> - Motion 1: DCllr Michael to contact HA and request that hedge be cut asap. - Motion 2: Send email to Rob Rich (Community Services MHDC) and advise that previous years attempts to contact and elicit cooperation have been unsuccessful. Ask MHDC to begin enforcement. DH can provide Clerk with a map of all properties in question. Both Motions Prps: LF. Scnd: RW. Carried. Unanimous. <p>DDay celebrations</p> <ul style="list-style-type: none"> h - The Clerk was instructed to send option of S137 grants to Rose and Crown. <p>Eastern white traffic calming gate at High Green (On the approach to HG from Kinnersley side).</p> <ul style="list-style-type: none"> i - Update. To note that damage is going to be repaired by Highways. Thank you to the lengthsman for arranging this. Noted by Cllrs. <p>National Trust update</p> <ul style="list-style-type: none"> j Visitor numbers are slightly increased on previous year. A number of half term activities are planned and looking at Christmas plans also. A project manager is in place to look at options for rearranging parking facilities. Changing places planning application will be re-submitted too. Planning permission for compost bays on concrete already in situ will be submitted soon. 	<p>DCllr</p> <p>DCllr Clerk</p> <p>Clerk</p>
9.	<p>Parish Hall</p> <p><i>Along with the Motions on this agenda, to discuss/formulate Motions not requiring written notice Standing orders were relaxed to allow resident input. Prps: LR. Scnd: SF.</i></p> <ul style="list-style-type: none"> a Demolition will proceed in October subject to permission from MHDC. Motion: Parish Council to pay outstanding Section 80 notice fee at £250 threshold. Prps: PP. Scnd: RG. Carried. Unanimous. <p>RH and LF to liaise with JH (St Denys') about access to remaining contents of the hall and when/how to remove. Photos to be accepted by the parish council and forwarded to the Hive for storage. Photos also to be added to the Kempsey remembered facebook page. Filing cabinets – Clerk to arrange check of contents and then discuss with RH the possibility of a skip. Noticeboard on exterior of hall has already been removed by hall committee. Chairs could be sold to an event company if the church are unable to store them.</p> <ul style="list-style-type: none"> i. Written update received from RH. ii. Amended parish council motion (if not already covered). Motion accepted with two amendments. Prps: RW. Scnd: SF. Carried. Unanimous. iii. Joint flyer. No vote by councillors. Clerk to provide amended version of the flyer to the hall committee for their consideration. Cllrs requested the following: <p>First insertion - Mentioning consulting the community is important. A lot of people turned out for recent church meetings and we should recognise that to encourage such participation in the future</p> <p>First Deletion - factually inaccurate according to David Harrison.</p> <p>Second Deletion - Cllrs feel that it is not important what the parish council or the hall committee think about a community facility...its what the community thinks. Ending on the action both are taking is much more powerful. Note with thanks that D.Harrison has offered to print the flyers for free if they can fit on one side of paper.</p>	<p>Clerk</p> <p>Clerk</p> <p>SB/LF</p> <p>Clerk</p>

9. b	Community facilities meeting at St. Denys'. Clerk provided an update. Group will concentrate on tackling community cohesion and loneliness until the outcome of the flood bund and village hall is known. Clerk to continue to attend meetings.	Clerk
10. a	Lengthsman Option for contribution towards maintenance of tools/equipment not exceeding £75. Motion for £75 contribution. Prps: PP. Scnd: RW. Carried , unanimous. Parish Councillors thanked Simon for all his work for the parish each year.	Clerk
11. a	Speeding. Update on purchase of additional VAS to be shared between Kinnersley and Severn Stoke and Clifton. Arriving in next three weeks. Smart water to be applied. Equipment to be added to insurance and asset register.	Clerk
b	Update on WCC 2 pairs of new 40mph road marking roundels for the A38, south of Stoke Gardens. This work has been completed by WCC but no invoice received by the parish council. The County Councillor suggested that it may be that the works were simply paid for by WCC as part of a wider contract and that the PC should simply keep their contribution aside for a year in case of an invoice. Clerk to therefore note £300 in reserve for 2024/2025.	Clerk
12.	General Finance and Admin <i>Along with the Motions on this agenda, to discuss and formulate Motions not requiring written notice</i>	
a.	To consider/approve payment of accounts made in the previous month.	Clerk
b.	App 1. Duly approved. Prps: SF. Scnd: PP To consider/approve payment of outstanding accounts.	Clerk
c.	App 2. Duly approved. Prps: RW. Scnd: RG.	Clerk
d.	To consider/approve the latest bank reconciliation. Duly approved and signed. Prps: RG. Scnd: RW.	Clerk
13.	Correspondence, dates for diary, items for future agenda. <i>Along with the Motions on this agenda, to discuss and formulate Motions not requiring written notice. Cllrs may use this opportunity to report minor matters not included on the agenda</i> <ul style="list-style-type: none"> - Flytipping on Birch Lane to be reported by the Clerk. - Carols at The Nash on Friday 1st Dec 2023 for The Friends of St Denys. - Croome D'Abitot Churches Trust meeting, 29th September – 1.00pm. Items to be added back to agenda once time permits. <ul style="list-style-type: none"> - Communication strategy & Vision, including leaflet for general parish. - Exploration of parish council rebranding to 'Local Community Council'. - Parish council logo/brand/letterhead. - Defibrilators. 	Clerk
14.	Dates of next meeting: Please always double check meeting dates and times before attendance, as meetings may unavoidably change at short notice. Meetings venue unless otherwise stated: SOQ room, Croome National Trust Visitor Centre. Satnav: Near High Green, Worcestershire, WR8 9DW. What3 words location: ///alleyway.rescuer.perfect - Wed 29th November, 7.30pm – (SOQ booked)	

Appendix 1 & 2. Items already paid 2023 since last PC meeting & items outstanding for payment:
(Approved under previous agenda or required payment under contract monthly)

24	07/07/2023	Information Commissioner	Annual membership 2023 - 2024. Direct debit.	£35.00
25	04/07/2023	Mrs Lisa Stevens	A-board for flood meetings and PC meets	£48.90
26	04/07/2023	Worcester Wheels	Bus service donation.	£100.00
27	04/07/2023	Mrs Lisa Stevens	Reimbursement of Viking Direct ink cartridges.	£79.99
28	Awaiting invoice	Worcs County Council	£300 donation towards roundels.	£300.00

Appendix 1 & 2 continued

29	Awaiting invoice	Westcotex Ltd	Additional VAS for Kinnersley. 1 x Portable Speed Indicator Device	£3590 +VAT
30	18/07/2023	Mr Simon Bott	Lengthsman invoice June 2023	£293.70
31	27/06/2023	Internal transfer	Transfer to PC Savings Account	£10,000.00
32	18/07/2023	Mrs Lisa Stevens	Expenses July 2023	£32.41
33	28/07/2023	Mrs Lisa Stevens	Clerk wage June.	£311.84
34	21/07/2023	Mrs Lisa Stevens	Laptop carry and storage case.	£19.99
35	17/08/2023	Mr Simon Bott	Lengthsman invoice July 2023	£289.50
36	17/08/2023	Mr Simon Bott	Parish Hall Mowing July 2023	£90.00
37	Awaiting invoice	DCllr David Harrison	Royal British Legion poppy wreath & donation	£50.00
38	17/08/2023	Mrs Lisa Stevens	Expenses August 2023	£18.90
39	29/08/2023	Mrs Lisa Stevens	Clerk wage July 2023.	£311.84
40	11/09/2023	Mr Simon Bott	Lengthsman invoice Aug 2023	£289.85
41	11/09/2023	Mr Simon Bott	Parish Hall Mowing Aug 2023	£90.00
42	19/09/2023	Society of Merchant Venturers as Endowment	Parish Hall lease.	£453.60
43	19/09/2023	Mrs Lisa Stevens	Expenses Sept 2023	£7.20
44	Standing order end Sept	Mrs Lisa Stevens	Clerk wage August 2023	£311.84
45	07/09/2023	MHDC	Via planning portal. Demolition planning app. fee.	£160.00
46	11/09/2023	Mrs Lisa Stevens	Ink cartridges from Stinky Inks. Works in printer.	£158.79
47	11/09/2023	Mrs Lisa Stevens	A.Baker Legal/Paul Claydon. Rules governing PCs	£163.00
48	Awaiting invoice	Mr Simon Bott	Lengthsman invoice Sept 2023	TBC
49	Awaiting invoice	Mr Simon Bott	Parish Hall Mowing Sept 2023	TBC
50	19/09/2023	Malvern Hills DC	Election fee from May 2023	£100.00
51	Awaiting invoice	Worcestershire CALC	Training Larry Freeman	£30.00
52	Awaiting invoice	PCC Severn Stoke	Church room hire 2023	Budget £500
	Awaiting invoice	Mrs Lisa Stevens	Expenses Oct 2023	Est. £12
	Standing Order end Oct	Mrs Lisa Stevens	Clerk wage September 2023.	£311.84

Appendix 3



Severn Stoke Flood Alleviation Scheme – September 2023

This update provides the latest information on the delivery of the Severn Stoke Flood Alleviation Scheme.

Recent Work

Since our last update we have been working on scheme prices and affordability of the project. Scheme affordability in line with HM Treasury spending rules remains the key delivery challenge for the project.

We have been working with our framework supplier to try and agree a target price to undertake the earth works that is affordable for the project. This is complicated from a commercial perspective due to not all material currently being on site. Unfortunately, we have not been able to agree an affordable target price and are not able to proceed with the earth works currently as originally planned. We are now exploring alternative government frameworks, while we do not normally use these frameworks, they are generally suppliers aligned to deliver smaller projects and we are therefore hopeful to be able to reach an affordable price with them. Due to our procurement rules, we were not able to approach these other frameworks until we have exhausted negotiations with our framework supplier.

Continued Appendix 3

While we have not been able to agree an affordable price with a contractor for the earth works yet, other elements of the scheme are continuing. This includes the new trapping, installation of further site fencing and tree clearance. This will be followed by the import of the remaining embankment material this autumn/winter.

Archaeology works have now been completed, and this creates extra space to import fill material for the embankments. By having all material on site this should help reduce the commercial risk associated with this and help drive down construction costs.

What does all this mean?

- This means that the earth works will not be completed this autumn. Earth works are now likely to start spring 2024 assuming that we can agree an affordable price with a supplier.
- We have not given up on this scheme. We have always said that the affordability challenge is the key issue to overcome, this is why a scheme has never been delivered in the past and the affordability challenge remains true today – but we have not given up and continue to explore all options.
- As always, we encourage all property owners to consider what personal resilience measures they can take to minimise the impacts of flooding and encourage everyone to ensure that their details are up to date on the Flood Warning Service.

Future updates

We will continue to keep you updated with the progress of the scheme via future newsletters and updates to the Parish Council and the Flood Action Group.

Contact us

We appreciate that this is not the news that you wanted to hear as a community. We have organised a public drop in event to be held in October at St Denys' Church in Severn Stoke where we welcome you to come along and talk to us about the scheme and any concerns that you may have. We will contact you in due course when we have confirmed the date.

If you have any queries or comments about the proposed scheme, please contact the Environment Agency Project Manager via email at paul.jones2@environment-agency.gov.uk or call 03708 506 506. Thank you for taking the time to read this update.

Signed Chairman

.....Date

Contact the parish clerk if you would like to receive agendas or minutes by email.

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