

**Minutes of Severn Stoke & Croome d'Abitot Parish Council Meeting
held at Severn Stoke Parish Hall on 13th May 2019 at 8pm**

Present: Cllr Watkins (Chair) Cllrs Garrard, Hodson, Sturgess, Preston, Hadley, Keating-Nash, Seward, Cox and Talbot. Dist Cllrs Harrison. County Cllr Paul Middlebrough.

In attendance: Clerk Mrs L Gower (no members of the public).

All Councillors signed Declarations of Acceptance of Office. Clerk distributed Register of Interest documents.

- 1 **Election of Chairman and signing of Acceptance of Office.** Cllr Preston proposed Cllr Watkins, Cllr Hodson seconded this. No further proposals. Unanimously agreed. Cllr Watkins signed the Acceptance of Office for Chairman.
- 2 **To consider apologies and to approve reasons for absence** – Cllr Williams and Cllr Michael, reasons approved.
- 3 **Election of Offices**
 - a. **Vice Chairman** Cllr Garrard proposed Cllr Preston, Cllr Keating-Nash seconded this, no further proposals, unanimously agreed.
 - b. **Parish Council Representative at Parish Hall meetings**, Clerk will discuss with Cllr Halling.
 - c. **Finance Group** Cllr Talbot and Cllr Hodson agreed to remain as Financial group
 - d. **Flood Defences group**, Cllrs Garrard, Preston and Williams agreed to remain as members.
 - e. **Staffing group** – A staffing committee will not be agreed, staffing issues will come to full council meetings.
- 4 **Declarations of Interest:**
 - a. To declare any Disclosable Pecuniary Interests in items on the agenda and their nature.
 - b. To declare any Other Disclosable Interests in items on the agenda and their nature.

Councillors who have declared a Disclosable Pecuniary Interest, or an Other Disclosable Interest which falls within the terms of paragraph 12(4) (b) of the Code of Conduct, must leave the room for the relevant items. Clerk discussed this process with Councillors.
- 5 **Minutes – to consider the approval of the minutes of the meeting held on 13th March 2019**
Clerk ran over the actions from the last meeting. All are included on the agenda or have been dealt with. Proposal for approval of minutes Cllr Keating-Nash, seconded by Cllr Hadley, unanimously agreed.
- 6 **To review the National Standing Orders for Severn Stoke & Croome d'Abitot Parish Council (and note the Code of Conduct)** Clerk will review and circulate before next meeting. Clerk explained about CALC website currently being unavailable. Clerk has asked for latest version to cross reference. Clerk will advise at next meeting.
- 7 **To review the Scheme of Delegation for Severn Stoke & Croome d'Abitot Parish Council**
This had been circulated prior to the meeting. Cllrs agreed it is up to date.
- 8 **To note the Council's Financial Regulations (reviewed and approved 2017) and discuss Insurance Renewal requirements**, these have been reviewed and agreed they are up to date. Insurance renewal includes all items on the Assets Register and some items include impact damage. Cllrs agreed the yearly renewal of £656.94.
- 9 **Finance**
 - a. **To consider approval of the accounts for the year ended 31 March 2019.** (Clerk will advise on Audit process for this year) Finance group had reviewed the books and records. Clerk ran over the accounts and explained the notes. Currently the Parish Council holds £11,000. Approval was proposed by Cllr Watkins, seconded by Cllr Talbot, unanimously agreed. Clerk will ensure all the correct forms are forwarded to the External Auditors by due date of 1 July and advertise Public Rights to review books and records.
 - b. **To sign Certificate of Exemption on the Annual Return** (confirming income/expenditure did not exceed £25,000. Cllr Watkins signed this as a true statement.
 - c. **To sign section 2 Accounting Statements for 2018/19.** Cllr Watkins signed this as a true record.
 - d. **To sign Annual Governance Statement 2018/19**, Cllr Watkins signed this as a true record.
 - e. **Approval of invoices including annual renewal of CALC subscription and green waste bins.** Clerk read out all of the invoices for payment, Cllr Hadley proposed approval of them all, Cllr Garrard seconded this. Zurich Municipal, public liability insurance renewal £656.94 (increase due to claim this year for VAS) £140.00 Malvern Hills District Council, renewal of green waste bins, Worcestershire CALC £417.27, Annual membership, EON street lighting £11.17, NPower £60.54 street lighting, Mrs L Gower £48.75 expenses.
 - f. **To appoint a internal auditor.** Clerk had spoken with Oliver O'Kane at Uckinghall who will undertake this on behalf of the Parish Council. Clerk will drop books and records to him.

Clerk

Clerk

10. Flood Defences group update and approval of proposed course of action

Cllr Preston explained progress to date. Clerk had contacted MHDC and CALC re liability. Both had recommended seeking independent legal advice. We have not been able to find a case study like the Severn Stoke scheme, where PC have been the applicant, without being the instigator of the scheme. Clerk had spoken to Callow End scheme leaders, this was submitted by the land owner, Madresfield Estate. Cllr Preston has spoken with a specialist Parish Council lawyer who will review all the information provided and give us their expert opinion. If they need to charge for this work they will prepare a quotation for the PC. As updated at the Annual Parish Meeting by FLAG, there is a Severn Trent report currently being prepared which may take some three to four weeks. Cllr Preston will keep Clerk informed. The item will be on the next agenda, when information from the legal specialist will have been got. The Flood Defence Group will bring their findings to the next PC meeting on 10th July unless there is need to call an Extraordinary Parish Council meeting before this date.

11 Councillors' Reports (if not already given at Annual meeting)

Cllr Harrison said Orchard House, Kinnersley planning application has still not been determined but a date of 23rd May has been given by MHDC for determination. Cllr Harrison gave a yearly reports and the Annual Parish Meeting before this meeting.

Cllr Middlebrough will meet with the Clerk to discuss ongoing issues with Highways and he will require a two monthly report of issues logged and their progress. Cllr Harrison gave a yearly reports and the Annual Parish Meeting before this meeting.

12 Clerk's Report - General Admin of correspondence emails etc. Minutes of last meeting and actions arising. Advertising of Parish Council election/nomination papers. Collecting and delivering various nomination papers. Taking nomination papers to MHDC and appointment for checking them all. Various emails/discussions with FLAG/Working group for Flood defences. Annual meeting preparations, inviting speakers etc. Bins delivered to Sheepcote Farm, speaking with Rob Aliano, Kempsey to install them. Discussions with WCC re pavement widths.

Lengthsman Timesheet available from Clerk. New Contract completed with WCC. New contract completed with Lengthsman for 2019/20 financial year. Lengthsman has been siding out pavements on Stoke Bank and strimming pavements/visibility areas.

13 Planning report

Application	Property concerned	Detail	Action
17/01979/FUL	Cedar Lodge	Alteration and extension of existing building to create a single dwelling	Responded approval. Pending decision by MHDC
17/01729/LB	School House, Severn Stoke	Repair and replacement of materials to fire damaged east elevation and gable.	Responded approval. Pending decision by MHDC
18/01253/FUL	Orchard House, Kinnersley	Erection of 7 houses, retrospect for convert of two, associated car parking, infrastructure etc	Recommended approval Pending decision
19/00153/FUL	Croome Park, Croome d'Abitot	Construction of a small external electrical enclosure to house new electrical incoming mains and distribution board	Recommended approval
19/00203/FUL	The Old School House Severn Stoke Worcester WR8 9JA	Variation of condition 2 of planning permission 15/00601/FUL to alter the approved plans - Change of Use of Old School House to 3 residential dwellings	On circulation

14 High Green VAS

Cllr Garrard gave figures from the VAS in the Annual Meeting, from 18/3/19 to 24/4/19 16,669 cars with average speed of 50 mph. From 24/4/19 to today 3374 cars.

15 Community Speed Watch/Speeding Clifton and Severn Stoke

Speed enforcement is still ongoing in Clifton. Clerk will chase Safer Roads Partnership re enforcement in Severn Stoke.

16 Croome/Tarmac Liaison Group updates. No meetings have taken place since last PC meeting. Tarmac meeting arranged for September.

17 Councillor's comments and items for future agendas

VAS signs, Clerk will try to obtain information on the different types available. Cllr Hodson mentioned a drain in High Green, Clerk will try to get this flushed through. Cllr Watkins mentioned a drain cover opposite Clifton Court, Clerk will also log this.

18 Date of next Severn Stoke & Croome D'Abitot Parish Council meeting Wednesday 10th July 2019
PUBLIC QUESTION TIME No public attended.