

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

A grouped parish council comprising of the two Parish Areas of Severn Stoke and of Croome d'Abiotot

Wed 25th September 2024, 7.30pm
Croome National Trust Visitor Centre, SOQ room

Date of publication of this notice: 17 September 2024

This page is the cover sheet to the agenda, Summons and meeting guidelines.

Parish Councillors, Notice is hereby given that a meeting of Severn Stoke and Croome d'Abiotot Parish Council will be held on Wednesday **25th September 2024 at 7.30pm** at the SOQ room at Croome National Trust Visitor Centre, High Green, Severn Stoke parish.

Lisa Stevens, Clerk & Responsible Financial Officer. 9 The Limes, Kempsey, Worcs, WR5 3LG. 07950256363. severnstokeandcda@gmail.com



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

- The press and public may attend to address councillors on matters concerning the parish (allotted point in the agenda), observe the meeting or inspect draft documents. Comments MUST be made through the Chair and not aimed at individuals. District and County Councillors are invited to participate in this meeting at the discretion of the Chair. Public comments and questions to them must be directed to the parish council Chair or should be handled at the respective higher authority meetings.
- If this meeting is an extra ordinary meeting, these summons have been issued by the Chair.
- Occasional safety considerations may mean that we close and reschedule the meeting.
- 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 by the public. We are happy to provide guidance on what is permitted. Advice should be sought in advance to avoid disruption. The parish council may live stream those persons sitting at the council table on social media. The parish council may record audio information at this meeting. However, there is no legal requirement for the parish council to live stream a meeting in order to allow virtual public or councillor participation.
- **Please note 'Information provided at the beginning of each parish council meeting' (QR code above 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 St.Orders/Financ.Reg/Delegation to Clerk policies.
- If there are any adjustments required to encourage/allow public participation please bring these to the attend of the Clerk or Chair before or at the meeting. We will make all reasonable adjustments where possible.
- Please check fire exits arrangements upon arrival and check against your personal requirements. Please bring any difficulties to the immediate attention of any member of the parish council. In the event of an emergency, 'muster' is in the car park but, since attendees are only encouraged (not required) to sign in, no register will be taken.
- To our knowledge, there are no hearing/audio induction loops installed at this venue.
- The parish council does not hold or manage the wifi codes for this venue.
- Dogs may be permitted depending on the venue hire restrictions. Please enquire beforehand.
- Children are permitted but must not be allowed to disrupt proceedings please. Filming or recording of children is not permitted without written consent of parents/legal guardians - The council and public must take absolute care to meet this restriction.
- Councillors/the public are individually responsible for keeping their own language/phrasing to an acceptable level.
- The parish council has a risk assessment for public meetings. Please ask if you require a copy.

<https://e-services.worcestershire.gov.uk/MyParish/>

Requests for this information in other languages/audio/large print will be reasonably considered.

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This document is available via the website above, searching 'S' for Severn Stoke and then selecting 'publications'.

Severn Stoke and Croome d'Abitot Parish Council agenda for Wed 25th Sept 2024, 7.30pm	
1	<p>Welcome and general admin</p> <p>a. Points of order.</p> <p>b. To consider any apologies for absence.</p> <p>c. To note the resignation of Cllr Sumner due to working commitments and to give parish council thanks for her efforts and involvement over the past few months. The vacancy has been duly advertised.</p> <p>d. In the event of an applicant stepping forward, Co-option to fill up to 6 existing vacancies.</p> <p>i. Introductions. Nb In the event where the number of candidates is less than the number of vacant seats and the Clerk has confirmed eligibility, a confidential interview session is not required. Candidates will be welcomed, invited to introduce themselves and ask/receive questions in open session.</p> <p>ii. Nomination, seconding and voting (by show of hands) and any decision to co-opt the candidate/s. Declarations of interest must be made at least verbally upon taking the seat.</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 21st August 2024. Thank you to Simon and Susan for hosting the August meeting.</p>
5	<p>Flood Bund – update.</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. Cancelled for September only to allow focus on outstanding work.</p> <p>b. District Cllr David Harrison and District Cllr John Michael. Cancelled for September only.</p> <p>c. National Trust.</p> <p>d. Lengthsman.</p> <p>i. Update on lose slab at High Green noticeboard and repairs to High Green village white gates.</p> <p>ii. Flytipping in multiple locations has been reported by lengthsman. Badge carcass reported. Broken zebra post at London Arch has been reported and Highways have scheduled for repair. Resurgence of rabbit litter dumped at Clifton. Signpost residents to MHDC litter picking scheme.</p> <p>iii. Update on Clerk liaison with WCC regarding the lengthsman scheme:</p> <p>Concerns relate to the online invoice submission system, reasoning and uses of data collected by the county council, ability of the lengthsman to work under new (or existing but now enforced) constraints, regular imposition of new requirements and lack of consultation. Note for clarity: Membership of the lengthsman scheme is a 'power' not a 'duty' of the parish council. This scheme has successfully been hosted by the County Council since 2002.</p> <p>e. Parish Hall Committee. Later in agenda.</p> <p>f. St Denys's church Committee. Cancelled for September only.</p> <p>g. Footpath warden, update if any. Cancelled for September only.</p> <p>h. High Green VAS stats report.</p> <p>i. Tarmac. Report from last meeting: Tarmac will be pursuing the extension side (A38 Sandford). This will be subject to further applications and with plans to use lorries to transport material across the main road.. The number of lorries is not planned to increase along the A38 in the short term. There is sig. archaeology on the extension side of A38 and Tarmac will be seeking a variation of planning in order to deal with this. The Restoration Scheme (already amended) will need to be revisited. The planned screening hedgerows at Sandford will not occur in the short term and not until the revision / planning applications have taken taken. PC will be part of the consultation. Original planting scheme to north of old quarry is being undertaken with consent of district biodiversity officers.</p> <p>j. Police. Cllrs to please decide on this quarters policing priorities x 3.</p> <p>k. Clerk 'quick fire' update. <i>Cllrs to take as read unless questions arise.</i> Appendix 3.</p>
7	<p>Planning and Enforcement - to consider, comment and resolve to respond to the following applications or enforcement matters.</p> <p>a. M/24/00913/FUL Update on Croome out of hours planning application if any. The parish council has not heard if or when the matter with go to NORTHERN area planning committee at MHDC.</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.</p>

- 8 **Parish Hall** Maintenance and future use of site.
- Motion:** to proceed with formal **resident consultation** on future use. Parish Council suggestions for a wild flower garden with planting and seating have been turned down by Savills.
 - Motion: Timetable** for Hall Committee to clarify charity purpose so that parish council can set 5 year budget for ongoing annual lease of land from Savills and plan for pursuing option to cancel lease in the event of timetable expiring. Next date for negotiating lease is 2028. Lease expires in 2033. Hall committee are attending charity law training 24th October.
 - Note that heras fencing and concrete feet have been removed from the site – thanks given.

- 9 **Knights Hill parking/access to driveways.**
- Motion:** Proposal for sign content. Vote to approve or amend. Clerk to proceed with purchase.
“Attention residents and visitors. Please keep turning bay clear and do not cause an obstruction. Do not park in front of driveway entrances. Keep the area clear for emergency vehicles.”



Aluminium signs, £65.38, Price per item·incl. VAT. Fixing via pole attachment. Material: Anodized or white lacquered Aluminium. Thickness: 1,5 mm, Minimum Size: 70 x 30 mm, Maximum Size: 2000 x 1200 mm, Production Method: Digital Printing + UV-laminate, Options: Reflective, Double-sided (Gobond) Lifetime (outdoors): 7-10 years, Fixings: Screw, Standoff, Adhesive Tape, Flag Attachment, Pole Attachment

- 10 **Overgrown verge Birch Lane/Stonnall Close visibility splay.**
- Motion:** Write to Savills to clarify ownership and ask them to maintain the verge.
 - Motion:** instruct lengthsman to inspect and advise in the meantime.
 - Explore option to place a parish council owned grit bin at this location?

Info from Highways: The cost of a green grit bin is £284.71+ VAT and includes the cost of the bin, delivery and one fill of salt. For a bin to be sited on the Highway, the assessment criteria has been updated with a more community based approach: • You will need to provide the name of a person(s) responsible for the bin and provide proof of your public liability insurance • You will be required to enter into a formal agreement in order to acquire a green grit bin. • You will be responsible for future maintenance and restocking of these bins from your own salt stocks If the bin can be sited off the public highway (ie on private land) then no assessment is required. You are welcome to source your own bin from any supplier, if it is sited off the public highway. One tonne bags of salt are available from us at a cost of £127.27+ VAT per bag, (delivered) or you can of course source your own supplies.

11	<p>Upton Library.</p> <p>a. Motion: The library committee has asked for a donation of up to £500 to help stave off closure threat. Clerk advises inclusion in calculation for 24/25 precept and begin an annual donation of £250.</p>
12	<p>Parish Council website and .gov email address and development of use of social media.</p> <p>Parish Cllrs attended an online presentation 19th September.</p> <p>a. Motion: to choose one company as a result of that presentation. Justification, parameters and costs will be presented at this meeting and will feed into budget and precept calculation for 24/25.</p> <p>b. Motion: to explore purchase of video conferencing and microphone recording.</p> <p>c. Social media dairy/timetable.</p>
13	<p>General Finance and Admin</p> <p>a. VAS grant suggestion: debate on option to purchase additional 30mph wheelie bin stickers for residents with remainder of grant. Motion if Cllrs require. In light of recent resident home made options.</p> <p>b. To consider/motion to approve payment of accounts made in the previous month. App 1.</p> <p>c. To consider/ to approve payment of outstanding accounts this month 2024. App 2.</p> <p>d. To receive the latest bank reconciliation.</p> <p>e. Duty to prevent bullying/harassment/sexual harassment. Adoption of policy drafted by Clerk this spring. Signature by all Cllrs to confirm that they have read this policy. Copy of document available at all parish council meeting and summary poster with WCALC contact details displayed on meeting noticeboard.</p> <p>Nb. From October 2024 Councils could face a surcharge of 25% on top of any compensation awarded to an Employee who successfully makes a claim of Sexual Harassment at an Employment Tribunal, if a Council cannot demonstrate how they have complied with the new rules. However those Council's that have taken all 'reasonable steps' to implement workable procedures will have a defence against claims at the Tribunal for Sexual Harassment, under s109 of the Equality Act 2010.</p> <p>f. <i>Updated agenda item. Agenda republished 19/09/2024.</i> Motion to retrospectively approve replacement of light unit at Stonnall Close. To Supply and install new painted 5m steel column c/w suitable LED lantern and back shield + removal and disposal of existing column - £1555.90. This work has been advised as crucial by Prysman.</p>
14	<p>Advert - Volunteer opportunities</p> <p>a. Organising litter picks in each village.</p> <p>b. St Denys' Church Committee has various vacancies.</p> <p>c. Leaflet delivery volunteers wanted across the parish.</p> <p>d. Biodiversity parish champion.</p> <p style="text-align: right;"><i>Please contact the parish clerk for more information</i></p>
15	<p>Correspondence, dates for diary, items for future agenda.</p> <p>Cllrs may use this opportunity to report minor matters of info not included elsewhere on the agenda:</p> <p>i. Worcestershire CALC - Annual General Meeting (AGM) - Save the Date - 26 September 2024</p> <p>ii. Next agenda: continue seek quotes for phone box maintenance and incorporate into annual budgeting.</p>
16	<p>Date of next scheduled meeting: 27th November 7.30pm. Croome SOQ</p>

Appendix 3. Clerk quick fire update:

- Prysman advising on replacement of light column Severn Stoke.
- Written to residents at Clifton regarding overgrown hedge along bus stop section.
- Correspondence with MP in reference to flood bund and concern over progress.
- Pursue Meeting: National Highways: disruption caused to A38 communities during M5 night closures. Ongoing.
- Responded MHDC regarding latest planning applications as per instructions at last meeting. Including M/24/00913/FUL Croome extended opening hours.
- Assisting residents/Savills regarding resident concerns with overgrown verges at Stonnall Close/Birch Lane.
- Resident request for a reduced speed limit at Croome to 30mph. Scoping request to Highways has suggested that any amendment to speed limit should wait until results of yellow line trial.
- RE write to new administration at Worcester City to stress concern about the planning permission for housing at the Ketch roundabout and concerns as to resident exposure to vehicle fumes and concern as to resident access to facilities and services (lack of).
- Liaised with WCC with regard to simplifying the lengthsman submission worksheets. Liaised with WCALC re process.
- Monthly magazine submission to Kempsey Times.
- Social media first go practices.
- NPPF consultation response.

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

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

And Appendix 2. Items for payment Month 2024 outstanding:

Aug, Q2 HMRC period 5	22/08/2024	Mr Simon Bott	Lengthsman invoice July 2024. Claimed for WCC 22/08/24	July worksheet	£370.80	VAT £0.00
	22/08/2024	Mr Simon Bott	Parish Hall Mowing July 2024	SB0460	£90.00	VAT £0.00
		David Harrison	Poppy wreath reimbursement	Invoice outstanding	£20.00	VAT unknown
	12/08/2024	HMRC Shipley	Monthly income tax payment. Clerk reimbursed parish council manually on 22/08/2024	HMRC	£4.20	VAT £0.00
	22/08/2024	Mrs Lisa Stevens	Expenses and mileage August 2024 ONLY. £30 monthly HWA for August paid in September.	Expenses sheet	£49.09	VAT £0.00
		Mrs Lisa Stevens	Clerk wage July (paid one month in arrears). New payrise effective April 2024 is £303.12 per month via standing order. Home working allowance now paid as part of expenses manually.	Month 5	£303.12	VAT £0.00
Sept, Q2 HMRC period 6		Mr Simon Bott	Lengthsman invoice Aug 2024	Aug worksheet	£372.15	VAT £0.00
		Mr Simon Bott	Parish Hall Mowing Aug 2024	SB0467	£45.00	VAT £0.00
	22/08/2024	Society of Merchant Venturers as Endowment Trustee for St Monica Trust	c/o Savills (UK) Ltd. Ref 55299 Parish Hall lease.	938800	£453.60	VAT £75.60
		Kempsey Parish Council	Room booking for August extra O meeting. Youth Centre on Wednesday 21 August 6.30-10.00pm. £12.50 per hour	Invoice outstanding	unknown	VAT Unknown
		HMRC Shipley	Monthly income tax payment. Clerk reimbursed parish council manually.	HMRC	£4.20	VAT £0.00
		Mrs Lisa Stevens	HWA & Expenses Sept 2024. Includes £30 monthly HWA for Aug AND Sept.	Expenses sheet	£86.76	VAT £0.00
		Mrs Lisa Stevens	Clerk wage August (paid one month in arrears). New payrise effective April 2024 is £303.12 per month via standing order. Home working allowance now paid as part of expenses manually.	Month 6	£303.12	VAT £0.00
	National Trust	Hire of the S.O.Q Building . Clerk to pay by card and to be reimbursed.	Invoice dates 21st August 2024	240.00	VAT £0.00	