

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

Wed **14th May 2023**, 7.30pm
Croome National Trust Visitor Centre, SOQ room

Date of publication of this notice: 3rd May 2023

Councillors, Notice is hereby given that a meeting of Severn Stoke and Croome d'Abitot Parish Council will be held on Wednesday **10th May 2023 at 7.30pm** at the SOQ room at Croome National Trust Visitor Centre, High Green, Severn Stoke parish.

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



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- The press and public are invited to attend to address councillors on matters concerning the parish (allotted point in the agenda), observe the meeting or inspect draft documents.
- Whilst social distancing is no longer in place, occasionally safety considerations may mean that we close the meeting and reschedule.
- 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. We are happy to provide guidance on what is permitted. Advice should be sought in advance to avoid disruption.
- Persons attending this meeting can prior note the document 'Information provided at the beginning of each parish council meeting' (QR code to the right).



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

1	To consider any apologies for absence.
2	<p>Declarations of interest</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>

The meeting will be adjourned for Open Forum (Public Question Time)

Please refer to the notes on your seat for information about this section.

3	<p>Co-option for unfilled vacancies x 6 - To receive written applications and to co-opt up to six candidates to fill the vacancies.</p> <p>i. Confidential session - resolution to move into a closed session without prejudice and exclude members of the press and public because of the confidential nature of the business to be transacted.¹ Each candidate will be welcomed and invited to ask/receive questions privately.</p> <p>ii. After any deliberations the public session will be reopened and candidates will be invited back in to observe the Nomination, Seconding and voting (by show of hands or paper ballot) and any decision to co-opt the candidate/s.</p>
4	<p>Minutes – to receive and consider approval of</p> <p>a. Meeting AGM of Severn Stoke and Croome d'Abitot Parish Council, 10th May 2023.</p> <p>b. Annual meeting of residents 24th May 2023.</p>

¹ Co-option policy *Where more than one candidate* - Each candidate will be interviewed privately and individually.

After they have been interviewed candidates will be asked to leave the room if/whilst the Council wishes to discuss the merits of the applications/candidates – nb this could be prejudicial and the Council can resolve to exclude the members of the press and public.

5	Councillors' Reports a. CClr Martin Allen. b. DCllrs David Harrison and John Michael
6	Planning and Enforcement - to consider, comment and resolve to respond to the following applications or enforcement matters. a. M/23/00319/HP The Cottage, Sandford, Severn Stoke, Worcester, WR8 9JE (householder planning) AND M/23/00318/LB The Cottage, Sandford, Severn Stoke, Worcester, WR8 9JE (listed building consent). b. <i>Standing Item:</i> To consider and as required, arrange an extra ordinary parish council meeting for planning applications received after date of publication of this agenda.
7	Flood Bund - <i>Discuss and formulate Motions not requiring written notice</i> a. To receive the written update from Paul Jones, Environment Agency dated 5 th June 2023 and consider response as appropriate. b. To assist the district council in plans for resident meeting Q&A to attending Environment Agency on 7th July 2pm St Denys' Church.
8	Parish Hall - <i>Discuss and formulate Motions not requiring written notice.</i> a. To consider and formulate a way forward concerning available options and public consultation, following feedback from the Village Hall Committee.
9a	Audit Finance – To consider and motion to approve procedures and paperwork in connection with the Annual Audit Return. Minute ref 14/06/2023_9a step 2.1 i. Internal Audit - Members to consider and review the effectiveness of internal checking procedures and internal audit work conducted across the entire year*. To include receipt of internal audit review conducted by P. Moore and a review of procedures for internal checking of banking. After review, Motion to accept considered findings and motion to confirm compliance with all assertions within the Annual Governance Statement. ii. Certificate of Exemption – to consider whether to complete a Certificate of Exemption from submission to the External Auditor due to being under the £25,000 threshold. This does not exclude the parish council from completing Accounting Statements. This will be signed in 10c below. Minute ref 14/06/2023_9a step 2.2 iii. Clerk to give a briefing on the Accounting Statements and confirm that she, as RFO, has already signed the Accounting Statements prior to presenting them to Members at this meeting. iv. Approve Section 1 of the AGAR - the Annual Governance Statement. <i>Chair & Clerk to minute, sign and date the Annual Governance Statement Section 1 of the Annual Return for the year ending 31 March 2023.</i> * SS&CDA Parish Council as the smaller authority will need to consider the internal audit work performed and internal audit arrangements in place between 1 April 2021 and 31 March 2023 before confirming compliance with all assertions of the Annual Governance Statement.
9b	Audit Finance – Continued Minute ref 14/06/2023_9b step 2.3 a. To consider and motion to approve procedures and paperwork in connection with the Annual Audit Return – CONTINUED. ** i. Members to consider Section 2 - the Accounting Statements. ii. Motion to approve Section 2 - Accounting Statements. <i>Chair to minute, sign and date the Annual Governance Statement Section 2 of the Annual Return for the year ending 31 March 2023.</i> Minute ref 14/06/2023_9b step 2.4 b. Approval of Certificate of Exemption

9b con	<p>Minute ref 14/06/2023_9c step 2.4</p> <p>c. Signature on Certificate of Exemption by RFO and Chair.</p> <p>d. Approval and signature of the Declaration that the statement of accounts is unaudited.</p> <p>e. Approval and signature of the Notice of Commencement of the period for the exercise of public rights. Electors' Rights – to note the dates of the Exercise of Public Rights as 16th June to 27th July 2023</p> <p>f. To note that the completed annual return and notification of date of commencement of period of public rights must be sent to PKJ Littlejohn by 30th June 2023.</p> <p>** Guidance for the completion of the Annual Return states that the Annual Governance Statement and the Accounting Statements can be considered and approved at the same meeting, as long as it is a meeting of the full authority and that it is clear from the minute references that the Statements were approved in the right order. The authority must approve Section 1 Annual Governance Statement before approving Section 2 Accounting Statements and both must legally be approved before 30th June 2023.</p>
10	<p>General Finance and Admin - <i>To discuss and 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.</p> <p>b. To consider/ to approve payment of outstanding accounts this month 2023. App 2.</p> <p>c. To receive the latest bank reconciliation.</p>
11	<p>Lengthsman</p> <p>a. To consider option to purchase Lengthsman training Pershore offer PA1 https://wcg.ac.uk/course/info/1237 and PA6 https://wcg.ac.uk/course/info/1243 in order to tackle weeds along A38 and capitalise on County Council work already conducted along that road. To note Clerk advice re avoidance of glyphosate in parish as a flood zone.</p>
12	<p>Speeding.</p> <p>a. To consider option for purchase of additional VAS to be shared between Kinnersley and Severn Stoke and Clifton, not exceeding £4,000. Preferred company is Westcotec in order to match with existing VAS chargers and pole clips.</p>
13	<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>
14	<p>Date of next meetings:.</p> <ul style="list-style-type: none"> - Wed 19th July, 7.30pm – (SOQ NT room booked) - Wed 27th September, 7.30pm – (SOQ NT room booked) - Wed 29th November, 7.30pm – (SOQ NT room booked)

Appendix 1. Items already paid May 2023 since last PC meeting:

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

15/05/2023	Mr Simon Bott	Lengthsman invoice April 2023	£290.90	£0.00
15/05/2023	Mr Simon Bott	Parish Hall Mowing April 2023. £45 per cut. Includes one off payment towards fuel £20	£65.00	£0.00
10/05/2023	Andysloos	Toilet for church fete June 2023. 30/6/23-2/7/23. Booking through Jane Hall. Deposit.	£60.90	£10.15
15/05/2023	BHIB	Annual Parish Council Insurance package (reduced premium due to sign up to long term undertaking 3 yrs)	£497.73	£0.00
01/06/2023	Malvern Hills District Council	Garden Waste Collection Service 23/24 Renewal for Parish Hall x 2 bins. Direct Debit.	£150.00	£0.00
16/05/2023	HMRC Shipley	Quarter income tax payment £2.20 (april). Clerk reimbursed PC, as wage is automatically paid via standing order 23/05/2023	£2.20	£0.00
16/05/2023	Mrs Lisa Stevens	Extra Ink Cartridge expenses for audit printing May 2023	£66.99	£0.00
15/05/2023	Mrs Lisa Stevens	Expenses May 2023	£13.40	£0.00
30/05/2023	Mrs Lisa Stevens	Expenses May part 2 - 2023	£56.49	£3.34
30/05/2023	Cllr Ray Williams	Expenses, repainting bench at Kinnersley	£20.00	£4.00
30/05/2023	Mrs Lisa Stevens	Clerk wage April 2023. Full pay is £311.84. Report to HMRC 16/05/2023 as £281.84 which is minus £30 home allowance.	£311.84	£0.00

Appendix 2. Items for payment June 2023 outstanding:

Mr Simon Bott	Lengthsman invoice May 2023	May worksheet	£286.70
Mr Simon Bott	Parish Hall Mowing 16th May 2023	SB0418	£90.00
Andysloos	Toilet for church fete June 2023. 30/6/23-2/7/23. Booking through Jane Hall. Final amount paid 24/05/2023	HAR/847227	£113.10
National Trust	Hire of the S.O.Q Building	n/a	Not yet received
Npower (took over from EON)	Electricity bill for street lighting at Severn Stoke, Stonall Close.	n/a	Not yet received
HMRC Shipley	Quarter income tax payment	HMRC	£2.20
Mrs Jade Hudspith	Internal Audit 2022/2023	Invoice 142	£120.00
Mrs Lisa Stevens	Expenses June 2023	Expenses worksheet june	£17.80
Mrs Lisa Stevens	Clerk wage May 2023	Month 3	£311.84

Appendix 3



Severn Stoke Flood Alleviation Scheme – June 2023

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

Recent work

Over the winter we have been working with J Prosser's & Sons to import material for the embankment. We have imported two types of material. The majority of the imported material is to form the embankment. There is also material that has been brought to site to form temporary access routes for the main construction phase. All material is tested before it arrives on site to ensure that it is suitable and safe in compliance with our duties as the Environment Agency and the planning conditions.

Archaeological work started in February 2023. The first round of the archaeology progressed well with some finds but nothing major that will impact the scheme. Following a health and safety audit we had to pause the archaeological work on the 3rd of March 2023 while we reviewed the ways of working to ensure a safe environment for both the community and those working on the site.

We have now completed this review, and this will allow the archaeology and other activities to resume later this month.

Upcoming work

The Environment Agency remains committed to completing the scheme. We must ensure that we get the best value within the limited budget we have to spend on the scheme, and we continue to work in partnership with Worcestershire County Council (WCC), Malvern Hills District Council (MHDC) and J Prosser and Son Ltd. making challenging decisions to ensure that the scheme remains viable.

Over the next couple of months, we have the following work planned:

- The archaeological work will restart from early June 2023 and is likely to take 4 to 6 weeks.
- At around the same time in June, Jackson Civil Engineering will start testing the material currently stockpiled to confirm its grading characteristics. This is done so they can develop the appropriate construction methodology to place and compact it within the embankment in accordance with the design specification.
- Fencing of the whole site working area will be completed along with the installation of newt fencing along the site boundary to exclude Great Crested Newts.
- Following the installation of the newt fencing, an exercise to trap and relocate any newts found in the working area will be undertaken. This is to ensure we comply with environmental legislation. Newt trapping will take upwards of 30 days and will commence soon after we have received a licence to trap from Natural England, which we expect to receive in the next 4 to 8 weeks.
- In advance of construction of the flood embankment, construction of associated culverts, toe drainage and drainage diversions will be undertaken. This will commence after newt fencing, and trapping is complete.
- Following the material testing an initial length of embankment will be constructed using the material on site. This is to test the proposed construction methodology to ensure we can meet the design specification. When this is proved this will then allow the rest of the embankment works to progress.

Our ambition is to complete two sections of the flood embankment either side of Ham Lane this year. We will import and stockpile material for the realignment of Ham Lane over the embankment during the winter ready for construction in spring 2024. We are aiming for the new realigned road surface to be complete during summer 2024. We will continue to work closely with WCC Highways on this area of the scheme.

To give assurance around the 'gap' that will be in place between the flood embankments over the winter period of 2023/24, we will have in place a contingency plan to seal this area to protect the community from flood waters, until the highways work, and scheme is fully completed.

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.

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