

# Annual Meeting of, & also Monthly Meeting of Severn Stoke & Croome D'Abitot Parish Council

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

## Wed 11<sup>th</sup> June 2025, 7.30pm

### Croome National Trust Visitor Centre, SOQ room

Date of publication of this notice: 5th June 2025

**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'Abitot Parish Council will be held on Wednesday **11<sup>th</sup> June 2025, 7.30pm** at the SOQ room at Croome National Trust Visitor Centre, High Green, Croome d'Abitot, WR8 9DW.

What3 words location:///alleyway.rescuer.perfect

Mrs Lisa Stevens, CilCA, Clerk & Responsible Financial Officer. 9 The Limes, Kempsey, WR5 3LG. 07950256363. [parishclerk@severnstokeandcroomedabitot-pc.gov.uk](mailto:parishclerk@severnstokeandcroomedabitot-pc.gov.uk)



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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

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

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# Severn Stoke and Croome d'Abitot Parish Council agenda for Wed 11<sup>th</sup> June 2025, 7.30pm

1	<p><b>Welcome, points of order, apologies for absence and declarations of interest.</b></p> <p>Apologies: R.Hill. L.McEwan-Hill. S.Faulkner.</p> <p>a. To note updates received 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 &amp; Hospitality.</p> <p>e. To consider written requests for the granting of a Dispensation (S33 Localism Act 2011). <b>Motion</b> to approve requests.</p> <p>f. To consider any adjustments required to encourage or allow public participation.</p> <p>g. To note the 5 parish councillor vacancies available for co-option upon application to the Clerk.</p>								
2	<p><b>a. Minutes of the parish council meeting 21<sup>st</sup> May 2025 – to receive, consider and approve.</b></p>								
3	<p><b>Planning and Enforcement - to consider and resolve to respond to applications or enforcement matters.</b></p> <p>a. <b>M/25/00529/HP:</b> Glebeland Farm, Church Lane, Severn Stoke, WR8 9JQ - updated plans for proposed domestic storage outbuilding. <b>Motion</b> for support/objection/comment as decided.</p> <p>b. <b>M/25/00556/LB &amp; M/25/00557/HP:</b> The Cottage, Sandford, WR8 9JE - Proposed replacement single-storey extension, 3 additional conservation rooflights (retrospective). <b>Motion</b> to support.</p> <p>c. <b>M/25/00613/GPAA &amp; M/25/00614/GPDE:</b> The Lilacs, 5 Kinnersley, Severn Stoke, WR8 9JR. For info only. Prior Notification for a single storey rear extension AND Prior Notification for the construction of an additional storey to existing dwelling house.</p> <p>d. <b>M/25/00857/HP:</b> 2 Madge Hill Severn Stoke WR8 9JN – Detached outbuilding. <b>Motion</b> for support/objection/comment as decided.</p> <p>e. <b>Standing Item:</b> To consider (and as required, arrange an extra ordinary parish council meeting) planning applications received after date of publication of this agenda.</p>								
4.	<p><b>Audit Finance for the year ending 2025 - To consider/Motions to approve procedures/paperwork in connection with the Annual Governance Audit Return (AGAR). The process is to receive, consider, approve and complete each section in the correct legal order.</b></p> <table border="1"> <tr> <td>a. to note</td><td>Step 1.1 – Clerk prepares and signs Section 2 of the AGAR – the Accounting Statements – DONE.</td></tr> <tr> <td>b. to note</td><td>Step 1.2 – Accounts are provided to Internal Auditor &amp; received back by the date of this meeting – DONE</td></tr> <tr> <td>c. receive, consider and VOTE</td><td> <p><b>Step 2.1 - Internal Audit</b></p> <p>To receive and note internal audit review conducted by Mr. P. Moore and to consider findings. <b>Motion</b> to accept findings and internal audit</p> <p style="text-align: right;"><b>Minute ref 11/06/2025_4c_step 2.1</b></p> </td></tr> <tr> <td>d. consider and VOTE</td><td> <p><b>Step 2.2 - Internal review &amp; The Annual Governance Statement (Section 1)</b></p> <p>Members to consider and review the effectiveness of internal checking procedures/audit conducted across the entire year. Nb. SS&amp;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 2024 and 31 March 2025 before confirming compliance with all assertions of the Annual Governance Statement. Nb. The annual Governance Statement (Section 1) is considered and approved but not signed, with an explanation of any 'No' responses and a description of how the authority will address the weaknesses identified.</p> <p><b>Motion</b> to accept findings and to confirm compliance with assertions (as relevant) and to approve (but not sign) Section 1 - the Annual Governance Statement.</p> <p style="text-align: right;"><b>Minute ref 11/06/2025_4d_step 2.2</b></p> </td></tr> </table>	a. to note	Step 1.1 – Clerk prepares and signs Section 2 of the AGAR – the Accounting Statements – DONE.	b. to note	Step 1.2 – Accounts are provided to Internal Auditor & received back by the date of this meeting – DONE	c. receive, consider and VOTE	<p><b>Step 2.1 - Internal Audit</b></p> <p>To receive and note internal audit review conducted by Mr. P. Moore and to consider findings. <b>Motion</b> to accept findings and internal audit</p> <p style="text-align: right;"><b>Minute ref 11/06/2025_4c_step 2.1</b></p>	d. consider and VOTE	<p><b>Step 2.2 - Internal review &amp; The Annual Governance Statement (Section 1)</b></p> <p>Members to consider and review the effectiveness of internal checking procedures/audit conducted across the entire year. Nb. SS&amp;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 2024 and 31 March 2025 before confirming compliance with all assertions of the Annual Governance Statement. Nb. The annual Governance Statement (Section 1) is considered and approved but not signed, with an explanation of any 'No' responses and a description of how the authority will address the weaknesses identified.</p> <p><b>Motion</b> to accept findings and to confirm compliance with assertions (as relevant) and to approve (but not sign) Section 1 - the Annual Governance Statement.</p> <p style="text-align: right;"><b>Minute ref 11/06/2025_4d_step 2.2</b></p>
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4. cont.	<b>e.</b> receive, consider and VOTE	<p><b>Step 2.3 - The Accounting Statements (Section 2)</b></p> <p>Clerk to read the Accounting Statement (Section 2). The Clerk as RFO asserts that she has signed these before the meeting. These are received, considered and approved by the full council (but not signed by the council).</p> <p><b>Motion</b> to receive, accept and approve (but not sign) Section 2 - Accounting Statement  <b>Minute ref 11/06/2025_4e_step 2.3</b></p>
	<b>f.</b> consider and VOTE	<p><b>Step 2.4 – The certificate of exemption</b></p> <p>Cllrs should 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.</p> <p><b>Motion</b> to receive, accept and approve (but not sign) the certificate of exemption.  <b>Minute ref 11/06/2025_4f_step 2.4</b></p>
	<b>g.</b> Signature	<p><b>Step 3.1 – Signatures</b></p> <p>Following approval, the Chair and Clerk of the meeting sign the Annual Governance Statement (Section 1) and the Chair signs the Accounting Statements (Section 2).  <b>Minute ref 11/06/2025_4g_step 3.1</b></p>
	<b>h.</b> To note	<p><b>Step 3.2 - To note that the statement of accounts is unaudited externally.</b></p> <p>Purpose: To formally record that the accounts have not undergone external verification by a qualified professional, as the parish council falls under the threshold/criteria for a formal external review for this financial year. This option is available for smaller parish councils with limited income and limited outgoings. Such councils are still required to prepare accounts and comply with transparency requirements. The formal internal review by a qualified professional remains in place and has been conducted.</p>
	<b>i.</b> To note	<p><b>Step 4.1 - The RFO sets the commencement date for the exercise of public rights.</b>  <b>Minute ref 11/06/2025_4i_step 4.1</b></p> <p>To note the notice of commencement of the period for the exercise of public right: A period of 30 working days set by the smaller authority and including the first 10 working days of July. Commencing on Friday 20th June 2025. End on 31st July 2025. Date of notice: no later than 19th June 2025.</p>
	<b>j.</b> Signature	<p><b>Step 5.1 - The Certificate of Exemption is signed by the RFO and Chair.</b></p>
	<b>k.</b> To note	<p><b>DEADLINE for submission</b> - 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 the RFO BEFORE 1<sup>st</sup> July 2025 (step 6).</p>
	<b>l.</b> To note	<p><b>DEADLINE for publication</b> - To note that all documents relating to the AGAR must be published by the RFO on the official .Gov parish council website and that the accounts must be published on the parish noticeboards before the commencement of exercise of public rights. IE before 20<sup>th</sup> June 2025 in this case.</p>
<p><b>** 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 1<sup>st</sup> July 2025.</b></p>		
<p><b>General Finance and Admin</b></p> <p>a. To consider/motion to approve payment of accounts made in the previous month. App1.  b. To consider/approve payment of outstanding accounts this month 2025 incl. Clerk expenses. App1  c. To receive the latest bank reconciliation and quarterly report.  d. To receive Clerk monthly timesheet.</p>		
<p><b>Correspondence, dates for diary, items for future agenda.</b>  Cllrs may use this opportunity to report minor matters of info not included elsewhere on the agenda</p>		
<p><b>Date of next scheduled meeting: Wed 16<sup>th</sup> July 2025, 7.30pm</b></p>		

## Appendix 1a. Items for payment or already paid this month and the previous

Invoice received 30/05/2025	Mr Simon Bott	Lengthsman invoice April 2025.	£384.75
13/05/2025	Mr Simon Bott	Mowing parish hall	£140.00
Invoice not yet received	Andysloos	Toilet for church fete	
27/05/2025	Clear Councils	Annual Parish Council Insurance package 25/26	£694.55
direct debit 01/06/2025	Malvern Hills District Council	Garden Waste Collection Service 24/25 Renewal for Parish Hall x 2 bins.	£155.00
13/05/2025	Mrs Lisa Stevens	Expenses & HMA (£26) May 2025	£51.00
13/05/2025	HMRC Shipley	EmployEE Income tax payment	£5.20
To be paid	Mrs Lisa Stevens	Clerk wage April 2025 paid in March 2025	£308.16
To be paid	Bank account service charge	Lloyds Bank monthly fee taking automatically from account.	£4.25
To be paid	Mr Simon Bott	Lengthsman Invoice May 2025	£384.75
To be paid	Mr Simon Bott	Parish Hall Mowing May 2025	£120.00
To be paid	HMRC Shipley	EmployEE Income tax payment	£5.20
To be paid	Mrs Lisa Stevens	June home working allowance (£26) (now paid seperatly from wage) + Expenses June 2025	£43.15
To be paid	Mrs Lisa Stevens	Clerk wage May 2025 paid in June 2025	£308.16
To be paid	Bank account service charge	Lloyds Bank monthly fee taking automatically from account.	£4.25