

Minutes of the Extra-Ordinary Meeting of Severn Stoke & Croome d’Abitot Parish Council Wednesday 27th November 2024, 7.30pm At Croome Court SOQ meeting room

Parish Councillors Present:	Cllr Susan Faulkner (Chair) Cllr Larry Freeman (Deputy Chair) Cllr Royston Garrard Cllr Richard Hill Cllr Ray Williams	(rep for Severn Stoke parish ward) (rep for Croome parish ward) (rep for Croome parish ward) (rep for Severn Stoke parish ward) (rep for Severn Stoke parish ward)
Also in Attendance:	Mrs L Stevens (Clerk and RFO). Martin Allen (County Cllr) David Harrison (District Cllr). M.F (National Trust, General Manager). B.S (National Trust, Assistant Director Operations). L.H (Village Hall Committee). S.B (Lengthsman). R.H (Volunteer Footpaths Officer). 10 members of the public. <p style="text-align: right;"><i>The meeting commenced at 7.30pm</i></p>	
Apologies:	Parish Cllr Preston (rep for Severn Stoke parish ward). J.H (St. Denys’ rep)	

95/24	Introduction, apologies and points of order	
a.	<p>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. Nil candidates stepped forward for co-option to fill existing vacancies. Apologies were duly accepted. One updated prior existing dispensation by R.G in relation to matters at High Green and Croome. No vote required. Existing declaration and voluntary withdrawal by L.F in relation to matters at Croome National Trust. No vote required. DCllr Harrison declared not to speak or debate on matters relating to Croome National Trust planning as per guidance to all district cllrs on predetermination. Addition to the Register of Gifts & Hospitality: Invite to National Trust open evening in Dec 2024. Duly noted. No adjustments were requested to allow participation.</p>	
b.	<p>Minutes - <i>To receive and consider approval of the minutes of the previous meeting.</i> 25th September 2024. Duly approved. Prps: RG. Scnd: RH.</p>	

96/24. Public open forum. *Standing Orders suspended. Residents provided with guideline notes on each seat prior to meeting commencement.*

Residents requested to speak on aspects of M/24/00913/FUL Out of hours event management plan in relation to 08/01709/FUL - VARIATION OF CONDITION 16 (opening times).

- Resident request for parish council to chase Highways for a more considered response to this application.
- Query why the matter has not been scheduled for formal district council planning committee as yet. CCllr assisted by clarifying the following: *Planning authority has appointed an officer to ask questions of the statutory consultees such as highways and the parish council. Once all consultees have had a chance to response, the district council will decide whether or not to go to committee.*
 - The original planning application some years ago required a revised travel plan and the National Trust never met that condition of requirement and so does the current application to amend depend on that work now being done? Clarification required as to whether the workplace travel plan (conducted before the original planning application) meets the original planning requirements.
 - Request for clarification on whether a judicial review is applicable in the event that the district council approves this current application. Subsequent clarification obtained the following information: *A judicial review focuses on whether a planning decision was made lawfully (by the district council in this case) and in a proper manner, rather than the planning merits of the case itself and whether aspects have been missed/misrepresented by the applicant.*
 - Current management plan proposed does not address matters relating to contractors and their route via the London Arch or the requirement for additional car parking.
 - Some of the activities planned such as park runs will involve visitors not Members and will overlap with normal opening hours, creating an event on a large scale.

Standing orders reinstated.

97/24	<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 Comments. * Along with comments as required.</i></p> <p>a. M/24/00913/FUL Out of hours event management plan in relation to 08/01709/FUL - VARIATION OF CONDITION 16 (opening times). Parish Cllr comments: New management plan does not address all of the existing parish council concerns as submitted earlier in the year. Although not covered by a Section 73 application, the definition of premises has still not been addressed. Parish Council supports the National Trust but needs to be confident that the plans will work and that the community will be protected and that impacts will be managed. Resolved. Motion that the parish council object to this application, reference previous concerns and ask that the matter be withdrawn to allow a full application to be submitted instead. Prps: SF. Scnd: RG. Duly carried unanimous.</p> <p>b. Standing Item: <i>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> Nil items.</p>	
98/24	<p>Councillor and Friends Reports <i>To consider and resolve to respond to the following</i></p> <p>a. County Cllr Martin Allen. Appendix 3 for report distributed to parish cllrs.</p> <p>b. District Cllr. No update to provide.</p> <p>c. National Trust. Xmas preparations underway with light switch on on 6th Dec. Volunteers and local residents will get a preview in order to showcase the fantastic atmosphere, as all National Trust properties do. Post Christmas there will be an outdoor sculpture trail. As usual the team will be prepping for the wet weather and surface conditions via social media and extra staffing. Not had any really busy days since the yellow lines were installed. Intend to hold an open evening for residents to look at the car park plans.</p> <p>d. Lengthsman - Continues to help move VAS around the parish, which is time consuming but worthwhile to prevent the equipment from becoming stale. Call out for more litter picking volunteers please and reiterate the district council litter picking 'Adopt a Street' initiative: This award winning scheme gives us all the opportunity to make a positive contribution to local stewardship. The area residents choose to litter pick can be as small or as large as they like. https://www.malvern hills.gov.uk/community/adopt-a-street The Clerk was instructed to find out how many volunteers there are currently in the parish. Broken Kinnersley fingerpost has been reported.</p> <p>e. Volunteer Parish Council Footpaths Warden – warm welcome and introduction to our new volunteer. The Warden walks all footpaths once a year and checks as to their condition. Existing reported problems vary and number 4 in Croome parish and 25 in Severn Stoke parish. All of these have been inspected by the county council but it varies as to how quickly the issue is resolved – in some cases the reports were initially made in 2009 and nothing has been done. Hopefully we can change this. Residents can report issues to the Warden via the parish clerk.</p> <p>f. St Denys's Church Committee – Meeting has been rescheduled to this same evening.</p> <p>g. High Green VAS stats report. 22nd Oct - 20th Nov W to E: 13,611 vehicles with a top speed of 50mph at 8.20am on 27/10. 22nd Oct - 20th Nov E to W: 14,757 vehicles with a top speed of 55mph at 3.50pm on 9/11.</p> <p>h. Parish Hall Committee, Tarmac and Police – Nothing to report.</p>	Clerk

99/24	Flood Bund	
a.	To note public meeting Wed 29/01/25 at 1830 in St Denys' Church . Cllr Emma Stokes and Matt Maginnis will explain the WCC role and who has the final decision over the project. See County Cllr report in Appendix 3 for more information.	
b.	River levels are expected to remain high until Thursday the 28/11/25. The Severn Stoke Flood Action plan did not get initiated beyond a door check by the Clerk and text message service by the Chair. No properties flooded as of 27/11/24.	
c.	Suggestions for follow up actions: <ul style="list-style-type: none"> - The flood action plan was found to have been covered up by the flyer belonging to St Denys' church. This may have prevented access to emergency phone numbers. - Search for or replace the 'road closed' sign allocated to Birch Lane. 	
100/24	Parish Hall site	
a.	Progress with public consultation. Leaflet to be updated to include invite to flood bund. Online survey option. Survey monkey is £75 per month. Cllr declined this option and instead opted for paper responses only. Cllrs to help deliver. Cllr Freeman to approach the pubs to ask if they can be used as drop off points please.	Clerk Cllr Freeman
101/24	Knights Hill parking/access to driveways	
a.	Progress with courtesy parking signs – on order. Expected delivery in January 2025.	Clerk
102/24	Overgrown verge Birch Lane/Stonnall Close visibility splay	
a.	Section is part owned by Highways and part owned by Savills and maintenance falls jointly to them. Resolved. Motion to confirm parish council non-involvement in maintenance of this section. Prps: RW. Scnd: RG. Duly Carried .	
b.	Previous Motion was in approval of a grit bin at this location but the resident declined this option. Since the last meeting the Chair have sought and obtained Savills approval for a grit bin near the noticeboard instead. Option for debate as to parish council provision of service at this new location. Declined due to lack of proposer for Motion . No further action on this. Clerk to thank Savills.	Clerk
103/24	Upton Library.	
a.	The library committee has asked for a donation to help stave off closure threat. Previous decision was to decline inclusion in calculation for 24/25 precept until further statistics obtained. Latest statistical data provided by the library in Appendix 2. Resolved. Motion for £200 annual donation to Upton Library. Prps: SF. Scnd: LF. Duly carried .	Clerk
104/24	Parish Council website, .gov email address and use of social media.	
a.	Progress with .gov email addresses. Next steps web domain and website development. Clerk has signed: WJP Software Limited Office 365 (O365) Email Account Hosting Agreement v1.1. This agreement was made on the 20th November 2024. Some problems being experience with WCC rejecting emails from the new parish council email address. One parish cllr with outstanding problems setting up - due to be resolved	
b.	Progress exploring purchase of video conferencing and microphone recording. Clerk and resident are exploring options. Resident has kindly donated some equipment – thank you.	
c.	Social media diary/timetable – on hold until website is up and running.	Clerk
105/24	Stonnall Close replacement of light unit 105 – project completed.	
a.	Other existing lights and columns will be replaced as they end their useful lifetime, dependant on results of each survey by Kiwa. It was agreed by Cllrs that replacement of all units is a project that must be undertaken slowly in order to preserve parish council funds.	
b.	To receive and approve invoice, including backdated Prysman Street light maintenance in 2020, included in Appendix 1. Resolved. Motion to accept and approve payment. Prps: RH. Scnd: RG. Duly approved .	Clerk

106/24	<p>Managing road verges to promote biodiversity</p> <p>a. This is a Worcestershire CC survey informed by consultation on preparation of the county's draft Local Nature Recovery Strategy. "Worcestershire County Council and Worcestershire Highways want to consult with Parish Councils to ask for their opinion, level of interest and potential level of capacity for taking on the management of some or all of the C and U roads within their parish boundary to manage them in line with best practice for promoting wildflowers, pollinators and other wildlife." Parish Clerk has responded to survey before deadline of 16/11. Resolved. Motion to approve Clerks response to decline involvement due to lack of parish council funds and to ask that the lengthsman scheme is properly funded first. Prps: RG. Scnd: RH. Duly approved.</p> <p>b. Resident comments were noted: A low cost Natural approach might be provided by Yellow Rattle https://meadowmania.co.uk/blogs/news/using-yellow-rattle-to-reduce-grass-growth-in-a-meadow</p>	
107/24	<p>National Highways: disruption caused to A38 communities during M5 night closures.</p> <p>a. Clerk has made contact with National Highways. Summary of discussions:</p> <ul style="list-style-type: none"> - Thank you for info regarding the use of the A38 as an official diversion route and detailing the concerns of residents in Kempsey and Severn Stoke. It is appreciated how much impact additional traffic can have on people living alongside the route. - Not aware of an agreement regarding National Highways not being permitted to work on a road that required a diversion for more than two weeks, do you have any more details please, for example who this was agreed with and if this was particular to the M5 and the use of the A38? - Happy to organise a meeting to discuss concerns via Teams, I suggest Worcestershire County Council are invited along as National Highways always seek permission to divert traffic along routes managed by them. <p>Next steps – obtaining proof of previous agreement and arrange dates for meeting. The Clerk was instructed to arrange and invite DCllrs and CCllrs. District Cllr Harrison provided details of the previous agreement which appears to have been verbal, non-binding and made at a meeting (informal or formal unknown) in a parishioner's home. Involved may have been resident AR, Cllr Reg Sutton and a member from the Highways Agency.</p>	Clerk
108/24	<p>Phone box maintenance High Green</p> <p>a. Clerk has sought two quotes, one after inspection, one theoretical via details over the phone. Quote 1 - Stephen Edwards (phone conversation and not a site visit) for £2500 (including VAT). Plus option purchase of plexiglass kit for approx.£1000. Quote 2 – Outstanding. Simon Norton has visited the booth and will submit a price asap.</p> <p>b. Considerations:</p> <ul style="list-style-type: none"> - Martin's county council offer to provide a grant of £1000 stands until the end of this year as an absolute deadline. Note post meeting: <i>CCllr Allen, upon advice from County Hall, could not keep his offer open on the basis that work undertaken must be reported as complete within this financial year – something unlikely to be achieved. His offer to be reignited in 2025 as may be.</i> - The state of the kiosk and the amount of work needed. - Current condition of the kiosk is a deterrent to High Green residents coming up with useful ideas for future use. If restored I would hope that it might then be seen in a more positive light. - Sandblasting noise will require consultation with neighbours first. - Permissions required: A Listed Building Consent application submitted to MHDC for approval. The form is on the MHDC website under The Historic Environment- there is a section marked Apply for listed building consent and a form you can download. <p>c. Action: Cllr Garrad and Freeman agreed to undertake management of this project and arrange for a more specific project spec to be drawn up.</p>	Cllrs Freeman and Garrard

109/24	17. Correspondence from resident ref broadband	
a.	Inquiry about potential expansion/upgrade of Fibre to the Premises (FTTP) infrastructure within our parish to be referred to relevant department at County Hall. District Cllr Harrison has already made contact.	Clerk
110/24	General Finance and Admin	
a.	To consider/motion to approve payment of accounts made in the previous month. App 1. Prps: LF. Scnd: RH. Carried.	Clerk
b.	To consider/ to approve payment of outstanding accounts this month 2024. App 1. Prps: LF. Scnd: RH. Carried.	
c.	To receive the latest bank reconciliation. Prps: RG. Scnd: LF. Carried.	
d.	To note VAT reclaim for 2023-2024 financial year of £1250.99. Duly noted.	
e.	To approve annual donation to St. Denys' for room hire and in lieu of contributions towards churchyard maintenance and clock maintenance. £500. Duly approved as within existing budget.	Clerk
f.	New Clerk pay scales. See Appendix 4. - Annual payrise as per contract NALC scales have been agreed. Clerk previously was on scale 7 £12.63 per hour and payrise to be agreed as per contract is scale 8 (base layer in substantive benchmark range) at £12.84. - Backdate pay owed is 21p per hour. 6 months (144 hours) is £ 30.24 please. Resolved. Motion to approve the above. Prps: RH. Scnd: LF. Duly approved.	Clerk
g.	Bank correspondence. Current bank will start charging for bank account £5 per month per account from January 2025. Only other bank accepting parish councils at present is Unity online banking, charging at £4 per month. Parish council has two bank accounts with current bank, a daily and a savings = £120 pa cost. Interest from savings account is currently £100 pa and is also due to decrease as per bank correspondence. Resolved. Motion: Proposal is to close savings account which cannot be used for monthly transactions and reduce bank charges to £60 pa. Move all assets to one remaining account. Accept that the charges are likely now with all banks. Prps: LF. Scnd: SF. Duly approved.	Clerk
111/24	Budget 2025-2026 – Appendix 5	
a.	Motion: Options 1, 2, 3 or 4 as Appendix 5. As an example, Option 4 increases the parish council precept by 38%, equating to an increase of £12.81 per household pa, or 2 to 3 cups of coffee per year. Resolved. Motion to adopt option 4. Increase precept by 38.38% from £10,116.75 to £14,000 pa. Prps: SF. Scnd: LF. Duly approved.	Clerk
112/24.	Correspondence, dates for diary, items for future agenda	
a.	Cllrs may use this opportunity to report minor matters of info not included elsewhere on the agenda: Muddy roads at Kinnersley – Clerk to speak again to Savills to talk to farmers.	Clerk
b.	Future agendas: 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. Correspondence 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).	
113/24	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 January 2025, 7.30pm, <u>St Denys'</u>	

Signed

Chairman

.....Date

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

#Clerk & RFO: Mrs Lisa Stevens, 9 The Limes, Kempsey, WR5 3LG.
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<https://e-services.worcestershire.gov.uk/MyParish/>

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Appendix 1a and 1b. Items already paid and due to be paid 2024:

(In some cases, approved under previous agenda or required payment under contract monthly)

21/10/2024	Mr Simon Bott	Lengthsman invoice Sept 2024. Claimed from WCC 08/10/2024	£362.70	VAT £0.00
21/10/2024	Mr Simon Bott	Parish Hall Mowing Sept 2024 received 01/10/24	£45.00	VAT £0.00
Yet to be made	PCC Severn Stoke	Church room hire 2024	£500.00	VAT £0.00
21/10/2024	WJPS	Domain email set up and registration SSCDA202453	£336.00	VAT £56.00
11/10/2024	Mrs Lisa Stevens	HWA & Expenses Oct 2024.	£79.90	VAT no
15/11/2024	Mrs Lisa Stevens	Printing ink reimbursement black ink cartridge only 29/10/2024	£24.99	VAT no
08/10/2024	HMRC Shipley	Monthly income tax payment	£4.20	VAT £0.00
Standing order	Mrs Lisa Stevens	Clerk wage September	£303.12	VAT £0.00
15/11/2024	Mr Simon Bott	Lengthsman invoice Oct 2024 claimed 15/11/2024 from WCC	£362.25	VAT £0.00
15/11/2024	Mr Simon Bott	Parish Hall Mowing Oct 2024 received 09/11/24	£45.00	VAT £0.00
15/11/2024	Mrs Lisa Stevens	HWA & Expenses Nov 2024	£37.65	VAT £0.00
15/11/2024	HMRC Shipley	Monthly income tax payment.	£4.20	VAT £0.00
Standing order	Mrs Lisa Stevens	Clerk wage October	£303.12	VAT £0.00
Yet to be made	Prysmian	SSCDA 100124. Stonnall close light column replacement. £1555.90 plus VAT plus backdated invoices from 2020	£2,672.58	VAT £445.43

Appendix 2

Library Members and Active Users: Upton Library

Membership as at 27th Oct 2024; active users* Oct 2022 to Sep 2024

Postcode	Library Members	Active Users
WR5 3PA	14	1
WR5 3PD	4	0
WR5 3PF	8	0
WR8 9DF	12	0
WR8 9DL	6	1
WR8 9DN	2	0
WR8 9HP	22	10
WR8 9JA	15	2
WR8 9JB	13	2
WR8 9JD	47	6
WR8 9JE	10	1
WR8 9JF	18	4
WR8 9JG	3	0
WR8 9JJ	1	0
WR8 9JN	4	0
WR8 9JP	14	0
WR8 9JQ	5	1
WR8 9JR	83	16
WR8 9JS	18	3
WR8 9JT	0	0
WR8 9JW	6	1
Total	305	48

* An active user is someone who has either borrowed at least one item from Upton in the two years to 30th September 2024 and/or has logged in to one of the library's computers at least once in that two-year period. Each person is counted only once, irrespective of how many times they have borrowed or used a computer in the last two years.

Latest population data for the parish attached below by the Parish Clerk.

Severn Stoke & Croome D'Abitot Parish Profile 2014

Overview

Annual Precept £7,500

Severn Stoke & Croome D'Abitot is a rural parish covering 1821 hectares. The nearest primary school is 4km away from the parish centre, nearest secondary school is 4km away from the parish centre.

Communications and transport (nearest distances are straight lines 'as crow flies')

The most accessible hospital is 11km away from the centre of the parish (1hr 4min on public transport). The nearest GP practice is 5km from the centre of the parish (37min on public transport).

Demographics

Population

	District	Parish
Total (n)	74,631	732
Males (n)	36,336	354
Females (n)	38,295	378

Population trend

	2001	2011
Total (n)	667	732
Aged 75+ (n)	63	90

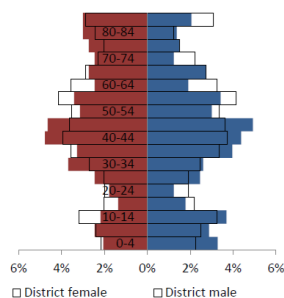
Health

	District	Parish
Limiting Long Term Illness (%)	20	18
Health is good (%)	81	82

Deprivation

	District	Parish

Age profile



Housing or CT benefit claimants (%)

16

9

■ Severn Stoke female ■ Severn Stoke male

Housing & Employment

Housing growth

	2001	2011
Dwellings (n)	266	292
Vacant dwellings (n)	16	10

Employment (LSOA)

	District	Parish
Claiming JSA (%)	1.2	0.7
Economically active (n)	68	77

Energy Efficiency (LSOA)

	District	Parish
Fuel poverty (%)	24	25
No gas connection (%)	30	53

No. of dwellings by CT band

	District	Parish
Band A (%)	11	5
Band B (%)	21	4
Band C (%)	22	30
Band D (%)	16	9
Band E (%)	14	17
Band F (%)	10	23
Band G (%)	6	11
Band H (%)	1	1

Interpretation of the Data - Severn Stoke & Croome D'Abitot

This supplementary document explores some of the underlying data from the profile and links it to the data at a district level.

Precept	In 2014/15 the average parish precept in Malvern Hills District was £43.66 per household and the range from £100.42 to £1.53. The precept for Severn Stoke & Croome D'Abitot was £26.60 the 33rd largest out of 53.	
Population	Severn Stoke & Croome D'Abitot is the 18th largest parish in Malvern Hills. Between 2001 and 2011 the population grew by 10%, considerably greater than the total district growth of 3.4%.	
Households (dwellings with residents)	The number of households has increased from 250 to 282. Despite the growing population, the size of households decreased from 2.52 persons to 2.44 in 2011. The number of single person households has increased by 28% from 47 to 60 (21% of all households). 45% of single person households are single pensioner households, this increased by 17% from 23 to 27. 45 persons live in communal establishments.	
Older people	The number of persons aged 60 and over has increased by 28% from 165 to 212. Persons aged 75 and over have increased by 43% from 63 to 90. The population has aged significantly and that trend is likely to continue.	Deprivation Housing or Council Tax benefit and JSA claimants are lower than the District average.
Children	The number of persons aged 0 to 15 has decreased by 7% from 132 to 123. This downward trend is common to two thirds of parishes.	Cars and vans The number of households with no access to a car/van has increased slightly from 8 to 11. 4% of households rely on other means of transportation.
		Health The percentage of the population reporting good or very good health in each parish ranges from 91% to 75%. In Severn Stoke & Croome D'Abitot it is 82% but the number of people reporting that they are healthy will likely reduce as the population ages.

Considerations How to ensure that care and support for older people is sustained and developed as the population continues to age. Working in partnerships with other parishes and the statutory authorities is likely to be helpful. How to minimise social isolation as the number of single person households increases. How to sustain and develop public transport services particularly for the 4% with no access to a car or van. How to ensure that deprived households have access to supporting services and benefits. Promotion of the CAB Community Liaison Volunteers may be helpful.

Appendix 3 – County Councillors Martin Allen report

- WORCESTERSHIRE ON DEMAND UPDATE - Following extensive pressure from myself and Cllr Tom Wells, WCC have agreed that from 6th of Jan following locations will become live: Taylors Lane; The Firs; Ledbury; Malvern Science Park; and Barnards Green. In the future, WCC are going to look at the Hospital and Haresfield House, which is the main doctors surgery for Kempsey. But no date has been set as to when these will come live. It is also hoped that during 2025 part of the Wychavon area will be included. In addition, following my Motion in full council on the 07/11/24, it has been agreed that from the 06/01/2025 all Veterans/Service Personnel living in the Worcestershire On Demand Bus Zone will be able to have the same concession that pensioners have, i.e. free travel after 0930.
- FLOOD BUND MEETING - Now that WCC have been asked to provide quotes for the work to be carried out, I feel I am in a position to try and bring all parties together to move this matter forward. Therefore, I have invited your MP, County Councillor Emma Stokes; who is the cabinet member for responsibility for the environment and her team, also the EA, your local district Cllrs, your Parish Council and of course local residents are most welcome. The meeting will be held in St Denys' church on Wednesday the 29th of January 2025, commencing at 1830.
- TRAFFICE ROAD ORDERS - I understand that the legal team at WCC who deal with TRO's is now very understaffed and this has continued to delay any applications for double yellow lines or other road legal applications.
- LIBRARY - In late October I sent a request to WCC asking if they could provide data you were seeking. They have provided you the data, however it does not show residents who use the library to attend a club or activity. It only shows the number of those who have borrowed a book. Just to let you know that Ripple Parish Council have initially provided £500.00 to cover the period up to the end of the financial year.
- DRAINAGE CROME CORNER/STONE COTTAGE #8237 - Following the owner of Stone Cottage contacting me asking for the nearby drains to be cleared, these gullies have now been jetted.
- COVENTRY CLOSE AND APRIL COTTAGE UPDATE- It was far more costly and difficult to complete than expected, a specialist deep trenching team had to be called in.
- HIGH GREEN PHONE BOX REFERBISHMENT - I am willing to give you £1000.00 towards the cost of the refurbishment of the phone box in High Green. Deadline end of Jan 2025 if you want the funding.
- DROPPED CROSSING REQUESTS FOR SEVERN STOKE #8461 - Following a meeting with a local resident concerned about the lack of disabled crossing points by bus stops, I have now requested that Highways look at this matter.

Appendix 4 NALC Clerk payscales

Payscales for 24/25. The new payscales can be found on our website along with the latest information from NALC. [New Payscales](#). We recommend that Council's note the new increase in pay for employees. There is no need to formally agree to the pay increase as it is an existing contractual obligation.



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LOCAL GOVERNMENT SERVICES PAY AGREEMENT 2024/25, a comparison with 2023/24 agreement

SCP	01 April 2024		1 April 2023		Scale Ranges Based on SCP
	£ per annum	* £ per hour	£ per annum	* £ per hour	
2	£23,656	£12.26	£22,366	£11.62	Below LC Scale (for staff other than clerks)
3	£24,027	£12.45	£22,737	£11.82	
4	£24,404	£12.65	£23,114	£12.01	
5	£24,790	£12.85	£23,500	£12.21	
5	£24,790	£12.85	£23,500	£12.21	LC1 (5-6) (below substantive range)
6	£25,183	£13.05	£23,893	£12.42	
7	£25,584	£13.26	£24,294	£12.63	
8	£25,992	£13.47	£24,702	£12.84	LC1 (7-12) (substantive benchmark range)
9	£26,409	£13.69	£25,119	£13.06	
10	£26,835	£13.91	£25,545	£13.28	
11	£27,269	£14.13	£25,979	£13.50	
12	£27,711	£14.36	£26,421	£13.73	
13	£28,163	£14.60	£26,873	£13.97	LC1 (13-17) (above substantive range)
14	£28,624	£14.84	£27,334	£14.21	
15	£29,093	£15.08	£27,803	£14.45	
16	£29,572	£15.33	£28,282	£14.70	
17	£30,060	£15.58	£28,770	£14.95	
18	£30,559	£15.84	£29,269	£15.21	LC2 (18-23) (below substantive range)
19	£31,067	£16.10	£29,777	£15.48	
20	£31,586	£16.37	£30,296	£15.75	
21	£32,115	£16.65	£30,825	£16.02	
22	£32,654	£16.93	£31,364	£16.30	
23	£33,366	£17.29	£32,076	£16.67	
24	£34,314	£17.79	£33,024	£17.16	LC2 (24-28) (substantive benchmark range)
25	£35,235	£18.26	£33,945	£17.64	
26	£36,124	£18.72	£34,834	£18.10	
27	£37,035	£19.20	£35,745	£18.58	
28	£37,938	£19.66	£36,648	£19.05	
29	£38,626	£20.02	£37,336	£19.41	LC2 (29-32) (above substantive benchmark range)
30	£39,513	£20.48	£38,223	£19.87	
31	£40,476	£20.98	£39,186	£20.37	
32	£41,511	£21.52	£40,221	£20.90	

Appendix 5 - Agree Basic Budget 2025/2026

**Table 1 - budget for Severn Stoke & Croome D'Abitot Parish Council
financial year ended 31 March 2026**

As of Nov 2024.

**Budget based on £13,000 in bank at start of 25/26
financial year, plus current annual precept (council tax) of
£10,116.75**

2025/2026		notes
Expenditure	draft budget	
Administration		
Clerk - salary inc PAYE	£3,697.92	Include national clerk's payrise
Clerk Expenses - Stationery, postage, ink cartridges	£200.00	Printer ink
Clerk Expenses - Mileage & Homeworking	£312.00	Contractual £26 homeworking monthly
Training	£100.00	Available to parish cllrs.
Insurance	£630.00	£609.76 in 24/25.
Audit Internal	£20.00	
Chairmans' Allowance	£50.00	Grant to Earls Croome Brownies. Annual donation to support Severn Stoke parish children in attendance. New project for 2025 not yet approved by Cllrs.
Bank account charges	£60.00	£5 per month per bank account
Website and IT equipment	£800.00	£520.00 for website and logo. £274.00 for annual support package.
Information Commissioners (GDPR)	£35.00	Statutory membership
Worcestershire CALC	£530.00	Approved legal membership. £490.2 in 2024.
Highways, Infrastructure & Open Spaces		
Lengthsman (inc. support)	£4,600.00	WCC grant is £3,100.69 pa.
Lengthsman Mileage	£200.00	0.45p per mile
VAS sign maintenance and replacement parts. (RESERVE)	£50.00	
White Gates - High Green x 4 & Kinnersley x 6	£100.00	Item to allow repairs of existing stock.
War Memorial, Severn Stoke village	£100.00	Item to allow graffiti removal etc
Green waste bins x2 kept at Parish Hall	£140.00	Used by parish lengthsman
Phone Booth K6 Grade 2 listed, High Green	£2,500.00	Urgent repairs and maintenance in 2025.
Noticeboards (RESERVE) (High Green, Clifton, Kinnersley, Severn Stoke)	£235.00	High Green noticeboard MHDC donation reserve of £235.00.
Benches - (A38 Severn Stoke, Birch Lane Severn Stoke, Kinnersley by noticeboard)	£100.00	Item to allow repairs of existing stock.
Bins x 5 - (Croome, Clifton x 2, Sheepcote x 2)	£200.00	Item to allow repairs of existing stock
Grass cutting village parish hall site	£650.00	£48 per cut plus mileage
Defibrillator	£50.00	Item to allow repairs of existing stock.
Bus shelters Severn Stoke and Clifton (including benches within them)	£200.00	Item to allow repairs of existing stock.
Grit bin Birch Lane	£160.00	Grit bin refill. £127.27+ VAT pa. Project under consideration and not yet approved by Cllrs
Street Lighting		
Power Supplies Knights Hill and Stonnall Close	£100.00	Elec bill
Maintenance and testing of above	£2,700.00	
Parish Hall and Flood Bund		
Contingency (RESERVE 1)	£485.36	Old consolidated stock reserve
Annual site lease	£453.60	Amount was due for revision in September 2023 but did not go up..
Contingency (flood clearance)	£100.00	
Donations		
Search and Rescue (SARA)	£50.00	Annual donation whilst flood bund is being constructed. Search and rescue along River Severn.
Royal British Legion	£20.00	Remembrance wreath
St Denys' Church	£500.00	Churchyard/clock maintenance and room hire
Scouts and Guides 6th Worcester Kempsey	£50.00	Annual donation to support Severn Stoke parish children in attendance. Brownies covered above.
Belfry repairs - PCC St Denys' Church	£0.00	£100 donation. Project under consideration and not yet approved by Cllrs. Clerk advise defer until 2026
Library Upton	£0.00	£200 donation. Project under consideration and not yet approved by Cllrs.
Total	20,178.88	
Of the above, £18,458.52 is either mandatory or already committed to spend.		

Appendix 5, Table 2 – Income scenario for 2025/2026

Income estimated 2025/2026		
Precept 25/26	Example Scenario 4 from table 3 below	£14,000.00
Bank Interest	Bank charges will require closure of savings account in 2025.	0.00
Taken from Reserves	None planned	0.00
WCC Lengthsman grant	Annual contract with County Council	£3,100.00
VAT recovered	Conducted annually once previous year's accounts are approved by auditor	£1,200.00
Grant money	None planned	0.00
Donations	None planned	0.00
	Total	£18,300.00

Appendix 5, Table 3 - Options for raising precept in 2025/2026

	Option 1	Option 2	Option 3		Option 4
			Year 1 2024/25	Year 2 2025/26	
Options for future precept increase	2025/2026 Option 1. No change	2025/2026 Option 2. 2.5% Incr	Gradual increase to target of £14,000 over two years.		2025/2026 Option 4. 38% increase
Annual precept (£)	10,116.75	10,369.67	12,000	14,000	14,000
£ increase	0	252.92	1,338.25	2,000.00	3,883.25
% increase	0	2.5	18.62	16.67	38.38
Estimation amount (£) paid p/a per property*	33.39	34.22	39.60	46.20	46.20
£ increase on previous year	0	0.83	6.21	6.60	12.81
Precept rise equivalent number of cups of coffee per household	0	< 1 cup	1 cup at Costa	1 cup at Costa	2 cups at Costa

end