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 21st May 2025, 7.30pm

Croome National Trust Visitor Centre, SOQ room

Date of publication of this notice: 15th May 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 **21st May 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

Visit our new website

https://severnstokeandcroomedabitot-pc.gov.uk/

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.Regs/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.

Please take a moment read the council's privacy notice on our website, which explains how we use and look after your information.

Annual meeting agenda

1	**a. Election of Chair 2025/26** i. To note that Cllr Susan Faulkner has notified of her intention to stand down as Chair but to remain as a parish cllr. Motion of thanks to Susan as outgoing Chair. ii. Nominations and vote. iii. Signature on Declaration of Acceptance of Office. b. **Election of Deputy Chair 2025/26**, process as above. **Role of a Parish Council Chair**: • Holds a statutory post defined in law • Is a member of the Council and is elected annually • Must be obeyed when issuing lawful direction or direction in line with Standing Orders. • Is the interface between the public and Council • Welcomes speakers and make them 'feel at home' • Create an atmosphere which encourages participation and ensures fair accessibility and equality. • Makes sure decisions are clear for the clerk to act upon. • Ensure the meeting is quorate, as guided by the Clerk. • Ensure the Council acts only within terms of reference and/or legal powers as guided by the Clerk. • Remain impartial. • Not allow the meeting to continue for more than 2 hours. • Has no power to make decisions without the Resolution of the Council. *Published in line with the civility and respect code and as per guidelines Appendix 2.*
2	**Co-options of a new cllr, as per the co-option policy. L. McEwan-Hill** Currently there are 5 vacancies on the parish council. If less candidates apply than the number of the seats, then matters progress with a brief welcome/introduction and a vote by a simple show of hands. New Cllrs sign the acceptance of office, receive a welcome pack and join the table as full voting members, noting that they may make declarations of interest for each and any relevant agenda item.
3	**Welcome, points of order, apologies for absence and declarations of interest.** Apologies: R.Humphries (footpath volunteer) M.Fullard (NT) a. To note updates received to Register of Interests/dispensations. Cllrs are reminded to update their register of interests. 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. c. To declare any Other Disclosable Interests relevant to the agenda. d. To declare any additions to the Register of Gifts & Hospitality. e. To consider written requests for the granting of a Dispensation (S33 Localism Act 2011). **Motion** to approve requests. f. To consider any adjustments required to encourage or allow public participation. g. To note the 5 parish councillor vacancies available for co-option upon application to the Clerk.
4	**a. Minutes of the parish council meeting and the Annual Meeting of Residents: 26th March 2025** – to receive, consider and approve.
5	**General Power of Competence** a. Note this council CANNOT adopt the general power of competence for 2025/2026 (criteria apply). Cllr Larry Freeman – elected May 2023 Croome d'Abitot Parish Council Cllr Royston Garrard – elected May 2023 Croome d'Abitot Parish Council *Vacancy – unfilled at May 2023 election Croome d'Abitot Parish Council* Cllr Sue Faulkner – elected May 2023 Severn Stoke Parish Council Cllr Pat Preston – elected May 2023 Severn Stoke Parish Council Cllr Ray Williams – elected May 2023 Severn Stoke Parish Council Cllr Richard Hill – coopted September 2023 Severn Stoke Parish Council Cllr Ian Daly – coopted March 2025 Severn Stoke Parish Council *Vacancy – upon resignation in 2024 Severn Stoke Parish Council* *Vacancy – unfilled at May 2023 election. Severn Stoke Parish Council* *Vacancy – unfilled at May 2023 election. Severn Stoke Parish Council* *Vacancy – unfilled at May 2023 election. Severn Stoke Parish Council*
6	**Insurance and risk assessments** a. **Motion** to renew the current **insurance policy**. As of June 25 we will be in the 2nd year of a 3 year long term undertaking. Renewed policy requested from Clear Councils/Ecclesiastical 15/05 and will provided to Cllr asap. *Insurance certificate will be available on the website to the public.* b. To note that the Clerk has arranged for cover of the war memorial to be included in the policy up to £25k at no addition to premium. **Motion** for the parish council to seek valuation of the war memorial for insurance purposes. c. **Motion**: Acceptance of existing **risk assessment.** (Review under way by Clerk March 2025), subject to the note that all risk assessments are being reviewed to consider Martyn's Law.
7	**Asset Register** a. Motion: Acceptance of existing asset register. (Reviewed by Clerk March 2025). *Copy provided in email to cllr and available to public on the new website.*

8	**Policy Documents** a. Motion: Acceptance and roll over of existing policy documents, subject to setting a date for review as required. *Copy provided in email to cllr and available to public on the new website.*
9	**Projects and Committee Reps -** Motion to review and confirm membership. See Appendix 2.
10	**AOB for the annual meeting of the parish council -** Nb. items not raised beforehand which require a financial vote to be moved to future agenda.

Thanks to all involved and we look forward to 2024/2025.

Close of the annual meeting of the parish council and open of the monthly meeting of the parish council 7.45pm

Monthly meeting agenda

Severn Stoke and Croome d'Abitot Parish Council agenda for Wed 21st May 2025, 7.50pm

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

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

2

a. Welcome to County Councillor Martin Allen and to note the results of the May 2025 election:

Name/Party	Votes	%
Martin John ALLEN Green Party	2027	63.52
Russ VARLEY Reform UK	575	18.02
Sarah Caroline MCDERMOTT Conservative	497	15.58
John DRAGE Liberal Democrat	54	1.69
Juma BEGUM Labour	38	1.19

b. Reports from District and County Councillors:
- County Councillor Martin Allen
- District Councillor John Michael
- District Councillor David Harrison

c. Standing item: update on D**evolution** where available.

3 Flood Bund – update

4 Planning and Enforcement - *to consider and resolve to respond to applications or enforcement matters.*

a. ***Standing Item***: To consider (and as required, arrange an extra ordinary parish council meeting) planning applications received after date of publication of this agenda. *Nil at time of publication.*

b. To note that the Community Infrastructure Levy - Neighbourhood Fund was received 18th April 2025 for £7800. Guidance letter provided to Parish Cllrs by email (document entitled 'advance warning')

5 M5 Diversion through the parish

a. Motion to write to the Police Crime Commissioner to request additional night-time speed monitoring in the parish, to try to reduce noise and vibration damage to homes from diverted traffic.

6 Speeding and signage in the parish

a. WCC judge the existing Severn Stoke village roundels to be of sufficient visibility and that the criteria for additional roundels mid village in Severn Stoke cannot be met.
b. Clerk is clarifying possibility of additional roundels in Kinnersley
c. Request for additional 30mph signs in Birch Lane has been submitted
d. Request for replacement bollards Severn Bank has been submitted
e. Request for parish council to repair footpath finger posts has been turned down by Highways due to insurance considerations. Repair of finger posts will take place in the winter if Highways have capacity.
f. Clerk to collect **dog fouling signs** from District Councilllor and arrange for installation at Birch Lane, Knights Hill and High Green Westfield Lane.
g. Thank you to DCllrs for grant towards **Knight's Hill parking signage**. Thank you to Cllr Williams for installing. Evaluate effectiveness of signs and any next steps/or close project?

7 Bin Layby A38

a. Motion to accept quotation from Glasdon for a large capacity Jubilee 110.
   i. Check whether one or two bins are required at this location.
   ii. Decision as to existing lidless bin.

Glasdon Jubilee™ 110 Litter Bin A traditionally designed, aesthetically pleasing litter bin. Glasdon Jubilee 110 litter bin offers exceptional features. Complete with dark green body, 4 open apertures, metal liner, gold banding, 'bin it' graphic in gold x 4, keyless entry, and concrete-in-anchors fixings. **Product Information** **Product News** **Product Videos** **Product Warranty**	2	£450.00	£900.00

(Images shown are examples only, your final product will vary depending on specification)

All details will remain firm until 08/05/2025

Delivery to be confirmed upon receipt of order.

Please refer to the **Conditions of Sale**

Carriage to WORCESTERSHIRE	£0.00
Total (excluding VAT)	**£900.00**

8 St Denys' Church

a. To note that the clerk has been informed by Land Agents for Brown & Co that wildlife hibernacula and refugia are to be installed on the meadow adjacent to St Denys' as part of flood bund planning permissions. See green box and thick grey line:

b. To confirm grant towards portaloo for church fete: £300 max including VAT.

9 Parish Hall Committee

a. Update if any.
b. Permission for use of car park for family event.
c. **Motion** to create a policy for such purposes.
   Draft policy distributed to Cllrs and Hall Committee for consideration 3rd week in May.
d. To note that P.Webster, Land Agent for Savills, will be retiring June. Motion for a letter of thanks.

10 Phone box maintenance High Green

a. To note that work will commence shortly.

11 National Trust

a. Update if any.

12 Croome corner drains

a. Assistance required please by the Clerk to obtaining clearance works and/or a site visit as required from Highways.

13	**General Finance and Admin** 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 2024 incl. Clerk expenses. App1 c. To receive the latest bank reconciliation and quarterly report d. To receive Clerk monthly timesheet. e. To note that the accounts and audit paperwork for 24/25 are with the internal auditor for assessment.
14	**Correspondence, dates for diary, items for future agenda.** Cllrs may use this opportunity to report minor matters of info not included elsewhere on the agenda: **Items for 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. - Improving Broadband for the parish – resident enquiry. Clerk had begun making enquiries. – Flooding at Kinnersley – Highways have declined involvement and have asked the PC to refer the enquiry to the land drainage team at the district council to investigate and action as necessary. Clerk yet to progress.
15	**Date of next scheduled meeting: Wed 11th June** 2025, 7.30pm - Audit Approval Finance Committee only, with full parish council present. Annual audit accounts will be signed off at this meeting. Residents may apply to inspect these once signed off by Cllrs. This meeting date allows the Clerk to meet external audit deadlines.

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

1	Mr S Bott	Lengthsman invoice March 2025. Claimed from WCC 13/05/2025	£393.30
2	Mr S Bott	Parish Hall Mowing March 2025	£45.00
3	Worcestershire CALC	Annual Subscription	£529.04
4	Mrs L Stevens	1 x Multipack of High Capacity HP 953XL Ink Cartridges	£174.91
5	EON	Street lighting Stonnall close and Knights hill.	£0.00
6	Mrs L Stevens	Expenses April 2025	£61.04
	NEST Pension	Nil - pension held with Grimley PC	£0.00
	HMRC Shipley	EmployER Income tax payment	£0.00
7	HMRC Shipley	EmployEE Income tax payment. Clerk reimbursed PC 090425, as wage is automatically paid via standing order.	£5.00
8	Mrs L Stevens	Clerk wage March 2025 paid in April 2025	£308.16
9	Bank account service charge	Lloyds Bank monthly fee taking automatically from account.	£4.25
10	Mr S Bott	Lengthsman invoice April 2025.	requested
11	Mr S Bott	Mowing parish hall	£140.00
12	Andysloos	Toilet for church fete	requested
13	Clear Councils (formerly BHIB)	Annual Parish Council Insurance package 24/25 (reduced premium due to sign up to long term undertaking 3 yrs)	requested
14	Malvern Hills District Council	Garden Waste Collection Service 24/25 Renewal for Parish Hall x 2 bins. Direct Debit to be taken on or around 1 june 2024	£155.00
15	Mrs L Stevens	Expenses & HMA (£26) May 2025	£51.00
16	HMRC Shipley	EmployEE Income tax payment. Clerk reimbursed PC 13/05/2025, as wage is automatically paid via standing order.	£5.20
17	Mrs L Stevens	Clerk wage April 2025 paid in March 2025	£308.16
18	Bank account service charge	Lloyds Bank monthly fee taking automatically from account.	£4.25

Appendix 2. Committee Membership/Working Party/Representatives:

Severn Stoke and Croome d'Abitot Parish Council as of March 2024.

Committee/Working Party	Members	Terms of Ref?
Finance/Audit Committee x 3 members	RG, LF, RH	Financial Regulations
Staffing Working Party x 4 members	LF, PP, RH 1 vacancy	Yes, Terms of Ref in place.
Complaints and Grievance Panel Committee x 3 members	New committee May 2024. This Committee would only meet if a complaint is received by the PC.	Grievance Policy (Staff) & Complaints Policy (MoP)
Appeals Panel Committee x 3 members	New committee May 2024. This Committee would only meet if a complaint is received by the PC and the complainant then appealed the decision. Needs to be different people to those on the Complaints panel above.	Reference to sections in the Grievance Policy (Staff) & Complaints Policy (MoP)
Parish Hall Representatives x 2 reps	SF. 1 Vacancy Clerk attends when she is able.	*Non-voting position. Hall Committee terms of ref and Constitution. Lease of land held by Parish Council.*
Planning and Enforcement Advisory Working Party	All parish cllrs at all times.	Parish Council Planning response policy
Church liaison x 1 member	Clerk attends when she is able.	*Public relations only. Not a working party or committee.*
Tarmac Liaison Committee x 1 member	LF, plus Clerk invited. Meetings are online.	Externally organised Committee. Terms of Ref with County Cllr.
CALC Representative x 1 member, normally the Chair.	LF. Newsletters and correspondence only. Clerk attends annual meetings when she is able.	*Advisory only. Keeping an eye on the legal. Not a working party or committee.*
National Trust resident meetings	RG	*Non PC meetings. Declaration of interest in place.*
Vehicle Activated Sign (VAS) volunteers working party	RG, LF and SB (non Cllr).	*Location permits received from WCC*
Footpaths Officer Volunteer	RH (non Cllr)	Lengthsman agreement (schedule 2) has a section with regard to parish council maintenance of footpaths and RofW.
Biodiversity Working Party	Created in mid 2024 *open to public*	*Ref to parish council biodiversity policy*
Lengthsman support x 1 member, normally the Chair.	LF	*Not a working party or committee.*
Parish magazine monthly report x 2 persons	LF and Clerk	*Public relations only. Not a working party or committee.* Ref to Community Engagement Strategy.