

# 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 26<sup>th</sup> November 2025, 7.30pm**  
**Croome National Trust Visitor Centre, SOQ room**

Date of publication of this notice: 21<sup>st</sup> November 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 **26<sup>th</sup> November 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.
- Please ensure that correspondence to be read and considered by the Councillors is received at least one week for the meeting, so that it can be added to the agenda and scheduled for discussion as required.
- 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.
- Correspondence to be considered must be submitted in good time before a meeting and before the agenda is published.
- 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.Regis/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.
- Please take a moment read our privacy notice on our website, which explains how we use and look after your information.

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

**Severn Stoke and Croome d'Abitot Parish Council agenda Wed 26<sup>th</sup> November 2025, 7.30pm**

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| 1  | <p><b>Welcome.</b></p> <p>a. Points of order and any adjustments required to facilitate public participation.</p> <p>b. Apologies. Motion to accept and approve and for Clerk to enter these on the records.<br/>Cllr Freeman</p> <p>c. Declarations of interest.</p> <ul style="list-style-type: none"> <li>i. To note updates received to Register of Interests/dispensations. Cllrs are reminded to update their register of interests.</li> <li>ii. 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.</li> <li>iii. To declare any Other Disclosable Interests relevant to the agenda.</li> <li>iv. To declare any additions to the Register of Gifts &amp; Hospitality.</li> <li>v. To consider written requests for the granting of a Dispensation (S33 Localism Act 2011). <b>Motion</b> to approve requests.</li> </ul> <p>To note that Parish Councillors and the Clerk have variously accepted the National Trust invitation to the <b>Invitation to the Croome Christmas lights preview. 28<sup>th</sup> Nov 5.30pm.</b></p> <p>d. To note the resignation of Royston Garrard and that the vacancy was advertised with no electors stepping forward to request an election. <b>Motion</b> of thanks to Royston.</p> <p>e. In the event of applicant/s stepping forward prior to the meeting*, co-option to fill up to 6 existing vacancies as per the adopted parish council co-option policy. *to allow qualifying criteria to be checked</p> |
| 2  | <p>a. To determine any items on this agenda that should be considered of a private nature and <b>Motion to exclude members of the press and public</b> during consideration of the said agenda items by reason of the confidential nature of the items of business to be transacted, in accordance with Section 1(2) of the Public Bodies (Admission to meetings) Act 1960.</p> <p>The Parish Council is <b>recommended</b> to apply this to all items in section 8 of this agenda below.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| 3  | <p><b>Minutes of the parish council meeting 24<sup>th</sup> September 2025 – to consider and approve.</b></p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| 4a | <p><b>The meeting will be adjourned for Open Forum (Public Question Time)</b><br/>Residents may raise any matter without notice but responses may not be provided at the same meeting. Please refer to the notes on your seat for further information.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| 4b | <p><b>To receive the report of the County Councillor Martin Allen</b><br/>(Items raised for decision will be added to the next agenda)<br/>- Devolution update if any. Likely timeline in Appendix 5.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| 4c | <p><b>To receive the report of the District Councillors John Michael and David Harrison</b><br/>(Items raised for decision will be added to the next agenda)<br/>- Update if available on the enforcement action against caravans Severn Bank.<br/>- Update if available given on planning permission at the Old Boars Head Car Park.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| 4d | <p><b>Community and Committee Representatives - to receive any updates or reports available</b></p> <ul style="list-style-type: none"> <li>i. <b>National Trust</b></li> <li>ii. <b>Parish Hall Committee</b></li> <li>iii. <b>Lengthsmen</b></li> <li>iv. <b>Volunteer Footpaths Warden</b></li> <li>v. <b>Friends of St Denys' Committee</b></li> <li>vi. <b>Tarmac - Clifton Liaison Meetings</b></li> <li>vii. <b>VAS</b> stats report High Green (VAS also covered later in meeting)</li> <li>viii. <b>Police</b> - Police Crime Commissioner role due to be abolished</li> <li>ix. <b>Broadband</b> – update on progress to expand provision to Croome residents. To note also: <b>BT Switch over to digital</b> – To note that the Clerk attended the Supporting and Informing Local Councils presentation 24 November 2025 11am. Overview of the upgrade from analogue to digital and key timelines and how BT is supporting vulnerable customers</li> <li>x. <b>Remembrance Day</b> general report.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| 4e | <p><b>Closure of Open Forum. Motion to reinstate Standing Orders.</b></p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |

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| 5 | <p><b>Planning and Enforcement</b> - <i>to consider and resolve to respond to applications matters.</i></p> <p>a. <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> <p>b. To note recent and ongoing public consultation events: South Worcestershire Councils' vision for a new settlement around Worcestershire Parkway Station, now to be known as Wychavon Town rather than 'Worcestershire Parkway' to better reflect the identity and character of the emerging neighbourhood and its connection to the surrounding communities</p> <p>c. To note that the Clerk is attending the Malvern Hills and Wychavon climate change adaptation plan - workshop for Parish and Town Councils. Thu 2025-12-11 5:00 PM - 6:30 PM</p>                                                                                                              |
| 6 | <p><b>Budget and Precept 2026/2027</b> - <i>to consider and resolve to set the budget for the 2026/27 financial year and to submit the request for the parish council portion of council tax to the district council by 31<sup>st</sup> January 2026</i></p> <p><b>Subject to National Budget 27<sup>th</sup> November 2025</b><br/> <b>Cllr future projects and resident wish list.</b></p> <p>a. Motion to increase the precept by 5% - equates to 2 cups of costa coffee pre household per year</p> <p>b. Motion to increase the precept by 7% - equates to 3 cups of costa coffee pre household per year</p>                                                                                                                                                                                                                                                                                                                                                              |
| 7 | <p><b>Vehicle Activated (Speed) Signs (VAS) future maintenance and charging of batteries.</b></p> <p>See Appendix 4 for list of VAS owned by the PC.</p> <p>The parish council now has 12 VAS batteries to charge and swap over every 2 weeks – a monumental task which need further promotion to the general public. Debate and Motions for the following:</p> <ol style="list-style-type: none"> <li>1. Proposal to allow a councillor a £10 allowance per month for electricity costs of charging the 12 VAS batteries.</li> <li>2. Proposal to formally assess the fire risk of the batteries, storage requirements and insurance requirements therein.</li> <li>3. Decision as to care and maintenance of the VAS at High Green upon the resignation of the parish councillor in that locality.</li> <li>4. Long term maintenance and care of the VAS – recruitment of volunteers? Currently the Lengthsmen assist as part of their official duties, at cost.</li> </ol> |
| 8 | <p><b>Contractual Matters</b> – <i>subject to recommendation in item 2 above.</i></p> <p>a. Site of Parish Hall lease and contracts, update on the Thomson &amp; Bancks solicitors site visit 11th November and correspondence received 21<sup>st</sup> November 2025.</p> <p>b. Phone box High Green. Project review and quality control.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| 9 | <p><b>General Finance, Admin &amp; Training</b> – the public and press may be readmitted at this point.</p> <p>a. To note the receipt of Community Infrastructure Levy - Neighbourhood Fund £2907.39 now that development has commenced at Orchard House, Kinnersley, Severn Stoke, WR8 9JR. This has resulted in Community Infrastructure Levy (CIL) being paid to the District Council, a percentage of which has been paid to this parish council. (Nb. The parish council already received £7800 in April 2025, of which some has been used towards the new bin A38 layby and for two new roundels in Kinnersley 30mph section from the A38)</p> <p>b. To review payments made within the past month and to consider and motion to approve the payment of outstanding accounts. Appendix 1.</p> <p>c. To consider and approve payment of urgent accounts (Delegation to Clerk policy). Nil at publication.</p>                                                            |

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|                                                                                                                                                                  | <p>Finance continued</p> <p>d. To receive and motion to accept latest bank reconciliation and quarterly report (if applicable).</p> <p>e. To receive and inspect the parish clerk's timesheet.</p> <p>f. Clerk's correspondence list for information. Appendix 2</p> <p>g. <b>Press and social media policy.</b> Motion for full adoption subject to the following:</p> <ol style="list-style-type: none"> <li>Cllr's progress with fully adopting Outlook – any further help required?</li> <li>Set up of automatic email signatures – any further help required?</li> <li>Decision on 7 or 90 automatic deletion of WhatsApp messages.</li> </ol> <p>h. <b>Online banking</b> and changes to terms and conditions – update on progress. Have all relevant Cllrs received bank correspondence in the post as to allow them to sign on?</p> <p>i. To note that the clerk has reviewed and accepted the <b>.gov.uk domain and email account</b> support and hosting agreement for Severn Stoke and Croome D'Abitot Parish Council by WJPS.</p> |
| 10                                                                                                                                                               | <p><b>Correspondence, dates for diary, items for future agenda.</b></p> <p>Cllrs may use this opportunity to report minor matters of info not included elsewhere on the agenda</p> <ol style="list-style-type: none"> <li>Next CALC Malvern Hills Area meeting has been moved to Thursday 15<sup>th</sup> January. This will be held virtually via Zoom and will begin at 7pm.</li> <li><b>Item for future agenda</b> <ol style="list-style-type: none"> <li>War Memorial. ownership, maintenance, lease of land/ownership of verge, progress with valuation.</li> <li>Risk assessments.</li> <li>Audio recording for parish council meetings.</li> <li>Nature recovery strategy - outcome of resident liaison with WCC.</li> </ol> </li> </ol>                                                                                                                                                                                                                                                                                               |
| <p><b>11. Date of next scheduled meeting: Wed 28<sup>th</sup> January 2026, 7.30pm Croome SOQ National Trust</b><br/>subject to being able to book the room.</p> |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |

## Appendix 1. Items for payment or already paid in the previous month.

|                             |                         |                                                                  |         |
|-----------------------------|-------------------------|------------------------------------------------------------------|---------|
| 17/10/2025                  | Mr S Bott               | Lengthsman invoice Sept 2024. Claimed from WCC 17/10/2025        | £88.10  |
| 17/10/2025                  | Mr S Bott               | Parish Hall Mowing 25 Sept 2025 received 06/10/2025              | £40.00  |
| 03/11/2025                  | PCC Severn Stoke        | Church annual mowing donation.                                   | £500.00 |
| 17/10/2025                  | Mrs L Stevens           | Expenses & HMA (£26) October 2025. including traffic cones       | £71.17  |
| 17/10/2025                  | HMRC Shipley            | EmployEE Income tax payment. Reimbursed by Clerk 171025          | £4.80   |
| 28/10/2025                  | Mrs L Stevens           | Clerk wage Sept paid in Oct 2025                                 | £333.60 |
| 20/10/2025                  | Bank service charge     |                                                                  | £4.25   |
| invoice not received        | Mr S Bott               | Lengthsman invoice Oct 2025                                      | £0.00   |
| invoice not received        | Mr S Bott               | Parish Hall Mowing Oct 2025                                      | £0.00   |
| 06/11/2025                  | Cope's Home Maintenance | repair to phone box High Green repainting etc                    | £955.00 |
| 03/11/2025                  | Mr T Hughes             | 2nd Lengthsman invoice Oct 2025                                  | £378.45 |
| 05/11/2025                  | Mrs L Stevens           | Right of way roundels from the Sign Shed                         | £40.50  |
| 22/11/2025                  | Mrs L Stevens           | Expenses & HMA (£26) November 2025 including postage and mileage | £37.46  |
| 22/11/2025                  | HMRC Shipley            | EmployEE Income tax payment. Clerk reimbursed 22/11/25           | £5.20   |
| Standing order due 28th Nov | Mrs L Stevens           | Clerk wage Oct paid in Nov 2025                                  | £333.60 |
| 18/11/2025                  | Bank service charge     |                                                                  | £4.25   |

## Appendix 2. Clerk's correspondence list for items NOT included in the agenda above

|  |                                                                                          |
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|  | Police Crime Commissioner newsletter                                                     |
|  | PCSO quarterly contract                                                                  |
|  | NALC Chief Executive's bulletin                                                          |
|  | WCALC monthly bulletin                                                                   |
|  | CPRE newsletter and monthly bulletin                                                     |
|  | MHDC Planning monthly bulletin                                                           |
|  | WCC Funding Finder monthly bulletin                                                      |
|  | The Rural Funding Digest - Looking for funding for your local project or community group |
|  | The Rural Bulletin – national rural news and ensuring rural communities have a voice     |
|  | Rural Services Network weekly bulletin                                                   |
|  | HMRC Help and Support                                                                    |
|  | HMRC – payroll update and legal requirements                                             |
|  | HSE weekly bulletins – working from home, employing contractors                          |
|  | Parish Magazine monthly submission                                                       |
|  | Register of electors details of how to request forwarded to all Cllrs                    |
|  | Devolution timelines                                                                     |
|  | WJS support for access of .gov.email accounts by cllrs                                   |
|  | Nature recovery strategy – on parish council watchline                                   |
|  | Winter Provision Partner Survey submitted by Clerk                                       |

## Appendix 3 - Parish Council Precepts

**The following is advice from WCALC extracted from CALC Update 25-05:** “There is no capping again this year to Parish and Town Council precepts, with the lead up to unitary coming, we would urge Parish and Town Councils to plan for the future. Looking at what responsibilities may come their way, extra capacity they can start building now so they aren't left behind in a couple of years time. By increasing precepts to build in more hours for staffing and/or better pay it will enable the Council to do more in the future.

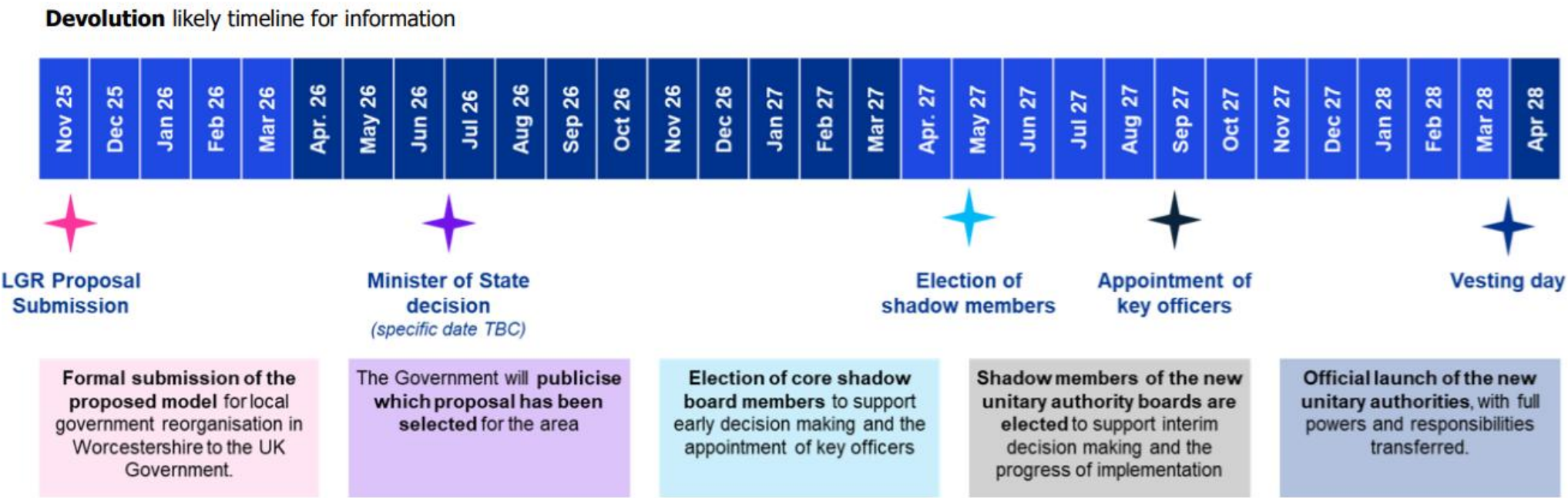
Worcestershire Parish Councils should consider increasing their precepts to better reflect the growing demands and expectations of their communities. Many councils in the county currently operate below the national average, which can limit their ability to deliver essential services, maintain public spaces, and support local initiatives. As parishes become busier and more engaged in community development, a modest rise in precepts would empower them to invest in infrastructure, events, and support systems that directly enhance residents' quality of life. A well-funded parish council is better positioned to be proactive, responsive, and innovative in meeting local needs.

Currently the National average Band D is £92.22, even the smallest Parish in County raising their Band D up to that amount would still be less than the increase the County Council are likely to levy on the tax payer. Currently only 10 out of 151 Town and Parish Council's in the County are at or above the National Average. The national average is likely to increase between 6-7% the next year, and is nearly £10 higher for those area's that have unitary councils..

#### Appendix 4. VAS signs owned by the parish council

| Location and name                                                                                                                     | Condition                                                                                                          | Purchase date | Purchase price           | Notes                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
|---------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------|---------------|--------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Vehicle activated speed sign <b>High Green</b> .<br>Gifted to Parish Council by National Trust                                        | Good condition.<br>Smart water applied. Dec 2023.                                                                  | 16.02.17      | £2,904.20                | SWARCO: Battery powered Mobile Vehicle Activated Sign to B-30r234-SD-BDH<br><ul style="list-style-type: none"> <li>• 1 no spare battery pack comprising of 1 no 22Ah battery with 1 no 10Ah battery</li> <li>• 1 no mounting kit comprising of 1 no post bracket with 2 no post clips (post size tbc)</li> <li>• 1 no post fixing kit comprising of 1 no 40mm brass padlock &amp; 1 no Tamtorque tool. The data recorded by the internal MVD (Microwave Vehicle Detection) downloaded to a laptop via Bluetooth.</li> </ul> |
| Vehicle activated speed sign Severn Stoke (more often used in <b>Clifton</b> ), part gifted to PC from WCC. Part contribution from PC | Good condition.<br>Smart water applied. Dec 2023.                                                                  | Jan-22        | £1,955.20                | WESTCOTEC: 1 x Portable Speed Indicator Device (SID) with adjustable MPH Legend, battery powered complete with spare Lead Acid. battery, 'intelligent' charger, sign weatherproof cover and bracket. Original purchase price was £2904.2                                                                                                                                                                                                                                                                                    |
| Vehicle activated speed sign <b>Kinnersley</b> purchased by PC.                                                                       | Case vandalised by attempted theft. Does not impact on working order. No action.<br>Smart water applied. Dec 2023. | Oct-23        | £2,904.20                | WESTCOTEC: 1 x Portable Speed Indicator Device (SID) with Happy/Sad face Legend beneath, battery powered complete with spare Lead Acid battery, 'intelligent' charger, sign weatherproof cover and bracket                                                                                                                                                                                                                                                                                                                  |
| Vehicle activated speed sign Clifton (more often used in <b>Severn Stoke</b> ) purchased by Police crime commissioner grant           | New. Smart water applied. June 2025                                                                                | May-24        | £2,747.99                | Elan city: [EPRA0162AA] GB[AS-BT] RADAR<br>SPEED SIGN EVOLIS VISION – VERSION - USB/BLUETOOTH<br>Radar Speed Sign Evolis VISION ready<br><ul style="list-style-type: none"> <li>- Speed Display: 38cm high (green/amber/red) with "Warning Triangle" (anti-racing function),</li> <li>- Dynamic Message Display: 64x16cm surface area for alert in case of excessive speed.</li> </ul>                                                                                                                                      |
| Vehicle activated sign warning of dangerous bend <b>Severn Bank</b>                                                                   | New for Oct 2025.                                                                                                  | Oct-25        | Unknown.<br>Estimate £5k | Previous WCC owned and adopted by PC on account of the county council can no longer afford to maintain it.<br><br>WESTCOTEC: Note from T.Crake: The cost for Westcotec to attend and assess the unit would be £295.00 + VAT. Alternatively a replacement device would be £4,442.00 + VAT including solar kit and then a new 6 year warranty.                                                                                                                                                                                |

Appendix 5 - Devolution



Above Devolution timeline provided by DCllr, courtesy of MHDC.