

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

**Wed 24<sup>th</sup> January 2024, 7.30pm**  
**Croome National Trust Visitor Centre, SOQ room**

*Date of publication of this notice: Jan 2024*

**Councillors**, Notice hereby given that a meeting of Severn Stoke and Croome d'Abitot Parish Council will be held on Wednesday **24<sup>th</sup> January 2024 at 7.30pm** at the SOQ room at Croome National Trust Visitor Centre. Lisa Stevens, Clerk & Resp. Financial Officer, 07950256363, [severnstokeandcda@gmail.com](mailto:severnstokeandcda@gmail.com)



Scan for our website and to access all documents including this agenda

- The press and public are invited to attend to address councillors on matters concerning the parish (allotted point in the agenda), observe the meeting or inspect draft documents.
- Whilst social distancing is no longer in place, occasionally safety considerations may mean that we close the meeting and reschedule.
- The Register of Electors may be inspected by the Clerk to ascertain attendee residency.
- Names are recorded in the meeting minutes, unless individuals ask for this not to occur.
- With some restrictions, meetings may be filmed or recorded. We are happy to provide guidance on what is permitted. Advice should be sought in advance to avoid disruption.
- Persons attending this meeting can prior note the document 'Information provided at the beginning of each parish council meeting' (QR code to the right).



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

1	<p><b>Points of order and to consider any apologies for absence.</b>            4 Vacancies remain on this parish council. All eligible candidates would be warmly welcomed. Approach the Clerk for an application form and a pack explaining parish council duties and opportunities to contribute to our community.</p>
2	<p><b>Declarations of interest</b></p> <ol style="list-style-type: none"> <li>To note updates to Register of Interests/dispensations. Cllrs are reminded to update their register of interests.</li> <li>To declare Disclosable Pecuniary Interests relevant to agenda. Cllrs who have declared a Disclosable Pecuniary Interest/ other Disclosable Interest (para12(4)(b)Code of Conduct) must leave for the relevant items only unless a dispensation has been granted.</li> <li>To declare any Other Disclosable Interests relevant to the agenda.</li> <li>To declare any additions to the Register of Gifts &amp; Hospitality.</li> <li>To consider written requests for the granting of a Dispensation (S33 Localism Act 2011). Motion to approve requests.</li> </ol>
3	<p><b>Minutes – to receive and consider approval of minutes of 29<sup>th</sup> November 2023.</b></p>
4	<p><b>Flood bund update and latest flooding in our community.</b>            Final peak on 08:15hrs 3rd January 2024 at 7.21m. Kempsey Guage.</p> <ul style="list-style-type: none"> <li>- Enviro Agency update available. <b>Appendix 3</b></li> <li>- Report from St Denys': <i>As you know the church was flooded early this month, but thanks to some volunteers, who were available at very short notice, we managed the 'uplift' before the water entered. This was thanks to the timely warning from a local resident who has such experience in this area. The Insurance Company appointed Contractors are due to start the clear up tomorrow and the drying out process is likely to take at least two months. When the correct ambient relative humidity has been regained, the contractors should restore the church furnishings to their proper places. Only then can the church re-open for services.</i></li> <li>- Report from Rose and Crown: <i>We have weathered the worst floods in the history of our beloved pub, and we are immensely grateful for your unwavering support. Against all odds, our team has worked tirelessly to swiftly clean up and restore our cherished establishment to its former glory. We are thrilled to announce that, despite the challenges, we have managed to reopen our doors in just 11 days. We look forward to welcoming our customers back.</i></li> <li>- Report from residents: <i>Provisional information is that water entered two homes and the garage of two others. One household self-evacuated without assistance.</i></li> </ul>
<p><b>5. The meeting will be adjourned for Open Forum (Public Question Time)</b>  <i>Please refer to the notes on your seat for information about this section.</i></p> <p>To welcome and invite update from the <b>National Trust</b></p> <ul style="list-style-type: none"> <li>- <i>Nominating standing attendee.</i></li> <li>- <i>Changing rooms launch.</i></li> <li>- <i>Woodland Management Plan.</i></li> </ul>	

6.	<p><b>Councillors' Reports</b>  – items presented for Motion and decision will be including in the next agenda, unless covered by a previous Motion, or previously Approved as part of the annual budget, or covered by the Delegation to the Clerk Policy.</p> <p>a. CCllr Martin Allen.</p> <p><i>Reminder to residents – if you experience a road or footway issue, your first point of call should be to either report it on the WCC website or phone Highways Control on 01905 845676 for urgent matters.</i></p> <p><i>Progress with County Council Defford HGV signs – residents report continued lorry activity in their drives.</i></p> <p>b. DCllrs David Harrison and John Michael</p>
7.	<p><b>2024/2025 Budget - Standing orders relaxed to allow public input.</b></p> <p>a. Proposal to retain unchanged the parish council precept at £9,870 in 2024/25. OR....</p> <p>b. Proposal to increase the parish council precept by 2.5% in 2024/2025.</p>
8.	<p><b>Planning, Enforcement, Consultations</b> - to consider and resolve to respond to the following applications or enforcement matters.</p> <p>a. M/23/01526/LB. Associated Ref: M/23/01525/FUL Coventry Barn, Severn Stoke, Worcester, WR8 9JA. Conversion of existing barn into a single dwelling – retrospective application only.</p> <p>b. M/23/01779/HP. Orchard House, Kinnersley, Severn Stoke, Worcester, WR8 9JR. Proposed enlarged orangery for Plot 4 and 5</p> <p>c. Public Consultation: Hereford Worcs Fire Service changes and reductions. Deadline 04/03/2024.  <a href="https://www.hwfire.org.uk/your-right-to-know/consultation/">https://www.hwfire.org.uk/your-right-to-know/consultation/</a></p> <p>d. Public Consultation: WCC Local Nature Recovery Strategy Issues and Options. Deadline 23/02/24.  <a href="http://www.worcestershire.gov.uk/lnrs">www.worcestershire.gov.uk/lnrs</a>.</p> <p><u>Also, to stay on topic:</u></p> <p>e. to discuss the parish council <b>Biodiversity Policy</b> and options for developing a range of small 'events' to inform, educate and help increase biodiversity increase.</p> <p>f. Resident correspondence: The <b>footpath 566(C) Severn Stoke to Kinnersley</b> deep ploughed and impassable to pedestrians.</p> <p><i>Standing Item:</i> To consider and as required, arrange an extra ordinary parish council meeting for planning applications received after date of publication of this agenda.</p>
9.	<p><b>Project updates</b> - Discuss and formulate Motions not requiring written notice.</p> <p>a. <b>2024 D-Day celebrations</b> - Attendance and progress from working party</p> <p>b. <b>Damaged Litter Bin</b> - A38 Clifton layby x 2. Update on insurance claim 4502877850, £125 excess. Quotation for replacement costs: £494.38, Glasdon EQ70097794, replace like for like: Photo of damage: <b>Appendix 6</b>.</p> <p>c. <b>Bus shelter</b> - Severn Stoke A38. Update on insurance claim 4502877889, £125 excess. Quotation for repair costs: £188.23, Glasdon EQ70097798. Photo of damage: <b>Appendix 7</b>.</p> <p>d. <b>Defibrillator</b> - DHSC grant outcome match funding for £750 and discussions with Rose &amp; Crown. Fully Automatic Defibrillator MindrayC1A and External Heated Cabinet with Keypad lock. £100 resident donation.</p> <p>e. <b>Stonnall street light columns</b> - Works advised by KIWA not relating to public safety. Awaiting advice on contractors from Street Lighting Environmental Services at County Hall. Reminder of Nov 2023 email sent.</p> <p>f. <b>Knight's Hill</b> Resident parking problems. District Ward Funding Grant application progress for additional signage to remind residents and visitors of the turning space and access to driveways.</p> <p>g. <b>VAS updates (speed signs)</b> Stats and maintenance of existing units &amp; smart water. Recent vandalism at Kinnersley location. Update on draft application to Police Crime Commissioner Safer Roads Grant for additional VAS – same spec as Kinnersley unit.</p> <p>h. <b>Defford Heritage Group</b></p>

10.	<p><b>Parish Hall</b> - <i>Discuss and formulate Motions not requiring written notice.</i></p> <ol style="list-style-type: none"> <li>a. <b>Demolition proceeded 27<sup>th</sup> Nov 2023.</b> Thank you to hall committee for organising and successfully carrying through. General update.</li> <li>b. <b>Parish Council and Hall Committee joint project to clarify Hall Constitution and charity purpose</b> – update.</li> <li>c. <b>Planning for meeting with Savills ref future purpose of parish hall site.</b></li> <li>d. <b>Hedgerow removal on site</b> – EA works to prevent bird nesting in advance of ham lane works and bund construction. Ecologist’s view is that EA had permission to remove the hedge as part of the planning permission and Ecological survey. Further action required?</li> <li>e. <b>Confirmation of removal of fencing on site.</b> Heras fencing has been taken down but not removed from site – project underway. Residential access (acquired rights) to gardens has been reinstated.</li> <li>f. Double check that no flood debris clear up required at this time.</li> </ol>
11.	<p><b>Other reports</b> - <i>Discuss and formulate Motions not requiring written notice.</i></p> <ol style="list-style-type: none"> <li>a. <b>Lengthsman</b> <ul style="list-style-type: none"> <li>- Tidy up has been conducted round War Memorial. Thank you.</li> <li>- Hedge tidied back at Clifton. Thank you. General question: How to progress this annual nuisance?</li> <li>- Two additional MHDC bins (not green waste) are due to be collected by MHDC.</li> <li>- Advises a need to continue grass cutting etc on parish hall site. New contract due March 2024. Quotation per occasion is £48, plus £20 one off for fuel and transportation of arisings.</li> </ul> </li> <li>b. <b>St Denys’</b> <ul style="list-style-type: none"> <li>- Raffle draw: Sold 1255 raffle tickets. Profit £1183. Thank you from St Denys’ for all that supported this event.</li> </ul> </li> <li>c. <b>Police.</b> <ul style="list-style-type: none"> <li>- Kyle Gordon confirmed as next Chief Constable for West Mercia Police.</li> <li>- Note completion of quarterly police contract (focus on speeding &amp; vandalism street furniture)</li> </ul> </li> <li>d. <b>Kempsey Times</b> – feedback on magazine and article format. Happy to continue?</li> </ol>
12.	<p><b>General Finance and Admin</b> - <i>Discuss and formulate Motions not requiring written notice.</i></p> <ol style="list-style-type: none"> <li>a. To consider/motion to approve <b>payment of accounts</b> made in the previous month. App 1.</li> <li>b. To consider/ to approve payment of <b>outstanding accounts</b> this month 2024. App 2.</li> <li>c. To receive the latest <b>bank reconciliation.</b></li> <li>d. <b>PARISH COUNCIL DISCRETIONARY GRANTS FOR CHURCHES.</b> Levelling Up Bill is an amendment to the 1894 Act to allow other subsequent Acts to allow money to be spent. E.g., the 1957 Act will now allow the Council to spend money on church clocks and churchyard maintenance. <ul style="list-style-type: none"> <li><b>Motion i.</b> To amend current S137 policy to be used as a general grants policy through which such applications can be managed. See Appendix 8.</li> <li><b>Motion ii.</b> Grant limit: £500 per application as a suggestion.</li> </ul> </li> <li>e. <b>Parish Council website and logo.</b> <ul style="list-style-type: none"> <li><b>Motion</b> to approve proceeding with .gov. website and consent for quotes.</li> <li><b>Motion</b> to approve proceeding with .gov email accounts for each councillor and consent for quotes. Eg parishcouncilwebsites (aka NetWise) provide 12 email accounts with 10GB storage for each mailbox for £312 pa.</li> <li><b>Progress with logo.</b> Hereford and Worcester Gardens Trust as an example logo.</li> </ul> </li> </ol>
13.	<p><b>Correspondence, dates for diary, items for future agenda.</b>  Cllrs may use this opportunity to report minor matters of info not included elsewhere on the agenda:</p> <ol style="list-style-type: none"> <li>i. 20/12/23. Resident correspondence: Chicken manure in fields at Severn Stoke. Public nuisance.</li> <li>ii. Nov, Dec &amp; Jan: Resident correspondence: overgrown hedge under care of Environment Agency</li> <li>iii. Councillor Training Jan 16th 2024, 18:30, Zoom. (Cllr Freeman, Garrard and Hill)</li> <li>iv. 16/01/24. Local Aggregate Assessment: Data up to 31 December 2022. Noted for info only.</li> <li>v. 10/01/24. Natural Networks Programme funding increased to encourage more wildlife-rich habitats</li> </ol>

*Correspondence continued*

- vi. 30/11/23. Old Hills Footpath – Outstanding issue of regularisation of route. Matter has been in abeyance 21 years: WCC Public Rights of Way Team “not a priority, and a lack of funding.”
- vii. 09/01/2024. Fallen poplar toppled into River Severn. Reported to EA and they have taken responsibility.

*Items for future agenda:*

- viii. High Green phone box, maintenance/refurbishment of.
- ix. High Green phone box - electrical testing progress.
- x. High Green noticeboard – slab needs re-siting. Board needs replacing.
- xi. Mph roundels A38 Severn Bank. £300 (already allocated to the project) in reserve pending invoice.

**14 Date of next meetings:**

**Wed 20<sup>th</sup> March 2024, 7.30pm – Annual Parish Meeting of Residents  
Parish Council meeting afterwards**

**(St Denys' Church, booked)** (Avoids easter holidays). Meeting of the parish electors organised by the Parish Council. Electors freely contribute to the agenda. Meeting celebrates local activities and debate s current issues. It is an opportunity for parishioners on the Electoral Roll to raise any matters of concern to them that relates to their local community. It would be helpful to have written notice of any matters to be raised but it is not essential. (Annual Parish Meetings must be held between 1st March and 1st June each year)

**Wed 22<sup>nd</sup> May 2024, 7.30pm - Annual Meeting of Parish Council**

(Croome SOQ meeting room booked) (Avoids half term). Appointments take place for: chairman, vice-chairman, committee members and reps to other bodies. The public are cordially invited to attend to observe proceedings. (Standing orders state: In a year which is not an (parish) election year, the annual meeting of a council shall be held on such day in May as the council may direct. In a year which is a year of ordinary elections of parish councillors, the annual meeting of a parish council shall be held on, or within fourteen days after, the day on which the councillors elected at that election take office”). First item: Election of chair and sign declarations of office. Retiring/previous Chair will be in attendance in order to preside over first item only, as necessary.

**Wed 19<sup>th</sup> June, 7.30pm** - Finance Committee with full parish council present. (Croome SOQ meeting room booked)  
Annual audit accounts will be signed off at this meeting Residents may apply to inspect these once signed off by Cllrs.

**Wed 17<sup>th</sup> July 2024, 7.30pm** (Croome SOQ meeting room booked) (Avoids summer holidays)

**Wed 25<sup>th</sup> September 2024, 7.30pm** (Croome SOQ meeting room booked)

**Wed 27<sup>th</sup> November 2024, 7.30pm** (Croome SOQ meeting room booked)

**Appendix 1. Items already paid since last PC meeting:**

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

**AND Appendix 2 combined. Items for payment in January 2024 outstanding:**

19/12/2023	Mr Simon Bott	Lengthsman invoice Nov 2023	Nov worksheet	£288.45
19/12/2023	KIWA Ltd	Inspection and report Lighting Columns – Stonnall Close, Severn Stoke	I1501000022428	£648.00
19/12/2023	Mrs Lisa Stevens	Chairman Expenses	expenses to chair	£58.00
04/12/2023	Mrs Lisa Stevens reimbursement for Storage king invoice	Shredding of all remaining paperwork from parish hall upon demolition		£30.00
30/12/2023	Mrs Lisa Stevens	Clerk wage November 2023. declared to HMRC 20/12/2023	Month 9	£311.84
08/01/2024	Mr Simon Bott	Lengthsman invoice Dec 2023	Dec worksheet	£290.55
08/01/2024	Mrs Lisa Stevens	Ink Cratridges reimbursement	ST864686210	£26.39
09/01/2024	Scouts Kempsey 6th Worcester	Annual donation to entire scouting group	donation	£50.00
09/01/2024	SARA - Severn Area Rescue	Annual donation to flood search and rescue	donation	£50.00
tbc	Mrs Lisa Stevens	Expenses Jan 2024		
tbc	Mrs Lisa Stevens	Clerk wage December 2023. Declared to HMRC.	Month 10	£311.84



### **Appendix 3. Bund update received from The Environment Agency**

We have two suppliers that we are in final discussions with. The procurement process has taken longer than originally anticipated due to the scope having to change because of all this wet weather – originally, we were hoping to have all material on site by the end of the winter, that is now looking very unlikely due to the wet weather/ground conditions, so the supplier is going to have to work with material being imported during the construction phase. This doesn't change things too much, but we do need to account for this with the supplier selection.

In the next week or so, or at least when ground conditions are dry enough you will see us in Severn Stoke carrying out a site walk over with the suppliers. We haven't done this yet because of the flooding but this hasn't slowed down the procurement process.

The site clearance and Great Crested Newt trapping is scheduled to recommence in February, when conditions are suitable to get back onto site. At this time, construction is anticipated to start in the spring. I will have a further update for you at the end of the month with final details of who is going to be building the scheme. Thank you for your support with the scheme, I appreciate that yourselves the residents of Severn Stoke and Andy at the Rose and Crown have been hit badly by this flood event.

**Paul Jones B. Eng. (Hons), C.Eng., FICE.**

**Partnerships and Strategic Overview Advisor** | West Midlands

**Environment Agency**, Hafren House, Welshpool Road, Shrewsbury, SY3 8BB

### **Appendix 4**

Draft Fire Rescue Consultation response. Separate document.

### **Appendix 5**

Mowing draft contract and request for quotation. Separate document

### **Appendix 6 Clifton bin photo**



### **Appendix 7 Severn Stoke bus shelter photo**



### **Appendix 8 – Draft Parish Council grants policy (previously known as S137)**

end