

Please join us at our Annual Meeting of Residents of Severn Stoke and of Croome d’Abitot

hosted by Severn Stoke & Croome D’Abitot Parish Council

Wed **25th March 2026** 7.30pm
in **St Denys’ Church, Severn Stoke**

A normal parish council meeting will occur at St Denys’ straight after this community meeting.

a.	7.30pm start i. Vote for a Chair. <i>If residents do not nominate a Chair, the parish council will Chair as a courtesy.</i> ii. Introductions, points of order, apologies & declarations of interests. Apologies received from Cllr Hill and Cllr McEwan-Hill
b.	Open Forum. Residents may raise any matter without notice. Parking at Croome Court. Police representative B. Haynes has visited the area.
c.	Flood bund. Update on the project from WCC.
d.	Police. i. Guest: Peter Meredith, Rural & Business Officer Peter works in a civilian capacity alongside the local policing team to concentrate on rural crime. ii. Smart Water Message from PC Molly Smith – option for communities to request Security and Smart Water marking drop-in sessions.
e.	Reports from the County Councillor and District Councillors CCllr Martin Allen, DCllr David Harrison & DCllr John Michael
f.	Devolution – A reminder of the public consultation into the two proposals, running up to 26 March 2026. Devolution is the process of transferring certain powers, funding, and decision-making from central government to local authorities. The aim is to give local leaders more control over issues like transport, housing, skills, and economic development, so decisions can be made closer to the communities they affect.  “One Worcestershire” Option for a single unitary council to run all services for the county (qr code above or website below ¹)  Transforming Worcestershire Option for two unitary councils – a north and a south, to run all services for their part of the county. (qr code above or website below ²)

¹ <https://www.worcestershire.gov.uk/council-services/council-and-democracy/local-government-reorganisation-and-devolution>

² <https://www.malvernhillsgov.uk/about-your-council/local-government-reorganisation> <https://transformingworcestershireshire.co.uk/>

- g. *Reports have also been invited from (in no particular order):*
- i. National Trust – if not already covered above.
 - ii. Friends of St Denys’
 - iii. The Parish Hall Committee – Potential Hall Rebuild Project. In a recent meeting the Hall Committee discussed the potential to rebuild the village hall and agreed to fund initial investigations to determine whether a rebuild project is viable now that the flood bund is being built. This includes ground investigation and a simplified architect’s design to establish overall build costs.
 - iv. Lengthsman

h. **AOB and closing questions.** 8.30pm approx.

Close of resident’s annual meeting and opening of Parish Council meeting.

1. **Cllr’s declarations of interest. Points of order. Apologies.**

2. **Co-options of new cllrs as required, as per the co-option policy.**

Currently there are 6 vacancies on the parish council. Contact the Parish Clerk for more information

3. **Minutes 28th January 2026** – Motion to receive and approve.

4. **Planning matters**

- a. To receive and consider a response to any planning matters that have an expiry date before the next scheduled parish council meeting.
- b. Consultation: Worcestershire Waste Local Plan: Early baselining and engagement consultation. Motion to respond to the Waste Needs Assessment (WNA) which identifies how much waste is produced in Worcestershire, what type of waste it is, and how it is managed. Consultation response deadline: 15th April 2026.

5. **Parish Hall**

Note: The parish council leases the parish hall land from Savills on behalf of the Society of Merchant Venturers as Endowment Trustees for the St Monica Trust. The Parish Hall Committee, which is a separate charity and not part of the parish council, is responsible for all aspects of the hall.

- a. To note that Savills has received the Notice of Access* from WCC in relation to the parish hall site and car park. ** formal notification that council officials and their contractors require entry to exercise their legal duties ie bund construction, site compound.*
- b. Motion to inform residents that the parish hall site and car park will be closed to all public access until such time as WCC return access to the parish council post bund construction.
- c. Motion for Parish Council support in principle of the rebuild project being explored by the Parish Hall Committee.
- d. Motion to retain the parish council lease for the old parish hall land until 2033.
- e. Motion in principle to seek to extend the parish council lease beyond the current contractual term.
- f. Motion to approve that the Parish Hall Committee seek to submit planning in the name of the Parish Council (to take advantage of the lower fees charged).

6. **Finance and admin**

- a. To consider/motion to approve **payment of accounts** made in the previous month. App1
- b. To consider/ to approve payment of **outstanding accounts** this month. Including standard months accounts and invoices for Clerk wages/expenses, monthly lengthsman. App1
- c. Review of the parish emergency flood plan to include updated details.

Audit

- d. Motion to appoint the internal auditor P.Moore for the 2025/2026 internal audit.
- e. Review and consider effectiveness of internal financial controls.
- f. Parish Clerk has reviewed all policies to update parish council contact details and published them on the parish website and Sharepoint.
- g. All parish council assets have been inspected and the asset register updated as required.

Finance and admin continued

h. Motion to approve Assertion 10 in readiness for audit. A mandatory declaration for parish and town councils focusing on digital and data compliance, ensuring proper governance of IT, data protection, and website accessibility:

- 6.
- ✓ 1 - Email Management .gov.email and council owned domain.
 - ✓ 2 - Website Compliance. Website complies with Accessibility Regulations 2018 and documents are published in line with the Freedom of Information Act 2000 and the Transparency Code for smaller authorities.
 - ✓ 3 - Data Protection. Councils must comply with UK GDPR and the Data Protection Act 2018, acting as both Data Controllers and Data Processors.
 - ✓ 4 - IT Policy. PC must have an IT policy outlining safe and secure use of IT equipment and software.

7. **Closing questions.** 9.00pm approx.

8. **Date of next parish council meeting.**

Wed 20th May 2026, 7.30pm - Annual Meeting of the Parish Council

Appendix 1 Payments made and to be made this month and last

02/02/2026	Mr T Hughes	Lengthsman invoice Jan 2026.	£373.50
20/02/2026	WJP Software Limited	WCS STANDARD ANNUAL SUPPORT website domain email. VAT £51	£306.00
20/02/2026	Mrs L Stevens	Malwarebytes renew subscription	£39.99
06/03/2026	Thomson & Bancks LLP Solicitors	Hall site correspondence. VAT £99	£594.00
20/02/2026	Worcestershire CALC	1 Councillor Training Cllr MEH. VAT £8	£48.00
20/02/2026	Mrs L Stevens	Expenses & HWA (£26) February 2026	£35.21
02/03/2026	Mrs L Stevens	Clerk wage Jan paid in Feb 2026.	redacted
17/02/2026	Bank account service charge	Bank monthly fee	£4.25
06/03/2026	Mr T Hughes	Lengthsman invoice Feb 2026.	£432.40
06/03/2026	Severn Stoke Brownies	Annual donation on behalf of YP of parish	£50.00
06/03/2026	6th Worcester Kempsey Scouts	Annual donation on behalf of YP of parish	£50.00
06/03/2026	SARA - Severn Area Rescue	Annual donation on behalf of parish during bund construction.	£50.00
To be paid before 31/03/26	Mrs L Stevens	SOQ room hire reimbursement of fees for all of 2025.	£180.00
To be paid before 31/03/26	Mrs L Stevens	Flood bund meeting room hire 13th March reimbursement of fees	invoice to be received not more than £30
To be paid before 31/03/26	Mrs L Stevens	Expenses & HWA (£26) March 2026	£36.00
To be paid before 31/03/26	Mrs L Stevens	Clerk wage Feb paid in March 2026.	redacted
To be paid before 31/03/26	Bank account service charge	Bank monthly fee	£4.25