

**Minutes of the bi-monthly meeting  
of Severn Stoke & Croome d'Abitot Parish Council  
Wednesday 20<sup>th</sup> July 2022 at 7.30pm  
At St. Denys' Church, Severn Stoke**

**Present:** Parish Cllr Freeman (Chair), Parish Cllrs Faulkner, Garrard, Halling, Preston and Williams.

**In Attendance:** Mrs L Stevens (Clerk and RFO).  
District Cllr David Harrison, District Cllr John Michael. County Cllr Martin Allen.  
SS (Lengthsman), JH (St Denys' Churchwarden), RM, LH and RH (Parish Hall Committee),  
MF (National Trust). JR member of public.

**Apologies:** Parish Cllrs Cox and Seward.

**No questions at public open forum.**

**1&2** **Declarations and points of order.** Cllrs know in passing the resident as candidate for co-option.

**3** **Co-option to fill up to 2 out of 4 vacancies on parish council.**

**a** **To receive written or verbal applications for the office of Parish Councillor.** The clerk had previously distributed for inspection a valid application form received from one applicant.

**b** **To welcome individual candidates, make introductions and offer/receive questions.** Jayne Rowe spoke to introduce herself and to answer questions from the cllrs.

**c** **Motion to co-opt candidates (max 2) onto the parish council with immediate effect.** Prps: RH. Scnd: RG. **Unanimous co-option.** Cllr Rowe was warmly welcomed and invited to join the table.

**d** **Completion of paperwork upon appointment. Any immediate declarations of interest.** No immediate declarations. New cllr pack provided along with MHDC declaration of interests form. *(nb the other two existing vacancies will be available for co-option in September)*

**4** **Minutes** – to consider the approval of the minutes of the meeting held on 25<sup>th</sup> May 2022. Duly **approved.** Prps: SF. Scnd: RH.

**5** **Councillors' Reports**

**a** **Cllr Allen.** Funding for the Astons Upton to Tewkesbury bus service has been extended until into September. A boundary review for county cllrs will be conducted in readiness for the 2025 election – await further details. Highways material costs have increased by 33%. Cones placed along the road at Croome London Arch are illegal and will be removed by Highways. No complaints have been received about the existing yellow lines. The clerk was **instructed** to contact Rob Rich (MHDC) and request that enforcement of the yellow lines begin. 'No parking' signs will be put up by the County Council once the district council begin enforcement. The local minerals plan was approved last week. (Post meeting - the clerk later clarified concerns relating to exclusion zones). Parish Cllrs asked for confirmation of the start date for the flood bund construction. Cllr Allen had received information that due to a probable wet autumn, construction would not start before spring 2023. The clerk was **instructed** to write to the Environment Agency and state the parish council's serious concern that homes, the pub and the church will in all likelihood flood again in January 2023 and to ask why they are not accepting locally sourced material. A public meeting for residents, parish council, planners, developers, WCC, MHDC, David Prosser, CIC and village hall was desirable. Prps: PP. Scnd: RH.

Clerk

Clerk

**b** **DClr Harrison / DClr Michael.** Ketch roundabout will overrun completion schedule and will have no cross hatching and no 'keep clear' – MHDC has raised safety concerns. The underpass is still waiting for cameras. Waste collections during heat wave have been starting early and this has been working well. Initiative for free garden bins and food waste collection has been shelved. Encourage parish council to respond to the latest district council boundary review. The Commonwealth Games baton will be coming through the area on Friday. 201 Ukrainian refugees have been housed in the district, with another 100 due to arrive. The Malvern Car Club continues and is an opportunity where 3 people can get together for £20 per month and share a car. DClr Michael will pursue the matter of the overgrown hedge along the A38 and also the fly tipping at Knights Hill. He will liaise with Rob Rich at MHDC.

DClr  
Michael

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- 6 Planning**
- a **Stonnall Close unadopted land (Calor Gas and Persimmon). Debate and Motion relating to future involvement. Parish Council currently has no responsibility to this land or vegetation.** Introduction provided by the clerk as a review of recent events. Correspondence has been received from a resident of Stonnall Close stating that the parish council should take on maintenance of the unadopted land on which the gas tanks stand and, that the parish council should also pay for immediate maintenance of the hedge along Birch Lane. Cllr RW considered that the residents' own solicitors should have highlighted the lack of ownership of the land and that therefore it is a matter for the residents to pursue with MHDC. Cllrs considered that the fact that the PC originally suggested open space as part of this development is not relevant and does not result in ownership/maintenance responsibilities and, that MHDC should focus on their lack of planning enforcement (i.e., enforcing the requirement that Persimmon should take on ownership of the unadopted land within a set number of years) on this site. **Motion:** that the unadopted land on Stonnall Close is not parish council responsibility. Prps: PP. Scnd: RW. **Unanimous, carried.** DCllrs to try to progress this matter with Rob Rich and look at original planning conditions. DCllrs
- b **Update on previous planning applications including D493 Notification of a Public Path Diversion Order - Footpath SS-500(part), formerly Footpath 1, in the parish of Severn Stoke, Worcestershire.** The clerk was **instructed** to approach MHDC and ask where the stumbling block is with regard to completing the Severn Way. Clerk
- c **Standing Item: To consider and as required, arrange an extra ordinary parish council meeting for planning applications received after date of publication of this agenda.** Nil items.
- 7 Speed, parking & traffic concerns** *Discuss and formulate Motions not requiring written notice*
- a **Vehicles Activated Speed Signs (VAS)**
- i. **High Green.** 26,079 vehicles, with max speed of 55 miles at 8.40pm 25/05/22.
- ii. **Severn Stoke/Clifton.** The VAS continues to be moved between the two villages regularly. **Community speed watch update.** The clerk is still awaiting completion of outstanding forms from volunteers and dates for training from operator. Clerk
- b **'Unsuitable for HGVs' signs for Birch Lane and Birch Green Lane.** Highways have approved this request from the parish council. Installation due by end September 2022.
- c **Deer warning signs and distance plates between Kinnersley and Kerswell Green.** Highways have approved this request from the parish council. Installation due by end of September 2022.
- d **Replacement bollards Severn Bank.** Installation due within 2 months.
- 8 Group/Committee updates**
- a **Parish Hall /Parish Hall Committee update. To welcome the Hall Committee with a proposed scheme for the parish hall.** RM gave a presentation to the parish council. An architect had been commissioned and a feasibility scheme with outline costs has been arrived at. Hall committee would like opportunity to further present this plan as an idea of what is possible at a future committee meeting. This option for design would be for building on existing site and raising the hall in line with the flood bund spec. Feasibility study shows that the current site is viable and that the floor of the hall can be raised without impacting the roof level. Parish Council support would be welcomed before the Hall Committee AGM in early September 2022 and in order that the committee can progress to the stage of outline planning permission. Clerk to send round list of dates for either a committee meeting or informal meeting for late August. An Extra ordinary parish council meeting could take place on 31<sup>st</sup> August. Clerk

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- b **Severn Stoke Flood Action Group. Motion to approve the Severn Stoke Flood Evacuation Plan.**  
Cllrs asked the District Cllrs to double check who has responsibility for maintaining the flood bund. The Chair recommended the current flood evacuation plan as being a best guess considering the unknowns and the fact that the bund is not yet built. Cllrs confirmed that the plan is as far as the parish council can go at this present time and that once adopted, the plan can be reviewed once the bund is completed. Cllr Seward and Cllr Freeman to review the existing budget with regard to items of expenditure within the plan. **Motion** to adopt the flood evacuation plan. Prp: SF. Scnd: RW. Unanimous. Next steps will be dependant on bund completion. Residents at risk of flooding will be asked to sign up to the plan, in order that their details be passed to emergency services at times of flood. Clerk/Cllr Seward to approach Severn Stoke village land owners to ask if a flood evacuation notice board could be placed in a central location in order to display the evacuation plan and any local alerts.
- Cllrs  
Seward  
&  
Freeman  
  
Clerk  
  
Cllr  
Seward

***Motion** to suspend standing orders in order to allow public participation for the next item. Duly carried.*

- c **Croome Liaison Group (consisting of parish, district and county cllrs and NT reps). Update from the clerk and Motion from Cllrs to fold the group.** With the prior consent of all members of the liaison group, councillors considered the proposal by the Liaison Chair District Councillor David Harrison (in attendance), that the Croome Court Liaison Group be formally disbanded with immediate effect. Parish councillors considered resident correspondence and the verbal advice of their own advisory body (the Worcestershire County Association of Local Councils) and examined the nature of the group - originally formed by Malvern Hills District Council in order to clarify the details of Croome Court planning applications. Since that time, the process for seeking pre-application advice has been streamlined by the district councils and so the function of the liaison group has become less essential. Additionally, the National Trust has set up a Croome Residents Liaison Group at which members of the public can receive and supply information relating to local planning matters. The parish council will also continue to debate in public those planning applications made within the parish, including those relating to Croome. The Croome Court Liaison Group was therefore formally disbanded (Parish Council votes as follows: Prps: RH. Scnd: RW, unanimous) and no further meetings will take place. The parish clerk was thanked for her voluntary efforts in supporting the group and the National Trust was thanked for their free hospitality. National Trust staff were warmly invited to continue attending parish council meetings (open to the public). The clerk was **instructed** to formally write to MHDC to inform them that the group had been discontinued and to ask that any record/ resident correspondence relating to clerk involvement is clarified of all ambiguity.
- Clerk

***Motion** to reinstate standing orders in order to allow public participation for the next item. Duly carried.*

- d **National Trust**  
A meeting will take place later this year to discuss options for the disabled changing space at Croome visitor centre and a ten-year plan for improving facilities.

- e **High Green Phone Box Working Party** (all Members at present).  
To consider and Motion to sign BT contract for adoption of High Green phone box for £1.00. Cllrs rejected the motion on the basis of lack of information about what the booth could be used for. Cllr Freeman and the clerk are to put together a consultation of residents asking them if they would like the parish council to adopt the noticeboard and what uses they would like to put it to.
- Clerk  
Cllr  
Freeman

- f **High Green Noticeboard Working Party.** The clerk had forwarded measurements to the Cllrs and was in the process of ordering a new backing board.
- Clerk

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- g **Milestone Working Party.**  
Thanks to outgoing Cllr Paul Sturgess for his contribution towards this project. A new mile plate had been received and will be fitted shortly with the assistance of local volunteers. Cllr Freeman
- h **St Denys' update.**  
There remains a hole in the roof due to lead thieves. Three quotations for repairs gave varying responses of up to £87,000. The project will go out to tender again. A number of other repairs are required to the church and grants are being sought for these. The conservation officer at MHDC S.Lowe has been contacted for suggestions.
- i **Police / PCSO.** Motion to approve a PC response to the Crime Commissioner annual questionnaire. Duly **approved**. The new PCSO is Brendan Knight and the new deputy Police Crime Commissioner is Paul Middleborough, previously our Croome division rep at County Hall.
- j **Lengthsman** The Lengthsman was welcomed to the meeting and confirm in answer to a previous question that no VAT was payable on the mower fix, to which the PC contributed. Simon gave a brief round up of his recent work in the parish and was thanked by the parish councillors. The staffing committee are due to review mileage payments for the Lengthsman in September and Simon welcomed this, as at present he pays all his mileage out of his own expenses. Staffing comm. Clerk
- 9 **General Finance and Administration**
- a **To consider/motion to approve payment of accounts made in the previous month** Appendix 1. Prps: PP. Scnd: RG. Carried.
- b **To consider/motion to approve payment of outstanding accounts July 2022.** Appendix 2. Prps: RH. Scnd: SF. Carried.
- c **To receive the latest bank reconciliation.** Prps: RH. Scnd: SF. Carried.
- d **To note that the annual return has been published on the PC website and all required documentation submitted to PKFLittleJohn External Auditors.** Duly noted with thanks.
- e **To consider date of next staffing committee meeting. Ref Clerk annual appraisal.**  
Date set. Cllrs noted the clerk's report of verbal abuse from residents and asked that an item to consider tackling abuse of those in public office be added to a future agenda. Clerk Cllr Rowe
- 10 **Correspondence, dates for diary, items for future agenda – Nil**  
Clerk to send DCllr JM details of the overgrown tree in the bungalow garden Knights Hill. Clerk

**Next Parish Council meeting Wednesday 21<sup>st</sup> September 2022, 7.30pm at Croome SOQ meeting room.** The public and press are welcome to attend this meeting.

Signed ..... Chairman

.....Date

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**Appendix 1 Items already paid June/July 2022 since last PC meeting:**

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

06/07/2022	Information Commissioner	Annual Subscriptions (legal requirement) direct debit.	£35.00	VAT nil
13/06/2022	Larry Freeman	Reimbursement noted but not formally listed in May agenda. Paid out of Chair allowance.	£48.60	VAT nil
13/06/2022	J Hudspith	Internal audit fee	£100.00	VAT nil
13/06/2022	Mr Simon Bott	Equipment repairs. PC to reimburse Simon half amount of invoice as contribution towards tool damage when clearing flood debris at parish hall. Approved during meeting in May 2022.	£45.00	VAT nil.
13/06/2022	Mr Simon Bott	Lengthsman invoice May 2022	£272.00	VAT nil
12/07/2022	Mr Simon Bott	Lengthsman invoice June 22	£272.00	VAT nil
13/06/2022	Mr Simon Bott	Parish Hall Mowing May 2022	£68.00	VAT nil
30/06/2022	Mrs Lisa Stevens	Clerk wage May 2022	294.16	VAT nil

**Appendix 2. Items for payment July 2022:**

St Denys'	Room and site hire for 2022/2023 financial year. NB. Cllrs to check whether PCC or Friend's of St Denys' should be in receipt of this.	£500.00	VAT nil
Mr Simon Bott	Parish Hall Mowing June 2022.	£34.00	VAT nil
Mrs Lisa Stevens	Expenses June and July 2022. Paper, Stamps and printing ink (Stinky Ink invoice shared with Grimley. £5.99 for SSPC)	£25.94	VAT £1.00
Mrs Lisa Stevens	Clerk wage June 2022 (Nb paid one month in arrears each time)	£294.16	VAT nil

