

**Minutes of the Monthly Meeting of
Severn Stoke and Croome d'Abitot
Parish Council**

Wednesday 10th June 2026,
At Croome National Trust SOQ meeting room
The meeting commenced at 7.40pm

Parish Councillors: (# absent with apologies, ## absent without apologies)

Cllr Richard Hill (Chair)	(rep for Severn Stoke parish ward)
Cllr Ian Daly #	(rep for Severn Stoke parish ward)
Cllr Laura McEwan-Hill	(rep for Severn Stoke parish ward)
Cllr Pat Preston	(rep for Severn Stoke parish ward)
Cllr Ray Williams #	(rep for Severn Stoke parish ward)
Cllr Simon Bott	(rep for Croome parish ward)

6 Vacancies for immediate co-option. The quorum is 4 parish cllrs.

Responsible Financial Officer, Proper Officer and Parish Clerk Lisa Stevens

Other community representatives and residents: 0 in attendance.

31/26 Welcome, introductions and points of order

- i. Declarations of interest. Nil.
- ii. Points of order. Nil.
- iii. Apologies, including Footpaths Volunteer RH and as above. Duly **accepted**.
- iv. Adjustments required to facilitate participation. Nil.
- v. **Open Forum.** Nil residents present.
- vi. **Resolved. Motion** to approve the minutes of 20th May 2026. Prps: LMH. Scnd. RH.
Duly **approved**.

32/26 Planning and Enforcement

- i. M/26/00818/FUL Coventry Barn, Severn Stoke, Worcester, WR8 9JA. Change of use from a private dwelling (Class C3) to a care home (Class C2) for four children. **Resolved. Motion** to object. Prps: RH. Scnd: PP. Duly **approved**. Reasons: Unsuitable access arrangements on private drive, intensification of use and consequent lack of parking, adequacy of the site's access arrangements onto the A38, Paragraph 17 of planning statement presents an inaccurate assessment of the accessibility of local amenities and overstates the sustainability credentials of the location.

33/26 Audit Finance for the year ending March 2026

- Purpose: To consider/Motions to approve procedures/paperwork in connection with the Annual Governance Audit Return (AGAR).
- The process is to receive, consider, approve and complete each section in the correct legal order. Guidance for the completion of the Annual Return states that the Annual Governance Statement and the Accounting Statements can be considered and approved at the same meeting, as long as it is a meeting of the full authority and that it is clear from the minute references that the Statements were approved in the right order.
- The authority must approve Section 1 Annual Governance Statement before approving Section 2 Accounting Statements and both must legally be approved before 1st July.

33/26 Audit Finance for the year ending March 2026

a. To note	Step 1.1 – Clerk prepares and signs Section 2 of the AGAR – the Accounting Statements – Done.
b. To note	Step 1.2 – Accounts are provided to Internal Auditor & received back by the date of this meeting – Done
c. Receive, consider & VOTE	Step 2.1 - Internal Audit To receive and note internal audit review conducted by Mr. P. Moore and to consider findings. Motion to accept findings and internal audit. Prs: LMH. Scnd: PP. Duly approved . Minute ref 10/06/2026_33/26c_step 2.1
d. Consider and VOTE	Step 2.2 - Internal review & The Annual Governance Statement (Section 1) Members to consider and review the effectiveness of internal checking procedures/audit conducted across the entire year, before confirming compliance with all assertions of the Annual Governance Statement. Nb. The annual Governance Statement (Section 1) is considered and approved but not signed, with an explanation of any 'No' responses and a description of how the authority will address the weaknesses identified. Motion to accept findings and to confirm compliance with assertions (as relevant) and to approve (but not sign) Section 1 - the Annual Governance Statement. Prs: LMH. Scnd: PP. Duly approved . Minute ref 10/06/2026_33/26d_step 2.2
e. Receive, consider and VOTE	Step 2.3 - The Accounting Statements (Section 2) Clerk to read the Accounting Statement (Section 2). The Clerk as RFO asserts that she has signed these before the meeting. These are received, considered and approved by the full council (but not signed by the council at this time). Motion to receive, accept and approve (but not sign) Section 2 - Accounting Statement. Prs: SB. Scnd: LMH. Duly approved . Minute ref 10/06/2026_33/26e_step 2.3
f. Consider and VOTE	Step 2.4 – The certificate of exemption Cllrs should consider whether to complete a Certificate of Exemption from submission to the External Auditor due to being under the £25,000 threshold. This does not exclude the parish council from completing Accounting Statements. No Motion , as this parish council is not exempt for this financial year. Minute ref 10/06/2026_33/26f_step 2.4
g. Signature	Step 3.1 – Signatures Following approval, the Chair and Clerk of the meeting sign the Annual Governance Statement (Section 1) and the Chair signs the Accounting Statements (Section 2). Duly conducted. Minute ref 10/06/2026_33/26g_step 3.1
h. To note	Step 3.2 - To note that the statement of accounts is unaudited externally. Purpose: To formally record that the accounts have not undergone external verification by a qualified professional, as the parish council falls under the threshold/criteria for a formal external review for this financial year. This option is available for smaller parish councils with limited income and limited outgoings. Such councils are still required to prepare accounts and comply with transparency requirements. The formal internal review by a qualified professional remains in place and has been conducted. Duly noted.
i. To note	Step 4.1 - RFO sets the commencement date for the exercise of public rights. Purpose: To note the notice of commencement of the period for the exercise of public right: A period of 30 working days set by the smaller authority and including the first 10 working days of July. Commencing on 29th June 2026. End on 07 th August 2026. Date of notice: no later than 28th June 2026. Duly conducted. Minute ref 10/06/2026_33/26i_step 4.1
j.	~~Step 5.1 – The Certificate of Exemption is signed by the RFO and Chair.~~ N/A
k. To note	DEADLINE for submission – The completed annual return and notification of date of commencement of period of public rights must be sent to PKJ Littlejohn by the RFO before 1st July 2026 (step 6). Duly noted.
l. To note	DEADLINE for publication – To note that all documents relating to the AGAR must be published by the RFO on the official Gov parish council website and that the accounts must be published on the parish noticeboards before the commencement of exercise of public rights. IE before 29 th June 2026 in this case. Duly noted.

Councillors thanked the Clerk for her diligence in this matter.

34/26 Finance, admin and training

- i. **Co-option recruitment and training, with a view to filling 6 vacancies.**
 - **Recruitment leaflets** were approved. **Action:** Clerk to place on website and social media. **Action:** Cllrs to conduct a leaflet drop. **Action:** Clerk to print leaflets out once LMH has conducted final edits. Leaflets to be printed on thick paper/card, so as to make letterbox drops easier and safer. Leaflets to reference "Meet the Parish Council".
 - **"Meet the Parish Council". Action:** Cllrs Hill to attend Rose and Crown and enquire about a Saturday afternoon social event aimed at encouraging residents to find out more about what a parish council is about. Bouncy Castle hire duly approved at threshold of £350 plus VAT, tea, coffee and cake (pub to be asked to host).
 - **Motto idea** "Could you put the OK into Severn Stoke and Croome d'Abitot"
- ii. **Resolved. Motion** to consider/motion to approve payment of accounts for this month and the previous month. Prps: PP. Scnd: LMH. Duly **approved**. Appendix 1.
- iii. **Resolved. Motion** to receive and approve the latest bank reconciliation/quarterly report (as applicable). Prps: LMH. Scnd: SB. Duly **approved**.
- iv. To note that renewed insurance documents have been received and loaded to Sharepoint.
- v. To note the deteriorating condition of the noticeboard at High Green, to instruct a Cllr to compile a spec and to instruct the Clerk to seek quotes. **Action:** Cllr Hill to investigate options. **Action:** Clerk to request grants from Gosia (EA) and Savills. **Action:** Clerk to remember to salvage carved headboard from the noticeboard.

35/26 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

- i. **Severn Stoke sharp bend VAS** – has been repaired by Cllr Daly and assistants. **Resolved. Motion** of thanks to Cllr Daly – the savings to the parish in this instance have been several thousands of pounds. Prps: PP. Scnd: LMH. Duly **approved**.
- ii. **For information.** Letter sent to High Green residents from National Trust ref car park progress.
- iii. **For information.** CCllr Martin Allen has been in contact with Highways ref the badly overgrown footway between Clifton and Severn Stoke. Cllr Hill met with TC (Highways). County Council budget for this works looking unlikely.
- iv. **For information.** CCllr Martin Allen has added the Kinnersley pavements to the Highways lists of works. Timescales unknown, as the paths are worn but not dangerous. The Clerk has also reported this matter: #113105. tracker 8518.
- v. **For information.** Community recognition awards and lifetime achievement awards have been issued by MHDC to many faces around the parish including SB and JH. Congratulations to all.
- vi. **For information.** Golden Mile Daffodil Project Report from Cllr Bott. *"Thank you for the donation. We have placed an order for 3,000 Carlton variety bulbs which will be delivered in September for planting during the Autumn. I will be working hard to find volunteers of one sort or another for a Planting Day on Friday 16 October"*.
- vii. **For information.** Loose manhole cover (#113107) and broken kerbstones (#113108) Severn Stoke A38 have been reported to Highways

36/26 Date of the next meeting. Wed 15th July 2026 7.30pm. Croome NT SOQ meeting room.

Signed Chairman

.....Date

Contact the parish clerk if you would like to receive agendas or minutes by email.

Proper Officer, RFO & Parish Clerk: Mrs Lisa Stevens, 9 The Limes, Kempsey, WR5 3LG.
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New website: <http://severnstokeandcroomedabitot-pc.gov.uk>

Notes to minutes – Terms

- Once approved, the Motion/decision is called a “resolution”
- Resolved – Where a decision is made about a Motion.
- Duly Approved – Motions where a formal vote took place, accepting the Motion.
- Duly Accepted/Agreed – Motions where no formal vote took place but the action/recommendation within the Motion or debate is to proceed. Usually for non-financial matters or for items already agreed as part of an existing budget.
- Declined – Motion where a formal vote took place, with the Motion rejected.
- Duly Noted – Information not requiring a vote.
- Abstentions or votes against a Motion will be noted but the minutes will NOT always show individual names, unless Councillors have declared an interest and the transparency of that interest must be maintained.

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

Please take a moment read the council's privacy notice, which explains how we use and look after your information and your rights. This document is available via the website above.

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

25	Mrs L Stevens	Minute binding trial copy	Reimbursement of springback minute binder for minutes 2024 - 2008.		£34.40
26	Mr T Hughes	Lengthsman Invoice May 2026	May-26		£373.95
27	Mrs L Stevens	Expenses including H.Working	Jun-26.		£26+
28	NEST Pension		June payment for June wage		£31.13
29	HMRC Shipley	EmployER Income tax payment	June payment for May Wage		£4.17
30	HMRC Shipley	EmployEE Income tax payment.	June payment for May Wage		£27.40
31	Mrs L Stevens	Clerk wage	June payment of May Wage		Redacted
32	Bank PLC	Bank account service charge	May charge paid in June.		£4.25
33	Mr I Dalv	Severn Stoke Sharp Bend VAS repairs	Marlec invoice	£47.50	£187.47
			Batteries Direct	£139.97	

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