
AGENDA

SEVERN STOKE BUND

6.30 – 7.30 WEDNESDAY 29/01/2025.

ST DENYS CHURCH, SEVERN STOKE, WR8 9JQ

Tea/coffee will be available

1. Welcome and Introductions (Chair – County Councillor Martin Allen)
2. Apologies
3. WCC report on progress, future timeline, confirmation that Ham Lane works is ready to go and funds are still in place, plus any other comments (County Councillor Emma Stokes and Rachel Hill WCC)
4. EA Report (Charlie Chandler/Nick Green)
5. Questions (30 minutes)
6. Date of the next meeting AOB
7. Tea/coffee/biscuits break
and then the parish council monthly meeting will proceed (agenda overleaf).

Invitation sent out to:
Emma Stokes WCC
John Hobbs WCC
Matt Maginnis WCC and Rachel Hill WCC.
Dame Harriet Baldwin MP with Mr Edward Davies
District Councillors David Harrison and John Michael - MHDC
Severn Stoke Parish Council
Mr John Henderson – St Denys.
Mr Normal Snowball – Severn Stoke FLAG.
Charlie Chandler and Nick Green EA.

Monthly Meeting of Severn Stoke & Croome D'Abiotot Parish Council

A grouped parish council comprising of the two Parish Areas of Severn Stoke and of Croome d'Abiotot

**Wed 29th January 2025, to start no earlier than 7.30pm
St Denys' Church, Severn Stoke**

Date of publication of this notice: 20 November 2024

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'Abiotot Parish Council will be held on Wednesday **29th January 2025 at no earlier than 7.30pm** at St Denys' Church, Church Lane, Severn Stoke Village, Worcestershire, WR8 9JQ. What3Words location: ///flick.racetrack.lecturers



Lisa Stevens, Clerk & Responsible Financial Officer. 9 The Limes, Kempsey, WR5 3LG.
07950256363. parishclerk@severnstokeandcroomedabitot-pc.gov.uk



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to access all documents
including this agenda



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.
- 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.
- 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.Reggs/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.

<https://e-services.worcestershire.gov.uk/MyParish/>

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, searching 'S' for Severn Stoke and then selecting 'publications'.

Severn Stoke and Croome d'Abitot Parish Council agenda for Wed 29th Jan 2025, 7.30pm

1	<p>Welcome and general admin (3 mins)</p> <ol style="list-style-type: none">Points of order.To consider any apologies for absence.To consider any declarations of interest.To accept the minutes of the previous meeting – 27th Sept 2024.Acceptance of written reports from District and County Councillors <p>- Report received from DCllr John Michael</p>
2	<p>Planning and Enforcement - <i>to consider, comment and resolve to respond to the following applications or enforcement matters.</i></p> <ol style="list-style-type: none">M/24/01352/LB <i>The Annexe, The Great Barn, Dunstall Earls Croome WR8 9DF – Two story side extension.</i> No concerns have been raised and no comments received from the public.Update on Croome NT planning applications. – nil received from MHDC at time of publication.Standing Item: To consider (and as required, arrange an extra ordinary parish council meeting) planning applications received after date of publication of this agenda.
3	<p>English Devolution White Paper (3 mins)</p> <p>Forthcoming merger of District and County councils and implications for parish councils. Clerk is attending WCALC training 4th Feb.</p>
4	<p>Parish Council submissions to the Lengthsman Scheme (3 mins)</p> <p>The WCC grant has been fully claimed for this financial year, as predicted and accepted by PC in previous budgets and forward planning. Motion to continue to submit monthly invoices to lengthsman scheme so that they are aware of the level of work being undertaken and consider in future budgets.</p>
5	<p>Parish Hall (3 Mins)</p> <ol style="list-style-type: none">Clerk progress with public consultation re lease of land. Results will be published in Feb. Defford and Sandford residents report non receipt of copies sent via royal mail. Clerk has emailed copies out. Deadline for responses will be kept flexible to allow for this.Mowing contract – Clerk has requested a quotation from contractors. 1 has indicated that they will provide a response. Will need to add a break clause in case of cessation of contract in Autumn – pending decision about future of land.
6	<p>Parish Council website and development of use of social media (5 Mins)</p> <ol style="list-style-type: none">Next steps website development.Progress exploring purchase of video conferencing and microphone recording.Social media and community engagement – Motion to approve co-option advert.Parish Council will be 70 years old this May. Celebrations and reflect in new logo?Receipt of NT approval for use of Panorama as parish council logo, subject to final approval of design. Motion for thanks.
7	<p>Phone box maintenance High Green (5 Mins)</p> <p>Motion to approve one quote and appoint contractors.</p> <p>Quote 1 – S. Edwards (phone conversation and not a site visit) for £2500 (including VAT). Plus option purchase of plexiglass kit for approx.£1000. Complete overhaul with windows removed and replaced.</p> <p>Quote 2 – Outstanding. S. Norton has visited the booth – quote not forthcoming.</p> <p>Quote 3 – Copes: £732.00 - rub down, clean, base coat, top coat and lacquer.</p> <p>Quote 4 – D J Amphlett: £646.94 - sanding/cleaning/painting undercoat and top coat, gold paint on crown, oil on hinges.</p> <p>Considerations:</p> <ul style="list-style-type: none">- County Council grant of £1000 can be applied for in May 2025.- Permissions required: A pre-application Listed Building Consent application has been submitted to MHDC for approval by the Clerk. No charge is applicable to parish councils.

8	<p>Bench maintenance Severn Stoke village (5 Mins)</p> <p>Motion to approve one quote and appoint contractors.</p> <p>Quote - D J Amphlett £173.97 - Strip and sand the bench by hand including the metal legs, wipe over in preparation for painting. Paint the legs with black hamerite exterior paint and paint the wooden slats with a Ronseal exterior Natural oak wood stain.</p> <p>Considerations:</p> <ul style="list-style-type: none"> - County Council grant of £150 has been offered if the project can be completed asap and the grant applied for by the end of March 2025 (via the lengthsman's grant scheme)
9	<p>General Finance and Admin (5 Mins)</p> <p>a. To consider/motion to approve payment of accounts made in the previous month. App1.</p> <p>b. To consider/approve payment of outstanding accounts this month 2024 incl. Clerk expenses. App1</p> <p>c. To receive the latest bank reconciliation and quarterly report</p> <p>d. To receive Clerk monthly timesheet.</p> <p>e. To sign bank mandate to close saving account (to avoid monthly bank charges).</p> <p>f. Motion to approve purchase of Malwarebytes for laptop £39.99.</p> <p>g. To note that the precept 25/26 £14,000 has been requested and acknowledgment received MHDC.</p> <p>h. Cllr Freeman going to assist Clerk with writing monthly parish mag submission.</p> <p>i. Clerk is arranging repairs/replacement battery for parish council laptop. Costs falls within delegation to clerk policy. Cllrs will be fully informed before any purchase.</p> <p>j. To appoint a Cllr to keep back up hard drive of PC records.</p>
10	<p>Confidential session - motion and resolution to move into a closed session without prejudice and exclude members of the press and public because of the confidential nature of the business to be transacted. Lengthsman contract 2026/2027</p>
11	<p>Correspondence, dates for diary, items for future agenda. (3 Mins)</p> <p>Cllrs may use this opportunity to report minor matters of info not included elsewhere on the agenda:</p> <p>a. Knights Hill parking/access to driveways Courtesy parking signs (1 Min)</p> <p>To note that Signomatic has sent their apologies for the delay. They misplaced the order over Christmas.</p> <p>b. Croome National Trust proposal (v.early stage proposal) for reduced price entry for public bus users.</p> <p>c. Future agendas:</p> <ul style="list-style-type: none"> - Resident request for a reduced speed limit at Croome to 30mph. Scoping request to Highways has suggested that any amendment to speed limit should wait until results of yellow line trial. - National Highways: disruption caused to A38 communities during M5 night closures. - Improving Broadband for the parish – resident enquiry - Flooding at Kinnersley – Highways have declined involvement and have asked the PC to refer the enquiry to the land drainage team at the district council to investigate and action as necessary.
12	<p>Date of next scheduled meeting: Wed 26th March 2025, 7.30pm – Annual Parish Meeting of Residents of the Parish Areas of Severn Stoke and of Croome d’Abitot. Venue: St.Denys’ Church, Severn Stoke. A standard Parish Council meeting will occur afterwards, same venue.</p>

Appendix 1a. Items for payment/already paid

28/11/2024	Prysmian Cables and Systems Ltd	£10 test to new payee - prior to payment of full invoice	10.00
28/11/2024	Prysmian Cables and Systems Ltd	SSCDA 100124. Stonnall close light column replacement. £1555.90 plus VAT	2,662.58
31/11/2024	PCC	Annual donation towards grass mowing etc	500
12/12/2024	Mr Simon Bott	Lengthsman invoice Nov 2024	362.70
18/12/2024	Mrs Lisa Stevens	Home working allowance and expenses	44.53
18/12/2024	HMRC Shipley		5.20
31/12/2024	Mrs Lisa Stevens	Clerk wage November.	303.12
03/01/2025	Mr Simon Bott	Lengthsman invoice Dec 2024	287.15
03/01/2025	Worcestershire CALC	Parish Hall Committee charity law training	42.00
03/01/2025	Mrs Lisa Stevens	Ink Cartridges for printer and paper	73.99
20/01/2025	Mrs Lisa Stevens	External harddrive from Amazon Seagate 1tb	51.19
To be paid	Mrs Lisa Stevens	Clerk expenses, stamps, postage, paper, HWA	42.90
Awaiting	WJPS	SSCDA202470 - website set up.	520.00
20/01/2025	HMRC Shipley		5.00
To be paid	Mrs Lisa Stevens	Clerk wage December 2024.	308.16