

Minutes of the bi-monthly meeting of
Severn Stoke & Croome d'Abitot Parish Council
Wednesday 18th January 2023, 7.30pm
at Croome Court SOQ meeting room

Present: Parish Cllr L Freeman (Chair), Parish Cllrs S Faulkner, R Garrard, R Halling, P Preston, J Rowe, G Seward and R Williams. 4 Vacancies

In Attendance: Mrs L Stevens (Clerk and RFO). County Cllr M Allen. District Cllrs Harrison and Michael. LH and RH (Parish Hall Committee), MF (National Trust). SS (Lengthsman). 6 public.

Apologies: J.H (Church Warden). R.A (resident).

IMPORTANT ADVERT. Minutes follow on subsequent page.

The
Electoral
Commission

You now need
Photo ID to
vote at a
Polling station

No ID? You can apply for free voter ID

Find out more at

electoralcommission.org.uk/voterID

or call 0800 328 0280



**Minutes of the bi-monthly meeting of
Severn Stoke & Croome d'Abitot Parish Council
Wednesday 18th January 2023, 7.30pm at Croome Court SOQ meeting room**

1	<p>Public Open Forum JH made two contributions:</p> <p>1. Suggested amendments to previous minutes. Matter of clarification regarding parking enforcement at London Arch and early opening of the NT car park to accommodate walkers. Duly accepted by cllrs and Clerk instructed to amend November minutes (which had not yet been adopted by cllrs). Prps: JR. Scnd: PP.</p> <p>2. Query whether 'no parking' signs are needed in vicinity of London Arch in order to make the yellow lines enforceable. DCllrs noted that it is an offence to park on double yellow lines AND on the verge behind them, as the double yellow lines cover the verge and are enforceable in their own right, prohibiting waiting at all times, without additional signage.</p>	Clerk
2	Declarations and points of order. Nil.	
3	Minutes – to consider the approval of the minutes (as amended within public open forum of this meeting) of the meeting held on 30 th November 2022. Duly approved . Prps: GS. Scnd: RH.	Clerk
4	<p>Councillors' Reports</p> <p>a Cllr Allen. <i>Cllr Allen arrived later in the meeting but his report is listed here for consistency.</i> Apologies for lateness due to attendance at another PC meeting. County Council flood grant money remains on hold for the parish, with the intention that it be used towards the parish hall project. Information relating to Earls Croome VAS project and considers no need for Severn Stoke contribution. Continuing to assist ref the drains at London Arch. <i>[Standing orders suspended to allow residents to update Cllr on the situation at London Arch corner. Actions agreed and listed later in these minutes. Standing orders reinstated].</i></p> <p>b DCllr Michael. DCllrs will continue to chase on the matter of flytipping at Knights Hill and overgrown hedges in Severn Stoke, with Clerk assistance, though the matter appears much resolved. Details of a recent 'Poverty Alleviation Summit', with initiatives to make homes more energy efficient. Further info is available from the DCllr if any local elderly people need assistance in this matter.</p> <p>c DCllr Harrison. Christmas refuse collections proceeded well and with no complaints. Community coped well with recent floods. Thanks to all the volunteers that assisted, including the Parish Clerk and Lengthsman who set up the flood warning road signs. The sandbags provided for residents were well used. Mr Prosser's earth moving equipment was undamaged, as it was thankfully placed on higher ground in time. Highways has attended and assessed the condition of the footpaths in Severn Stoke village from opp. pub to Stoke Gardens. County Council has acknowledged that they need attending to and this work will be done in the next 18 months, though probably much earlier. Lengthsman has sided path out from Severn bank to High House. Thanks to resident RA for his persistence in reporting. Highways going to repair the white lines on the road between Clifton and Severn Stoke and have removed cats' eyes in road in prep. Some kerb stones have been knocked out of line as a result of this and this has been reported. Planning enforcement update on Old School House and wider site - some documents are outstanding and applicant is aware and assisting. Planning update on Defford Mill site – flood light application query still outstanding since 2021 and DCllrs are chasing. Chair gave thanks to both DCllrs for all their assistance during recent floods.</p>	
5.	<p>Planning and Enforcement – to consider, comment and resolve to respond to the following applications or enforcement matters.</p> <p>a. 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: 2 items as follows</p> <p>i. M/22/01852/HP - The Holt, 3 Lower Farm Court, Kinnersley, Severn Stoke, Worcester, WR8 9JR. Proposed conversion of garaging to ancillary living accommodation. Parish Cllrs had received no correspondence from members of the public, had no concerns and so supported this application. Motion Prps: JR. Scnd: PP. Duly approved.</p>	Clerk

**Minutes of the bi-monthly meeting of
Severn Stoke & Croome d'Abitot Parish Council
Wednesday 18th January 2023, 7.30pm at Croome Court SOQ meeting room**

ii.	<p>Cornerstone 12114702 WHP Telecoms. Upgrade to mobile phone mast at High Green. pre-consultation letter, consultation plan and associated drawings. As this was not a formal planning application, Cllrs merely noted the details. No correspondence from members of the public. Clerk instructed to respond accordingly. Motion Prps: GS. Scnd: RG. Duly approved.</p>	Clerk
6. a. i.	<p>Flood bund - <i>Discuss and formulate Motions not requiring written notice.</i> Severn Stoke Flood Evacuation Plan. Feedback on Quick Glance version. To approve amendments, distribution and implementation.</p> <ul style="list-style-type: none"> - Cllrs accepted suggested map amendments received from G&T C. Motion Prps: RH. Scnd: GS. Duly carried. - Resident request for parish cllrs to conduct a visit to each house once evacuation is advised, received from J.W. Cllrs considered that this was the responsibility of the emergency services and that the planning application for the bund required only that the parish council made sure that residents were first alerted to the risk and then made aware of how to keep themselves informed. Motion to reject request. Prps: PP. Scnd: GS. Duly carried with no dissenters. 	Clerk
ii.	<p>Progress with new noticeboard in order to display plan and to resolve differing resident options about location. Resident feedback would prefer noticeboard near Rose and Crown. Parish council cannot install noticeboard on private land and Highways have verbally declined further street furniture in the existing flood zone. County Hall had advised that they (Highways) do not own the verge on which the current noticeboard (Birch Lane) is situated, and that planning permission would be required for a new noticeboard, as would utility permissions. Also some initial query from County Hall about whether the existing noticeboard had planning permission but, since it was installed over 30 years ago (1989), no further action, due to likely certificate of lawfulness acquired over time. Clerk had preliminarily approached Savills to explore options at this location but Cllrs instructed the Clerk to stop further work on this matter. Motion Prps: LF. Scnd: RH. Additional Motion to provide a final copy of the flood plan to all residents of the parish and place emergency notices of flood alerts on the existing noticeboard on Birch Lane. Prps: GS. Scnd: PP. Duly approved unanimous.</p>	Clerk
7 a i.	<p>Parish Hall - <i>Discuss and formulate Motions not requiring written notice.</i> a. General update, including parish council statement to Savills. R and L H (Hall Management Committee) provided an update. The parish council statement was appended to the Hall Committee communication to Savills 18th January 2023, confirming that it is the view of the Hall Management Committee and the Parish Council that “unless it is able to secure a lease of at least 75 years (ideally beyond), the project will not be viable. This is because of the strong belief that any lease must be of significant enough length to ensure the community benefits from the new facility and to justify the considerable investment that will be made in providing such a facility”. The communication on 18th Jan also reminded Savills that we await receipt from them of the block plan proposals for alternative sites.</p>	Clerk Hall Comm
ii.	<p>Asbestos removal will commence later this month, as will a bat survey (which will ascertain whether bats are hibernating in the ridge tiles). It was noted that if bats are found in situ then the planned demolition can proceed under supervision, once the contractors have applied for planning permission (post results of bat survey). Motion to reaffirm decision for parish council to pay for planning permission application (at half cost discount applied to parish councils). Prps: SF. Scnd: GS. Duly carried. Cllrs questioned whether the bat survey really does override other public matters in its current state. District Cllrs to check whether planning permission is indeed required in order to demolish the hall. R Hill to chase block plans and also approach MHDC Conservation Officer in order to obtain advice.</p>	Clerk Hall Comm District Cllrs. Hall Comm.
iii.	<p>30 year loan. Clerk and Cllrs discussed the issue of the 30 year loan and whether they should consider borrowing for longer. Cllrs agreed to revisit this matter, instructed the Clerk to place this item on the next agenda and send to Cllrs the previous calculations for borrowing amounts and timescales.</p>	Clerk

**Minutes of the bi-monthly meeting of
Severn Stoke & Croome d'Abitot Parish Council
Wednesday 18th January 2023, 7.30pm at Croome Court SOQ meeting room**

8.	<p>Highways and infrastructure – Discuss and formulate Motions not requiring written notice Street lighting (parish council owned) Knights Hill and Stonnall Close.</p>	
i.	<p>Motion to accept results of internal investigation to ascertain ownership of wooden poles supporting Knights Hill lighting. Cllrs noted that the pole by the bungalow is a power pole only and has just been changed by Western Power. Lighting contractors are satisfied as to the general condition of all of the poles and have issued no warning of their condition during recent inspection. BT have previously confirmed that they do not own the poles. Parish Council correspondence does suggest that the parish council has previously undertaken care of the poles. The Clerk can find no confirmation of ownership in written parish council records. No vote on Motion to accept ownership at this time. Motion: the Clerk was instructed to contact Western Power to request assistance in establishing ownership. Duly carried. Prps: PP. Scnd SF:</p>	Clerk
ii.	<p>Motion to accept quotation for urgent upgrade to street lighting (not poles) Knights Hill from Mark Colston Prysmian Group, including: Secondary fuses, DP isolator and earth sleeves to be fitted. Connection of CPC from lanterns. Repairs to locks and missing grommets. Clerk to send round email with details of quotation. Motion for Clerk to accept quotation with a threshold of £450 (VAT can be reclaimed) for works at this time. Prps: PP. Scnd: RW. Duly approved. Clerk to add exact specifics to next agenda for approval retrospectively.</p> <p><i>Motion to suspend standing order to allow public participation. Duly carried unanimous.</i></p>	Clerk Clerk
iii.	<p>Drain clearance and maintenance at Croome London Arch – update on Highways plans and to consider option for tree planting between new bollards on corner section. Highways have visited with camera equipment and conducted a survey of underground pipes in that section. One concrete drain has been found to be broken. A concrete drain top was broken by Highways operative during inspection. Clerk to report broken drain top to Highways. Cllr to arrange new site inspection asap. <i>Note post meeting. This issue can be considered resolved and the following actions have been agreed by Highways:</i></p> <ul style="list-style-type: none"> - County Council to undertake repair to one broken concrete drain (under road, opp side of road from Stone cottage) (April 2023) - 'stop-off' one redundant drain (directly outside Stone Cottage) (April 2023) to prevent flood water from backing up into Stone Cottage. - replace broken rims and man hole covers for two drain access points (one directly outside Stone cottage and one round the sharp corner under the bollards on the verge) (Feb 2023) - endeavour to properly clear and inspect the drains in the future. (Annually). - Highways confirm that the ditches in that vicinity remain the responsibility of the riparian land owners. No further intervention required from parish council. - Bollards on London Arch corner as due to be tidied and placed closer together (April 2023) under County Cllr budget. Tree planting to be explored at a future date once bollards have been moved and with consultation from National Trust. <p><i>Standing Orders reinstated.</i></p>	
iv.	<p>Application for new grit bin at Birch Lane/A38 junction. Worcestershire County Council would like to advise that this junction is on the primary gritting route so will not qualify for a grit bin. No further action from parish council.</p>	
9.	<p>Speed, parking & traffic concerns <i>Discuss and formulate Motions not requiring written notice</i></p>	
a.	<p>Vehicle Activated Speed Signs</p>	
i.	<p>High Green: 4/12/22 – 18/1/23: Vehicle count 14253. Max Speed 45mph 7/12/22 19.30 hrs</p>	
ii.	<p>Severn Stoke/Clifton. Cllrs continue to apply the rota for moving the VAS.</p>	
iii.	<p>Update on site visit and progress with new VAS pole at Kinnersley. Highways have agreed to install a new VAS pole on the Kinnersley to Kerswell Green entrance to the village at no expense to the parish council. The parish council already has the bracket ready for installation.</p>	Cllr LF Cllr GS

**Minutes of the bi-monthly meeting of
Severn Stoke & Croome d'Abitot Parish Council
Wednesday 18th January 2023, 7.30pm at Croome Court SOQ meeting room**

iv.	<p>Option for re/starting community speed watch: Kinnersley, Severn Stoke and Clifton villages. Cllrs agreed to put this matter to one side for six months due to lack of volunteers, issues with police DBS checks and the fact that community speed watch is not permitted in Severn Stoke and Clifton due to road layout. Prps: RW. Scnd: RG. Unanimous approved.</p>	
b	<p>To consider request from Earls Croome parish council for a donation (not more than £300) towards new VAS equipment, to tackle speeding along back lanes from Earls Croome to Kinnersley and Defford</p> <p>Cllrs considered this option but agreed that since most of the section was national speed limit, with multiple bends that a donation would not benefit the parish of Severn Stoke. Resident feedback via Facebook was also not supportive of this project. Prps: RW. Scnd: GS. Duly agreed.</p>	
10.	<p>Group/Committee/Other project updates - <i>To discuss/formulate Motions not requiring written notice. Cllr/Clerk updates or written reports received from representatives prior to the meetings.</i></p>	
a	<p>Defibrillators - Resident request to explore option for defibrillator at Severn Stoke village, including correspondence relating to a public donation.</p> <p>Introduction by Clerk. Cllrs noted that residents have submitted to the parish council that they “remain very much committed to aiding the provision of the defibrillator and are prepared to help financially with this project. We would be very grateful if you could update us with any proposals and progress, particularly if the cost of purchase and upkeep are known”. Cllrs commended this community spirit and noted a desire to respond in similar fashion if a suitable location can be found. A number of locations in the parish are not permitted due to flood risk or present listed building difficulties or are covered by listed building curtilage. Cllrs considered the pumping station on Church Lane or the facility on Madge Hill. Clerk to explore these options and also to obtain quotes from the Community Heartbeat Trust – a charity which pays VAT on the purchase price and also arranges insurance and annual inspection of the units. Cllrs voted to support the project in principle. Prps: RH. Scnd: PP. Duly carried.</p>	Clerk
b	<p>Kinnersley daffodil bulb planting project. To nominate lead and organise.</p> <p>Cllr Williams agreed to coordinate with residents. DCllr Harrison to provide contact details for options for bulb purchase. Old nursing home and pub to be asked to get involved.</p>	Cllr Halling. DCllr.
c	<p>Play equipment – Resident request to explore option for play equipment at Severn Stoke village including correspondence relating to a public option for location.</p> <p>Much enthusiasm and general discussion amongst all present. Standing orders not suspended but no objections received to this. Landfill tax suggested as one option for funding. Agreement about the vital nature of the Rose and Crown in the parish and how much it has transformed the village recently. Options for play equipment on the pub green has been suggested by the publican and this is welcomed and commended. Concern that public funds could not be easily used for this purpose. DCllrs agreed to approach the publican and signpost to funding options, including Coronation funding options and also to suggest ‘go fund me’ options via social media.</p>	DCllrs.
d	<p>High Green phone box maintenance.</p> <p>National Trust has been approached to ask if workforce/tool/expertise could be shared. Cllr Freeman to continue to put out feelers. Wait until later in the year and Cllr Garrard to reapproach local residents to ask if any could volunteer.</p>	Cllr Freeman. Cllr Garrard
e	<p>High Green noticeboard working party. Clerk to reorder backing board.</p>	
f	<p>High Green milestone working party.</p> <p>Cllr Freeman and Lengthsman waiting for warmer weather before fixing new name plate.</p>	LF/SB
g	<p>Croome National Trust.</p> <p>Waiting to hear about Changing Places funding. Exploring options for sewerage treatment plant on site. Staff have been encouraging visitors to move on and not park on the surrounding roads once the car park is full. An application for all year orchard parking requires an outstanding travel assessment but will go forward as soon as possible.</p>	
h	<p>Tarmac Liaison Group. No update.</p>	
i	<p>St Denys’. Reminder of the option to use the church as a wider community facility.</p>	
j	<p>Police / PCSO. Parish neighbourhood watch newsletter distributed via social media.</p>	
k	<p>Lengthsman. Broken brown wheelie bin at Parish Hall reported for repairs. Simon Bott was thanked for his assistance during recent floods.</p>	

**Minutes of the bi-monthly meeting of
Severn Stoke & Croome d'Abitot Parish Council
Wednesday 18th January 2023, 7.30pm at Croome Court SOQ meeting room**

11.	<p>Communication, General Finance and Administration - <i>To discuss and formulate Motions not requiring written notice.</i></p>	
a	<p>Communication strategy and Vision – to continue formulation including: exploration of parish council rebranding to ‘Local Community Council’ and parish council logo/brand/letterhead. Clerk and Cllr Freeman to upload a recruitment poster to Facebook. Councillors to draft their own ideas for a vision for the parish and this can be presented at the Annual Parishioners’ Meeting in May, when any new parish cllrs can also be involved. Competition to be held for a parish brand/logo after the May 2023 elections. Children to be encouraged to get involved in the rebrand ideas.</p>	Clerk All Cllrs
b	<p>Parish council policies update. Cllrs noted the Clerk’s advice that not all policies be provided to new cllrs upon appointment. Standing Orders, Financial Regulations, Code of Conduct and the current budget should be provided as paper copies and then all other policies provided as a list available for download from the parish council website (hosted by County Council).</p> <p>The following policies were approved and adopted and are to be added to the parish council website after final approval from WCALC: ● Standing orders (last reviewed by cllrs in 2021 and clerk in 2022) (amendments accepted from LF, PP & RW), ● Code of conduct (last reviewed by cllrs in 2021 and clerk in 2022) (amendments accepted from LF, PP & RG), ● Complaints (JR comments adopted), ● Data Protection (no amendments from RG), ● Data Retention (no amendments from RG), ● Equal Opps (JR comments adopted), ● Grievance (JR comments adopted), ● Health & safety (no amendments from RW & RH), ● Home working (no amendments from RW & RH), ● Info to be published (no amendments from RG), ● Lone working (no amendments from RW & RH), ● Privacy notice (no amendments from LF), ● S137 policy (grants to public) (no amendments from RH), ● Staff disciplinary (JR comments adopted), ● Template consent form (no amendments from LF),</p> <p>The following polices (previously adopted in draft state) will now be reviewed and re-adopted in due course:</p> <ul style="list-style-type: none"> ● Delegation to clerk - SF & GS to review. Clerk to distribute in due course. ● Expenses claims policy - SF & GS to review. Clerk to distribute in due course. ● Financial Regs - SF & GS (Last updated in 1996. Once reviewed, will go to all cllrs for final read through and approval). Clerk to distribute in due course. 	Clerk Clerk
c.	To sign updated bank mandate in relation to agreed Clerk’s payrise. Duly approved and signed.	Clerk
d.	To consider/motion to approve payment of accounts made in the previous month. App 1. Prps: GS. Scnd: PP. Duly approved .	
e.	To consider/ to approve payment of outstanding accounts December 2022, including payment for annual Klinks subscription. App 2. Prps: GS. Scnd: RW. Duly approved .	
f.	To receive the latest bank reconciliation. Prps: RH. Scnd: RG. Duly approved .	
g.	To approve Clerk overtime during January flood event. £183.53. Prps: GS. Scnd: RW. Duly approved .	
12	<p>Correspondence, dates for diary, items for future agenda.</p>	
a.	To note that Paul Jones (Partnerships Overview Advisor for the Environment Agency) has now been formally invited to March parish council meeting.	
b.	Bottle banks to be removed from parish hall by WCC. This work has been done.	
13.	<p>Date of next meetings:</p>	
a	<p>Wed 29th March 2023, 7.30pm at Croome SOQ Meeting room. Wed 24th May 7.30pm, which includes Annual Parish Meeting at St Deny's Church. Clerk instructed to book rooms. Close of meeting.</p>	

Signed

Chairman

.....Date

**Minutes of the bi-monthly meeting of
Severn Stoke & Croome d'Abitot Parish Council
Wednesday 18th January 2023, 7.30pm at Croome Court SOQ meeting room**

Appendix 1. Items already paid January 2023 since last PC meeting:


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

Mr Simon Bott	Lengthsman invoice November 2022 plus mileage (£14.70 = 0.35p x 42 miles). Claimed WCC 14/12/2022	£286.7
Mr Simon Bott	Lengthsman invoice December 2022 plus mileage (£11.73 = 0.35p x 33.5 miles). Claimed WCC 09/01/2023	£283.73
Mrs Lisa Stevens	Backdated pay rise November 2022 (current payments are based on £10.16 per hour. Payrise is to £10.84 per hour.	£17.68
Mrs Lisa Stevens	Chairs allowance reimbursement xmas gifts HomeSense	£35.96
Mrs Lisa Stevens	Clerk wage November 2022	£294.16
Mrs Lisa Stevens	Expenses Dec 2022 A4 paper	£4.75

Appendix 2. Items for payment January/Early February 2023 outstanding:

Standing order direct debit due to be taken on 09/02/2023 direct from Clerk account.	Malwarebytes renew subscription between Severn Stoke and Grimley parish councils shared (£39.99 in total).	£19.99
Royal British Legion	British Legion have declined to provide BACs details and so payment will need to be made via credit card or cheque.	£30.00
Mrs Lisa Stevens	Backdated pay rise December 2022 (current payments are based on £10.16 per hour. Payrise is to £10.84 per hour.	£17.68
Mrs Lisa Stevens	Clerk wage December 2022	£294.16
Klinks subscription (PCC)	Invoice # 23015 £150 Klinks publication until Dec 2023. Received after date of publication of agenda but approved at this meeting as being important for resident participation	£150.00

COMMUNITY BUS SERVICE - CB2



New Service
between Upton-upon-Severn and Tewkesbury
Every Wednesday
leaving Tunnel Hill at 1000
via The Graftons, Upton High Street, Ryall, Earls Croome,
Severn Stoke, Baughton, Naunton, Uckingham & Ripple

All journeys must be pre-booked.

For more information, please call Community Action on
01684 892381
(9.00 – 3.30 (Mon-Thurs) and 9.00 – 12.30 Friday)

This is a 'Ring and Book' service operated by Community Action Malvern which is flexible to meet your local transport needs

Upton-upon-Severn - Ryall - Earls Croome - Baughton **CB2**
Naunton - Uckingham - Ripple - Tewkesbury No seat reservations
Copyright © Community Action Malvern from 26th January 2022
Wednesdays only

Tunnel Hill, Upton-upon-Severn	1000*
The Graftons, Upton-upon-Severn	1005*
High Street, Upton-upon-Severn	1010*
Ryall (The Beeches)	1015*
The Yorkshire Gray, Earls Croome	1020*
Earls Croome Village Hall	1025*
Baughton village	1030*
The Blue Bell, Ryall	1035*
Naunton	1040*
A138 Naunton turn	1045*
Uckingham	1050*
Ripple	1055*
A138 Ripple turn	1100*

Tewkesbury (outside Route) 1110 (approx)

THE RETURN JOURNEY WILL LEAVE TEWKESBURY AT 1300

* The route is flexible and the exact times depend on route and no. of passengers boarding/alighting.
Note, therefore, that the bus may arrive in Tewkesbury earlier.

Please ring to book your journey. Pick-up time will be confirmed on booking
Bookings must be made by 12.00pm the previous day.

FARES: Adults £4.00 return | Concessionary Bus Pass holders £4.00 return
The booking line is 01684 892381
It is open Monday to Thursday between 09.00 and 16.00 and on Friday, 09.00 to 12.00. There is an answerphone at all other times.

The Electoral Commission

*
REMEMBER TO

1- Register to vote
2- Check my photo ID
3- Vote at a polling station!

No ID? You can apply for free voter ID
Find out more at
electoralcommission.org.uk/voterID
or call 0800 328 0280

