

Parish Councillors Present:	Cllr Laurence Freeman (Deputy Chair) Cllr Ian Daly Cllr Pat Preston Cllr Ray Williams	(rep for Croome parish ward) (rep for Severn Stoke parish ward) (rep for Severn Stoke parish ward) (rep for Severn Stoke parish ward)
Also in Attendance:	Lisa Stevens (Clerk and RFO). National Trust rep. M.Fullard. <i>The meeting commenced at 7.30pm</i>	
Apologies:	Cllr Susan Faulkner Cllr Richard Hill (Chair) Cllr Royston Garrard Cllr Laura McEwan-Hill Martin Allen (Worcestershire County Cllr), John Michael (MHDC - District Cllr) David Harrison (MHDC - District Cllr), R. Humphries (Volunteer Footpath Officer) S. Bott (Parish Lengthsman), J. Henderson (St Denys')	(rep for Severn Stoke parish ward) (rep for Severn Stoke parish ward) (rep for Croome parish ward) (rep for Severn Stoke parish ward)
42/25	Welcome. Cllr's declarations of interest (nil). Points of order (nil). Apologies for absence (as above). Minutes of the previous meeting – not yet ready with apologies from the Clerk.	
43/25	<p>Planning - to consider and resolve to respond to applications or enforcement matters.</p> <p>a. M/25/00529/HP: Glebeland Farm, Church Lane, Severn Stoke, WR8 9JQ - updated plans for proposed domestic storage outbuilding. Applicant has provided additional information and somewhat addressed concerns as to location. Site proposed is where the campervan is already stored. Main point of visibility is from the river side footpath. Resolved. Motion for support. Prps: ID. Scnd: RW. Duly approved.</p> <p>b. M/25/00556/LB & M/25/00557/HP: The Cottage, Sandford, WR8 9JE - Proposed replacement single-storey extension, 3 additional conservation rooflights (retrospective). Resolved. Motion to support. Prps: PP. Scnd: LF. Duly approved.</p> <p>c. M/25/00613/GPAA & M/25/00614/GPDE: The Lilacs, 5 Kinnersley, Severn Stoke, WR8 9JR. For info only. Prior Notification for a single storey rear extension AND Prior Notification for the construction of an additional storey to existing dwelling house. Noted. No debate.</p> <p>d. M/25/00857/HP: 2 Madge Hill Severn Stoke WR8 9JN – Detached outbuilding. Clerk has requested more information regarding potential visual amenity impact on neighbouring properties. Concerns as to visual amenity had been somewhat allayed by incidental, informal discussions with a neighbouring resident. Concerns as to future use should the site change hands were agreed to not be within the remit of the parish council. Resolved. Motion to support. Prps: RW. Scnd: LF. Duly approved.</p> <p>e. Standing Item: To consider (and as required, arrange an extra ordinary parish council meeting) planning applications received after date of publication of this agenda. Consultation “The biggest change to Local Government in Worcestershire in 50 Years”: Deadline for response 29th June. Cllrs to please look at website and the options for Worcestershire and provide comments to the Clerk by 26th June, who will then amalgamate/respond on behalf of the parish council: www.shapeworcestershire.org</p>	

**All
Cllrs**
Clerk

4.

(44/25)

Audit Finance for the year ending 2025 - 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.

a. to note	Step 1.1 – Clerk prepares and signs Section 2 of the AGAR – the Accounting Statements – DONE. Duly Noted.
b. to note	Step 1.2 – Accounts provided to Internal Auditor & received back by this meeting – DONE Duly Noted.
c. receive, consider and VOTE	<p>Step 2.1 - Internal Audit</p> <p>To receive and note internal audit review conducted by Mr. P. Moore and to consider findings. Resolved. Motion to accept findings and internal audit. Prps: ID. Sncd: PP. Duly approved. Minute ref 11/06/2025_4c_step 2.1</p> <p>Auditor's comments: No issues to report all good. Accounts/documents in good order.</p> <ol style="list-style-type: none"> 1. Payment from West Mercia Police £3590 in April 24/25 financial year/ Matter resolved and invoice provided to auditor from 23/24 financial year. 2. Clerk's salary paid by standing order to be reduced with her consent to below the usual anticipated tax threshold and then any outstanding wage due to be manually paid via clerk expenses. This is to avoid the Clerk having to reimburse the parish council for PAYE due and to prevent confusion cross referencing staff payments with staff payslips. 3. Printed bank statements cause no issues that the internal auditor can find and saves the PC £5 per month were official ones to be ordered. 4. New legislation ref Risk Assessments concerning Martyn's Law. Internal auditor will need to conduct a separate review (free of charge) when they have been finished and also the new form on the website. Noted by Cllrs, particularly with reference to the threshold for Martyn's Law and to be conducted by Clerk.
d. consider and VOTE	<p>Step 2.2 - Internal review & The Annual Governance Statement (Section 1)</p> <p>Members to consider and review the effectiveness of internal checking procedures/audit conducted across the entire year. Nb. SS&CDA Parish Council as the smaller authority will need to consider the internal audit work performed and internal audit arrangements in place between 1 April 2024 and 31 March 2025 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.</p> <p>Resolved. Motion to amend the delegation to the Clerk policy and reduce the amount that can be paid by the Clerk to £1000 via online banking. Amounts above that amount are henceforth to be required to be set up by one signatory and approved by another, of which the Clerk can be one. Prps ID. Sncd: PP. Duly approved. Debate about the risk to the parish council from inadequate control or processes or activities by the Parish Clerk were clarified to rather be in order to add a layer of protection for both the Parish Clerk and the Parish Council rather than any accusations and concerns about conduct/behaviour.</p> <p>Resolved: Motion to accept findings and to confirm compliance with assertions and to approve (but not sign) Section 1 - the Annual Governance Statement. Prps: LF. Sncd: RW. Duly approved. Minute ref 11/06/2025_4d_step 2.2</p>
e. receive, consider and VOTE	<p>Step 2.3 - The Accounting Statements (Section 2)</p> <p>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).</p> <p>Resolved. Motion to receive, accept and approve (but not sign) Section 2 - Accounting Statement. Prps: PP. Sncd: RW. Duly approved. Minute ref 11/06/2025_4e_step 2.3</p>
f. consider and VOTE	<p>Step 2.4 – The certificate of exemption</p> <p>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.</p> <p>Resolved. Motion to receive, accept and approve (but not sign) the certificate of exemption. Prps: ID. Sncd: LF. Duly approved. Minute ref 11/06/2025_4f_step 2.4</p>

Audit Matters continued		
	<p>g. Signature</p> <p>Step 3.1 – Signatures</p> <p>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 11/06/2025_4g_step 3.1</p>	
	<p>h. To note</p> <p>Step 3.2 - To note that the statement of accounts is unaudited externally. Duly noted.</p> <p>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.</p>	
	<p>i. To note</p> <p>Step 4.1 - The RFO sets the commencement date for the exercise of public rights. Duly noted. Minute ref 11/06/2025_4i_step 4.1</p> <p>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 Friday 20th June 2025. End on 31st July 2025. Date of notice: no later than 19th June 2025.</p>	
	<p>j. Signature</p> <p>Step 5.1 - The Certificate of Exemption is signed by the RFO and Chair. Duly signed. Minute ref 11/06/2025_4j_step 4.1</p>	
	<p>k. To note</p> <p>DEADLINE for submission - To note that 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 2025 (step 6). Duly noted.</p>	
	<p>l. To note</p> <p>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 20th June 2025 in this case. Duly noted.</p> <p>** 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 2025.</p>	
45/25	<p>Finance and admin</p> <p>a. To consider/motion to approve payment of accounts made previous month and this month. Including standard months accounts and invoices for Clerk wages/expenses, monthly lengthsman. Prps: RW. Scnd: PP. Resolved and duly approved. Appendix 1</p> <p>b. To receive the latest bank reconciliation. Prps: PP. Scnd: RW. Resolved. Duly approved. Appendix 2.</p> <p>c. To receive Clerk monthly timesheet. <i>Not printed off as only part way through the month. 21 hours worked overtime in May. 16 hours worked so far this month.</i> Duly noted.</p> <p>d. To note that the Clerk as per her position on the parish council has been entered as a trustee for St Denys' Church in replacement for the previous clerk. Duly noted.</p> <p>e. To note that the updated insurance documents for 25/26 have been received by the Clerk. Duly noted.</p> <p>f. To note that the Data Protection ICO fee has increased from £35 to 52 paid by standing order. <i>The Clerk notes that the amount last changed in 2017. The Clerk notes that she can ring and ask for advice at any time and that this is mandatory membership in any case. The ICO notes "On Monday 17 February the cost of the data protection fee increased following a government consultation on proposed changes".</i> Duly noted.</p>	<p>Clerk</p> <p>Clerk</p> <p>Clerk</p> <p>Clerk</p> <p>Clerk</p> <p>Clerk</p>

46/25	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	
a.	AOB Knights Hill resurfacing - upcoming resurfacing works due to take place at Knights Hill in Severn Stoke on 17 June. Duly note. Parish Cllrs to await outcomes from CCllr M. Allen.	Clerk
b.	AOB to note from Martin Allen: Jo Monk of Reform has been elected as Leader of WCC.	
c.	AOB to note from Martin Allen: The Bend Vass unit on Severn Bank is to be looked at by WCC and letters have been sent to landowners to clear the foliage around the solar panel that powers the Bend Vass unit.	
d.	AOB to note from Martin Allen: I have requested that damaged or missing Verge Masters on Severn Bank are replaced.	
e.	AOB Lengthsman – Request to remove the heras fencing as a danger to the public who may inadvertently step/fall on it. Clerk to refer this matter to the Parish Hall Committee.	Hall Comm
f.	Clerk AOB - An online (Teams) briefing session for Parish and Town Councils on Local Government Reorganisation will be held from 6pm – 7pm on Monday, 7 July 2025 .	Clerk
g.	Item for next agenda – Cllr Williams notes on legal matters concerning the church car park.	Clerk
h.	Item for next agenda – devolution and required action by the parish council to renegotiate..... 1) bus shelters land leases (where the land is not owned by Savills) (currently free of charge on all counts) 2) bin emptying (currently by MHDC) 3) Renegotiate placement of VAS signs on WCC poles (all of which owned by the parish council).	Clerk
i.	Item for next agenda – War Memorial. ownership, maintenance, lease of land/ownership of verge, progress with valuation.	Clerk
j.	Item for next agenda – press and social media policy. The Clerk will distribute for comment prior to the meeting.	Clerk
k.	Update received from M.Fullard National Trust on likely planning timetable for June/July.	
47/25	Date of next parish council meeting. Wed 16 th July 2025, 7.30pm – SOQ room at The National Trust Croome.	

Signed Chairman

.....Date

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

#Clerk & RFO: 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.

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Appendix 1. Items already paid since last PC meeting May 2025 (Approved under previous agenda or required payment under contract monthly) **And Appendix 2. Items for payment June 2025 outstanding:**

Invoice received 30/05/2025	Mr Simon Bott	Lengthsman invoice April 2025.	£384.75
13/05/2025	Mr Simon Bott	Mowing parish hall	£140.00
Invoice not yet received	Andysloos	Toilet for church fete	
27/05/2025	Clear Councils	Annual Parish Council Insurance 25/26	£694.55
direct debit 01/06/2025	Malvern Hills District Council	Garden Waste Collection Service 24/25 Renewal for Parish Hall x 2 bins.	£155.00
13/05/2025	Mrs Lisa Stevens	Expenses & HMA (£26) May 2025	£51.00
13/05/2025	HMRC Shipley	EmployEE Income tax payment	£5.20
To be paid	Mrs Lisa Stevens	Clerk wage April 2025 paid in March 2025	£308.16
To be paid	Bank account service charge	Lloyds Bank monthly fee taking automatically from account.	£4.25
To be paid	Mr Simon Bott	Lengthsman Invoice May 2025	£384.75
To be paid	Mr Simon Bott	Parish Hall Mowing May 2025	£120.00
To be paid.	WJP Software Limited	Embed new table in website for risk assessments and Martyn's law. IN25-1121	£60.00
Awaiting invoice	WJP Software Limited	Additional licence for new cllr LMH.	Approx £50.00
To be paid	HMRC Shipley	EmployEE Income tax payment	£5.20
To be paid	Mrs Lisa Stevens	June home working allowance (£26) (now paid seperatly from wage) + Expenses June 2025	£43.15
To be paid	Mrs Lisa Stevens	Clerk wage May 2025 paid in June 2025	£308.16
To be paid	Bank account service charge	Lloyds Bank monthly fee taking automatically from account.	£4.25

Appendix 2 - Bank Reconciliation 2 of 12. 1st May – 31st May 2025

To be presented to Parish Council in June 2025

Treasurers Current Account - "Community Account" Lloyds Bank		
01 April 2025	Balance (as per bank statement)	13,498.49
	Unpresented outgoing *	£0.00
	Uncleared incoming **	£0.00
Account activity since 1st April 2025	Receipts	£15,352.75
	Expenditure	£2,723.86
31 May 2025	Balance (as per bank statement)	£26,127.38
	Reserves	£9,270.36
	Unpresented outgoing *	£0.00
	Uncleared incoming **	£769.50
Forward planning	Position if all monies incoming and outgoing were actioned.	£26,896.88
	Position if all monies incoming and outgoing AND Reserves were actioned.	£17,626.52
	Receipts and payments basis USED FOR ANNUAL RETURN	£26,127.38
** Uncleared incoming breakdown of details (Money anticipated to be received but not included on this months bank statement)		
Details	Details 2	Amount
Lengthsman Grant April	Worcs County Council - not yet received	384.75
Lengthsman Grant May	Worcs County Council - not yet received	384.75
Total		£769.50