Present:		Parish Cllr Freeman (Chair), Parish Cllrs Faulkner, Preston, Rowe, Seward and Williams.	
In Attendance:		Mrs L Stevens (Clerk and RFO). District Cllr John Michael. LH and RH (Parish Hall Committee), MF (National Trust). 3 members of public.	
Apologies:		Parish Cllrs Halling & Garrard, District Cllr Harrison, Lengthsman Mr S.S, Mr J.H., Mr R.A. County Cllr Allen to arrive after previous appointment.	
1&2	No questions at public open forum. For a matter of convenience, ClIrs voted to receive the report from the National Trust and to rearrange the agenda accordingly. Prps: LF. Scnd: PP.		
	MF – vi includir includir for site Cllrs no	al Trust Croome report sitor numbers for Croome are down but this is as expected. Many plans for Christmas, ng Father Christmas on the lake on a paddleboard. In process of planning for 2023, ng a changing places funding bid and application for change of use for paddock (pre-app, to be used for parking all year round and advice on whether a traffic survey is required). ted in passing a letter of introduction from Gurdev Singh, Local Community Officer for Churches Conservation Trust.	
	Declara	ntions and points of order. Nil.	
3		s – to consider the approval of the minutes of the meeting held on 28 <sup>th</sup> September 2022. proved. Prps: SF. Scnd: RW.	
<b>4</b> a	CCIIr AI - De - Bu - Spo A3 - Up arr con - Ve wh tra 200 the - It is	<b>Ilors' Reports</b> <b>Ien.</b> <i>Cllr Allen arrived later in the meeting but his report is listed here for consistency.</i> er warning signs Kinnersley to Kerswell Green are now in situ. ilding material has started being delivered to the bund site. eeding tickets issued between August 1 <sup>st</sup> and Sept 30 <sup>th</sup> 2022 – A38 Clifton 64 offences and 8 Kempsey 28 offences. ton A38/A4104 roundabout is now complete. WCC have checked the road markings and rows on the roundabout and are not prepared to change them as they believe them to be prect. Narrow footpaths are part of the original planning application. terans Bus Pass. CCIIr has presented a motion for all veterans (including younger ones, to may be disabled or have PTSD) who live in Worcestershire to be provided with free bus vel commencing from 2024. Every county cllr voted in favour of the motion. Delay until 24 will allow the ruling party to have time to budget for this. Worcestershire may well be e first county council to support veterans in this way. s hoped that the A38 speed and traffic review will go ahead as planned but no assurances n be given on this matter.	
b	release Council of recent for the supply, conside calculat through consult SWDP a	<b>Lichael.</b> <i>(Information contained in his verbal report and summarised below can be d once MHDC press release is published Christmas 2022)</i> The South Worcestershire s (SWCs) have reviewed their 5 Year Housing Land Supply position for 2022. In the light nt appeal decisions, the SWCs are now proposing to adopt an individual district approach 5 Year Housing Land Supply calculation. The result is that Malvern Hills has a 5.06 year Worcester City 3.06 and Wychavon 3.68. These figures will be used as a material eration in determining planning applications. The SWCs will continue to publish a joint tion for information and monitoring purposes and will seek confirmation of this approach n the South Worcestershire Development Plan Review (SWDPR) which is currently out to ation. The joint calculation results in 3.94 years of housing land supply across the whole area.	DCllr. Clerk

<b>-</b>	Flood hund Undets on hund construction	
<b>5.</b> a	<b>Flood bund - Update on bund construction</b> The material moved to site had been tested by the contractor for the SLR 4 work and found to be clean. The risk assessment requested by WRS and produced to support the movement of the material demonstrated that the material would not have a detrimental impact on human health or the environment when moved from its current location to Severn Stoke. A revised risk assessment late last week demonstrated that all the material to be transferred to Severn Stoke originated on the SLR 4 site. This has allowed Malvern Hills District Council to discharge planning condition 7 for this batch of material. Each batch of material imported to Severn Stoke will have to go through the same or similar level of assurance to allow the planning condition to be discharged for each batch.	
b	Severn Stoke Flood Evacuation Plan. To consider and Motion to approve simplified version of plan. Plans for consultation. Duly considered and <b>approved unanimously</b> . Prps: PP. Scnd: RW. ClIr Faulkner and Clerk to deliver to those households most affected by flooding in order to seek first round comments. Final version of plan will be delivered parish wide in approx. February 2023. Progress with new noticeboard in order to display plan. WCC ref: 1369465 Clerk has submitted preliminary application to Highways and is awaiting a response.	Cllr Faulkner Clerk
<b>6</b> a	<ul> <li>Parish Hall</li> <li>R.Hall and ClIr Freeman provided an update of the meeting 21<sup>st</sup> Nov (between Hall Committee,</li> <li>Parish Council reps and B.Knight and P.Webster (Savills)), followed by general discussion.</li> <li>ClIrs noted that the November meeting was the first meeting between the parish council and</li> <li>Savills with this current administration (previous liaison had been solely via S.Watkins).</li> <li>BK open to extending the lease now that it has been made clear that finance (obtained by the parish council via a public works loan in the event of the project proceeding) is dependent upon it. However, proof of this requirement must be provided to Savills. Action:</li> <li>RH, LS and LF. Motion for LF delegated powers to assist in this response. Unanimous approved. Prp: GS. Scnd PP. No timescales noted but asap.</li> <li>RH has contacted R.Timney (Community First) to apprise of situation and gain advice.</li> <li>Savills to come up with map demonstrating extent of parish land holding and make suggestions for different options of land ie exploring the option of relocating the hall, as an alternative to rebuilding on the current site. No timescales noted.</li> <li>Parish Council and Parish Hall Committee representatives at the meeting on 21<sup>st</sup> November noted the option suggested by PW for exploring relocation of the hall to land at Birch Lane (opp. Orchard Close). BK noted that the parish council has made no decisions or plans in this respect and will look at all the options provided by Savills, before presenting for public consultation. It was noted that previous commitment by the parish council to consulting with the public once all options are received from Savills.</li> <li>ClIr Preston noted again the previous commitment by the parish council to consulting with the public once all options are received from Savills.</li> <li>Clirs and the Hall Committee noted the urgency of getting clarification of the length of lease available. Clirs again noted the importance of obtaining a new le</li></ul>	RH Clerk ClIr Freeman

6a	Parish Hall Continued	
con	<ul> <li>Hall Committee exploring option of demolition due to flood debris risk. Committee is obtaining prices and seeking options for demolition (planning permission, section 80 Building Regs). A bat survey will be undertaken shortly and ideally demolition would be undertaken after that. Asbestos under floor board joists will be removed on 2<sup>nd</sup> Dec 2022.</li> <li>Parish Councillor Motion for parish council to pay planning pre-application fee £96.00. Approved unanimous. Prps: GS. Scnd: JR.</li> </ul>	Clerk
7.	Councillor recruitment, hybrid meetings, methods of communication and raising the profile of the parish	
	<ul> <li>General summary of cllr debate</li> <li>Cllr Freeman recently attended training on the matter of councillor recruitment. This is a universal problem for all parish councils.</li> <li>It is vital that parish councils are quorate, with fresh ideas and sufficient members present at each meeting to help make decisions.</li> <li>Severn Stoke is a disparate parish with no natural focus but with one area that suffers from more high-profile problems. Parish Council is often criticised for focusing on one particular area or project. Over past year the parish council has assisted with issues (listed in no particular order) at Croome (parking, speeding, drainage, verges, ditches and hedges), High Green (phone booth, village gates and milestone), Defford (HGV and speeding), Severn Stoke (flooding, flood bund, parish hall, drainage along A38, hedges, pathways) and Kinnersley (speeding, rights of way and finger posts).</li> <li>Residents do not feel qualified and do not feel like they have sufficient time to commit.</li> <li>A leaflet drop explaining what the parish council 'is and does' would help. Cllr Freeman has some templates that he will tweek. Not everyone used Facebook or receives Klinks magazine.</li> <li>A Vision /parish plan needs to be created. Also a communication strategy and a Councillor Welcome pack. Clerk and Cllr Rowe to explore once Clerk gained permission from Grimley PC to use their welcome pack as example (and removed confidential material).</li> <li>A parish council logo/brand/letterhead would be useful.</li> <li>Virtual meetings (Where cllrs participate online) are not an option under current legislation but further discussion on how to get other demographics involved is important. It is an option to have live meetings streamed online for viewing by public.</li> <li>Parish Council must stay as a 'parish council' on an informal basis and as a sub heading in letterheads. Cllr Freeman to explore further.</li> <li>A meeting / sub committee is needed to explore this further. Add to next parish cou</li></ul>	Cllr Freeman Clerk Cllr Rowe Cllr Freeman Clerk
8.	Budget 2023 – 2024 Members of public did not request that standing orders be relaxed. No input had been received from the public prior to meeting.	
a b	<ul> <li>To note MHDC estimated taxbase for this parish is 303.97. Duly noted.</li> <li>To consider and Motion for budget 2023/2024. Scenarios for debate: <ol> <li>No increase in precept. [Scenario that will not increase parishioner burden];</li> <li>2.5% increase [resulting in approx. 98p p/a increase in parish household precept. Scenario that is in line with previous annual rises];</li> </ol></li></ul>	

8b	Budget scenarios continued		
con	iii. 5% increase [resulting in approx. £1.75 p/a increase in parish household precept.		
	Scenario that will not prevent the parish council from utilising savings of £15,000 in		
	order to cover general annual costs].		
	iv. 19% increase [resulting in approx. £6.14 p/a increase in parish household precept.		
	Scenario that covers increase in Clerk and Lengthsman wage, increase in insurance costs,		
	cost of statutory May 2023 parish election and training of any new parish cllrs].		
	v. Increase that reflects options resolved upon in item 6 above relating to the parish hall.		
	Cllr Seward <b>proposed</b> that existing parish council savings be used to pay for the projects for		
	flood bund noticeboard and phone booth. <b>Unanimously agreed</b> . Prps: GS. Scnd: PP. It was noted	Clerk	
	that MHDC Councillors have already provided some grant money towards noticeboard repairs at		
	High Green.		
	Councillors debated the small parishioner taxbase and also noted that previous annual increases		
	have not always keep track with inflation. Council <b>motion</b> for not increasing the precept did not		
	gain a proposer or seconder.		
	gain a proposer or seconder.		
	Council Motion for a EV increase (approv. 61.75 appual increase to each household accuration		
	Council <b>Motion</b> for a 5% increase (approx. £1.75 annual increase to each household council tax		
	(parish council portion)), which will allow the parish to continue to invest in the community but		
	will require the parish council to use up some financial savings in a controlled manner. Prps: RW.	Clerk	
	Scnd: SF. Unanimous vote in agreement. Clerk to inform WCALC and to Clerk to alert annual		
	auditor once appointed, with additional reserve/savings monitoring (Finance Committee		
	reports) to be put in place April 2023 onwards. [04/01/2022 WCALC did not respond to query but		
	MHDC have noted this Motion. No further full council debate required and draft minutes can be		
	published. Clerk initial projection is that up to £5,000 of £16,000 savings may be required over	Finance	
	next two years with the current projects only in mind. Post May 2023 elections, review Finance	comm	
	Committee and explore options for seeking project funding].		
9.	Planning and Enforcement - to consider, comment and resolve to respond to the following applications		
5.	or enforcement matters.		
	or enjorcement matters.		
	Notice of granted planning permission - 20/000009/CM & 20/000015/CM. Ryall North Quarry,		
а			
	Land off Ryall's Court Lane, Holly Green, Upton-upon-Severn. Proposed extraction of aggregates		
	with restoration to agriculture and a lake suitable for watersports & progressive restoration		
	scheme to agriculture and a lake suitable for watersports. Duly noted.		
b	Notice of approval and dedication of formal diversion of footpath SS-500 and Creation Agreement		
	for Footpath SS-584 in the Parish of Severn Stoke Worcestershire. Duly noted. Clerk to ask for full	Clerk	
	route to be formally reinstated.		
с	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.		
	Lodge House – it was noted that current works are covered by previous planning permissions.		
10.	Highways and Infrastructure Discuss and formulate Motions not requiring written notice		
<b>_</b>	Overgrown hedges in Severn Steke village		
а	Overgrown hedges in Severn Stoke village.	Clork	
	Clerk to re-report to Highways and Cllr Michael to assist. Parish Council has written to home	Clerk	
.	owners for at least three years in a row and Lengthsman has visited to offer assistance.		
b	Reoccurring fly tipping at Knights Hill.	<b>D</b> 011	
	Cllr Michael to assist.	DCllr Michael	

10	Uneven pavement (20/21 Knights Hill) and cul-de-sac driveway between 13/26.	
<b>с</b>	Clerk has reported. Highways have attended and scheduled what work they can afford in this	
C	financial year. Parish Council can then reassess and request further as required post April 2023.	
d	Drain clearance and maintenance at Croome London Arch.	
G	Clearance will go ahead. County Cllr has been keeping this on his radar. Highways a few months	
	behind with clearing. Resident is assisting with info and photos.	
e	To note with thanks the road sweeper and team that attended Severn Stoke/High Green.	
	Duly noted with thanks. Resident and parish council thanks passed to team. Road sweeper can	
	only attend roads with kerbed edges.	
f	To note that Prysmian Group have been appointed to conduct electrical testing of the street	
	lighting in Knights Hill and Stonnall Close – to take place end November/early Dec.	
	Clerk <b>instructed</b> to actively pursue these standard safety tests whilst ascertaining ownership of	Clerk
	the wooden poles (Knights Hill) (lighting units are the property of the parish council).	
11.	Speed, parking & traffic concerns	
а	To note letter to Police Crime Commissioner in response to recent traffic survey and request to	
	continue enforcement.	
	Duly noted and standard acknowledgement response received in the short term.	
b	Vehicles Activated Speed Signs (VAS).	Clerk
	Continues to be moved regularly between Severn Stoke and Clifton. Clerk, Cllr Freeman and	Cllr
	Lengthsman to follow up on VAS siting at Kinnersley, so that parish council unit can be shared	Freeman
	with that community. Cllrs agreed that it would be desirable for the VAS to be shared with the	
_	whole parish if suitable locations can be agreed with Highways.	
С	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.	
	This parish council to put debate on hold whilst Earls Croome consider other items of immediate	Clerk
	expenditure. Prps: PP. Scnd. RW.	CICIK
d	Community speed watch.	
-	Clirs <b>agreed</b> not to proceed with the current attempts to set up a Community Speed Watch in	
	Kinnersley due to the gradual fall away of volunteers and difficulties with police paperwork.	Clerk
	Prps: RW. Scnd: PP. Agreed unanimously. The option for restarting this and also for a group in	
	Severn Stoke/Clifton villages can be explored at a future date. Recent speed data collected by	
	the County Council continues to indicate that the parish including Kinnersley does not	
	experience more speeding than any other local area. Clerk instructed to write to the Crime	Clerk
	Commissioner to ask for clarification of the whole application process.	
е	Road works in Severn Stoke village to tackle inadequate drainage outside No.39, along A38.	
	This work has been completed. The Clerk has asked for an update from the residents to assess	
	effectiveness.	
f	To note Highways confirmation that (No Daviders' signate at London Crooms Arch will not be	
I	To note Highways confirmation that 'No Parking' signage at London Croome Arch will not be installed, as such signage can only be used along clearways and so would not be enforceable in	
	this location. AMENDED MINUTES in order to address incorrect information	
	Clirs noted that incidence of dangerous parking appears to have reduced significantly compared	
	to previous levels but that this should not be taken to indicate that parking enforcement is	
	working. National Trust has opened up car parks early for walkers/dog walkers to use. Problems	
	still arise when the NT car park is full. [Vote at full council 18/01/2023 to amend minutes as	
	above. Prps: JR. Scnd: PP. Duly carried.]	
g	АОВ	
-	Residents of Knights Hill are enquiring about process for getting disabled parking. Cllrs SF, RH	
	and Clerk as assisting though the process is at first glance inflexible and requires submission of	Clerk
	disability proof online.	

<ul> <li>12. Group/Committee updates</li> <li>a High Green Phone Box</li> <li>Adoption complete and Completion notice 01905371211 received. Cllrs gratefully noted the District Cllr contribution to electrical safety tests. PC Communication strategy will be crucial t the effective maintenance and future use of this facility.</li> <li>12 High Green Noticeboard Working Party.</li> <li>b The Clerk has cancelled backing board order and will attempt an order from a different suppli Milestone Working Party.</li> <li>c A new mile plate will be fitted shortly with the assistance of local volunteers and Lengthsman St Denys' update.</li> <li>d The parish council received a general written update with thanks, including a reminder of the possibility in the future (post bund completion) to utilise St Denys' Church as a community facility for the Parish.</li> <li>Police / PCSO.</li> <li>a The Clerk continues to provide a quarterly update to the PSCO relating to parish council priorities and concerns (known as the PSCO 'contract').</li> <li>Lengthsman</li> <li>Councillors considered the option to reduce the number of green waste bins stored at the parish hall and also on occas those that cut the hedges etc, make regular 'full to capacity' use of these and so provision shoremain the same. The parish council pays approx. £70 pa per bin. Prps: SF. Scnd: PP.</li> <li>Tarmac at Clifton.</li> <li>Update provided by CCllr. Meeting of 29th October Chair attended. A roman fort has been discovered on the land to the east of A38. Archaeological investigation will be of prohibitive price. Tarmac will shortly make a decision on the previous aim to extract from this land.</li> </ul>	Harrison Clerk ClIr Freeman Clerk
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price. Tarmac will shortly make a decision on the previous aim to extract from this land	
	Clark
Klinks	, All Clirs to
No update for December as due to personal circumstances both the Clerk and a number of Cl	Irs consider
missed the deadline. Communication Strategy can help combat this.	comms strat.
Remembrance Day	
Motion to supplement Royal British Legion donation from the current wreath purchase price	Clerk
(£20) to £50. <b>Approved</b> as a one off and to consider on annual basis. Prps: LF. Scnd: GS.	
13. General Finance and Administration	
a Parish council policies update.	
Deferred to next meeting as time was short.	Clerk
b To sign updated bank mandate in relation to agreed Clerk's payrise.	
Defer as Clerk has yet to write the appropriate letter to bank.	Clerk
C To consider/motion to approve payment of accounts made in the previous month Appendix	(1.
Prps: PP. Scnd: GS. Carried.	
d To consider/motion to approve payment of outstanding accounts Nov 2022. Appendix 2.	
Prps: RH. Scnd: SF. Carried.	
e To receive the latest bank reconciliation and quarterly report. Prps: LF. Scnd: SF. Carried.	
14. Correspondence, dates for diary, items for future agenda	
a To note request from Paul Jones (Partnerships Overview Advisor for the Environment Agency)	Clerk
that he and the public attend the parish council meeting in March 2023 (date to be	
confirmed) in order to receive an update on flood bund construction.	
b In aid of British Heart Foundation, hosted by Sid Chickens & Dangerous Grandad on 3 <sup>rd</sup> March	
2023. Crown PH Kempsey. £6.00 per head - limited to 40 people. Raffle Prizes welcome.	
Dates of next meetings:	
c Wed 18 <sup>th</sup> Jan 2023 7.30pm Croome SOQ	
Wed 29 <sup>th</sup> March 2023 7.30pm Croome SOQ	
Wed 24 <sup>th</sup> May 2023 Croome SOQ	

## Next Parish Council meeting Wednesday 18th January 2023, 7.30pm at Croome SOQ

meeting room. The public and press are welcome to attend this meeting.

Signed ......Date

#### **Appendix 1** Items already paid October 2022 since last PC meeting:

Mrs Lisa Stevens	Backdated payrise April 2022 to August 2022.	£106.08
	Initial £5 test for bank transfer. Parochial Church Council.	
PCC Severn Stoke	Room booking St Denys' for PC meetings.	£500.00
Mr Simon Bott	Lengthsman invoice September 2022.	£287.40
Mr Simon Bott	Parish Hall Mowing Sept 2022	£85.00
Mrs Lisa Stevens	Royal British Legion poppy wreath reimbursement. Invoice present.	£20.00
Mrs Lisa Stevens	Reimbursement flood bund update leaflets. Receipts present.	£38.00
Mrs Lisa Stevens	Clerk wage September 2022	£294.16
Mrs Lisa Stevens	Expenses Oct 2022 Printing Ink. Receipts present.	£25.98

#### Appendix 2. Items for payment Nov/Dec 2022:

Worcestershire CALC	Cllr training. Recruitment. Invoice 8881	£12.00
Royal British Legion	Donation to be agreed at this meeting.	£30.00
Mr Simon Bott	Lengthsman invoice October 2022 plus mileage (£9.91 = $0.35p \times 28.3$ miles).	£289.91
Mr Simon Bott	Parish Hall Mowing October 2022	£0.00
Mrs Lisa Stevens	Expenses Nov 2022 paper and mileage. Receipts present.	£16.97
	Backdated pay rise Sept and October 2022 (current payments are based on £10.16 per hour. Payrise is to	
Mrs Lisa Stevens	£10.84 per hour.	£35.36
Mrs Lisa Stevens	Clerk wage October 2022	£294.16





\*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, Uckinghall & 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 - Ryal	I - Earls Croome - Baughton	CB2		
Nauton - Uckinghall - Ripp	ole - Tewkesbury			
Operated by Community Action Malvern		No service on other days		
W ednesdays only		from 26th January 2022		
Tunnel Hill, Upton-upon-Severn	1000*			
The Graftons, Upton-upon-Severn	1005*			
High Street, Upton-upon-Severn	1010*			
Ryali (The Beeches)	1015*			
The Yorkshire Grey, Earls Croome	1020*			
Earls Croom Village Hall	1025*			
Baughton village	1030*			
The Blue Bell, Ryall	1035*			
Naunton	1040*			
A38 Naunton turn	1045*	-		
Uckinghall	1050*			
Ripple	1055*			
A38 Ripple turn	1100*			
Tewkesbury (outside Boots) 1110 (approx)				
THE RETURN JOURNEY WI	LL LEAVE TEWKESBURY AT 13	300		
* 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 12-30pm the previous day				
FARES: Adults £8.00 return : Concessionary Bus Pass holders £4.00 return				
The booking line is 01684 892381				
It is open Monday to Thursday b	etween 09-00 and 15-30 and on Fridays, 09-00 to 12-3	0 : There is an answerphone at all other times		
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