

Monthly Meeting of Grimley Parish Council

**Monday 28th April 2025 7.30pm,
Peace Hall, Sinton Green, WR2 6NP**

This page is the cover sheet to the agenda, Summons and meeting guidelines.

Parish Councillors, Notice is hereby given that a meeting of Grimley Parish Council will be held on Monday **28th April 2025 at 7.30pm** at the Peace Hall, Sinton Green, WR2 6NP. Your attendance at the meeting is requested. What3Word location: [///wove.minds.pokes](https://wove.minds.pokes)



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



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new parish council
website



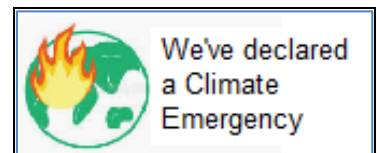
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each meeting

- 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.Reg/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.


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.

See our website for more information: <https://grimley-pc.gov.uk>



Grimley Parish Council agenda - Monday 28th April 2025, 7.30pm

1.	Welcome and general admin a. Points of order. b. To consider any apologies for absence: Motion to accept and Clerk to add to register
2.	Declarations of interest <i>Cllrs to take as read unless declarations arise</i> a. To note updates to Register of Interests/dispensations. Cllrs are reminded to update their register of interests. b. To declare Disclosable Pecuniary Interests relevant to agenda. Cllrs who have declared a Disclosable Pecuniary Interest/ other Disclosable Interest (para 12(4)(b) Code of Conduct) must leave for the relevant items only, unless a dispensation has been granted. c. To declare any Other Disclosable Interests relevant to the agenda. d. To declare any additions to the Register of Gifts & Hospitality. e. To consider written requests for the granting of a Dispensation (S33 Localism Act 2011). Motion to approve requests.
3.	The meeting will be adjourned for Open Forum (Public Question Time) <i>Please refer to the notes on your seat for information about this section.</i>
4.	To receive and approve the minutes of the previous meeting a. 24 th March 2025
5.	To receive the report of the County Councillor – Scott Richardson Brown (Items raised for decision will appear on the agenda for the next meeting) i. CClr to check whether funds can be made available to the Peace Hall repainting project.
6.	To receive the report of the District Councillor – Dean Clarke (Items raised for decision will appear on the agenda for the next meeting) Question from Cllrs – why do MHDC always send two road sweepers to attend to the same job?
7.	Mobile Phone masts for the parishes and wider area via Atlas Tower Group Atlas and WCC have recently received a positive response from a site provider in Sinton Green. Location: Land on the north side Of Moorcroft Barn, Sinton Green, WR2 6NT. Motion to support in principle this project at this location, subject to a full planning application being received and subject to due scrutiny at that time.
8.	Ditch and flooding working party. To receive an update on areas of focus - To discuss updates and formulate Motions not requiring written notice. a. Vicinity of Primrose Cottage, Dark Lane & Walton Lane (Bells Bank) water running down road. Severn Trent have inspected and tested and confirmed it is not their issue. Motion: to formally refer the matter back to Highways WCC. Parish Clerk has already chatted with Donald, but he needs a proper reference number from his office via the WCC Report it Service.  b. Oakhall Green to Sinton Green water running down road. Highways have inspected and are scheduling in ditch and grip works for spring 2025. Motion: to write to ask for an update and confirmation that this work is still proceeding. c. Monkwood Green flooding adjacent to Goodwin's Farm. Scheduled as part of budget for 2025. Allocation to Cllr to compile spec. PC to begin collecting quotes spring 2025. Update from Cllrs if any.

- 8 d. **Moseley corner** water regularly in road. Severn Trent have attended to inspect and tackle Nov 24. Water remains in road. Re-reported to Severn Trent by Parish Clerk. Problem ongoing over a year.



e.

Sinton Green, vicinity of the The Forge - Water suggested to be originating from garden water feature; water in road; sodden, damaged, eroded verge; overgrown hedge.



9. **Peace Hall** - To discuss updates/formulate Motions not requiring written notice
- a. Thanks received from hall committee for pledge £300 towards repainting of main hall. Update on hall projects as required.
- b. To note that the Lengthsman has provided the hall committee with a mowing contract quotation, which would not impact upon his parish council contracted duties.

10	<p>Planning, Enforcement & Consultations - consider and resolve to respond to the following:</p> <p>a. Standing Item: To consider and arrange an extra ordinary parish council meeting for planning applications received after date of publication of this agenda. <i>Nil at time of publication.</i></p> <p>b. 19/00704/AGR Land At (OS 8125 5995)Sinton Green, Worlds End - To note referral of farm and buildings at Worlds End to the district councillor for his consideration and comparison with original planning permissions and visual amenity impacts. No further action for parish council. Added to parish council watch list.</p> <p>c. Derelict farm buildings at Holywards Farm, mobile homes and blocked rights of way. Motion to request that the matter be referred back to planning at MHDC for their consideration and comparison with original planning permissions.</p>
11	<p>Monkwood Green Common and SSSI - To discuss updates/formulate Motions not requiring written notice.</p> <p>a. Seats, posts and rails, bins, and items belonging to The Fox, Monkwood Green, placed on the Common and SSSI without permission.</p> <p>i. Motion to write to the owners to ask for immediate removal of these items from the SSSI and Common on Monkwood Green.</p> <p>ii. Motion to write to confirm parish council ownership of the land, Common, SSSI and area used as a car park.</p> <div data-bbox="477 775 1179 1339" data-label="Image"> </div> <p>b. Quotation for bin/s. 1x Super Trimline 50™ HSL Litter Bin in Black, with below ground fixing post for concreting in, metal liner & gold bin-it symbol - £289.09 +VAT. Delivery free of charge to UK. Clerk still awaiting response from MHDC as to whether they would empty a bin in the location of Whitehouse Farm 20 meter radius and in the location of the Fox Inn. Motion should ideally be delayed until permission/acknowledgement received from MHDC.</p> <div data-bbox="662 1529 995 1874" data-label="Image"> </div> <p>c. Dog waste signs - Reported to have been installed by MHDC. DCllr to check with council officers as to exact locations. Cllrs considered that the wording of district signs might not be effective. Other parishes have had more success with signs such as: <i>"Residents Request" Please do not foul. We pride ourselves on this place. Please assist us in keeping this area clean and tidy.</i> Cllr Russell to confirm wording, with a view to Clerk laminating and exploring option to locate one sign at all footpath entrances to discourage fouling on crop fields and parish council land.</p>

11	<p>Monkwood Green continued</p> <p>d. 30mph roundels at entrance to Monkwood Green – resident request for repainting. Cllr Collett to inspect and refer to Highways if it is found to be so.</p>
12	<p>Sinton Green, Oakhall Green & Birchall Green- To discuss updates and formulate Motions not requiring written notice.</p> <p>a.</p> <p>b. Continuing damage to Oakhall Farm Barn WR2 6NT – 08/04/25 another incident of a large lorry hitting the property. Resident notes "As previously the damage was to the guttering but I am convinced that it is only a matter of time before the wall is hit with grave consequences".</p>
13	<p>Grimley village</p> <p>a. Highways work on Grimley approach road near bus stop - Follow up work is planned by the County Council. The pavement by the bus stop has been spray painted but there are no markings around areas where there are no kerbstones. Any progress since last meeting?</p>
14	<p>Finance, admin and training - To discuss updates and formulate Motions not requiring written notice.</p> <p>a. To consider and motion to approve the payment of outstanding accounts. Appendix 1. All invoices listed have been 'examined, verified and certified' by the RFO.</p> <p>b. To consider and approve payment of urgent accounts if any (Delegation to Clerk policy).</p> <p>c. To receive and motion to accept latest Bank Reconciliation.</p> <p>d. Clerk timesheet for inspection.</p> <p>e. .Gov website and .gov email addresses for Cllrs – please could Cllr let me know when they are using their new email address.</p> <p>f. Subscription for Malwarebytes Standard will renew on 7 May 2025 for £33.32 plus VAT for 1 Year. Plan includes: Premium Security - Proactively blocks viruses and malware in real-time, 24/7. & Browser Guard - Blocks ads, trackers, and scams. Direct debit is paid from Clerk's personal bank account and reimbursed.</p> <p>g. Reclaim of Chairs' Expenses: £23.99 Cllr Woodhouse Deputy Chair. Clerk has received receipt. Contribution towards Lengthsman thank you gift.</p> <p>h. Annual plan monthly inspection: To note receipt fo WO0063 Grimley Parish Council – 2024/25 AGAR external auditor instructions. Clerk has put together a timetable in Appendix 4 for Cllrs' info.</p> <p>i. Email/website parish council policy. No progress made so far. Template policies available.</p>
15	<p>AOB, correspondence, dates for diary, items for future agenda. This section is for items to note only and no financial motions can be raised in this section.</p> <p>a. Items/projects on parish council watch list, Appendix 2.</p> <p>b. Clerk's correspondence for info, Appendix 3.</p>
16	<p>Date of next scheduled meeting: 19th May 7.30pm – Annual Meeting of the Parish Council, Peace Hall, Sinton Green.</p> <p>The press and public are cordially invited to attend these meetings and should note Standing Orders in advance please.</p> <p>NB. The above is an annual meeting of Parish Cllrs, where appointments for the following take place: chairman, vice-chairman, committee members and representatives to other bodies. The public may not speak at this meeting, though they are cordially invited to attend to observe proceedings. (Standing orders states "In a year which is not an (parish) election year, the annual meeting of a council shall be held on such day in May as the council may direct."). First item: Election of chair and sign declaration of office.</p>

Appendix 1_Payments to be made this month (April 25) and already made in the previous month (March25) under Clerk delegation policy and Financial Regs.

Worcestershire CALC	Annual Subscription 2025	Invoice not yet received. Last year was £471.09
Mr Simon Skeys	Lengthsman worksheet March 2025. Claimed from WCC – unable to do so until WCC issue contract (15/04/25)	£282.25
Mr Simon Skeys	Sinton Green Mowing April 2025 invoice 0325	£90
Mrs Lisa Stevens	Expenses April 2025, includes annual residents' meeting provisions.	£45.00
Nest Pensions	April payment for April wage. Clerk contribution £26.28. PC contribution £19.71	£45.99
Mrs Lisa Stevens	Monthly wage for March paid in April is £13.69 perhour = £657.12 - pension £26.28.	£630.84
HMRC Shipley	EmployER Gross National Insurance Contributions	£36.02
Lloyds Service charge	Taken out of bank account direct	£4-£5

Appendix 2 – Items/projects on parish council watchlist

	Projects on watch list	Update
1	Draft parish council policy Managing activities on parish council owned land	Clerk to add page numbers and index – after financial audit is complete. Public consultation once Cllrs happy.
2	Sinton Green village green ditch clearance	Contractor will proceed in drier weather. He has been provided with the proper authorisation.
3	WWT Green Farm water supply project	Waiting for drier weather. 20/03/2025- Contract/legal easement for access signed by Chair may not be sufficient and WWT solicitors may require more evidence of ownership of land and delegated permission to allow the easement. Awaiting further information from the solicitors. NB. The permission and quote for water connection from Severn Trent expires on 15 April 2025. If it does expire before the Trust is ready then the Trust will need to pay for a new quote and connection fee. Clerk has emailed the Trust about this.
4	Oakhall Green signage at sharp bend.	<ul style="list-style-type: none"> - Feb 2025. Signs reported to be on order by WCC. - March 2025 – verge has been further damaged by delivery vans and zebra bollards have been crushed. - April 2025 – side of Oakhall Farm barn damaged and guttering broken by high sided vehicle.
5	Dark Lane & Walton Lane (Bells Bank), water in road, leaking pumping station	<p>Case No: COM-390806-J8G7F9. Tel: 0800 032 0142.</p> <ul style="list-style-type: none"> - Nov 24 - Highways and Severn Trent undertook road works 18th Nov 2024, with no discernible impact on water dribbling down the road. - Dec 24 - Lengthsman then cleared all grips and headwalls/drain tops. - Dec 24 - New contact email address provided by Severn Trent for Cllrs to report issues - March 25 - Contact made with Severn Trent by Clerk. - 17/03/25 - Severn Trent site investigation tested for ammonia: the water is not sewerage containing human waste and therefore not coming from the pumping station. - 09/04/25 – Severn Trent site investigation at Primrose Cottage - cameras / sound equipment used but no leaks found.

		<u>Appendix 2 continued</u>
6	Oakhall Green to Sinton Green, water in road.	Waiting for County Council action.
7	Monkwood Green flooding adjacent to Goodwin's Farm, water in road	Waiting for dry weather to assess and agree project spec with residents. Clerk has obtained maps of clean water drains and pipes under road. No waste water in this location. Severn Trent attended 05 & 06/03/25 to fix a leak – wait to see if this resolves the situation.
8	Moseley corner, water in road	Waiting for dry weather to assess Severn Trent work. Update 22/03/25 water in road is as bad as it ever was. Severn Trent action has not fixed the problem.
9	World's End adj to Paddlebrook Cottage, water in road	Waiting for WCC inspect. Riparian duties need to be carried out on the brook.
10	Bench repairs, Peace Hall	Waiting for drier weather.
11	M/ENF/24/0298. Enforcement Ref. Alleged creation of hardcore area. Camp Lane, WR2 6LX.	Feb 2025. Enforcement Officer has attended the site location, sought land registry documents and has written to the proprietor of this parcel of land. March 2025 – No update received by parish council as yet.
12	19/00704/AGR Land At (OS 8125 5995) Farm at Sinton Green/Worlds End – planning consideration by MHDC. What3 words: ///spindles.bulbs.sector	March 2025 - Referral of farm and buildings at Worlds End to the district councillor for his consideration and comparison with original planning permissions and visual amenity impacts.
13	PR-25-53800. Path numbers GM-579(C) & GM-584C & GM-587 rights of way blocked behind Sinton Court. Overgrown hedges obstructing the way. Fallen or overhanging trees that need removal	30/10/2024 Stage of Work by WCC: Inspected - Awaiting Investigation. Type: Fallen Timber 21/02/2025: Stage of Work by WCC: Inspected – Awaiting Investigation. Type: Vegetation boundary.
14	PR-24-48834 Path Number: GM-609 Date Created: 27/06/2023. Broken finger post and reconfirm direction for finger post pointing. Vicinity of Riverdale, Grimley Village.	Stage of Work by WCC: Awaiting inspection & awaiting Investigation. Historical note: This finger post has been repaired twice since 2020 and keeps being knocked down by farm vehicles and placed pointing in the wrong direction.
15	PR-21-36692 Path Number: GM-598(D) Date Created: 06/10/2020. Land belonging to The Bumbles. Obstruction of right of way with private gate.	Stage of Work by WCC: Inspected - Awaiting Investigation. Type: Barrier Across.
16	PR-24-49009. Path Number: GM-537 Date Created: 23/06/2023 Holywards Farm.	Stage of Work by WCC: Inspected - Awaiting Investigation. Type: Barrier Across and deposits blocking route.
17	Dog fouling signs	March 2025 – on order with MHDC. Need to chase, as reportedly installed but no evidence of this.

		<u>Appendix 2 continued</u>
18	DofE Young Person litter picking volunteer	Date for start and processes for sign off yet to be confirmed by the family.
19	Iron Gates Sinton Green	MHDC aware that these are off site for repairs.
20	Devolution	Any additional projects that the residents want the parish council to take on, when unitary authority is created? Leave on agenda so that residents' attention is regularly raised to this opportunity.

Appendix 3 Correspondence where NOT included in agenda items above.

1	PC 21403 Molly-Ann Smith, Safer Neighbourhood Officer Tenbury & Martley SNT West Mercia Police. Timetable of parish meeting sent in order for her team to attend.
2	Community Recognition Scheme and Celebration - Malvern Hills District
3	Worcs County Council's Community Services Directory. Clerk has added the parish council to this list.
4	Water Plus – Current balance: £0.00. Next bill is expected quarterly.
5	NALC Chief executive's bulletin
6	WCALC monthly bulletin
7	The Rural Funding Digest - Looking for funding for your local project or community group
8	The Rural Bulletin – national rural news and ensuring rural communities have a voice
9	HMRC – payroll update and legal requirements concerning end of year tasks, now concluded: <ul style="list-style-type: none"> • sending last Full Payment Submission (FPS) • confirming final submission • updating software for the new tax year • issuing P60s • entering tax codes for the new tax year
10	HSE weekly bulletins – working from home, employing contractors

Appendix 4 draft audit timetable

Between 1 April and 30 June

Step 1a – The Accounting Statements (section 2) are prepared 1st draft by the RFO and explained at the parish council meeting on **28th April 2025**

Step 1b – 29th April – 8th June - Provide all accounts to the internal auditor and receive back before **9th June 2025**

Step 2 – On 9th June 2025 - a meeting of the parish council will be held at which

Sept 2.1 – (Minute ref 09062025_9 step2.1) - The Annual Internal Audit report is received and noted

Sept 2.2 – (Minute ref 09062025_9 step 2.2) - 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

and includes the authority's website address, where other information not forming part of the annual governance statement but required by the Transparency Codes may be found.

Sept 2.3 – (Minute ref 09062025_9 step2.3) - The Accounting Statement (Section 2) are received by the parish council, the Clerk as RFO asserts that she has signed these before the meeting and are considered and approved by the full council (but not signed).)

Sept 2.4 – The certificate of exemption approved (NA for 2025)

Then as an entirely separate item on the same agenda

Step 3 – (Minute ref 09062025_10 step3) - Following approval, the Chair and Clerk of the meeting sign the Annual Governance Statement and the Chair signs the Accounting Statements

Step 4 – (Minute ref 09062025_10 step4) - The Clerk as RFO sets the commencement date for the exercise of public rights (June – July 2025)

Step 5 – The Certificate of Exemption is signed by the RFO and Chair (NA for 2025)

Appendix 4 continued

Step 6 – Before 19th June 2025, all documents are published on the **parish council website** and accounts and notice of public rights are published on the **physical parish noticeboards**. ie this must be before the commencement of exercise of public rights, which for Grimley will be 20th June 2025.

Nb copies of: documents **a through to i** as above in List 3 Basic Level Review (which includes in 'f2' the declaration that the accounting statements are as yet unaudited)

AND the **name and address of the External Auditor**

AND all documents associated with the **transparency code no later than 1st July**: Nb.

- all items of expenditure above £100; (date the expenditure was incurred, summary of the purpose of the expenditure, amount and. VAT details)
- list of councillor or member responsibilities (names of all councillors, committee or board membership and function (if Chairman or Vice Chairman), and representation on external local public bodies (if nominated to represent the authority or board) of each councillor or member.)
- the details of public land and building assets (description (what it is, including size/acreage), location, owner/custodian, date of acquisition (if known), cost of acquisition (or proxy value), and present use).
- Minutes, agendas and meeting papers of formal meetings.

Step 7 – Before Tuesday 1st July 2025, the parish council sends **completed audit documents to the External Auditor**, including

all documents **a through to i** as per List 3 Basic Level Review

Step 8 – Before 1st October 2025. Once the external auditor has completed and is able to give an opinion on the limited assurance review, the Annual Governance and Accountability Return including a completed Section 3 will be returned to the authority. The authority must then ensure publication on its website (or another suitable website) not later than 30 September of the complete Annual Governance and Accountability Return, comprising Sections 1, 2 and 3, including notice of the conclusion of audit and any amendments made to the accounting statements as a result of the limited assurance review.

Dates of public rights:

A period of 30 working days set by the smaller authority and including the first 10 working days of July. For Grimley PC - Commencing on Friday 20th June 2025. End on 31st July 2025. Date of notice: no later than 19th June 2025.

-end-