

DRAFT Minutes of the monthly meeting of Grimley Parish Council

Monday 26th February 2024, 7.30pm
Peace Hall, Sinton Green

Present:	Parish Cllrs A.Collett (Chair), P.Ayers, G.Moore, G.Probert, A.Sinclair. S.Wilson.	
Attending:	District Cllr Dean Clarke, Parish Clerk & RFO Lisa Stevens.	
Apologies:	Parish Cllr J.Izamis. Parish Cllr R.Woodhouse (Deputy Chair),	
Vacancy:	1 vacancy for parish councillor available for immediate co-option subject to application and criteria. Meeting commenced at 7.30pm	
12/24	Welcome and information provided at the beginning of each council meeting, points of order, apologies for absence and declarations of interest.	
	<ul style="list-style-type: none"> - Points of order (nil), - Adjustments to facilitate public participation (nil requested). - Apologies accepted. - Declarations of interest in ref. to Airbnbs. Cllr Moore and Cllr Sinclair. Councillors did not vote on this matter as the agenda item is not for resolution. Clerk to enter declarations to the Register. 	
13/24	Public Open Forum. Please refer to 'information provided at beginning of meeting' for further guidance. Standing orders are relaxed in the event where the public are present and wish to participate. Nil questions.	
14/24	Minutes of previous meetings – Motion to approve previous minutes.	
a.	29 th January 2024. Prps: AC. Scnd: PA. Resolved and Duly Approved.	
15/24	To receive the report of the District Councillor – Dean Clarke. (Items raised for decision will appear on the agenda for the next meeting)	
a.	<ul style="list-style-type: none"> i. Under a recent National Planning Policy review, MHDC currently has a 4-year land housing supply and needs 5. Gov. notice on how to proceed will be received by district council soon. ii. 5-year district plan approved recently. Medium term plan requires a 9pence a week increase in council tax. Overall council tax is increasing by 4.9%. iii. SWDP review of traffic plan is now required and so SWDP adoption is delayed for another 12 months. iv. New Director of Planning is in place and overseeing a reduction in the backlog of planning applications. v. Car park charges MDHC owned facilities increasing on average by 50p. vi. Brown bin charge not going up (Garden waste service). vii. Divisional fund is set to increase to £1k from £500. viii. Q. Dredging and care of waterways is not responsibility of MHDC. Possibly County Council, Environment Agency or Canals and River Trust depending on this issue. ix. Q. Care of ditches depends on riparian duties and may also be the responsibility of the County Council. 	
16/24	To receive the report of the County Councillor – Scott Richardson Brown	
	Not in attendance. All items to be chased by email.	

17/24	Planning - to consider, comment and resolve to respond to the following applications.	
	<p>Standing Item: To consider and arrange an extra ordinary parish council meeting for planning applications received after date of publication of this agenda: 3 items:</p> <p>a. M/24/00149/FUL. Wagon Wheel, Grimley, WR2 6LU. Conversion, (partial demolition) and erection. Variation of condition 2. 21/02082/FUL). Resolved: Duly Agreed Parish Councillors had no comment to make.</p> <p>b. Planning enforcement options for Airbnb properties receiving more customers and more vehicles than the properties can reasonably cater for and where cars are being dangerously and inconsiderately parked on verges and roadsides. Parish Councillors agreed to monitor the issue and noted that the majority of vehicles parking on the village green are related to other businesses in the vicinity.</p> <p>c. Possible application in relation to the Open Ditch public house, Sinton Green. The Clerk confirmed that no official application had been received from MHDC.</p>	Clerk
18/24	Commons and Village Greens - Updates and Motions not requiring written notice.	
	<p>a. Monkwood Green Common and SSSI</p> <p>i. To consider advice from Resident Ecologist, C.Betts, Monkwood Green. Resolved. Motion for no further strimming or actions on trees as advised by the recent Tree Survey until September was duly agreed. Resolved. Motion for Clerk to seek interest of the Pershore College for actioning outstanding tree works as suggested by the Tree Survey was duly agreed. The Clerk was instructed to advise A and L as existing strimming contractors.</p> <p>ii. To consider request to purchase of a salt bin for use in storing chippings for adhoc access road repairs. Resolved. Motion to decline request duly agreed. Councillors noted that the existing access agreement requires that residents undertake repairs themselves 'under their own steam'. A salt bin for use in storing materials for this purpose would not provide sufficient quantity likely as not. Potholes cannot be filed in the current wet conditions. Monkwood Cllrs to provide an update on road conditions in April.</p> <p>iii. Ditch clearance Green Farm to Woodlands. B.P has declined the opportunity. Clerk noted that three alternative contractors previously declined in early 2023. Cllr Collett and Cllr Wilson had approached resident M.J who had agreed to quote for the project and has a good reference with the parish council after previous contracts.</p> <p>iv. Worcestershire Wildlife Trust for Green Farm nature reserve water supply. Matter is still with WTT solicitors. No action for the parish council as yet.</p> <p>v. Defibrillator cabinet / phone booth Monkwood Green Cllr Collett to inspect once the soil conditions allow and find way forward. RCD is still below water. Defib itself has a separate battery and is still functioning properly. Cllr Wilson and Cllr Ayers to inspect weekly.</p>	<p>Clerk</p> <p>Clerk Clerk</p> <p>Monkwood cllrs</p> <p>Cllr Collett and Cllr Wilson</p> <p>Cllrs Collett, Wilson & Ayers</p>

<p>18/24 cont b.</p>	<p>Sinton Green village green</p> <p>i. Residential parking (on verges not part of the village green). Platform were reported to be dealing with the matter internally. Parish Councillors agreed to monitor the issue.</p> <p>ii. To note results of tender process, mowing Sinton Green Village Green. Quotation £95 per cut for up to two cuts per month as the season requires, plus an additional £120 one off autumnal cut for longer grass left each year to encourage wild flowers. Clerk noted that 2 two other contractors had not responded to requests for a quotation. Councillors noted that there is not planned to be a parish fete at Sinton this year. Resolved. Motion that the Classic car club should be approached for a donation towards mowing, if additional mowing is required in the run up to any event proposed was duly Approved. Prps: GM. Scnd: PA. Resolved. Motion that the quotation from S.S be accepted subject to his flexibility on any additional mowing required before public events requested to be held on the Green (not aware of any at this time), was duly Approved. Prps: GM. Scnd: PA. Resolved. Motion to offer S.S a three year contract for mowing, as no other contractor has been interested for the past five years or more, was duly Approved. Prps: AC. Scnd: SW.</p> <p>iii. Motion for accepting up to 5% increase on Sinton Ditch work quotation, delay by over 6 months due to the weather. Currently £3500 plus VAT. Resolved. Motion Approved. Prps: SW. Scnd: AC. Spec as follows: <i>Project 1st) Pond at Sinton Green, to be dredged in summer 2024.</i> <i>Project 2nd) Existing ditches to excavate to be conducted asap with arisings to be levelled by the pond on a temporary basis. Spoils will then be removed in summer 2024 while the pond is being excavated.</i> <i>Additional ditch to be dug 1 metre from road side from bus shelter to no parking sign in direction of Worlds End corner. Same depth and width as other ditches, with grip required to existing ditch on southern side.</i></p>	<p>Clerk</p> <p>Clerk</p> <p>Clerk</p> <p>Cllr Collett and Clerk</p>
<p>19/24</p>	<p>Reports from Projects - Updates and formulate Motions not requiring written notice.</p> <p>a. Grant application from the Parochial Church Council. £1,545.00 towards legal expenses in relation to expansion of burial ground at St Bartholomew's Church, Grimley. Not debated. Application removed at request of applicant. Church Commissioners are to pay this invoice on behalf of the PCC.</p> <p>b. Grant application from the Parochial Church Council. £100 towards rotten gate post repairs. VAT not applicable. Application being considered by the Grimley Smaller Charities.</p> <p>c. The parish council would like to thank Mark and Julie James for the supply and installation of the new noticeboard at the Peace Hall. Councillors acknowledged and paid tribute to this generous contribution to the Peace Hall and our local community. Resolved. Motion for permission to be requested from the Hall Committee for a thank you note to be placed in the noticeboard itself. Also a card and letter of thanks sent to their home address. Agreed.</p> <p>d. Royal Mail ceasing late afternoon collections in the parish. Noted with no further action.</p>	<p>Clerk</p>

19/24 cont e.	<p>Motion to request that the WCC dial a bus service is rolled out to Grimley Parish. AA public transport service where vehicles travel on demand rather than using fixed routes and timetables.</p> <p>Resolved. Motion for Councillor Woodhouse to find out more and speak to County Councillor was duly agreed.</p>	Cllr Woodhouse
f.	<p>Blocked public rights of way. County Council continue to investigate. Resolved. Motion for Clerk to request progress before May 2024 as a deadline, AND, Clerk to investigate possible wording to end without doubt any existing contract in the eyes of the parishioner. Agreed.</p>	Clerk
g.	<p>Overflowing ditches and drains parish wide. Resolved. Motion for Clerk and Councillor Woodhouse to conduct parish wide survey and map results to pass to Highways and County Councillor. Week of 5th March 2024. Agreed.</p>	Clerk Cllr Woodhouse
h.	<p>Gritting routes/flowing water Dark/Walton Lane. Awaiting response from Severn Trent, Highways and Land Drainage Partnership in reference to leaking water. Cllr Woodhouse to chase via County Councillor. Resolved. Motion to request that gritting route be amended to include both Walton Lane and Dark Lane – ask Highways opinion if both is possible. Whilst the school route (Dark Lane) is the priority – residents would need to be consulted about any change, if BOTH routes are not possible – Agreed.</p>	Cllr Woodhouse Clerk
i.	<p>Website and logo. Clerk attended a workshop designed to help councils successfully move over to a gov.uk domain and had obtained the shortlist of approved website Registrars. Date for County Council closure of existing website is June 2024. Resolved. Motion for Clerk and Councillor Collett to assist with obtaining quotes from that shortlist. Councillors requested and received clarification about the need for separate .gov email addresses, namely, the need for the parish council to be able to retrieve and take back ownership of parish council emails in the event of a parish councillor resignation, ie considerations of GDPR and risk. Councillors requested and received clarification about the need for a new .gov. website, namely, that the existing County Council hosted website is being withdrawn and also because that current website does not be accessibility requirements in law and the Clerk is not able to fully control all aspects of display, presentation and the user experience. Ie considerations of accessibility, equality, best practice and effective communication with residents. Councillors were content and consented to proceed with both aspects of this project. Approved. Prps: SW. Scnd: GM.</p>	Clerk Cllr Collett
j. AOB	<p>Peace Hall update Committee are organising an Easter Egg hunt with the primary school. Film events are continuing. Charity café events are continuing. Parish Councillors and Clerk noted the good wifi service in the hall for events and thanked the Committee.</p>	
20/24	<p>Lengthsman</p>	
a.	<p>Consideration and approval of 2024/2025 Lengthsman contract, including:</p> <ul style="list-style-type: none"> i. Motion to increase hourly rate from £17 to £19. ii. Motion to increase fuel allowance from 0.35p to 0.45p. <p>Both Motions combined into one. Prps: AS. Scnd: GM. Duly Approved.</p>	Clerk

20/24 cont. b.	<p>To note and accept digitisation of the Lengthsman invoice submission process. Duly noted. Councillors debated the option of offering the Lengthsman a 3 year contract.</p> <p><i>Note post meeting: WCC have advised that a 3 year contract between the Parish Council and the Lengthsman is not advisable, as a separate contract is negotiated between the Parish Council and County Council each year for the overall budget (paid in the form of a grant received by the Parish Council, in monthly instalments) – nb the parish council would be responsible for paying the Lengthsman fees in the event where that contract was not negotiated in any single year. As RFO, the Clerk has agreed that a 3 year contract represents an unnecessary risk to parish council finances, since the grant from the county council is negotiated annually.</i></p>	
21/24 Finance and Administration		
a.	To consider and motion to approve the payment of outstanding accounts. Appendix 1. Resolved and duly Approved . Prps: PA. Scnd: GP Invoices inspected and signed.	Clerk
b.	To receive and motion to accept latest Bank Reconciliation 2024. Resolved and duly Approved . Prps: AC. Scnd: AS	Clerk
c.	To note updates to Harassment and Bullying Policy and Motion to adopt pending further review. Resolved and duly Approved . Prps: GP. Scnd: PA.	Clerk
d.	To note update to Press and Social Media policy and Motion to adopt pending further review. Resolved and duly Approved . Prps: AS. Scnd: GP.	Clerk
e.	Dates for Staffing Committee with a view to adopting the latest National Clerk Pay Scale. Clerk to clarify who sits on the Staffing Committee and suggest dates. Latest payscales and current Clerk contract passed to Chair for inspection.	Clerk
f.	Bank mandate – relevant Members have been contacted.	Clerk All Cllrs as relevant
g.	Updated Code of Conduct has been emailed to all Cllrs for their records. This is the County-wide version to be adopted by all parish councils. Motion to adopt. Resolved and duly Approved . Prps: GP. Scnd: PA.	Clerk
h.	Noted that a VAT reclaim of £1049.04 for the 20/23 financial year has been made by the Clerk.	
i.	To note that the Clerk has received permission to use the Queen’s Jubilee Insignia and had as a consequence ordered the Memorial tree plaques from an approved accepted design – Durable laminate with wrought iron stake. Duly noted and approved by Councillors as completing this long-standing project. £ 95.20 includes VAT of £ 15.87.	Clerk
22/24 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.		
a.	Items for future meetings: - VAS sign for Sinton Green/Monkwood Green – Clerk seeking grants - Repair of existing memorial bench at Peace Hall – Summer 2024. - Updated risk assessments and scoring justification system – March 2024.	
b.	Correspondence: -Flyer. Community Orchard and Mini Forest Funding	

Dates of next scheduled meeting. Peace Hall booked. The press and public are cordially invited to attend these meetings and should note Standing Orders in advance please.
Mon 18th March 2024, 7.30pm – At Peace Hall.

Appendix 1 – Payments to be approved. Payments on accounts, this month and forthcoming

Payments to be made in February 2024. **Staff expenses were included in the member copy of the agenda for inspection and approval.**

103	Mrs Lisa Stevens	Malwarebytes - annual subscription package	39.99	6.66 VAT
104	Mr Simon Skeys	Lengthsman January worksheet. Claim submitted to WCC 21/02/2024	234.40	0.00
105	Grimley Peace Hall Foundation	Annual payment for defib electricity	10.00	0.00
106	Nest Pensions	Feb payment for Jan wage	40.35	0.00
107	Mrs Lisa Stevens	Monthly Expenses Feb 2024	55.35	0.00
108	Mrs Lisa Stevens	Monthly wage Jan 2024. Submitted to HMRC 21/02/2024	553.42	0.00
109	Mrs Lisa Stevens	Reimbursement Queens Jubilee Tree Plaques and iron stakes. From The Sign Maker & UK Memorials	95.20	15.87 VAT



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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.

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