

# Minutes of the monthly meeting of Grimley Parish Council

**Monday 18<sup>th</sup> March 2024, 7.30pm**  
**Peace Hall, Sinton Green**

<b>Present:</b>	Parish Cllrs A.Collett (Chair), Cllr R.Woodhouse (Deputy Chair), P.Ayers, G.Probert, A.Sinclair, S.Wilson.	
<b>Attending:</b>	District Cllr Dean Clarke, Parish Clerk & RFO Lisa Stevens.	
<b>Apologies:</b>	Parish Cllrs J.Izamis and G.Moore. County Cllr Scott Richardson Brown	
<b>Vacancy:</b>	1 vacancy for parish councillor available for immediate co-option subject to application and criteria. <b>Meeting commenced at 7.30pm</b>	
24/24	<b>Welcome and information</b> provided at the beginning of each council meeting, <b>points of order, apologies for absence and declarations of interest.</b>	
	<ul style="list-style-type: none"> <li>- <b>Points of order</b> (nil),</li> <li>- <b>Adjustments to facilitate public participation</b> (nil requested).</li> <li>- <b>Apologies accepted.</b></li> <li>- <b>Declarations of interest.</b> Cllr Woodhouse in reference to item grant application parochial church council, as the Smaller Charities had received and declined the same application.</li> </ul>	
25/24	<b>Public Open Forum.</b> 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. <b>Nil questions.</b>	
26/24	<b>Minutes of previous meetings</b> – Motion to approve previous minutes.	
a.	26 <sup>th</sup> February 2024. Prps: SW. Scnd: PA. <b>Resolved</b> and <b>Duly Approved.</b>	
27/24	<b>To receive the report of the District Councillor – Dean Clarke.</b> (Items raised for decision will appear on the agenda for the next meeting)	
a.	Question from Parish Councillor: Request clarification from DCllr at next meeting as to whether the district council are responsible for any of the ditches in the parish. Clerk to remind DCllr of question of which ditches the district council are responsible for.	DCllr Clerk
28/24	<b>To receive the report of the County Councillor – Scott Richardson Brown</b>	
a.	All items to be chased by email.	
29/24	<b>Planning</b> - to consider, comment and resolve to respond to the following applications.	
a.	<p><b>M/24/00160/CU</b> The Farmhouse, Moseley Road, WR2 6NL. Installation of a manège for equestrian use including extension of existing concrete hard standing and associated works.</p> <p><b>Resolved. Motion</b> to respond with the following: "Parish councillors have considered this application at full council and had received no correspondence on this matter from residents. Councillors voted to SUPPORT this application, with the request that floodlights not be permitted or, be subject to a separate application with details of direction etc and, that manure associated with activities on site are moved away from residential properties" was <b>approved</b>. Prps: RW. Scnd: AC.</p>	Clerk

29/24 cont b.	<p><b>M/23/01806/FUL</b> Sinton Court, Sinton Green, WR2 6NP. Change of use of land to equestrian, construction of associated track/fencing and alterations/additions to north western entrance gates.</p> <p><b>Resolved. Motion</b> to respond with the following: "Parish councillors have considered this application at full council and had received no correspondence on this matter from residents. Councillors voted to OBJECT to this application on the basis that a public right of way crosses through the site and insufficient details have been provided as to how public safety will be managed in respect of the exercising of horses, and, the materials proposed to be used in the modification of the entrance gates would not appear to match the historical nature of these features. These gates are a matching pair with gates that are now under separate ownership on a neighbouring property. The use of the site for equestrian purposes is not contested and Cllrs would support if the above were addressed. Thank you for the opportunity to comment" was <b>approved</b>.</p> <p>Prps: AS. Scnd: PA.</p>	Clerk
<b>30/24 Commons and Village Greens</b> - Updates and <b>Motions</b> not requiring written notice.		
a.	<p><b>Update (all) on ongoing projects for Monkwood Green Common/SSSI &amp; Sinton Green village green.</b></p> <p>Discussion on damage to ditches at Monkwood Green by delivery vehicles. Residents to relocate existing verge protectors.</p>	Residents
b.	<p><b>Meter reading required for the trough at Monkwood Green.</b></p> <p>Councillor Ayers to provide.</p>	Cllr Ayers
c.	<p><b>Proposal to create a guide to holding public events on parish council owned land. Nb. Setting out rules/fees/donations/duty of care and ensuring that all parish council land is treated the same.</b></p> <p>Discussion on damage to Sinton Green village green. Cllrs continue to monitor. Various causes including customers of local businesses, residents and the buses, contributed to by the unusual wet weather. Discussed that similar vehicular damage occurs at Monkwood Green Common. Discussion on policy document to assist regulation and control over parish council land. Councillors to consider in advance of next meeting and visit Monkwood Green to view uses that residents and businesses are putting the Common to. Clerk to add to next agenda. Clerk to draft a policy of fair and controlled use in regard to all areas of PC owned land.</p>	Cllrs Clerk
<b>31/24 Reports from Projects</b> - Updates and formulate <b>Motions</b> not requiring written notice.		
a.	<p><b>Grant application Parochial Church Council. £100 towards rotten gate post repairs. VAT n/a.</b></p> <p><b>Resolved. Motion</b> to approve donation £100 was <b>approved</b>. Prps: GP. Scnd: AS. Made under S137 and power to assist church councils with graveyard maintenance.</p>	Clerk
b.	<p><b>Blocked drain and dangerous water across the road A443.</b></p> <p>Reported twice by the Clerk and to re-report again. <i>Note post meeting – Highways confirm the drain is not blocked.</i></p>	
c.	<p><b>Public rights of way.</b></p> <p>Cllr Collett has spoke to RL and gained approval to provide written notice of resignation of post of footpaths warden. Cllr to gain signature asap.</p>	Cllr Collett
d.	<p><b>Overflowing ditches and drains parish wide.</b></p> <p>Cllr Woodhouse, Wilson and Clerk to undertake parish wide site visit 21st March 2024.</p>	Clerk Wilson Woodhouse

31/24 cont e.	<p><b>Gritting routes/flowing water Dark/Walton Lane.</b> Councillors confirmed that from memory Dark Lane used to be the main gritting route, not Walton Lane. This only changed recently. Was this an administrative error? Clerk to check via County Councillor. Clerk to check history with resident RM in Walton Lane.</p>	Clerk
	<p><b>Website and logo. Update from the Clerk.</b> No further progress. Clerk to action.</p>	Clerk
f.	<p><b>Peace Hall update.</b> Doors to kitchen have been locked. PC cannot gain access to facilities.</p>	
g.	<p>Clerk to ask why.</p>	
	<p><b>Lengthsman</b></p>	
h.	<p>Cllr Woodhouse reports that he is doing everything that is asked of him. Cllr Woodhouse to look at kerbs in Monkwood Green.</p>	Cllr Woodhouse
	<p><b>Overgrown hedge Grimley Approach Road/Dark Lane.</b></p>	
i.	<p><b>Resolved.</b> Motion to approve a contract up to threshold of £1500 (excluding VAT) to R.Densley for cutting hedge at abandoned plot, Grimley Approach Road before end of March 2024 (to avoid bird nesting season) was approved. Prps: AC. Scnd: RW <b>Duly approved.</b> No abstentions. County Councillor has previously agreed to contribute – Clerk to write a reminder with thanks. <b>ACTION:</b> Clerk permitted to check Land Registry to ascertain if the title deeds have been updated to show latest land owners.</p>	Cllr Woodhouse  Clerk Clerk
j.	<p><b>Police update.</b> Clerk has reported Sinton Green resident's concerns in relation to business premises antisocial light pollution and antisocial behaviour late at night. PC has asked for additional patrols as part of the quarterly police contract between the PC and the PCSO. PCSO has asked that all anti-social behaviour be reported to the West Mercia police via non emergency website.: <a href="https://www.westmercia.police.uk/ro/report/ocr/af/how-to-report-a-crime/">https://www.westmercia.police.uk/ro/report/ocr/af/how-to-report-a-crime/</a></p>	Clerk  Residents
32/24	<b>Finance and Administration</b>	
a.	<p>To consider and <b>motion</b> to approve the payment of outstanding accounts. Appendix 1. <b>Resolved</b> and duly <b>Approved</b>. Prps: PA. Scnd: GP Invoices inspected and signed.</p>	Clerk
b.	<p>To receive and <b>motion</b> to accept latest Bank Reconciliation 2024. <b>Resolved</b> and duly <b>Approved</b>. Prps: PA. Scnd: AS Bank Statements inspected and signed.</p>	Clerk
c.	<p><b>Resolved. Motion</b> to adopt the following policies: - Community Engagement - Working Party and Committee Standard Terms of Reference. - Process for dealing with Planning Applications. was <b>approved</b>. Prps RW. Scnd: AS.</p>	Clerk
d.	<p>Staffing Committee with a view to adopting the latest National Clerk Pay Scale. Staffing Committee x 3 members , Cllr Pam Ayers, Cllr Adam Collett, Cllr Sue Wilson.</p>	Cllrs
e.	<p>Bank mandate – relevant Members have been contacted.</p>	Cllrs

32/24 cont f.	To note that the clerk has approached the Internal Auditor with a view to conducting the 2023/2024 internal audit. Duly noted.	
g.	To note that the Clerk has completed and returned the quarterly police contract. Duly noted.	
33/24	<b>AOB, Correspondence, Dates for Diary, Items for Future Agenda.</b> This section is for items to note only and no financial motions can be raised in this section.	
a.	<b>Correspondence:</b> - Handout for handling online abuse. - Volunteer opportunities leaflet from MHDC. - Receipt from The Signmaker (queens oaks). Cllrs noted that the signs look good quality. Cllr Prosser to install. - Hallow Horticultural Society Spring Show	Cllr Prosser
b.	<b>Items for future meetings:</b> - Worcestershire Wildlife Trust for Green Farm nature reserve water supply. - Defibrillator update - PC request to Heartbeat Trust for BT engineer to check RCD. Clerk has ordered spare pads and batteries. Cllrs <b>approved</b> . - VAS sign for Sinton Green/Monkwood Green. Clerk seeking grants and also seeking approval for pole location at Sinton and Moseley. - Repair of existing memorial bench at Peace Hall (Summer 2024) - Updated risk assessments and scoring justification system. (Underway with Clerk). <i>Note post meeting – completed 10/04/2024</i>	Clerk
34/24	<b>Dates of next scheduled meeting.</b> Peace Hall booked. The press and public are cordially invited to attend these meetings and should note Standing Orders in advance please. <b>Mon 29<sup>th</sup> April 2024, 7.30pm – At Peace Hall.</b>	

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

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

26/02/2024	Mrs Lisa Stevens	Reimbursement for Queens jubilee Tree plaques	95.20	VAT 15.87
outstanding	Mr Simon Skeys	Lengthsman February worksheet.	355.85	VAT n/a
outstanding	Water plus	Trough MWgreen	25.10	4.18
outstanding	Nest Pensions	March payment for March wage	40.35	VAT n/a
outstanding	Mrs Lisa Stevens	Monthly Expenses March 2024.	45.25	To check
outstanding	Mrs Lisa Stevens	Monthly wage Feb 2024 plus quarter overtime submitted to HMRC 18/03/2024. 576.48 - pension = 553.42 - minus employee contributions HMRC £13.68 = 539.74	539.74	VAT n/a
18/03/2024	HMRC Shipley	Employer/Employee contributions quarter	72.58	VAT na



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Parish Clerk & RFO: Mrs Lisa Stevens, 9 The Limes, Kempsey, WR5 3LG.  
Tel: 01905 820956 / 07950256363  
[clerkgrimleypc@gmail.com](mailto:clerkgrimleypc@gmail.com)



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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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