



Minutes of the meeting of Grimley Parish Council

Monday 28th April 2025, 7.30pm
Peace Hall, Sinton Green

Present: Parish Cllrs A. Collett (Chair), P. Ayers, G. Moore, G. Probert, S. Russell, A. Sinclair, S Wilson & R. Woodhouse.
Attending: County Cllr Scott Richardson Brown. District Cllr Dean Clarke.
Apologies: Parish Clerk/RFO L. Stevens. PCSO Lee Durrant, 2 visitors.

Public meeting commenced at 7.35pm

37/25 Welcome and information provided at the beginning of each council meeting.

- a. **Points of order.** Councillors were reminded not to discuss parish council business with residents prior to a meeting, except in general terms or to invite attendees to the meeting.
- b. **Adjustments to facilitate public participation** (nil requested).
- c. **Declarations of interest (New or previously made).** (nil new).
- d. **Apologies** and reasons for absence from Cllrs as listed above. **Resolved** and duly **approved**. Prps: AC. Scnd: SW. Attendance register updated.

38/25 Minutes of previous meetings – Motion to approve

- a. **Resolved.** 24th March 2025. Prps: SR. Scnd: Sw. Duly **approved**. Clerk

39/25 Public Open Forum. *Please refer to 'information provided to public', a copy is on seats and on our website. Stading orders suspended as a matter of course. No vote taken.*



PCSO Lee Durrant from Tenbury Wells Station covering Grimley parish was invited to speak. Cllrs welcomed Lee and thanked him for attending.


Items discussed included hare coursing, lambs shot at Monkwood Green, gas cylinders stolen at Monkwood Green, suspicious vehicles parked on Monkwood Green Common and shed break-ins across the parish. The Police Crime Commissioner was reported to have listened to feedback about resources and has allocated more police time to patrols in the parishes. Residents are encouraged to report matters to 101 so that the police have the statics to back up their increased allocations.

40/25 Report of the County Councillor – Scott Richardson Brown

- The County Councillor noted that he is unable to allocate funds within the pre-election period.
- Items that will be passed to the next County Cllr: damage to homes by high sided vehicles at Oakhall Green; Dark Lane running water; Moseley Corner water leak; Oakhall Green to Sinton Green water running downhill; Paddlebrook cottage at Worlds End water regularly covering road due to blocked ditch and under-road culverts and, reinstatement of kerb stones at Grimley approach road bus stop. Relevant updates on all these projects in the minutes below.
- Cllrs thanked Scott Richardson Brown for his attention and hard work during his representation of the parish at County Hall.

Clerk
CCllr

41/25	Report of the District Councillor – Dean Clarke, MHDC	
	<ul style="list-style-type: none"> - Agreement to look into the matter of duplicate road sweepers. - Agreement to chase the matter of the missing dog fouling signs. - Agreement to make enquiries relating to enforcement matters. - Peace Hall coffee morning for Nora Parsons raised £260. - Planning officers are aware of absence of the iron gates in Sinton which are reported by the owners to have been removed for repairs. 	DCllr DCllr DCllr
42/25	Mobile Phone masts for the parishes and wider area via Atlas Tower Group - To discuss updates/formulate Motions not requiring written notice.	
	<ul style="list-style-type: none"> - All initial parties within Grimley parish have withdrawn from the project. An option at Greenstreet in Hallow is being explored by the County Council and the contractor. - Atlas have acknowledged that coverage in Grimley village is poor on O2 / Vodafone. 	
43/25	Update on parish projects by Parish Council Drainage Working Party - To discuss updates/formulate Motions not requiring written notice.	
a.	<p>Vicinity of Primrose Cottage, Dark Lane & Walton Lane (Bells Bank) water running down road.</p> <ul style="list-style-type: none"> - Severn Trent have inspected and tested and confirmed it is not their issue because the leak is not chlorinated or foul water. Hypothesis is a blocked culvert with water re-emerging further downhill. Parish Clerk has already contacted Highways (Donald), but he needs a proper reference number via the WCC Report it Service before intervening. - The outgoing County Councillor had liaised with Highways and obtained a map of the drainage of Dark Lane, of which the Clerk has a copy. The CCllr will hand over to his successor, to push for more Highways attention on this. - Resolved. Motion to formally refer the matter back to Highways WCC and the County Councillor via a <u>site visit</u>. Add to next agenda when new CCllr will hopefully be in attendance. Prps: AC. Scnd: RW. Duly carried. <div style="display: flex; justify-content: space-around; align-items: flex-end;"> <div style="text-align: center;">  <p>43/25a Dark Lane</p> </div> <div style="text-align: center;">  <p>43/25bii Moseley Corner</p> </div> </div>	Clerk CCllr
b.	<p>The above Motion also covers the following two projects:</p> <ol style="list-style-type: none"> i. Oakhall Green to Sinton Green water running down road. Highways have inspected and were reported to be scheduling ditch and grip works for spring 2025, but no action has been evident. ii. 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. Update 28/04/25: ST team has been sent out to investigate. Cllrs were still in agreement that a ditch will need installing/re-excavating along this section – hopefully Highways will come to the same conclusion. 	Clerk CCllr Clerk CCllr
c.	<p>Monkwood Green flooding adjacent to Goodwin’s Farm.</p> <ul style="list-style-type: none"> - Severn Trent intervention to fix leaks between Wichenford and Monkwood Green seem to have positively affected water levels on the Common, in the pond and on the road. The water is much less present on the road as a result. - No further action by PC other than keeping a regular watch on the water levels. Pond at that location does need excavation but this is not an urgent project to be considered at this time. 	

<p>43/25 con d.</p>	<p>Sinton Green, vicinity of The Forge</p> <p>Water suggested to be originating from garden water feature; water in road; sodden, damaged, eroded verge; overgrown hedge.</p> <div data-bbox="325 203 1369 553">  </div> <ul style="list-style-type: none"> - Resident M had contacted Cllrs to raise his concern about the deep ruts and the danger to pedestrians. - Cllrs considered that the matter should be split into two separate issues: one of the water leak and one of the repairs to the village green. - The Clerk was instructed to phone the resident and raise the issue of the water leak/explore the source of the water. - Once the source is established and a timetable for fixing is arrived at, the parish council can look at filling the eroded verge. - Cllrs noted that this matter is not one of potholes, since the verge (not the road) has been eroded by careless and inconsiderate driving. - Running option is to fill the erosion with type 1 stone and cover with soil and allow the grass to establish. - Resolved. Motion Prps for all the above: GP. Scnd: AC. Duly approved. 	<p>Clerk</p> <p>Clerk</p>
<p>44/25 Planning matters</p> <p>- To discuss updates/formulate Motions not requiring written notice.</p>		
<p>a.</p> <p>i.</p> <p>b.</p> <p>c.</p>	<p>Standing Item: <i>To consider and arrange an extra ordinary parish council meeting for planning applications received after date of publication of this agenda:</i></p> <p>M/25/00596/HP Park Farm, Sinton Green, Hallow, Worcester, WR2 6NP. Demolition of front porch and side conservatory. Proposed single and two-storey front extensions and single-storey side extension. Replacement steel entrance gate and fence. Cllrs understood the matter of the potentially shared drive but noted that this is not a planning consideration. Resolved: Motion to support with comment that the application is a positive improvement with no negative effects or impacts. Prps: PA. Scnd: RW. Duly approved.</p> <p>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. Resolved: Motion to email DCllr to raise concerns over skips being used for incineration, additional buildings on site, resident concerns as to potential change of use of site, general rubbish and detritus on site highly visible to the passing public. Prps: RW. Scnd: AC. Duly approved and also added to parish council watch list.</p> <p>Derelict farm buildings at Holywards Farm, mobile homes and blocked rights of way and visual amenity impacts. Resolved. Motion to request that the matter be referred back to planning at MHDC for their consideration and comparison with original planning permissions. Prps: RW. Scnd: AC. Duly approved.</p>	<p>Clerk</p> <p>Clerk</p> <p>Clerk DCllr</p>

- a. **Seats, posts and rails, bins, and items** adjacent to The Fox, Monkwood Green, placed on the Common and SSSI without permission.
- i. Motion** to write to the owners to ask for immediate removal of these items from the SSSI and Common on Monkwood Green. This motion did not move forward.
- ii. Motion** to write to confirm parish council ownership of the Common/SSSI/area used as a car park. This motion did not move forward.
- iii.** Cllrs received a map illustration the boundary of parish council land and the boundary of the SSSI. The clerk subsequently confirmed these boundaries with Natural England. Cllrs noted the importance of supporting local businesses countered with the need to fully protect the SSSI and properly maintain parish council land. **Resolved. Motion:** for two delegated parish councillors to visit the landlords and require all items to be removed, with a date agreed for removal. Prps: SR. Scnd: GM. Duly **carried**.

Cllr
Wilson
Cllr
Ayers



MWG above. 45/25a



MWG bin proposal below. 45/25b

- b. **Quotation for bin/s Monkwood Green Common and SSSI**
- Reason for installation – to tackle dog waste being left on the SSSI.
 - 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 for purchase delayed until permission/acknowledgement received from MHDC. Cllrs **instructed** the Clerk to chase for relevant permissions and the matter moved to the next meeting.
- c. **Dog waste signs** for Monkwood Green and Grimley village
- Reported to have been installed by MHDC. DCllr to check with council officers as to exact locations.
 - Cllr Russell updated on correspondence with District Council – Rob Rich Community Support Officer keen to liaise and advise to help tackle the problem of dog fouling and extend to providing literature and dog waste bags. Cllr Russell had researched the wording of dog signs and advocated a resident focused approach. Cllrs considered that the wording of the more official district signs might not be effective. Other parishes have had more success with:
*"Residents Request" Please do not foul. We pride ourselves on this place.
Please assist us in keeping this area clean and tidy.*
 - Cllrs considered that the trespass and dog fouling caused by the professional dog walkers visiting the parish can be discouraged if we build up community resilience. Cllr Russell to confirm wording, with a view to Clerk laminating and exploring option to locate one sign each at all footpath entrances to discourage fouling on crop fields and parish council land. Cllr Prosser to provide 30 NFU signs to distribute to the local farmers to put up.
- d. **30mph roundels at entrance to Monkwood Green – resident request for repainting.** Cllr Collett had inspected and found the roundels at Monkwood Green from the Mosely direction to be adequate and not requiring attention.

Clerk

Clerk
Cllr
Russell

46/25	Grimley village - To discuss updates/formulate Motions not requiring written	
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. The Clerk was instructed to write to enquire what further work would be undertaken, as the path will be at risk of collapse if not supported by kerb stones.	Clerk
47/25	Peace Hall - To discuss updates/formulate Motions not requiring written notice	
a.	Thanks were received from the Hall Committee for pledge £300 towards repainting of main hall.	
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. Duly noted without comment.	
48/25	Sinton Green, Oakhall Green & Birchall Green - To discuss updates and formulate Motions not requiring written notice	
a.	Continuing damage to Oakhall Farm Barn WR2 6NT <ul style="list-style-type: none"> - 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". - Agreed: Matter to be passed to the incoming county councillor and an urgent site visit arranged between them and Councillor Collett. - The Clerk was instructed to keep the resident informed. It was noted that sat - naves are the main issue, particularly when delivery drivers are concerned. - Limiting the weight of the road will not be effective because it cannot be enforced. 	Clerk CCllr
<i>At this point in the meeting, Cllr Collett gave his apologies and departed for another appointment. Cllr Woodhouse took over as Chair.</i>		
49/25	Finance and Administration - Updates & formulate Motions not requiring written notice.	
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. Prps: GP. Scnd: AC.	Clerk
b.	To consider and approve payment of urgent accounts if any (Delegation to Clerk policy). Nil	
c.	To receive and motion to accept latest Bank Reconciliation for end of year March 2025. Prps:RW. Scnd: GM	Clerk
d.	Clerk timesheet for inspection. Duly signed.	
e.	.Gov website and .gov email addresses for Cllrs – please could Cllr let me know when they are using their new email address. Debate/ Motion on migration of old emails from gmail to outlook, quote for £100 from WJPS to undertake this work on behalf of all Cllrs. This motion did not moved forward. Cllrs resolved to delete all old emails, on the basis that the Clerk will have copies of all key correspondence. No intervention required by WJPS.	All Cllrs
f.	AOB: To note: WJPS confirm only 1 email has been found in the gov.uk quarantine folder since Jan. Duly noted. WJPS have been instructed to check this matter each quarter.	
g.	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. Resolved. Motion proceed with subscription. Prps: AS. Scnd: RW. Duly approved.	Clerk

h.	Reclaim of Chairs' Expenses: £23.99 Cllr Woodhouse Deputy Chair. Clerk has received receipt. Contribution towards Lengthsman thank you gift. Resolved. Motion to approve payment. Prps: AS. Scnd: SR. Duly approved .	Clerk
i.	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. Duly noted.	Clerk
j.	Email/website parish council policy. Draft option wording emailed to Cllrs for comment. Cllrs agreed to consider and resolve at a future meeting.	Clerk
k.	Resolved. Motion to accept updated policy documents: Standing Orders and Financial Regs. Prps: RW. Scnd: GM. Duly approved .	Clerk
l.	AOB: Martyn's Law – Clerk has updated the Sinton Green risk assessment to take account of legal duty in respect of terrorism. To note that the Clerk has approached WJPS to ask if a standard acceptance form can be added to the website, whereby those organising activities on Sinton Green/Monkwood Green would download the relevant risk assessment, sign to accept that risk assessment and accept their responsibility regarding Martyn's Law. Resolved. Motion to adopt. Prps: SR. Scnd: PA. Duly approved .	Clerk
m.	AOB: To note government guidance in respect of gender and biological sex at birth. Cllrs agreed to wait for further guidance from WCALC and asked for this item to be moved to a future agenda.	Clerk
n.	AOB: Insurance due 1 st June. Motion for decision. i) Clear Councils fixed premium 3 yr: £262, plus tax, admin fee = £344.50 (was £233.88) ii) CAS Ltd Parish Protect (not responded) iii) Zurich £396 for 25/26 only. Resolved: Motion to accept Clear Councils quotation. Prps: RW. Scnd: SW. Duly approved .	Clerk
o.	AOB – signature on WCC Lengthsman scheme guidelines and contract. Duly signed by Chair.	Clerk
50/25	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/projects on parish council watch list, Appendix 2.	
b.	Clerk's correspondence for info, Appendix 3.	
51/25	Dates of next scheduled meeting. The press and public are cordially invited to attend these meetings and should note Standing Orders in advance please. Mon 21st May 2025, 7.30pm – Monthly meet and 'AGM' of parish council.	

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

Worcestershire CALC	Annual Subscription 2025 invoice 9742	£479.39 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	£90.00
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	
HMRC Shipley	EmployER Gross National Insurance Contributions	£36.02
Lloyds Service charge	Taken out of bank account direct	£4-£5

Appendix 2 - Parish Council projects that remain on the watch list

– to be added back to future agendas as required.

	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	Case No: COM-390806-J8G7F9. Tel: 0800 032 0142. <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.
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.	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. What3 words: ///spindles.bulbs.sector

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.
18	DofE Young Person litter picking	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: •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
11	CPRE guide - hints and tips for responding to planning applications.
12	Monkwood history booklet and community support WWT
13	PCSOs have added additional support patrols to the parish with regard to wildlife crime

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.

Step 1b – 29th April – 8th June - All accounts to the internal auditor - receive back 8th 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)~~

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.

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

Parish Clerk & RFO: Mrs Lisa Stevens, 9 The Limes, Kempsey, WR5 3LG.

Tel: 01905 820956 / 07950256363 parishclerk@grimley-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.

<https://grimley-pc.gov.uk>

Requests for this information in other languages/audio/large print will be reasonably considered.

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