

Minutes of the monthly meeting of Grimley Parish Council

Monday 23rd September 2024, 7.30pm
Peace Hall, Sinton Green

Present: Parish Cllrs A. Collett (Chair), R. Woodhouse (Deputy Chair), P. Ayers, A. Sinclair, S. Wilson.
Present post co-option: Parish Cllrs M. Boyle and S. Russell.
Attending: District Cllr Dean Clarke.
Parish Clerk & RFO Lisa Stevens. 3 members of public.
Apologies: Cllr G. Moore. Cllr G. Probert detained at work and apologies received afterwards. 2 residents of Sinton Green.
Non attendance: County Cllr Scott Richardson Brown.
Vacancy: 2 vacancies for parish councillor available for immediate co-option subject to application and criteria. **Meeting commenced at 7.30pm**

83/24 **Welcome and information** provided at the beginning of each council meeting, **points of order, apologies for absence and declarations of interest.**

- **Points of order** (nil),
- **Adjustments to facilitate public participation** (nil requested).
- **Declarations of interest.** Nil new.
- **Apologies accepted** as above.

84/24 Confidential session - motion and resolution to move into a closed session without prejudice and exclude members of the press and public because of the confidential nature of the business to be transacted. *Motion not proposed. Cllrs saw no requirement.*

a. Co-option for up to vacancies x two (2)

The vacant positions were already duly advertised. The process proceeded as per the parish council co-option policy, which can be accessed on our parish council website or a paper copy ordered from the Clerk, or by scanning this QR code with a mobile phone.

There have been three residents showing an interest and at the time of closing the agenda we had received two applications, with one additional one received afterward.



b. **Resolved. Motion** to accept the completed application forms (Clerk has checked register of electors to confirm location eligibility) and to co-option without further a do Mr Matthew Boyle and Mr Simon Russell. Prps: AC. Scnd: RW. **Carried.**

- i. Signatures of acceptance of office received. Welcome pack distributed.
- ii. MHDC declarations of interest form to be completed by new Cllrs and posted direct to MHDC.
- iii. Nolan principles form provided to new cllrs and to be completed and handed back to Clerk at next meeting please.

c. Cllrs thanked the third interested party who was present in the audience and received agreement to hold the application on file ready for future availability.

Clerk

Cllrs
Boyle
and
Russell
X2

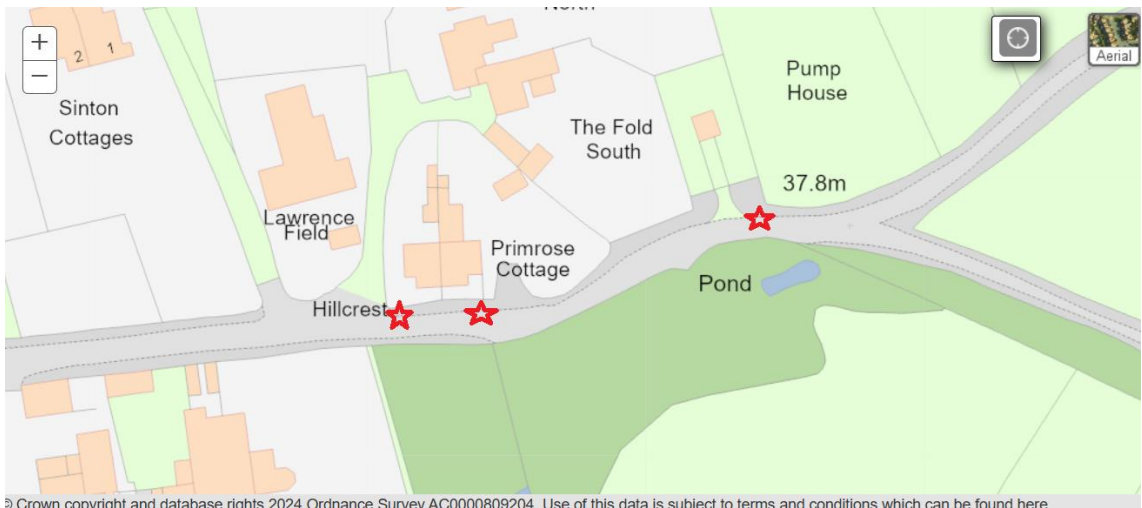
85/24	Public Open Forum. Please refer to 'information provided to public', a copy of which is on seats and on our website. Nil questions.	
86/24	Minutes of previous meetings – Motion to approve previous minutes.	
a.	15 th July 2024. Prps: RW. Scnd: SW. Resolved. Carried. Clerk to add 'minutes' as an agenda item in the template.	Clerk
87/24	To receive the report of the District Councillor – Dean Clarke (Items raised for decision will appear on the agenda for the next meeting)	
	<ul style="list-style-type: none"> - PCC is holding a meeting to discuss £250,000 funding for the church for heating and facilities etc. - Recent dance made £400 for the Peace Hall. - MacMillian's tea party at the Peace Hall is sold out. - Xmas meal planned at the Peace Hall. 	
88/24	Parish Council ditch and water working party - consider and Resolve to respond to the following: <i>Areas of general focus in 2024: Dark Lane & Walton Lane (Bells Bank) water running down road, Oakhall Green to Sinton Green water running down road, flooding at Monkwood Green.</i>	
a.	Request for County Councillor to continue to chase Action 1 below with urgency before winter.... <p>Previous report from the CCllr: Highways have made some initial repairs to Dark Lane ditches and grips and drains but intend to return to make more repairs before winter. Highways believe that there is a lost manhole in Dark Lane and are looking at this with all seriousness.</p> <p>Action 1: CCllr to ask Highways to investigate water bubbling up through road at three locations down Dark Lane (see map below, red stars). One outside Hillcrest (///soaks.senses.serenade), one outside Primrose cottage (///shunted.business.canoe) and one outside the Pumping Station (Severn Trent) (///weddings.coping.bath). No implication of fault with homeowners. The water running from the road at the pumping station has eroded the road surface and left a deep hole that is a danger to vehicles. This issue has been reported many times. The closest we got to a site visit from Highways was report #25135. The water running down dark lane continues to erode the newly laid road surface on Walton Lane (Bells Bank) and Dark Lane and leaves debris deposits in the middle of both roads that are a slip hazard to vehicles.</p> <p>Update 3rd week September 2024: Hillcrest water has been tackled by SevernTrent? Highways?. But the other two remain outstanding.</p>	CCllr
	 <p>© Crown copyright and database rights 2024 Ordnance Survey AC0000809204. Use of this data is subject to terms and conditions which can be found here Image courtesy of WCC Report it website and Ordnance Survey. Dark Lane in Sinton Green heading downhill towards Grimley village.</p>	CCllr



Image above shows water coming out of the Severn Trent facility and shows the eroded road surface.



Image above shows water bubbling up through road outside Primrose Cottage, Dark lane, Sinton Green.

- b. **Action 2 - resolved and completed.**
- i. Ditches opposite Pebbles Worlds End have been cleared by the landowner/contractor to an extremely high quality.
 - ii. The Clerk was instructed to write a letter of thanks.
 - iii. The Clerk was instructed to request Highways check and clear any under-road pipes and drain access points.

Clerk
Clerk



90/24	<p><i>Planning continued</i></p> <p>c. Standing Item: To consider and arrange an extra ordinary parish council meeting for planning applications received after date of publication of this agenda. Nil at time of publication.</p> <p>i. M/24/01289/FUL Wagon Wheel, WR2 6LU. Conversion of public house/restaurant to 1 no. dwelling (including partial demolition) and the erection of 1 no. dwelling. Variation of conditions 1 & 6 on planning permission M/24/00149/FUL. Received on day of meeting. Cllrs asked for details to be distributed.</p>	Clerk
91/24	<p>Mowing Monkwood Green Common and SSSI - Updates & formulate Motions not requiring written notice</p>	
a.	<p>Reinvigorate project to clear ditches on the Common from Woodlands to Green Farm.</p> <p>i. Cllr Collett to speak to MJ. Ideally work completed before 15th November.</p>	Cllr Collett
b.	<p>Power lines through willow tree near Goodwins Farm. To note that Western Power have again inspected and see no need to action this now and disturb the site. Duly noted.</p>	
c.	<p>Defibrillator: replacement main battery has been received and installed. VOTE: Resolved Motion to accept retrospectively a Clerk booking for a £75 engineer to attend to inspect and repair RCD. Prps: SW. Scnd: AS. Carried.</p>	Clerk
92/24	<p>Sinton Green - Updates & formulate Motions not requiring written notice</p>	
a.	<p>Update regarding village green ditch clearance if not already covered.</p> <p>i. Clerk to post a work permit to PL asap.</p>	Clerk
b.	<p>To note the following with regard to bollards at the Open Ditch Pub. Correspondence from T.Crake at Highways: <i>"We have had a detailed look at one of the wooden bollards outside of The Open Ditch Inn, they are made of a lightweight wood, 30 cms long by 80mm x 80mm in a box section. At the base there is a 200mm long steel pin that obviously goes up into the wooden bollard. This is essentially what anchors the bollard into the soft verge. The diameter of this pin is less 10mm, so actually quite small. If a vehicle were to interact with one of these, then it would become dislodged quite easily and we were able to lift one out of a fairly solid verge without any effort so it would be even less in the winter. So from our point of view we think they would be ok to remain in situ."</i> Duly noted.</p> <p>i. Cllr Woodhouse to ask WW at Open Ditch to place some extra bollards that meet the above spec round the smallest triangle please.</p>	Cllr Woodhouse
c.	<p>Overgrown hedges encroaching on the village green and surrounding parish council land.</p> <p>i. The Clerk was instructed to write to The Forge to ask for the yew hedge to be maintained please and cut back from the village green.</p>	Clerk
d.	<p>Request from Peace Hall for permission to use the mini triangle of the Green for overflow parking for events at the hall on 30/11/2024. Resolved Motion to permit parking on this date daytime only provided the ground is dry upon first inspection. Prps: SW. Scnd: AS. Carried.</p>	Clerk
93/24	<p>Grimley Village - Updates & formulate Motions not requiring written notice.</p>	
a.	<p>Resident request for allotments on Grimley Smaller Charities land. Awaiting details from Smaller Charities as to when the existing land lease expires and when the parish council could chose to begin negotiations.</p> <p>i. The land is coming up for renewal in the new year and the Charity will keep the PC informed of likely price and contract options.</p>	Cllr woodhouse
b.	<p>Tree down along riverbank.</p> <p>i. The Clerk was instructed to report to Highways and the Canal Trust.</p>	Clerk

94/24	Lengthsman – Clarification of the Scheme parameters - Updates & formulate Motions not requiring written notice.	
	<p>That it be minuted and noted that TC Highways has confirmed that:</p> <ul style="list-style-type: none"> a. the increased data collection by the lengthsman scheme does not amount to increased scrutiny. b. that the lengthsman system is not cross referenced with the highways maintenance and flood reporting system. c. that the requirement to record exact locations is part of the process of approval for payments only, is not part of a process to spot check or double check on the work undertaken, will not result in any feedback or summary from the county council to the parish council. In terms of parish council procedures, this removes concerns about the impact on the annual appointment process for lengthsman, since only parish council evaluations will form part of the reappointment process. d. that there is no way immediate way for highways to cross-reference whether a drain flood incident is at a location that has recently been cleared by a lengthsman...and so there is no culpability trail or possibly of the parish council and clerk being held accountable in the event of an accident/incident/damage to people/property. This is an absolutely vital requirement in our parish council insurance policy remaining valid. e. that parish clerks will not be held personally responsible for any events or accidents that occur as a result of ineffective clearance works and that Highways will simply attend and rectify any issues as soon as possible. This removes concerns that this procedure will need to feed into the annual appraisal process for the Clerk. f. that there is still possibility for each lengthsman to apply common sense when it comes to verge widths and locations for working and that the parish council is not required to undertake an assessment of all verge widths in the parish. <p>Resolved Motion: the Clerk is content that the risk to the PC and herself as an employee is minimal and would advise continued membership of the scheme. Prps: AC. Scnd SR. Carried.</p>	Clerk
95/24	Finance and Administration - Updates & formulate Motions not requiring written notice.	
a.	To review payments made within the month and to consider and motion to approve the payment of outstanding accounts. Appendix 1. Prps: PA. Scnd: AS.	Clerk
b.	To consider and approve payment of urgent accounts if any (Delegation to Clerk policy). Instruction: Clerk to conduct monthly payments in August as per budget in absence of a monthly meeting. Prps: RW. Scnd: AS.	Clerk
c.	To receive and motion to accept Bank Reconciliation and quarterly report. <i>Quarterly report: Budget is £28,700 which includes all worst case scenarios. Income will be in region of £27,600. Payments Q1 = £7393.92. Q2 = £5369.31. We have received the first half of the precept and have received all lengthsman grants that we have claimed back so far.</i> Resolved Accepted. Prps: AS. Scnd: RW.	Clerk
d.	To note: 15th is the deadline for the next parish magazine. Noted	Clerk
e.	To decide upon police priorities for the next quarter: Resolved Motion topic as 'speeding' only. Prps: AC. Scnd: SW. Carried	Clerk
f.	To note that 23/24 VAT reclaim has been submitted for £1821.91. Noted.	Clerk
g.	To note receipt of certificate of completion of external audit from PKFLittlejohn. Notice of conclusion of audit completed and published on noticeboards across parish. One action for parish council relating to control matter K – certificate of exemption. Internal auditor is aware. Noted.	Clerk Auditor
h.	Clerk to submit timesheets at meetings and welcomed Cllr inspection.	Clerk

This section is for items to note only and no financial motions can be raised in this section.

AOB. Nb. items not raised beforehand which require a financial vote to be moved to future agenda.

a.

Resolved Motion: to continue to permit residents to continue to maintain the access roads/service roads on Monkwood Green Common and SSSI as per their individual access agreements. Prps: PA. Scnd: SR. **Carried.**
Spec for stone is as follows overleaf:

CIlr
Collett

Specification for resident maintenance of service roads Monkwood Green

Road sub-base work – MOT 1 or Clee type stone to areas that have sunk. Condition must be solid and compressed/rolled hard.

Road top-layer work – Top with Clee stone 75mm crushed or of angular composition (tends to stay put when driven over) and roll hard.

Roads included

Road 1 – 82m long by 5m wide

Road 2 – 30m long by 6m wide

Road 3 – 235m long by 6m wide. Sections of road 3 will require grass central gully to be removed with an excavator.

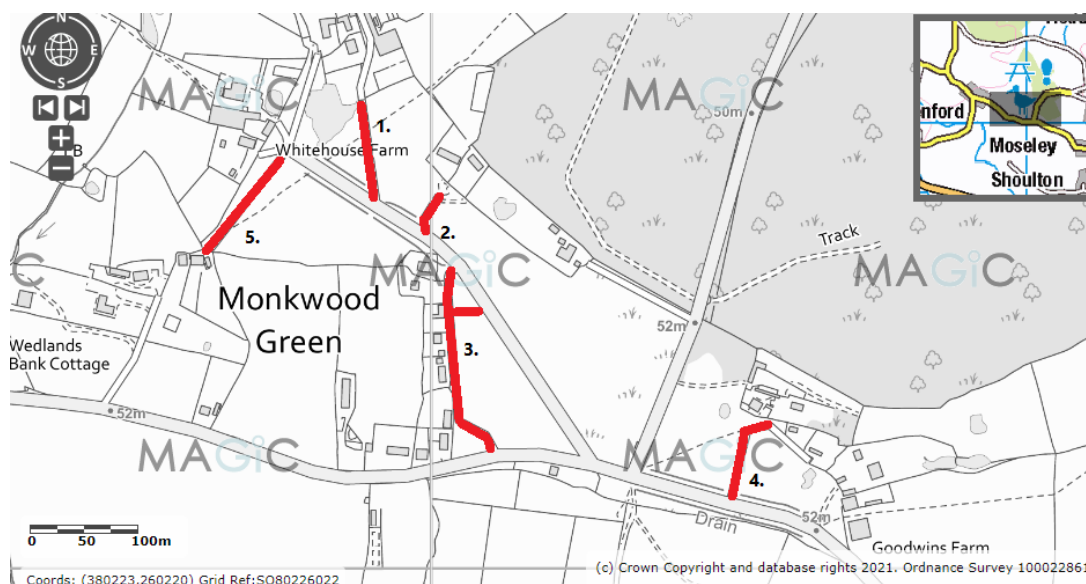
Road 4 – 118m long with varying widths (min 6m wide. Max 12 m wide)

Road 5 – 105m long by 5m wide.

Grass central gullies are permitted to be removed with an excavator.

There should be no use of the SSSI for access, parking or materials/equipment storage.

Efforts should be made to ensure that track material is not spilled onto the grassland: any spillage must be removed.



Dates of next scheduled meeting. The press and public are cordially invited to attend these meetings and should note Standing Orders in advance please.

Monday 21st October, 7.30pm at Peace Hall, Sinton Green

Appendix 1_Payments. Within item, delegation to Clerk to pay standard monthly invoices, as within existing budget, as there is no parish council meeting that month.

20/07/24	36	Mrs Lisa Stevens	Land registry searches x 3 = at £6 each. Worlds End drainage issues at Pebbles	18.00	VAT 0.00
23/08/2024	37	Simon Skeys	Mowing invoice	90.00	VAT 0.00
23/08/2024	38	Simon Skeys	Lengtsman July worksheet. Claimed from WCC 18/09/2024	146.55	VAT 0.00
23/08/2024	39	Mrs Lisa Stevens	Land registry searches x 1. Worlds End drainage issues at Pebbles. incurred 06/08/2024	6.00	VAT 0.00
23/08/2024	40	Mrs Lisa Stevens	Monthly Expenses Aug 2024 including £15 homeworking allowance and mileage	67.65	VAT under calculation
Direct debit	41	Nest Pensions	June payment for June wage.	43.88	0.00
23/08/2024	42	Mrs Lisa Stevens	Monthly wage for July paid in Aug	601.81	
	43	Simon Skeys	Lengtsman worksheet August. Claimed from WCC xxx. Not received as of 18/09/24	Worksheet outstanding	n/a
	44	Simon Skeys	Mowing August 2024. Not received as of 18/09/24	Worksheet outstanding	n/a
	45	WaterPlus	Trough monkwood green invoice. Quarterly estimate.	28.61	VAT 4.77
	46	A & A Collett	Mowing Monkwood Green common and SSSI annual mowing.	1,680.00	VAT 280
	47	Mrs Lisa Stevens	Monthly Expenses Sept 2024 including £15 homeworking allowance and mileage. Postage of application packs. Parish visit to defibs and noticeboards. Stationery. Receipts presented at PC.	48.35	VAT 0.00
Direct debit	48	Nest Pensions	June payment for June wage.	43.88	VAT 0.00
	49	Mrs Lisa Stevens	Monthly wage for Aug paid in Sept	601.81	VAT 0.00
	50	Mrs Lisa Stevens	HP printer roller replacement part and HP cleaner fluid. Reimbursement of purchase	63.34	VAT 10.55
	51	PKF Littlejohn LLP	Limited assurance review of Annual Governance & Accountability Return for year ended 31 March 2024	252.00	VAT 42.00
	52	Mrs Lisa Stevens	Reimbursement no parking signs sinton green. Directa.	84.90	VAT 14.15
	53	Severn Trent	Trough connection fee	170.86	Paid by clerk on credit card awaiting invoice with VAT number.
	54	Mrs Lisa Stevens	Reimbursement of Digdat fee to obtain water supply map as part of trough installation in payment 53 above.	36.44	VAT 6.07
	55	Mrs Lisa Stevens	Poppy wreath for remembrance	20.00	VAT 0.00
	56	Mrs Lisa Stevens	Stinky Inks Ink Cartridges HP953XL. For printer officeJet pro7 720 A3.	152.35	VAT 25.38



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Scan with your phone to
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provided at the beginning of
each parish council meeting.

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://e-services.worcestershire.gov.uk/MyParish/>

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