



DRAFT Minutes of the Extra-Ordinary Meeting of Grimley Parish Council

**Grimley
Parish Council**

**Monday 14th July Sept 2025, 7.30pm
Peace Hall, Sinton Green**

Present (# indicates absent with apologies, ## indicate absent without apologies):

Parish Councillors: Adam Collett (Chair), Robin Woodhouse (Dpty). Pam Ayers #, Matt Boyle #, Georgie Moore, Geoff Probert #, Simon Russell, Andy Sinclair #, Sue Wilson.

Parish Clerk, Proper Officer & RFO Lisa Stevens

District Councillor for Malvern Hills Dean Clarke.

County Councillor for Worcestershire Mel Fordington #.

Residents: 1 resident Monkwood Green, 1 resident Sinton Green.

Community organisations that receive the agenda: PCSO L. Durrant #. Lengthsman S. Skeys #. Grimley Peace Hall Committee #. Worcestershire Wildlife Trust #. Grimley and Holt Primary School #. St Bartholomew's Church/West Worcester Beacon Benefice #. Canal and River Trust #. Grimley Smaller Charities #. Monkwood Green Commoners Association #. West Midlands Bird Club #. Volunteer Footpaths Officer (vacant post - approach Clerk for information).

Meeting commenced at 7.30pm.

75/25. Welcome and information provided at the beginning of each meeting

- a) **Points of order** (nil).
- b) **Adjustments to facilitate public participation** (nil).
- c) **Declarations of interest.** Cllr Collett in respect of mowing quotations for Monkwood Green. Accepted without comment or vote.
- d) **Apologies**/reasons for absence from Cllrs as listed above. No resolution.

76/25. Minutes of previous meetings

- a) **Resolved. Motion** to approve 23rd June 2025. Prps: AS. Scnd: GM. Duly **approved**.

77/25. Public Open Forum

- a) Participants can refer to 'information provided to public', a copy of which was on seats and on our website. Stading orders suspended as a matter of course. No vote taken.
- b) Resident from Monkwood Green was welcomed to the meeting and invited to make representations in reference to plans to install a bin on the Common (not SSSI) at RoW 509(C) and 506(C). The resident requested that the bin be placed on the Common where it was needed – not at the junction of a right of way and a bridleway, but near the junction of two other rights of way near Simberton, or outside Whitehouse Farm at the junction of the roads. The resident noted that the proposed location of the bin was 20m from a patio, giving rise to concerns about nuisance odours during enjoyment of the patio and garden. The resident noted that the parish council had already placed multiple items of infrastructure in the vicinity, including wooden bollards [placed at the request of residents in 2016 to prevent delivery vans reversing onto the verge], signs [open water hazard signs], pond lifelines, benches and now bins, all to the detriment of the area. The resident raised concerns about the safety of the pond and suggested additional bollards/railings at the roadside location opposite Whitehouse Farm [The Clerk was later instructed to encourage the resident to make a formal request on this matter in writing and then add this to a future agenda as required]. The resident was thanked for their comments.
- c) No other resident wished to speak at this time and so standing orders were reinstated as a matter of course.

78/25. Report of the County Councillor for Worcestershire – Mel Fordington

- a) The County Councillors was absent but had been in touch via email reference the forthcoming parish land drainage site visit.
- b) The Clerk had emailed in reference to recent road closures at Hallow and the impact of diversions through Grimley parish. Additional signage at Monkwood Green has been requested. The hazardous signs at The Old Bakery will be reported for removal or adjustment so that they are not in the road.

79/25. Report of the District Councillor for Malvern Hills – Dean Clarke

- a) Reference to forthcoming MHDC grants which have been diverted to the new village hall at Holt – being more in need of support at this time.
- b) The District Councillor is working closely with Mel Fordington to try to alleviate the impacts of the Hallow village main road closure. The A443 will close for six days to repair a collapsed sewer from 8am on July 19 until 8pm on July 24.
- c) Attention is being paid to a recent planning application in Sinton Green and although the parish council has not been directly consulted, the points raised by parish councillors will be looked at.

80/25. Parish wide projects

- a) **Mixed waste (litter and dog waste) bin** Monkwood Green near Monks Hollow.
 - The Clerk confirmed that proposals were not for a dog waste (only) bin, but for mixed waste (ie a mix of litter and bagged dog waste). The district council does not provide a service for dog waste (only) bins. All bins in the parish are for mixed waste.
 - Councillors debated the restrictions that the SSSI designation caused regarding service provision and infrastructure. It was confirmed that the proposed location is one of the few areas that is not SSSI.
 - The Clerk noted that the bin near the bus stop on the Common had not received objection from Natural England on the basis that it was immediately adjacent to the bus shelter and shared the same concrete footprint.
 - The Clerk noted contact with Natural England that stressed the importance of avoiding physical and visual impacts on the SSSI. The Chair noted that the parish council can self-assess to determine if a proposed development is likely to affect a SSSI and when to consult Natural England, and can self-certify where that impact is demonstrated to be assessed as low. NB Natural England do not have to be consulted as a matter of course for smaller projects.
 - Other locations considered were equally close to other residential homes and therefore faced similar challenges as those suggested in open forum.
 - Councillors noted that dog waste continues to be a problem on the SSSI.

Action Councillor Russell and Clerk to check as to criteria for approving a bin on a SSSI. Specifically, whether installation of a bin on the SSSI would constitute breaking of the requirements not to erect permanent or temporary structures (23), or, construct hardstands (including concrete) (21). Also regulations with regard to soil compaction and encouraging activities not permitted on the SSSI.

Resolved. Motion The parish council will not proceed with installation of a bin in the vicinity of Monks Hollow. Prps: GM. Scnd: AS. Duly **approved**. Unanimous.
- b) **WWT Green Farm water connection.** The Worcestershire Wildlife Trust is arranging a site visit with Severn Trent to inspect and sign off all works.
- c) **Grants.** To note that the Clerk has begun the outline process for a grant application for assisted water provision at Monkwood Green troughs or standpipes. Nb. The Natural Networks programme is a partnership between Worcestershire County Council and Worcestershire Wildlife Trust that offers advice and grants for Parish Councils that wish to improve their area for wildlife and the local community. Duly noted.
- d) **Ditch clearance Sinton Green** – progress with project. Cllr Woodhouse has been in contact with the contractor in order to address any last queries and to encourage commencement of the project.
- e) **Strimming contract** Monkwood Green. **Resolved. Motion** to accept amendments to existing long term contract. Prps: SR. Scnd: AS. Duly **approved**.

- f) **Mowing contract** Monkwood Green. Motion to receive quotations and to appoint a contractor. **Quote 1** RP £1650.00 plus VAT. **Quote 2** AC £1750 plus VAT.
Resolved. Motion to accept quote 1. Prps: AS. Scnd: SW. Duly **approved**. 1 abstention due to interest.
Resolved. Motion to bring mowing window forward from end of August 2025 to with immediate effect, due to fire risk posed by long grass in close proximity to homes on the Common. Prps: PA. Scnd: RW. Duly **approved**.
- The Clerk had consulted with a local ecologist reference the butterfly count scheduled for 18th July – 10th August. Members of the butterfly trust had already been spotted counting on the Common in previous weeks. Councillors agreed that the butterfly count was not a reason to prolong exposure to the danger of a grassland fire
 - March and April had both exceptionally warm and dry, with May and June being exceptionally hot and with spring 2025 being one of the driest on record in England. Cllr Collett was **instructed** to liaise with RP in order to commence mowing asap.
- g) **Ditch clearance Monkwood Green** – invoice for works has not been received. Cllr Collett was **instructed** to politely make enquiries and give thanks for a project successfully completed, maintaining drainage in the area, protecting homes and preserving the wildlife on the Common. The Clerk and Cllrs had noted a markedly visible increase in frog and/or newt spawn in the ditches since the work had been completed.
- h) **Tree Survey Sinton Green. Resolved. Motion** to accept quotation for £500. Prps: AC. Scnd: GM. Duly **approved**. Unanimous. Cllrs agreed on the necessity of this survey to assist management of the village green and of public safety.
- i) Correspondence from residents MWG ref **speeding and litter**. Option for attendance at July 11th 20s Plenty for Worcestershire, and option for attendance at the Police Crime Commissioner public debate on speeding and the impacts on pedestrians, cyclists and horse riders. Cllrs and residents agreed to attend where they could. Cllrs and residents had litter picked Monkwood Green Common. The layby opposite Mr Hemus was noted as a hot spot for littering of fast food wrappers etc. The Clerk was **instructed** to request that the Safer Road Partnership attend the Common in order to conduct speed checks. Cllrs noted that during budget creation in October 2024 the Clerk was **instructed** to begin scoping costs of a Vehicle Activated Sign for Monkwood Green and Sinton Green and encouraged commencement of this.
- j) **Defibrillator** at Peace Hall.

Summary of terms and conditions within CHT Agreement / Managed Solution Contract

Responsibility of the parish council on behalf of the community:

1. Any replacement equipment, training and consumables are bought via CHT, and annual electrical and compliance checks are carried out at your expense. Alternatively, you agree a CHT annual support package, which includes all consumables, servicing (thought not servicing to phone booths), data downloads, software updates and replacement equipment.
2. The community will carry out regular weekly checks on the equipment, reporting this via the CHT WebNos Governance system. Failure to do checks will invalidate the insurance aspects of this agreement.

Responsibility of the host, the Peace Hall Management Committee:

1. This location is managed by the host who has given unrestricted permissions for the establishment of the cPAD device for an unlimited period, or until such time as external factors will require a change in the hosting site.
2. The Host will provide a rent free location for the cPAD box and contents for as long as this agreement is in place.
3. The Host will not take any action to prevent unlimited public access to the cPAD equipment.
4. The Host will provide an unmetered electricity supply to the cPAD equipment via a Residual Current device (RCD) or similar fused source (e.g plug). (The parish council pays £10 annual contribution towards this, which covers this cost).
5. The Host will not restrict the electricity supply in any way but shall not be responsible for any interruptions in service caused by events outside its reasonable control.
6. The Host will provide access to the emergency services and their representatives to the cPAD device on request, and will not restrict or encumber access to the public.
7. The Host has the right to view evidence of any theft, damage and public liability insurances by the cPAD scheme.
8. Host will assist with weekly checks on the equipment if required by the community.

80/25 j). continued. Defibrillator at the Peace Hall

- Councillors considered that the pedestrian gate access point is not on level ground, not safe in the dark and has unclear signage.
 - Councillors considered that the vehicular gate is not fit for purpose, opens out into the roadway, thereby preventing a car from pulling out of the road whilst the driver exits to open the gate. Councillors noted that the vehicular gate continues to cause an unacceptable delay to those wishing to retrieve the defibrillator.
 - Councillors noted that the gate swings free and is unable to be secured.
 - **Resolved. Motion** for the Clerk to ask the Peace Hall Management Committee to run a risk assessment for the new fence and gate and provide a copy of the risk assessment, in order to address concerns that the new vehicular access gate invalidates the above contract. Prps: SR. Scnd: AC. Duly **approved**.
- k) **Bench repairs** Peace Hall. Cllr Sinclair has this project in hand and is to organise a jet wash of the seat.
- l) **Parish Land Management Policy** – latest draft will be distributed to Cllrs asap. Add to next agenda.
- m) Next steps in cooperation with **The Fox Inn**. The parish clerk had received an email at 18:43 that evening confirming that *“the post and rail type erection on the car parking area is for cyclists to anchor their steeds whilst enjoying a pint or two. If they bring their bikes into the pub area they take up too much room. The picnic table was put out there by popular demand during the pandemic. We had a table which we were going to chop up and put on the fire, but people said why not put it out there as it is an ideal sit down for us and the dogs. So we did. Best regards, DL.”*
It was noted by Cllrs that above debate about activities permitted on the SSSI apply in this instance too. **Resolved. Motion** to write to Mr and Mrs Lewis to instruct that the bench is to be removed immediately and for the bike rail to be removed within 3 years from the date of the letter. Prps. AC. Scnd AS. **Unanimous**. The Clerk was **instructed** to draft a letter and Cllr Russell was delegated to approve and send.
- n) To note - **new life lines** installed at three ponds Monk Green, new labels applied to existing life line containers at Monkwood Green and Sinton Green. Duly noted.
- o) To note new **boundary fence** along Grimley approach road opp. bus shelter. The Clerk was **instructed** to write a letter of thanks.
- p) Congratulations to The **Peace Hall Committee** on excellent funds raised from the June Fete.

81/25. Enforcement & Consultations

- a) **Resolved. Motion calling on the Government to provide dedicated funding for Neighbourhood Plans**. Grimley Parish Council acknowledges that: i.) Neighbourhood planning empowers local communities to shape the development and growth of their areas through the creation of Neighbourhood Plans. ii) The preparation of Neighbourhood Plans requires significant time, expertise, and financial resources, often placing a burden on parish and town councils. iii) Neighbourhood Plans contribute to more democratic, locally-informed planning decisions and support the delivery of sustainable development aligned with community needs and aspirations.
Therefore it is Resolved to 1. Call upon His Majesty's Government to provide increased and sustained funding to support the development, review, and implementation of Neighbourhood Plans. 2. Request that the Government ensures funding is accessible to all communities, to promote inclusivity and fairness in the planning process. 3. Write to [local MP] and the Secretary of State for Housing, Communities, and Local Government to communicate this resolution and advocate for enhanced support for neighbourhood planning. Duly **approved**. Prps. Scnd:

81/25. continued Planning

- b) **M/25/00962/CLPU** Threeways, Sinton Green, WR2 6NW, certificate of lawfulness for proposed separate single storey rear and side extensions, and enclosed front porch – to note only, as parish council not consulted at this time. Duly noted.
- c) **M/25/00933/FUL** Pampered Ponies, Ockeridge, Wichenford, WR6 6YW, Variation of condition 6 (external facing and roofing materials) of planning permission 15/01739/FUL. Cllrs **resolved** to make no comment on this application. Prps: Ac. Scnd: SW.
- d) **Atlas mobile phone mast project.** No update available.
- e) **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. Nil at time of publication.

82/25. Finance and Administration

- a) **Resolved. Motion** to review payments made within the past month and 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: SW. Scnd: GM. Duly **approved**.
- b) To consider/approve payment of urgent accounts if any (Delegation to Clerk policy). Nil.
- c) **Resolved. Motion** to receive and motion to accept latest Bank Reconciliation and quarterly report. Prps: SR. Scnd: SW. Duly **approved**.
- d) Clerk timesheet for inspection. Duly **signed**.
- e) Annual calendar monthly inspection. Duly undertaken. No actions outstanding.
- f) Motion to adopt the **Press, Social Media, Website and Email Policy**. The Clerk was instructed to make amendments with regard to the WhatsApp section and redistribute.
- g) To note that the Clerk submitted the **annual accounts (AGAR)** to PKFLittle John by the deadline 30th June and has received a receipt. Notice of public rights with regard to inspection accounts have been published on parish noticeboards and on website. Transparency code has been adhered to ref items published on the website.
- h) To note that the **lengthsman** has been approached by the public to trim and tidy along by the church wall. The parish council was previously notified by the PCC that this wall is being investigated for stability (urgency not known) and funds being sought for repairs. The lengthsman has therefore been instructed not to conduct works in this area by the Parish Clerk in strict accordance with the requirements in the lengthsman scheme contract with the County Council. The public are reminded that the lengthsman should not be approached with instructions for conducting works. Duly **noted** and approved.
- i) To note that the Clerk has completed and returned the annual CIL grants declaration to MHDC and published it on the parish council website. The Clerk was **instructed** to send the criteria for use of CIL grants to all Cllrs so that they may consider suitable projects.

83/25 AOB, Correspondence, Dates for Diary, Items for Future Agenda.

- a) Clerk's correspondence for info. Duly inspected.
- b) Nora Parsons AGM 16th July at 7 pm. Duly noted.
- c) School parents dangerous driving and parking. Cllrs **agreed** to consider once the new headmaster is in post and at which point the parish council can ask for a liaison committee to be set up. The PCSO can also be invited to attend morning drop off and witness the concerns.
- d) Car show 28th July 6,30pm onwards at Open Ditch. Duly noted.

84/25 Date of next scheduled meeting. 22nd September 2025 7.30pm – Monthly PC meeting, Peace Hall, Sinton Green. The press and public are cordially invited to attend these meetings and should note Standing Orders in advance please.

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

July:

39	Mr Simon Skeys	Lengthsman worksheet June 2025.	TBC
40	Mr Simon Skeys	Sinton Green Mowing June 2025	TBC
41	Parochial church council ('PCC of Grimley')	Church annual donation. Provisional .To be debated in this meeting.	100.00
42	Mr Philip Moore	Internal Audit fee for 2024/2025 financial year.	5.00
43	Information Commissioners	Annual subscription. expiry date of 07/09/2025.	52.00
44	Jake Bowdige	Sinton Green Tree Survey. Provision. To be debated this meeting.	500.00
45	Mrs Lisa Stevens	Monthly Expenses July 2025	46.77
46	Nest Pensions	July payment for July wage	45.99
47	HMRC Shipley	EmployER Gross National Insurance Contributions	36.02
48	Mrs Lisa Stevens	Monthly wage for June paid in July	redacted
49	Lloyds Service charge	Terms of bank contract.	4.25
50	Cllr R B Woodhouse	Wooden stakes for attaching pond life lines. Shop receipt The Range.	13.47
51	Severn Trent Water Ltd	Water connection to new pipes Green Farm. WWT to reimburse. Invoice sent to Dom.	817.43

Appendix 1 continued. Payments made in June 2025:

15	Mr Simon Skeys	Lengthsman worksheet April 2025	306.30
16	Mr Simon Skeys	Sinton Green Mowing April 2025.	90.00
22	Mr Simon Skeys	Lengthsman worksheet May 2024.	235.85
23	Mr Simon Skeys	Sinton Green Mowing May 2024.	90.00
24	Severn Trent Water Ltd	MWGreen pipeline. WWT to reimburse	195.00
25	Mrs Lisa Stevens	Monthly Expenses June 2024	44.42
26	Mrs Lisa Stevens	Land registry enquiry Grimley village.	7.00
27	WJP Software Limited	Embedded form to website	60.00
28	Nest Pensions	June payment for June wage.	45.99
29	HMRC Shipley	EmployER Gross National Insurance Contributions	36.02
30	Mrs Lisa Stevens	Monthly wage for May paid in June.	redacted
31	Lloyds Service charge	Taken out of bank account direct	4.25
32	Mrs Lisa Stevens	Reimbursement Stinky Inks printer ink	56.86
33	Water Plus	Trough Monkwood Green	29.24
34	Mrs Lisa Stevens	Throw Line Housing Monkwood Green ponds x 3. reimbursement of Aspli Safety.	91.40
35	Mrs Lisa Stevens	Rescue Bag 25 Metre x 3 for Monkwood Green ponds. reimbursement of Aspli Safety.	125.74
36	Mrs Lisa Stevens	Plastic beware deep ponds signs. reimbursement of Signomatic	127.01
37	Aspli Safety	Replacement stickers for existing life lines.	10.62
38	Grimley Peace Hall Foundation	Extra ordinary meeting June 2025	37.50

Appendix 2

Clerk correspondence where NOT included in agenda items above.

1	NALC correspondence on closure of grants 7 funding for neighbourhood plans
2	AGAR and website transparency code compliance.
3	Councillor training opps.
4	PCC newsletter
5	PCSO quarterly contract
6	Police smart water scheme – forwarded to Chair.
7	Parish Hall fete update
8	Facebook updates/social media
9	Devolution survey responses
10	WWT pipe installation emails - forwarded to Chair
11	Natural Networks grant opportunities
12	Results Responses for Local Gov Reorganisation survey (Devolution)
13	Camp Inn correspondence ref planning enforcement
14	NALC Chief executive's bulletin
15	WCALC monthly bulletin & CALC Malvern Hills Area Meeting, 19th June: Draft Minutes
16	The Rural Funding Digest - Looking for funding for your local project or community group
17	The Rural Bulletin – national rural news and ensuring rural communities have a voice
18	HMRC – payroll update and legal requirements.
19	HSE weekly bulletins – working from home, employing contractors
20	Worcestershire CALC bulletins, legal updates and monthly newsletters
21	Parish newsletter monthly submission

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 <https://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.

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

Please take a moment read the council’s privacy notice (on our website), which explains how we use and look after your information and your rights. This document is available via the website above, searching ‘G’ for Grimley and then selecting ‘publications’.

