



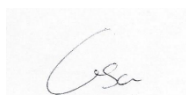
**Grimley
Parish Council**

Republished Monthly Meeting of Grimley Parish Council

22nd September 2025, 7.30pm
Peace Hall, Sinton Green, WR2 6NP

This page is the cover sheet to the agenda, Summons and meeting guidelines.

Parish Councillors, Notice is hereby given that a meeting of Grimley Parish Council will be held on Monday **22nd September 2025 at 7.30pm** at the Peace Hall, Sinton Green, WR2 6NP. Your attendance at the meeting is requested. What3Word location: [:///wove.minds.pokes](https://www.what3words.com/locations/:///wove.minds.pokes)



Lisa Stevens, Clerk & Responsible Financial Officer. 9 The Limes, Kempsey, Worcs, WR5 3LG. 07950256363. parishclerk@grimley-pc.gov.uk
Website: grimley-pc.gov.uk Date of publication of this notice: 17th Sept 2025



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website



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access the information
provided at the start of
each meeting

- The press and public may attend to address councillors on matters concerning the parish (allotted point in the agenda), observe the meeting or inspect draft documents. Comments **MUST** be made through the Chair and not aimed at individuals. District and County Councillors are invited to participate in this meeting at the discretion of the Chair. Public comments and questions to them must be directed to the parish council Chair or should be handled at the respective higher authority meetings.
- If this meeting is an extra ordinary meeting, these summons have been issued by the Chair.
- Occasional safety considerations may mean that we close and reschedule the meeting.
- The Register of Electors may be inspected by the Clerk to ascertain attendee residency.
- Names are recorded in the meeting minutes, unless individuals ask for this not to occur.
- With some restrictions, meetings may be filmed or recorded by the public. We are happy to provide guidance on what is permitted. Advice should be sought in advance to avoid disruption. The parish council may live stream those persons sitting at the council table on social media. The parish council may record audio information at this meeting. However, there is no legal requirement for the parish council to live stream a meeting in order to allow virtual public or councillor participation.
- **Please note 'Information provided at the beginning of each parish council meeting' (QR code above to the right).**
- Each agenda item below includes the resolution to discuss and formulate Motions not requiring written notice. New items raised for formal vote will be included in the next agenda unless covered by St.Orders/Financ.Regis/Delegation to Clerk policies.
- If there are any adjustments required to encourage/allow public participation please bring these to the attend of the Clerk or Chair before or at the meeting. We will make all reasonable adjustments where possible.
- Please check fire exits arrangements upon arrival and check against your personal requirements. Please bring any difficulties to the immediate attention of any member of the parish council. In the event of an emergency, 'muster' is in the car park but, since attendees are only encouraged (not required) to sign in, no register will be taken.
- To our knowledge, there are no hearing/audio induction loops installed at this venue.
- The parish council does not hold or manage the wifi codes for this venue.
- Dogs may be permitted depending on the venue hire restrictions. Please enquire beforehand.
- Children are permitted but must not be allowed to disrupt proceedings please. Filming or recording of children is not permitted without written consent of parents/legal guardians - The council and public must take absolute care to meet this restriction.
- Councillors/the public are individually responsible for keeping their own language/phrasing to an acceptable level.
- The parish council has a risk assessment for public meetings. Please ask if you require a copy.

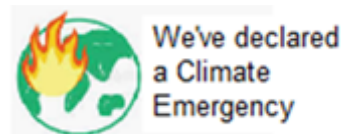
Requests for this information in other languages/audio/large print will be reasonably considered.

Please take a moment read the council's privacy notice, which explains how we use and look after your information and your rights.

See our website for more information: <https://grimley-pc.gov.uk>



IN COLLABORATION WITH SLCC, NALC, OVW, COUNTY ASSOCIATIONS



**Republished Agenda for the Monthly Meeting of Grimley Parish Council 22nd September 2025,
7.30pm, Grimley Peace Hall, Sinton Green, WR2 6NP**

1	Welcome, information provided at the start of each meeting and general admin <ol style="list-style-type: none"> Points of order and adjustments to facilitate public participation. To consider any apologies for absence. <i>Cllr Woodhouse</i>. Motion to accept and Clerk to add to register.
2	Declarations of interest <ol style="list-style-type: none"> To note updates received to Register of Interests/dispensations. Cllrs are reminded to update their register of interests. To declare Disclosable Pecuniary Interests relevant to agenda. Cllrs who have declared a Disclosable Pecuniary Interest/ other Disclosable Interest (para 12(4)(b) Code of Conduct) must leave for the relevant items only, unless a dispensation has been granted. To declare any Other Disclosable Interests relevant to the agenda. To declare any additions to the Register of Gifts & Hospitality. To consider written requests for the granting of a Dispensation (S33 Localism Act 2011). Motion to approve requests. To consider any adjustments required to encourage or allow public participation.
3	Minutes of the previous meeting 14th July and 1st Sept 2025 –Motion to receive, consider and approve.
4	The meeting will be adjourned for Open Forum (Public Question Time) <i>Please refer to the notes on your seat for information about this section.</i>
5	To receive the report of the County Councillor – Mel Fordington (Items raised for decision will appear on the agenda for the next meeting) <ol style="list-style-type: none"> Campaign to preserve and improve bus services. Update on Devolution and progress towards Unitary Council services. Standing item. Correspondence from Dame Harriet Baldwin – ref increasing contribution to Nora Parsons. https://noraparsons.co.uk/. PC already contributes annually – can County and District help?
6	To receive the report of the District Councillor – Dean Clarke (Items raised for decision will appear on the agenda for the next meeting) <ol style="list-style-type: none"> To note the results of Local Gov Reorganisation survey (Devolution). Summary provided to parish cllrs.
7	Planning, Enforcement & Consultations - Consider and resolve to respond to the following: <ol style="list-style-type: none"> M/25/01319/PIP Land At (Os 8184 6034) Sinton Green (adjacent Grimley Peace Hall) – to note response submitted 16/09/2025 as per MHDC deadline. 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. Matters of planning enforcement as per the monthly parish council project checklist, incl. rights of way. To note responses made to county wide consultations. Appendix 2.
8	Commons and Village Greens - Discuss updates and formulate Motions not requiring written notice Monkwood Green <ol style="list-style-type: none"> WWT Green Farm water connection – project completed. Standpipe in place. Mowing – project completed. Thank you to resident contractor. Strimming – project underway. Update Cllr Collett. Correspondance with The Fox Inn – draft letter of thanks and agreement to be approved. Commoners' Association – update if any. Standing item. Trough water reading Results of butterfly count. Sinton Green <ol style="list-style-type: none"> Ditch and pond clearance - project completed. Thank you to resident and contractor. Tree survey - results and Motion to progress with most urgent issues. Appendix 3. Dog fouling opp. Slate Cottage - further action? Dog fouling in general. Update Cllr Russell. Zebra bollards adj. Sinton Court - damage to the verge.
9	Infrastructure, services, highway matters, drainage and flooding To discuss updates/formulate Motions not requiring written notice. Highways (roads & pavements) & byways (bridleways and footpaths). <ol style="list-style-type: none"> Month parish council project checklist – items not discussed above in Planning. Atlas mobile phone mast project – any updates. Hit and run Grimley village – any updates. Speeding parish wide [Highways advice ref VAS pole installation and permissions at Monkwood Green and Sinton Green, so that the project can be properly scoped in the next financial year. Also, correspondence from resident ref dangerous driving at Moseley blind bend and request for extension of existing 30mph zone from Elgar Industrial Est.]

9 cont	<p>Infrastructure etc continued.</p> <ul style="list-style-type: none"> e. Resident correspondence – unauthorised signage parish wide, including estate agent signage. [DCllr advises there is legislation that covers this advertising and permits it to a certain extent. Report to Highways if it is causing an obstruction. Report to MHDC Enforcement if you wish to query under planning laws]. f. To formulate response to WCC consultation - County Council's Rights of Way Improvement Plan - g. To note for the record only, matters in relation to Community Assets, criteria for change of use, and the criteria where businesses must be actively marketed for a reasonable period without serious interest.
10	<p>Reports from other Projects and Representatives To discuss updates and formulate Motions not requiring written notice.</p> <ul style="list-style-type: none"> a. Grimley Peace Hall, Sinton Green - updates if any and to confirm the 2 parish council reps. b. Defibrillator at Grimley Peace Hall - Correspondance with Hall Management Committee. c. Defibrillator at Grimley Peace Hall - requires maintenance. d. Bench repairs at Grimley Peace Hall - update Cllr Sinclair. e. Lengthsman – update if any. f. Grimley Smaller Charities – update if any. g. Police – quarterly contract has been returned asking for an update on recent burglaries and break-ins.
11	<p>Finance and Administration - Discuss updates and formulate Motions not requiring written notice.</p> <ul style="list-style-type: none"> a. To review payments made within the past month and to consider and motion to approve the payment of outstanding accounts. Appendix 1. b. To consider and approve payment of urgent accounts if any (Delegation to Clerk policy). Nil at publication. c. To receive and motion to accept latest Bank Reconciliation 2025 and quarterly report. d. Clerk timesheet for inspection. e. Inspection of parish council Annual Calendar and actions outstanding. f. Risk assessment review and update. g. Banking arrangements. Online banking terms and conditions are changing. h. ICO - Renewal confirmation ICO:00011317828 membership has been confirmed for 25/26. i. To note that the poppy wreath has been ordered for November. Arrangement for church service. j. Annual Audit 24/25. Motion to consider the final external auditor report and decide if action is required. <ul style="list-style-type: none"> 1) To note: The SBA Team for and on behalf of PKF Littlejohn LLP received and logged the completed Annual Governance and Accountability Return (AGAR) Form 3 for Grimley Parish Council on 10/07/2025. A query was received from SBA regarding annual variance and was responded to on 05/09/2025 by the Clerk. Our internal auditor has been kept informed and is satisfied that annual variance was adequately illustrated in the original submission to PKF. 2) Sign off of external audit and closure letter received 17/09/2025 19:37 from PKF necessitating the republishing of this agenda. The only comments were: <i>"The Annual Internal Audit Report focuses on a series of internal control objectives covering an authority's key financial and accounting systems and concludes whether, in all significant respects, the internal control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of the authority. We note that the internal auditor has not provided a conclusion on internal control objective O in respect of the authority's responsibilities as a trustee. The Annual Internal Audit Report will inform the authority's response to Assertions 2 and 6 in the annual governance statement. As a result, the authority must ensure that assurance that has not been provided via these control objectives has been sought elsewhere."</i> Nb the internal auditor did not tick a box to explain that the parish council is not a trustee and therefore the section of the AGAR is not applicable. A letter will be sent to PKF to explain that this section is not applicable and so no further assurances need to be sought. 3) Action that the parish council must now take: Publish the "Notice of Conclusion of Audit" along with the certified AGAR (Sections 1, 2 & 3) before 30 September 2025, which must include publication on the smaller authority's website. 4) Looking forward to the 25/26 Audit, this parish council will need to evolve its existing IT policy to cover all sections in Assertion 10 of the AGAR. The Clerk will amend the current policy and present to parish council in October. a. Motion to exclude the public due matters prejudicial to the public interest by reason of the confidential nature of the business to be transacted. <ul style="list-style-type: none"> 1) Payscales as per clerk contract. Cllrs to arrange staffing committee date.

12	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. <ul style="list-style-type: none"> a. Clerk's correspondence list for information. Appendix 4. b. Parish Land Management Policy update. Moved to next meeting. c. Primary school – parent speeding and parking – update Cllr Woodhouse. Moved to next meeting. d. Severn Way public right of way to Camp Inn – update Cllr Woodhouse. Moved to next meeting. e. Felling of veteran oak at Birchall Green, reported to MHDC Enforcement – next meeting.
13	Date of next scheduled meeting: 27th October 2025 7.30pm – Monthly PC meeting, Grimley 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 and already made in the previous month under the Delegation Policy and Financial Regs.

17/09/2025	52	Mr S Skeys	Mowing invoice. received 31/08/2025.	90.00
17/09/2025	53	Mr S Skeys	Lengthsman July worksheet.	266.30
<u>Not used</u>	54	Not used	Thought was going to be a water bill	0.00
18/08/2025	55	Mrs Lisa Stevens	Monthly Expenses Aug 2025 including £15 homeworking allowance and mileage	50.55
21/08/2025	56	Nest Pensions	August payment for August wage.	45.99
18/08/2025	57	HMRC Shipley	EmployER Gross National Insurance Contributions	36.02
21/08/2025	58	Mrs Lisa Stevens	Monthly wage for July paid in Aug.	redact
05/08/2025	59	Lloyds Service charge	Taken out of bank account direct	4.25
17/09/2025	60	Mr S Skeys	Lengthsman worksheet August. Claimed from WCC 17/09/2025. invoice received 31/08/2025	155.85
Not yet received	61	Mr S Skeys	Mowing August 2025- no worksheet submitted yet	0.00
17/09/2025	62	WaterPlus	Trough Monkwood green invoice. VAT £4.90	29.40
Not yet paid	63	DCllr David Harrison	Poppy wreath for remembrance service	30.00
17/09/2025	64	PKF Littlejohn LLP	Limited assurance review of Annual Governance & Accountability Return for year ended 31 March 2024.5. VAT £42.00	252.00
08/08/2025	65	Mr R P	Mowing Monkwood Green common and SSSI annual mowing. VAT £330.00	1,980.00
17/09/2025	66	Mrs Lisa Stevens	Printing Ink Stinkyinks. VAT £30.56	183.41
17/09/2025	67	Mrs Lisa Stevens	Monthly Expenses Sept 2025	47.99
instruction given 17/09/2025	68	Nest Pensions	September payment for September wage.	45.99
17/09/2025	69	HMRC Shipley	EmployER Gross National Insurance Contributions	36.02
17/09/2025	70	Mrs Lisa Stevens	Monthly wage for Aug paid in Sept.	redact
Not yet paid. Awaiting decision	71	Mrs Lisa Stevens	Backdated pay rise. Readjusted payscales, To be debated by Staffing Committee	158.40
08/09/2025	72	Lloyds Service charge	Taken out of bank account direct	4.25

Appendix 2 – Responses have been made to the following consultations under the Delegation Policy

- a. **WCC consultation - EV charging.** sent to Cllrs 15/08/25. Responded to request additional infrastructure for social housing in the parish. 28/08/2025.
- b. **WCC consultation - Local Cycling Walking** Infrastructure Plans for South Worcestershire. sent to Cllrs 15/08/25. Responded to request extension of route A to include Grimley village beyond Hallow for the use of the school children. 28/08/2025.
- c. **WCC consultation - Worcestershire Local Nature Recovery Strategy.** Responded to request expansion of Monkwood Green, Birchall Green and Grimley Gravel Pit 'areas of value to wildlife' categories. Also, demonstrated support of PM03 Revert Land to Wet Grassland and Floodplain Meadow on the opposite side of the river bank to the Camp Inn and asked for the expansion of this aim, in the absence of any other viable flood protection for the small number of properties affected by flooding down Camp Lane and in Grimley village. 28/08/2025.
- d. **West Mercia PCC - Town and Parish Council Survey.** Responded requesting more focus on speeding, vehicle crimes (driving in particular), rural crime, burglaries and break-ins.

Appendix 3 - Sinton Green Tree Survey – Clerk’s pick of the most urgent actions required.

Ref.	Species	Description	Measurements	Survey Notes	Overall Condition	Recommendations
T195	Copper beech (<i>Fagus sylvatica purpurea</i>)	Located on green next to road	Height (m): 9 Crown Radius (m): 3 Life Stage: Semi Mature Life Exp.: <10 years	The tree has a sparse crown with visible dead branches; the main stem shows signs of girdling and bark damage, likely caused by previous tree protection measures.	Poor	Recommendations 1: Fell tree. Timescale: 23-Oct-2025 (3 Months) Recommendations 2: Replant in Autumn. Timescale: 23-Oct-2025 (3 Months)
T183	Ash (<i>Fraxinus</i> sp.)	Located on green next to road.	Height (m): 13 Crown Radius (m): 7 Life Stage: Mature Life Exp.: 10+ Years	The canopy encroaches onto the road and contains deadwood throughout. Early signs of ash dieback are evident, with a noticeably sparser canopy compared to neighbouring ash trees.	Fair	Recommendations 1: Crown lift to 4m for highway clearance. Remove deadwood - greater than 25 mm. Timescale: 23-Jan-2026 (6 Months) Recommendations 2: Ash dieback is a serious fungal disease (caused by <i>Hymenoscyphus fraxineus</i>) that leads to progressive decline and death of ash trees. If ash dieback develops, close monitoring will be required due to the likely need for felling. It is recommended to begin replanting with a suitable replacement species now to ensure future tree cover. Timescale: 23-Jul-2026 (1 Year)
T182	Ash (<i>Fraxinus</i> sp.)	Located on green next to road.	Height (m): 11 Crown Radius (m): 5 Life Stage: Mature Life Exp.: 20+ Years	The canopy encroaches onto the road, with a heavier growth on the roadside due to an elongated lower limb. Minor tip dieback and deadwood are present within the crown.	Good	Recommendations 1: Lift canopy on roadside to 4m Remove deadwood - greater than 25 mm. Timescale: 23-Jan-2026 (6 Months) Recommendations 2: Ash dieback is a serious fungal disease (caused by <i>Hymenoscyphus fraxineus</i>) that leads to progressive decline and death of ash trees. If ash dieback develops, close monitoring will be required due to the likely need for felling. It is recommended to begin replanting with a suitable replacement species now to ensure future tree cover. Timescale: 23-Jul-2026 (1 Year)
T181	Ash (<i>Fraxinus</i> sp.)	Located on green next to road.	Height (m): 14 Crown Radius (m): 6 Life Stage: Mature Life Exp.: 20+ Years	The canopy encroaches over the road, featuring dense growth in the inner canopy and healthy outer foliage. The main union is well-formed at 1.8m. Minor deadwood is present.	Good	Recommendations 1: Lift canopy over road to 4m Remove deadwood - greater than 25 mm. Timescale: 23-Jan-2026 (6 Months) Recommendations 2: Ash dieback is a serious fungal disease (caused by <i>Hymenoscyphus fraxineus</i>) that leads to progressive decline and death of ash trees. If ash dieback develops, close monitoring will be required due to the likely need for felling. It is recommended to begin replanting with a suitable replacement species now to ensure future tree cover. Timescale: 23-Jul-2026 (1 Year)

Appendix 4 - Clerk correspondence where NOT included in agenda items above.

1	An Invite to Malvern Hills District Council's Chairman Cllr Daniel Walton's Civic Service - dated 26th October 3pm at Christchurch Lower Broadheath – Forwarded to Cllr Collett.
2	Veteran oak Birchall Green resident correspondence and DCllr.
3	Butterfly count Monkwood Green resident correspondence – trying to work out who conducted count and what the results are.
4	Speeding and VAS matters parish wide resident correspondence - sent round to all Cllrs
5	6 x planning applications resident correspondence - sent round to all Cllrs
6	Sharp bend signage Oakhall Green resident correspondence – sent round to all Cllrs
7	Zebra bollard resident correspondence – sent round to all Cllrs
8	Waterplus trough meter readings – passed to Cllr Ayers
9	Pencroft correspondence ref Sinton Green ditch clearance
10	Open Ditch pub resident correspondence ref late night parties – correspondence with WCC Regulatory Services – passed to Cllr Collett
11	Dog control and dog waste councillor correspondence
12	Annual audit correspondence with PKF Littlejohn, SBA and Internal Auditor.
13	Private tree removal correspondence with resident – passed to Cllr Collett
14	Responses to all recent consultations – sent round to all Cllrs
15	Rights of way chase on all outstanding matters with WCC
16	WWT pipe installation and water easement emails - forwarded to Chair
17	CPRE newsletter – forwarded to Cllr Collett.
18	PCC newsletter
19	PCSO quarterly contract and engagement van schedule
20	NALC Chief executive's bulletin
21	WCALC monthly bulletin and save the date for AGM – forwarded to Cllr Ayers.
22	The Rural Funding Digest - Looking for funding for your local project or community group
23	The Rural Bulletin – national rural news and ensuring rural communities have a voice
24	HMRC – payroll update and legal requirements.
25	HSE weekly bulletins – working from home, employing contractors
26	Worcestershire CALC bulletins, legal updates and monthly newsletters
27	Parish newsletter monthly submission
28	Coordinate wreath order with other parish councils
29	Nora Parsons correspondence with CCllr – added to this agenda
30	Atlas chasing progress – no response
31	Flytipping reporting to MHDC
32	Chase removal of damaged sign in Grimley Village