



DRAFT Minutes of the Meeting of Grimley Parish Council

**Monday 27th October 2025, 7.30pm,
Peace Hall, Sinton Green**

Grimley Parish Council

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

Parish Councillors: Adam Collett (Chair), Robin Woodhouse (Deputy). 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 who left after item 107/25

Meeting commenced at 7.30pm.

102/25. Welcome and information provided at the beginning of each meeting

- a) **Points of order.** Point of order from Councillor Woodhouse: Ref recent planning applications Camp Lane and subsequent enforcement enquiries, involvement was at the request of residents. Action on behalf of residents were as per Standing Orders and as per expectations for the position of a parish councillor. Also, to note advice from WCALC which advises that matters relating to planning enforcement should not be discussed in public session, but in closed session at the end of a meeting of the parish council.
- b) **Adjustments to facilitate public participation** (nil).
- c) **Declarations of interest.** (nil).
- d) **Apologies/reasons for absence** from Cllrs as listed above. No resolution.

103/25. Minutes of the previous meeting 22nd Sept 2025. Amendments received and signature to be scheduled for November meeting. No resolution.

104/25. Public Open Forum - Nil questions.

105/25. To receive the report of the County Councillor – Mel Fordington

- a) Written report Appendix 2.
- b) Campaign to preserve and improve bus services. Worcestershire's flexible on demand bus network is expanding but does not include the Hallow area as yet.
- c) Speeding at Moseley Corner. Additional chevron signs and zebra bollards have been installed. Roundels are being considered but the exact location is unclear. The Clerk was **instructed** to ask Highways for clarification. (Actioned 08/11/2025. Roundels are to be installed along the Hallow section of Moseley Road in the 30mph section).
- d) Notification of roadworks to parish councils could be more timely.

106/25. To receive the report of the District Councillor – Dean Clarke

- a) Update ref enforcement at Camp Lane, which is still ongoing. More caravans are reported to be being installed at the fishing pools. Wait and see if planning applications are forthcoming.
- b) SWDP latest update is on the website: <https://www.localplanservices.co.uk/swdpreview>
- c) Regulatory Services have updated the district cllrs on the rules concerning fireworks.
- d) Update on Grimley and Holt Primary School – See notes incorporated in appendix 2.
- e) DCllr is funding a new urn for the Peace Hall, which made £500 for Macmillan Cancer last month. The Peace Hall Management Committee has been encouraged to make a bid to the District Council for funding in spring 2026.
- f) DCllrs are to attend MHDC licensing training this week.

107/25. Planning and Consultations

- a) Standing Item: To consider and arrange an extra ordinary meeting for planning applications received after date of publication of this agenda: Nil.
- b) To note that the PIP application to rear of the Peace Hall has been refused. Duly noted.
- c) To note correspondence from Worcestershire Regulatory Services ref The Open Ditch and advisory visits in response to concerns about noise and light pollution. Duly noted.
- d) To note correspondence from The Camp Inn requesting clarification about possible changes to planning flood zones. Duly noted. Further information has been sought from the Environment Agency - awaiting a response and redirect further enquiries to the Environment Agency. (Note post meeting: The flood zones are regularly reviewed by the Environment Agency based on modellings. Any amendments/changes are put in writing to the residents affected.
- e) Statement of Licensing Policy Review - Consultation 2025-30. Motion for response by 31st October. **Resolved. Motion** for no response. Prps: AC Scnd: SR. **Duly approved.**

108/25. Commons and Village Greens

a) Monkwood Green

- i. Request for cooperative working towards additional dog waste bins has been sent to Worcestershire Wildlife Trust. WWT has confirmed that a volunteer (H) empties the existing bin in the wood car park and are investigating whether the Council could empty further bins instead for a small fee. Await further details from the WWT. The matter of dog waste bins as also discussed at the point in the agenda.
 - **Action:** Cllr Russell enquire whether district Public Space Protection Order has expired.
 - Cllr Russell has emailed MHDC to ask what support they can offer parish councils – the parish council can encourage membership of the Green Dog Initiative – bandanas are fixed to dogs whose owners honour the commitment to clean up after their pets. No further action on this.
 - Additional signage has been agreed to be placed by farmers in Grimley Village.
 - **Action:** Proposals for new laminated signs created by Cllr Russell. Clerk to assist in maps to be included on the signs. Cllr Collett to receive and laminate the signs once printed and distribute to all Cllrs to help install round the parish.
- ii. Withdrawn – ~~request from Commoner for grazing.~~
- iii. Willow pollarding on the Green. **Resolved. Motion** to consult CB with a view to budgeting in 26/27 for these works. Prps: SW. Scnd: PA. **Duly approved.** CB willing to walk round the Common with PA and SW and cross ref with the tree survey and see what pollarding works need to be done most urgently, so that the parish council can seek focused quotes. (Note post meeting: this walk around took place 6th November 2025 – awaiting outcomes).

b) Sinton Green

- i. Tree works village green. With Cllrs' approval the Clerk will seek quotes once the cost of the bus shelter repairs become fully known, so as to avoid overspend in this financial year.
- ii. Bus shelter repairs (*Notes to prompt debate: Cllr site visit, outcomes and expected quote from contractor. Also to note similar inspection of the bus shelter at Grimley approach road. (Illustrative quotation for brand new shelter "Littlethorpe Eaton": £13,000 plus installation). Motion for repairing both shelters and to utilise CIL planning Wagon Wheel funds (£744.55) towards this project. Motion to claim on insurance?*)
Action: Cllr Woodhouse to seek quotes from local contractors and has already received a first sight quote (J) for £350 for new roof and parts and labour. **Action:** Cllr Russell to send a spec to Cllr Woodhouse for use in seeking quotes. Painting need not occur until spring 2026 and so need not be included in the spec. It was noted that the contractor must be informed that they undertake the work at their own risk and with their own insurance in place, as the Clerk noted the location by the fairly busy village road. **Resolved. Motion** to set a threshold of £500 for quotes and to allow acceptance of a quote asap. Prps. GP. Scnd: AS. Unanimous. **Duly approved.** Option to claim on insurance not debated. **Resolved. Motion** to use CIL funds £744.55. Prps: GP. Scnd: AC. Unanimous. **Duly approved.**

109/25 Infrastructure, services, highway matters, drainage and flooding

a) Month project checklist and watchlist:

- i. Drainage issues Dark Lane WCC flood alleviation works road closure 27th Oct over 3 days (ref 1731030). Initial works are being conducted at this time by Highways, with a road gully planned at the entrance to the water works on 1st December 2025 (Rd closure ref: 1737337).
- ii. Drainage issues Birchall Green to Sinton Green. The route from Hunters Lodge to the Davies' has been cleared by Highways. The ditch pipe in front of Hill View House was discovered to be broken and Highways will write to the property owners to ask for that pipe to be repaired – Cllr Woodhouse has also passed the relevant Highways email address to the resident so that they can make contact themselves. The ditches outside the Open Ditch pub have also been cleared, along with the pipe under the main road leading to 10 The Houses. Highways will return to extract one remaining stuck brick from the pipe under the road to MWGreen. The Clerk was **instructed** to ask Festival Housing Limited trading as Fortis Living to clear the ditch in front of The Houses and also to attend to the pipe under the little bridge leading to those homes. (Note post meeting: Contact made and awaiting their decision).
- iii. Drainage issues Sinton to MWGreen WCC flood alleviation works road closure Oct 2025 (ref 1738709) Duly noted with no further action required by the parish council.
- iv. Drainage issues Moseley Corner. No further updates from Land Drainage as of 15/10. Severn Trent has attended the road in front of Holywards Farm and has repaired the stopcock. **Action:** Cllr Collett to continue to try to catch residents at Foxfields to ask for ditch maintenance. Additional bollards and chevron signs has been installed on the sharp bend.
- v. RoW PR-24-48834. GM-609 Riverdale. RoW blocked by private vehicle. Matter reported again: #90016
- vi. RoW: PR-21-36692. GM-598 (D) Bumbles. RoW blocked/gated. Matter reported again: #90015
- vii. RoW: PR-24-49009. GM-537. Holywards Farm. RoW blocked. Matter reported again: #90018.
- viii. RoW: Monkwood Green GM-523(C). South of the Common behind Moorlands. Non-residential site. RoW regularly blocked with barbed wire. Matter reported again #90020.
- ix. Broken finger post Dark Lane RoW GM-590 to Walton lane has been reported Ref #89872.
- x. Some illegal and/or out of date signage along the main road has been removed. Duly noted.
- xi. Grass was reseeded by residents in vicinity of the removed bollards Sinton Court. Duly noted.
- xii. The Clerk was **instructed** to right to the owners of The Forge, Sinton Green to ask them to cut back their hedge that is encroaching on the village green verge. (Note post meeting: letter sent 14/11/2025)

- b) To note that the **Public Right of Way** Operations Manager WCC has been in touch in response to PC complaints about the outstanding issues affecting rights of way across the parish:
- i. RoW issues dated 2015 (report-it website) in fact pre-date that (data migration to new website).
 - ii. RoW team concentrate on issues affecting health and safety, eg bridges/rail crossings. The budget for affecting change to all other issues is very limited.
 - iii. Many issues cannot be migrated to the care of the Lengthsman (repair of stiles and sign posting), because of legislative and policy restrictions. Upping the Lengthsman budget is n/a.
 - iv. The request for increased staffing is noted and will form part of Unitary negotiations.
 - v. The parish has only one long term RoW diversion in place - at The Camp Inn where the riverbank is unstable. The alternative route is around the car park at the kind consent of the publican and brewery.

All duly noted by parish councillors.

- c) **School parking.** DCllr and Parish Cllrs note that Ofsted report spring 2025 has prompted work to improve the school. Once the new head is bedded in, the parish council can request an introductory meeting to raise issues of procedures for children being dropped off and collected from the school site, as part of wider safeguarding responsibilities.

Continued 109/25 Infrastructure, services, highway matters, drainage and flooding

- d) **Vehicle Activated Speed Signs (VAS).** The process for installing a VAS is that the County Cllr must raise the issue first with Highways and obtain permission in principle. Budget, number of VAS required, locations, care and maintenance, solar powered?, volunteers for fortnightly rotation and battery charging and long term plans for this. MWGreen already has a licence/permit for a VAS - this is the only existing permit for the parish. Councillors **agreed** not to pursue this matter at present due to matters of cost, need for volunteers to care for, move fortnightly and recharge the VAS battery.

110/25 Reports from other Projects and Representatives

a) Grimley Peace Hall, Sinton Green.

- i. Hall Committee is aware of the forthcoming MHDC grant opportunity. Hall electrics are due to be sorted asap. Hooks have been installed to the swinging vehicular gate. Financially the committee is breaking even at present. Community is grateful for all the fund raising going on at present.
- ii. Defib was used but is now up and running. Thank you to Wendy and Sue for sorting.
- iii. Bench repairs at the hall - update Cllr Sinclair. Cllr Probert has liaised with Cllr Sinclair and work is ongoing
- iv. To note Councillor attendance and assistance with Western Power tree works at the hall. Duly noted with thanks.

b) Lengthsman - Has been **instructed** to clear hedge behind the Grimley bus shelter.

Resolved. Motion of thanks to Simon and his family on the occasion of his 15 years service under the New Lengthsman scheme. Prps: RW. Scnd: AC. Unanimous. Duly **approved**. (Note post meeting, Letter sent 14/11/2025). **Action:** Cllr Woodhouse to ask Simon to trim the headwalls (shoulders of the ditches) on Sinton Green village green.

c) Grimley Smaller Charities – planned donation towards Grimley Peace Hall.

d) Police – quarterly contract has been returned asking for focus on recent burglaries and break-ins.

e) Noticeboard duplicate keys – update Cllr Russell. Duplicate keys for all 3 noticeboards have been provided to the Clerk, with thanks. (*Timpson – MWG. Red – Sinton*)

f) Christmas trees. Resolved. Motion to allow up to £100 per village for provision of a Christmas tree. Prps: SR. Scnd: RW. Duly **approved**. Unanimous. Cllr Woodhouse has spoken to JH about purchase on same basis as last year, with thanks. A new permanent Christmas tree will be planted on Sinton Green village green in spring 2026. Cllr Probert, S. Loach and L. Green are organising Sinton Green.

111/25 Finance and Administration

a) To review payments made within the past month and to consider and motion to approve the payment of outstanding accounts. Appendix 1. Resolved. Prps: AC. Scnd: AS. Duly approved.

b) To consider and approve payment of urgent accounts if any (Delegation to Clerk policy). Nil at publication. Nil.

c) To receive and motion to accept latest Bank Reconciliation 2025 and quarterly report. Resolved. Prps: PA. Scnd: GM. Duly approved.

d) Clerk timesheet for inspection. Duly signed.

e) Inspection of parish council Annual Calendar and actions outstanding. Nothing outstanding.

f) Risk assessment review and update. Clerk is writing an IT risk assessment following a WCALC update.

g) Banking arrangements. Online banking terms and conditions are changing. Resolved Motion to approve amendments to Standing Orders in respect of banking arrangements and payment approvals. Prps: RW. Scnd: SW. Duly **approved**.

Continued 111/25 Finance and Administration

- h) **Staffing committee.** *No members of the public no being present, there was no requirement to exclude the public and the Clerk was not requested to leave the meeting.*
Resolved. Motion to accept and approve the recommendations of the Staffing Committee, namely the annual increment to payscale 10, equating to £14.35 an hour from 1st April 2025 be granted to the Parish Clerk. Prps: SR. Scnd: GM. Duly **approved**. Unanimous. It was **noted** that the Clerk's wage will be reassessed in due course. It was **noted** that this would equate to a one-off backdated payment of wages £158.40 to Clerk.
- i) **Budget 26/27.** Cllrs please to think about future projects and inform Clerk so that budget can be created and debated in public at November 2025 parish council meeting. Residents input welcome. The Clerk noted that WCALC had recommended an increase of 7% in order to allow parish councils to cope with future aspects of Devolution and was **instructed** to base scenarios around 5% and 7%. Also, to incorporate a review of all annual donations as part of the budget creation.
- j) To note that the Clerk has written to (and received a receipt from) SBA on behalf of PKFLittlejohn ref confirming the **trustee status** of the council as nil. Duly noted.
- k) The **VAT reclaim** has been made by the Clerk for the 24/25 finc. yr. £1247.67. Duly noted.

112/25 Standing item – Planning Enforcement.

- a) The Public Bodies (Admission to Meetings) Act 1960 Sec 1 (2). **Motion** to exclude the public and press by reason of the confidential nature of the business to be transacted.
No Motion as nil items.

113/25 Correspondence, Dates for Diary, Items for Future Agenda.

- a) Clerk's correspondence list for information. Appendix 3. Duly noted.
 b) Parish Land Management Policy update. Moved to spring 2026.
 c) Risk assessment review and update. Moved to next meeting.

114/25 Date of next meeting

- a) **24th November 2025** 7.30pm as a monthly meeting of the parish council, Grimley Peace Hall, Sinton Green. The press and public are cordially invited to attend these meetings and should note Standing Orders in advance please.

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 Email: parishclerk@grimley-pc.gov.uk
 Website: <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.

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Appendix 1_Payments to be made this month and already made in the previous month under the Delegation Policy and Financial Regs.

73	Mr S Skeys	Lengthsman worksheet September.	£206.30
74	Mr S Skeys	Mowing invoice September	£90.00
75	Grimley Peace Hall Foundation	Donation for the 24/25 financial year	£400
76	Grimley Peace Hall Foundation	Donation for the 25/26 financial year.	£400
77	Pencroft Earthmoving Ltd	Ditch clearance £3500 plus £700 VAT	£4200.00
78	MWG strimming contractor	Strimming MWGreen annual contract.	£990.00
79	MWG strimmer contractor	Strimming MWGreen annual contract.	Combined with the above
80	Mrs L Stevens	Monthly Expenses & £15 homeworking	£39.12
81	Nest Pensions	Oct payment for Oct wage.	£45.99
82	HMRC Shipley	EmployER Gross National Insurance	£36.02
83	Mrs L Stevens	Monthly wage for Sept paid in Oct.	£630.84
84	Lloyds Service charge	Taken out of bank account direct	£4.25
85	Mr D Harrison	Wreath Remembrance Day	£30.00

Appendix 2 – Written report received from the County Councillor

Community Safety: Speeding at Moseley Corner: Following ongoing concerns raised by residents, A representatives from West Mercia Police to discuss speeding issues at Moseley Corner. Speed data was collected by the Police between 30 October and 6 November 2024 on Moseley Road:

- Towards Martley: - Mean speed: 28mph - 85th percentile: 32mph
- Towards Hallow Village: - Mean speed: 29mph - 85th percentile: 34mph

These figures have been forwarded to the Safer Neighbourhood Team for further consideration. As the Police are the designated authority on speeding enforcement, I will continue dialogue with them to explore appropriate interventions. In parallel, we are progressing plans to install 30mph roundels on Moseley Road to reinforce speed limits and improve driver awareness. A follow up meeting with Police is to be arranged. To confirm dates.

Transport: Campaign to Preserve and Improve Bus Services

I am actively campaigning to protect and enhance local bus services, recognising their vital role in rural connectivity, access to education, employment, and healthcare. This includes: - Engaging with transport providers and Worcestershire County Council to maintain existing routes. - Advocating for service improvements and reliability. - Ensuring community voices are heard in decision-making processes.

Education and Infrastructure: Grimley and Holt CofE School Visit

On 16 October, I visited Grimley and Holt Church of England Primary School and met with Headteacher Becky Lock. The visit highlighted several urgent infrastructure concerns:

- Playground Safety: - Limited space for play - Unsafe areas requiring immediate attention
- Health and Safety inspection flagged significant risks
- Main Hall Usage: - Serves multiple functions: PE, dining, and one-to-one support
- Staff must manually set up and dismantle furniture daily. - Space constraints impact learning and wellbeing.

A clear vision and dedicated funding are needed to address these issues. I am waiting for an email from School Heads; to follow this, I will be raising this with relevant education and capital planning teams to explore options for improvement and support.

Residents of the village have raised the issue of school drop off and pick up and dangerous parking/obstructive parking.

Next Steps

- Continue engagement with West Mercia Police and Highways to address speeding concerns.
- Advance the campaign for sustainable and accessible bus services.
- Advocate for capital investment at Grimley and Holt CofE School to ensure a safe and supportive learning environment.

--End report--

Appendix 3 - Clerk correspondence where NOT included in agenda items above.

	Police Crime Commissioner newsletter
	PCSO quarterly contract
	NALC Chief Executive's bulletin
	WCALC monthly bulletin
	CPRE newsletter and monthly bulletin
	MHDC Planning monthly bulletin
	District Council Survey on Local Government Re-organisation. Response sent 22/10/2025
	WCC Enforcement Plan (has been reviewed to take account of the updated guidance contained in the Government's Planning Practice Guidance (PPG), and the revised National Planning Policy Framework (NPPF) December 2024).
	WCC Funding Finder monthly bulletin
	The Rural Funding Digest - Looking for funding for your local project or community group
	The Rural Bulletin – national rural news and ensuring rural communities have a voice
	Rural Services Network weekly bulletin
	HMRC – payroll update and legal requirements.
	HMRC Help and Support
	HSE weekly bulletins – working from home, employing contractors
	Parish Magazine monthly submission
	Coordinate wreath order with other parish councils
	WCALC National Honours Awards
	HIVE Worcestershire Archives Service
	Correspondence with resident ref dead badger
	WWT Green Farm access easement

End of minutes