



**Grimley  
Parish Council**

# **Minutes of the Meeting of Grimley Parish Council**

**Monday 24<sup>th</sup> November 2025, 7.30pm,  
Peace Hall, Sinton Green**

**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:** 3.

Meeting commenced at 7.31pm.

**115/25. 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** (nil).
- d) **Apologies**/reasons for absence from Cllrs as listed above. No resolution.

**116/25. Minutes of a previous meeting 22<sup>nd</sup> September 2025.** Resolved.

Motion to approve. Prps: AS. Scnd: SR. Duly approved. Amendments accepted.

**Minutes of the previous meeting 27<sup>th</sup> October 2025.** Resolved.

Motion to approve. Prps: SR. Scnd: SW. Duly approved.

**117/25. Public Open Forum**

- a) Residents addressed the parish council in relation to planning matters. Debate covered including setting precedents, managing individual life balance, service and facilities provision, future population requirements, settlement boundaries and joy of living in the parish. Residents were thanked for their participation and invited to stay to observe.

**118/25. To receive the report of the County Councillor – Mel Fordington**

- a) Report in her absence. Our Cllr has agreed to fund from her divisional fund the repairs to the kerb at Grimley bus stop and also to fund two speed roundels in the parish – parish cllrs to decide upon locations and clerk to check parameters for roundel placement. Note post meeting: Cllrs have suggested one roundel upon entrance to Sinton Green at the 30mph speed threshold in vicinity of Paddlebrook Cottage and one roundel upon entrance to Grimley village at the 30mph speed threshold in vicinity of Whitewood. (Monkwood Green already having roundels and roundels for higher speeds not being covered by the scope of this project). The Clerk has passed this information to Mel. News was also given regarding a recent visit to the primary school.

**119/25. To receive the report of the District Councillor – Dean Clarke**

- a) Information was given to parish councillors about planning enforcement protocols. Information was given about new food waste legislation and inspection of premises associated with food production. Residents were encouraged to register with the litter picking 'adopt your street' scheme on the MHDC website.

## 120/25. Planning and Consultations

- a. **Standing Item: Planning Applications.** To consider and arrange an extra ordinary parish council meeting for applications received after date of publication of this agenda: nil.
- b. **To note that M/25/01062/FUL** Land At (Os 8154 5949) Moseley Road shepherd hut holiday lets are to be approved upon amended access and driveway proposals by the applicant. Duly noted.
- c. **Planning appeal M/25/01319/PIP** at Land At (Os 8184 6034) Sinton Green behind Peace Hall. Permission in Principle for a minimum of 3 no. and maximum of 4 no. dwellings. Duly noted. Cllrs observed the practice of the district council to only provide one or two reasons for objection as a matter of course, rather than the full suite of reasoning. Planning guidelines state that only the strongest and most defendable objections should be used unfortunately. The Clerk was instructed to contact those residents that had asked to be kept informed of progress (for and against) in this matter. (*Note post meeting – appeal info provided to residents at their request via email 25 Nov 25*)
- d. **M/25/01717/PIP Woodcote, Monkwood Green, WR2 6NX.** Permission in Principle for one detached self-build dwelling. Cllrs noted that PIPs are intended to reduce debate on design at a later date and that matters relating to parish council ownership of access roads, parking, the SSSI, drainage, and environmental considerations can be addressed at the full planning permission stage. Issues debated included low level of service provision, location of settlement boundary, SWDP and, plots that can be considered infill. **Resolved.** **Motion** to object. Enquiry should be made of the planning officer as to 1) Whether the site is located within a settlement included in the SWDP hierarchy and by extension whether the settlement has sufficient service provision to support the development. 2) Whether the site lies within an established settlement boundary and whether appropriate weight need be given to relevant SWDP policies that restrict development in open countryside (unless specific SWDP criteria are met). Prps: SR. Scnd: AC. Duly **approved**. 1 abstention. (*Note post meeting – submission made 25<sup>th</sup> Nov*)
- e. **Mobile Phone Masts - Atlas Tower Group** / WCC / Kenswick, Winchenford, Grimley, Hallow. Update received via teams meeting on 16<sup>th</sup> November 2025. Smaller Charities land had been turned down by Atlas. Three farms in Grimley parish requested more information but then declined further interest. Cllrs questioned the Atlas analysis of the location which would provide the benefit to the most. Their model suggested, for example, that Grimley Village was adequately served at present when it is not from experience of those that live there. Await further update from Atlas.
- f. **BT Switch over to digital - Supporting and Informing Local Councils** presentation 24 November 2025. Overview of the upgrade from analogue to digital and key timelines and how BT is supporting **vulnerable customers** during the switchover. Duly noted.
- g. **Hallow Fields Biodiversity Consultation** See appendix 3. Deadline 30<sup>th</sup> Nov 25. **Resolved.** **Motion** to submit response to consultation as per final items in appendix 3 and request that the asset is retained post Devolution. Prps: AC. Scnd: AS. Duly **approved**. *Note post meeting. Feedback submitted as instructed. Subsequent information from MHDC as follows:*
  - *The site is being managed as a nature reserve and a place for people to enjoy, and these are included in the aims within the management plan for the site. It would not be appropriate for the fields to have a car park open to the public so no traffic and parking plan will be required as this is not an intention for the site.*
  - *The District Council will only be able to maintain the Severn Way where the land is under Council ownership at Hallow Fields. This summer the volunteer group cut back the brambles and overhanging vegetation along the Severn Way through Hallow Fields, as well as pulling up the Himalayan Balsam along this path, and later in the summer the path was then strimmed. Most years, flooding impacts this footpath and the gates and fences on Hallow Fields, which the Council continues to monitor and repair, as necessary.*
  - *Unfortunately, at this point in time the Council is unable to give assurance that there won't be any changes to this site as a result of government reorganisation. One of the aims for Hallow Fields is for it to be designated as a Local Nature Reserve, which are areas managed to protect wildlife, habitats, and natural features. The management is already underway, and many of the planned actions for the site will help make Hallow Fields more eligible for this designation and it is hoped that the future Council will continue to strive towards this and to manage the site for nature's recovery and visitor enjoyment.*
- h. **Devolution** update as required (standing item). See timeline appendix 5. Holt/Grimley/Hallow/ Wichenford Devolution Cluster Meeting planned for spring 2026. Malvern Hills councillors have voted in favour of submitting two-unitary council proposal to Government.
- i. **M/25/01832/LB & M/25/01831/HP. Associated Ref: M/25/01831/HP.** Sinton Court, Sinton Green, WR2 6N. Proposed amendment to approved alterations and additions (M/24/01190/LB) to the north western entrance gates and new wall mounted parcel box. **Resolved.** **Motion** to comment that Parish Councillors are pleased to note that the original set of ornamental gates are to be returned from repairs and reinstalled in situ. Prps: PA. Scnd: AS. Duly **approved**. 1 abstention. (*Note post meeting: submission made 25<sup>th</sup> Nov*)

## 121/25. Commons and Village Greens

### Monkwood Green

a) **Willow pollarding on the Green.** Outcome of consult CB with a view to budgeting in 26/27 for these works. The Monkwood Green Common Inspection report has been received and will be added to the Jan 2026 agenda. The Clerk was **instructed** to renew the five year plan. Pollarding can happen next year – not urgent – duly **agreed**. **Resolved. Motion:** Some jobs best to do now over winter and residents have volunteered to help. RP has volunteered to tidy up and remove two fallen branches, supported by other residents – undertaking work at his own risk and leaving the SSSI tidy. Prps: SW. Scnd: GM. Duly **approved**.

### Sinton Green

a) Tree works village green. Cllrs agreed to put this on the back burner until the full cost of the repairs to Sinton Green bus shelter are known.

b) Bus shelter repairs: awaiting quotes.

- Quote 1 JCCS - Remove and renew roof osb board, renew tanalised trims, replace felt for Epdm rubber roof. Costing for labour and materials listed: £475 (VAT n/a).
- Quote 2 – awaited from S.Skeys.
- Quote 3 & 4 – awaited, contractors are known to the Cllrs.

## 122/25 Infrastructure, services, highway matters, drainage and flooding

### a)Dog fouling signs.

- Signs have gone up at Grimley village near livestock fields. **Resolved. Motion** to approve PC signs alerting residents to location of general waste bins. Prps: AS. Scnd: SR. Duly **approved**. **Action: Chair** to laminate and distribute
- Response from MHDC to Clerk ref Dog Control: “*We do have signage available, and we are very happy to receive requests for specific locations. Alternatively, we can walk the parish with you or other local residents to identify suitable spots together. We previously trialled issuing signage directly to parishes, but this created issues where signs were placed on unsuitable street furniture or private property without permission. I am also keen that when officers are out installing or replacing signage, it provides an additional opportunity for engagement and visibility, allowing them to speak with residents or patrol the area.*”

## 123/25 Reports from other Projects and Representatives

### a)Grimley Peace Hall, Sinton Green.

- Correspondence from Peace Hall Committee ref the Defibrillator and access. **Resolved. Motion** to write to the Peace Hall Management Committee to acknowledge their email, to state that the councillors are comforted by their risk assessment and to thank them for continuing with the hosting of the defibrillator. Prps: Ac. Scnd: GM. Duly **approved**. 1 abstention. (*Note post meeting – email has been sent by Clerk*)
- Bench repairs at the hall – Cllrs Probert and Sinclair had been liaising.

### b)Lengthsman

- To note Cllr Woodhouse site meeting with SSkeys. Work requested: Noticeboard Grimley Village - cut hedge back and also around the 30mph sign; Grimley approach road – clear the gullies and grips blocked by The Ark; Sinton Green – strim the headwalls; One more cut on Sinton Green before Christmas. Grit bins to be checked and tidied.

### c)Grimley Smaller Charities.

- A donation is planned to the Grimley Holt Primary School for playground and general improvements. Cllrs gave a vote of thanks to the charity committee.

### d)Police

- Cllrs noted that the Police Crime Commiss. role is due to be abolished in 2.5 years.

### e)Remembrance Day

- Cllrs Collett and Wilson reported that the service was well attended.

### f) Nora Parsons

- Cllrs Wilson and Ayers are attending to extend greetings from Grimley Parish.

### g)Xmas trees.

- Monkwood Green lights switch on will take place 7<sup>th</sup> Dec and all are welcome.
- Sinton and Grimley trees are progressing.

## 124/25 Finance and Administration

a) **Budget.** Cllrs agreed to take the Clerk notes away and give them all consideration asap, with a full vote at the 26 January 2026 meeting (Nb. This meeting will be open to the public to address the council in open forum).

- i. Scenario A: 17% increase in precept next year.
- ii. Scenario B: two consecutive years of 8.5% increase in precept

Notes from Clerk:

- Precept (Current 2025/2026): £22,020.60
- Bank Balance on 01 April 2025. £26,508.95
- Bank Balance anticipated 31 March 2026. £24,284.34
- Budget 2026/2027 = £30,308 (draft)
- Precept (2026/2027): Taking into account other sources of income such as VAT reclaim and Lengthsman grant, in order to achieve income of around £30,000, the precept needs to increase by £3,138.89 to approx £25,800.
- We can do this over one year (Scenario A: 17% increase in precept - equating to 4 costa coffees per household per year) or two years ( Scenario B: two consecutive years of 8.5% increase in precept - equating to 2 costa coffees per household per year).
- Cllrs advised to also take into account WCALC advise which strongly advocates a rise in parish precept, as parish councils will take on more responsibility as a result of Devolution.

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

c) To consider and approve payment of urgent accounts if any (Delegation Clerk policy). Nil.

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

e) Clerk timesheet for inspection. Duly signed.

f) Inspection of parish council Annual Calendar and actions outstanding. Nil.

g) **Clerk's correspondence** list for information. Appendix 4. Noted.

h) **Parish Council IT and Media Policy.** Final version ready for adoption. **Resolved. Motion** to adopt. Prps:AS. Scnd:SR. Duly **approved.** Cllrs also approved a 90 day time limit on WhatsApp settings, as a general agreement without vote.

i) **Parish council land management policy.** Latest version has been distributed for Cllr comments and amendments prior to next meeting and then progress to public consultation.

j) **Parish volunteer and lengthsman thank yous.** **Resolved. Motion.** Prps: AC. Scnd: GM. Duly **approved.** Cllr Woodhouse to organise.

## 125/25 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. *Prps: AC. Scnd: AS. Duly carried.*
- b) Parish council planning enforcement watch list and updates.
- c) M/ENF/25/0295 - Site Visit - Fishing Ponds. No further action. Keep on general planning watch list.

## 126/25 Correspondence, Dates for Diary, Items for Future Agenda.

- a) Parish Land Management Policy update. Moved to spring 2026.
- b) Risk assessment review and update. Moved to next meeting.

## 127/25 Date of next meeting

- a) **Monday 26<sup>th</sup> January 2026** 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](mailto: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'.

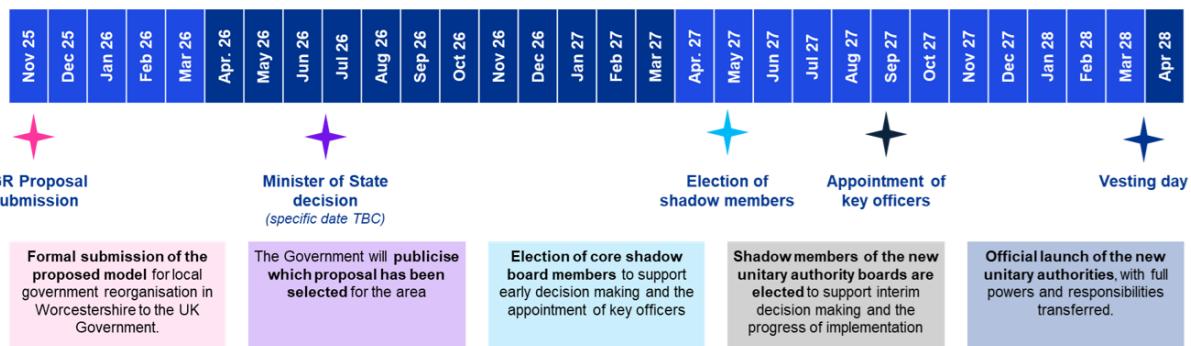
### Appendix 1 & 2 Payments to be made this month and already made in the previous month under the Delegation Policy and Financial Regs.

86	Mr S. Skeys	Lengthsman October worksheet	226.30
87	Community Heartbeat Trust Ltd	Annual care packages defib	453.60
88	Mrs L. Stevens	Monthly Expenses Nov 2025	45.62
89	Nest Pensions	Nov payment for Nov wage.	48.21
90	HMRC Shipley	EmployER Gross National Insurance	40.77
91	Mrs L. Stevens	Monthly wage for Oct paid in Nov.	661.25
92	Lloyds Service charge	Taken out of bank account direct	4.25
93	Mrs L. Stevens	Reimbursement of Land registry search.	14.00
95	Cllr S. Wilson	Xmas tree project MWGreen	100.00

### Appendix 4 - 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
WWF Green Farm access easement

## Appendix 5 Devolution likely timeline for info. Provided by DCIrr, courtesy of MHDC



## Appendix 3 Hallow Fields Biodiversity Consultation

What3words: ///chef.cave.active See separate MHDC Powerpoint presentation distributed by email



Residents have already asked the following questions in response to this consultation:

- (1) when and why (to serve what purpose) was Hallow Fields acquired?
- (2) is the land still fulfilling its original purpose for which it was acquired, or has something changed (please provide details)?
- (3) what has prompted this survey (if not answered above)?
- (4) how has the land been used since its acquisition e.g. mown, grazed, farmed, set aside, open to the public, organised visits, what wildlife and vegetation survey's have been undertaken, have any associated improvements/interventions been made and if so what have the outcomes been?
- (5) what immediate and long term plans have you already made for the land?
- (6) how long do MHDC expect to retain ownership of the land?

A1. Hallow Fields was acquired in 2020 for environmental initiatives: enhancing the biodiversity on the site, providing a public green space for public enjoyment, and offsetting the council's carbon emissions as part of the Destination Zero carbon reduction plan.

A2. The site is still being managed as a nature reserve, and for the purposes described above.

A3. The survey is to help the council understand public use and perception of the site, and to gather thoughts on which projects the local community feel should be a priority for the site.

A4. Since acquisition, there has been lots of habitat creation and enhancement carried out, much with the help of local volunteers. Without going into too much detail here, two of the fields which were previously fallow after being used for growing crops, have been sown with grasses, and are being managed with hay cutting and grazing to increase diversity and encourage wildflowers. The field to the north of the site is being managed in a similar manner to restore it to a species rich grassland. Other habitats have been created or enhanced, such as scrapes, scrub, and hedges. The site is open to the public using the public rights of way and permissive footpaths. The council has a strong relationship with volunteers from the RSPB Worcester and Malvern Local Group who have been helping with the practical habitat management, and a programme of species and monitoring surveys.

A5. The site will be managed as a nature reserve and the long-term goal is designation as a Local Nature Reserve, which is a legal designation for areas of local importance for wildlife. To achieve this, Hallow Fields will require continued management involving hay cutting, grazing, wildflower seeding and planting, woodland management, and further habitat creation and restoration. The site will remain open for the public to enjoy.

A6. MHDC expect to retain ownership of Hallow Fields in perpetuity, managing it for the benefit of our local people and wildlife.

### Prompts for discussion.

Main vehicular access is via Camp Lane? Invest in infrastructure and access before encouraging more public access to this site.

Query impact of devolution on this project – guarantees of future ownership and maintenance?

Will maintenance include repair of the Severn Way footpath?

Will dogs be allowed on this site?

What wildlife 'link up' is planned with the Grimley gravel pit ponds and lakes? Green corridor creation?

End of minutes