



**Grimley
Parish Council**

Monthly Meeting of Grimley Parish Council

26th January 2026, 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 **26th January 2026 at 7.30pm** at the Peace Hall, Sinton Green, WR2 6NP. Your attendance at the meeting is requested. What3Word location: ///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: 21st Jan 2026



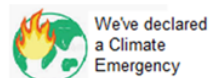
Scan with your
phone to go to our
new parish council
website



Scan with your phone to
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.
- Please ensure that correspondence to be read and considered by the Councillors is received at least one week before the meeting, so that it can be added to the agenda and scheduled for discussion as required.
- 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.
- 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>

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



Agenda for the Monthly Meeting of Grimley Parish Council 26th January 2026, 7.30pm, Grimley Peace Hall, Sinton Green, WR2 6NP

1	Welcome, information provided at the start of each meeting and general admin a. Points of order and adjustments to facilitate public participation. b. To consider any apologies for absence. Motion to accept and add to register.														
2	Declarations of interest a. To note updates received to Register of Interests/dispensations. Cllrs are reminded to update their register of interests. b. 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. c. To declare any Other Disclosable Interests relevant to the agenda. d. To declare any additions to the Register of Gifts & Hospitality. e. To consider written requests for the granting of a Dispensation (S33 Localism Act 2011). Motion to approve requests. f. To consider any adjustments required to encourage or allow public participation.														
3	Minutes of the previous meeting 24th November 2026 – To receive, consider & 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> <i>Motion to suspend Standing Orders. The Chair will receive questions from the press and public.</i>														
5	To receive the report of the County Councillor – Mel Fordington (Items raised for decision will be added to the next agenda)														
6	To receive the report of the District Councillor – Dean Clarke (Items raised for decision will be added to the next agenda)														
7	<i>Closure of Open Forum. Motion to reinstate Standing Orders.</i>														
8	Planning & Consultations - Consider and resolve to respond to the following: 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 at time of publication. b. M/25/01738/HP – The Fold South, Sinton Green. First floor extension with dormers. c. M/25/01935/FUL - Land At (Os 8330 5908), Camp Lane, Grimley. Use of land as a caravan site for the siting of a mobile home to provide Managers Accommodation (retrospective) for a temporary period of up to 5 years. d. Devolution update as required (standing item). Holt/Grimley/Hallow/Wichenford Devolution Cluster Meeting 22nd January 2026.														
9	Commons and Village Greens - Discuss updates and formulate Motions not requiring written notice Monkwood Green a. Monkwood Green Common Inspection Report. – To consider recommendations by C.B. Distributed to Cllrs 25/11/2025 and 21/01/2026 b. Monkwood Green draft 5 year plan 2026 – 2030 – To consider and amend with view to approve in Feb. Distributed to Cllrs 21/01/2026. Sinton Green c. Tree works. Motion to seek quotation from JB to attend and fell dead tree on Sinton Green Village Green. <table><tr><th>Ref.</th><th>Species</th><th>Description</th><th>Measurements</th><th>Survey Notes</th><th>Overall Condition</th><th>Recommendations</th></tr><tr><td>T195</td><td>Copper beech (Fagus sylvatica purpurea)</td><td>Located on green next to road</td><td>Height (m): 9 Crown Radius (m): 3 Life Stage: Semi Mature Life Exp.: <10 years</td><td>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.</td><td>Poor</td><td>Recommendations 1: Fell tree. Timescale: 23-Oct-2025 (3 Months) Recommendations 2: Replant in Autumn. Timescale: 23-Oct-2025 (3 Months)</td></tr></table> d. Bus shelter repairs. Motion to accept quotation from 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). No other comparable quotes have been obtained.	Ref.	Species	Description	Measurements	Survey Notes	Overall Condition	Recommendations	T195	Copper beech (Fagus sylvatica purpurea)	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)
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10	Infrastructure, services, highway matters, drainage and flooding To discuss updates/formulate Motions not requiring written notice. Highways (roads & pavements) & byways (bridleways and footpaths). a. Progress with dog fouling signs – update Cllr Collett. b. Potholes Sinton to Monkwood road – have been filled. Material is already eroding away. c. Potholes and flood alleviation works update - Dark Lane. (Update on road closure 21/01/26).														

11	<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 as required. <ul style="list-style-type: none"> i. Bench repairs at the hall - update Cllr Sinclair. ii. Defib recommended electrical improvements to RCD. Motion to forward to HeartBeatTrust. b. Lengthsman. To note that SS has repaired the knee rail fence Grimley approach road. Clerk has requested that the noticeboard slabs Grimley village be cleared. c. Police – update as required on home and garden break-ins over Christmas. Torchlight and hotspot patrols were conducted. Visits were made to all those affected. CCTV intelligence has been submitted to investigating officers. 																				
12	<p>Budget 26/27 and Governance</p> <ul style="list-style-type: none"> a. Motion to accept Finance Committee recommendation to raise the precept 17% and approve the budget at circa £30,000. This equates to an increase per Band D household of 0.21p per week. <p><i>Background:</i> Precept 2025/2026 (current): £22,020.60 Band D household currently pays approx. £73 p.a. to the parish council. (£1.40 per week approx.) Bank balance on 01 April 2025. £26,508.95 Bank balance anticipated 31 March 2026. £24,284.34 Budget 2026/2027 proposed: £30,300 Precept 2026/2027 proposed: £25,800. Band D household would pay approx. £84 p.a. to the parish council. (£1.62 per week approx.)</p> b. Review of donations and grants. To examine and debate current annual donations and to make a recommendation and Motion which would be added to the agenda February 2026. <p>Background. Donations made in the previous year:</p> <table border="1"> <thead> <tr> <th></th><th>£</th></tr> </thead> <tbody> <tr> <td>Hallow Scouts & Guides annual donation</td><td>100</td></tr> <tr> <td>Nora Parsons Day Centre annual donation</td><td>100</td></tr> <tr> <td>Peace Hall annual donation</td><td>1100</td></tr> <tr> <td>Peace Hall annual donation towards defibrillator electricity</td><td>10</td></tr> <tr> <td>Grimley School PTFA</td><td>0</td></tr> <tr> <td>Grimley St Barts Church</td><td>100</td></tr> <tr> <td>Grimley St Barts Church MHDC green waste bin x 2</td><td>155</td></tr> <tr> <td>Annual Remembrance Wreath (British Legion)</td><td>30</td></tr> <tr> <td>CPRE, in return for planning expertise and advice.</td><td>100</td></tr> </tbody> </table> c. To note the updated SECTION 137 NOTICE The Ministry of Housing, Communities and Local Government has informed us of an increase in the Section 137 expenditure limit for parish and town councils in England for the 2026/27 financial year. The new limit is £11.60 per elector, up from £11.10 in 2025/26. The increase reflects the percentage rise in the retail price index between September 2024 and September 2025, in accordance with Schedule 12B of the Local Government Act 1972. Section 137 of the Act allows parish and town councils to incur expenditures for purposes that benefit their communities when no specific statutory power is available. NB. This does not affect the budgeted threshold that the parish council sets each year, which is £500. d. To note that NALC has published a 'parish and town councils recommended basic governance checklist', which has been completed by the Clerk. Appendix 3. Two outcomes were to remind Cllrs of availability of training (done) and to create a risk management policy (done and to be approved in principle below) 		£	Hallow Scouts & Guides annual donation	100	Nora Parsons Day Centre annual donation	100	Peace Hall annual donation	1100	Peace Hall annual donation towards defibrillator electricity	10	Grimley School PTFA	0	Grimley St Barts Church	100	Grimley St Barts Church MHDC green waste bin x 2	155	Annual Remembrance Wreath (British Legion)	30	CPRE, in return for planning expertise and advice.	100
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	<p>Policy Review – all policies distributed to Cllrs 21/01/2026. Available to public via our website.</p> <ul style="list-style-type: none"> a. Biodiversity Policy updated Jan 2026. Action plan updated with dates. b. Code of conduct updated Jan 2026. F7- F10 Responsibilities when a breach of the code is suspected – have been updated. c. Complaints policy updated Jan 2026. Example complaints form added. d. Tick sheet process upon resignation of a parish cllr, incorporating recovery of parish council IT accounts and data protection policy. This is a new 'policy' created for Clerk and Cllr future ease, in light of new responsibilities of formal, designated parish council IT and email accounts. e. Parish council land management policy. Latest version for Cllr comments and amendments prior to public consultation. 																				

	f. Risk Management Policy. The separate risk register has existed for many years. Guidance from NALC requires a policy for identifying and managing these risks. The Clerk has created this new draft policy based on an SLCC template and advised immediate adoption.
13	Finance and Administration - Discuss updates and formulate Motions not requiring written notice. <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, including monthly standing orders. Appendix 1. b. To consider and approve payment of urgent accounts if any (Delegation to Clerk policy). c. To receive and motion to accept latest Bank Reconciliation. d. Clerk timesheet for inspection. e. Clerk's correspondence list for information. Appendix 2 f. Inspection of parish council Annual Calendar and actions outstanding.
14	Standing item – Planning Enforcement. 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. <p>Parish council planning enforcement watch list and updates. Nil new and no updates at time of publication.</p>
15	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. Atlas Mobile Phone Mast project – update if any.
16	Date of next scheduled meeting: 23rd February 2026 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.

21/01/2026	94	Mr S. Skeys	November Lengthsman worksheet	225.40
19/11/2025	95	Cllr S. Wilson	Xmas tree project Mwgreen	100.00
yet to be received	96	Ms S.Loach	Xmas tree Sinton green £100	yet to be received
yet to be received	97	Cllr S. Russell	Xmas tree Grimley £100	yet to be received
21/01/2026	98	WCALC	Cllr S. Russell Training 1	48.00
yet to be received	99	WCALC	Cllr S. Russell Training 2	yet to be received
yet to be received	100	WCALC	Cllr S. Russell Training 3	yet to be received
yet to be received	101		Chair allowance	yet to be received
19/12/2025	102	Mrs L. Stevens	Monthly Expenses December 2025	56.02
19/12/2025	103	Nest Pensions	Dec payment for Dec wage.	48.21
19/12/2025	104	HMRC Shipley	EmployER Gross National Insurance Contributions	40.77
30/12/2025	105	Mrs L. Stevens	Monthly wage for Nov paid in Dec	661.25
08/12/2025	106	Lloyds Service charge	Taken out of bank account direct	4.25
19/12/2025	107	Water plus	Invoice 16 dec 2026. Trough Monkwood Green.	29.08
23/12/2025	108	Grimley Peace Hall Foundation	All hall bookings for 2026.	300.00
21/01/2026	109	Mr S. Skeys	December Lengthsman worksheet.	265.40
21/01/2026	110	Mrs L. Stevens	Monthly Expenses Jan 2026. A4 paper, mileage and HWA	48.62
21/01/2026	111	Nest Pensions	Jan payment for Jan wage.	48.21
21/01/2026	112	HMRC Shipley	EmployER Gross National Insurance Contributions	40.77
standing order	113	Mrs L. Stevens	Monthly wage for Dec paid in Jan	661.25
06/01/2026	114	Lloyds Service charge	Taken out of bank account direct	4.25

Appendix 2 - 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
	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.
	Parish Magazine monthly submission
	Broadband - digital infrastructure and connectivity newsletter Jan 2026
	Severn Trent Councillor Newsletter December 2025
	Worcestershire Regulatory Service Councillor Newsletter December 2025.
	Police priorities for Q1 2026 sent 23/12/25
	SWDP Review Main Modifications - plans and link to view on website.
	Procurement Thresholds from 1 January 2026
	Financial Services Compensation Scheme
	Home Working Tax Change
	New WCALC query ticketing system

Appendix 3 – Recommended Governance Checklist results of assessment

Outcome 1 – Remind Cllrs of the availability of training via the WCALC website

Outcome 2 – Create a Risk Management Policy – done and to be approved in principle at this meeting.



Parish and town councils recommended basic governance checklist

Good governance underpins a well-run town or parish council, and without it can be the cause of civility and respect, and other issues and problems which could escalate.

This first step governance checklist is recommended to councillors, clerks, county officers and monitoring officers to review when there are complaints and concerns regarding the functioning of the council.

If the council is unable to complete part of the checklist, addressing this initially could prevent the problem from escalating.

1	Is the council a member of National Association of Local Councils (NALC)? NALC supports and promotes parish and town councils providing statutory and not statutory information. NALC also works with county associations for local support.	1. Yes, membership is automatic via our parish council WCALC membership.
2	Is the clerk a member of Society of Local Council Clerks (SLCC)? Parish and town councils should ensure and pay (Local Government Act 1972 S143 (1) (b)), for their clerk to have professional membership to enable to receive training and be kept fully up to date on the sector. SLCC has a mentoring scheme to support new clerks and local meetings.	2. No. We have been in the past, but the cost was too high when considering value for money. Joining fee is £12. Subscription is £158 pa.
3	Employment matters Does the clerk (and other staff) have a contract of employment? Does the clerk (and other staff) have a personal development plan reviewed at least annually?	3. <u>Yes</u> and yes.
4	Code of conduct Have all councillors signed up to the code of conduct? Have all councillors received code of conduct training?	4. Yes. Training is available and we encourage cllrs to sign up. All have received their WCALC training log in details.
5	Training Is there a plan for undertaking recommended training e.g. code of conduct for councillors? Some free training is available via county associations and principal authorities and/or can be shared with neighbouring councils. Does the clerk have access to recommended training? There are many forms of training for clerks from progression for new clerks one day online up to an MA. There are also many relevant topic-based training in person and online to keep clerks up to date and benefit their councils and community. Being a member of SLCC will normally ensure a reduced rate for training. Some grant funding can be available for training.	5. As above. The Clerk attends training.
6	Does the clerk attend professional development conferences? Professional conferences have sessions specifically designed for clerks' skill building, professional development and enrichment. This will enable a clerk, council and the	6. <u>Yes</u> via WCALC.

	community to stay ahead of a challenging and fluctuating environment and recommending solutions to issues that have been addressed by other clerks and councils. Conferences provide ideas, best practices, contacts and tools which can not only improve the day-to-day governance of the council, can assist with financial savings, accessing funds and project management.		
7	Professional helpline, advice and support Has advice on the problem been sought from NALC? Has it been acted on? Being a member of NALC will enable free access to the professional helpline and support. Has advice on the problem been sought from SLCC? Has it been acted on? SLCC is not a union. It's helpline for clerks is provided to assist with professional matters advising of best practices and practical solutions. It also provides the facility of networking clerks who have been through similar problems. SLCC Advice Library includes over 700 documents listed under the 90 categories; within each category you'll find the documents grouped by advice notes – statement of fact or law, guidance notes – how to do something, model documents – can be adapted to suit a council's particular circumstances. SLCC members may use and adapt the documents within their own council(s) on the understanding that the copyright remains with SLCC. The document must not be shared with or transferred to non-members.		7. N/A at this time. The Clerk consults WCALC whenever there is an issue.
8	Is the council trying to operate without a clerk? There can be several reasons why the clerk is not currently available. The recommendation is that a locum clerk who has professional qualification is brought in to assist with the issue to prevent escalation.		8. Clerk in place

9	Does the chair and mayor have professional support? This can be from the clerk, locum clerk, county association or NALC.		9. Yes, via WCALC.
10	Are the council, councillors and clerk clear about their roles and responsibilities? Council who acts as a corporate body making policies and decisions on behalf of the Council. Councillors who form the corporate body and cannot act as individuals nor be involved in the day to day management of the council. Clerk who carries out the instructions of the council as a corporate body and manages the day to day functions and governance of the council.		10. Cllrs have been provided with the 'Parish Council Induction Guide', 'Powers and Duties of Parish Councils', Roles and Responsibilities of Parish Councils', 'How councils work – an induction guide', and 'Good councillors Guide 2016',
11	Is there evidence of bullying and harassment by a councillor? This becomes a code of conduct matter and therefore the council as the corporate body cannot investigate and take actions. The process is referred to the monitoring officer for determination.		11. N/A at this time.
12	Is there evidence of inappropriate behaviour by the clerk? The council if it believes the clerk has acted inappropriately should ideally address in the regular performance development plan. If there continues to be a problem it is recommended that professional advice is sought to address employment matters rather than a council trying to do their best, which can sometimes make problems more difficult and bring the council into a crisis situation.		12. N/A at this time.

	Ideally a plan should be in place if this is needed (e.g. who to contact). Ideally larger councils would have professional external HR support. It is recommended that all times a professional trained clerk is in place even if a locum.		
13	Has the council signed up to the Civility and Respect Pledge? Have councillors been asked as individuals to sign up to the Statement of Assurance?		13. <u>Yes</u> all Cllrs have signed.
14	Are the basic governance arrangements in place? The items below indicate a basic level of governance procedures which should be in place for a town or parish council. It should also be noted that if a council has all of these governance arrangements in place it can use these as a base to apply for the Local Council Award Scheme Bronze Award.		14. Yes
i	Standing Orders		Standing Orders ✓
ii	Financial Regulations		Financial Regs ✓
iii	Code of Conduct		Code of Conduct ✓
iv	Publication Scheme		Publication Scheme ✓
v	Complaints Procedure		Complaints procedure ✓
vi	Privacy Notice		Privacy Notice ✓
vii	Audit completed , advertised correctly, evidence of reports presented to Council.		Audit completed ✓
viii	Internal Audit reports regularly reported to Council		Internal audit ✓
ix	Financial Transactions – transparent information available		Meetings calendar ✓
x	Meeting Calendar		Minutes ✓
xi	Minutes – available and transparent		Risk management policy – created January 2026.
xii	Risk Management Policy		Register of Assets ✓
xiii	Register of Assets		Insurance policy ✓
xiv	Insurance Policy		