



Draft Minutes of the monthly Meeting of Grimley Parish Council

**Grimley
Parish Council**

**Monday 27th April 2026, 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. Later, Co-opted: Kate Auty.

Parish Clerk, Proper Officer & Responsible Financial Officer Lisa Stevens.

District Councillor for Malvern Hills Dean Clarke.

County Councillor for Worcestershire Mel Fordington.

Residents: 1

Meeting commenced at 7.42pm. The agenda had been placed on Facebook, website and noticeboards.

39/26 Motion for reorganisation of the agenda

Councillor Moore was noted likely to arrive late. The Chair proposed altering the agenda so all councillors could take part in the co-option vote. Proposed: AC. Seconded: PA. Votes — Yes: AC, AS, PA. No: RW, SR. Abstentions: MB, GP. The motion carried, and the co-option vote took place at 8.30pm when all councillors were present.

Standing Order 10(a) permits a motion to change the order of business without prior notice. However, neither the Standing Orders nor the Co-option Policy address how such a change may affect the number of votes cast in important decision making; this will be considered in future policy reviews.

At the end of the meeting, Cllr Woodhouse asked that the minutes record his objection to the agenda change, which he considered to have materially affected the co-option outcome, despite the procedure being valid.

Cllr Woodhouse also asked that the minutes record his view that the Chair's casting vote had knowingly resulted in a rejection of an opportunity for more balanced parish-wide representation (Sinton Green currently has no parish councillor specific representation), in favour of increased representation for Monkwood Green.

40/26 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**
- d) **Apologies**/reasons for absence from Cllrs as listed above. Apologies were received and accepted from one co-option applicant.

41/26 To receive the report of the County Councillor – Mel Fordington.

- The report received by email was read out and elaborated upon by the CCllr. Appendix 5. The Clerk is to continue to liaise and pass on issues after reporting them to Highways in order to obtain a ref. number.
- Agenda item **47/26 Infrastructure**, services, highway matters, drainage and flooding was dealt with at this point in the agenda, but is reported below for simplicity of minute structure
- The Clerk was **instructed** to seek a parish wide site visit. (Note post meeting – this took place 6th May 2pm)

42/26 To receive the report of the District Councillor – Dean Clarke

- Update on matters relating to Worcestershire Parkway new builds.
- SWDP is being signed off and will be revised within 3 years.
- MHDC Grants window will open asap for applications up to £10k++ possible.
- Updates were received in relation to planning matters. **Planning item 45/26 d** was attended to at this point in the meeting, but is reported below for simplicity of minute structure. The DCllr did not state opinions but assisted with definition of material considerations.

The CCllr and DCllr left at this point in the meeting

Parish Cllr G Moore arrived at this point in the meeting.

43/26 Co-option to fill the one vacant parish council seat upon the resignation of S.Wilson.

- a. **Confidential session.** Motion and resolution to move into a closed session without prejudice and exclude members of the press and public because of the confidential nature of the business to be transacted. *Motion not proposed. Cllrs saw no requirement.*
- b. **Resolved. Motion** to accept the completed application forms as per the co-option policy. Pros: SR. Scnd: GM. Duly approved.
- c. Statements were received from the two applicants. Apologies were received and accepted from one co-option applicant and their written submission was read out at this point in the agenda.
- d. The one candidate present was invited to leave the room whilst the applications were discussed. Cllr Boyle asked that it be noted that protected characteristics cannot form part of discussions. Cllr Woodhouse asked that the importance of community engagement, representation and diversity of feedback be considered when moving to the vote.
- d. The one candidate present was invited back into the room and the vote proceeded.
Vote for co-option of candidate A: SR, MB, RW, GP
Vote for co-option of candidate B: AC, PA, AS, GM.
Casting vote by the Chair for candidate B.
Resolved. Motion. Kate Auty of Monkwood Green was duly co-opted and welcomed to the table.
 - i. Signatures of acceptance of office received. Welcome pack distributed.
 - ii. MHDC declarations of interest form to be completed by new Cllr and posted direct to MHDC.
 - iii. Nolan principles form provided to new cllr and to be completed and handed back to Clerk at next meeting please.

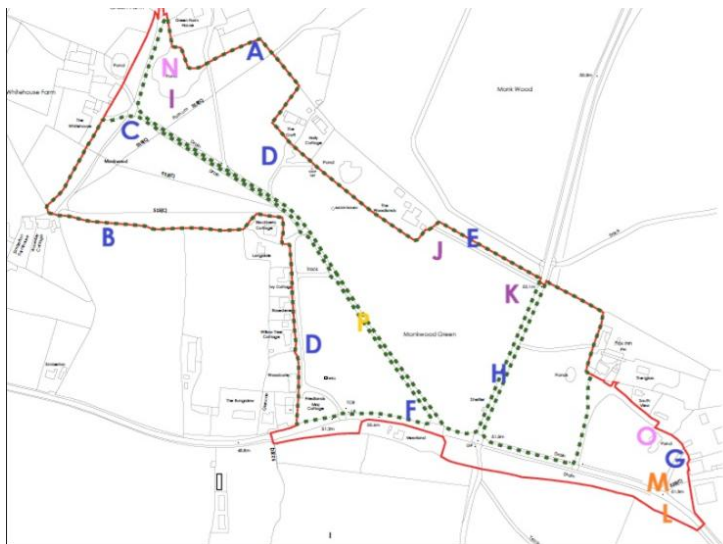
44/26 Open Forum – nil.

45/26 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 at time of this meeting.
- b) **To note that planning appeals will follow a new, streamlined process. See Appendix 4.**
- c) **Planning appeal M/25/01241/GPDQ at Land At (Os 8023 5997) Monkwood Green.** Notification for Prior Approval for the proposed change of use of an Agricultural Building to 2no dwellinghouses (Class C3), and for building operations reasonably necessary for the conversion. Deadline 5 June 2026. PLANNING INSPECTORATE REF:- APP/J1860/X/26/3378160. The Clerk was **instructed** to draft and submit a concise summary of all parish council objections made to all applications on this site, all of which remain relevant and unaddressed in the view of the parish council (Note post meeting – submission made 13th May 2026)
- d) **M/26/00377/HP The Old Bakery, Moseley Road, Hallow, WR2 6NJ.** Demolition of the existing outbuilding and erection of a replacement building on a similar footprint. Deadline (extension) 29th April 2026. **Resolved. Motion** to object to this application on the basis of the proposed development being outside any development boundary (contrary to the SWDP), unclear access arrangements, the number of car parking spaces and in the event that permission is granted, a request for conditions for the annex being as it is ancillary to the existing dwelling. Prps: AC. Scnd: RW. Duly **approved.** (Note post meeting – submission made 30th April 2026)
- e) **Devolution –** Update on Cluster meeting 23rd March. See **Appendix 3.** Recent group discussions had focused on financial planning. Parish Councils cannot be forced to take on responsibility for devolved services, but there is the risk that a future unitary authority will simply cease less vital services that are not voluntarily take on by parishes. No further action by this parish council until Gov decision is made about Unitary structure.
- f) **MHDC consultation.** Plan to end homelessness and rough sleeping in the Malvern Hills. The Clerk was **instructed** to respond to ask for a reduction in emphasis on temporary accommodation and to ask that access to affordable, long-term housing be increased. There are no known instances of homelessness within the parish at this time. It was noted how important the bus services are to residents in parishes such as Grimley, which are further away from employment opportunities. (Note post meeting – submission made 30th April 2026, with a request to receive the outcomes of the consultation)

46/26 Commons and Village Greens

- a. **“Managing Activities on Parish Council Owned Land”**. To remind residents of this public consultation, open until 30th June 2026 10pm. An article had been placed in the parish magazine and on social media.
- b. **Monkwood Green**
- i. The Chair and Clerk have been clarifying water bills for the stopcock in vicinity of Green Farm. Duly noted. Note post meeting – The existing trough on Monkwood Green up by SW/CB is billed by WaterPlus quarterly. The meter is in the entrance way to CB’s back drive. Estimated what3word location: ///drizzly.bracing.rinses The new standpipe connection, adjacent to Green Farm on Monkwood Green will in future be billed by Water Business, initially monthly. The meter is at along the entrance to Green Farm at ///dramatic.dumpling.toolkit



- ii. **Large Willow Tree adjacent the main pond South of the Fox Public House (O on map)**
 RP cleared one main branch. Post storm, Cllr Collett cleared a second branch. BT lines remain running through the branches. Desirable to preserve the longevity of the tree and ensure ongoing public safety.
- **Declined. Motion** to approve proceeding with pollarding as per existing 5 year plan. No proposer and no vote, in favour of the option below....
 - **Resolved. Motion** to approach BT Openreach to advise of the heavy duty cables running through the tree and to ask them to attend to the pollarding. Prps: AC. Scnd: PA. Duly **approved**. (Note post meeting – Open Reach have acknowledged the request. Further decision pending.)
 - **Declined. Motion** to seek quotes for pollarding of additional willow (F on map): Not proposed and no vote. It was instead **agreed** to ask resident volunteer RP if they would attend to this item. Clerk to seek further guidance from CB. (Note post meeting – yet to be actioned)
- iii. **Ditch clearance as per 5 year plan (A to N on map) and (B on map)**
- **Resolved. Motion** to approve proceeding with clearance of ditches from the main pond towards Green Farm. Prps: PA. Scnd: GM. Duly **approved**. It was agreed to approach MJ in this respect with regard to their experience on site. (Note post meeting – yet to be actioned)
 - **Resolved. Motion** to approve proceeding with clearance of ditches from Blackberry Cottage to Simberton Farmhouse. Prps: AC Scnd: PA Duly **approved**. It was agreed to approach BP in this respect with regard to their experience on site. (Note post meeting – yet to be actioned)

Cllr Andy Sinclair left at this point in the meeting, with apologies duly accepted.

c. Sinton Green

- i. **Tree works progress** – fell Copper Beech T195. The tree has been removed successfully; Cllrs noted the extremely tidy job. Invoice awaited with thanks.
- ii. The Clerk was **instructed** to speak to SS, ask for opinion on headwall maintenance and strimming and add to future agenda.

47/26 Infrastructure, services, highway matters, drainage and flooding

a) Parish Projects and Enforcement List:

- i. **Worlds End water in road** – Land Drainage have been asked to inspect and write to residents May 2026, but no response received so far by Clerk. Site visit required with CCllr.
- ii. **Dark Lane water in road** – Roadworks scheduled by Highways for June 2026.
- iii. **Oakhall Green water in road / pond** – in reference to ditch/pond and header wall, Highways has sent/intends to send a letter to landowner with regard to riparian duties.
- iv. **Moseley corner water in road** – Land Drainage Partnership are known to have contacted residents May 2026 and have been asked to inspect site further up the hill.
- v. **Worlds End sewage in fields** - Severn Trent planning to pump out the sewer and pumping station and carry out pipe cctv to check for breaks.
- vi. **Dark Lane bollards** - request for replacement bollards to protect verge – Clerk liaising with CCllr.
- vii. **School parking** – chasing an update. Site visit required with CCllr.
- viii. **Mudwalls collapsed road** - chasing an update.
- ix. **Kerb Grimley Bus Stop** – chasing an update

48/26 Reports from other Projects and Representatives

- a) **Grimley Peace Hall**, Sinton Green. The new hall committee are preparing to apply for the MHDC grant as mentioned above. New members have been welcomed from outside the parish.
 Note post meeting – the hall committee has made contact and asked to meet with the Parish Clerk to share information about bills, direct debits and general finances.
- b) **Lengthsman**. The Clerk was **instructed** to ask for a timetable of likely attendance and works.

49/26 Finance, Policies and Administration

The Clerk's notes from this point onwards were accidentally damaged (spill). While all Motions below have been recorded as a true and accurate record, individual councillors' votes are not recorded.

- 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. **Resolved. Motion** to approve. Duly **approved**.
- b) To consider and approve payment of urgent accounts if any (Delegation to Clerk policy). Nil.
- c) To receive and motion to accept latest Bank Reconciliation. **Resolved. Motion** to approve. Duly **approved**.
- d) Clerk timesheet for inspection. **Resolved. Motion** to approve. Duly **approved**.
- e) Clerk's correspondence list for information. Appendix 2. Duly **noted**.
- f) Inspection of parish council **Annual Calendar** and actions outstanding.
- g) To note receipt of **WO0063 Grimley Parish Council – 2025/26 AGAR external auditor instructions**. Clerk has put together a timetable and distributed to Cllrs for their information.
- h) Subscription for **Malwarebytes Standard** will renew on 7 May 2026 for £33.32 plus VAT for 1 Year. Plan includes: Premium Security - Proactively blocks viruses and malware in real-time, 24/7. & Browser Guard - Blocks ads, trackers, and scams. Direct debit is paid from Clerk's personal bank account and reimbursed. Duly noted.
- i) To note that the Clerk has received confirmation that the **Home Working Allowance** (£15 per month) does not need to be declared via the HMRC PAYE app, as it is paid via expenses as part of the Clerk contract and the amount is below the permitted threshold (£26 per month). Duly noted.
- j) **Online banking and parish council signatories**. Cllr Russell to assist Cllrs woodhouse and Moore.
- k) To note that the Clerk has published the annually required **CIL Parish Payments reporting form**.

50/26 Correspondence, Dates for Diary, Items for Future Agenda – nil.

51/26 Date of next meeting

- a) **Monday 18th May 2026** 7.30pm, Annual 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 <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 Payments to be made this month and already made in the previous month under the Delegation Policy and Financial Regs.

1	Worcestershire CALC	Annual Subscription	511.58	77.94
n/a	Mr S Skeys	Lengthsman worksheet. Paid in March	0.00	0.00
2	Mr S Skeys	Sinton Green Mowing invoice not received	0.00	0.00
3	Water2Business	Standpipe adj. Green Farm. MWGreen.	16.46	2.74
4	Grimley Peace Hall Foundation	Annual donation.	400.00	0.00
5	Nora Parsons Day Care Centre	Annual donation.	100.00	0.00
6	Hallow Scouts and Guides	Annual donation.	100.00	0.00
7	Parochial Church Council	Annual donation.	100.00	0.00
8	Mrs L Stevens	Expenses including HWA	53.78	2.33
9	Nest Pensions		48.21	0.00
10	HMRC Shipley	Employer Gross National Insurance	40.77	0.00
11	Mrs L Stevens	Wage. Information available upon request.	redacted	0.00
12	Lloyds Bank PLC	Bank Account Service Charge	4.25	0.00

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
	Dog fouling solutions
	WCALC updates for Councillors
	SWDPr supplementary documents
	Service Roads MWgreen

Appendix 3 – Notes from Devolution Cluster meeting 23rd March 2026

Chris Wayman (WCALC) shared his views on the impact of devolution on Parish Councils.

This most likely outcome is a single unitary body. At present there is no guidance on creating Parish clusters although CALC will be looking to provide them. Clusters can be of any size and the clustering can be organised and administered as the cluster wishes, for example shared services (Lengthsman, grass cutting), delegated committee powers, shared neighbourhood plans.

There are examples of how cluster groups have been implemented in other parts of the country. Once the decision has been made on the unitary authority there will be more clarity on how this will be organized. There are likely to be some form of Neighbourhood Area Committee which will involve council members and interest groups. These will possibly be responsible for devolved budgets and have decision making powers. It is likely the number of councillors will reduce over time with a higher number serving initially during the transition period.

There is a possibility depending on the financial situation that unitary council services will be stripped back to the minimum statutory requirements leaving Parish Councils to pick up the shortfall, for example verge cutting, Lengthsman scheme. Similarly Ward Councillor grants are likely to be cut. The issues raised were discussed by the parties present. It was agreed that no further progress could be made until a decision is made with regards to the unitary body.

It was proposed that the next meeting would be held following the outcome of a decision and all interested parties could then begin to discuss how a Parish Cluster should be structured.

Appendix 4 – Changes to planning appeals process from 1st April 2026.

The government has announced changes to the planning appeals process, aimed at making it faster and more focused on the evidence submitted during the original application.

Under the new approach, applicants will no longer be able to introduce new evidence at the appeals stage. Instead, appeals will be determined based solely on the information provided as part of the initial application. Previously, applicants could strengthen their case during an appeal by submitting additional evidence. The updated process removes this step, placing greater emphasis on submitting a complete and robust application from the outset. These changes will apply to all planning applications submitted from 1 April 2026.

It is not yet clear how this will affect a parish council's ability to take part in planning appeals or whether the planning inspectorate will now only accept local authority and parish council evidence submitted at the application stage. The working assumption is that responses to future planning applications must be as robust as possible from the offset. We will await further guidance from WCALC. The following may be a useful illustration but please await further confirmation:

Changes to planning appeal process 1st april

The Planning Inspectorate has introduced significant changes to the planning appeals process in England, effective from April 1, 2026. These changes aim to streamline the appeals process, reduce delays, and encourage more complete submissions at the application stage. Key points include:

- **Part 1 Written Representations Procedure:** This procedure will apply to most appeals, including refusals, conditions, and non-determination. It will be the simplest and quickest appeal route. [↔ 5](#)
- **No New Evidence or Amendments:** Applicants will not be able to introduce new evidence or amendments during the appeal stage. [↔ 5](#)
- **Limited Third-Party Representations:** Third-party representations will be limited to those made during the application stage. [↔ 5](#)
- **Focus on Quality of Information:** The new process emphasizes the quality and completeness of the information provided at the application stage. [↔ 5](#)
- **Submission through Digital Service:** All appeals must be submitted through the Planning Inspectorate's "Appeal a Planning Decision" digital service. [↔ 1](#)

These changes are expected to speed up decision-making and reduce the administrative burden on applicants and local planning authorities. It is crucial for applicants to ensure their applications are robust and effectively "appeal-ready" from the outset. [↔ 5](#)

Appendix 5 - Report on Divisional Fund and Highways Fund Allocations for 2025/26

Councillor Mel Fordington - County Councillor for Hallow Division, Worcestershire County Council

As the elected County Councillor for the Hallow Division, I am pleased to provide this summary report on the use of my Divisional Fund (also known as the Worcestershire Councillors' Divisional Fund) and Local Members' Highways Fund during the 2025/26 financial year.

These funds allow local councillors to support small-scale community projects, road safety initiatives, and local improvements that benefit residents across the division. The Hallow Division covers the parishes of Hallow, Grimley, Astley and Dunley, Holt, Shrawley, Wichenford and Kenswick, Broadwas and Cotheridge, and surrounding areas.

The allocations below focus on road safety measures (such as speed roundels and VAS cameras), community infrastructure (bus stop surfacing, playground improvements), and support for local facilities and groups. All projects aim to enhance safety, accessibility, and quality of life for local residents.

Allocations from Divisional Fund and Highways Fund 2025/26. Here is a breakdown of the approved contributions:

Hallow – Moseley Road Speed Roundels. Contribution towards installation of speed roundels on Moseley Road to reinforce the 30mph limit and improve driver awareness and road safety following resident concerns.

Grimley / Sinton Green / Monkwood Parish Council – Bus Stop Road Surfacing. Funding to improve road surfacing at bus stops in the Grimley, Sinton Green, and Monkwood area, enhancing safety and accessibility for public transport users.

Astley and Dunley – Contribution towards Speed Roundels. Support for speed roundels to promote safer driving in the parish.

Holt – £2,500 towards VAS camera. Contribution of £2,500 for a Vehicle Activated Sign (VAS) camera to alert drivers to their speed and improve road safety.

Shrawley – £2,500 towards VAS camera. Contribution of £2,500 for a Vehicle Activated Sign (VAS) camera.

Wichenford and Kenswick – £2,500 towards VAS camera. Contribution of £2,500 for a Vehicle Activated Sign (VAS) camera.

Broadwas and Cotheridge – £2,500 towards VAS camera. Contribution of £2,500 for a Vehicle Activated Sign (VAS) camera.

Wildgoose Rural Training Centre – £500 towards the Roundhouse. Contribution of £500 to support the Roundhouse project at this important local rural training facility.

Grimley Primary School – £500 towards improving playground. Contribution of £500 to enhance the school playground, benefiting children's play and wellbeing.

Nature Families in Holt – £1,000 towards The Red Lion playground for children
Contribution of £1,000 to develop and improve the playground at The Red Lion, providing a safe and enjoyable space for children and families in Holt.

Road Safety Focus: A significant portion of the funding supported speed reduction measures, including speed roundels and multiple VAS cameras across several parishes. These initiatives respond directly to community concerns about speeding and aim to make our roads safer for all users.

Community and Education: Support for local schools, playgrounds, and training facilities helps strengthen community infrastructure and opportunities for young people and families.

Transport Accessibility: Improvements to bus stop surfacing address practical needs for residents relying on public transport in rural areas.

These projects demonstrate targeted, local investment that complements wider Worcestershire County Council highways and community programmes.

Total Expenditure. Individual project costs vary (with several Highways Fund contributions fixed at £2,500 each for VAS installations). The full financial breakdown is held internally by Worcestershire County Council for audit and reporting purposes. All allocations comply with the rules of the Divisional Fund and Local Members' Highways Fund schemes.

If you have ideas for future use of these funds in 2026/27 or would like further details on any of the above projects, please do not hesitate to contact me.

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