

DRAFT Minutes of the monthly meeting of Grimley Parish Council

Monday 27th March 2023, 7.30pm

Peace Hall, Sinton Green

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| | Present: | Parish Cllrs A Bretherton (Chair), P Ayers, J Izamis, G Probert, S Wilson, | |
| | Attending: | Parish Clerk Lisa Stevens, DCllr Dean Clarke. | |
| | Apologies: | CCLlr S Richardson Brown. Cllr G. Moore. | |
| 31/23 | Welcome and information provided at the beginning of each parish council meeting. District and County Cllr input and guidance on planning/legal/best practice procedures is welcome as a standard during any point in this meeting. Standing orders remain in place unless otherwise stated. | | |
| | Cllrs invited Deputy Chair Allan Bretherton to take the Chair until formal nominations in May 2023. | | |
| Moment of reflection for our absent friend and colleague Dave Stanley. | | | |
| 32/23 | Public open forum. Open forum does not form a legal part of the meeting. No questions. | | |
| 33/23 | Points of order, apologies for absence and declarations. No declarations. | | |
| 34/23 | Minutes of previous meetings – Motion to approve previous minutes. 27 th February 2023. Amendments to item numbering submitted. Prps: JI. Scnd: PA. Duly approved . | | |
| 35/23 | To receive the report of the County Councillor – Scott Richardson Brown Not present. | | |
| 36/23 | To receive the report of the District Councillor – Dean Clarke. Dean spoke to say how Cllr Stanley will be sorely missed. Breakfast event to raise funds for Turkish earthquake disaster raised £400+. Two other candidates for the May district elections. | | |
| 37/23 | Planning - to consider, comment and resolve to respond to the following applications. | | |
| a. | M/23/00263/LB Sinton Court Sinton Green. Removal of ground floor internal wall. Cllrs had no concerns and voted to support. Prps: GP. Scnd: SW. | | Clerk |
| b. | M/23/00308/FUL Barns (OS 8180 6026) Sinton Green. Conversion into live/work unit. Cllrs voted to support on the grounds that the building needs a new lease of life. Rights of way have been respected. Neighbouring properties have not raised any concerns. Parking has been provided for. Flood lighting might possibly be an issue to Clerk to mention this. Prps: PA. Scnd: SW. | | Clerk |
| c. | Planning correspondence item: Resident concerns about light pollution in adjacent properties and outside lights left on all night. Request for the parish council to encourage residents to leave them on security mode to come on if intruders occur. Clerk to put an item in the next available parish newsletter. Agreed. Prps: JI. Scnd: SW. | | Clerk |

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| d. | Standing Item: To consider and as required arrange an extra ordinary parish council meeting for planning applications received after date of publication of this agenda. NIL | |
| 38/23 | Commons and Village Greens. Updates and formulate Motions not requiring written notice. | |
| a. | <u>Sinton Green</u> | |
| i. | Bench project funded by resident is proceeding and due to be installed asap. Straw poll reaction from residents has not raised any concerns and those that expressed an opinion verbally agreed location mid-way between bus shelter and noticeboard. Location will not hinder mowing contractor or any pedestrian/vehicle visibility. Motion for PC to adopt bench for future care and maintenance. Prps: AB. Scnd: GP. Duly carried. Clerk to add to asset register. | Clerk |
| b | <u>Monkwood Green</u> | |
| i. | Pollarding of willows complete with resident reaction positive. Tree survey has been completed and parish councillors expressed pleasure at the detail of this work. Motion: Those trees that require work to be added to the draft five-year plan. Prps: SW. Scnd: PA. Duly carried. Motion: To get the tree survey published properly, with dedication to Dave Stanley. Prps: GP. Scnd: AB. Duly carried. Clerk to explore once elections are out the way. | Clerk Clerk |
| ii. | Offer from resident CB to clear up the cut wood and brash piles around the restored pond (petty whin section). Motion Approved with thanks: Prps: SW. Scnd: GP. Duly carried. Volunteers to have own insurance in place. Cllr Wilson to pass the message on. | Cllr Wilson |
| c. | Memorial bench for resident RW fully funded by family approved by Cllrs upon confirmation of location near largest pond. Non-toxic materials suitable for Common to be used. Councillors approved in theory the parish council adoption of this facility (future maintenance) but will wait to vote until the item is installed. | Clerk Cllr Wilson |
| 39/23 | Public rights of way and footpaths - - updates and formulate Motions not requiring written notice. | |
| a. | Cllr Izamis met with two residents with concerns about conditions of local rights of way. The more concerning routes were walked. Some remedial action had been conducted by WCC it is believed. This work needs capitalising on. Mr and Mrs Darby have volunteered to walk all footpaths once a year and report any issues. The PC can then instruct the strimming contractors (L & A) to attend to deal with any issues. The WCC lengthsman scheme also now allows more work on rights of way, IF the PC agrees to additional terms and conditions. Clerk to explore these terms and conditions and report back, ready for adoption in June. Clerk to ask WCC to organise training for volunteers. | Clerk Clerk |
| b. | <i>The process will be</i> 1) Volunteers report problems with rights of way to the Clerk. 2) Clerk reports issues online to WCC where possible/write to land owner if known and give first right of refusal to undertake maintenance. 3) If no action within 1 month, report again to WCC. 4) If no response within further two weeks, then instruct L&A strimming contractors. | |

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| c. | Clerk to continue strimming contract preparation and pass to L&A max £1k pa. Prps: SW. Scnd: AB. Duly carried. Clerk to check strimming equipment position with CB and add motion to next agenda if additional equipment required. | Clerk |
| 40/23 | Reports from other Projects and Representatives - updates and formulate Motions not requiring written notice. | |
| a. | Fete Saturday 18th June. Parking can be permitted on the village green smaller triangle but this must be free of charge to residents. Classic car event would be welcomed on the same day and supported in principle pending more information is provided to parish council and if a risk assessment was conducted. No parish council funding is required for this event that the clerk and councillors are aware of. | Clerk |
| b. | Kings Coronation Saturday 6th May | |
| i. | Invitation from Hall Committee to join in with Coronation film projector and curtains project. (PC has £200 set aside in existing 2023/24 budget for such purpose, with an additional £100 that can be diverted). Motion Duly approved. Prps: SW. Scnd: GP. | Clerk Paul. S |
| ii. | Donation of £1000 to parish council from County Councillor towards bench and tree planting on occasion of Coronation and recent member passing. Two residents have written (independently of each other) to request that recently passed members of family are commemorated by two benches to be placed in Grimley village: one at the lower triangle (possibility is that it be used by those waiting for buses) and one in the church yard if the church council are willing. Councillors supported in principle subject to quotes obtained by Clerk and agreed that the project should not exceed this amount excluding VAT. Prps: SW. Scnd: GP. Duly carried. County Cllr is agreeable that this funding be used for this project and has confirmed this to the Clerk via text message. Recycled material benches to be used ideally. Bench 1 – in memory of DS, plus tree if funds allow. Location Churchyard if possible. Kalantha and BT church warden to be consulted. Bench 2 – in memory of CA, plus willow tree (sourced free of charge from CB Monkwood Green). Location Grimley lower triangle. Neighbouring residents to be consulted. Risk assessment required as sharp bend in that location. Cllr Bretherton and DCllr Clarke offered to pay for associated plaques, which was gratefully accepted. | Clerk |
| c. | Climate crisis working party REACT. Update from meeting 13th March 2023. Group feel that it is too soon to make decisions but are committed to continuing. Group to appoint new Chair in due course. Clerk to continue attending and may claim overtime at existing rate as required for minute taking for this working party. Prps: AB. Scnd: PA. | |

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| 40/23 C con. | <p>Notes from the meeting 13th March were accepted by parish councillors without amendment:</p> <ul style="list-style-type: none"> - Conduct a survey to start to assess resident current actions to tackle climate change, barriers to further action. - Subsequently run a challenge (monthly/quarterly), where the three sections of the parish compete on a friendly basis to be the ones who make the biggest/most impactful changes on set topics. - Topics could include dishwasher tablets, composting, food waste, care share or avoided journeys, recycling mobile phones/batteries, tree planting challenge, electricity usage and source (ie number of people on a renewable energy tariff), heating oil. - Explore tour of recycling plant at Norton. - Lisa to look up option for setting up polls on Facebook or a What's App group for each section of the parish in order to record progress. - Andy to research competitions criteria and scoring and measurability - Park the school survey for now. | |
| d. | <p>Allotment provision exploration. Clerk to chase County Cllr progress.</p> | Clerk |
| e. | <p>Queen's Oak project update. Now complete at Monkwood Green and the Peace Hall. Plaques to be installed once trees are more established.</p> | |
| f. | <p>Replacement noticeboard at Peace Hall. £750 has been confirmed as budget (without time limit) available from the PC as a gift to the Hall committee for this project. Hall Committee can use the amount to order a board that suits their requirements and top up as required. No further action from the PC. No further chasing by AB or Clerk.</p> | |
| 41/23 | <p>Finance and Administration To formulate Motions not requiring written notice</p> | |
| a. | <p>To consider and motion to approve the payment of outstanding accounts. Appendix 1. Prps: SW. Scnd: GP. Duly approved.</p> | Clerk |
| b. | <p>To consider and retrospectively approve payment of urgent accounts, as per emergency Clerk procedures (Delegation to Clerk policy). Appendix 2. Prps: PA. Scnd: AB. Duly approved.</p> | Clerk |
| c. | <p>To receive and motion to accept February 2023 Bank Reconciliation. Prps: AB. Scnd: PA. Duly approved.</p> | Clerk |
| d. | <p>To note correspondence from external auditors PKF Littlejohn, who confirm a default submission deadline for the receipt of the approved AGAR (annual audit paperwork) and supporting documentation or the Certificate of Exemption (as appropriate) is Monday 3 July 2023. Duly noted.</p> | Clerk |
| 42/23 | <p>Correspondence, dates for diary, items for future agenda and AOB</p> | |
| a. | <p>2nd May Head of Biology at Edge Hill University in NW England proposal for group of Conservation Management MSc students (24) to attend MWGreen SSSI for a field course. Duly noted.</p> | |

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| 42/23 b. | <p>Confirmation from British Heart Foundation that the three defibrillators in our parish do not have to be registered with Heart Foundation or their associated Circuit website.</p> <p>British Heart Foundation emails: "With the Community Heartbeat Trust, they are completely separate from the Circuit. It would be your choice on whether or not to register with them via the WebNos system, with us via the Circuit system, or both. However, we are associated with all the ambulances with the UK at present."</p> <p>Community Heartbeat Trust terms of contract state: "CHT will never commercialise your data, or impose onerous terms on you. CHT does not currently support the 'Circuit' due to the onerous conditions of use, and the ability of the Circuit operators to sell and commercialise your data. CHT deals direct with ambulance services. If it ever becomes a requirement to use Circuit for registration of defibrillators, CHT will enact this for you to avoid duplication of records.</p> | |
| c. | <p>Items on hold and to add back to agenda when any update is available:</p> <ul style="list-style-type: none"> i. Shared space signs Camp Lane, Grimley. ii. Overgrown hedges and pathways: top triangle and along A443 to layby. iii. Grimley village - Proposed Prohibition of Waiting At Any Time TRO. iv. Overgrown hedges along highway through Monk Wood. v. Flooding in road outside Church Farm, Grimley. Highways soakaway and drain. vi. Broken knee rail Grimley approach road. | |
| 43/23 | <p>Dates of next scheduled meeting. Peace Hall booked. Monday 24th April, 7.30pm (subsequently cancelled due to Clerk illness) Monday 15th May, 7.30pm - Annual Meeting of Grimley Parish Council Monday 22nd May, 7.30pm - Annual Parish Meeting.</p> | |

Appendix 1 - Payments to be made this month (or date paid if contracted monthly)

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| March 2023 | WCALC | 9 x good Cllr guides (training publication) | £38.25 |
| 13/03/2023 | Mr Simon Skeys | Lengthsman February worksheet. | 221.00 |
| 13/03/2023 | Sinton Tree & Landscapes | Pollarding of willows Monkwood Green | 1020.00 |
| 22/03/2023 | Community Heartbeat Trust Ltd | Part invoice (half year) for two defibs (MWGreen and Sinton), to allow future invoicing of all three defibs at same time Oct/Nov each year. | 176.40 |
| 13/03/2023 | Mrs Sue Willson | MWGreen pond clearance <u>fuel reimbursement</u> to Bill Prosser volunteer who cleared the pond | 25.00 |
| 22/03/2023 | Water plus | Invoice issued 14th March 2023. Trough (quarterly invoice -estimated reading as meter still under water) | 35.78 |
| 16/03/2023 | Nest Pensions | March payment for Feb Clerk's wage. | 40.35 |
| 22/03/2023 | Mrs Lisa Stevens | Monthly Expenses March 2023 | 31.60 |
| 22/03/2023 | Mrs Lisa Stevens | Monthly wage Feb 2023 | 553.42 |

Appendix 2 - Payments made in previous month under delegation to Clerk policy and in line with annual budget previously approved by Cllrs.

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| 10/02/2023 | Mrs Lisa Stevens | Malwarebytes - annual subscription package shared with Severn Stoke Parish Council. | 19.99 |
| 17/02/2023 | Mr Simon Skeys | Lengthsman January worksheet. | 221.00 |
| 27/02/2023 | Pencroft Limited | Main pond clearance Autumn 2022. | 1200.00 |
| 28/02/2023 | Worcestershire CALC | On Your Marks Clerks Elections Training. | 30.00 |
| 28/02/2023 | Grimley Peace Hall Foundation | Annual donation ref Peace Hall defib electricity. | 10.00 |
| 21/02/2023 | Nest Pensions | Feb payment for Jan Clerk's wage. | 40.35 |
| 01/03/2023 | Mrs Lisa Stevens | Monthly Expenses Feb 2022 | 37.50 |
| 01/03/2023 | Mrs Lisa Stevens | Monthly wage Jan 2023. | 553.42 |