



**Grimley  
Parish Council**

# Minutes of the Annual Meeting of Grimley Parish Council

**Monday 18<sup>th</sup> May 2026, 7.30pm,  
Peace Hall, Sinton Green**

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

**Parish Councillors** Kate Auty. Pam Ayers. Matt Boyle. Adam Collett. Georgie Moore #. Geoff Probert. Simon Russell, Andy Sinclair #. Robin Woodhouse.

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

**District Councillor** for Malvern Hills Dean Clarke.

**County Councillor** for Worcestershire Mel Fordington #.

**Residents:** 0

Meeting commenced at 7.30pm. The agenda had been placed on Facebook, website and noticeboards.

## 52/26 Election of Chair and Deputy Chair 2026/27

- a) Nominations and vote. Only successful nominations are listed below.
  - Resolved. Nomination of Cllr Simon Russell as Parish Council Chair. Prps: GP. Scnd: PA. Duly elected.
  - Resolved. Nomination of Cllr Robin Woodhouse as Parish Council Deputy Chair.
    - i. Prps: KA. Scnd: MB. Duly elected.
- b) Signature on Declaration of Acceptance of Office completed.
- c) Motion of thanks to outgoing Chair Adam Collett. Cllr Russell took the Chair.

## 53/26 Welcome and information provided at the beginning of this annual meeting

- a) **Points of order** (nil). Parish Cllrs renewed their dedication to the Nolan Principles.
- b) **Adjustments to facilitate public participation** (nil).
- c) **Declarations of interest**. The parish council register of declarations of interest and dispensations to debate and vote was reviewed. **Resolved. Motion** to review and accept document as reviewed. Prps: AC. Scnd: PA. Dury **approved**.
- d) **Apologies**/reasons for absence from Cllrs as listed above. Apologies were received and accepted and will be added to the parish council register.

## 54/26 Minutes of the previous meeting – Motion to receive, consider and approve.

- a) **27 April 2026** Monthly Meeting of the Parish Council. Moved to next meeting.
- b) **19<sup>th</sup> May 2025** Annual Meeting of the Parish Council. These minutes had already been approved in the previous year.

## 55/26 General Power of Competence 9 Seats. Appendix 4.

- a) This council CANNOT adopt the general power of competence for 2026/2027. (criteria apply). **Duly noted.**

Cllr Pam Ayers	– elected 2023	Cllr Andy Sinclair	– co-opted 2023
Cllr Georgie Moore	– elected 2023	Cllr Matt Boyle	– co-opted 2024.
Cllr Geoff Probert	– elected 2023	Cllr Simon Russell	– co-opted 2024.
Cllr Adam Collett	– co-opted 2023	Cllr Kate Auty	– co-opted 2026
Cllr Robin Woodhouse	– co-opted 2023.		

## 56/26 Asset Register & Reserves Register

- a) **Resolved. Motion:** Acceptance of existing asset register. (Reviewed by Clerk March 2026). Prps: AC. Scnd: MB. Duly **approved**.
- b) **Resolved. Motion:** Acceptance of reserves register. (Reviewed by Clerk March 2026). Prps: RW. Scnd: MB. Duly **approved**.

### 57/26 Insurance, finance and risk assessments.

- a) **Resolved. Motion:** Confirm arrangements for insurance cover are in place in respect of all insurable risks. Prps: RW. Scnd: MB, Duly **approved**.
  - Insurance premium renewal £377.98 Clear Councils (broker to Ecclesiastical Insurance Office plc).
  - Insurance premium revised with a 3 year undertaking £353.95 as above.
- b) **Motion:** Acceptance of existing risk assessments. (Reviewed by Clerk March 2026). Prps: KA. Scnd: RW. Duly **approved**.
- c) **Motion:** to approve payment of elected parish councillor allowances, upon receipt of qualifying application on individual basis. £25 per qualifying Cllr, to be paid in Q3 of the financial year. Allowance to be paid back pro rata if a Cllr retires/resigns before the end of the year. Payments will be published as per the Transparency Code but will be anonymised. Prps: AC. Scnd: MB. Duly **approved**.

### 58/26 Policy Documents. *All policies are available on the parish council website.*

- a) **Resolved. Motion:** Acceptance and roll over of all existing policy documents. Prps: PA. Scnd: AC. Duly **approved**.
- b) **Resolved. Motion:** instruction for the Clerk to review the co-option procedure. Prps: MB. Scnd: KA. Duly **approved**. To be added a future agenda once drafted.

### 59/26 Projects, Committees and Committee Representatives

- a) Committee membership was reviewed and will be published on the parish council website.

### Close of the annual meeting and opening of the monthly meeting of the parish council.

All declarations and attendance as above. Nil residents present for Open Forum.

### 60/26 To receive the report of the County Councillor – Mel Fordington.

- a) Written report received. Queries from Cllrs in respect of choice of allocation of Divisional Funds in adjacent parishes. No further action. Appendix 5.
- b) **Outcomes from parish site visit May 2026.**
  - i. Worlds End road flooding adjacent to Paddlebrook Cottage – TC (Highways) investigating. **Action: Clerk** to chase in July.
  - ii. Dark Lane road flooding – Highways undertaking work in June. **Await WCC progress.**
  - iii. Bollards Stonewall Cottages – WCC have accepted that zebra bollards are possible if the CCllr supports and requests. **Action: Clerk** to liaise with CCllr.
  - iv. Option for feeder lane A443 turning to Grimley Village – Assessment of TC (Highways) is that there is not sufficient room to permit this infrastructure. **No further action** by parish council.
  - v. Grimley approach road bus stop – funding for kerb renewal is coming from CCllr Divisional Funding. There are two types of applicable funding: a) Highways Community Funding, b) CCllr Divisional Funding. Highways undertaking work in June 2026. **Await WCC progress.**
  - vi. Parking issues outside Grimley and Holt Primary School – Assessment of TC (Highways) is that it does require yellow hatched boxes but there is no funding for this. The option for more 'pupil safety signs' (YP signs) would be permitted but the school does not currently use the existing ones. Highways will write to the school about appropriate staff parking. CCllr will visit Governors with a view for more white 'H' lines outside Bourne House and more YP signs for the school. **Await Highways and CCllr progress.**
  - vii. Vehicular parking on right of way at Riverdale. Highways have inspected and are aware. The land is privately owned and is listed as part of the adjacent field and so cannot be subject to any new claim of ownership. **No further action** by parish council.
  - viii. Fingerpost in vicinity of Riverdale. Highways have inspected and are aware that the post is subject to repeated removal and damage by vehicles. No Highways funding for a replacement at this time. **Action: Clerk** to liaise with CCllr and request Divisional funding.

## 61/26 To receive the report of the District Councillor – Dean Clarke

- a) In the context of declarations of interest, addresses are redacted to protect councillors' sensitive interests and personal safety. The Localism Act 2011 and the English Devolution and Community Empowerment Act 2026 have established provisions for the redaction of home addresses in public registers of interests. These provisions require that councillors' home addresses be treated as sensitive interests by default and not made publicly available unless a councillor explicitly requests it. This ensures that councillors can declare their interests without fear of violence or intimidation
- b) The Government has recently published a new planning appeals guide. The guide significantly changes the way most planning appeals will be dealt with in England. In particular, it introduces a new expedited procedure that is to become the default for most appeals. It also places much tighter limits on the submission of new evidence or amendments at appeal stage. MHDC will ratify these changes in September 2026, but are already processing new applications in accordance with these rules.
- c) Dean Clarke (DCllr for Holt and Hallow) now sits on the following committees:
  - Audit and Standards Committee (Chair)
  - Licensing and Appeals Committee
  - Northern Area Planning Committee (Chair)
  - Overview and Scrutiny Committee

## 62/26 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.

## 63/26 Update on all projects

- a) **Roundels.** Full CCllr divisional funding has been approved for the following locations:
  - One 30mph single roundel upon entrance to Sinton Green at the 30mph speed threshold in vicinity of Paddlebrook Cottage. *///attaching.mistress.expecting*
  - One 30mph single roundel upon entrance to Grimley village at the 30mph speed threshold in vicinity of Whitewood. *///charmingly.email.curry*
  - One 30mph pair of roundels within Monkwood Green itself in vicinity of Moorland *///chum.pave.crisp* Duly **noted**.

### Sinton Green

- b) Option for quote for maintenance of the base of ditches to reduce the amount of grass growing in them and also for strimming the deeper ditches and header walls. Cllrs confirmed that spraying pesticides is not an option. The Clerk was **instructed** to clarify what is being proposed.
- c) Option for above quotation to remove the requirement to leave some areas for wild flowers. Conclusion after five year trial is that conditions on site do not allow wild flowers to grow. Cllrs **instructed** the Clerk to amend future contracts in order that the specific long grass sections are only left to grow in May and June each year and are then cut promptly. **Action:** Cllr Woodhouse to speak to SS with regard to this current contract and these proposed amendments.
- d) Mowing invoice for May will include overtime for care of the newly dug ditches. Duly **noted**.

### Monkwood Green

- e) CB has mowed verges to try to pick up arisings, with mixed success.
  - I) ~~Option to ask SS to quote for 3 verge cuts between May and October and removal of cuttings—CB has offered to meet any potential contractor.~~
  - II) ~~Option to write to Highways to ask that they always use the cut and collect machine on the SSSI in the future.~~  
Cllrs **instructed** the Clerk that Highways are to be left to top the verges as always, in consideration of current costs and responsibilities.
- f) Western Power Distribution have logged the parish council request for pollarding. Duly **noted**.
- g) RP progress with oak and willow removal of worst branches. Oak Tree branch on the Common has been cleared and left tidy. Two more trees to attend to, then it will be planning for the chipper machine. Duly **noted with thanks from all**. It was also noted that RP has attended to an additional willow on the narrow verge opposite The Fox.

#### 48/26 Reports from other Projects and Representatives

- a) **Grimley Peace Hall**, Sinton Green. The Clerk had met with new Committee members and advised Cllrs that a grant application for funding will be received by the Parish Council in due course. The Clerk was **instructed** to request a cash flow statement as part of the grant application.

#### 49/26 Finance, Policies and Administration

- 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. Prps: AC. Scnd: PA. 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. Prps: GP. Scnd: RW. Duly **approved**.
- d) Clerk timesheet for inspection. Duly **noted**.
- e) Clerk's correspondence list for information. Appendix 2. Duly **noted**.
- f) Inspection of parish council **Annual Calendar** and actions outstanding. Duly **noted**.
- g) To note Cllr Russell's progress with the bank mandate and online banking, with thanks. Duly **noted**, with Cllr Woodhouse and Cllr Moore to assist.
- h) To note that PC Lee Durrant is departing end of May and to thank him for his dedication to this community. His replacement will be known in due course.
- i) Website renewal of contract with WJPS. To note that confirmation has been received that the payment made on 17<sup>th</sup> February is for the contract covering 04.03.2026 – 03.03.2027. Duly **noted**.

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

- Clerk request for membership of SLCC. – to be added to June agenda.

#### 51/26 Date of next meeting

- a) **Monday 8<sup>th</sup> June 2026** 7.30pm, Financial Audit 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.**

13	Mr S Skeys	Lengthsman worksheet	April 2026.	Invoice not yet received	0.00
14	Mr S Skeys	Sinton Green Mowing	May-26	Invoice not yet received	0.00
15	Water Business	Standpipe adj. Green Farm. MWGreen.	Apr-26	Invoice not yet received	
16	Mrs L Stevens	Malwarebytes		39.99	6.67
17	Clear Councils	Insurance 2026 / 2027	2026/2027.	353.95	0.00
18	Mrs L Stevens	Expenses incurred by Parish Clerk including Monthly Homeworking Allowance	May 2026.	57.73	0.00
19	Nest Pensions		May Payment for May Wage	48.21	0.00
n/a	HMRC Shipley	EmployEE Tax		0.00	
20	HMRC Shipley	EmployER Gross National Insurance Contributions.	May Payment for April Wage	40.77	0.00
21	Mrs L Stevens	Paid one month in arrears.	May Payment of April Wage	redacted	0.00
22	Bank PLC	Bank Account Service Charge	April monthly charge paid in May	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
	Grimley A443 crossroads – poorly planned diversions during roadworks. Forwarded to CCllr.
	MDHC co-option of new cllr, confirmation, legal etc etc
	Email account upon co-option of new cllr etc
	Chase lengthsman for copy of insurance contract, which has been sent to WCC but not us.
	Worcestershire on Demand resident enquiries – passed to Mel
	Severn Collective Solstice Festival – J Wainright Camp Inn
	Peace Hall correspondence with new committee
	Dog fouling and bin arrangements at Monkwood Green, contact with new WWT rep.

## Appendix 3 WORCESTERSHIRE COUNTY ASSOCIATION OF LOCAL COUNCILS

Good Practice Guide:

### THE ANNUAL MEETING OF THE PARISH/TOWN COUNCIL

PUBLISHED NOV 2014



1. The annual meeting of the parish/town council (often erroneously called the AGM) must be held during May in each year. During an election year it must take place between the 4<sup>th</sup> day and 18<sup>th</sup> day after date of the election.
  2. The clerk must give at least 3 clear days' notice to councillors and via the public notice for the annual meeting which, like all other meetings of the parish/town council and its committees, is open to the public. Nb. Publication of dates of all meetings is made by this council in January each year.
  3. In election year, councillors – except the chair and vice-chair - cease to be in office on the 4<sup>th</sup> day after the election. The chair and vice chair remain in office until the successor is elected at the annual meeting.
  4. In election year, each member of the parish/town council must sign a declaration of acceptance of office before s/he may take part in the annual meeting or any other meeting.
  5. The person who takes the chair for the first item is the previous chairman whether or not s/he is still an elected councillor. If the previous chairman is not present, the previous vice chairman must take the chair, and if s/he is not present another councillor must volunteer to take the chair for the first item. The clerk must not take the chair.
  6. The first item of business must be the election of chairman. The person presiding for this first item will be the previous year's chairman. If they are a properly elected or co-opted councillor then the person presiding may use their personal vote, and in the event of a tie must use their casting vote as well. If they have also been nominated for the chair, they may use both their personal and their casting vote for themselves in the event of a tie. In an election year where the previous chairman has not been re-elected, they cannot use a personal vote but must use their casting vote in the event of a tie; they cease to hold office as soon as the new chairman is elected. Upon election to the chair, the new chairman must preside and the previous chairman, if no longer a councillor, must join the public.
  7. Each year, regardless of whether it is an election year, the chairman must sign a further declaration of acceptance of office form on election to the chair and before taking the chair. There is no requirement for the vice chairman to sign such a form.
  8. Agenda items must include the election of chairman as first business, and may include such items as election of vice chairman; appointment of committees and working groups, members to outside bodies; adoption of annual accounts; review of insurance, standing orders, financial regulations, scheme of delegation.
  9. The annual meeting may also undertake the business of an ordinary meeting. There is no need to have a separate ordinary meeting of the council.
  10. The minutes are adopted at the next meeting of the council - not the next annual meeting.
  11. Members must complete a register of interests within 28 days of election/co-option to the office of councillor. These should be sent to the monitoring officer, sometimes via the clerk. If re-elected, it is generally accepted that councillors need only provide changes to their register. The monitoring officer will provide the clerk with a complete copy of the register for all councillors on his/her council. It is useful for the clerk to bring this along to the annual meeting to allow individual councillors to check for any changes in their interests.
- end Appendix 3. This guidance is in supplement to requirements within Standing Orders*

## Appendix 4 - What is the General Power of Competence?

The General Power of Competence (GPC) was introduced by the Localism Act 2011 and took effect in February 2012. In simple terms, it gives councils the power to do anything an individual can do provided it is not prohibited by other legislation. It applies to all principal councils (district, county and unitary councils etc). It also applies to eligible<sup>1</sup> parish and town councils. *Footnote 1 An eligible council is one which has resolved to adopt the GPC, with at least two thirds of its members being declared elected and the Clerk must hold an appropriate qualification (Parish Councils (General Power of Competence) (Prescribed Conditions) Order 2012).*

It replaces the wellbeing powers in England that were provided under the Local Government Act 2000. The scope – and some limitations – of the General Power are set out in sections 1 to 6 of the Localism Act 2011.

In summary, the GPC enables councils to do things<sup>2</sup>:

- an individual may generally do
- anywhere in the UK or elsewhere
- for a commercial purpose or otherwise, for a charge or without a charge
- without the need to demonstrate that it will benefit the authority, its area or persons resident or present in its area (although in practice councils will want to realise such benefits).

*Footnote 2 Further discussion of the legal implications of the GPC can be found in the Local Government Association (LGA) essay 'Power to make a difference', October 2011: <http://tinyurl.com/nppcc4b>*

But there are some limitations on the General Power, either because they are not things which an individual can do or because they are excluded by the Act.

The GPC will not:

- provide councils with new powers to raise tax or precepts or to borrow
- enable councils to set charges for mandatory services, impose fines or create offences or byelaws, over and above existing powers to do so
- override existing legislation in place before the Localism act 2011, so-called 'pre-commencement limitations' (however powers enacted after commencement of the GPC will only limit the GPC if this explicitly stated in the legislation).

<https://www.local.gov.uk/publications/general-power-competence-empowering-councils-make-difference>

-end appendix 4-

## Appendix 5 - Annual Report 2025–2026 Councillor Mel Fordington, Hallow Division, Worcestershire County Council

Communities I represent:

Hallow, Astley and Dunley, Broadwas, Cotheridge, Doddenham, Grimley, Holt, Kenswick, Knightwick, Lower Broadheath, Martley, Shrawley and Wichenford.

My committee roles:

Children and Families Overview and Scrutiny Panel

Health Overview and Scrutiny Committee

Full Council, Standards and Ethics Committee, and Waste Credit Governance Committee.

Community Engagement & Partnership Working:

I have worked closely with all my parish councillors and chairs across the division to ensure their voices are clearly heard at Worcestershire County Council. Bringing WCC directly to our parishes has been a key element of my work. I place strong emphasis on ensuring all departments work together more effectively. For me, it is fundamentally about our community. Through proactive networking and setting high standards, I have been building stronger and better relationships between the county council and our local parishes.

Key work delivered this year – Highways & Community Funding:

I have been very active on highways, working closely with Worcestershire County Council Highways to make our roads safer. Funded projects delivered include:

- Hallow – Moseley Road Speed Roundels
- Astley and Dunley – Speed Roundels

I have also provided £2,500 towards Vehicle Activated Signage (VAS) cameras in Holt, Shrawley, Wichenford & Kenswick, and Broadwas & Cotheridge.

In addition, I have supported local amenities by giving:

- £500 to Wildgoose Rural Training Centre towards the Roundhouse
- £500 to Grimley Primary School towards playground improvements
- £1,000 to Nature Families in Holt for The Red Lion playground

Here is the Divisional Fund & Worcestershire Highways Fund poster summarising many of the projects I have delivered this year:

Children and Families:

I have a strong personal interest in ensuring that all children in our communities are looked after well. Through my role on the Children and Families Overview and Scrutiny Panel, I have raised significant concerns regarding the transportation of children across Worcestershire and the lack of sufficient school places in their local catchment areas. I am committed to pushing for improvements so that more children can attend school closer to home.

Apprenticeships Ambassador:

Since becoming the Apprenticeship Ambassador for Worcestershire, I have been dedicated to bringing our young generation opportunities to learn valuable skills which will change their lives. I work very closely with schools to promote apprenticeships and connect young people with training providers and local employers.

Supporting Local Economy:

I have also been actively supporting local businesses and farmers by linking them with the Business Growth Hub to help them access funding and grow.

Conclusion

There are so many things that I do on a daily basis, but it would be impossible to mention them all here. For me, since being elected, I wanted to bring together that bridge that was broken. I want to help people in its simplest form – that is my personality.

I would like to thank each and every one of you for being part of Hallow Division and for your continued support. This report reflects my commitment to putting our communities first. I look forward to continuing this important work over the coming year.

Councillor Mel Fordington, Hallow Division, Worcestershire County Council, April 2026

Continued overleaf

**Supplementary to the above report received 13/05/2026 from CCllr....**

Report for display for residents. Dear residents of Hallow Division,

I am truly passionate about serving our community and fighting for every one of you. Your concerns are my concerns, and I will always act quickly and personally to get the best possible results for our villages.

I am proud to serve as the Ambassador for Apprenticeship Programmes, helping our young people and local businesses build a brighter future. I also sit on several important committees at Worcestershire County Council: the Children and Families Overview and Scrutiny Panel, the Health Overview and Scrutiny Committee, the Standards and Ethics Committee, the Waste Credit Governance Committee, and the full Council. These roles allow me to directly influence decisions that affect our families, health services, and communities.

Our beautiful division includes Astley and Dunley, Broadwas and Cotheridge, Doddenham, Grimley, Hallow, Holt, Kenswick, Knightwick, Lower Broadheath, Martley, Shrawley, Wichenford, Sinton Green, and Monkwood.

I work hand-in-hand with every parish council and their chairs. When you raise an issue with me, I treat it as my own. I hold regular face-to-face meetings and send regular emails to Worcestershire County Council officers to make sure your problems are heard and resolved. I also work very closely with our MP, Dame Harriett Baldwin, campaigning together on the issues that affect us all, including health and road safety.

I care deeply about our children and their education. That's why I have been campaigning hard for better home-to-school transport. It is simply not right that our children are having to travel many, many miles every day, and I will continue raising this time and time again at County Council and in our parish meetings until we see real change.

Soon after being elected, I brought Worcestershire County Council to your doorstep with a special event at the Red Lion. We had parish councillors, a stand for our new village hall, the fostering team, health services, careers and education, plus local businesses and District Councillors, all there to support you directly.

I have also delivered real improvements for our families, installing vehicle-activated signs in Shrawley, Holt, Broadwas, and Wichenford, adding speed roundels in Astley and Dunley, and using my divisional funds to create better, safer play areas for our children at the Red Lion, The Bell in Holt, Grimley Primary School, and Chantry School in Martley.

Mel Fordington  
County Councillor for Hallow Division

-End of Minutes-