



Minutes of the Meeting of Grimley Parish Council

**Grimley
Parish Council**

**Monday 8th June 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: 1

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

68/26 Welcome and information provided at the beginning of this annual meeting

- a) **Open Forum.** Open Forum was held though not agenderised. One member of the public TF of MCBarn was invited to address councillors. Discourse regarding parish council mowing contract opportunities and timetables. MWG mowing requires specialist equipment (tractor and rytec and bailing machine). Sinton Green contract requires 'lawn style' mowing equipment. **Action: Clerk.** TF requested to be included in the list of contractors approached for quotation for Sinton Green in January 2027. The Clerk was **instructed** to send the current Sinton Green contract (redacted) to TF for him to view requirements in advance of January.

A later agenda item was moved to this point in the meeting:

- b) **Mowing contract for Monkwood Green SSSI and Common. Quotes are being sought.** Copy of spec available on website or by email upon request. One contractor has declined to quote due to lack of bailing equipment. The Clerk was **instructed** to bring the mowing tender window for Monkwood Green forward from June to April for next year.

The resident gave his thanks and left at this point in the meeting.

- c) **Points of order** (nil).
- d) **Adjustments to facilitate public participation** (nil).
- e) **Declarations of interest** (nil).
- f) **Apologies/reasons** for absence from Cllrs as listed above. Apologies were received and accepted and will be added to the parish council register.

69/26 Minutes of the previous meeting – Motion to receive, consider and approve.

- a) **27 April 2026** Prps. MB. Scnd: PA. Duly approved
- b) **18th May 2026** Prps: KA. Scnd: AC. Duly approved.

70/26 Planning and parish projects.

- a) **M/26/00749/HP** The Granary, Moseley Farm, Moseley, WR2 6NL. Single-storey garage unit and associated driveway alteration. **Resolved. Motion** to support. Prps: SR. Scnd: KA. Duly **approved.** Latest application addresses all previous concerns raised by the District Council, represents a significant scaling down of the original application and does not impact on surrounding heritage.
- b) **Update on all projects** – an update had been previously circulated and was available via SharePoint and was taken as read.
- c) **Noise complaint** – disruptive, persistent security alarms at Ball Mill Top are being dealt with by the site owners.

71/26 Audit Finance for the year ending 2026 - To consider/Motions to approve procedures/paperwork in connection with the Annual Governance Audit Return (AGAR). The process is to receive, consider, approve and complete each section in the correct legal order. ** Guidance for the completion of the Annual Return states that the Annual Governance Statement and the Accounting Statements can be considered and approved at the same meeting, as long as it is a meeting of the full authority and that it is clear from the minute references that the Statements were approved in the right order. The authority must approve Section 1 Annual Governance Statement before approving Section 2 Accounting Statements and both must legally be approved before 1st July.

a. to note	Step 1.1 – Clerk prepares and signs Section 2 of the AGAR – the Accounting Statements – DONE. Duly noted.
b. to note	Step 1.2 – Accounts are provided to Internal Auditor & received back by the date of this meeting – DONE Duly noted
c. Receive, consider and VOTE	Step 2.1 - Internal Audit To receive and note internal audit review conducted by Mr. P. Moore and to consider findings. Resolved. Motion to accept findings and internal audit. Prps: AC. Scnd: GM. Duly approved. Minute ref 08/06/2026_4c_step 2.1
d. Consider and VOTE	Step 2.2 - Internal review & The Annual Governance Statement (Section 1) Members to consider and review the effectiveness of internal checking procedures/audit conducted across the entire year, before confirming compliance with all assertions of the Annual Governance Statement. Nb. The annual Governance Statement (Section 1) is considered and approved but not signed, with an explanation of any 'No' responses and a description of how the authority will address the weaknesses identified. Resolved. Motion to accept findings and to confirm compliance with assertions (as relevant) and to approve (but not sign) Section 1 - the Annual Governance Statement. Cllrs noted the work to ensure that this parish council complies with Assertion 10 ref IT, website and email requirements. A further review of this will be added to the next agenda. Prps: PA. Scnd: KA. Duly approved. Minute ref 08/06/2026_4d_step 2.2
e. receive, consider and VOTE	Step 2.3 - The Accounting Statements (Section 2) Clerk to read the Accounting Statement (Section 2). The Clerk as RFO asserts that she has signed these before the meeting. These are received, considered and approved by the full council (but not signed by the council). Motion to receive, accept and approve (but not sign) Section 2 - Accounting Statement Minute ref 08/06/2026_4e_step 2.3
f. n/a	Step 2.4 – The certificate of exemption – Not applicable Cllrs should consider whether to complete a Certificate of Exemption from submission to the External Auditor due to being under the £25,000 threshold. This does not exclude the parish council from completing Accounting Statements. No Motion , as this parish council is not exempt for this financial year.
g. Signature	Step 3.1 – Signatures Following approval, the Chair and Clerk of the meeting sign the Annual Governance Statement (Section 1) and the Chair signs the Accounting Statements (Section 2). Duly signed. Minute ref 08/06/2026_4g_step 3.1
h. To note	Step 3.2 - To note that the statement of accounts is audited externally. Duly noted . The formal internal review by a qualified professional remains in place and has been conducted regardless of whether a certificate of exemption has been completed.
i. To note	Step 4.1 - The RFO sets the commencement date for the exercise of public rights. To note the notice of commencement of the period for the exercise of public right: A period of 30 working days set by the smaller authority and including the first 10 working days of July. Commencing on 29th June 2026. End on 07 th August 2026. Date of notice: no later than 28th June 2026. Duly agreed. Minute ref 08/06/2026_4i_step 4.1
j. n/a	Step 5.1 – The Certificate of Exemption is signed by the RFO and Chair. N/A
k. To note	DEADLINE for submission - To note that the completed annual return and notification of date of commencement of period of public rights must be sent to PKJ Littlejohn by the RFO BEFORE 1st July 2026 (step 6). Duly noted.
l. To note	DEADLINE for publication - To note that all documents relating to the AGAR must be published by the RFO on the official Gov parish council website and that the accounts must be published on the parish noticeboards before the commencement of exercise of public rights. IE before 29 th June 2026 in this case. Duly noted.

72/26 Grimley Peace Hall

~~To consider a request from the Grimley Peace Hall Committee for a £2,000 grant to support the ongoing running and maintenance costs of the Grimley Peace Hall.~~

This application was withdrawn at the meeting by Cllr Sinclair as a member of the Hall Committee and will be resubmitted to the Parish Council in due course to include a more detailed cash flow analysis. Cllrs made enquiries about existing large scale fixed costs. Cllrs confirmed their willingness to be of assistance to the Hall Committee, thanked Cllr Sinclair for all his efforts for the Hall and thanked the wider Committee members also. The Clerk asked for the Hall Committee to explore options for storage of parish council highways equipment (cones and internal noticeboards etc)

73/26 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: SR. Scnd: KA. Duly **approved**.
- b) To consider and approve payment of urgent accounts if any (Delegation to Clerk policy).
 - i. The Clerk requested approval for funds towards minute binding at £38 per book for up to 6 'personalised springback binders' from My History Ltd (Amazon) (previous minutes were historically sent to a traditional book binder and cost in the region of £330 per book). **Resolved. Motion** for consent for purchase. Prps: SR. Scnd: MB. Duly **approved**.
- c) To receive and motion to accept latest Bank Reconciliation. **Resolved. Motion** to approve. Prps: PA. Scnd: RW. Duly **approved**.
- d) To note slides and guidance distributed by Cllr Russell ref training and main principles of parish councils – these have been added to SharePoint. Duly **noted**.
- e) To note that insurance confirmation documents have been received for June 2026 – May 2027 and have been added to SharePoint. Duly **noted**.
- f) Clerk request for membership of SLCC, £158 plus joining fee of £12. (Sharepoint invoice 29). **Resolved. Motion** for consent for Clerk membership. Prps: GM. Scnd: PA. Duly **approved**.
- g) Email and SharePoint technicalities. The Clerk was **instructed** to distribute a questionnaire to establish Cllr IT capacity, with a view to all meetings moving towards being paperless.
- h) **Parish Magazine**. It had previously been agreed but not minuted that Cllrs would contribute towards the parish council parish magazine article on a monthly rotational basis. Starting with Cllr Boyle for June and moving forward in alphabetical order. B, C, M, P, R, S, W, Au, Ay.

74/26 Correspondence, Dates for Diary, Items for Future Agenda.

- a) **Parish council land management policy**. Deadline for responses: 30th June 2026.
- b) **Defibrillator Monkwood Green**. The Clerk was **instructed** to ask National Grid to inspect the phone box and try to ascertain why the defibrillator case is without power.
- c) **Bus stop Grimley** approach road. The Clerk was **instructed** to report the poor quality of works by Highway contractors to the County Councillor. ***Note post meeting** - Thank you for your enquiry regarding the footpath by the bus stop in Grimley village. We have now reinstated the the grass bund fronting the footpath. This has been sown with grass seed. Cones have been placed out until the grass grows. There are no funds for installation of kerb stones.*
- d) **Community Recognition Scheme**. Community recognition awards and lifetime achievement awards have been issued by MHDC to many around the parish including Cllr Robin Woodhouse on the occasion of his 36 years service to the parish council, our Lengthsman Simon Skeys on the occasion of two decades of service to the parish, volunteers at Monkwood Green and the outgoing Peace Hall Committee. Congratulations to all. Suggestions received for nominations next year.
- e) **Noticeboard**, Monkwood Green. Thank you to Pam and her husband for conducting repairs.
- f) **River Severn** River Charter email from Chair of CARP. No further action.

75/26 Date of next meeting

- a) **Monday 13th July 2026** 7.30pm, Monthly Meeting of the Parish Council, Grimley Peace Hall, Sinton Green.
The press and public are cordially invited to attend and should note Standing Orders in advance.

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 Simon Skeys	Lengthsman worksheet	April 2026.	293.60
14	Mr Simon Skeys	Sinton Green Mowing	April 2026	90.00
23	Mr S. Skeys	Lengthsman worksheet	May 2026.	303.60
24	Mr S. Skeys	Sinton Green Mowing	May 2026	90.00
25	Water Business	Standpipe adj. Green Farm.	May-26	awaiting invoice
26	Water Plus	Trough adj. Chris Betts. MWGreen.	Quarter 1	30.66
27	Garden Waste Service MHDC	Green Waste bin for St Bartholomew's Church x 2.	2026 service charge	155.00
28	Grant application Grimley Peace Hall	<i>Deferred to future meeting</i>		0.00
29	SLCC	Clerk subscription to legal and training services	2026/2027 membership	170.00
30	Mrs L Stevens	Expenses incurred by Parish Clerk including Monthly Homeworking Allowance	June 2026.	30.72
31	Nest Pensions	Clerk contribution £27.55. PC contribution £20.66	June Payment for June Wage	48.21
32	HMRC Shipley	EmployER Gross National Insurance Contributions.4	June Payment for May Wage	40.77
33	Mrs L Stevens	Paid one month in arrears.	June Payment of May Wage	661.25
34	Bank PLC	Bank Account Service Charge	May monthly charge paid in June..	4.25
35	Mrs L Stevens	Amazon springback binders reimbursement		

Appendix 2 Peace Hall grant application removed, as being deferred to a future meeting.

-end of minutes-

