

# Minutes of the monthly meeting of Grimley Parish Council

**Monday 18<sup>th</sup> July 2022, 7.30pm**  
**Peace Hall, Sinton Green**

83/22	<p><b>Present:</b> Parish Cllrs D Stanley (Chair), A Bretherton (Deputy) P Ayers, J Izamis, G Moore, G Probert, S Wilson.</p> <p><b>Attending:</b> DCllr Dean Clarke, Parish Clerk Lisa Stevens, Churchwarden B. Thompson.</p> <p><b>Apologies:</b> Parish Cllr A Atkinson, CCllr S Richardson Brown.</p>	
84/22	<p><b>Points of order.</b></p> <p>a. One vacancy for parish councillor (upon resignation of A.Taft) advertised and available for immediate co-option upon completion of application form. No persons have stepped forward providing sufficient information to permit application or reassurance of availability. Chair and Clerk have provided several residents with information about the position.</p> <p>b. Welcome and information provided at the beginning of each parish council meeting. Thanks to B. Thompson for opening the church. The Parish Council will continue to meet in the church at least once a year in order to allow nearby residents to attend and walk to a parish council meeting.</p>	
85/22	<p><b>Public open forum.</b> Open forum does not form a legal part of the meeting. Resident request that the Lengthsman attend to the road side guttering (weeds and debris) with a spade. The Clerk confirmed that this job is already on the Lengthsman's list of annual duties and that a reminder will be sent.</p>	
86/22	<p><b>Declarations of interest.</b> Cllr Probert welcomed and reminded of need to submit Declaration of pecuniary Interests to Malvern Hills District Council (MHDC).</p>	
87/22	<p><b>Minutes of previous meetings</b> – Motion to approve previous minutes. 20<sup>th</sup> June 2022. Prps: PA. Scnd: AB. Duly approved</p>	
88/22	<p><b>To receive the report of the County Councillor – Scott Richardson Brown.</b></p> <p>The CCllr had provided a report prior to the meeting. Due to staffing issues Astons could no longer run the existing service through Grimley parish and Diamond took up the service at short notice. The increased ticket fee is due to fuel price increases. No update on the overgrown hedges opposite bus shelter Grimley. Clerk to chase.</p>	Clerk
89/22	<p><b>To receive the report of the District Councillor – Dean Clarke.</b></p> <p>The MHDC '3-Gs land' at Grimley will be turned over to grazing as a contribution towards off-setting the district council's carbon emissions. Parish councillors were encouraged to respond to the third-round consultation on the Boundary Commission district ward boundary review.</p> <p><i>DCllr Clarke left the meeting to allow subsequent discussions to take place without prejudice.</i></p>	

90/22	<b>Planning</b> - to consider, comment and resolve to respond to the following applications.	
a.	<p><b>Boundary Review Consultation. To note that latest consultation groups Grimley and Hallow with Broadheath, rather than with Holt, as per consultation stage 1. To consider parish council response.</b></p> <p>Councillors expressed concern that plans to join Grimley and Hallow with Broadheath would result in the parish gaining less attention and funding. Other objections to the Broadheath amalgamation included the existing links between schools, church and the resident communities, geographic and historic links with Holt. <b>Motion</b> that the parish council object to the latest proposals and reiterate previous parish council submission requesting placement with Holt. Prps: JI. Scnd: GM. <b>Action:</b> DS and Clerk to draft a response asap.</p>	Cllr Stanley Clerk
b.	<p><b>Assets of Community Value. To receive resident option for future additions to the MHDC register of Assets of Community Value. Motion to support resident lead project, subject to further detail. Motion for budget for stationery/printing/postage not exceeding £100, if required.</b></p> <p>Deferred to future meeting due to resident nonattendance.</p>	
c.	<p><b>M/22/00788/FUL, The Bumbles, Grimley, WR2 6LT. Levelling of ground in line with property by in filling an area of land.</b></p> <p>Parish Cllrs had no comment to make.</p>	
d.	<p><b>Enforcement update. Menage complex and public right of way (GM-631) opposite Retreat Farm, Camp Lane. To receive emailed update from S.Penn WCC Footpaths.</b></p> <p>Cllrs noted that the horses have been moved to permanent stables and better grazing. Clerk to enquire on planning enforcement progress and to reiterate request that the footpath is moved back to the original position.</p>	Clerk
e.	<p><b>Standing Item:</b> To consider and as required arrange an extra ordinary parish council meeting for planning applications received after date of publication of this agenda. <i>Nil items.</i></p>	
91/22	<p><b>Infrastructure, highway matters, drainage and flooding</b></p> <p>To discuss updates and formulate Motions not requiring written notice.</p>	
a.	<p><b>Dangerous driving.</b></p> <p>i. Request of static signs/vehicle activated signs from Highways. ii. Initiating community speed watch within the three villages. Clerk has submitted information to WCC and is awaiting a response.</p>	Clerk
b.	<p><b>Bus shelter painting (inside).</b></p> <p>Clerk has emailed contractor and is awaiting a response.</p>	Clerk
c.	<p><b>Noticeboard at Peace Hall.</b></p> <p>Cllr Bretherton to chase Hall Committee input on their preferred choice.</p>	Cllr Bretherton
d.	<p><b>Overgrown public right of way behind Sinton Court.</b></p> <p>No further action as it was not clear which route is affected. Residents to report direct to WCC if they feel this is a concern.</p>	
e.	<p><b>Flytipping in vicinity of Grimley village approach road.</b></p> <p>Clerk continues to report as and when and MHDC has removed the latest rubbish. PCSO has been alerted that this is becoming a regular concern.</p>	

92/22	<p><b>Commons and Village Greens</b> To discuss updates and formulate Motions not requiring written notice.</p>	
<p>a.</p> <p>b.</p> <p>i</p> <p>ii.</p> <p>iii.</p> <p>iv.</p>	<p><b><u>Sinton Green.</u></b> Update as required. None.</p> <p><b><u>Monkwood Green.</u></b> Management and grazing update. To note discovery of additional petty whin plants on the Common. <b>Motion</b> to receive and accept quotation for annual mowing of Common and SSSI not exceeding £2,000. Cllrs noted that the price has risen consistently over the past few years and that this needs a proper review. Clerk <b>instructed</b> to clarify whether the amount includes VAT, including removal of arisings and also whether it includes a tidy-up around the Petty Whin (endangered miniature gorse plant) and anthills. The Clerk asked for permission to proceed with the project if suitable clarification was provided and noted that five contractors have been approached with only the one contractor responding – this has been similar to the experience in previous years, given the difficult nature of the site. Cllrs noted that C. Betts has a number of contacts for local businesses that can undertake the exact and delicate strimming contract if required. Clerk <b>instructed</b> to establish further details with R.Poole and C.Betts and then consult with Chair and Monkwood Cllrs as to best way forward, given the tight timescales and the fact that the next meeting is not until September. <b>Aims</b> are to get the common mowed and cleared of arisings and the petty whin section cleared (make sure brambles do not take over in the absence of grazing), to be taken from annual budget of £4800.00 for maintenance of whole common.</p> <p>Cllr Wilson requested a resident meeting to look at the existing Management Pan, review it given the lack of grazing and also look at a rolling five-year plan for pollarding, ditch work and service road maintenance. C. Betts has suggested that some areas can be cut earlier and after seeds have dropped. <b>Motion</b> for future mowing to occur sooner in the year upon advice of C. Betts, subject to Natural England approval. Prps: JI. Scnd: AB. <b>Approved.</b> Cllrs <b>agreed</b> for Cllr Wilson to proceed and make soundings for a meeting with residents, contractors and the Clerk. Cllrs expressed thanks to B. Allen for volunteer strimming round Petty Whin and all other residents for tidying their access drives to improve visibility. Cllr <b>approved</b> purchase of a strimmer by the parish council to be used to care for the Petty Whin. Prps: GM. Scnd: SW.</p> <p><b>Visibility splays and verges Monkwood Green. Motion to receive invoice not exceeding £500 and to thank D.Weaver for conducting this work at short notice to improve safety. To note change in Highways annual timetable and frequency of cuts and to consider how best to address this for future years.</b> Invoice has not been received in time for meeting. Cllrs suggested that an hourly rate would be more appropriate in future not exceeding £40 per hour. Prps: PA. Scnd: SW. <b>Approved.</b> Acceptance of any invoice deferred.</p> <p><b>Potholes update. To thank residents for their hard work assisting in this matter and to B.Prosser for providing equipment and expertise. Motion to contribute £350 towards resident expenses. To note to order 15mm stones in future. Duly approved.</b> Prps: GM. Scnd: GP</p>	<p>Clerk</p> <p>Clerk</p> <p>Clerk</p> <p>Cllr Wilson</p> <p>Clerk</p> <p>Clerk</p> <p>Clerk</p> <p>Clerk</p>

v.	<b>Consideration of fire risk and whether a fire break is required from phone box to Blackberry Cottage. Motion for budget as required.</b> Cllrs <b>approved</b> insertion of a fire break and Clerk to approach R.P regarding this. Prps: AB. Scnd: GM. No budget approved as Clerk to ask whether this can be incorporated into existing projects.	
vi.	The Clerk noted that the botanical training for ecologists (venue: MWG Common) was a success.	
93/22	<b>Reports from other Projects and Representatives</b> To discuss updates and formulate Motions not requiring written notice.	
a.	<b>Climate emergency. Cllr volunteers to review parish council declaration of a climate emergency.</b> Deferred and Cllrs to give further thought. Cllr Izamis to explore options though his contacts.	All Cllrs Cllr Izamis.
b.	Update on young parishioner project to install bug boxes. Clerk has purchased the boxes and is looking to installed on the bus shelters, as these offer more suitable and sheltered locations. <b>Approval</b> to proceed: Prps: AB. Scnd. SW.	Clerk
c.	<b>Broadband projects update Grimley, Monkwood Green and Sinton Green.</b> The Sinton project is now drawing to a close and the Clerk has been updating residents on the final outstanding actions required of them. A number of properties have recently changed hands with new residents who are being approached to take on responsibility for the vouchers.	Clerk
d.	<b>Defibrillators (MWGreen phone box, Grimley village phone box, Peace Hall).</b>	Cllr Stanley
i.	<b>ETA for Peace Hall equipment delivery.</b> September 2022 due to world wide shortages. Clerk to include an update in the parish magazine.	Clerk
ii	<b>Grimley phone box overhead light fixture replacement update.</b> Cllr Stanley has organised through Steve and requested a budget of approx. £40. Approved. Prps: GM. Scnd: SW.	
iii.	<b>Training dates.</b> Clerk to chase.	
e.	<b>Peace Hall.</b> A new booking clerk will be in post shortly.	
f.	<b>Lengthsman.</b> i. Hedges around noticeboard and bin, Grimley village. i. Grimley top triangle.	
g.	<b>Churchyard volunteers.</b> Cllrs gave thanks to all volunteers. County Council divisional grant held by the parish council since Nov 2020 to be passed to the volunteers upon request and Clerk <b>instructed</b> therein. Car park expansion proposed and tree felling of some dead or older specimens may be required. This will be for the PCC to organise.	
h.	<b>Grimley Smaller Charities.</b> No update.	
i.	<b>Police.</b> Cllrs noted that the Clerk has responded to the annual Crime Commissioner survey.	

<p>94/22</p> <p>a.</p> <p>b.</p> <p>c.</p> <p>d.</p> <p>e.</p> <p>f.</p>	<p><b>Finance and Administration</b> - To formulate Motions not requiring written notice  <b>To consider and motion to approve the payment of outstanding accounts.</b> Appendix1. Carried. Prps: AB. Scnd: PA.</p> <p><b>To consider and retrospectively approve payment of urgent accounts, as per emergency Clerk procedures (Delegation to Clerk policy).</b> Appendix 2. Nil</p> <p>To receive and <b>motion</b> to accept June Bank Reconciliation 2022. Prps: GP. Scnd: JI.</p> <p>Lloyds bank paperwork to remove previous bank signatories and approve new ones. Duly conducted.</p> <p>Confirmation that external audit has been completed and required information has been published on the parish council website. Duly noted.</p> <p>To note that Nora Parsons has still not responded to written and email correspondence and that annual donation from parish council has not therefore been made. Clerk to chase.  To note that there is no parish council meeting in August and therefore to confirm Clerk delegated powers to pay interim invoices as required. This will include the ICO data protection certificate for £40, paid by Clerk and reimbursed. Prps: PA. Scnd: SW. Approved.</p>	
<p>95/22</p>	<p><b>Correspondence, dates for diary, items for future agenda.</b></p> <p><b>Saved items pending an update:</b></p> <p>a. Application to regularise long standing use of right of way 635, end of Camp Lane.</p> <p>b. Flooding in road outside Church Farm, Grimley</p> <p>c. Eroded grass verge Oak Hall Green (Oak Hall Farm Barn).</p> <p>d. Rosedene/Severn Trent connection to water supplies. Some excavation of Common may be required. Natural England aware.</p>	<p>CClr</p>
<p>96/22</p>	<p><b>Confidential session Staffing Matters in relation to pay and pensions.</b></p> <p><b>Motion and resolution to move into a closed session without prejudice to discuss staffing matters. To exclude members of the press and public on the grounds that publicity would be prejudicial to the public interest because of the confidential nature of the business to be transacted. Public Bodies (Admission to Meetings) Act 1960 Sec 1 (2) and Schedule 12 of the Local Gov Act 1972.</b></p> <p>Clerk to be entered into a NEST pension scheme. Ie opt-in to a gov pension scheme with the employee making contributions of 5% per month, and the employer making a 3% per month contribution. Prps: AB. Scnd: GM. Approved by all. Start in August 2022 if sufficient time to allow set up and completion of paperwork.</p>	
<p>97/22</p>	<p><b>Date of next scheduled meeting</b>  <b>Monday 19th September</b> at the Peace Hall, Sinton Green, 7.30pm.  The press and public are cordially invited to attend this meeting, which will be the annual meeting of Grimley Parish Council.</p>	

## Appendix 1 – Invoices/payments to be made (or date paid if contracted payment)

Nora Parsons Day Care Centre	Annual donation 2022/2023 as per agreed budget. from May. Attempting to confirm bank details before making payment. Made contact 14/07/2022 with assistance of Martley Parish Clerk. Payment made 14/07/2022	£200.00	VAT nil.
St Bartholomew's Church	(or Parochial Church Council, whichever is correct – B.Thompson to consult). Room hire for parish council meeting.	£50.00	VAT nil
Mr Johnny Izamis (Reimbursement to)	Ref: Kellaway Building Supplies. Order number SOR000346589. Stone to fill potholes in parish council owned service roads Monkwood Green.	£429.00	VAT £71.50
Mr Philip Moore	Internal Audit for 2021 2022 financial year. Letter dated 13/06/2022.	£5.00	VAT nil.
Mr Simon Skeys	Lengthsman worksheet for June 2022. Invoice to be received. Not exceeding £500. Worksheet received 14/07/2022	£272.00	VAT nil.
Mr Simon Skeys	Sinton Green mowing/strimming June 2022. Invoice to be received. Not exceeding £120. Invoice GPC 0622 received 14/07/22	£80.00	VAT nil.
Mr Ray Poole	Invoice for clearing visibility splays via Mr D. Weaver June 2022 not exceeding £500. Subject to Motion to receive and approve at this meeting.		
Mr Bill Prosser	Payment was agreed at April 2022 parish council meeting, but bank account details still awaited from resident. Emergency ditch clearance. Invoice 1. <b>Outstanding. BACS details now received in June.</b>	£420.00	VAT nil
Mr Bill Prosser	Payment was agreed at April 2022 parish council meeting, but bank account details still awaited from resident. Scheduled ditch clearance. Invoice 3. <b>Outstanding. BACS details now received in June.</b>	£2450.00	VAT nil
Water Plus	Trough MWGreen water bill quarterly. 7001926124 28 June 2022.	£15.89	VAT nil.
Mrs Lisa Stevens	Clerk wages June 2022. As per contract of 12 hours per week, £12.01 per hour.	£576.48	VAT nil.
Mrs Lisa Stevens  Paid 12/07/2022 as credit card bill due.	Expenses July 2022. Shredding services via Worcester Self Storage, Stationery, phone bill, ink cartridges. Reimbursement for bee/bug boxes.	£70.98	VAT £6.99

## Appendix 2 - Invoices/payments previously made under delegation to clerk policy.

Garden Waste Service MHDC.  Payment made 21/06/2022	Green Waste bin for St Bartholomew's Church. Green waste bin at St Bartholomew's church – annual subscription by way of contribution to churchyard upkeep. Invoice ref: 615243362	£80.00	VAT nil
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