

# Monthly Meeting of Grimley Parish Council

**Monday 20<sup>th</sup> June 2022, 7.30pm**  
**Peace Hall, Sinton Green**

## Annual Meeting of Grimley Parish Council

67/22	<p><b>Present:</b> Parish Cllrs D Stanley (Chair), A Bretherton (Deputy) (arrived 7.50pm), P Ayers, J Izamis, S Wilson.</p> <p><b>Attending:</b> DCllr Dean Clarke. Chair of Holt Parish Council Dennis Pugh. Parish Clerk Lisa Stevens. Public x 2 (additional to the above) (1 of which welcomed as an observer from outside the parish).</p> <p><b>Apologies:</b> Parish Cllrs A. Atkinson and G. Moore CCllr Scott Richardson Brown</p> <p><b>Vacancies:</b> 2 vacancies, one of which available for immediate co-option and one which would be available for co-option after 30<sup>th</sup> June 2022 subject to confirmation from Electoral Services at Malvern Hills District Council.</p>
68/22	<p><b>Points of order and <u>Co-option</u> to fill a vacancy on the parish council. At the suggestion of the Clerk, Standing Orders were not invoked until after the section for co-option.</b></p> <p>a. Welcome and information provided at the beginning of each parish council meeting.</p> <p>b. <b>Thank you and farewell to outgoing parish councillor Anne Taft.</b> Chair Dave Stanley presented Anne with flowers and thanked her for all her contributions. The following statement of thanks was previously published in the parish newsletter. <i>This month Grimley Parish Council has sadly bid farewell to Parish Councillor Anne Taft, who is standing down after seven years serving the parish. Anne has consistently represented the Parish's interest in a compassionate and lively manner. Joining the parish council after a dedicated stint as a town councillor and mayor for Droitwich, Anne has actively played her part in raising the profile of the Parish and ensuring that the local perspective was properly considered, particularly in planning matters. Please join the Parish Councillors and Clerk in thanking her for her services and wishing her all the best for the future.</i></p> <p>c. <b>To receive written or verbal applications for the office of Parish Councillor.</b> Resident Geoff Probert had emailed the Clerk the afternoon of the meeting stating his intention to apply for co-option and to attend that evening's meeting to address the council and introduced himself. He had made no written application to the council (written applications are not mandatory) and asked that councillors consider his request for co-option at the meeting.</p> <p>d. <b>To welcome candidates, make introductions and offer/receive questions.</b> Mr Probert was invited to address the parish council. Mr Probert spoke of his farming business (livestock and cereals), his experience in agriculture and his involvement with local colleges and their awarding of bursaries to incentivise and support student studies. Mr Probert is a family man with two children. Parish</p>

	<p>Cllrs had no questions to ask. The Clerk noted previous planning applications and appeals relating to Northington Farm and stated that in the event of a co-option a declaration of a disclosable pecuniary interest might be appropriate in relation to the land, home and business.</p> <p>e. <b>Motion</b> to co-opt candidate/s (Mr Probert) onto the parish council with immediate effect. Prps: JI. Scnd: SW. Unanimous, carried. Mr Probert was welcomed by the Chair and invited to join parish cllrs at the table.</p> <p>f. <b>Completion of paperwork upon appointment.</b> Acceptance of office duly completed. The Clerk provided Cllr Probert with a list of fellow cllrs, a list of parish council meeting dates, a list of all parish council policies and the form required to be completed and return to MHDC relating to register of interests.</p>	
69/22	<p><b>Public open forum – Nil questions.</b> Open forum does not usually form a legal part of the meeting but this restriction is waived in this case only as residents wished to address the parish council on matter relating to local planning applications.</p>	
70/22	<p><b>Declarations of interest.</b> No new declarations.</p>	
71/22	<p><b>Minutes of previous meetings</b> – Motion to approve previous minutes. 23<sup>rd</sup> May 2022. Amendments received and inputted prior to meeting. Prps: AB. Scnd: PA. Unanimous. Carried.</p>	
72/22	<p><b>To receive the report of the County Councillor – Scott Richardson Brown.</b> Not present.</p>	
73/22	<p><b>To receive the report of the District Councillor – Dean Clarke.</b></p> <p>i. Congratulations to all involved in the Jubilee and the Centenary of the Peace Hall. The long weekend was a fabulous success and much enjoyed.</p> <p>ii. Resident R.Woodhouse had approached Dean on the subject of an application for The New Inn at Sinton Green and The Fox Inn at Monkwood Green to be added to the register of assets of community value. Mr Woodhouse had asked Dean to enquire whether the parish council would support the idea going forward. Confirmation that it was not suggested that the parish council would be involved in making the application or in running any community asset in the event that this becomes necessary. Cllr Bretherton noted that he would support the idea if there could be more information from the resident. Cllr Izamis asked for clarification on the purpose of assets of community value*. The Clerk was <b>instructed</b> to add to the next agenda.</p> <p>* <b>A community asset or resource</b> is anything that improves the quality of community life. Assets include: • The capacities and abilities of community members. • A physical structure or place. For example, a pubic house, school, hospital, or church. District Councils can take this definition one step further and create a formal list of Assets of Community Value.</p> <p>- <b>An Asset of Community Value (ACV)</b> is land or buildings nominated by a local voluntary or community group and which the council decides meets the requirements to be listed as an asset of community value. In essence the actual current (or recent past) use of ACVs must further the social wellbeing or social interests of the local community. If the owner of land or buildings that are listed as assets of community value wants to sell them, they must contact the council who will notify the community group that nominated the asset. The community group then has the opportunity to register its interest as a potential bidder, triggering a six month moratorium period during which, subject to certain exceptions, the owner can only sell the asset if it is to a community interest group. After the six month moratorium period the owner can sell to whomever they choose.</p>	Clerk

iii.	Dean addressed the parish council on the matter of the recent boundary review in which Grimley parish councillors had requested that Grimley and Hallow be placed with Holt for electoral purposes. A final decision is due in October by The Boundary Commission. In relation to this topic, the Chair invited Holt Parish Chair Dennis Pugh to introduce himself to Grimley cllrs.	
iv.	<p>Cllr Pugh has been a Member for Holt for four years and in May 2022 was elected as Chair. Based on current forecasts for the outcome of the boundary consultation, he wished to introduce himself to Grimley parish cllrs and demonstrate a commitment to working with Grimley and Hallow in the future. He acknowledged that many of his other parish councillors would prefer Holt to remain in the Baldwin ward, as being the more rural, however there should be acknowledgment of the synergies in respect of the primary school, churches, river and shared parish magazine. Grimley Cllrs thanked Dennis for attending and welcomed a closer working relationship.</p> <p><i>Standing orders duly reinstated.</i></p>	
74/22	<b>Planning</b> - to consider, comment and resolve to respond to the following applications.	
a.	<b>21/01846/FUL Birchall Green Solar Farm.</b>	
i.	DCllr Clarke noted that due to the quality and volume of objections and the acknowledgment by the applicant of the amount of missing information, the District Council had worked proactively with the applicant and allowed them more time to amend their application, until October 2022.	
ii.	There will not be a fresh consultation unless there is a major change to the application and so residents and parish cllrs are advised to keep their eye on the planning website – the District Council will accept further submissions from residents and the parish council at any time.	
iii.	Cllrs noted that the legal and planning balance in favour of development puts the parish at a disadvantage and the process allows the applicant the power to continually change documents and evidence. <b>Motion:</b> Cllrs asked the clerk to raise this matter with the planning officers and submit the previously drafted letter in relation to the above points. Prps: AB. Scnd: SW. Unanimous, <b>carried</b> .	Clerk
iv.	Cllr Bretherton to place an update to all residents in the next parish magazine. The Clerk noted that this would not be until September, by which time there would not be much opportunity for residents to get organised and raise any further points relevant as a result of updated application documents. JM resident group to keep an eye on the planning website and, with over 200 local members, will alert residents if required.	Cllr Bretherton Residents
bi.	<b>M/22/00822/GPDQ. Noken Farm</b> Sinton Green Hallow Worcester WR2 6NW Notification for Prior Approval for the proposed change of use of an Agricultural Building to 5 dwellinghouses (Class C3), and for building operations reasonably necessary for the conversion.	
ii.	Cllr Bretherton declared an interest in this planning application, as the plans show a potential access point across a shared ownership drive associated with his home address. With regard to the Nolan Principles, Cllr Bretherton absented himself from the room, whilst Cllrs debated the nature of parish council input in this planning application.	

iii.	<p>Cllrs noted that this is an application for prior approval<sup>1</sup> and not for full planning permission - consequently the parish council are not full consultees and cannot submit a recommendation. However, submission of a list of facts relevant in the case would be accepted by the planning officers. In the scenario where facts only are to be submitted, there would be no prejudicial interest for Cllr Bretherton to answer and he would be able to take part in discussions for this application for prior approval (only). (Nb, this would need to be reviewed in the event of a full planning application at Noken Farm).</p>	
iv.	<p><b>Motion:</b> for the parish council to respond to this application on a factual basis only and with no recommendations, support or objection. Prps: PA. Scnd: JI. Unanimous, <b>carried</b>. Cllr Bretherton was invited to return to the meeting. No vote in relation to disposable pecuniary interests took place and it was noted that Cllr Bretherton's submission to MHDC upon appointment to the parish council did include his home address.</p>	Cllrs and Clerk
v.	<p><b>Motion</b> to suspend standing orders so that representations from the public could be heard. Prps: JI. Scnd: DS. <b>Carried</b></p>	
vi.	<p>Resident JM addressed the parish council in relation to M/22/00822/GPDQ Noken Farm. JM noted that</p> <ul style="list-style-type: none"> <li>- Two rights of way pass through the site but are not noted in the application.</li> <li>- The site is located on a sharp, blind bend at national speed limit.</li> <li>- A building adjacent to the proposed re-development area has hazardous chemical sign on it.</li> <li>- Livestock building nearby.</li> </ul>	
vii.	<p>Cllr Bretherton noted that the surrounding fields and properties are prone to flooding, in spite of or more probably because of the topography and lie of the land. Cllr Stanley noted that as with all development any change to land use may affect surface run off. Cllrs asked Cllr Bretherton to confirm factual details of the matter of the shared drive. Cllr Bretherton confirmed that the deeds allow access for farm equipment (to Noken Farm and the surrounding fields) and shared access to residential properties excluding Noken Farm. Cllr Stanley noted the significant need for starter homes in the parish. Cllr Probert noted the ideal scenario of reusing old buildings rather than on green fields and that it was desirable to convert underused assets.</p>	
viii.	<p><b>Motion:</b> Parish Council to submit the above collected facts (from both members of public and cllrs) and present them to the planning officer as relevant information to be considered. Prps: PA. Scnd: JI. Unanimous, <b>carried</b>. Standing orders duly reinstated.</p>	Clerk

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<sup>1</sup> Prior approval is a formal submission to a local planning authority and the purpose of it is to seek confirmation that specified parts of a development are acceptable, before work can commence. There are different types of prior approval which require various levels of detail before a Council will assess a proposal. There are several types of permitted development which require prior approval. Change of use from an agricultural building to a house being one such.

	<p><b>Enforcement updates</b> - No updated information on all three.</p> <ul style="list-style-type: none"> <li>i. Application to regularise long standing use of right of way 635.</li> <li>ii. Public footpath opp. Retreat Farm.</li> <li>iii. Menage complex opp. Retreat Farm</li> </ul> <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. NIL.</p> <p><b>M/22/00912/HP- - The Dallows</b> Grimley Worcester WR2 6LU - Installation of fencing above boundary wall following removal of conifers. The Clerk was <b>instructed</b> to apply for an extension and add to the next agenda.</p>	Clerk
75/22	<p><b>Infrastructure, highway matters, drainage and flooding</b> To discuss updates and formulate Motions not requiring written notice.</p>	
a.	<p><b>Dangerous driving in vicinity of Moseley</b> (and parish wide). Motion to explore option for additional static signs and/or vehicle activated signs. (Police/Parish Council Charter has been updated to reflect recent accidents, allowing PCSO to focus resources in this location). Cllrs <b>agreed</b> that this should be a priority as there have been six accidents at this location since January, although it is unclear how many of these have been reported to the police. The Clerk noted that Highways has rejected an additional static sign over five years ago. The Clerk was <b>instructed</b> to ask Highways to revisit the location and look at signage.</p>	Clerk
b.	<p><b>Bus service reported change of operator to Diamond.</b> Cllrs had no information. Clerk to ask CCllr.</p>	Clerk
c.	<p><b>Hedges and pathways in vicinity of top triangle Grimley village and the bus shelter.</b> Clerk to seek advice from CCllr.</p>	Clerk
d.	<p><b>Bus shelter painting (inside) update.</b> Contractor BJ has provided contacts details for a possible interested party. Cllr Stanley and Clerk to follow up.</p>	Clerk Cllr Stanley
76/22	<p><b>Commons and Village Greens</b> To discuss updates and formulate Motions not requiring written notice.</p>	
a.	<p><b><u>Sinton Green.</u></b></p>	
i.	<p>Cllrs, Stanley, Bretherton and Probert to inspect plant varieties on the village green and Cllr Bretherton to liaise with Lengthsman about latest cut and future maintenance.</p>	Cllrs
ii.	<p><b>Correspondent from resident child Sinton Green.</b> Concern for bees getting stuck in the existing parish noticeboards. Request for bug boxes on parish noticeboards or nearby and option of getting primary school children to build their own bug boxes.</p> <p>Cllrs warmly welcomed correspondence from young residents and commended her care of the environment and natural world. It was noted that this fell within the remit of the declared climate emergency AND within Cllr desire to work closer with the local school children.</p> <p>Motion: to approve all of the above. Prps: AB. Scnd: JI. Carried.</p> <p>Clerk to put into all action and purchase bug boxes.</p>	Clerk

b.	<p><b>Monkwood Green.</b></p> <p>i. <b>Management and grazing update.</b> Motion to instruct a contractor to trim round petty whin. Prps: PA. Scnd: SW. Supervision by Parish Council will be required. Cllr Izamis to source and organise.</p> <p>ii. <b>Visibility splays and verges Monkwood Green.</b> Clerk to report to WCC and also discuss with contractor who conducted similar tidy up last year. Residents could assist as a last option. Prps: PA. Scnd: AB.</p> <p>iii. <b>Potholes update.</b> Stone (MOT type 1) has been ordered (in region of £429) and will arrive shortly. Residents have all volunteers to assist with spread and maintenance as required. Cllr Probert noted that a future alternative stone is Leint Hills.</p> <p>iv. <b>Trough update.</b> Stop cock has been located at same location as the meter, adjacent to Betts' driveway (rear).</p>	Cllr Izamis  Clerk
77/22	<p><b>Reports from other Projects and Representatives</b> To discuss updates and formulate Motions not requiring written notice.</p>	
a.  b.   c.  d.  e.	<p><b>Broadband project</b> Sinton Green. No update available.</p> <p><b>Defibrillators</b> (MWGreen phone box, Grimley village phone box, Peace Hall).</p> <p>i. Grimley phone box overhead light fixture replacement. Cllr Stanley noted that the light now appeared to be working.</p> <p>ii. Training dates. Clerk to chase for September.</p> <p>iii. Peace Hall defibrillator still on order with ETA end of July 2022.</p> <p><b>Peace Hall.</b> Cllr Bretherton congratulated the Peace Hall committee on an excellent event well attended. Cllrs <b>agreed</b> that the committee be thanked on behalf of the whole parish.</p> <p><b>Lengthsman.</b> Cllr Bretherton to chase with regard to mowing.</p> <p><b>Grimley Smaller Charities.</b> No update available</p>	Cllr Bretherton
78/22	<p><b>Finance and Administration -</b> To discuss updates and formulate Motions not requiring written notice</p> <p>a. <b>To consider and motion to approve the payment of outstanding accounts.</b> Appendix1. Carried. Prps: AB. Scnd: PA.</p> <p>b. <b>To consider and retrospectively approve payment of urgent accounts, as per emergency Clerk procedures (Delegation to Clerk policy).</b> Appendix 2. Carried. Prps: AB. Scnd: GP.</p> <p>c. To receive and <b>motion</b> to accept May Bank Reconciliation 2022. Carried. Prps: AB. Scnd: JI.</p> <p>d. <b>Signature on Lloyds bank paperwork to remove previous bank signatories and approve new ones.</b> Partially completed according those present.</p> <p>e. <b>Confirmation of insurance renewal via BHIB.</b> Duly noted.</p> <p>f. <b>Option to enrol parish clerk in gov pension scheme.</b> Add to next agenda. Staffing committee members to consider.</p>	Clerk      Clerk

79/22	<p><b>Audit Finance</b> – To sign off audit paperwork prior to sending to external auditors.</p> <p>a. To consider and motion to approve procedures and paperwork in connection with the Annual Audit Return.</p> <p>i. Clerk to give a briefing on the Accounting Statements and confirm that she, as RFO, has already signed the Accounting Statements prior to presenting them to Members at this meeting.</p> <p>ii. Members to consider and review the effectiveness of internal checking procedures and internal audit work conducted across the entire year*. To include receipt of internal audit review conducted by P. Moore and a review of procedures for internal checking of banking. After review, <b>Motion to accept</b> considered findings and <b>motion to confirm compliance</b> with all assertions within the Annual Governance Statement. Prps: JI. Scnd: AB. Unanimous. Carried.</p> <p>iii. <b>Approve Section 1 of the AGAR - the Annual Governance Statement.</b> <i>Chair &amp; Clerk to minute, sign and date the Annual Governance Statement <b>Section 1</b> of the Annual Return for the year ending 31 March 2022. Prps: JI. Scnd: SW. Unanimous. Carried.</i></p> <p>* Grimley Parish Council as the smaller authority will need to consider the internal audit work performed and internal audit arrangements in place between 1 April 2021 and 31 March 2022 before confirming compliance with all assertions of the Annual Governance Statement.</p>	
80/22	<p><b>Audit Finance – Continued</b></p> <p>a. To consider and motion to approve procedures and paperwork in connection with the Annual Audit Return – CONTINUED. **</p> <p>i. Members to consider Section 2 - the Accounting Statements.</p> <p>ii. <b>Motion to approve Section 2 - Accounting Statements.</b> <i>Chair to minute, sign and date the Annual Governance Statement <b>Section 2</b> of the Annual Return for the year ending 31 March 2022. Prps: PA. Scnd: AB. Unanimous. Carried.</i></p> <p>b. Approval and signature of the Declaration that the statement of accounts is unaudited. Prps: PA. Scnd: SW.</p> <p>c. Approval and signature of the Notice of Commencement of the period for the exercise of public rights. Prps: SW. Scnd: AB.</p> <p>d. 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 1<sup>st</sup> July 2022. Duly noted.</p> <p>** 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 1<sup>st</sup> July 2022.</p>	
81/22	<p><b>Correspondence, dates for diary, items for future agenda.</b></p> <p><b>Saved item pending an update:</b></p> <p>a. Flooding in road outside Church Farm, Grimley</p> <p>b. Eroded grass verge Oak Hall Green (Oak Hall Farm Barn).</p> <p>c. Rosedene/Severn Trent connection to water supplies. Some excavation of Common may be required. Natural England aware.</p>	

82/22	<p><b>Date of next scheduled meeting</b>  <b>Mon 18<sup>th</sup> July 2022 7.30pm.</b> St Bartholomew's Church, Grimley village. The press and public are cordially invited to attend this meeting, which will be the annual meeting of Grimley Parish Council.</p> <p><b>Motion:</b> Cllrs <b>agreed</b> a £50 donation towards room hire. Prps: JI. Scnd: GP. Unanimous. Carried.</p>	Clerk
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**Appendix 1 – Invoices/payments to be made (or date paid if contracted monthly payment)**

Nora Parsons Day Care Centre	Annual donation 2022/2023 as per agreed budget. <b>Outstanding</b> from previous month. Attempting to confirm bank details. <b>Motion to issue cheque.</b>	£200.00	VAT nil.
Mr Simon Skeys	Lengthsman worksheet for May 2022.	£246.50	VAT nil.
Mr Simon Skeys	Sinton Green mowing/strimming May 2022. GPC 0522	£80.00	VAT nil.
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. Motion to issue cheque.</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. Motion to issue cheque.</b>	£2450.00	VAT nil
Mrs Lisa Stevens	Clerk wages May 2022. As per contract of 12 hours per week, £12.01 per hour.	£576.48	VAT nil.
Mrs Lisa Stevens	Expenses June 2022. Mileage, printing paper, phone bill.	£45.26	VAT under calculation.

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

Mrs Lisa Stevens	Printer service and repair parts. Reimbursement.	£158.75	£31.75 VAT
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