

# Grimley Parish Council

**Monday 13th July 2020, 7.00pm**

**ONLINE MEETING  
OPEN TO RESIDENTS OF GRIMLEY PARISH**

Councillors, Notice is hereby given that a Meeting of Grimley Parish Council will be held on **Monday 13th July 2020 at 7.00pm** via the online conferencing software 'Zoom'. Your attendance at the meeting is requested. Optional sign up for free at <https://zoom.us/>. You do not need to be a member of Zoom in order to join the meeting. Lisa Stevens, Clerk & Responsible Financial Officer.

**Date of publication of this notice: Wednesday 8th July 2020**

## Join Zoom Meeting:

**Members of the public must apply to the Parish Clerk,**  
**[clerkgrimleypc@gmail.com](mailto:clerkgrimleypc@gmail.com) 07950256363**

**You do not need to be a member of Zoom in order to join the meeting.**

### Please note:

- The **press and public** will also be cordially invited to attend this meeting to address the Parish Council on matters concerning the Parish (at the allotted point in the agenda) or to observe proceedings. This online meeting will be password protected. Residents intending to participate are requested to contact the Clerk and ask for the direct link and password to the meeting.
- The list of participants will be inspected by the Clerk prior to meeting commencing. Residents indicating that they wish to participate in public question time, will have to provide their postcode to the Clerk in order to prove that they are resident of the parish.
- A 'waiting room' will be in operation prior to meeting commencement. Participants access the meeting via the link above and automatically join the 'virtual waiting room' until the meeting is opened by the Clerk.

1	<p><b>Public Open Forum</b> Standing orders to be suspended to allow the public present to address the Parish Council on any matters relating to Grimley Parish. This item to be limited at the discretion of the Chair. <b><u>Residents to confirm name and address please prior to speaking.</u></b> Your name may be recorded in the minutes of the meeting, unless you ask for this not to occur. The Council reserves the right not to allow questions from any person/s who do not confirm their residency in the parish.</p>
2	To consider any apologies for absence. <i>Cllr Green.</i>
3	<p><b>Declarations of interest &amp; points of order.</b></p> <ol style="list-style-type: none"> <li>a. Register of interests: To note any updates received.</li> <li>b. To declare any Disclosable Pecuniary Interests relevant to the agenda.</li> <li>c. To declare any Other Disclosable Interests relevant to the agenda.</li> <li>d. To declare any additions to the Register of Gifts &amp; Hospitality.</li> <li>e. To consider written requests for the granting of a Dispensation (S33 Localism Act 2011). Motion to approve requests.</li> <li>f. Check that all have submitted Register of Interests to MHDC. Councillors are reminded to update their register of interests. Councillors who have declared a Disclosable Pecuniary Interest, or any Other Disclosable Interest (para 12(4)(b) Code of Conduct), must leave the room for the relevant items unless a dispensation has been granted.</li> <li>g. To note any updates received to register of interests/dispensations.</li> <li>h. <b>To make the following Resolution:</b> Following the Government announcement of further easing of lockdown restrictions from 4th July, NALC and SLCC strongly advise local councils to continue to meet remotely, without the need for face to face contact. Government rules still state that we should all work from home if we can. Local councils have the powers to hold public meetings remotely by using video or telephone conferencing technology until May 2021. <i>Motion to approve continuation of online meetings.</i></li> </ol>
4	<p><b>Minutes of previous meetings</b> – Motion to approve previous minutes.</p> <ol style="list-style-type: none"> <li>a. Monday 22<sup>nd</sup> June 2020 – Monthly meeting of Grimley Parish Council.</li> </ol>

5	<p><b>Co-option – filling TWO vacancies for Parish Councillor</b></p> <p>a. Welcome and invite candidates to speak/put questions to the Council and vice versa.</p> <p>b. <b>Motion</b> to accept candidates and to co-opt with immediate effect. (Formal welcome from Chair. Paperwork associated with new Parish Cllrs, Acceptance of Office, Declaration of Interests, copies of Policy documents and Privacy Notice. Newly appointed Member welcome to join the table and take part in debate from this point). – <i>Nb All paperwork may need to be dealt with as best may be under COVID19 restrictions.</i></p> <p>c. <b>Candidates to verbally accept position of Councillor with Grimley Parish Council and confirm their intention to complete an acceptance of office and a declaration of interests.</b> For the remainder of this meeting newly Co-opted Councillors may take part in debate but, since they have not signed a 'Declaration of Acceptance of Office' may not vote at this meeting only.</p>
6	<p><b>To Receive the Report of the County Councillor – Phil Grove.</b> (Items raised for decision will appear on the agenda for the next meeting)</p>
7	<p><b>To Receive the Report of the District Councillor – Dean Clarke.</b> (Items raised for decision will appear on the agenda for the next meeting)</p>
8	<p><b>Planning</b> - to consider, comment and resolve to respond to the following applications.</p> <p><b>Motion to suspend standing orders.</b></p> <p><b>a. Public consultation on draft decision to vary environmental permit.</b> Environment Agency consultation period 12 June to 10 July 2020. Ref: EPR/WP3239EK. Facility: Thorngrove Poultry Farm, Grimley, Worcester, WR2 6NP</p> <p><b>b. Hallow Neighbourhood Development Plan Reg 14 version for consultation.</b></p> <p><b>c. Ball Mill enforcement update</b></p> <p><b>d. Camp lane enforcement update</b></p> <p><b>e. 20/00825/AGR Location: Land At (Os 8334 6017), The Ark, Grimley, Proposal: Prior notification for replacement agricultural barn. Applicant: Mr Jim Weston (<i>Received after agenda published, so Cllrs may debate asking for an extension</i>). <i>Deadline 14 days.</i></b></p> <p><b>f. 20/00875/LB The Dallows, Grimley, Worcester, WR2 6LU</b></p> <p><b>g. 20/00790/HP Moseley Saw Mills Moseley, RoadHallowWorcesterWR2 6NJ</b></p>
9	<p><b>Support and donations</b></p> <p><b>a.</b> To consider additional support for the Peace Hall upon receipt of updated financial information.</p> <p><b>b.</b> S137 Policy - To consider application from residents for funding legal fees in reference to Application EPR/WP3239EK/V003 Thorngrove Poultry Farm WR2 6NP and the EA Public Consultation on its Draft Decision.</p> <p><b>Motion to reinstate standing orders</b></p>
10	<p><b>General</b> - To discuss updates and formulate Motions not requiring written notice.</p> <p>a. Peace Hall replacement right of way noticeboard and also broken noticeboard.</p> <p>b. Monkwood Green maintenance and grazing update.</p> <p>c. Tree margin Monkwood Green, vicinity of Simberton Farmhouse – update only.</p> <p>d. Sinton Green update and discussion on wild flower patches.</p> <p>e. Broadband project(s) update.</p> <p>f. Highways, footpaths and road surfaces parish wide, including update at Retreat Farm.</p> <p>g. New litter bin, Sinton Green, progress update.</p> <p>h. Cycle paths.</p> <p>i. 'Name the ponds' at Grimley.</p>

11	<p><b>Lengthsman</b></p> <p>a. To note WCC advice: "From this week we will be considering Parish invoices that cover the full range of Lengthsman tasks, as stated in Schedule 1 of the 2020/21 Lengthsman Agreement. Please note that the return to full duties will be a Parish decision, (as the Employer / Appointer) that will take into account your risk assessments, local knowledge and also reflect your individual Lengthsman's personal circumstances."</p> <p><b>Motion to approve Lengthsman full return to duties.</b></p>
12	<p><b>Finance and Administration</b> - To discuss updates and formulate Motions not requiring written notice.</p> <p>a. To consider and <b>motion</b> to approve the payment of outstanding accounts.</p> <p>b. To receive and <b>motion</b> to accept Bank Reconciliation June 2020 and Q1 report.</p>
13	<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. <b>Motion:</b> That this Parish Council <b>resolves</b> and hereby declares and certifies itself as <b>exempt from sending the completed Annual Governance and Accountability Return to the external auditor for a limited assurance review</b> AND that the following conditions are met: • total gross income and total gross expenditure both below £25k; and • no public interest report/statutory recommendation/advisory notice/judicial review/application to court issued by the external auditor in the prior year; (Nb the external auditor raised an 'except for' or 'other' matters in the External Auditor Report and Certificate for <u>2018/19</u>, but this does not preclude the Parish Council from certifying itself exempt from review) and • the relevant financial year is not one of the first three years of this authority's existence.</p> <p>To note: even though the Parish Council is self-certifying as exempt, The Annual Internal Audit Report, Annual Governance Statement, Accounting Statements, an analysis of variances and the bank reconciliation plus the information required by Regulation 15 (2), Accounts and Audit Regulations 2015 including the period for the exercise of public rights (beginning on or before 1 September 2020) still need to be fully completed and, along with a copy of the exemption certificate, published on a public website before 31<sup>st</sup> August 2020.</p> <p>i. Members to consider and review the effectiveness of internal checking procedures and internal audit work conducted across the entire year*. To include a review of procedures for internal checking of banking. After review, <b>Motion to accept</b> considered findings of review and <b>motion to confirm compliance</b> with all assertions within the Annual Governance Statement.</p> <p>ii. <b>Members to consider the report of the internal auditor</b> and any matters raised in the AIAR provided by the internal auditor.</p> <p>iii. <b>Motion</b> to acknowledge Cllr and Clerk responsibility for ensuring that there is a sound system of internal control and Annual Governance.</p> <p>iv. <b>Motion to 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 2019.</i></p> <p>* Grimley Parish Council will need to consider the internal audit work performed and internal audit arrangements in place between 1 April 2019 and 31 March 2020 before confirming compliance with all assertions of the Annual Governance Statement.</p>
14	<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. <b>Members to consider Section 2 - the Accounting Statements.</b> Previously distributed for consideration. 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. <b>Motion to approve Section 2 - Accounting Statements.</b> <i>Chair only to minute, sign and date the Annual Governance Statement <b>Section 2</b> of the Annual Return for the year ending 31 March 2020.</i></p> <p>iii. Approval and signature of the Declaration that the statement of accounts is unaudited (externally).</p> <p>iv. Approval and signature of the Notice of Commencement of the period for the exercise of public rights.</p> <p>v. To note that the completed annual return/exemption certificate and notification of date of commencement of period of public rights must be sent to PKJ Littlejohn by Friday 31 July 2020, but that this parish council intends to send the completed documentation via email on 20<sup>th</sup> July 2020 in order to adhere more closely to the timetable of a normal (non covid) year.</p> <p><b>** 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 as a last resort both must legally be approved before 31<sup>st</sup> August 2020 in order to comply with new Covid Legislation.</b></p>
15	<p><b>Correspondence, dates for diary, items for future agenda.</b></p> <p>a. To note that the Clerk has reviewed and recommends the draft LGA consultation version of the Code of Conduct – final version due to be presented to Cllrs in September 2020.</p> <p>b. Website Accessibility regulations which come into force on the 23rd September 2020. Clerk estimates approx. 20 hours to transfer all parish council online documents and current templates into a readable, accessible format complying with updated legislation.</p> <p><b>Date of Next Scheduled Meeting – 24<sup>th</sup> August 2020, 7.30pm, Peace Hall, Sinton Green.</b> The press and public are cordially invited to attend this meeting</p>

## Appendix 1 Payments

Mr Simon Skeys	Lengthsman Feb & March (and including hours in May making up time lost in March due to Covid19) 2020. (Money already claimed and received from WCC). (Payment delayed due to waiting for bank details)	£658.75	VAT nil
Mr Simon Skeys	Lengthsman June 2020 (money claimed from WCC 13/07/2020)	£178.25	VAT nil
Mr Simon Skeys	Sinton Green grass cutting March, April, May & June 2020 (£75 March) (£150 April Invoice GPC 0420) (£75 May Invoice GPC 0520) (£75 June invoice GPC 0620)	£375.00	Vat nil
Mr Simon Skeys	Bin installation adj. Grimley smaller charities land. (Payment detailed due to waiting for bank details)	£30.00	VAT nil
Community HeartBeat Trust	Annual Support Cost Year 1 (min 4 years) 09/04/2020 - 09/04/2021. Invoice 5630.	£162.00	Vat £27.00
Mr Gary Green	To note previously approved payment of remaining reserve ref Monkwood Green well repairs. (ref decision approved May 2020 minute ref 046/20e). <b>ALREADY PAID BY BACS 06/07/2020</b>	£291.00	VAT nil
Mr Philip Moore	Internal Audit fee	£5.00	VAT nil
Lisa Stevens	Clerk wages [June 2020] As per contract of 12 hours per week, £12.01 per hour.	£576.48	VAT nil
Lisa Stevens	Expenses June 2020.	£64.00	Under calculation

Chair .....