

Annual Meeting of Grimley Parish Council

Monday 15th May 2023 7.30pm
Peace Hall, Sinton Green.

Councillors, Notice is hereby given that a Meeting of Grimley Parish Council will be held on 15th May 2023 at 7.30pm at Peace Hall, Sinton Green. Your attendance at the meeting is requested. The press and public are also cordially invited to attend to observe proceedings. Lisa Stevens, Parish Clerk and RFO, clerkgrimleypc@gmail.com 07950256363.

Date of publication of this notice: 10 May 2023



Scan for our website
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 Access all documents
 including this agenda

- The press and public are invited to attend to address Councillors on matters concerning the Parish (allotted point in the agenda), observe or inspect draft documents.
- Whilst social distancing is no longer in place, occasionally safety considerations may mean that we close the meeting and reschedule.
- The Register of Electors may be inspected in order to ascertain attendee residency.
- Names are recorded in the meeting minutes, unless individuals ask for this not to occur.
- With some restrictions, meetings may be filmed or recorded. We are happy to provide guidance on what is permitted. Advice should be sought in advance to avoid disruption.
- Persons attending this meeting can prior note the document 'Information provided at the beginning of each parish council meeting' (QR code to the right).



Scan with your phone to
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 each parish council meeting.

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Introduction and points of order Formation of and Annual Meeting of Grimley Parish Council

This is an annual meeting of newly elected Parish Cllrs, forming a new parish council, where appointments for the following take place: Chair, Deputy-Chair, Committee Members and Representatives to other bodies.

Notice Of Uncontested Election

Malvern Hills

Election of Councillors for Grimley

on

Thursday 4 May 2023

I, being the Returning Officer at the above election, report that the persons whose names appear below were duly elected Councillors for Grimley.

Name of Candidate (surname first)	Home Address	Description (if any)
Ayers Pamela	Ivy Cottage, Monkwood Green, Hallow, Worcester, Worcestershire, WR2 6NX	
Bretherton Allan James	Mayfield Cottage, Sinton Green, Hallow, WR2 6NS	
Izamis Johnny George	Goodwins, Monkwood Green, Hallow, Worcester, WR2 6NX	
Moore Georgina	Priory Cottage, Grimley, Worcestershire, WR2 6LU	
Probert Geoffrey Ernest	Northington Farm, Holt Heath, Worcester, WR6 6NQ	
Wilson Susan	Holly Cottage, Monkwood Green, Hallow, Worcestershire, WR2 6NX	

Andy Baldwin
 Returning Officer

Dated Wednesday 5 April 2023

Printed and published by the Returning Officer, Room F7, Council House, Avenue Road, Malvern, Worcestershire, WR14 3AF

The Clerk has hereby received notice that the persons listed on this notice are duly elected unopposed and may therefore form the parish council.

Term of office:

The term of office of all councillors ends on Monday 10th May 2027. Parish elections are scheduled for May 2027 and terms of office will come to an end whether persons have been elected (both contested and uncontested polls) or co-opted.

2	<p>a. Election of Chair 2023/24</p> <ol style="list-style-type: none"> i. Nominations and vote. ii. Signature on Declaration of Acceptance of Office. <p>b. Election of Deputy Chair 2023/24, process as above.</p>
3	<p>To consider any apologies for absence and Declarations of Interest</p> <ol style="list-style-type: none"> a. To note updates to Register of Interests/dispensations. Cllrs are reminded to update their register of interests. b. To declare Disclosable Pecuniary Interests relevant to agenda. Cllrs who have declared a Disclosable Pecuniary Interest/ other Disclosable Interest (para 12(4)(b) Code of Conduct) must leave for the relevant items only, unless a dispensation has been granted. c. To declare any Other Disclosable Interests relevant to the agenda. d. To declare any additions to the Register of Gifts & Hospitality. e. To consider written requests for the granting of a Dispensation (S33 Localism Act 2011). Motion to approve requests.

The meeting will be adjourned for Public Question Time

Please refer to 'information provided at beginning of meeting' for further guidance.

4	<p>Co-option for unfilled vacancies x 3</p> <p>a. The Clerk has received notice that our parish has received enough candidates to make a quorum, that the positions are considered already duly advertised as part of the process for the 4th May 2023 elections and may co-opt additional councillors to fill the vacancies.</p> <p style="text-align: center;"><u>NOTICE OF CO-OPTION</u> copy dated 5th May 2023</p> <p style="text-align: center;"><u>THREE (3) VACANCIES FOR COUNCILLOR TO BE FILLED BY CO-OPTION.</u></p> <p style="text-align: center;">This Parish Council will consider filling by co-option casual vacancies for up to three Councillors at its meeting to be held on 15th May 2023. 7.30pm at the Peace Hall.</p> <p style="text-align: center;">Those who are interested in serving the community and want to become a candidate for co-option should obtain an application form from the Clerk. Completed forms should ideally be returned to the Clerk before the meeting commencement but can be handed in at the meeting itself. Information on eligibility, the role of the Parish Council and its schedule of meetings may be obtained from the Clerk.</p>
5	<p>General Power of Competence</p> <p>a. As the parish council adhere to all the criteria, to resolve to adopt the General Power of Competence. For further information see appendix 4.</p> <p>NB. 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).</p>
6	<p>Insurance and risk assessments</p> <ol style="list-style-type: none"> a. To confirm arrangements for insurance cover are in place in respect of all insurable risks. b. To readopt existing risk assessments, with the Clerk and Cllrs to review by September. c. To adopt the existing Health & Safety policy.
7	<p>Asset Register</p> <p>a. Review and acceptance of asset register. (Reviewed by Clerk March 2023).</p>
8	<p>Policies and procedures - Review of the council's policies in respect of its obligations under freedom of insurance, GDPR and data protection legislation. – to review and adopt the following existing policies:</p> <ol style="list-style-type: none"> a. 'Info to be published' policy. b. 'Privacy notice'. c. 'Template consent form'.
9	<p>Employment procedures - to review and adopt the following existing policies:</p> <ol style="list-style-type: none"> a. Delegation to the Clerk policy. b. Equal opportunities policy. c. Home working policy. d. Lone working policy. e. Staff disciplinary policy.
10	<p>Standing Orders – to review and adopt the following existing policies:</p> <ol style="list-style-type: none"> a. Standing Orders. (Reviewed Summer 2022). b. S137 policy (grants to public) (Reviewed Autumn 2022).

11	<p>Code of Conduct and Respect Pledge – to review and adopt the following existing policies:</p> <p>a. To note continued adherence to the Code and to adopt the Code of Conduct. (Reviewed 2022).</p> <p>b. Respect pledge and NOLAN principles.</p> <p>c. ‘Complaints Policy’. (Reviewed Autumn 2022).</p> <p>d. ‘Grievance Policy’. (Reviewed Autumn 2022).</p>																																				
12	<p>Financial Regulation - to note and review the following existing financial policies:</p> <p>a. Financial Regulation (adopt pending Clerk review and submission to council).</p> <p>b. Data Protection Policy. (Reviewed 2023. No amendments from RG).</p> <p>c. Data Retention Policy. (Reviewed 2023. No amendments from RG).</p>																																				
13	<p>Review existing budget and to review annual subscriptions approved within that budget</p> <p>a. Worcestershire CALC.</p>																																				
14	<p>Key Projects, Committees and Committee Representatives - To review, amend and confirm:</p> <p>To agree key projects/committee for the Parish Clerk and Chair suggestions as follows:</p> <p>a. Monkwood Green Five year rolling maintenance plan.</p> <p>b. Footpaths and Rights of Way (working party coordinating with WCC foot paths officer).</p> <p>c. Development of a community strategy (the parish council needs a better system of coordinating and contacting residents)</p> <p>d. Climate change working party - meeting 5th June.</p> <p>e. Churchyard expansion project working party. The PC has committed £4k.</p> <table border="1" data-bbox="151 936 1396 2177"> <tr> <td>Grievance Panel x 3 members</td> <td>X X X</td> </tr> <tr> <td>Over-seeing Finance/Audit x 3 members and 3 bank signatories</td> <td>X X X X X X</td> </tr> <tr> <td>Staffing Committee x 3 members</td> <td>X X X</td> </tr> <tr> <td>Appeals Panel x 3 members</td> <td>X X X</td> </tr> <tr> <td>Peace Hall Committee x 2 members</td> <td>Cllr Allan Bretherton. X</td> </tr> <tr> <td>CALC Rep x 1 member</td> <td>X</td> </tr> <tr> <td>Planning and Enforcement Committee</td> <td>All parish cllrs at all times.</td> </tr> <tr> <td>Church Maintenance Volunteers parish council liaison officer x 1 member</td> <td>X</td> </tr> <tr> <td>Commons and SSSI Management Committee (Monkwood Green) x 4 members</td> <td>Cllr Pam Ayers, Cllr Johnny Izamis, Cllr Geoff Probert Cllr Sue Wilson, (Clerk as separate admin support)</td> </tr> <tr> <td>Monkwood Green COMMONERS Association x 3 members</td> <td>Cllr Pam Ayers, Cllr Johnny Izamis, Cllr Sue Wilson, (Clerk as separate admin support)</td> </tr> <tr> <td>Sinton Green Management Committee x 2 members</td> <td>Cllr Allan Bretherton. X</td> </tr> <tr> <td>Grimley Smaller Charities x 1 member</td> <td>Cllr Allan Bretherton (Non-voting position)</td> </tr> <tr> <td>Lengthsman support and rep x 1 member</td> <td>Cllr Allan Bretherton, plus Clerk</td> </tr> <tr> <td>Footpaths Officers and support for ‘County Council Sponsored Footpaths Officer’</td> <td>Cllr Johnny Izamis (Wider parish footpaths) Cllr Georgie Moore (Grimley footpaths) Cllr Pam Ayers and Cllr Sue Wilson (MWGreen footpaths)</td> </tr> <tr> <td>Defibrillator monthly inspection unlimited members</td> <td>Cllr Pam Ayers & Cllr Sue Wilson (MWGreen phone box) Clerk (Sinton and Grimley)</td> </tr> <tr> <td>Climate emergency panel x 1 member</td> <td>Cllr Allan Bretherton.</td> </tr> <tr> <td>Parish magazine monthly report x 2 persons</td> <td>Clerk and Cllr Allan Bretherton.</td> </tr> <tr> <td></td> <td></td> </tr> </table>	Grievance Panel x 3 members	X X X	Over-seeing Finance/Audit x 3 members and 3 bank signatories	X X X X X X	Staffing Committee x 3 members	X X X	Appeals Panel x 3 members	X X X	Peace Hall Committee x 2 members	Cllr Allan Bretherton. X	CALC Rep x 1 member	X	Planning and Enforcement Committee	All parish cllrs at all times.	Church Maintenance Volunteers parish council liaison officer x 1 member	X	Commons and SSSI Management Committee (Monkwood Green) x 4 members	Cllr Pam Ayers, Cllr Johnny Izamis, Cllr Geoff Probert Cllr Sue Wilson, (Clerk as separate admin support)	Monkwood Green COMMONERS Association x 3 members	Cllr Pam Ayers, Cllr Johnny Izamis, Cllr Sue Wilson, (Clerk as separate admin support)	Sinton Green Management Committee x 2 members	Cllr Allan Bretherton. X	Grimley Smaller Charities x 1 member	Cllr Allan Bretherton (Non-voting position)	Lengthsman support and rep x 1 member	Cllr Allan Bretherton, plus Clerk	Footpaths Officers and support for ‘County Council Sponsored Footpaths Officer’	Cllr Johnny Izamis (Wider parish footpaths) Cllr Georgie Moore (Grimley footpaths) Cllr Pam Ayers and Cllr Sue Wilson (MWGreen footpaths)	Defibrillator monthly inspection unlimited members	Cllr Pam Ayers & Cllr Sue Wilson (MWGreen phone box) Clerk (Sinton and Grimley)	Climate emergency panel x 1 member	Cllr Allan Bretherton.	Parish magazine monthly report x 2 persons	Clerk and Cllr Allan Bretherton.		
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15	AOB and close of meeting
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Agenda - Monthly Meeting of Grimley Parish Council – 8pm approx.

The meeting will be adjourned for Public Question Time

Please refer to 'information provided at beginning of meeting' for further guidance.

To offer warm congratulations on the occasion of The Coronation of Their Majesties King Charles III & Queen Camilla at Westminster Abbey on Saturday 6th May 2023

1	Minutes of previous meetings – Motion to approve previous minutes. 27 th February 2023.
2	To receive the report of the County Councillor – Scott Richardson Brown (Items raised for decision will appear on the agenda for the next meeting)
3	To receive the report of the District Councillor – duly elected 4th May 2023 (Items raised for decision will appear on the agenda for the next meeting)
4	Planning - to consider, comment and resolve to respond to the following applications. a. M/23/00504/FUL. Land at (Os 8023 5997) MonkWGreen. Erection of dwelling. b. M/23/00574/CLPU. The Croft. Monkwood Green, WR2 6NX. Certificate of lawfulness for the proposed use of single-storey, oak-framed home office and pottery studio/hobby room. c. To note response submitted April 2023 to M/23/00519/AGR Land At (Os 8361 6080) Grimley village. d. Standing Item: To consider and as required arrange an extra ordinary parish council meeting for planning applications received after date of publication of this agenda
5	Commons and Village Greens: a. Sinton Green. i. Memorial bench for C and J Mann. (Funded by relative). Resident correspondence and review of risk assessment. ii. Review of recent Coronation events and parking. iii. June 2023 classic car event. b. Monkwood Green. i. Review of recent coronation events, volunteer days and bus shelter maintenance. Thanks to all residents for their participation and public spirit. ii. Offer from resident CB to clear up the cut wood and brash piles around the restored pond (petty whin section). iii. Strimming contracts. Motion to expand previous decision to purchase one strimmer to TWO. To enable progress with five-year maintenance plan of Common and SSSI. iv. Memorial bench for RW (Funded by relative)
6	Public rights of way and footpaths. Progress with footpath officer training.
7	Reports from other Projects and Representatives. a. Fete Saturday 18 th June. b. Climate crisis working party REACT. Next meeting 5 th May 2023. c. Allotment provision exploration. d. Queen's Oak project update. e. Memorial bench and tree for DS and CA. (WCC grant and resident cost covered). f. Memorial bench and tree for the King's coronation. (WCC grant covered). g. Replacement noticeboard at Peace Hall.

	h. Report from Peace Hall if not already covered above.
8	<p>Finance and Administration.</p> <p>a. To approve payment of outstanding accounts. (May 2023). Appendix 1.</p> <p>b. To consider and approve payment of accounts already paid under Delegation to Clerk policy (April/May 2023) Appendix 2.</p> <p>c. To receive and motion to accept April 2023 Bank Reconciliation.</p> <p>d. To note progress with internal and external audit.</p>
9	<p>Correspondence, dates for diary, items for future agenda, items on hold.</p> <p>Items to add back to agenda when any update is available:</p> <ul style="list-style-type: none"> - Bank erosion as result of fish pass. - Shared space signs Camp Lane, Grimley. - Overgrown hedges and pathways: top triangle and along A443 as far as the layby. - Grimley village - Proposed Prohibition of Waiting At Any Time TRO. - Flooding in road outside Church Farm, Grimley. Highways soakaway and drain. - Broken knee rail Grimley approach road. - Direct debit Monkwood Green trough meter readings.
10	<p>Date of next scheduled meeting: 22nd May annual parishioner meeting of Grimley 7.30pm Peace Hall booked.</p> <p>All welcome and residents may set the agenda items with no notice.</p>

Appendix 1 – Paymentsto be made in May 2023

BHIB	Insurance 2023 / 2024	195.15
Nora Parsons	Annual donation 2022/2023 as per agreed budget. Donation made as soon as Nora Parsons came back to me and confirmed bac details.	200.00
Hallow Scouts and Guides	Annual donation 2023/2024 as per agreed budget.	200.00
Grimley Peace Hall Foundation	Annual donation 2023/2024 as per agreed budget.	400.00
Mr Simon Skeys	Lengthsman worksheet April 2023.	To be received 14th May. Not more than £350
Mr Simon Skeys	Sinton Green Mowing April 2023	To be received 14th May. Not more than £150
Mrs Lisa Stevens	Monthly Expenses May 2023. £15.00 working from home allowance. No additional stationery this month. Also to note that printer is booked in for roller and ink feeder repairs Sat 13th May 2023 at Currys PC World and Clerk will pay invoice not more than £250 and will require reimbursing please to avoid credit card charges.	15.00
Nest Pensions	May payment for April wage	40.35
Mrs Lisa Stevens	May payment for April monthly wage 2023	576.48

Appendix 2: Payments made in April 2023

April 2022. Q1. HMRC Period 1	28/04/2023	Worcestershire CALC	Annual Subscription 2023 (VAT 68.12)	448.58
	28/04/2023	Mr Simon Skeys	Lengthsman worksheet March 2023. Claimed 31/03/2023 from WCC for £152.47 only, as grant maxed out.	357.00
	28/04/2023	Grimley Peace Hall Foundation	£300 donation towards projector Coronation project as agreed in March 2023	300.00
	28/04/2023	Mrs Lisa Stevens	Expenses April 2023	46.54
	28/04/2023	Nest Pensions	April payment for March wage. Authorised payment via NEST website	40.35
	28/04/2023	Mrs Lisa Stevens	April payment for March monthly wage 2023	553.42