

Monthly Meeting of Grimley Parish Council

**Monday 10th June 2024 7.30pm,
Peace Hall, Sinton Green**

Councillors, Notice is hereby given that a Meeting of Grimley Parish Council will be held on **Monday 10th June 2024 at 7.30pm at the 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: 5 June 2024**



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- 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).



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each parish council meeting.

1.	<p>Welcome, points of order, apologies for absence and declarations of interest.</p> <p>Apologies: Cllr Moore, Cllr Ayers, CCllr Richardson Brown</p> <p>a. To note updates received to Register of Interests/dispensations. Cllrs are reminded to update their register of interests.</p> <p>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.</p> <p>c. To declare any Other Disclosable Interests relevant to the agenda.</p> <p>d. To declare any additions to the Register of Gifts & Hospitality.</p> <p>e. To consider written requests for the granting of a Dispensation (S33 Localism Act 2011). Motion to approve requests.</p> <p>f. To consider any adjustments required to encourage or allow public participation.</p> <p>g. To note the existing parish councillor (summer 2023) vacancy available for co-option upon application to the Clerk.</p> <p>h. To note the spring 2024 parish councillor vacancy subject to option to fill via public election upon application to MHDC.</p>
2.	<p>Public Open Forum. Please refer to 'information provided at beginning of meeting' for further guidance.</p>
3.	<p>Planning, Enforcement & Consultations - consider and resolve to respond to the following:</p> <p>Standing Item: To consider and arrange an extra ordinary parish council meeting for planning applications received after date of publication of this agenda. Nil at time of publication.</p>
4.	<p>To receive the report of the County Councillor – Scott Richardson Brown (Items raised for decision will appear on the agenda for the next meeting)</p>
5.	<p>To receive the report of the District Councillor – Dean Clarke (Items raised for decision will appear on the agenda for the next meeting)</p>
6.	<p>Mowing Monkwood Green Common and SSSI.</p> <p>a. To discuss options and to resolve to approach previous years contractor. Current budget is £2000.</p> <p>b. Update regarding WWT water supply Green Farm.</p> <p>c. Update regarding WWT walk-about and public open day. (Include report on Moth event).</p>

7.	<p>Sinton Green</p> <p>Updates in reference to projects for village green ditch clearance and bollard options/exploration.</p>
8.	<p>Finance and Administration - To discuss updates and formulate Motions not requiring written notice.</p> <p>a. Minutes of the previous meeting – to receive, consider and approve.</p> <p>b. To review payments made within the past month and to consider and motion to approve the payment of outstanding accounts. Appendix 1</p> <p>c. To consider and approve payment of urgent accounts if any (Delegation to Clerk policy).</p> <p>d. To receive and motion to accept latest Bank Reconciliation 2024.</p> <p>e. Updates with regard to parish council .gov website and .gov email accounts. (Clerk)</p> <p>f. To note correspondence from Lloyds Bank reference FSCS cover scheme. No action required at present as WCALC are considering and clarifying on behalf of all Worcs Councils.</p>
9.	<p>Audit Finance for the year ending 2024</p> <p>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.</p> <p>Step 1 – Clerk prepares and signs Section 2 of the AGAR – the Accounting Statements – DONE. Step 1b – The accounts are provided to the Internal Auditor and receive back before the date of this meeting – DONE.</p> <p>a. Minute ref 10/06/2024_9a step 2.1</p> <p>i. Internal Audit - To receive internal audit review conducted by Mr. P. Moore and to consider findings. Motion to accept.</p> <p>b. Minute ref 10/06/2024_9b step 2.2</p> <p>ii. Internal review - Members to consider and review the effectiveness of internal checking procedures and internal audit work conducted across the entire year*.</p> <p>iii. APPROVE (as appro) Section 1 of the AGAR – the Annual Governance Statement - Motion to accept considered findings in 9bii and to confirm compliance with all assertions (as relevant) and to approve Section 1 of the AGAR – the Annual Governance Statement.</p> <p>iv. Completion of Section 1 of the AGAR - the Annual Governance Statement. <i>Chair and Clerk to sign and date Section 1 of the AGAR..</i></p> <p>c. Minute ref 10/06/2024_9c step 2.3</p> <p>v. Clerk to provide Section 2 of the AGAR – the Accounting Statements and confirm that she, as RFO, has already signed these prior to presenting them at this meeting.</p> <p>vi. Certificate of Exemption – to 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. This will be signed in 10c below. Not relevant for financial year 2023/2024.</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 2023 and 31 March 2024 before confirming compliance with all assertions of the Annual Governance Statement.</p>
10	<p>Audit Finance for the year ending 2024 – Continued **</p> <p>a. Minute ref 10/06/2024_10a step 3</p> <p>i. Members to consider Section 2 of the AGAR - the Accounting Statements.</p> <p>ii. Motion to APPROVE (as appro) Section 2 of the AGAR - the Accounting Statements.</p> <p>iii. Completion of Section 2 of the AGAR - the Accounting Statements <i>Chair to sign and date Section 2 of the AGAR - the Accounting Statements for the year ending 31 March 2024.</i></p> <p>b. Minute ref 10/06/2024_10b step 4</p> <p>iv. Approval and signature of the Declaration that the statement of accounts is unaudited.</p> <p>v. Approval and signature of the Notice of Commencement of the period for the exercise of public rights. Electors' Rights –17th June 2023 to 26th July 2024.</p>

	<p>vi. To note that the completed annual return and notification of date of commencement of period of public rights must be sent to PKJ Littlejohn BEFORE 1st July 2024 (Step 6).</p> <p>vii. To note that all documents relating to the AGAR must be published on the parish council website and that the accounts must be published on the parish noticeboards before the commencement of exercise of public rights. IE before 17th June 2024 in this case.</p> <p>Step 5a. Approval of Certificate of Exemption Not relevant for financial year 2023_2024.</p> <p>Step 5b. Signature on Certificate of Exemption by RFO and Chair. Not relevant for financial year 2023_2024.</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 1st July 2024.</p>
11.	<p>AOB, correspondence, dates for diary, items for future agenda. This section is for items to note only and no financial motions can be raised in this section.</p> <p>Nil at time of publication.</p>
12.	<p>Date of next scheduled meeting: Monday 15th July 2024, 7.30pm The press and public are cordially invited to attend these meetings and should note Standing Orders in advance please.</p>

Appendix 1_Payments to be made in June 2024.

Water plus	Trough MWGreen	Current balance is £0.00 . Next bill due 15th June.
Garden Waste Service MHDC	Green Waste bin for St Bartholomew's Church x 2. Annual subscription by way of contribution to churchyard upkeep.	£155.00
Mr Simon Skeys	Lengthsman worksheet May 2024.	Not more than £300. Bill not yet received.
Mr Simon Skeys	Sinton Green Mowing May 2024	£90 per cut. Likely 2 cuts. Bill not yet received.
Mrs Lisa Stevens	Monthly Expenses June 2024	£52.09
Nest Pensions	June payment for June wage. Standing order	£43.88
Mrs Lisa Stevens	Monthly wage is £626.88 – pension contributions. No NI this month.	£601.81

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