

# Minutes of the monthly meeting of Grimley Parish Council

**Monday 27<sup>th</sup> January 2025, 7.30pm**  
**Peace Hall, Sinton Green**

**Present:** Parish Cllrs A. Collett (Chair), P. Ayers, M. Boyle, G. Probert, S. Russell, A. Sinclair. S Wilson.  
**Attending:** District Cllr Dean Clarke. Parish Clerk & RFO Lisa Stevens.  
1 Resident of the parish.  
**Apologies:** Parish Cllrs G. Moore & R. Woodhouse.  
**Non-attendance:** County Cllr Scott Richardson Brown.

**Public meeting commenced at 7.32pm**

## **7.15pm - Prior to meeting commencement, the Chair briefed fellow Cllrs on matter arising from his training session with WCALC.**

- **Nolan Principles** – a copy provided to all Cllrs as a reminder. Cllrs have already signed these upon appointment. The parish council is also a member of the NALC Civility and Respect Campaign and is committed to working together to promote civility and respect in public life, good governance, positive debate and supporting the well-being of councillors, professional officers and staff.
- **Annual calendar** of parish council business. The Clerk was **instructed** to distribute for purposes of forward planning.
- Reminder about process of **declarations of interest**, which need to be made by Cllrs in advance of meetings and recorded in the minutes.
- Best practice procedure for giving apologies and future keeping of an **Apologies Register**. Nb The Clerk already keeps a list of attendance and will also in future note the reasons for absence. Reasons given will not be publicly available. Noting absence correctly ensures a correct level of accountability for Cllrs. Notifying the Clerk in a timely manner of likely absence ensures the appropriate governance of council meetings is upheld by: ▪ Council meetings being administered efficiently and effectively. ▪ Council meetings not being inquorate. ▪ Permitting the rescheduling of meetings in a timely manner.

01/25 **Welcome and information** provided at the beginning of each council meeting, **points of order, apologies for absence and declarations of interest.**

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| a. | <b>Points of order</b> (nil).  |              |
| b. | <b>Adjustments to facilitate public participation</b> (nil requested).<br>Peace Hall contacted the Clerk to apologise for lack of heating – due to an administrative error in noting bookings.   |              |
| c. | <b>Declarations of interest (New or previously made).</b> <ul style="list-style-type: none"><li>- Cllr Collett in respect of the project to improve mobile connectivity as a land owner adjacent to a site included in initial scoping options.</li><li>- Cllr Sinclair in in respect of the project to improve mobile connectivity as a home owner adjacent to a site included in initial scoping options.</li><li>- The Clerk was instructed to send round the current list of declarations and dispensations for all Cllrs to update as required.</li></ul> | Clerk        |
| d. | <b>Apologies</b> and reasons for absence from Cllrs as listed above. <b>Resolved</b> and duly <b>approved</b> . Prps: AC. Scnd: AS. At the time of meeting apologies had not been received from the County Cllr. <i>County Cllr's attendance rate was 20% in 2024. District Cllr's attendance rate was 95% in 2024.</i> A number of important parish issues require County Cllr attention (those where the ability of the parish council to affect change is impacted or reduced) and Cllr Collett is to try again to contact.                                 | Cllr Collett |

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| 02/25 | <b>Public Open Forum.</b> <i>Please refer to 'information provided to public', a copy of which is on seats and on our website. Stading orders suspended as a matter of course. No vote taken.</i>  |   |
|       | <p><b>A project to improve mobile connectivity.</b></p> <p>It was noted that Atlas have started to contact land owners in respect of this project. The parish council has been notified of rough locations but has not received a list of exact site options. Sites do seem to be evolving, moving metres either side of hedges/tress according to latest assessments which the PC are not privy to and consequently affecting different land owners. Atlas has requested assistance in contacting landowners but parish councillors agreed that it was not for the council to be involved in negotiations at this stage. The parish council has voted to support the project in principle and will next be involved once Atlas has sought and obtained an expression of interest from relevant land owners and the matter can progress to clear public consultation and planning application. The Clerk noted that no correspondence has been received from the other parish councils at all on this matter. Cllrs mused that unless the other parish councils expressed an interest there was no need to contact them on matters that may occur in our parish, but no decision was made.</p> <p>Nil questions from the public</p> <p style="text-align: right;"><i>Standing orders reinstated.</i></p> |   |
| 03/25 | <b>Minutes of previous meetings</b> – Motion to approve previous minutes.  |   |
|       | a.   | 25 <sup>th</sup> November 2024. Prps: AS. Scnd: PA. <b>Resolved.</b> Duly <b>approved.</b> Clerk  |
| 04/25 | <b>To receive the report of the District Councillor – Dean Clarke</b><br>(Items raised for decision will appear on the agenda for the next meeting)  |   |
|       | a.   | District council part of precept (council tax) will not be rising in 2025 – due to previous years successful book keeping and also due to Gov. grants received.   |
|       | b.   | <p>Not yet much to tell on the matter of Devolution but district cllrs will pass on all that they know as promptly as they can.</p> <p>Ref Policy paper - <b>English Devolution White Paper</b> - Published 16 December 2024 <a href="#">English Devolution White Paper - GOV.UK</a></p> <p><i>The Clerk notes post meeting that Worcestershire is not included in the 6 authorities forming part of the 'fast track' Devolution Priority Programme (which, if included, would have meant that Worcestershire would have moved to unitary status by May 2026). The Clerk also notes that Worcestershire is not included in those areas permitted to delay County Council elections in 2025.</i></p> <div> <div> <h3>Who currently does what</h3> <p>Responsibilities currently split between authorities:</p> <div> <p><b>Worcestershire County Council is responsible for:</b></p> <ul style="list-style-type: none"> <li>- education</li> <li>- transport</li> <li>- planning</li> <li>- fire and public safety</li> <li>- social care</li> <li>- libraries</li> <li>- waste management</li> <li>- trading standards</li> </ul> </div> <div> <p><b>Six district, borough and city councils look after:</b></p> <ul style="list-style-type: none"> <li>- rubbish collection</li> <li>- recycling</li> <li>- Council Tax collections</li> <li>- housing</li> <li>- planning applications</li> </ul> <p>for the <b>Bromsgrove, Malvern Hills, Redditch, Worcester, Wychavon and Wyre Forest</b> areas</p> </div> </div> </div> |
|       | <div> <div>Source: GOV.UK</div> <div>BBC</div> </div>  |   |

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| c.    | <i>District Councillor report continued</i><br>Cllrs noted that the primary school headmaster Andrew Richards will be moving on at the end of this school year, thanked Andy for past close cooperation with the parish council and look forward to working with the new Head.   |                      |
| d.    | Cllrs noted with sadness the passing of Mrs Rachael Watkins and pass their condolences to the family and school community.   |                      |
| 05/25 | <b>Parish Council ditch and water working party</b> - consider and Resolve to respond:   |                      |
| a.    | <p><b>Dark Lane &amp; Walton Lane (Bells Bank)</b> water running down road. Residents of Walton Lane have added grips to try to help with the surface water. Cllrs thanked residents for this.</p> <p><b>i. Resolved:</b> Clerk <b>instructed</b> to refer this matter back to County Cllr for urgent attention. The Chair is to assist in making contact. The Clerk has already written a full report and provided this to the County Cllr. Additional reasons for County Cllr involvement include:</p> <ul style="list-style-type: none"> <li>a) Severn Trent website does not allow reporting of issues at the pumping station itself.</li> <li>b) Highways keep returning to Dark Lane to resurface and re-excavate grips/gullies - but this is all disputable effort until the leak is sorted.</li> <li>c) Efforts to sort other residential water leaks (located on the highway) at Primrose Cottage, The Fold South and Hillcrest, which have involved Highways have not been successful - those water leaks appear to remain.</li> <li>d) the drainage ditch on the southern side of Dark Lane opposite The Fold South and opposite the pumping station has been entirely eroded away by vehicles and/or filled in by road chippings. This drainage ditch needs reinstating.</li> <li>e) the school bus uses this route and it really is not safe in the icy weather as the water on the road freezes.</li> </ul> <p><b>ii. Resolved:</b> Clerk <b>instructed</b> to report to Severn Trent again using the new dedicated email address.</p> | Cllr Collett & Clerk |
| b.    | <p><b>Oakhall Green to Sinton Green</b> water running down road. Highways have inspected and are scheduling in ditch and grip works for spring 2025. Cllrs noted that the pond opposite Hunters Lodge will require attention in the spring perhaps in order to excavate the headwall suspected to be in situ there, once WCC has attended to the ditches etc.</p> <p><b>Resolved:</b> Clerk <b>instructed</b> to refer back to County Cllr to make sure that these works are undertaken</p> <p><b>Resolved:</b> Clerk <b>instructed</b> to move this item to the parish council watching brief</p>   | Clerk                |
| c.    | <p><b>Monkwood Green flooding adjacent to Goodwin's Farm.</b> Cllr Collett agreed to take some photos of the water across the road at this time to use for assessing issues. Once drier weather arrives and the water levels in the pond drop, Cllr Collett to obtain opinion of local residents BP and JI and create a spec. Clerk has included this project in the budget for 25/26 as previously instructed. Course of action <b>resolved</b>. Prps: AC. Scnd: SW. Duly <b>carried</b>.</p>   | Cllr Collett         |
| d.    | <p><b>Moseley corner</b> water regularly in road. Severn Trent has inspected and mended the water leak in the highway adjacent to Holywards Farm. PC can inspect and assess success during drier weather.</p> <p><b>Resolved:</b> Clerk <b>instructed</b> to move this item to the parish council watching brief</p>   | Clerk                |
| e.    | <p><b>Paddlebrook Cottage (vicinity of).</b> The road floods regularly at the road bridge entry to Sinton Green from Hallow. Cause is not certain. Postulations: a) roadside drain at The Sling, Sinton Green may require maintenance. b) The Sinton Green tributary of the Grimley Brook may require maintenance. c) roadside ditches may require maintenance/reinstatement. Lengthsman first cleared the grips in this section in 2021 after residents contacted the Clerk. Reported to Highways in 2021 (998371) and 2022 (1253334) with drains rodded and cleared. Lengthsman has cleared grips and gullies at least quarterly ever since.</p> <p><b>Resolved:</b> Clerk <b>instructed</b> to refer back to County Cllr.</p>   | Clerk                |
| f.    | Cllrs <b>agreed</b> that there be no additional projects under this heading/working party until all the above are resolved.  |                      |

| 06/25 |   | <b>Planning, Enforcement &amp; Consultations</b> - consider and resolve to respond to:                     |   |
|-------|---|--|---|
| a.    | <p><b>Standing Item:</b> To consider and arrange an extra ordinary parish council meeting for planning applications received after date of publication of this agenda.</p> <p><b>M/24/01575/FUL:</b> Change of use of land to form extended churchyard for burials Cllrs agreed no declaration of interest was required. <b>Resolved.</b> Support without comment. Prps: SR. Scnd: AC. Duly <b>approved.</b></p>  |  | Clerk   |
| b.    | <p><b>M/24/01336/FUL</b> The Bumbles, Grimley, WR2 6LT - Earth movement works to produce bunds and lake. Rights of way on site. <b>Resolved.</b> Comment. Prps: MB. Scnd: SW. Duly <b>approved.</b> The Clerk submitted as per the Cllrs instructions: "Councillors draw attention to the rights of way across this site and require land owners to continue to maintain access along these routes unhindered. Residents have reported to the parish council that sections of footpaths 598(D) and 595(C) are not accessible. This matter has been referred to the County Council".</p>   |  | Clerk   |
| c.    | <p><b>M/24/01690/FUL</b> Sinton Court, Sinton Green, WR2 6NP. Change of use to equestrian, construction of associated track and fencing and alterations/additions to north western entrance gates (VARIATION CONDITIONS 5,8, 9 OF PERMISSION M/23/01806/FUL). Rights of way on site. The District Cllr drew attention to concerns about manure on site and proximity to houses. Parish Cllrs had not observed this or received queries in relation to it. <b>Resolved.</b> Comment. Prps: SR. Scnd: MB. Duly <b>approved.</b> The Clerk submitted as per the Cllrs instructions: "Councillors noted that the parish council concerns relating to the gates appear to have been addressed and look forward to the reinstatement of those gates as part of the wider landscape of the listed building. Councillors once again draw attention to the right of way across this site and require land owners to continue to maintain access along this route unhindered. Residents have reported to the parish council that sections of footpath 584(C) may not be as fully accessible as they would wish. This matter has been referred to the County Council."</p> |  | Clerk   |
| d.    | <p>CPRE campaign - kickstart rooftop solar. <b>Motion</b> support of the campaign and letter to MP. Resolved to support. Prps: AC. Scnd: AS. Duly <b>approved.</b></p>  |  | Clerk   |
| 07/25 |   | <b>Mowing Monkwood Green Common and SSSI</b><br>- Updates & formulate Motions not requiring written notice |   |
| a.    | <p><b>WWT green farm project update.</b> No further progress. Timetable unknown at present and all have noted the waterlogged condition of the soil. Contractor permitted to access the Common and SSSI to inspect or begin works at any time on condition that soil is firm enough. No further update.</p>   |  |   |
| b.    | <p>Reinvigorate project to <b>clear ditches on the Common from Woodlands to Green Farm.</b> Cllr Collett to liaise with MJ once drier weather arrives.</p>  |  | Cllr Collett  |
| c.    | <p><b>Defib repairs undertaken and all matters resolved.</b> To also note the merger of Webnos (The Heartbeat Trust online reporting system) with 'Circuit' (Managed by the Ambulance service). No impact on parish council procedures. Noted.</p>  |  |   |
| d.    | <p><b>AOB. Ongoing weekly inspection of the defibrillators parish wide</b><br/>Cllr S. Wilson already inspects the MWGreen defib weekly.<br/>Cllr Russell offered to inspect the Grimley defib on a regular basis when passing<br/>Cllr Boyle and resident Mr R. Jukes offered to inspect the Sinton Green defib on a regular basis when passing. Cllrs were very pleased to accept these kind offers and the Clerk showed all how to check the defib. The Clerk was instructed to receive reports of checks and submit them to the Webnos online system promptly.</p>  |  | Cllrs S. Russell<br>Cllr M. Boyle<br>Resident Clerk |
| e.    | <p><b>AOB Dog waste on the SSSI</b><br/>Residents and visitors alike to Monkwood Green have been observed exercising their dogs off the lead and not picking up the dog waste on the Common and SSSI. The parish council has written to the residents involved in 2020. Those residents denied involvement. Cllrs observed that enforcement is difficult in the face of this inconsiderate and illegal behaviour. The Clerk was <b>instructed</b> to mention the issue in the next parish magazine. DCllr Dean Clarke offered to source some additional signs if the Clerk could mark up on a map where additional signage is required. The Clerk was <b>instructed</b> to do so.</p>   |  | Clerk<br>Clerk                                      |

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| 08/25 | <b>Sinton Green</b> - Updates & formulate Motions not requiring written notice   |              |
| a.    | Update regarding <b>village green ditch clearance</b> . Contractor is awaiting drier weather.  | Cllr Collett |
| 09/25 | <b>Grimley village</b> - Updates & formulate Motions not requiring written notice  |              |
| a.    | <b>Recent flooding.</b> The Clerk was <b>instructed</b> to keep an eye out for grant/flood recovery funds from the Gov. Also, the Clerk to ask for the drains to be rodded in the village.   | Clerk Clerk  |
| 10/25 | <b>.Gov website and .gov email addresses for Cllrs.</b> (County Council website closes June 2025). - To discuss updates and formulate Motions not requiring written notice.  |              |
| a.    | <b>Update on progress.</b> Reservation/booking for future creation of a 'Domain name registration' has taken place with Active Council/WJPS. Costs have been received:   |              |
| b.    | <b>Active Council, part of WJP Software Limited</b> , specialises in providing tailored digital solutions for local councils. WJP Software Limited is an established company that focuses on helping councils improve their online services with the right tools. The company holds important certifications, including ISO 9001:2015 for quality management and ISO 27001:2013 for information security, ensuring that all services meet high standards of quality and security. Additionally, WJP Software is certified under the Cyber Essentials Scheme, which confirms its commitment to maintaining a secure digital environment.  |              |
| c.    | <p><b>Quotation 1: Active Council</b> (a Gov approved Domain registrar)</p> <p><b>Domain Name .</b></p> <ul style="list-style-type: none"> <li>- Domain Registration .gov.uk Domain name Registration and 1st year £50</li> </ul> <p><u>One-off Total £50.00</u></p> <p><b>Website, Hosting &amp; Support</b></p> <ul style="list-style-type: none"> <li>- Active Council Standard Website Fully accessible and government standard compliant website for parish councils with up to 15 councillors. Built and branded to your existing colour scheme and logos including our full document management system with secure area for members, automatically updating planning applications page based on your parish boundary, councillor profiles and events calendar. £455</li> <li>- Active Council Standard Website Support (with .gov.uk Domain) Our support covers website security, SSL certificate, feature updates, .gov.uk domain renewal, access to our online help documents, phone &amp; email support. £274 /year</li> </ul> <p><u>One-off Total £455. Subsequent Annual Total £274/year</u></p> <p><b>Emails</b></p> <ul style="list-style-type: none"> <li>- Councillor Emails 9 @ £25: £225 /year</li> <li>- Office 365 Email with 2GB of email storage, backed up, web access only Office 365 Business Standard (No Teams) Office 365 Business Standard, including Email, desktop versions of Word, Excel, Powerpoint, Outlook etc, also includes 1TB of OneDrive storage. No MS Teams included 1 @ £110 £110 /year</li> <li>- Email Setup Setup Office 365 Email, register tenant and setup DNS £55</li> </ul> <p><u>One-off Total £55. Subsequent Annual Total £335/year</u></p> <p><b>Quotation 2</b> Approved registrar Alchemy – rejected in early stages due to no ongoing support after email/website set up. Prices are available upon request from the Clerk but were not considered at this meeting.</p> <p><b>Quotation 3</b> Approved registrar Albany Computer services due to not being VAT registered and not offering Office 365 packages. (Cllrs had previously noted there is a benefit in using office 365 based system in terms of security, secure shared storage and flexibility to feed into a new website). Prices are</p> |              |

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| 10/25 | <p>available upon request from the Clerk but were not considered at this meeting.</p> <p>d. £100 government voucher towards costs has been applied for and received – in order to avoid deadlines and high levels of competition. Cllrs considered the above costs and <b>Resolved</b> to approve quotation 1 Active Council and proceed with the project. Prps: AS. Scnd: SW. Duly <b>carried</b>.</p> <p>e. <b>Debate as to format of email addresses and website html address.</b> Subsequent advice from Active Council regarding government parameters and requirements negated decisions made in this section. The Clerk therefore records only the outcomes:</p> <p>Domain: '<a href="mailto:parishclerk@grimley-pc.gov.uk">grimley-pc.gov.uk</a>'<br/> Parish Clerk email address: <a href="mailto:parishclerk@grimley-pc.gov.uk">parishclerk@grimley-pc.gov.uk</a><br/> Parish Cllr email address format: <a href="mailto:councillor forename.councillor surname@grimley-pc.gov.uk">councillor forename.councillor surname@grimley-pc.gov.uk</a></p> | Clerk |
| 11/25 | <b>Finance and Administration</b> - Updates & formulate Motions not requiring written notice.   |       |
| a.    | Clerk timesheet inspected. No comments. Duly <b>accepted</b> .  |       |
| b.    | To review payments made within the month, to consider and motion to approve the <b>payment of outstanding accounts</b> . Appendix 1 <b>Resolved</b> Prps: GP. Scnd: AC.   | Clerk |
| c.    | To consider and approve payment of urgent accounts if any (Delegation to Clerk policy). <b>Nil</b> .  |       |
| d.    | To receive and motion to accept <b>Bank Reconciliation. Resolved, duly approved</b> . Prps: SW. Scnd: AC.   | Clerk |
| e.    | To receive and motion to accept the Quarterly report. <b>Resolved, duly approved</b> . Prps: AC. Scnd: SR.  | Clerk |
| f.    | To note Chair has attended 'Chair Training' with WCALC. Invoice received appendix 1. Duly noted.  | Clerk |
| g.    | <b>Banking matters</b> – Signature on mandate to close saving account. Mandate and copy for records duly signed.  | Clerk |
| h.    | Motion to purchase Malwarebytes for 2025. £39.99. <b>Resolved, duly approved</b> . Prps: SW. Scnd: AS   | Clerk |
| i.    | Motion to continue with annual contribution to CPRE. £100. <b>Resolved, duly approved</b> . Prps: SR. Scnd: SW  | Clerk |
| j.    | Decision about purpose of Chair's allowance £50 pa. <b>Decision</b> : Keep budget aside until clearer purpose arises. <b>Duly accepted</b> .  | Clerk |
| 12/25 | <b>Confidential session.</b> Motion to move to confidential session to discussion matters of procedure and standing orders and staffing matters   |       |
|       | - The Clerk was instructed to seek WCALC advice about residents requesting to visit at home in order to inspect parish council accounts.  | Clerk |
|       | - The Clerk was instructed to include an item of all correspondence to all future agendas.  | Clerk |
|       | - The Clerk was instructed to copy a nominated Cllr in on all resident correspondence only as a matter of course. Cllr Collett nominated to receive this correspondence. Prps as above: SW. Scnd: AC. Duly carried.   | Clerk |

**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.

AOB. Nb. items not raised beforehand which require a financial vote to be moved to future agenda.

**Peace Hall**

- A Barn Dance is planned for 15<sup>th</sup> March. Tickets £15.00 for a ploughmans and raffle.
- Village fete is planned for 22<sup>nd</sup> June at the village hall. Classsic car event, animal antics, combined event with Open Ditch.
- Hire price for hall is increasing
- £1300 projected cost to repaint the main hall inside. Next agenda, Cllrs please to consider a donation towards this.

**Change date of parish council meeting in St Barts Church** – Cllr Motion to meet in church in July instead of September. After debate Cllrs **agreed** to try for the option of booking the church in July for reasons of temperature, comfort and lighting. Clerk to enquire as to provision of tables and chairs for a more effective meeting space.

**Tree at Peace Hall**

Cllr Probert has a replacement and will talk to Hall Committee about moving the new Oak to a better location away from the fully grown trees and hedges. Space must be kept to allow the caravan club etc to meet.

**Tree at Sinton Green**

MR J. Harper has offered to donate a permanent xmas tree to be planted on the village green at Sinton Green. Cllrs were delighted and instructed the Clerk to mention this in the next parish magazine in case of objections as to precise location.

**Nora Parsons**

It was noted that Cllrs gave a gift of biscuits to the Nora Parsons centre at Christmas.

Add back to agenda sometime in 2025 – bench at peace hall.

Clerk

Cllr  
Poberrt

Clerk

**Dates of next scheduled meeting.** The press and public are cordially invited to attend these meetings and should note Standing Orders in advance please.

Monday 24<sup>th</sup> February 2025 7.30pm at Peace Hall, Sinton Green

**Appendix 1**\_Payments to be made this month (Jan 25) and already made in the previous month (Dec 24) under Clerk delegation policy and Financial Regs.  
December 24 below:

|    |               |   |        |
|----|---------------|---|--------|
| 71 | Mr S Skeys    | November Lengthsman worksheet                             | 272.30 |
| 72 | Cllr Wilson   | Xmas tree project MWGreen                                 | 50.00  |
| 73 | S. L c/o Cllr | Xmas tree Sinton green                                    | 50.00  |
| 74 |               | Grimley Xmas tree reimbursement – claim underway          | 0.00   |
| 75 | Nest Pensions | Dec payment for Dec wage.                                 | 45.99  |
| 76 | Mrs L Stevens | Monthly Expenses and home working allowance December 2024 | 41.80  |
| 77 |               | Chairman expenses.  | 0.00   |
| 78 | Mrs L Stevens | Monthly wage for Nov paid in Dec                          |        |

Jan 25 payments table below:

|    |                   |   |              |
|----|-------------------|---|--------------|
| 79 | Mr S Skeys        | December Lengthsman worksheet                           | 234.30       |
| 80 | WJP Software      | GPC202480. Domain name for new website                  | expected     |
| 81 | Water plus        | Invoice 17th dec 2024. Trough Monkwood Green            | 28.28        |
| 82 | CPRE              | Annual Membership renewal 2024/25                       | 100.00       |
| 83 | WCALC             | Cllr Collett WCALC Chair's training. VAT £7.00          | 42.00        |
| 84 | Grimley PeaceHall | All hall bookings for 2025. Invoice yet to be received. | Tbc          |
| 85 | Nest Pensions     | Jan payment for Jan wage.                               | <b>45.99</b> |
| 86 | Mrs L Stevens     | Monthly Expenses Jan 2025.                              | 66.92        |
| 87 | Mrs L Stevens     | Monthly wage for Dec paid in Jan                        |              |





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each parish council meeting.

#### **Notes to minutes – Terms**

- Once approved, the Motion/decision is called a "resolution"
- **Resolved** – Where a decision is made about a Motion.
- **Duly Approved** – Motions where a formal vote took place, accepting the Motion.
- **Duly Accepted/Agreed** – Motions where no formal vote took place but the action/recommendation within the Motion or debate is to proceed.  
Usually for non-financial matters or for items already agreed as part of an existing budget.
- **Declined** – Motion where a formal vote took place, with the Motion rejected.
- **Duly Noted** – Information not requiring a vote.
- Abstentions or votes against a Motion will be noted but the minutes will NOT always show individual names, unless Councillors have declared an interest and the transparency of that interest must be maintained.

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