



Grimley  
Parish Council

# Minutes of the meeting of Grimley Parish Council

**Monday 23<sup>rd</sup> June 2025, 7.30pm**  
**Peace Hall, Sinton Green DRAFT**

**Present** (# indicates absent with apologies, ## indicate absent without apologies):

**Parish Councillors:** Adam Collett (Chair), Robin Woodhouse (Deputy). Pam Ayers, Matt Boyle, Georgie Moore, Geoff Probert, Simon Russell, Andy Sinclair, Sue Wilson

**District Councillor** for Malvern Hills Dean Clarke.

**County Councillor** for Worcestershire Mel Fordington.

**Residents:** Nil in attendance.

**Community organisations that receive the agenda:** PCSO L.Durrant #. Lengthsman S.Skeys #. Grimley Peace Hall Committee #. Worcestershire Wildlife Trust #. Grimley and Holt Primary School #. St Bartholomew's Church/West Worcester Beacon Benefice #. Canal and River Trust #. Grimley Smaller Charities #. Monkwood Green Commoners Association #. West Midlands Bird Club #. Volunteer Footpaths Officer (vacant post, please approach Parish Clerk for information).

Meeting commenced at 7.30pm.

## 1. Welcome and information provided at the beginning of each meeting (62/25)

- i. **Points of order** (nil).
- ii. **Adjustments to facilitate public participation.** The Parish Clerk noted that future minutes will reduce use of tables, to facilitate use of computer narrator tools.
- iii. **Declarations of interest.** Although not present, Cllr Collett had noted in advance that he voluntarily abstained from debate and vote in planning matters on this month's agenda. Duly **noted**.
- iv. **Apologies**/reasons for absence from Cllrs as listed above. No resolution.
- v. **Welcome to new County Councillor** – introductions.

## 2. Minutes of previous meetings (63/25)

- i. **Resolved. Motion** to approve 19<sup>th</sup> May 2025. Prps: PA. Scnd: SR. Duly **approved**.

## 3. Public Open Forum (64/25)

- i. Participants can refer to 'information provided to public', a copy of which was on seats and on our website. Stading orders suspended as a matter of course. No vote taken. Nil questions.

## 4. Report of the County Councillor for Worcestershire – Mel Fordington (65/25)

- i. The Parish Clerk has been in touch with Land Drainage to try to progress a site visit around Grimley parish to look at drainage issues at Dark Lane, Oakhall Green, Paddlebrook Cottage and Moseley Corner. The County Councillor has made contact with Matt McGinnis (Flood Risk Manager, Worcestershire County Council) who is also happy to be involved. The County Councillor is to propose some dates: subsequently 4th or the 8th July 1:00 PM.

## 5. Report of the District Councillor for Malvern Hills – Dean Clarke (66/25)

- i. Fete was very well attended. Congratulations to all involved.
- ii. Reminder for residents to respond to the Devolution consultation asap.
- iii. Reminder to parishioners that disabled facility grants are available to enable residents to progress towards independent living.

## 6. Update on projects (67/25)

- i. **Parish Projects in Appendix 2**, including enforcement – *Appendix confidential reports/photos*.
  - **Action: Parish Clerk** to write to owners of the overgrown hedge at Moseley Corner opposite Holywards Farm and ask them to cut it back, so as not to impede traffic and pedestrians.
  - **Action: Parish Clerk** to write to the planning department to request that enforcement can be reconsidered in cases where planning consent acquired via 'grandfather's rights' could be instead considered 'extension beyond existing' and therefore require enforcement.
  - **Action: Parish Clerk** to liaise further with County Councillor on matters at Oakhall (signage at Oakhall Barn), missing or deliberately removed right of way signage parish wide, lack of maintenance of footpaths and rights of way by Highways and incomplete/poor quality repairs conducted by Highways contractors to roads and paths.

## 7. Monkwood Green (68/25)

- i. **Worcestershire Wildlife Trust (WTT) Green Faarm water connection.** Works have been conducted and Severn Trent are due to attend on site to meet with the WWT to progress next steps. Councillors have inspected and are satisfied with the condition of the Common and SSSI. Pipe-laying mole machine has not damaged the surface, soil has been returned to where it came and left for any affected invertebrates to relax back into the habitat.
- ii. **Annual Mowing Contract for Monkwood Green Common and SSSI.** Lessons have been carried forward from last year. Invitations to tender have been hand delivered to a wider list of contractors. The Clerk was instructed to add one contractor DW to the list and make contact via Cllr Prosser. Cllr Woodhouse is also exploring one new contractor who may wish to be invited to quote. Dry season means that the Common may be ready to cut earlier than in previous years – however, the butterfly count must be over before mowing commences. Clerk to check with Dr Chris Betts before advising further. Deadline for contractor quotes is 10am 14<sup>th</sup> July 2025.
- iii. **New bin to be installed at Monkwood Green.** Correspondence has been sent to nearby residents, asking for their comments and involvement in the project.
- iv. **Correspondence from residents at Monkwood Green ref speeding and litter.** Resident has made contact with speed enforcement at West Mercia Police. The Parish Clerk is to distribute details of a forthcoming online conference '20 is plenty', which will include discussion on speed enforcement options in the community. The Clerk was **instructed** to write to the Police Crime Commissioner to ask that rural communities receive suitable budget for speed and traffic enforcement, and, to write to the County Councillor to ask that this issue remain on her agenda. Regarding litter - many residents already litter pick the 30mph zones around the parish, a new bin is being installed, and unfortunately the parish council is not permitted to encourage litter picking activities on roads where the speed limit is higher than 30mph.

## 8. Grimley Peace Hall (69/25)

- i. **Defibrillator** at the hall. Correspondence has been sent to the Peace Hall Committee with no response being received by the Parish Clerk. Cllr Prosser agreed to approach the Committee to try to resolve. Outstanding issues are: that the gate poses an unacceptable time delay when retrieving the defibrillator equipment and places both the parish council and the hall committee in breach of the contract with the Community Heartbeat Trust; that the gate cannot be secured when being opened; that vehicles (particularly ambulances) cannot pull fully out of the way of oncoming traffic when the driver has exited the vehicle in order to open the gate; that the pedestrian gate has an unsuitable, uneven pathway surface; that an alternative location will need to be found to host the equipment if a way forward cannot be found, incurring additional expense to the parish council and the hall committee.
- ii. **Peace Hall Fete update.** The Clerk was instructed to write to the hall committee to pass congratulations on a successful and enjoyable event. Separately, to enquire about progress with the hall painting.

## 9. Planning, Enforcement & Consultations (70/25)

- i. M/25/00908/FUL Land At (Os 8280 5982) A443, work/live unit. Parish Councillors considered the matter in terms of access, A443 traffic speeds, future use of site and nature of the residential aspect, without universal reassurance on many aspects. **Resolved. Motion** for 'No Objection'. Prps: SW. Scnd: GP. Duly **approved**.
- ii. 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. **M/25/00880/LB: The Saddlery, 1 Thorngrove Mews**, Sinton Green, Hallow, WORCESTER, WR2 6NP. Repair and stabilise east elevation, securing the existing stone cladding, replacing damaged sections ensuring the structural integrity of the façade without altering the building's historic character. Councillors approved of the plans to maintain this historic building. **Resolved. Motion** for 'Support'. Prps: RW. Scnd: MB. Duly **approved**.
- iii. **District Council survey on Devolution and local government reorganisation.** Debate concerning the inherently different natures of parts of the county, the need to maintain democratic representation, the need to sensibly and evenly distribute funding and the need to preserve existing facilities such as Highways Department, education and waste collection. **Resolved. Motion** to support the option for a 2 unitary divide between north and south. Prps: SR. Scnd: MB. Duly **approved**. The Parish Clerk was **instructed** to respond accordingly.

## 10. Audit Finance for the year ending 2025 (71/25)

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. 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 2025.

**10a.Step 1.1** – Clerk previously prepares and signs Section 2 of the AGAR the Accounting Statements. Completed and duly noted.

**10b.Step 1.2** – Accounts are previously provided to Internal Auditor & received back by the date of this meeting. Completed and duly noted.

### 10c.Step 2.1 - Internal Audit

**Resolved. Motion** to receive and note internal audit review and to consider findings.

Prps: RW. Scnd: PA. Duly **approved**.

**Resolved. Motion** to accept findings and internal audit. Prps: SW. Scnd: SR. Duly **approved**. Councillors **accepted** internal audit recommendations ref risk assessments.

### 10d.Step 2.2 - Internal review & The Annual Governance Statement (Section 1)

Members to consider and review the effectiveness of internal checking procedures/audit conducted across the entire year. Nb. 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 2024 and 31 March 2025 before confirming compliance with all assertions of the Annual Governance Statement. Nb. The annual Governance Statement (Section 1) is considered and approved but not signed, with an explanation of any 'No' responses and a description of how the authority will address the weaknesses identified.

**Resolved. Motion** to accept findings and to confirm compliance with assertions (as relevant) and to approve (but not sign) Section 1 - the Annual Governance Statement. Prps: GM. Scnd: SW. Duly **approved**. Councillors gave a **motion of thanks** to those involved in setting up the **new .gov.uk parish council website** and .gov.uk email accounts in January 2025. (GDPR and Governance and transparency code compliant).

### **10e.Step 2.3 - The Accounting Statements (Section 2)**

Clerk to read the Accounting Statement (Section 2). The Clerk as RFO asserts that she has signed these before the meeting. These are received, considered and approved by the full council (but not signed by the council).

**Resolved. Motion** to receive, accept and approve (but not sign) Section 2 - Accounting Statement. Prps: PA. Scnd: GM. Duly **approved**.

### **10f.Step 2.4 – The certificate of exemption – NOT APPLICABLE**

Cllrs should 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.

### **10g.Step 3.1 – Signatures**

Following approval, the Chair and Clerk of the meeting sign the Annual Governance Statement (Section 1) and the Chair signs the Accounting Statements (Section 2). Duly **signed**.

### **10h.Step 3.2 - To note that the statement of accounts is unaudited externally.**

Purpose: To formally record that the accounts have not undergone external verification by a qualified professional, as the parish council falls under the threshold/criteria for a formal external review for this financial year. This option is available for smaller parish councils with limited income and limited outgoings. Such councils are still required to prepare accounts and comply with transparency requirements. The formal internal review by a qualified professional remains in place and has been conducted. Duly **noted**.

### **10i.Step 4.1 - The RFO sets the commencement date for the exercise of public rights.**

To note the notice of commencement of the period for the exercise of public right: A period of 30 working days set by the smaller authority and including the first 10 working days of July. Commencing on Friday 27th June 2025. End on 7th August 2025. Date of notice: no later than 26th June 2025. Duly **noted**.

### **10j.Step 5.1 - ~~The Certificate of Exemption is signed by the RFO and Chair.~~ NOT APPLICABLE**

### **10k.Step6 - DEADLINE for submission**

To note that the completed annual return and date of commencement of period of public rights must be sent to PKJ Littlejohn by the RFO BEFORE 1st July 2025 Duly **noted**.

### **10L.Step7. DEADLINE for publication**

To note that all documents relating to the AGAR must be published by the RFO on the official .Gov parish council website and that the accounts must be published on the parish noticeboards before the commencement of exercise of public rights. IE before 26th June 2025 in this case. Duly **noted**.

## **11. Finance and Administration**

- i. **Resolved. Motion** to review payments made within the past month and to consider and motion to approve the payment of outstanding accounts. Appendix 1. All invoices listed have been 'examined, verified and certified' by the RFO. Prps: GM. Scnd: MB. Duly **approved**.
- ii. To consider and approve payment of urgent accounts if any (Delegation to Clerk policy). Nil.
- iii. **Resolved. Motion** to receive and motion to accept latest Bank Reconciliation April 2025. Prps: SR. Scnd: GP. Duly approved.
- iv. Clerk timesheet for inspection. Duly **signed**.
- v. Annual calendar monthly inspection. Duly undertaken. No actions outstanding.
- vi. Government workplace pensions re-enrolment now completed by the Clerk. Duly **noted**.
- vii. To note that the clerk has sought quotes with a view to ordering replacement parts and labels for the **existing life-saving equipment on parish council ponds** (7 years since installation) and also ordered 3 additional life-lines for the ponds at Monkwood Green. These fall within the Delegation to the Clerk policy and are a requirement of our insurance package and purchase will proceed once quotes obtained. The Clerk will arrange installation.

## 12. 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.

- i. Clerk's correspondence for info. Duly inspected.

**13. Dates of next scheduled meeting.** 14th July 2025 7.30pm – Monthly PC meeting, Peace Hall, Sinton Green. The press and public are cordially invited to attend these meetings and should note Standing Orders in advance please.

## Appendix 1\_Payments to be made this month (June 25) and already made in the previous month (May 25) under Clerk delegation policy and Financial Regs.

16/06/2025	15	Mr Simon Skeys	Lengthsman worksheet April 2025	306.30
12/06/2025	16	Mr Simon Skeys	Sinton Green Mowing April 2025. Received 2nd June	90.00
12/06/2025	22	Mr Simon Skeys	Lengthsman worksheet May 2025. Claimed 09/06/2025	235.85
12/06/2025	23	Mr Simon Skeys	Sinton Green Mowing May 2025. Received 2nd June	90.00
06/06/2025	24	Severn Trent Water Ltd	Mwgreen pipeline. WWT to reimburse	195.00
12/06/2025	25	Mrs Lisa Stevens	Monthly Expenses June 2025	44.42
12/06/2025	26	Mrs Lisa Stevens	Land reg Grimley village footpaths and rights of way	7.00
Yet to be paid. Work underway	27	WJP Software Limited	Martyn's law and risk assessment website form. Add embedded form to website	60.00
instruction given 09/06/25. Taken 12 June	28	Nest Pensions	June payment for June wage. Clerk contribution £26.28. PC contribution £19.71	45.99
09/06/2025	29	HMRC Shipley	EmployER Gross National Insurance Contributions	36.02
Yet to be paid	30	Mrs Lisa Stevens	Monthly wage for May paid in June	
06/06/2025	31	Lloyds Service charge	Taken out of bank account direct	4.25
12/06/2025	32	Mrs Lisa Stevens	Reimbursement stinky inks printing ink	56.86
Yet to be paid	33	Water pLus	Quarterly bill arrived 17/06/2025	29.24

## Appendix 3 Correspondence where NOT included in agenda items above.

- 1 Consultation on Neighbourhood plans from MHDC - removal of national funding etc.
- 2 AGAR and website transparency code compliance – correspondence to ensure compliance.
- 3 Martyn's law – website developer – risk assessments and a template to put on the website
- 4 Peace Hall bookings.
- 5 Cllr training opportunities
- 6 Defib annual checks with HeartBeat Trust
- 7 Farming community breakfasts
- 8 Grants to Scouts and Nora Parsons – confirming receipt.
- 9 CPRE hedgerows correspondence
- 10 Petty whin correspondence with other SSSIs. They have visited in our absence and taken some pointers.
- 11 Pond and life buoy replacement signage quotations
- 12 Worcestershire County Council's Community Services Directory.
- 13 Water Plus – Current balance: £29.24. Next bill is expected quarterly.
- 14 NALC Chief executive's bulletin
- 15 WCALC monthly bulletin
- 16 The Rural Funding Digest - Looking for funding for your local project or community group
- 17 The Rural Bulletin – national rural news and ensuring rural communities have a voice
- 18 HMRC – payroll update and legal requirements.
- 19 HSE weekly bulletins – working from home, employing contractors
- 20 Worcestershire CALC bulletins, legal updates and monthly newsletters
- 21 Parish newsletter monthly submission

**Appendix 6 – Items/projects on parish council watchlist CONFIDENTIAL last updated 06/06/2025 removed for publication on website**

Contact the parish clerk if you would like to receive agendas or minutes by email.

Parish Clerk & RFO: Mrs Lisa Stevens, 9 The Limes, Kempsey, WR5 3LG.

Tel: 01905 820956 / 07950256363    parishclerk@grimley-pc.gov.uk    <https://grimley-pc.gov.uk>

**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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