

Grimley Parish Council

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Clerk: Mrs Lisa Stevens

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Tuesday 15 May 2018

Dear Councillor,

Notice is hereby given that a Meeting of Grimley Parish Council will be held on **Monday, 21st May 2018** at **7.30pm** in The Peace Hall, Sinton Green when the business set out in the agenda below will be transacted. Your attendance at the meeting is requested.

Yours faithfully,

Lisa Stevens

Clerk & Responsible Financial Officer

The press and public are also cordially invited to attend this meeting

to address the Parish Council on matters concerning the Parish (at the allotted point in the agenda), observe proceedings or to inspect draft minutes of previous meetings.

Agenda

1	<p>Whilst member of the public are being seated, Cllrs may step forward to have their laptops marked with smart water.</p> <p>To consider any apologies for absence.</p>
2	<p>Declarations of interest.</p> <p>a. Register of interests: To note any updates received.</p> <p>b. To declare any Disclosable Pecuniary Interests relevant to the agenda.</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 from Councillors for the Parish Council to grant a Dispensation (S33 of the Localism Act 2011). Motion to approve requests.</p> <p>Councillors are reminded of the need to update their register of interests. Councillors who have declared a Disclosable Pecuniary Interest, or any Other Disclosable Interest (falling within terms of paragraph 12(4)(b) of the Code of Conduct), must leave the room for the relevant items unless a dispensation has been requested/granted.</p>
3	<p>Minutes of previous meetings – Motion to approve previous minutes.</p> <p>a. 23rd April 2018 Annual Parish Meeting (NB. to review and accept in principal, since Annual Parish Meeting minutes are formally approved on an annual basis, ie at the next Annual Parish Meeting in 2019).</p>
4	<p>Public question time.</p> <p>Standing orders to be suspended to allow the public present to address the Parish Council on any matters relating to Grimley Parish. Residents are invited to give their views and question the Parish Council on issues on this agenda, or raise issues for future consideration. This item to be limited at the discretion of the Chair.</p> <p>Please note: This may be the only opportunity for members of the public to address the Parish Council, at the discretion of the Chair. Members of the public may not take part in the Parish Council meeting itself, unless specifically invited to do so by the Chair. This period is not part of the formal meeting: brief notes may be appended to the minutes as an aide memoire. Correspondence sent to the Parish Council will not be read out in lieu of attendance. Such correspondence will be respectfully noted and dealt with as necessary.</p>
5	<p>To Receive the Report of the County Councillor – Phil Grove.</p> <p>i. The Clerk has raised a question in advance of the meeting reference website services: (Items raised for decision will appear on the agenda for the next meeting) (Max 3 mins please)</p>
6	<p>To Receive the Report of the District Councillor – Dean Clarke.</p> <p>(Items raised for decision will appear on the agenda for the next meeting) (Max 3 mins please)</p>

7	<p>Co-option - filling one vacancy for Parish Councillor</p> <p>a. To discuss previously circulated applications for the vacancy, invite candidates to speak/put questions to the Chair and for Councillors to ask questions arising. <u>As of 15th May 2018 there are 2 candidates.</u></p> <p>b. Secret ballot of candidates.</p> <p>Note to Members: The process shall be that Members will each vote for one candidate - the one with the greatest number of votes will be appointed. In the event of a tie the Chairman shall have the casting vote.</p> <p>c. Paperwork associated with new Parish Cllrs, Declaration of Interests, Acceptance of Office and formal welcome from Chair. Newly appointed Member welcome to join the table and take part in debate from this point in the agenda.</p>
8	<p>Sinton Green - To receive and discuss updates and formulate Motions not requiring written notice.</p> <p>i. Update on meeting with Peace Hall Management Committee.</p> <p>ii. Update on progress with public consultation concerning play equipment.</p> <p>iii. Pond maintenance – To discuss options for disposal of bulrushes.</p>
9	<p>Monkwood Green – To receive and discuss updates and formulate Motions not requiring written notice.</p> <p>i. To discuss option to erect electric fence around Petty Whin. Motion to proceed if applicable and nomination of Cllrs to assist Clerk in installing equipment.</p> <p>ii. Motion to approve purchase of metal blade bramble strimmer, in order to tackle urgent issue of returning brambles, up to threshold of £350.</p> <p>iii. To discuss and to resolve to write to residents mowing the Common/SSSI without permission. To also resolve to write to residents about parking on the Common/SSSI.</p> <p>iv. To discuss the recent increase in thefts from properties in the area. Motion to approve request for CCTV cameras to be directed over Parish Council land.</p> <p>v. Motion to approve written confirmation to residents at Monks Barn, that in accessing their property across the Highways maintained tarmac roads only, they do not need a deed of access and right of way.</p> <p>vi. To note that Highways conducted inspection works on the drains outside Monks Hollow and have scheduled clearance works for June. Motion to approve request to temporarily remove two bollards to allow vehicles to work without restricting access for residents, subject to Natural England approval concerning the SSSI.</p> <p>vii. Update on service road repair quotations from.</p>
10	<p>Grimley Village – To receive and discuss updates and formulate Motions not requiring written notice.</p> <p>i. To discuss Grimley village approach road 'passing places' sign quotation and, if applicable, motion to proceed to order. <i>Passing Place R2 High Intensity 450x450mm Road Sign: £47.88 inc vat</i></p> <p>ii. To discuss public concern regarding the overgrown state of the churchyard and applicable motions, should Cllrs resolve to assist in this matter.</p>

11	<p>Parish wide facilities – To receive and discuss updates and formulate Motions not requiring written notice.</p> <ul style="list-style-type: none"> a. Phone boxes – to appoint Cllrs to assess the level of maintenance is required. Cllrs to liaise with residents who have already kindly volunteered to help. b. Provision of litter picking equipment for volunteers. <ul style="list-style-type: none"> i. Motion to purchase 10 litter picking sticks and 10 pairs of gloves for those wishing to undertaking litter-picking at their own personal risk. ii. Motion to provide this equipment along with a form advising them that the Parish Council can take no responsibility for personal/property damage whilst undertaking this task and that they do so at their own undertaking and own risk.
12	<p>Lengthsman – to welcome Mr Simon Skeys and to discuss updates.</p> <ul style="list-style-type: none"> a. Motion to receive and approve future items of work. <i>Including:</i> <ul style="list-style-type: none"> - <i>Strimming nettles at far NW corner of Monkwood Green, near Monks Barn.</i> b. Update on laying the additional slab/s near the Grimley bin. c. Update on Grimley top triangle tidy-up. d. Update on rodding the drains opposite Fir Tree House Grimley. e. Update on possibly blocked drains around Grimley top triangle.
13	<p>Reports from Representatives - To receive and discuss updates and formulate Motions not requiring written notice.</p> <ul style="list-style-type: none"> a. Peace Hall Management Committee, including: <ul style="list-style-type: none"> i. Motion to approve in principle a donation towards additional replacement chairs for the Peace Hall, up to threshold of £350. b. Tarmac Quarry Liaison Committee - <i>Motion to remove this as a standing monthly agenda item, with the proviso that items occurring can be brought up under the item for 'Grimley Village' and/or 'Items for Future Agenda'.</i> c. Grimley Smaller Charities - <i>Motion to remove this as a standing monthly agenda item, with the proviso that items occurring can be brought up under the item for 'Grimley Village' and/or 'Items for Future Agenda'.</i>
14	<p>Audit Finance – To sign off audit paperwork prior to sending to external auditors.</p> <ul style="list-style-type: none"> a. To consider and motion to approve procedures and paperwork in connection with the Annual Audit Return. <ul style="list-style-type: none"> i. 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. ii. Members to consider 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. Motion to accept considered findings and motion to confirm compliance with assertions 2 & 6 of the Annual Governance Statement. iii. To note advisory comments received after completion of 2016/17 annual audit (comments from Grant Thornton). Motion to review evidence and therefore reject Grant Thornton's incorrect comments that the Parish Council did not correctly provide a period for exercise of public rights. iv. Approve the Annual Governance Statement. <i>Chair to minute, sign and date the Annual Governance Statement Section 1 of the Annual Return for the year ending 31 March 2018.</i> b. To consider and motion to approve procedures and paperwork in connection with the Annual Audit Return – CONTINUED. ** <ul style="list-style-type: none"> i. Members to consider the Accounting Statements. ii. Motion to approve the Accounting Statements. <i>Chair and Clerk to minute, sign and date the Annual Governance Statement Section 2 of the Annual Return for the year ending 31 March 2018.</i>

	<p>c. Approval and signature of the Declaration that the statement of accounts is unaudited.</p> <p>d. Approval and signature of the Notice of Commencement of the period for the exercise of public rights.</p> <p>e. To note that the completed annual return and notification of date of commencement of period of public rights must be sent to PKJ Littlejohn by 11th June 2018.</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 2017 and 31 March 2018 before confirming compliance with assertions 2 and 6 of the Annual Governance Statement.</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 <u>2nd July 2018</u>.</p>
15	<p>General Finance.</p> <p>a. To consider and motion to approve the payment of outstanding accounts.</p> <p>b. To receive and motion to accept the Bank Reconciliation.</p> <p>c. To receive and accept quotations for Parish Council Insurance for 2018/19.</p> <p>i. BHIB Insurance (previously AON) - £183.95. (AON were 2017/18 policy providers).</p> <p>ii. Zurich - £245.95.</p> <p>iii. Alternative insurers failed to respond in time.</p>
16	<p>Items for future agenda. Cllrs may use this opportunity to report minor matters of information not included elsewhere on the agenda and to raise future items.</p> <ul style="list-style-type: none"> - Well maintenance Monkwood Green. - Missing gate near Old Vicarage, Grimley approach road. - Allowing selected small patches of grass on Sinton Village Common to grow uncut – with the intention of encouraging flowers, bees and insects.
17	<p>Date of Next Scheduled Meeting – 18th June 7.30pm, Peace Hall, Sinton Green. The press and public are cordially invited to attend this meeting.</p>

Appendix 1: Items for payment.

Duckworth Trust	Scrub and tree clearance works 2 days, 4 wardens, plus equipment hire: £449.28 . GPC201730. Chipper hire (3 days), Fuel (£16,91), Labour (3 wardens/day): £ 450.00 . GPC201745. Invoice number: 759-17.	£916.19	VAT (20%) VAT (5%) £149.88 £0.81
Worcestershire CALC	Annual Membership 2017/18.	£366.71	VAT £55.23
The Society of Local Council Clerks	Membership fee calculated £365.44*12=£4385.28 falling within the £93 payable subscription bracket (plus £8 joining fee)	£101	VAT nil
Chello Blended Chemicals	Paint for maintenance of phone boxes Monkwood Green and Grimley village. Invoice number: 68695. GPC201811.	£58.89	VAT £9.80
Insurance company of choice.	Parish Council insurance policy due for renewal 1st June 2017.	Choice to be made at meeting	VAT unknown at time of publication
Lisa Stevens	Clerk wages [April] (£365.44)	£365.44	VAT nil
Lisa Stevens	Expenses.	£168.00	VAT being calculated
Lisa Stevens	Additional work outside contractual hours for Monkwood Green Management group. 13 hours additional work at hourly wage £11.42.	£148.46	VAT nil