

Grimley Parish Council

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Clerk: Mrs Lisa Stevens
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Mon 12th November 2018

Dear Councillor, Notice is hereby given that a Meeting of Grimley Parish Council will be held on **Monday 19th November 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.

1	To consider any apologies for absence. DCllr Clarke apols given in advance.
2	<p>Declarations of interest.</p> <p>a. Register of interests: To note any updates received. b. To declare any Disclosable Pecuniary Interests relevant to the agenda. 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 from Councillors for the Parish Council to grant a Dispensation (S33 of the Localism Act 2011). Motion to approve requests. f. Check that all have submitted Register of Interests to Malvern Hills District Council.</p> <p>Councillors are reminded to update their register of interests. Councillors who have declared a Disclosable Pecuniary Interest, or any Other Disclosable Interest (para 12(4)(b) Code of Conduct), must leave the room for the relevant items unless a dispensation has been granted.</p>
3	<p>Minutes of previous meetings – Motion to approve previous minutes.</p> <p>a. Monday 22nd October 2018 – Monthly meeting of Grimley Parish Council.</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. Residents to confirm name and address please prior to speaking. Your name may be recorded in the minutes of the meeting, unless you ask for this not to occur. Please speak to the Clerk if you have any concerns. The Council reserves the right not to allow questions from any person/s who do not confirm their residency/association with the parish.</p>
5	<p>To Receive the Report of the County Councillor – Phil Grove.</p> <p><i>Limited to three minutes please.</i> (Items raised for decision will appear on the agenda for the next meeting)</p>
6	<p>To Receive the Report of the District Councillor – Dean Clarke.</p> <p><i>Limited to three minutes please.</i> (Items raised for decision will appear on the agenda for the next meeting)</p>
7	<p>Planning - to consider, comment and resolve to respond to the following applications.</p> <p>a. 18/01393/HP Moorcroft, Sinton Green, Hallow, WR2 6NW. Demolition of existing utility accommodation and proposed construction of new rear and side extension. Replacement of existing roof to create first floor accommodation with new roof space. Applicant: Densley. Officer: A. Priestley.</p>
8	<p>Sinton Green – To discuss updates and formulate Motions not requiring written notice.</p> <p>a. Play equipment for the parish. i. Cllrs to formally approve Play Equipment Working Party Terms of Reference. ii. Verbal report from the Working Party.</p>
9	<p>Monkwood Green - To discuss updates and formulate Motions not requiring written notice.</p> <p>a. Service roads – Two quotations to debate. Resolution to commission work. b. Well opposite Woodcote. To consider ownership, future repairs and access to water. Motion of thanks to resident for clearance of scrub. c. Electric fence belonging to Parish Council. To resolve upon care and maintenance requirements over winter.</p>
10	<p>Grimley village - To discuss updates and formulate Motions not requiring written notice.</p> <p>a. Report on dangerous driving by Tesco's delivery lorry. Employer has confirmed that the driver is to be subject to disciplinary action. b. New passing places sign – evaluation of effectiveness and placement.</p>

11	<p>Parish facilities – To discuss updates and formulate Motions not requiring written notice.</p> <ol style="list-style-type: none"> a. “We don’t buy crime” smart-water project update. b. Phone booth(s) maintenance update. c. Salt order for the bin at Grimley approach road under care of Parish Council. Also to consider whether reserve salt supplies should be held centrally in the parish.
12	<p>Reports from Representatives - To discuss updates and formulate Motions not requiring written notice.</p> <ol style="list-style-type: none"> a. Armistice Day Commemorations 2018 report on success. b. Peace Hall Management Committee. c. Tarmac Quarry Liaison Committee. d. Grimley Smaller Charities. e. Lengthsman - Motion to receive and approve future items of work.
13	<p>General Finance and Administration- To discuss updates and formulate Motions not requiring written notice.</p> <ol style="list-style-type: none"> a. To consider and motion to approve the payment of outstanding accounts. b. To receive and motion to accept latest Bank Reconciliations, October. c. With regard to update legislation on the General Data Protection Regulations (GDPR), to confirm the following: <ol style="list-style-type: none"> i. To confirm that Mrs Lisa Stevens is duly appointed as a (non-mandatory) Data Protection Officer¹ for Grimley Parish Council. <i>¹DPO - A person or organisation who determines the how and what of data processing. Data Protection Officers are responsible for overseeing data protection strategy and implementation to ensure compliance with GDPR requirements. This removes the necessity of appointing an external body or consultant. This appointment is best practice in line with GDPR legislation.</i> ii. To confirm that Mrs Lisa Stevens, is duly appointed as an authorised data processor². <i>²Data Processor is any organisation or person who processes personal data on behalf of the data controller (Grimley Parish Council). This appointment is a requirement of GDPR legislation.</i> a. To considering budget and precept for 2019/2020 financial year. <i>Standing orders will be suspended to allow the public to speak at this item.</i> <p>A formal vote on the 2019/20 budget and parish council precept 2019/20 will be made on 3rd December.</p> <p>Parish Cllrs will debate a rise of not more than 3% for 2019/20. (‘Precept’ - amount of annual household council tax bill that goes to the Parish Council via the District Council).</p> <p>A 1% rise would equate to an additional 0.58p (approx.) from each Band D property in the parish. Parishioners are invited to attend this meeting on the 19th November 2018 and/or on 3rd December 2018 to contribute to these discussions.</p>
14	<p>Correspondence not dealt with elsewhere - To note and discuss as required correspondence already circulated to Cllrs, or available for inspection at the meeting.</p> <p>Dates for diary, any other business and items for future agenda - Cllrs may use this opportunity to report minor matters of info not included elsewhere on the agenda and to raise future items.</p>

	<p>- Note that the small but deep pothole midway up the hill on the road from Sinton Green to Monkwood has been rereported to Highways. Ref number: 610561.</p> <p>Items for future agenda:</p> <ul style="list-style-type: none"> i. Follow up to proposal for new litter bin, opposite The Old Vicarage, Grimley, at entrance to public footpath 593(C). To be added to future agenda once advice from District Council is received. ii. Feasibility study – progress on claim to Natural England for 80% of funding. To be added to future agenda once Natural England have progressed this claim. iii. Commoners association – progress. iv. Asset of community value – progress.
15	<p>Date of Next Scheduled Meeting – 3rd December 2018 7.30pm, Peace Hall, Sinton Green. The press and public are cordially invited to attend this meeting.</p>

Appendix 1: Items for payment.

Mr Philip Leary	Pond Clearance Sinton Green. Disposal of reeds and slurry. Grass Seed. Invoice dated 14 th September & received by Parish Clerk 19 th October 2018.	£450.00	VAT nil
Simon Skeys	Bollard reinstatement Sinton Green.	£30	VAT nil
Simon Skeys	Lengthsman invoice September 2018 Awaiting confirmation of invoice details.	£380 max	VAT nil
R. Edwards	Expenses for the Armistice Day Cream Tea, Sinton Green. 11 th November. Receipts received 14 th November 2018.	£52.08	VAT under calculation
Claire Mason	Expenses for the Armistice Day Cream Tea, Sinton Green. 11 th November. Receipts received 14 th November 2018. Clotted cream £26, Crayons £2.50, Coloured pencils £3.50, PVA £1.50. Additional £11 unreceipted items for which Cllr have given emailed approval for payment prior to Parish Council meeting: Paper plates x 2 (£1 each), Tissue paper x 8 (£1 each), Glue spreaders x 10 (10p each).	£44.50	VAT under calculation
Lisa Stevens	Clerk wages [August 2018] As per new contract of <u>12 hours</u> per week, rate of £12.01 per hour.	£576.48	VAT nil
Lisa Stevens	Expenses. GPC201703. Includes reimbursement of <u>VAT</u> and carriage costs £52.31 on purchase of Armistice Celebrations wall plaque for Peace Hall. Includes £29.99 for new shelving unit allowing storage of lever arch files.	£146.33	VAT under calculation
HMRC	PAYE Sept – Oct Q2 2018/19	£7.44	Vat nil