

# Grimley Parish Council

clerkgrimleypc@gmail.com

Clerk: Mrs Lisa Stevens  
Tel: 01905 820956

9 The Limes  
Kempsey  
Worcester  
WR5 3LG

**Mon 16<sup>th</sup> July 2018**

Dear Councillor, Notice is hereby given that a Meeting of Grimley Parish Council will be held on **Monday 23<sup>rd</sup> July 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.
2	<p><b>Declarations of interest.</b></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 &amp; 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><b>Minutes of previous meetings – Motion to approve previous minutes.</b></p> <p>a. 18<sup>th</sup> June 2018 – Monthly meeting of Grimley Parish Council.</p>
4	<p><b>Public question time.</b></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>
5	<p><b>To Receive the Report of the County Councillor – Phil Grove.</b></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><b>To Receive the Report of the District Councillor – Dean Clarke.</b></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><b>Armistice Day Commemorations 2018 - Standing orders to be suspended to allow the public to contribute.</b></p> <p>a. Introductions/general update/debate.  b. Motion to approve Grimley Parish Council involvement and appoint up to 3 reps (Grimley Cllrs/local residents/Peace Hall Reps) to assist project coordination.  c. Motion to commit to a budget/donation as appropriate*, up to threshold of £250.  d. Motion to delegate powers to Parish Council representatives.</p> <p>(Delegation of powers to make decisions on behalf of Parish Council, to approve project plans and to spend/approve expenditure of the budget/donation agreed above without prior approval from Full Council).</p> <p>* If expenditure is in form of <u>donation to project committee</u>, it may be appropriate to write the cheque at this meeting.</p>
8	<p><b>Monkwood Green - To discuss updates and formulate Motions not requiring written notice.</b></p> <p>a. Feasibility Study by Footprint – to consider Natural England feedback on the study and formulate a response to both parties.  b. General update/progress – including grazing, mowing, Commoners Association and concerns from residents relating to fire risks.  c. Service road repairs - update.  d. Well maintenance - update.  e. To consider a request from residents for permission to hold a social event on Monkwood Green Common.  f. To consider correspondence from a resident concerning a minor change of access not affecting parish council land.</p>

9	<p><b>Sinton Green</b> – To discuss updates and formulate Motions not requiring written notice.</p> <ol style="list-style-type: none"> <li>a. Noticeboard repairs and update on investigation into damage of the board at Sinton Green (including boards at Grimley village, Monk/W Green and Peace Hall).</li> <li>b. Consideration of play equipment for the parish.</li> <li>c. Sink hole near noticeboard – actions planned by Highways/Severn Trent.</li> <li>d. To consider request from resident to park up to 12 vehicles on the village green for a one-off family event 11<sup>th</sup> August 2018.</li> </ol>
10	<p><b>Grimley village</b> - To discuss updates and formulate Motions not requiring written notice.</p> <ol style="list-style-type: none"> <li>a. Grimley approach road – dangerous parking in passing places and speeding.</li> <li>b. To further consider Parochial Church Council donation ref churchyard maintenance.</li> </ol>
11	<p><b>Parish facilities</b> – To discuss updates and formulate Motions not requiring written notice.</p> <ol style="list-style-type: none"> <li>a. “We don’t buy crime” smart-water project. <ol style="list-style-type: none"> <li>i. Update from Clerk.</li> <li>ii. Motion to proceed with this project, subject to clarification and, apply for the 25% grant from the Police Crime Commissioner. Delegated powers to Clerk if appropriate as initial expenditure to Parish Council would be approx £801.</li> </ol> </li> <li>b. Phone boxes – update on maintenance assessment progress.</li> <li>c. Bus shelters – to receive a quotation for maintenance, including weatherproofing and apex repair as necessary. Motion to accept quotation if under £300<sup>1</sup>.</li> </ol>
12	<p><b>Reports from Representatives</b> - To discuss updates and formulate Motions not requiring written notice.</p> <ol style="list-style-type: none"> <li>a. Peace Hall Management Committee.</li> <li>b. Tarmac Quarry Liaison Committee.</li> <li>c. Grimley Smaller Charities.</li> </ol>
13	<p><b>General Finance</b> - To discuss updates and formulate Motions not requiring written notice.</p> <ol style="list-style-type: none"> <li>a. To consider and motion to approve the payment of outstanding accounts.</li> <li>b. To receive and motion to accept latest Bank Reconciliation.</li> <li>c. To note new signatories to Parish Council bank account, with powers to review bank accounts online. Risk assessment has been updated.</li> </ol>
14	<p><b>Correspondence</b> not dealt with elsewhere - To note and discuss as required correspondence already circulated to Cllrs, or available for inspection at the meeting.</p> <p>- To note that Lengthsman contract for 2018 and signed contract for mowing Sinton Green has now been received by the Clerk.</p>
15	<p><b>Dates for diary, any other business and items for future agenda</b> - Cllrs may use this opportunity to report minor matters of info not included elsewhere on the agenda and to raise future items.</p>
16	<p><b>Date of Next Scheduled Meeting – 17<sup>th</sup> September 2018 7.30pm, Peace Hall, Sinton Green.</b> The press and public are cordially invited to attend this meeting.</p>

<sup>1</sup> (NB as of 16/07/18, a quotation had not yet been received but is anticipated before the meeting)

## Appendix 1: Items for payment.

Simon Skeys	Lengthsman invoice June 2018. X 7 hours	£80.50	VAT nil
Simon Skeys	Sinton Green Mowing x 1 cut 30/06/18	£75.00	VAT nil
Peace Hall Management Committee	Previously agreed donation towards new chairs Peace Hall	£350.00	VAT nil
Armistice Day Commemorations 2018.  NB. PAYEE unknown at this time.	IF Cllrs decide to proceed, it may be appropriate to write a donation cheque up to £250 at this meeting – as Parish Council will not meet in August 2018.	£250 Max	VAT nil
Lisa Stevens	Clerk wages [June 2018] As per new contract of <u>12 hours</u> per week, rate of £12.01 per hour.	£ 576.48	VAT nil
Lisa Stevens	Clerk wages [ <b>July</b> 2018] <i>This item is normally paid one month in arrears. As there is no scheduled Parish Council meeting in August 2018, cheque to be signed now but dated <b>20<sup>th</sup> August 2018</b> and not to be cashed before that time.</i>	£576.48	VAT nil
Lisa Stevens	Backdated wage increase April & May 2018 as per contract (ie at rate of <u>8 hrs per week</u> )  <i>(Previous Clerk hourly rate was £11.42. New hourly rate agreed at Staffing Committee on 18<sup>th</sup> June 2018 is £12.01 – as per CALC advice on standard clerk annual pay-scales).</i>	£37.76	VAT nil
Lisa Stevens	Expenses. GPC201703.  <i>Includes litter picking equipment approved at previous parish council meeting, equipment for electric fencing, padlock for energiser security box, security signage, replacement parts for Monkwood Green trough, Lloyds Bank secure/signed for postage of signatory paperwork, stationery, Staples shredding services for archived paperwork no longer compatible for storage under GDPR . Also includes ravel expenses for attendance at MWGreen for soil sampling, electric fence installation, strimming under fence etc.</i>	£458.11	VAT under calculation
Lisa Stevens	Additional work (10 hours) outside contractual hours for Monkwood Green Management group. GPC201704.  <i>This item is now normally paid one month in arrears. As there is no scheduled Parish Council meeting in August 2018, cheque to be dated <b>20<sup>th</sup> August 2018</b> and not to be cashed before that time.</i>	£120.10	VAT nil