

Grimley Parish Council

clerkgrimleypc@gmail.com

Clerk: Mrs Lisa Stevens

Tel: 01905 820956

9 The Limes
Kempsey
Worcester
WR5 3LG

Friday 03 May 2019

Dear Councillor,

Notice is hereby given that a Meeting of Grimley Parish Council will be held on **Monday, 13th May 2019** as **soon after 7.30pm as may be, directly following the Annual Meeting of Grimley Parish Council (estimated to take approx. 30 mins)**, 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 - Meeting of Grimley Parish Council

01/19	To consider any apologies for absence.
02/19	<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.</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>
03/19	<p>Minutes of previous meetings – Motion to approve previous minutes.</p> <p>a. 18th March 2019 Annual Parish Meeting and the Parish Council meeting which occurred thereafter.</p>
04/19	<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>
05/19	<p>To Receive the Report of the County Councillor.</p> <p>(Items raised for decision will appear on the agenda for the next meeting) (Max 3 mins please)</p>
06/19	<p>To Receive the Report of the District Councillor.</p> <p>(Items raised for decision will appear on the agenda for the next meeting) (Max 3 mins please)</p>

07/19	<p>Planning - to consider and resolve to respond to the following applications.</p> <p>a. Application Number : 19/00347/FUL Location: Wagon Wheel, Grimley, Worcester, WR2 6LU Description of Proposal: Conversion of public house/restaurant to 1no. dwelling (including partial demolition) and the erection of 2no. dwellings. Applicant : Mr & Mrs Giuliano</p> <p>b. Application number: 19/00559/GPDP Location: Moseley Farm, Mosley Road, Hallow, Worcester, WR2 6NL Proposal: Notification for prior approval for the proposed change of use from a storage building to a dwelling house Applicant: Mr C Genever</p> <p>c. Application No: 19/00565/HP & 19/00566/LB Address: Salways Farm, Moseley road, Hallow, WR2 6NL Proposal: linked single storey extension, erection of detached garage, replacement windows and internal refurbishment. Applicant: Mrs Sarah Barnes</p> <p>d. Application Number: 19/00519/HP Location: Holly Cottage, Sinton Green, Hallow, Worcester, WR2 6NP Description of Proposal: First floor extension and construction of Orangery. Applicant : Mrs Janet Clarke</p>
08/19	<p>Grimley village - To discuss updates and formulate Motions not requiring written notice.</p> <p>a. Grit bin repairs update.</p> <p>b. Progress with Brown bin (for flower waste) for church. Proposal for Green Bin for church – requested by wardens.</p>
09/19	<p>Sinton Green - To receive and discuss updates and formulate Motions not requiring written notice.</p> <p>a. Update from Play Equipment Working party</p> <p>b. Pond maintenance – Safety concerns relating to public entering the pond.</p> <p>c. State of hedges - Worlds End to Sinton Green road.</p>
10/19	<p>Monkwood Green – To receive and discuss updates and formulate Motions not requiring written notice.</p> <p>a. General update from Cllr Weaver, including progress with placement of sheep on Common and intentions of Commoners to place cattle on site. Including update on oak branches outside Fox. Including discussion on state of ditch alongside The Croft.</p> <p>b. Works occurring near Common that are affecting and hindering public rights of way.</p> <p>c. Update from Cllr Weaver - Maintaining and repairing the private service roads on the Common. Including acceptance of quotation for works to road leading to The Croft up to max of £2500.</p> <p>d. To discuss and to resolve to write to residents mowing the Common/SSSI without permission.</p> <p>e. Update - Well opposite Woodcote.</p> <p>f. Update - Defibrillator progress.</p>

11/19	Lengthsman – to discuss updates and jobs outstanding.
12/19	<p>Reports from Representatives - To receive and discuss updates and formulate Motions not requiring written notice.</p> <ol style="list-style-type: none"> a. Peace Hall Management Committee, including: b. Tarmac Quarry Liaison Committee. c. Grimley Smaller Charities. d. Commoners Association progress.
13/19	<p>Audit Finance – To sign off audit paperwork prior to sending to external auditors.</p> <ol style="list-style-type: none"> a. To consider and motion to approve procedures and paperwork in connection with the Annual Audit Return. <ol 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 and review 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. Approve the Annual Governance Statement. <i>Chair & Clerk to minute, sign and date the Annual Governance Statement Section 1 of the Annual Return for the year ending 31 March 2019.</i> b. To consider and motion to approve procedures and paperwork in connection with the Annual Audit Return – CONTINUED. ** <ol style="list-style-type: none"> i. Members to consider the Accounting Statements. ii. Motion to approve the Accounting Statements. <i>Chair to minute, sign and date the Annual Governance Statement Section 2 of the Annual Return for the year ending 31 March 2019.</i> c. Approval and signature of the Declaration that the statement of accounts is unaudited. d. Approval and signature of the Notice of Commencement of the period for the exercise of public rights. 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 2019. <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 2018 and 31 March 2019 before confirming compliance with assertions 2 and 6 of the Annual Governance Statement. ** 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 2019</u>.</p>
14/19	<p>General Finance.</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 the latest Bank Reconciliations. c. To receive and accept quotations for Parish Council Insurance for 2019/20.
15/19	<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"> - Parish path warden training with Patrick White, Countryside Access, Maintenance & Improvement Officer, WCC.

	- Re-approval to purchase bin outside smaller charities land.
16/19	Date of Next Scheduled Meeting – 17th June 7.30pm, Peace Hall, Sinton Green. The press and public are cordially invited to attend this meeting.

Appendix 1: Items for payment.

Worcestershire CALC	Annual Membership 2019/20.	£420.00	VAT £59.04
The Society of Local Council Clerks	Annual Membership 2019/20.	£120.00	VAT nil
Insurance company of choice.	Parish Council insurance policy due for renewal 1st June 2019.	Choice to be made at meeting	VAT unknown at time of publication
Richard Weaver	Reimbursement of expenses electric fence purchase for Monkwood Green. Quotation was from McVeigh Parker and Co Ltd for £275.62 on 25/04/19. Reimbursement at meeting would allow for slight prices increase on this, up to max of £300.	£275.62	VAT £45.94
David Stanley	Reimbursement of electric fencing costs, 10 wooden states for Monkwood Green, up to max of £200		
Lisa Stevens	Clerk wages [April]	576.48	VAT nil
Lisa Stevens	Expenses. Includes Ink cartridges, postage. Equipment and signs for Monkwood Green Common maintenance. Litter picking hoops for volunteers.	£320.45	VAT being calculated