

# Monthly Meeting of Grimley Parish Council

**Monday 20<sup>th</sup> June 2022 7.30pm**  
**Peace Hall, Sinton Green**  
**REPUBLISHED**

Councillors, Notice is hereby given that a Meeting of Grimley Parish Council will be held on **Monday 20<sup>th</sup> June 2022 at 7.30pm** at the **Peace Hall, Sinton Green**. Your attendance at the meeting is requested. The press and public are also cordially invited to attend to observe proceedings. Lisa Stevens, Parish Clerk and RFO, [clerkgrimleypc@gmail.com](mailto:clerkgrimleypc@gmail.com) 07950256363.

**Date of publication of this notice: REPUBLISHED 16<sup>th</sup> June 2022**

- The **press and public** are also invited to attend to address the Parish Council on matters concerning the Parish (allotted point in the agenda), observe or inspect draft documents.
- Social distancing is no longer in place, though the Chair reserves the right to reschedule the meeting if attendance is high and personal wellbeing is likely to be affected as a result.
- The Register of Electors will be inspected in order to ascertain residency. '*Representation of the People (England and Wales) (Amendment) Regulations 2002*' which permits parish councils to inspect the electoral register for the purpose of establishing whether a person is entitled to attend and participate.
- Names may be recorded in the meeting minutes, unless individuals ask for this not to occur.
- Persons attending this meeting should prior note the document 'Information provided at the beginning of each parish council meeting', and also the policy 'Public Open Forum and procedures for filming and publishing via social media', which forms part of the parish council Standing Orders. These are available on the parish council website:  
<https://e-services.worcestershire.gov.uk/MyParish> (Grimley/publications/page9).  
 A copy may be obtained from the parish clerk or to view at each parish council meeting.

1	<p><b>Points of order and Co-option to fill up to two vacancies on parish council.</b></p> <p>a. Welcome and information provided at the beginning of each parish council meeting.</p> <p>b. <b>Thank you and farewell to outgoing parish councillor Anne Taft. Appendix 3</b></p> <p>c. To receive written or verbal applications for the office of Parish Councillor (max 2).</p> <p>d. To welcome individual candidates, make introductions and offer/receive questions.</p> <p>e. <b>Motion</b> to co-opt candidates (max 2) onto the parish council with immediate effect.</p> <p>f. Completion of paperwork upon appointment. Any immediate declarations of interest.</p>
2	<p><b>Public Open Forum</b></p> <p>Standing orders suspended to allow residents of the parish to address the Parish Council. This item to be limited at the discretion of the Chair. <b>Members of the public to confirm name and address please prior to speaking.</b> The Council reserves the right not to allow questions from any person/s who do not confirm their residency in the parish or who is resident outside the parish.</p>
3	<p><b>To consider any apologies for absence.</b></p>
4	<p><b>Declarations of interest</b></p> <p>a. To note updates received to Register of Interests/dispensations. Cllrs are reminded to update their register of interests.</p> <p>b. To declare Disclosable Pecuniary Interests relevant to agenda. Cllrs who have declared a Disclosable Pecuniary Interest/ other Disclosable Interest (para 12(4)(b) Code of Conduct) must leave for the relevant items only, unless a dispensation has been granted.</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 &amp; Hospitality.</p> <p>e. To consider written requests for the granting of a Dispensation (S33 Localism Act 2011). Motion to approve requests.</p>
5	<p><b>Minutes of previous meetings</b> – Motion to approve previous minutes.</p> <p>a. 23<sup>rd</sup> May 2022. Amendments received and inputted prior to meeting.</p>
6	<p><b>To receive the report of the County Councillor – Scott Richardson Brown</b>          (Items raised for decision will appear on the agenda for the next meeting)</p>

7	<p><b>To receive the report of the District Councillor – Dean Clarke.</b> (Items raised for decision will appear on the agenda for the next meeting)</p>
8	<p><b>Planning</b> - to consider, comment and resolve to respond to the following applications.</p> <p><b>a. 21/01846/FU. Solar Farm</b> Birchall Green Farm Sinton Green Hallow Worcester WR2 6NT, Development of a solar farm with ancillary infrastructure, security fence, access, landscaping and continued agriculture, to generate power to feed into the local distribution network</p> <p><b>b. M/22/00822/GPDQ. Noken Farm</b> Sinton Green Hallow Worcester WR2 6NW Notification for Prior Approval for the proposed change of use of an Agricultural Building to 5 dwellinghouses (Class C3), and for building operations reasonably necessary for the conversion.</p> <p><b>c. Enforcement updates</b></p> <ul style="list-style-type: none"> <li>i. Application to regularise long standing use of right of way 635.</li> <li>ii. Public footpath opp. Retreat Farm.</li> <li>iii. Menage complex opp. Retreat Farm</li> </ul> <p><b>d. Standing Item:</b> To consider and as required arrange an extra ordinary parish council meeting for planning applications received after date of publication of this agenda</p>
9	<p><b>Infrastructure, services, highway matters, drainage and flooding</b> To discuss updates and formulate Motions not requiring written notice. Highways (roads &amp; pavements) &amp; byways (bridleways and footpaths).</p> <ul style="list-style-type: none"> <li>a. <b>Dangerous driving in vicinity of Moseley</b> (and parish wide). Motion to explore option for additional static signs and/or vehicle activated signs. (Police/Parish Council Charter has been updated to reflect recent accidents, allowing PCSO to focus resources in this location).</li> <li>b. Bus service reported change of operator to Diamond.</li> <li>c. Hedges and pathways in vicinity of top triangle Grimley village and the bus shelter.</li> <li>d. Bus shelter painting (inside) update.</li> </ul>
10	<p><b>Commons and Village Greens</b> To discuss updates and formulate Motions not requiring written notice.</p> <ul style="list-style-type: none"> <li>a. <b>Sinton Green.</b> Update as required.</li> <li>b. <b>Monkwood Green.</b> <ul style="list-style-type: none"> <li>i. Management and grazing update. Motion to instruct a contractor to strim round petty whin. Supervision by Parish Council will be required.</li> <li>ii. Visibility splays and verges Monkwood Green.</li> <li>iii. Potholes update.</li> <li>iv. Trough update.</li> </ul> </li> </ul>
11	<p><b>Reports from other Projects and Representatives</b> To discuss updates and formulate Motions not requiring written notice.</p> <ul style="list-style-type: none"> <li>a. Broadband projects update Grimley, Monkwood Green and Sinton Green.</li> <li>b. Defibrillators (MWgreen phone box, Grimley village phone box, Peace Hall). <ul style="list-style-type: none"> <li>i. Grimley phone box overhead light fixture replacement update D.Stanley.</li> <li>ii. Training dates.</li> </ul> </li> <li>c. Peace Hall.</li> <li>d. Lengthsman</li> <li>e. Grimley Smaller Charities.</li> </ul>

12	<p><b>Finance and Administration</b> - To discuss updates and formulate Motions not requiring written notice.</p> <ol style="list-style-type: none"> <li>a. To consider and <b>motion</b> to approve the payment of outstanding accounts. Appendix 1</li> <li>b. To consider and retrospectively approve payment of urgent accounts, as per emergency Clerk procedures (Delegation to Clerk policy). Appendix 2.</li> <li>c. To receive and <b>motion</b> to accept May Bank Reconciliation 2022.</li> <li>d. Signature on Lloyds bank paperwork to remove previous bank signatories and approve new ones.</li> <li>e. Confirmation that insurance has been renewed via BHIB.</li> </ol>
13	<p><b>Audit Finance</b> – To sign off audit paperwork prior to sending to external auditors.</p> <ol style="list-style-type: none"> <li>a. To consider and motion to approve procedures and paperwork in connection with the Annual Audit Return. <ol style="list-style-type: none"> <li>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.</li> <li>ii. Members to consider and review the effectiveness of internal checking procedures and internal audit work conducted across the entire year*. To include receipt of internal audit review conducted by P. Moore and a review of procedures for internal checking of banking. After review, <b>Motion to accept</b> considered findings and <b>motion to confirm compliance</b> with all assertions within the Annual Governance Statement.</li> <li>iii. <b>Approve Section 1 of the AGAR - the Annual Governance Statement.</b> <i>Chair &amp; Clerk to minute, sign and date the Annual Governance Statement Section 1 of the Annual Return for the year ending 31 March 2022.</i></li> </ol> </li> </ol> <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 2021 and 31 March 2022 before confirming compliance with all assertions of the Annual Governance Statement.</p>
14	<p><b>Audit Finance – Continued</b></p> <ol style="list-style-type: none"> <li>a. To consider and motion to approve procedures and paperwork in connection with the Annual Audit Return – CONTINUED. ** <ol style="list-style-type: none"> <li>i. Members to consider Section 2 - the Accounting Statements.</li> <li>ii. <b>Motion to approve Section 2 - Accounting Statements.</b> <i>Chair to minute, sign and date the Annual Governance Statement Section 2 of the Annual Return for the year ending 31 March 2022.</i></li> </ol> </li> <li>b. Approval and signature of the Declaration that the statement of accounts is unaudited.</li> <li>c. Approval and signature of the Notice of Commencement of the period for the exercise of public rights.</li> <li>d. 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 1<sup>st</sup> July 2022.</li> </ol> <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 1<sup>st</sup> July 2022.</p>
15	<p><b>Correspondence, dates for diary, items for future agenda.</b></p> <p><b>a. Saved item pending an update:</b></p> <ol style="list-style-type: none"> <li>i. Flooding in road outside Church Farm, Grimley</li> <li>ii. Eroded grass verge Oak Hall Green (Oak Hall Farm Barn).</li> <li>iii. Rosedene/Severn Trent connection to water supplies. Some excavation of Common may be required. Natural England aware.</li> </ol>
16	<p>Date of next scheduled meeting:  <b>18th July - (provisional venue is Grimley St Bartholomew's Church) 7.30pm</b>  The press and public are cordially invited to attend this meeting and should note Standing Orders in advance please.</p>

**Appendix 1****Payments to be made this month (or date paid if part of contracted monthly payment)**

Nora Parsons Day Care Centre	Annual donation 2022/2023 as per agreed budget. <b>Outstanding</b> from pervious month. Attempting to confirm bank details. <b>Motion to issue cheque.</b>	£200.00	VAT nil.
Mr Simon Skeys	Lengthsman worksheet for May 2022.	£246.50	VAT nil.
Mr Simon Skeys	Sinton Green mowing/strimming May 2022. GPC 0522	£80.00	VAT nil.
Mr Bill Prosser	Payment was agreed at April 2022 parish council meeting, but bank account details still awaited from resident. Emergency ditch clearance. Invoice 1. <b>Outstanding. Motion to issue cheque.</b>	£420.00	VAT nil
Mr Bill Prosser	Payment was agreed at April 2022 parish council meeting, but bank account details still awaited from resident. Scheduled ditch clearance. Invoice 3. <b>Outstanding. Motion to issue cheque.</b>	£2450.00	VAT nil
Mrs Lisa Stevens	Clerk wages May 2022. As per contract of 12 hours per week, £12.01 per hour.	£576.48	VAT nil.
Mrs Lisa Stevens	Expenses June 2022. Mileage, printing paper, phone bill.	£45.26	VAT under calculation.

**Appendix 2****Payments made in previous month under delegation to Clerk policy.**

Mrs Lisa Stevens	Printer service and repair parts. Reimbursement.	£158.75	£31.75 VAT
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**Appendix 3 Thank you to outgoing Parish Councillor Anne Taft**

This month Grimley Parish Council has sadly bid farewell to Parish Councillor Anne Taft, who is standing down after seven years serving the parish. Anne has consistently represented the Parish's interest in a compassionate and lively manner. Joining the parish council after a dedicated stint as a town councillor and mayor for Droitwich, Anne has actively played her part in raising the profile of the Parish and ensuring that the local perspective was properly considered, particularly in planning matters. Please join the Parish Councillors and Clerk in thanking her for her services and wishing her all the best for the future.

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