

Monthly Meeting of Grimley Parish Council

Monday 12th June 2023 7.30pm
Peace Hall, Sinton Green

Councillors, Notice is hereby given that a Meeting of Grimley Parish Council will be held on **Monday 12th June 2023 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 07950256363.

Date of publication of this notice: 07/06/2023



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- The press and public are invited to attend to address Councillors on matters concerning the Parish (allotted point in the agenda), observe or inspect draft documents.
- Whilst social distancing is no longer in place, occasionally safety considerations may mean that we close the meeting and reschedule.
- The Register of Electors may be inspected in order to ascertain attendee residency.
- Names are recorded in the meeting minutes, unless individuals ask for this not to occur.
- With some restrictions, meetings may be filmed or recorded. We are happy to provide guidance on what is permitted. Advice should be sought in advance to avoid disruption.
- Persons attending this meeting can prior note the document 'Information provided at the beginning of each parish council meeting' (QR code to the right).



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1	<p>Welcome, points of order, to consider any apologies for absence and declarations of interest</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 & Hospitality.</p> <p>e. To consider written requests for the granting of a Dispensation (S33 Localism Act 2011). Motion to approve requests.</p>
	<p>Public Open Forum.</p> <p>Please refer to 'information provided at beginning of meeting' for further guidance.</p>
2	<p>Minutes of previous meetings – Motion to approve previous minutes.</p> <p>a. 15th May 2023 Annual Meeting of Grimley Parish Council.</p> <p>b. 22nd May 2023 Annual Residents Meeting</p>
3a	<p>To receive the report of the County Councillor – Scott Richardson Brown (Items raised for decision will appear on the agenda for the next meeting)</p>
3b	<p>To receive the report of the District Councillor – Dean Clarke. (Items raised for decision will appear on the agenda for the next meeting)</p>
4	<p>Infrastructure, services, highway matters, drainage and flooding Updates & formulate Motions not requiring written notice. Highways (roads/pavements) & byways (bridleways/footpaths).</p>
a	<p>Public rights of way and footpaths – progress with footpath officer training</p>

<p>5</p> <p>a</p> <p>b</p> <p>c</p> <p>d</p> <p>e</p> <p>f</p> <p>g</p>	<p>Planning - to consider, comment and resolve to respond to the following applications.</p> <p>Solar farm preliminary screening application in Hallow parish. https://plan.malvern hills.gov.uk/Planning/Display/M/23/00707/SCR To consider amending PC budget in relation to this not exceeding £4,000.</p> <p>Enforcement Ref: M/ENF/23/0149. The Bumbles Grimley Worcester WR2 6LT. Alleged breach of planning control. Distributed to Cllrs 31st May.</p> <p>To note resident concerns relating to ongoing sales of plots (totalling 7 acres) opposite Elgar Business Centre. To note that any change of use would require planning permission. Distributed to Cllrs 2nd June.</p> <p>Consultation on division boundaries for Worcestershire. To consider and resolve to respond: "The present boundaries are rational and work well for all three councils in respect of Grimley Parish. Request that no change is made in respect of this Parish." Distributed to Cllrs 18th May.</p> <p>Hallow Neighbourhood Plan - draft revised NDP for Regulation 14 comment. We are changing the Settlement Boundary to take account of new builds, and we are including the Government's First Homes Policy. We would welcome any comments you wish to make. No policies from the made July 2021 NDP are changed. Distributed to Cllrs 18th May.</p> <p>Grimley village - Order for yellow lines has been confirmed: Road Traffic Regulation Act 1984 (as amended) Worcestershire County Council (Malvern Hills District) (Civil Enforcement Area) (Waiting Restrictions and Street Parking Places) Consolidation Order 2013 (Variation) Order 2023 [Prohibition of Waiting on]. Parish Council has received a copy of the sealed Order and public site notice regarding the above Traffic Regulation Order which will be published in the local newspaper.</p> <p>Standing Item: To consider and as required arrange an extra ordinary parish council meeting for planning applications received after date of publication of this agenda. Including Birchall Green Solar farm appeal if forthcoming.</p>
<p>6</p> <p>ai</p> <p>aii</p> <p>8</p> <p>b</p>	<p>Commons and Village Greens - Updates and formulate Motions not requiring written notice.</p> <p>Monkwood Green</p> <p>To consider request from Worcestershire Wildlife Trust for Green Farm nature reserve new water supply including:</p> <ul style="list-style-type: none"> • Application for a new water supply with Severn Trent – WWT organise and pay for and underway already. • SSSI consent to Natural England for the necessary work across the common – GPC to request as owners of the SSSI. WWT have offered to fill out the SSSI consent form with all the details that NE require. • A legal easement between WWT and GPC for the section of new pipeline that crosses the common. WWT would prepare the paperwork through their solicitor which their Reserves Team Leader, Rob Allen would organise. <p>Project update – purchase of 2 x strimming equipment as part of 5year management plan. Thanks to residents for painting bus shelter.</p> <p>Sinton Green</p> <p>Forthcoming Fete and car show (organised by Paul Stanworth). The Fete is on 18/6/2023 and Hall Committee would like to raise around £2,000 in order to help cover the day-to-day costs of running the Hall</p>
<p>7</p> <p>a</p> <p>b</p> <p>c</p> <p>d</p> <p>e</p> <p>f</p>	<p>Reports from Projects - Updates and formulate Motions not requiring written notice.</p> <p>Churchyard expansion project update.</p> <p>Climate crisis working party REACT. Next meeting week of 19th June 2023.</p> <p>Allotment provision exploration.</p> <p>Memorial benches and trees (WCC grant and resident cost covered). To be located at St Bartholomew's Churchyard and Grimley lower triangle.</p> <p>Memorial bench (funded by relative). To be located at Monkwood Green main pond.</p> <p>Repair of existing memorial bench at Peace Hall.</p> <p>Report from Peace Hall.</p>

8 a b c d	<p>Finance and Administration - To discuss updates and formulate Motions not requiring written notice.</p> <p>To consider and motion to approve the payment of outstanding accounts. Appendix 1</p> <p>To consider and retrospectively approve payment of urgent accounts, as per emergency Clerk procedures (Delegation to Clerk policy). Appendix 2.</p> <p>To receive and motion to accept latest Bank Reconciliation 2023.</p>
9	<p>Audit Finance – To consider and motion to approve procedures and paperwork in connection with the Annual Audit Return.</p> <p>Minute ref 12/06/2023_9a step 2.1</p> <p>i. Internal Audit - 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, Motion to accept considered findings and motion to confirm compliance with all assertions within the Annual Governance Statement.</p> <p>ii. Certificate of Exemption – to consider whether to complete a Certificate of Exemption from submission to the External Auditor due to being under the £25,000 threshold. This does not exclude the parish council from completing Accounting Statements. This will be signed in 10c below.</p> <p>Minute ref 12/06/2023_9b step 2.2</p> <p>iii. 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.</p> <p>iv. Approve Section 1 of the AGAR - 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 2022.</i></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 2021 and 31 March 2022 before confirming compliance with all assertions of the Annual Governance Statement.</p>
10	<p>Audit Finance – Continued</p> <p>Minute ref 12/06/2023_10a step 2.3</p> <p>a. To consider and motion to approve procedures and paperwork in connection with the Annual Audit Return – CONTINUED. **</p> <p>i. Members to consider Section 2 - the Accounting Statements.</p> <p>ii. Motion to approve Section 2 - 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 2022.</i></p> <p>Minute ref 12/06/2023_10b step 2.4</p> <p>b. Approval of Certificate of Exemption</p> <p>Minute ref 12/06/2023_10c step 2.4</p> <p>c. Signature on Certificate of Exemption by RFO and Chair.</p> <p>d. Approval and signature of the Declaration that the statement of accounts is unaudited.</p> <p>e. Approval and signature of the Notice of Commencement of the period for the exercise of public rights. Electors' Rights – to note the dates of the Exercise of Public Rights as 16th June 2023 to 27th July 2023.</p>

	<p>f. 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 1st July 2022.</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 1st July 2022.</p>
11	<p>Correspondence, dates for diary, items for future agenda.</p> <p>i. To note receipt of Civility and Respect Pledge certificate.</p> <p>ii. Items to add back to agenda when any update is available <u>or when time permits</u>:</p> <ul style="list-style-type: none"> - Development and community strategy new website - Bank erosion as result of fish pass. - Shared space signs Camp Lane, Grimley. - Overgrown hedges and pathways: top triangle and along A443 as far as the layby. - Flooding in road outside Church Farm, Grimley. Highways soakaway and drain. - Direct debit Monkwood Green trough meter readings.
12	<p>Date of next scheduled meetings</p> <p>The press and public are cordially invited to attend these meetings and should note Standing Orders in advance please.</p> <p>Monday 17th July, 7.30pm No meeting in August. Monday 25th September, 7.30pm Monday 23rd October, 7.30pm Monday 27th November, 7.30pm</p>

Appendix 1

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

16	Garden Waste Service MHDC	Green Waste bin for St Bartholomew's Church x 2. Annual subscription by way of contribution to churchyard upkeep.	155.00
17	Chairmanship training Allan Bretherton	WCALC	30.00
18	Mrs Lisa Stevens	MAY part 2 expenses, shredding services, printing, postage relating to formation of new council, new cable for projector. Paid 31/05/2023 to avoid credit card charges. Approved via email finance comms.	111.16
19	Mr Simon Skeys	Lengthsman worksheet May 2023. Claimed from WCC xxx	No more than £300
20	Mr Simon Skeys	Sinton Green Mowing May 2023	80.00
21	Mrs Lisa Stevens	Monthly Expenses June 2023	£45.20
22	Nest Pensions	June payment for May wage	40.35
23	Mrs Lisa Stevens	Monthly wage May 2022	576.48

Appendix 2

Payments made in previous month - some approved at previous meeting, some under delegation to Clerk policy.

17/05/2023	7	BHIB	Insurance 2023 / 2024	195.15
17/05/2023	8	Nora Parsons	Annual donation 2022/2023 as per agreed budget. Donation made as soon as Nora Parsons came back to Clerk and confirmed bac details.	200.00
17/05/2023	9	Hallow Scouts Guides	Annual donation 2023/2024 as per agreed budget.	200.00
17/05/2023	10	Grimley Peace Hall Foundation	Annual donation 2023/2024 as per agreed budget.	400.00
17/05/2023	11	Mr Simon Skeys	Lengthsman worksheet April 2023.	204.00
17/05/2023	12	Mr Simon Skeys	Sinton Green Mowing April 2023	85.00
17/05/2023	13	Mrs Lisa Stevens	Monthly Expenses May 2023 NEW PRINTER	422.99
Extracted 22/05/2023	14	Nest Pensions	May payment for April wage. Authorised payment via NEST website 17/05/2023.	40.35
17/05/2023	15	Mrs Lisa Stevens	May payment for April monthly wage 2023. Submitted to HMRC 17/05/2023	576.48