

Grimley Parish Council

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Clerk: Mrs Lisa Stevens

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Monday 13 March 2017

Dear Councillor,

Notice is hereby given that a Meeting of Grimley Parish Council will be held on **Monday, 20th March 2017** 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.

Agenda

1	To consider any apologies for absence.
2	<p>Declarations of interest.</p> <p>a. Register of interests: To note any updates received.</p> <p>b. To declare any Disclosable Pecuniary Interests relevant to the agenda.</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 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>
3	<p>Minutes of previous meetings – Motion to approve previous minutes.</p> <p>a. 20th February 2017.</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.</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 send 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>
	<p>To Receive the Report of the County Councillor – Phil Grove.</p> <p>(Items raised for decision will appear on the agenda for the next meeting)</p>
	<p>To Receive the Report of the District Councillor – Dean Clarke</p> <p>(Items raised for decision will appear on the agenda for the next meeting)</p>

	<p>Planning – to consider, comment and resolve to respond to the following planning applications</p> <p>a. Application Number: 17/00118/HOU. Location: Langdale, Monkwood Green, Hallow, Worcs, WR2 6NX. Description of Proposal: Proposed ground, first and attic extension plus detached garage. Applicant: Mr Tony Collett. Extension applied for.</p>
	<p>Monkwood Green – To receive and discuss updates and formulate Motions not requiring written notice.</p> <p>a. Pond clearance update, including:</p> <ul style="list-style-type: none"> i. To approve payment to Duckworth Trust for above pond clearance: £23.64. ii. To approve purchase of gift for resident in gratitude for loan of JCB:£23.39 iii. Motion of thanks to residents for their contributions, time and tea and coffee. <p>b. Service road update, including:</p> <ul style="list-style-type: none"> i. To retrospectively approve Member verbal decision to commission SME solicitors to clarify legal position of Parish Council and those residents with a deed of grant of right of way. Capped at £462.50 plus VAT (GPC201647); ii. Update concerning Highways/Ringway consultation ref detail of repair specs; iii. Consultation with residents – meeting date to be set once tenders have been received by Parish Council. <p>c. Well repair update.</p> <p>d. Grazing contract update.</p> <p>e. Monkwood consultation – future of Monkwood Green Common & SSSI.</p> <p>f. Parishioner offer to repaint the phone box Monkwood Green.</p> <p>g. Parishioner offer to conduct care & maintenance works on willow tree, Monkwood Green.</p> <p>h. Deeds of grants of right of way, Moorlands and associated property. Ref recent correspondence and motion to approve a way forward.</p>
	<p>Grimley Village – To receive and discuss updates and formulate Motions not requiring written notice.</p> <p>a. Update on new installed litter bin Grimley village – liner for bin being chased up.</p> <p>b. Update on replacement litter bin A443 layby – MHDC have been informed ref weekly emptying.</p> <p>c. Update – damage to verge/ongoing parking issues at Grimley lower triangle.</p> <p>d. Missing finger sign on public right of way post, near The Priory – update on report to WCC.</p> <p>e. Damaged CCTV/litter penalty sign, A443 layby – update on report to MHDC.</p>
	<p>Reports from Representatives - To receive and discuss updates and formulate Motions not requiring written notice.</p> <p>a. Peace Hall Management Committee.</p> <p>b. Tarmac Quarry Liaison Committee.</p> <p>c. Grimley Smaller Charities.</p>
	<p>General Finance.</p> <p>a. Inspection and motion to sign off of Clerk’s annual timesheet and timesheet for Monkwood Green work outside of contractual hours.</p> <p>b. To consider and motion to approve the payment of outstanding accounts.</p> <p>c. To receive and motion to accept the Bank Reconciliation, subject to timely receipt of bank statements.</p>

	<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"> - Need for parish wide tree survey (safety and care to public)? - Exploration of need for car park for bird watchers, Grimley Village? - Lengthsman contract confirmation and sign off. - Mowing contracts (Sinton Green Common & Monkwood Common only) confirmation and sign off.
	<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> <ol style="list-style-type: none"> a. Lengthsman contract 2017/18 template from WCC b. Signed contract (herbage agreement) sheep grazing contractor for Monkwood Green. c. Clerks & Council Direct March 2017 issue. d. Apology from Lloyds bank plc for retaining and destroying a cheque book without Parish Council consent or without then notifying the Parish Council.
	<p>Dates for diary.</p>
	<p>Date of Next Scheduled Meeting.</p> <p>10th April 7pm - Annual Parish Meeting, Peace Hall, Sinton Green.</p> <p>NB. The Annual Parish or Town Meeting is not a 'normal' monthly parish council meeting. It is a meeting of the parish or town electors, organised by the Parish Council. Electors can contribute to the agenda and in practice these meetings often celebrate local activities and debate current issues in the community. It is an opportunity for parishioners on the Electoral Roll to raise any matters of concern to them that relates to their local community. It would be helpful to have written notice of any matters to be raised but it is not essential. Matters can be raised at the meeting without prior notice. (Annual Parish Meetings must be held between 1st March 1st June each year).</p> <p>The press and public are cordially invited to attend this meeting.</p>
	<p>Confidential</p> <p>In view of the confidential nature of the business the public will be excluded pursuant to the Public Bodies (Admission to Meetings) Act 1960.</p> <p><u>Staffing Committee Meeting</u></p> <p>To approve Clerk's contractual annual wage increment to next NALC recommended payscale.</p>

Appendix 1: Items for payment.

Glasdon UK Limited	Bin (new) Grimley Village. Invoice: 725752. Order code: GPC201643 (N.B. £289.51 voluntarily donated towards cost by Cllr Taft)	£342.24	VAT £57.04
Glasdon UK Limited	Bin (replacement) Grimley A443 Layby. Invoice: 725333. Order code: GPC201644	£209.50	VAT £34.91
Cllr David Lewis	Reimbursement for donation of bottle of whiskey to resident in gratitude for free lone of JCB, ref Monkwood Green maintenance, pond and ditch clearance. Approx 24 hours free loan.	£23.39	VAT unknown at this time
Duckworth Trust	Purchase of gauntlet gloves in lieu of invoice for expertise and services ref pond clearance: £23.64. Invoice 694-16. 8 hours work, 12 x Duckworth volunteers, 1x loan of tipper truck, loan of 12 x slashers, cutters, gloves and other hand equipment.	£23.64	VAT £3.64

WCALC	Clerk training – annual audit and end of year book keeping. Order code: GPC201642	£15.00	VAT £5.00
Simon Skeys	Installation of new bin Grimley Village. Order code: GPC201645	£25.00	VAT nil
Simon Skeys	Installation of replacement bin A443 layby. Order code: GPC201646	£65.00	VAT nil
SME Solicitors	Further and final invoice. First registration of Monkwood Green & Sinton Green. Invoice: 170275. Order code: GPC201724.	£129.60	VAT £21.60
Lisa Stevens	Clerk wages [February] (£350.08) plus 1 month expenses (£139.76). Expenses include major equipment purchases: security/cctv stickers and signs for labelling parish council equipment (electric fence); cones for protecting verge at Grimley approach road and; 3 x consultation boxes (ref future of Monkwood Green).	£489.84	VAT under calculation
Lisa Stevens	Reimbursement of specific equipment expenses: Jackson fencing. 10 x verge protectors for Monkwood Green (NB. Utilising £200.00 donation from member of public towards costs).	£190.80	£31.80
Lisa Stevens	Reimbursement of specific equipment expenses: Purchase of electric fence. Rappa Fencing. Includes: Starter Reel Pack; Energiser SPE500; Heavy Duty Insulated cable 50m; Warning signs; Earth Post.	£649.92	VAT under calculation
Lisa Stevens	Additional work outside contractual hours for Monkwood Green Management group. 15 hours additional work at minimum wage (£7.20 per hour). (NB. This additional payment agreed 26th April 2016 minute ref 74/16 and reaffirmed August 2016.)	£108.00	VAT nil

Glossary of Terms

- "To consider" is used to identify an issue requiring a decision by the Parish Council.
- "Motion" is the term used to describe where a full, public vote is required of Cllrs once a discussion has taken place and once a decision has been made on an item.
- "Motion to approve/accept" is used to identify those issues requiring a full, public vote by Cllrs in order to accept that item.
- "Standing Orders" are the rules for the routine conduct of council business and set out the procedures for meetings. Standing Orders are suspended in order to allow members of the public to address the Parish Council at a meeting.
- Quorum - By law there must be a quorum of councillors (a sufficient number of councillors) present at the meeting in order for it to take place. For Grimley Parish Council this is three councillors.