

Grimley Parish Council

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Clerk: Mrs Lisa Stevens
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RE-ISSUED

Wed 14th February 2018

Dear Councillor, Notice is hereby given that a Meeting of Grimley Parish Council will be held on **Monday 19th February 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.

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| 1 | To consider any apologies for absence. |
| 2 | <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. 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>Minutes of previous meetings – Motion to approve previous minutes.</p> <p>a. 22nd January 2018</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> |
| 5 | <p>To Receive the Report of the County Councillor – Phil Grove. <i>Limited to three minutes please.</i> (Items raised for decision will appear on the agenda for the next meeting)</p> |
| 6 | <p>To Receive the Report of the District Councillor – Dean Clarke. <i>Limited to three minutes please.</i> (Items raised for decision will appear on the agenda for the next meeting)</p> |
| 7 | <p>To welcome Mr Derek Killingworth - County Association Chairman for CALC.</p> <p>Brief discussion on role of CALC, parish council best practices and the importance of training.</p> |
| 8 | <p>Planning - to consider, comment and resolve to respond to the following applications.</p> <p>a. Update on progress by Malvern Hill District Council on current enforcement actions.</p> |
| 9 | <p>Monkwood Green - To discuss updates and formulate Motions not requiring written notice.</p> <p>a. Update on feasibility study and resolution to proceed with commission of Footprint Ltd. b. Service road repairs update and results of site meeting with Roy Fullee, a private contractor from Rural Highways Worcestershire.</p> <p>i. Clarification of which service roads will be included in project. ii. Resolution to commission Mr Fullee to proceed with obtaining quotations. iii. Clarification from County Hall on whether the junctions of the service roads (those that appear to be part of the Official Highway), will be repaired by County Hall or whether the Parish Council contractor would be permitted to undertake these repairs at the same time as the service roads.</p> <p>c. Duckworth Trust Common maintenance dates 12th and 26th March 2018, 10am start.</p> <p>i. Resolution to proceed with funding this essential maintenance, up to threshold of £200 per day.</p> |

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| | <p>d. Resolution to proceed with applying for Natural England permission to graze sheep on anthills site and other sites on Common. Help is sought from Cllrs and members of the public with sourcing a cheap second-hand water bowser.</p> <p>e. Motion to approach Mike Johnson for quotation for tackling bramble thickets along service road to The Woodlands and adjacent to the Croft.</p> <p>f. Retrospective approval (given by Clerk during site inspection 08.02.18) for Western Power to undertake essential tree works, in order to clear overhead electricity cables near Whitehouse Farm.</p> <p>g. Retrospective approval for R. & D. Weaver to conduct uncommissioned works at their own risk on the Common behind the Fox and remove unwanted scrubby trees in order to push Common back to the woodland tree line. As per NE objectives for a scalloped edge to the Common in that location.</p> |
| 10 | <p>Sinton Green – To discuss updates and formulate Motions not requiring written notice.</p> <p>a. Update on damage to Common at The Forge. Motion to re-evaluate previous decision based upon newly received advice from solicitor.</p> <p>b. Assets of Community Value – to continue drafting community questionnaire and, if appropriate, to approve proceeding to print up to agreed price threshold. Past quotations for similar items have come in at £60 and below.</p> <p>c. Retrospective approval for purchase of replacement verge protectors for Peace Hall £106.01 (inclusive of VAT).</p> <p>d. Motion to accept quotation from S.Skeys for installing (concreting in) 4 bollards to protect Sinton Green headwalls and 1 bollard to protect Monkwood Green culvert (bollards already purchased) £87.50 (VAT nil).</p> <p>e. Update on damage caused to the Common by the BT contractor removal of redundant phone box.</p> <p>f. Update on improved visibility splay at New Inn junction, after scrubby tree removal.</p> <p>g. Lost ditch on Dark Lane, opposite Pump House/The Fold. Resolution to make enquiries with contractors and Highways for reinstatement.</p> |
| 11 | <p>Parish facilities – To discuss updates and formulate Motions not requiring written notice.</p> <p>a. “We don’t buy crime” smart-water project update.</p> <p>b. New resident welcome information. Opportunity, in partnership with Malvern Hills District Council, to produce and publish a welcome leaflet, intended for distribution to new residents to the parish.</p> <p>i. Resolution by Cllrs to accept this free opportunity, and, if appropriate, to approve draft leaflet. Deadline: 28th Feb 18 (proofed leaflets must be with MHDC by date).</p> <p>c. Provision of Public Right of Way (A2 size) maps in bus shelters at Monkwood Green and Grimley. (<i>Sinton Green already has one at the Peace Hall – in the Hall noticeboard, currently planned for refurbishment</i>).</p> <p>i. Two waterproof maps have been donated free by Malvern Hills DC. If project given approval, Cllrs to proceed with resolution for purchase of two tamper proof noticeboards (450mm x 600mm) at £69.60 (including VAT) each.</p> |
| 12 | <p>Lengthsman – to welcome Mr Simon Skeys and to discuss updates.</p> <p>a. Motion to receive and approve future items of work.</p> |
| 13 | <p>Grimley village - To discuss updates and formulate Motions not requiring written notice.</p> <p>a. Visibility splay obstruction & fly tipping, Stonewall cottages.</p> <p>b. In light of recent incidences with cars reversing into school fencing, retrospective approval for two small bollards to alert drivers to the school pedestrian gate – these are reconditioned bollards belonging to the Parish Council.</p> <p>c. Hedges beyond litter bin, Grimley village.</p> |

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| 14 | <p>Reports from Representatives - To discuss updates and formulate Motions not requiring written notice.</p> <ol style="list-style-type: none"> Peace Hall Management Committee. Tarmac Quarry Liaison Committee. Grimley Smaller Charities. |
| 15 | <p>General Finance and Administration - To discuss updates and formulate Motions not requiring written notice.</p> <ol style="list-style-type: none"> To consider and motion to approve the payment of outstanding accounts. <i>To note that one receipt from Clerk for postage and envelopes from Hallow post office is not itemised (ie is card receipt only)</i>– motion to approve payment of these expenses. To receive and motion to accept latest Bank Reconciliation. Motion to appoint new signatories for bank account and for online banking. General Data Protection Regulations (GDPR). How they will affect Grimley Parish Council – update from Clerk who has attended training. To note Cllrs who have yet to submit a Register of Interests to MHDC. To note Clerk has successfully passed module one of CILA clerk qualification. |
| 16 | <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"> Facebook – new Facebook parish noticeboard service, review of and feedback from. |
| 17 | <p>Dates for diary, any other business and items for future agenda - Cllrs may use this opportunity to report minor matters of info not included elsewhere on the agenda and to raise future items.</p> <ol style="list-style-type: none"> Cllr Refresh Training, County Hall, 7pm, Wed 28th Feb 2018. All to attend please. New date: 13th March, 7pm. <i>Apologies received Cllr Stanley & Cllr Jones</i>. Consideration for establishing a new post of parish path warden: a voluntary position, working with WCC Countryside Service to help maintain, improve and promote Worcestershire's public rights of way network, using their local knowledge. NE Higher Tier Stewardship Grant deadline for submitting applications is the 13th April 2018. Deadline for requesting an application pack is 9th March – request will be made shortly, subject to PCllrs decision ref feasibility study. March agenda – Motion to incorporate NALC guidance (CALC update 18-7) on reporting data protection breaches within Parish Council Standing Orders. March agenda – slabs under bin Grimley village. |
| 18 | <p>Date of Next Scheduled Meeting – 19th March 2018 7.30pm, Peace Hall, Sinton Green. The press and public are cordially invited to attend this meeting.</p> |

Appendix 1: Items for payment.

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| Simon Skeys | Litter bin reposition Grimley village & 2 bollards Grimley approach road. Invoice no: 12. GPC201737 & GPC201729. | £55.00 | Vat nil |
| Simon Skeys | Lengthsman monthly timesheets Dec 2017: £138.00 & Jan 2018: £161.00 | £299.00 | VAT nil |
| SLCC Enterprises Ltd | Webinar training for Clerk. Data Protection Webinar 15. 08/02/2018. (GPC201732). Invoice number: 124660. | £36.00 | VAT £6.00 |
| Parish Magazine Printing | Smart water leaflets x 400 (£49.00) and Monkwood leaflets x 400 (£49.00). | £98.00 | |
| Glasdon Uk Limited | Edgemaster20™ Posts x 7 (Below-ground fixing). | £106.01 | VAT £17.67 |
| Worcestershire CALC | NALC Good Councillors guide books 2017 x5 Invoice 7222. | £21.25 | VAT nil |

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| Worcestershire CALC | Clerk training 12 th Feb 2018. ICO standards. Information required by law to be published in order to meet Transparency code, FofI, data protection and Loal council award scheme. | | |
| Lisa Stevens | Clerk wages [Jan 2018] | £365.44 | VAT nil |
| Lisa Stevens | Expenses. GPC201703. | | |
| Lisa Stevens | Additional work (15 hours) outside contractual hours for Monkwood Green Management group. GPC201704. | £171.30 | VAT nil |