

# Grimley Parish Council

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**Mon 11<sup>th</sup> June 2018**

Dear Councillor, Notice is hereby given that a Meeting of Grimley Parish Council will be held on **Monday 18<sup>th</sup> June 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.

1	To consider any apologies for absence.
2	<p><b>Declarations of interest.</b></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 &amp; 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.  f. Check that all have submitted Register of Interests to Malvern Hills District Council.</p> <p>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><b>Minutes of previous meetings – Motion to approve previous minutes.</b></p> <p>a. 21<sup>st</sup> May 2018 – Annual Meeting of Grimley Parish Council &amp; thereafter a Monthly meeting of Grimley Parish Council.</p>
4.	<p><b>Co-option - filling one vacancy for Parish Councillor</b></p> <p>a. To discuss previously circulated application for the vacancy, invite candidates to speak/put questions to the Chair and for Councillors to ask questions arising.</p> <p><u>As of 6<sup>th</sup> June 2018 there is 1 candidate.</u>  <u>Nb. An additional candidate has withdrawn their application.</u></p> <p><b>b.</b> Motion to accept candidate and to co-opt with immediate effect. (Formal welcome from Chair. Paperwork associated with new Parish Cllrs, Declaration of Interests, Acceptance of Office, copies of Policy documents and Privacy Notice. Newly appointed Member welcome to join the table and take part in debate from this point).</p>
5	<p><b>Public question time.</b></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>
6	<p><b>To Receive the Report of the County Councillor – Phil Grove.</b>  <i>Limited to three minutes please.</i> (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>  <i>Limited to three minutes please.</i> (Items raised for decision will appear on the agenda for the next meeting)</p>
8	<p><b>Monkwood Green -</b> To discuss updates and formulate Motions not requiring written notice.</p> <p>a. Feasibility study – to receive and accept final report from Footprint.  b. Grazing and mowing update.  c. Service road repairs - update.  d. Well maintenance Monkwood Green.</p>
9	<p><b>Sinton Green –</b> To discuss updates and formulate Motions not requiring written notice.</p> <p>a. Noticeboard repairs and update on investigation into damage of the board at Sinton Green (including boards at Grimley village, Monk/W Green and Peace Hall).</p>

9	<ul style="list-style-type: none"> <li>b. Damage to Common at The Forge.</li> <li>c. Play equipment for Sinton Green.</li> <li>d. Assets of Community Value.</li> <li>e. Parishioner suggestion to allow selected small patches of grass on Sinton Village Common to grow uncut – with the intention of encouraging flowers/bees/insects.</li> <li>f. Recent emergency holly tree works by residents and motion to commission tidy-up works as necessary.</li> <li>g. Pond clearance update.</li> </ul>
10	<p><b>Grimley village</b> - To discuss updates and formulate Motions not requiring written notice.</p> <ul style="list-style-type: none"> <li>a. Grimley approach road – dangerous parking in passing places and speeding.</li> <li>b. Missing gate near Old Vicarage (Grimley approach road) and other rights of way.</li> </ul>
11	<p><b>Parish facilities</b> – Discuss updates and formulate Motions not requiring written notice.</p> <ul style="list-style-type: none"> <li>a. “We don’t buy crime” smart-water project - update.</li> <li>b. Option to install planters at village entrances.</li> <li>c. Parish path wardens, allocated routes and annual timetable for inspection.</li> <li>d. Phone boxes – update on maintenance assessment progress.</li> <li>e. Bus shelters – maintenance required?</li> <li>f. Provision of litter picking equipment for volunteers.</li> </ul> <ul style="list-style-type: none"> <li>- Motion to purchase 10 litter picking sticks and 10 pairs of gloves for those wishing to undertaking litter-picking at their own personal risk.</li> <li>- Motion to provide this equipment along with a form advising them that the Parish Council can take no responsibility for personal/property damage whilst undertaking this task and that they do so at their own undertaking and own risk.</li> </ul>
12	<p><b>Reports from Representatives</b> - To discuss updates and formulate Motions not requiring written notice.</p> <ul style="list-style-type: none"> <li>a. Peace Hall Management Committee.</li> <li>b. Tarmac Quarry Liaison Committee.</li> <li>c. Grimley Smaller Charities.</li> </ul>
13	<p><b>General Finance and Administration</b> - To discuss updates and formulate Motions not requiring written notice.</p> <ul style="list-style-type: none"> <li>a. To consider and motion to approve the payment of outstanding accounts, including Clerk request for 16 hours annual leave<sup>1</sup>.</li> <li>b. To receive and motion to accept latest Bank Reconciliation.</li> <li>c. New signatories for bank account and for online banking – completion of form.</li> <li>d. Councillor training. Motion to approve dates and expenditure up to £200.</li> <li>e. To review and approve in principle the following policy documents, with a commitment to formal review by September 2018: <ul style="list-style-type: none"> <li>- List of dispensations</li> <li>- Privacy Notice</li> <li>- Delegation to the Clerk policy</li> <li>- Reserves register (agreed as part of annual budget but requiring review as part of best practice).</li> </ul> </li> </ul>

<sup>1</sup> Where clerk’s contracted working week is 8 hours.

	<ul style="list-style-type: none"> <li>- Facebook Risk Assessment</li> <li>- S137 Policy</li> <li>- Expenses Policy</li> </ul> <p>f. Chair and Deputy Chair to sign acceptance of office - deferred at last meeting due to lack of time.</p>
14	<p><b>Correspondence</b> not dealt with elsewhere - To note and discuss as required correspondence already circulated to Cllrs, or available for inspection at the meeting.</p> <p>To note: All audit paperwork for financial year 2017/18 available for public inspection on the parish council website:  <a href="http://e-services.worcestershire.gov.uk/MyParish/">http://e-services.worcestershire.gov.uk/MyParish/</a>  (select 'G' for Grimley once the webpage has loaded).</p>
15	<p><b>Dates for diary, any other business and items for future agenda</b> - Cllrs may use this opportunity to report minor matters of info not included elsewhere on the agenda and to raise future items.</p> <ul style="list-style-type: none"> <li>- Worcester city run Sunday 16th September</li> </ul>
16	<p><b>Date of Next Scheduled Meeting – 23<sup>rd</sup> July 2018 7.30pm, Peace Hall, Sinton Green.</b> The press and public are cordially invited to attend this meeting.</p>
17	<p><b>Confidential</b></p> <p><b>In view of the confidential nature of the business the public were excluded pursuant to the Public Bodies (Admission to Meetings) Act 1960.</b></p> <p><b><u>Staffing Committee Meeting</u></b></p> <p>NB purpose of this section is to:</p> <ul style="list-style-type: none"> <li>- Conduct Clerk's annual appraisal;</li> <li>- Review weekly contracted hours. (The Clerk is currently contracted for 8 hours a week, but works varying amounts of overtime – a suggestion would be to explore regularising this position);</li> <li>- Review and approve amendments to Clerk contract pertaining to pension rights, Clerk roles and responsibilities, and other minor amendments (points in law);</li> <li>- Update on Clerk CILCA training progress.</li> </ul>

### Appendix 1: Items for payment.

Simon Skeys	Quarterly Lengthsman invoice anticipated in region of £500 and not exceeding this amount.	£500	VAT nil
Lisa Stevens	Clerk wages [May 2018]	£365.44	VAT nil
Lisa Stevens	Expenses. GPC201703.	£84.83	VAT under calculation
Lisa Stevens	Additional work (5 hours) outside contractual hours for Monkwood Green Management group. GPC201704.	£57.10	VAT nil