

Grimley Parish Council

Next Meeting
Monday 29th July 2019, 7.30pm
Peace Hall, Sinton Green

Date of publication of this notice: Friday 19th July 2019

Dear Councillor, Notice is hereby given that a Meeting of Grimley Parish Council will be held on **Monday 29th July 2019** 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 or to inspect draft documents.

1	To consider any apologies for absence. Cllr G James, CCllr Phil Grove & DCllr Dean Clarke.
2	<p>Declarations of interest & Points of order.</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>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	Reports from District and/or County Councillors
4	<p>Planning - to consider, comment and resolve to respond to the following applications.</p> <p>a. 19/00492/FUL - Construction of a new storage shed on brownfield land. Location: Holt Parish, Ball Mill Bungalow, A443, WR2 6LS. Applicant: Mr Dew.</p> <p>b. 19/00914/FUL - Application for variation of condition 8 on planning permission 11/01514/FUL (proposed riding area and indoor stabling) to enable future flexibility in the ownership of Elm Hill versus the equestrian facility. Applicant: Mr A. Sleigh. Officer: Gillian McDermott, 01684 862445.</p>
5	<p>Broadband - To discuss updates and formulate Motions not requiring written notice.</p> <p>a. Welcome and introductions, Cllr Stanley: Mr Robert Stepniewski, Senior Project Manager, Broadband & Connectivity Team, Worcestershire County Council.</p> <p>b. To receive a briefing - Worcestershire County Council project - option for ultrafast broadband deployment in Grimley village (area chosen by County Council for this pilot scheme). (Full fibre deployment using fibre optic cables, as opposed to 5G). <i>Broadly to include:</i></p> <ul style="list-style-type: none"> - Technology- how it works. Benefits. - Costs. - Conditions. 1 year sign up Openreach - Eligibility. - Definition of a business. - Time scale. <p>c. Public questions and open debate. May include a resolution of if/how to proceed.</p> <p>NB. This is a County Council fully grant-funded pilot project which would initially encompass Grimley Village only, if residents agree to explore. Scope for roll out parish-wide at future date.</p>

6	<p>Hallow Neighbourhood Development Plan - To discuss updates and formulate Motions not requiring written notice.</p> <p>a. To receive a very quick briefing - Cllr Dave Stanley. To welcome Hazel Kemshall, Hallow Parish Council for an additional briefing.</p>
7	<p>Play equipment - To discuss updates and formulate Motions not requiring written notice.</p> <p>a. To receive an update from the Working Party.</p>
8	<p>Community management of road verges - To discuss updates and formulate Motions not requiring written notice.</p> <p>a. Introduction and report on recent project in Holt Parish - Cllrs Stanley & Woodhouse. <i>Item prompted by resident concern as to seemingly early and inappropriate verge cutting, destroying wild flowers by Worcestershire County Council.</i></p> <p>b. Debate and way forward. May include a resolution of how to proceed. Interested parties and volunteers welcome to attend.</p>
9	<p>Monkwood Green - To discuss updates and formulate Motions not requiring written notice.</p> <p>a. Parish Council owned service road repairs – update.</p> <p>b. Commoners requesting financial assistance for grazing. Introduction by Cllr Woodhouse and general debate. NOT a MOTION. Subject to future examination of Parish Council powers.</p> <p>c. Motion to accept quotation for mowing wider Common £1350.00 plus VAT.</p>
10	<p>Reports from Representatives - To discuss updates and formulate Motions not requiring written notice.</p> <p>a. Peace Hall Management Committee, including report of Parish Fete 23rd June 2019.</p>
11	<p>General Finance and Administration- To discuss updates and formulate Motions not requiring written notice.</p> <p>a. To consider and motion to approve the payment of outstanding accounts.</p> <p>b. To receive and motion to accept latest Bank Reconciliations, June 2019 and Q1 report.</p> <p>c. Motion to approve contract for internal auditor for 2019/20 accounts.</p>
12	<p>Correspondence, dates for diary, items for future agenda not dealt with elsewhere - To note and discuss as required correspondence already circulated to Cllrs, or available for inspection at the meeting. <i>Cllrs may use this opportunity to report minor matters of info not included elsewhere on the agenda and to raise future items.</i></p> <p>Items to note but not debate:</p> <p>a. Camp Lane pot holes have been brought to Highways attention for repairs.</p> <p>b. Poor quality of strimming round Grimley village noticeboard was not related to Lengthsman. Complaint has been submitted to Highways.</p> <p>c. The issue of parking in Grimley village has been added to Malvern Hills District Council’s next Traffic Management Meeting.</p> <p>d. Highways are investigating the drain/ditch adjacent to Cottage, Gumburn Lane (not Parish Council owned land) in relation to recent traffic accidents.</p> <p>e. Highways have been notified of recent vehicle damage relating to hedge conditions, Sinton/Worlds End.</p>
13	<p>Stay and chat session.</p> <p>Informal stand and meet the Parish Cllrs and raise matters of parish business. Any matter, any item.</p> <p>Approach the Clerk if interested in filling the two Parish Council vacancies.</p>



Save the date!
SAVE THE ENVIRONMENT

Scheduled Meeting: Monday 16th September, 7.30pm.

September meeting to include the following:

Parish Briefing and Discussion "Climate Crisis"
Open session for public debate.

- a. "Our Future in a Changing World" - An Overview on sustainability, the environment and "Climate Crisis" and how it might impact on us all. Cllr Dave Stanley.
- b. Biodiversity loss and conservation. Cllr Richard Weaver.
- c. Overview on role the role and responsibilities of our Parish Council – focusing on the environment. Our Clerk – Lisa Stevens.
- d. Community Solutions Fund – if not already covered.

September Meeting also to include:

Confidential Meeting of the Staffing Committee

Confidential - In view of the confidential nature of the business the public were excluded pursuant to the Public Bodies (Admission to Meetings) Act 1960.

NB purpose of this item is to:

- Conduct Clerk's annual appraisal.
- Review weekly contracted hours. (The Clerk is currently contracted for 12 hours a week).



Parish Clerk Surgery

Monday **19th August**, 10.30am til 2pm, Peace Hall, Sinton Green.

The Parish Clerk holds quarterly surgeries.
These enable residents to discuss any problems or ideas they may have.
These are confidential, public drop-in sessions.
No appointment needed.

Appendix 1: Items for payment.

Mr Simon Skeys	Lengthsman invoice June 2019. Invoice not received in time.	£95.00	VAT nil
Mr Simon Skeys	Sinton Green mowing invoice due 14/07/2019. £75 per cut. June cut/s. Invoice not received in time.	£75.00	VAT nil
Worcester 9th Scout Group	Annual donation. 9 th Hallow Scouts Group (Hallow Scout & Guide Group)	£100.00	VAT nil
Nora Parsons Day Centre	Elderly support services. Annual donation.	£200.00	VAT nil
Mr Mark James	Reimbursement for purchase of electric fence equipment ref Monkwood Green.	£275.62	VAT £45.94
Information Commissioner	GDPR/Data Protection Act 2018. Data protection fee renewal. Order reference number: 02b6dbb20606. Reference: Z2846139. GPC201909	£40.00	VAT nil
Malvern Hills District Council	Cost of uncontested election for Grimley scheduled for 2 May 2019. Invoice: 0606003281.	£36.00	VAT nil
Lisa Stevens	Clerk wages [June 2019] As per contract of <u>12 hours</u> per week, £12.01 per hour.	£576.48	VAT nil
Lisa Stevens	Expenses June and July 2019. GPC201903.	£153.07	VAT under calculation
Lisa Stevens	Monkwood Green overtime - Butterfly count. Verge inspections parish-wide.	£216.18	VAT nil

Grimley Parish Council - Annual Report 2018 – 2019

We would like to take this opportunity to share with you some of the Council's achievements, our plans for the future. We have had some changes in Councillors during the past year. We warmly welcomed Georgina James from Sinton Green. We bade a very reluctant farewell last spring to Bryan Jones, after many years of service and dedication. This spring saw also David Lewis and Garry Sweeney both retire from the Parish Council. Their expertise and local knowledge will be missed and we wish all three the best for the future. We also remember our former Parish Councillor Phil Bullock, who passed away last year and our thoughts remain with the family.

There remain two vacancies on the Parish Council. Interested persons are welcome to step forward for interviews for co-option (Nb. these vacancies have already been advertised as part of the 2nd May elections).

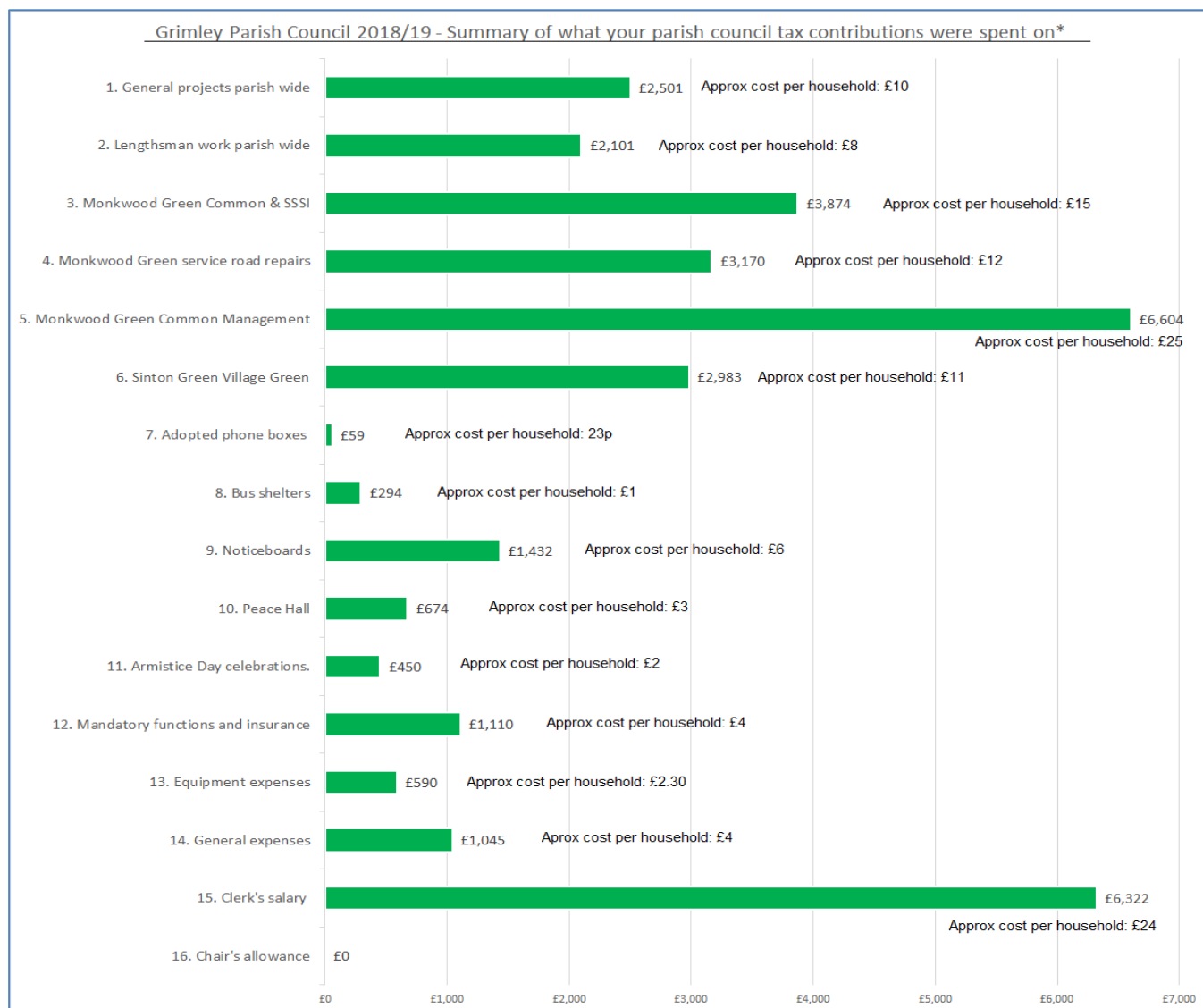
2018/19 represented a year of extraordinary workload for the Parish Council, with numerous long-term projects coming to fruition. This resulted in a heavy but well-managed burden of responsibility and expenditure. Savings (reserves in the savings account) remain healthy and the finances could handle this exceptional year. Nonetheless it was also considered prudent to increase applications for grants and funding - this was done and £7,600 was raised from various bodies. Much of this will be ringfenced for specific projects. A £2,000 VAT refund was also claimed back from HMRC.

Prior to the beginning of the financial year, Parish Councillors felt it sensible to agree a minimal 2.5% increase in the precept (the element of council tax payed by residents to fund the Parish) for 2018/19. The same raise has also been agreed for 2019/20. On paper this equates to an additional £1.60 per annum, per household. In reality, since the number of parish households paying council tax has risen slightly, the burden of increase has been much less than this figure.

So how have we spent your money? Parish projects – in no particular order

Across the parish, mundane but important work continues. Items such as: **provision/repair of bins/grit bins; emergency tree works to protect the public from harm and; guttering, drain and ditch care**. The **Lengthsman** assists in much of this and he/she is an important re-incarnation of an old concept - a locally employed person to carry out highway and footpath maintenance identified by the local community as important. If you have any requirements that you think the Lengthsman can help with, then please inform the Parish Clerk.

- **Noticeboards, phone booths** (empty of phone equipment) and **bus shelters** are all cared for by the Parish Council. Thanks to a generous donation from a local resident, a **defibrillator** is due to be installed in the Monkwood Green phone booth later this year. Fund raising for similar units in the booth at Grimley village and at the Peace Hall will begin, once sufficient people step forward to create a Defibrillator Fund Raising Working Party. Recent **noticeboard** maintenance costs were significantly higher than anticipated, when it was found that the boards were in poorer condition than previously thought. Extensive repairs were also required to the Sinton board which was demolished by a vehicle. The authorities were unable to assist with tracing those responsible in this case and it is lamentable that parishioners have had to pick up the bill for this. A similar situation is ongoing regarding the **salt bin** and **signage** destroyed by a wayward vehicle at Grimley village this Christmas. A replacement salt bin has been provided and the Parish Council is pursuing replacement 'passing place' signage for Grimley approach road – it originally took four years of lobbying to get these installed! Parish Council insurance part-covered the cost of this damage but it would be nice to receive an anonymous donation from those involved.
- Crucial **flood management work** was undertaken on the **pond at Sinton Green**, which was cleared of weeds and vegetation. This is work that will not need to be repeated for the foreseeable future. Thank you to the local resident for assisting in this project. The Parish Council will continue to monitor the ditches surrounding the Village Green – if residents notice that any need urgent attention please let a Councillor or the Parish Clerk know.



* Chart includes minor funds on bins and salt bins committed but not yet spent. Chart total: £33,210.

Key to chart:

1. General projects parish wide	Tree works, bins/grit bins/drain/ditch care, play consultation & Smart Water project.
2. Lengthsman work parish wide	Expenditure on this is reclaimed from Worcs County Council.
3. Monkwood Green Common Feasibility Study.	(£3,400 of £6,604 later reclaimed successfully). Mandatory study required by Natural England.
4. Monkwood Green service road repairs	Roads owned by Parish Council.
5. Monkwood Green Common Management	General maintenance & mowing.
6. Sinton Green Village Green	General maintenance, mowing & pond clearance.
7. Adopted phone boxes	Located at Grimley & Monkwood Green.
8. Bus shelters	Maintenance. Located Grimley village approach road, Sinton Green & Monkwood Green.
9. Noticeboards	Maintenance, emergency repairs at Sinton Green & repairs to Peace Hall noticeboard.
10. Peace Hall	Hall hire & donation toward equipment.
11. Armistice Day celebrations.	including contribution to celebrations in Hallow and Holt and commemorative plaque in Peace Hall
12. Mandatory functions and insurance	Insurance, training, membership (incl. mandatory registrations), audit & election/co-option expenses.
13. Equipment expenses	Display boards, electric fencing, signage & Open Days.
14. General expenses	Mileage, stationery, PC software/maintenance.
15. Clerk's salary	(12 hours per week) & HMRC.
16. Chair's allowance	(up to £50 can be claimed towards expenses and mileage).

- Repairs to **Monkwood Green Common service roads** (parish council owned) have begun – a job that has been many years in the undertaking. Natural England approval was required and obtained, parishioners were consulted as to on-going ownership of the Common (and roads) and, local agreement was broadly gained on the level of work required - balancing cost versus quality. A further two much smaller sections of road remain to be repaired and quotations are currently being considered by Councillors. These seemingly insignificant roads form an important part of the ancient and beautiful heritage and landscape of Monkwood Green. It is important that they are correctly maintained, which also is why expenditure is so high generally across Monkwood Green Common.

- The Monkwood Green Common **Feasibility Project** and the parish-wide **Smart Water** project (in partnership with the Police Crime Commissioner) were both items of big initial expenditure, but a significant portion of costs were successfully recouped. Monkwood Green Common is a protected habit owned by the Parish Council. The feasibility study will better enable care of this site and informs ongoing management strategies.
- It is estimated that 70% of parish households have received a **Smart Water pack**. Signs have gone up around the parish advertising this fact to would-be-criminals.



Residents are reminded to register their Smart Water packs with the website detailed on the pack information leaflet. This product is useless if the unique code on the bottle has not been registered with Smart Water (and therefore the Police).

- The Parish Council continues to support the **Peace Hall** and acknowledges the hard work invested by those volunteering there. A donation has been provided towards new chairs in the hall and more recently a £1,000 donation was provided towards emergency roof repairs. The hall management team (not part of the Parish Council) are always looking for new volunteers to sit on the management committee and also to help with general maintenance and grounds keeping – new faces would be very welcome.
- The weather was not kind to us when the **Parish Open Day** took place in March but nonetheless this event was well attended. Our PSCO Ness Snape was pleased to meet so many of you and the local history talk was a fascinating indication of the lives and achievements that should be better celebrated in the parish. Thank you to all that contributed to this event and also to those that helped with a very successful litter pick. Cake sales raised £74 towards Peace Hall roof repairs.
- **Parish Clerk** working hours have increased from 8 to 12 hours per week. This increase was necessary due to the number of council projects being undertaken and the level of administration required.
- The Clerk continues to work from home. In order to make the Parish Council more accessible, the Clerk has held two **drop-in surgeries** so far this year. Both have been reasonably successful, with residents attending to discuss local issues and problems that the Parish Council can help with. If the Parish Council cannot help, then we might be able to point you in the right direction. At the last drop-in surgery, once particular issue raised was the early and inappropriate cutting of verges, destroying wild flowers and potentially harming nesting birds. The Clerk continues to liaise with County Hall on this issue. The date of the next drop-in surgery (held at the Peace Hall) is **Monday 19th August 10.30am til 2pm**.
- In 2019 we aim to reinstate annual donations to those projects holding much importance to the parish, including the Nora Parsons Day Centre and the Hallow Scouts group.

Summary of Accounts - 2018/19

£ * figures rounded	31-Mar-18	31-Mar-19
Balances brought forward	30,530	32,860
Precept (parish council portion of council tax)	16,538	16,950
Total other receipts	2,046	12,015
Staff costs, expenses and equipment	7,424	9,061
Loan interest/ capital repayments	Nil	Nil
All other payments	8,829	23,699
Total balances and reserves at the end of the year	32,860	29,066
Total fixed assets	15,415	15,715

Above table taken from Grimley Parish Council Annual Audit 2018/19, currently undergoing internal auditing and shortly to undergo external auditing. Copies are available on the parish council website.

Ongoing play area consultation

- The Parish Council has carried out consultations to get your views on play facilities in the parish and this project is ongoing. The Play Equipment Working Party acknowledges how hard it is for residents to visualise ideas that have been proposed. Consequently, volunteers are looking to obtain professional graphics illustrating some of the feedback suggestions and options. Sinton Green Village Green remains the best location available but we would love for a local land owner to come forward offering to discuss terms of rental on a local piece of land for this purpose.
- It is important to stress that the Parish Council supports provision of play equipment in the parish for a number of reasons, but that all points of view are welcome at all times. In 2018 some families in the parish asked the Parish Council to reconsider provision of play equipment. The Parish Council conducted two surveys (firstly the entire parish and secondly the residents of Sinton Green only) asking whether play equipment is desired by residents and possible locations for it. Responses were mixed and gave no overall mandate for the Parish Council to proceed. However it is also true that numerous responses against play equipment were based only on understandable concerns about 'un-knowns' and the nature of change, rather than specific objections. Consequently, the Parish Councillors are in agreement that *"there are many young families in the parish who would benefit from play equipment which is both safe for the children and that provide parents and families with a local place to meet and mix – providing mutual support and reducing rural loneliness and isolation."* (Committee resolution within Play Equipment Working Party Terms of Reference).
- At the full Parish Council Meeting 22/10/18, Grimley Parish Council created a working party to discuss the future provision of play equipment for young children in the parish. Comprising primarily of volunteers, the working party continues to be open to anyone in the Parish to join. Councillors hope that the 'local resident emphasis' will better allow exploration of options and will encourage wider audience participation. The Peace Hall (not Parish Council owned) at Sinton Green cannot be considered for this project due to lack of space, numerous overhanging trees and cables and the presence of the underground septic tank.

-END-