

Grimley Parish Council

DRAFT

Monday **13th July 2020, 7.00pm**

**For sensible containment of Coronavirus
all business at this publicly open meeting has been conducted online**

The meeting was duly advertised online and on three parish noticeboards.
The password to join the meeting was available upon request from the Parish Clerk.

Ref legislation for online meetings: Coronavirus Bill THE LOCAL AUTHORITIES AND POLICE AND CRIME PANELS (CORONAVIRUS) (FLEXIBILITY OF LOCAL AUTHORITY AND POLICE AND CRIME PANEL MEETINGS) (ENGLAND AND WALES) REGULATIONS 2020 <http://www.legislation.gov.uk/uksi/2020/392/contents/made>

Minutes of the meeting

Cllrs Present: D Stanley (Chair), A Taft, A Atkinson, P Ayers, A Bretherton, A Passey
In Attendance: Mrs L Stevens (Clerk & RFO). DCllr Clarke
4 members of public. (S.W. R.S. R.P. C.B.) (confirmed)

060/20 Public open forum

a.	Cllrs thanked residents for joining them. No questions at this stage.
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061/20 Points of order, apologies, approval of reasons for absence, declarations of interest and dispensations

a.	<p>i. Apologies: CCllr Phil Grove; Cllr Green declined to take part in virtual meetings; A.Sh; G.M.</p> <p>ii. Cllr Stanley declared an interest in relation to planning, as a tenant of land at Grimley. Cllrs expressed no concerns and approved DS to debate and vote.</p> <p>iii. To make a Resolution: Following the Government announcement of further easing of lockdown restrictions from 4th July, NALC and SLCC strongly advise local councils to continue to meet remotely, without the need for face to face contact. Government rules still state that we should all work from home if we can. Local councils have the powers to hold public meetings remotely (video or phone conferencing technology) until May 2021. Motion to approve continuation of online meetings. Agreed unanimously. Prp: AB. Scd: PA.</p> <p>iv. Minutes of previous meetings. Mon 18th May 2020 – Previously distributed and duly approved.</p>
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For audit purposes the order of the agenda is hereby reorganised.

062/20 Audit Finance – To sign off audit prior to sending to external auditors.

a.	<p>To consider and motion to approve procedures and paperwork in connection with the Annual Audit Return.</p> <p>i. Motion: That this Parish Council resolves and hereby declares and certifies itself as exempt from sending the completed Annual Governance and Accountability Return to the external auditor for a limited assurance review.....</p> <p><i>Continued</i></p>
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AND that the following conditions are met: • total gross income and total gross expenditure both below £25k; and • no public interest report/statutory recommendation/advisory notice issued by the external auditor in the prior year; (Nb the external auditor raised an 'except for' or 'other' matters in the External Auditor Report for 2018/19, but this does not preclude the Parish Council from certifying itself exempt from review) and • the relevant financial year is not one of the first three years of this authority's existence. **Duly approved** unanimously.

Even though the Parish Council is self-certifying as exempt, The Annual Internal Audit Report, Annual Governance Statement, Accounting Statements, an analysis of variances and the bank reconciliation plus the information required by Reg 15 (2), Accounts and Audit Regulations 2015 including the period for the exercise of public rights (beginning on or before 1 Sep 2020) still need to be completed and, along with a copy of the exemption certificate, published on a website before 31st Aug 2020.

- i. Members to consider and review effectiveness of internal procedures/audit conducted across entire year*. Review of procedures for banking. After review, **Motion to accept** findings and **motion to confirm compliance** with all assertions within the **Annual Governance Statement. Duly considered and approved** unanimously. No changes to internal procedures necessary, though internet banking during covid19 has required additional security.
- ii. **Members to consider the report of the internal auditor** and any matters raised in the AIAR provided by the internal auditor. **Duly considered and approved** unanimously.
- iii. **Motion** to acknowledge Cllr and Clerk responsibility for ensuring that there is a sound system of internal control and governance. **Duly acknowledged.**
- iv. **Motion to Approve Section 1 of the AGAR - the Annual Governance Statement.** *Chair & Clerk to minute, sign and date the Annual Governance Statement Section 1 of the Annual Return for the year ending 31 March 2019. Duly approved* unanimously. Paperwork signed. Prp: AB. Scnd: AT.

* Grimley Parish Council will need to consider the internal audit work performed and internal audit arrangements in place between 1 April 2019 - 31 March 2020 before confirming compliance with all assertions of the Annual Governance Statement.

063/20 Audit Finance – Continued

- a. To consider and motion to approve procedures and paperwork in connection with the Annual Audit Return – CONTINUED. **
 - i. **Members to consider Section 2 - Accounting Statements.** Previously distributed for consideration. 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. **Duly considered and accepted.**
 - ii. **Motion to approve Section 2 - Accounting Statements.** *Chair only to minute, sign and date the Annual Governance Statement Section 2 of the Annual Return for the year ending 31 March 2020. Duly approved* unanimously. Paperwork signed. Prp: AB. Scnd: AT
 - iii. Approval and signature of the Declaration that the statement of accounts is unaudited (externally). Paperwork duly signed.
 - iv. Approval and signature of the Notice of Commencement of the period for the exercise of public rights. **Duly considered and accepted.**
 - v. To note that the completed annual return/exemption certificate and notification of date of commencement of period of public rights must be sent to PKF by Friday 31 July 2020, but that this parish council intends to send the completed documentation via email on 20th July 2020 in order to adhere more closely to the timetable of a normal (non covid) year. **Duly noted.** Cllrs thanked the Clerk for arranging the audit and guiding them through requirements.

** 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 as a last resort both must legally be approved before 31st August 2020 in order to comply with new Covid Legislation.

The order of the meeting hereby reverts to the original agenda, as advertised.

064/20 Co-option – filling TWO vacancies for Parish Councillor.

a.	Welcome and candidates to speak/put questions to the Council and vice versa. SW spoke to about her commitment and local knowledge.
b.	Motion to accept candidates and to co-opt with immediate effect. Cllrs voted to co-opt Susan Wilson and Georgie Moore. Susan Wilson spoke to accept position of Councillor with Grimley Parish Council and confirm her intention to complete an acceptance of office and a declaration of interests. Cllr Georgie Moore will be contacted in due course for the same declaration.
c.	There followed a formal welcome from Chair. The Clerk spoke briefly to detail paperwork associated with new Parish Cllrs, Acceptance of Office, Declaration of Interests, copies of Policy documents and Privacy Notice. Newly appointed Member welcome to join the table and take part in debate from this point. – Nb All paperwork will be posted to new Cllrs for them to sign as soon as may be under COVID19 restrictions. For the remainder of this meeting newly Co-opted Councillors were advised that they may take part in debate but, since they have not signed a 'Declaration of Acceptance of Office' may not vote at this meeting only

065/20 To Receive the Report of the County Councillor.

a.	CCllr Grove has been providing regular updates via email and has also been promptly responding to parish council requests.
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066/20 To Receive the Report of the District Councillor.

a.	DCllr Clarke has been providing regular updates via email and spoke to detail district Covid19 recovery, update on planning matters and respond to Parish Cllr questions.
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Motion to suspend standing orders: duly approved.

067/20 Planning - To discuss updates and formulate Motions not requiring written notice.

a.	<p>Public consultation on draft decision to vary environmental permit. Environment Agency consultation period 12 June to 10 July 2020. Ref: EPR/WP3239EK. Facility: Thorngrove Poultry Farm, Grimley, Worcester, WR2 6NP</p> <p>DCllr Clarke noted that the opinion of District Council officers is that a new planning application will be required since the facility has not broken ground within the required timeframe. DCllr Clarke also advised residents to report noise associated with the moveable chipper to Regulatory Services at WCC. The chipper may not need an EA permit because it is a mobile mechanism that is part needed for the house as well as the farm. The Clerk had not heard back from the EA in ref to the recently closed public consultation. She advised Cllrs that residents are considering next steps and have approached the Parish Council for funding towards legal advice with regard to EA actions and processes. The parish council policy document for awarding grants had been provided in response to that enquiry.</p> <p><i>Standing orders duly reinstated</i></p>
b.	<p>Hallow Neighbourhood Development Plan Reg 14.</p> <p>Cllr Stanley reported that he has spoken to HK and been advised that the Hallow Development Team have been restricted by legislation on what they can include in the neighbourhood plan. Hence why there is only limited mention of transport, schools and jobs for example. Parish Cllrs approved the Clerk drafting a response based on housing design codes and the need to plan for climate change.</p>
c.	<p>Ball Mill enforcement update.</p> <p>Officers at MDHC are still waiting for the certificate of lawfulness application to be submitted and have been chasing this. The delay is due to the current Covid19 situation and problems in getting signed affidavits from witnesses.</p>

d.	<p>Camp lane enforcement update. Officers consider that the new stable opposite The Moorings is not a permanent building, as it is on skids and therefore movable. Enforcement are still considering the issue of the interference with the public right of way. The Clerk to try to ascertain the parish boundary at this location. The gate posts located on the sharp bend at the Camp House have been inspected by Highways but they (Highways) are not pursuing this further as they consider that this section of the road is not public owned. Those persons that installed the gate and posts are therefore liable if an accident occurs.</p>
e.	<p>20/00825/AGR Location: Land At (Os 8334 6017), The Ark, Grimley, Proposal: Prior notification for replacement agricultural barn. (Received after agenda published – Cllrs could only debate reasons for asking for an extension or an extra ordinary meeting). Deadline 14 days. AB declined to comment on the basis that the application maps were of such poor quality as to be difficult to understand. Cllrs expressed concern that this replacement barn will be very visible from the lake and the surrounding area – land that is fast becoming an area much admired for its beauty and value to wildlife, even though it has been agricultural land for many generations. Cllrs were provided with guidance as to what they have remit to comment on. Cllrs agreed that no extra ordinary meeting was required since they had no comments that MHDC would accept.</p>
f.	<p>20/00875/LB The Dallows, Grimley, Worcester, WR2 6LU. Cllrs had no comments to make.</p>
g.	<p>20/00790/HP Moseley Saw Mills Moseley, Road Hallow, Worcester, WR2 6NJ. Cllr had no comments to make.</p>

068/20 Support and donations - To discuss updates and formulate Motions not requiring written notice.

a.	<p>To consider additional support for the Peace Hall upon receipt of updated financial information. Cllrs had learnt with concern that the Peace Hall has lost a considerable amount of money due to Covid-19 (they are anticipating a net loss of £3,582.61). At present the Peace Hall has room to absorb this loss in their reserves, though the impact that this would have on future projects was not known. Cllrs noted the committee's intention improve disabled access and agreed that this is worthy of support. Cllrs considered that an alternative way forward would be to offer to commission particular works for improving disabled access up to a certain value to be agreed. Cllr Bretherton was voted delegated authority to approach the Peace Hall with this idea. Prps: AP. Scd: AT.</p>
b.	<p>S137 Policy - To consider application from residents for funding legal fees in reference to Application EPR/WP3239EK/V003 Thorngrove Poultry Farm WR2 6NP and the EA Public Consultation on its Draft Decision. Cllrs had received the initial application prior to the meeting and agreed to wait until a more formal request had been received from the resident group before making a decision. Cllrs also felt it prudent to wait until the Clerk had heard from the EA with a summary of consultation results.</p>

069/20 General - To discuss updates and formulate Motions not requiring written notice.

a.	Peace Hall replacement right of way noticeboard and also broken noticeboard. Cllrs agreed to proceed if they had not heard from the Hall Committee within 1 week.
b.	Monkwood Green maintenance and grazing update. Commoners are still grazing cattle on the petty whin area and had been verbally warned about moving livestock to other areas without first consulting the Parish Council. Ecologists have raised concern over the placement of cattle on the summer meadow - areas which will not now recover in time to drop seed for next year. The Clerk was advised to inform NE as matter of course, although Cllrs felt that it was good to see the Common being put to traditional uses again. The Clerk advised that traditional farming was acceptable to ecologists and natural England IF a clear plan was stuck to over a number of years. NB an ad hoc basis was not acceptable and not of benefit to the wildlife and SSSI.
c.	Tree margin Monkwood Green, vicinity of Simberton Farmhouse. The Clerk was instructed to contact Western Power and ask for their intervention with the tree/hedge line. Resident RP was happy to be involved in a site meeting.
d.	Sinton Green update and discussion on wild flower patches. Cllrs agreed to begin this scheme afresh next year and to make project intentions absolutely clear to the contractor prior to commencement, as there has been some confusion this year.
e.	Broadband project(s) update. Cllr Green continues to make good progress with the project at Monkwood Green. Residents who have yet to claim their vouchers for Grimley village are encouraged to do so asap.
f.	Highways, footpaths and road surfaces parish wide, including update at Retreat Farm. The Clerk was instructed to arrange a site visit with Highways so that all the degraded paths and road surfaces in the vicinity of Grimley and the A443 can be properly inspected/marked for action.
g.	New litter bin at Sinton Green, progress update. The Clerk may be able to source a bin and was approved permission to pursue this.
h.	Cycle paths along River Severn from Grimley to Worcester. Cllrs noted that Worcester University had looked at this option in the past but that the project was rejected since various land owners were uninterested. The absence of funding is also a very real barrier to further investigation.
i.	'Name the ponds' at Grimley. The Clerk was instructed to continued liaising with Ordnance Survey. The Clerk was also instructed to check the official name of Grimley approach road. Should this road should more properly be called Grimley Lane?

070/20 Lengthsman

a.	To note WCC advice: "From this week we will be considering Parish invoices that cover the full range of Lengthsman tasks, as stated in Schedule 1 of the 2020/21 Lengthsman Agreement. Please note that the return to full duties will be a Parish decision that will take into account your risk assessments, local knowledge and also reflect your individual Lengthsman's personal circumstances." Motion to approve Lengthsman full return to duties. Prps: AB. Scnd: PA.
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071/20 Finance and Administration

- To discuss updates and formulate Motions not requiring written notice.

a.	To consider and motion to approve the payment of outstanding accounts. Prps: AB. Scnd: AP.
b.	To receive and motion to accept Bank Reconciliation June 2020 and Q1 report. Clerk to send round.

072/20 Correspondence, dates for diary, items for future agenda.

- To discuss updates and formulate Motions not requiring written notice.

a.	To note that the Clerk has reviewed and recommends the draft LGA consultation version of the Code of Conduct – final version due to be presented to Cllrs in September 2020.
b.	Website Accessibility regulations which come into force on the 23rd September 2020. Clerk estimates approx. 20 hours to transfer all parish council online documents and current templates into a readable, accessible format complying with updated legislation.
c.	
Date of Next Scheduled Meeting – 24th August 2020, 7pm ONLINE The press and public are cordially invited to attend this meeting	

Appendix 1 – payments to be made

Mr Simon Skeys	Lengthsman Feb & March (and including hours in May making up time lost in March due to Covid19) 2020. (Money already claimed and received from WCC). (Payment delayed due to waiting for bank details)	£649.75	VAT nil
Mr Simon Skeys	Lengthsman June 2020 (money claimed from WCC 13/07/2020)	£178.25	VAT nil
Mr Simon Skeys	Sinton Green grass cutting March, April, May & June 2020 (£75 March) (£150 April Invoice GPC 0420) (£75 May Invoice GPC 0520) (£75 June invoice GPC 0620)	£375.00	Vat nil
Mr Simon Skeys	Bin installation adj. Grimley smaller charities land. (Payment detailed due to waiting for bank details)	£30.00	VAT nil
Community HeartBeat Trust	Annual Support Cost Year 1 (min 4 years) 09/04/2020 - 09/04/2021. Invoice 5630.	£162.00	Vat £27.00
Mr Gary Green	To note previously approved payment of remaining reserve ref Monkwood Green well repairs. (ref decision approved May 2020 minute ref 046/20e). ALREADY PAID BY BACS 06/07/2020	£291.00	VAT nil
Mr Philip Moore	Internal Audit fee	£5.00	VAT nil
Lisa Stevens	Clerk wages [June 2020] As per contract of 12 hours per week, £12.01 per hour.	£576.48	VAT nil
Lisa Stevens	Expenses June 2020.	£64.00	Under calculation

Chair (Online approval 24/08/2020)