

# Draft Minutes of the monthly meeting of Grimley Parish Council

**Monday 29<sup>th</sup> April 2024, 7.30pm**  
**Peace Hall, Sinton Green**

**Present:** Parish Cllrs A.Collett (Chair), Cllr R.Woodhouse (Deputy Chair), G.Moore, A.Sinclair, S.Wilson.  
**Attending:** District Cllr Dean Clarke (half way through the meeting). Parish Clerk & RFO Lisa Stevens. 4 members of public.  
**Apologies:** Parish Cllrs P. Ayers and G.Probert. District Cllr Dean Clarke . County Cllr Scott Richardson Brown.  
**Vacancy:** 2 vacancies for parish councillor available for immediate co-option subject to application and criteria. **Meeting commenced at 7.30pm**

35/24 **Welcome and information** provided at the beginning of each council meeting, **points of order, apologies for absence and declarations of interest.**

- **Points of order** (nil),
- **Adjustments to facilitate public participation** (nil requested).
- **Apologies accepted.**
- **Declarations of interest** (nil new).

36/24 **Public Open Forum.**

Please refer to 'information provided at beginning of meeting' for further guidance. Standing orders are relaxed in the event where the public are present and wish to participate. **Nil questions.**

37/24 **Minutes of previous meetings** – Motion to approve previous minutes.

a. 18<sup>th</sup> March 2024. Prps: AS. Scnd: GM. **Resolved. Approved.**

38/24 **Planning, Enforcement and Consultations** - to consider, comment and resolve to respond to the following applications.

- a. **M/24/00345/FUL** New Inn (Open Ditch), Sinton Green, WR2 6NW. Proposed 2no. dwellings with detached car ports and extended parking area for pub. **Resolved. Motion approved** (Prps: AS. Scnd: SW) to respond with the following:
- **Initial Holding Objection** (subject to Clerk seeking further info) as to the settlement boundary for Sinton Green. Concern that this application site falls outside of the existing settlement boundary.
  - **Initial Holding Objection** (subject to Clerk seeking further info) in relation to ownership of the verge along the southern edge of the application site. Concern as to removal/regrading of the existing verge which may not be under ownership of the pub and a new access being created across this verge in order to enter the proposed site.
  - **Holding Objection.** Concerns regarding any entirely new visibility splay that would need to be created along the southern edge of the proposed site and whether given the limited space available, any such visibility splay would successfully combat the narrow nature of the lane
  - **Holding Objection.** Noted recent, relatively large scale removal of boundary vegetation and hedgerows at this valued, rural location. If planning permission is considered appropriate, that it be a condition of planning that the original native species be restored, particularly along the southern boundary verge.

38/24	<p><i>DCllr Dean Clarke arrived at this point in the meeting.</i></p> <p>b. <b>M/24/00149/FUL</b> Variation of condition 2 Ref. 21/02082/FUL. Wagon Wheel, Grimley, Worcester, WR2 6LU Conversion of public house/restaurant to 1no. dwelling (including partial demolition) and the erection of 1no. dwelling. To note approval of this application by MHDC and receipt of Community Infrastructure Levy money £774.55. - Cllrs noted this funding with satisfaction. <b>Action: DCllr</b> agreed to enquire for guidance on what the grant can be spent on.</p> <p>c. <b>Enforcement.</b> Request for update from MHDC on planning enforcement actions at Monkwood Green. - Enforcement is ongoing. <b>Action: DCllr</b> agreed to chase and report back where non confidential matters permit.</p> <p>d. Standing Item: To consider and arrange an extra ordinary parish council meeting for planning applications received after date of publication of this agenda. NIL.</p>	
39/24	<p><b>To receive the report of the District Councillor – Dean Clarke.</b> (Items raised for decision will appear on the agenda for the next meeting)</p>	
a.	<p>Resident request for joint project with MHDC to order additional flytipping signs for Grimley village approach road area. <b>Resolved. Motion approved:</b> existing signs will be rediscovered – Clerk to ask Lengthsman. Prps: RW. Scnd: AS.</p>	Clerk
b.	<p>DCllrs all have a £1000 divisional fund. Parish Councillors may request a share of this funding.</p>	
c.	<p>21<sup>st</sup> September 2024 the Peace Hall are holding a pig roast.</p>	
40/24	<p><b>To receive the report of the County Councillor – Scott Richardson Brown</b></p>	
a.	<p>All existing items to be chased by email.</p>	Clerk
b.	<p>Request a review by County Council of the damage caused to the vital kerb drains along the road section at Mudwalls, and, ask why it took so long to repair this dangerous drain top? Flood elevation drainage works installed 10 years ago have been damaged. Clerk <b>instructed</b> to email request to CCllr that he get the wheels in motion for repairs.</p>	Clerk
41/24	<p><b>Commons and Village Greens</b> - Updates and <b>Motions</b> not requiring written notice.</p>	
a.	<p><b>Parish Council Policy Document - Guide to managing and holding public events on parish council owned land.</b> Nb. Setting out rules/fees/donations/duty of care and ensuring that all parish council land is treated the same:</p> <p><b>i. Motion:</b> To adopt in principle this Policy Document and proceed to public consultation. Motion gained no proposer and seconder and so was not carried.</p> <p><b>ii. Motion:</b> Consideration of putting policy into practice: new formal Committee required? <b>Resolved: Motion approved</b> that Cllrs set up a Working Party to look at the document in more detail first. 4 Members agreed were AC, AS, GM and RW. (Prps: RW. Scnd: SW)</p> <p><b>iii.</b> Consideration by Cllrs of current uses of Common and SSSI and finding a way forward with regard to private property/items placed on the Common. Motion gained no proposer and seconder and so was not carried. Deferred. Working Party to consider this.</p>	AC, AS, GM and RW

41/24 b.	<p><b>Sinton Green parking on the village green.</b> Resident correspondence: Resident suggestion for option of knee rail fencing round the village green.</p> <ul style="list-style-type: none"> <li>- <b>Resolved. Motion approved</b> that option of knee rail fencing should be explored (Prp: AS. Scnd: SW), with the following considerations debated at this meeting 1) care needs to be taken to ensure that fencing will not cause flooding elsewhere, 2) that this is an important safety aspect for the village green and may reclaim the green for playing children and families, 3) avoids the option of individual posts which would not deter parking on the verges in between, 4) Hallow village green sets a useful precedent.</li> <li>- <b>Action:</b> Clerk to create a visual of the green with knee rails.</li> <li>- <b>Action:</b> Draw up spec and obtain 3 quotes for fencing (Cllr Collett and Cllr Sinclair).</li> <li>- <b>Action:</b> Clerk to ask Highways for advice, what information they would require and whether they would need to provide permission.</li> <li>- <b>Action:</b> Clerk check WCALC as to power to enclose a village green.</li> <li>- <b>Action:</b> Cllr Collett to ask PL to repair damaged ditch opp Holmfield.</li> <li>- <del><b>Action:</b> DCllr to check if CIL money can be spent on Knee rail fencing</del></li> <li>- Cllrs thanked the landlord of The Open Ditch for his offer to be involved in this project and contribute to fencing in order to avoid using CIL money.</li> </ul>	Clerk Cllr Collett Cllr Sinclair Clerk Clerk Cllr Collett <del>DCllr</del>
c.	<p>Resident request for enforcement of Byelaws and for charges to be levied against those that break them or against third parties that cause them to be broken. <b>Resolved. Motion approved</b> that no further action be taken in this respect. Enforcement costs more than a fine. Prps: AC. Scnd: AS.</p>	
d.	<p>Reinvigorating the <b>tree survey</b> and risk assessment to be conducted on Sinton Green village green – this project got put by with all the wet weather. <b>Resolved. Motion approved</b> that this project be put on hold due to costs. Cllr Collett to ask CB for assistance. Prps: AC. Scnd: GM.</p>	Cllr Collett
42/24	<b>General Projects</b> - Updates and formulate Motions not requiring written notice.	
a.	<p>Resident request for a <b>street name plate for Gumburn Lane.</b></p> <ul style="list-style-type: none"> <li>- <b>Resolved. Motion approved</b> to pass this request to MHDC as the parish council has no power to install. Prps: AC. Scnd: RW.</li> </ul>	Clerk
b.	<p>Project update - Undertaking hedge cutting of the <b>dangerously overgrown hedge</b> along Grimley approach road (opposite bus shelter). <b>Motion</b> to receive and pay invoice from N P Denley Tree Surgery £1,800.00 (VAT £300) Quotation 1374.</p> <ul style="list-style-type: none"> <li>- Thank you to CCllr Richardson Brown for contribution of £1600. It is hoped that this work will start within the next few weeks.</li> </ul>	
c.	<p><b>Ditches and drains parish wide.</b></p> <p>Cllrs still considering a way forward. Clerk <b>instructed</b> to write to Highways to thank them for reinstalling the headwalls and grips down Dark Lane. Clerk <b>instructed</b> to create a list of all known issues with ditches and drains and rate them according to risk. The PC can then look at this list and discuss priorities.</p>	Clerk Clerk
d.	<p><b>Overgrown hedges Moseley</b> which require urgent cutting back, as on narrow lane and approaching sharp bend. Clerk was <b>instructed</b> to write to residents.</p>	Clerk

42/34	<p><b>Gritting routes/flowing water Dark/Walton Lane.</b> Clerk was <b>instructed</b> to write to Highways to chase installation of Dark lane gritting route. Clerk was <b>instructed</b> to refer resident idea for a one way system to the county council for consideration</p> <p>f. Looking again at options for the <b>blue shared space signs at Camp Lane</b>, as the County Council have not been able to fund this project on this occasion. <b>Resolved. Motion to close this project without action.</b> New Highway code allows priority to pedestrians. WCC have withdrawn funding and parish council cannot fund at this time.</p> <p>g. <b>Lengthsman update</b> and to note the digitalisation of the account system hosted by WCC.</p> <p>h. <b>Peace Hall update.</b> Nil</p>	Clerk Clerk
<b>43/24 Finance and Administration</b>		
43/24	<p>a. To consider and <b>motion</b> to approve the payment of outstanding accounts. Appendix 1. <b>Resolved</b> and <b>Approved</b>. Prps: AS. Scnd: AC Invoices inspected and signed.</p> <p>b. To receive and <b>motion</b> to accept latest Bank Reconciliation 2024. <b>Resolved</b> and duly <b>Approved</b>. Prps: AS. Scnd: SW Bank Statements inspected and signed.</p> <p>c. <b>Resolved. Motion approved</b> to review and confirm additions and amendments to the <b>Register of Interests</b>. Prps: AS. Scnd: SW</p> <p>d. <b>Staffing Committee</b> Minutes for consideration and approval and, <b>Resolved. Motion approved</b> to receive and accept considered advice with regard to the latest National Clerk Pay Scale. Increase pay scale by 5 grades to middle of LC1. Prps: AS. Scnd: GM</p> <p>e. <b>Bank mandate</b> – urgent outstanding member actions please. Noted.</p> <p>f. <b>Resolved. Motion approved</b> to formally appoint the <b>Internal Auditor</b> Mr P.Moore for the 2023/2024 internal audit. . Prps: SW. Scnd: AC</p> <p>g. <b>Resolved. Motion approved</b> to formally accept the mid term <b>3 year undertaking of insurance with Clear Councils</b> (formerly BHIB) at £233.88. Prps: SW. Scnd: AC</p> <p>h. <b>Resolved. Motion approved</b> to continue with Direct Debit for <b>garden waste</b> service x 2 bins at Grimley Church (churchyard volunteers and Lengthsman). £150 (DD reduces 1<sup>st</sup> bin from £85 to £80. Subsequent bins charged at £70). Prps: AS. Scnd: GM</p> <p>i. To note receipt of His Majesty The King’s Portrait and considerations for placement. Clerk was <b>instructed</b> to offer to the Peace Hall Committee.</p> <p>j. To note that updated financial regs are due to be published by NALC in May 2024. Noted and Clerk <b>instructed</b> to review.</p>	Clerk Clerk Clerk Clerk GM Clerk Clerk Clerk Clerk
<b>44/24 AOB, Correspondence, Dates for Diary, Items for Future Agenda.</b> This section is for items to note only and no financial motions can be raised in this section.		
	<p>Items for future meetings:</p> <ul style="list-style-type: none"> <li>- Worcestershire Wildlife Trust Green Farm nature reserve water supply.</li> <li>- Defibrillator update – resident assistance to check RCD</li> <li>- VAS sign. Clerk seeking grants/VAS placement permits.</li> </ul>	

- Repair memorial bench Peace Hall (2024) (Cllr Collett to ask RP)
- Website and logo – migration to a .gov account.
- Request a review by Natural England of the condition of the SSSI at Grimley old fishponds.
- Reinvigorate our footpath warden project.
- Renewing instruction labels on pond buoys at Sinton and Monkwood

Cllr  
Collett

45/24

**Dates of next scheduled meeting.** Peace Hall booked. The press and public are cordially invited to attend these meetings and should note Standing Orders in advance please.

Monday **20th May, 7.30pm** Peace Hall.

**Annual Meeting of Grimley Parish Council**

NB. The above is an annual meeting of Parish Cllrs, where appointments for the following take place: chairman, committee members and representatives to other bodies. The public may not speak at this they are cordially invited to attend to observe proceedings. (Standing orders states "In a year which is election year, the annual meeting of a council shall be held on such day in May as the council may direct. Election of chair and sign declaration of office. Retiring/previous Chair will be in attendance in order to first item only, as necessary.

**AND Annual Parish Meeting 7.45pm**

NB. The Annual Parish Meeting is not a 'normal' monthly parish council meeting. It is a meeting of the electors, organised by the Parish Council. Electors can contribute to the agenda and in practice these celebrate local activities and debate current issues in the community. It is an opportunity for parishioners to bring any matters of concern to them that relates to their local community. It would be necessary to give written notice of any matters to be raised but it is not essential. Matters can be raised at the meeting notice. (Annual Parish Meetings must be held between 1st March 1st June each year).

The press and public are cordially invited to attend these meetings and should note Standing Orders in advance please.

**Appendix 1\_Payments to be made in April 2024 and payments made in March 2024**

Worcestershire CALC	Annual Subscription 2024	471.09	71.66
Mr Simon Skeys	Lengthsman worksheet March 2024. Plus path siding out Old Road and Grimley main road.	551.85	0.00
Mrs Lisa Stevens	Printer ink stinky inks	91.16	15.20
Mrs Lisa Stevens	Expenses April 2024	48.85	0.00
N P Denley Tree Surgery	Tree works Grimley approach opp bus shelter.	1800.00	300.00
Nest Pensions	April payment for April wage.	40.35	0.00
Mrs Lisa Stevens	April payment for March monthly wage 2024.	553.42	0.00

26/02/2024	109	Mrs Lisa Stevens	Reimbursement for Queens jubilee Tree plaques Peace Hall and Monkwood Green. Ordered via The Sign Maker & UK Memorials	95.20	15.87
22/03/2024	110	Mr Simon Skeys	Lengthsman February 2023 worksheet.	355.85	
22/03/2024	111	Water plus	Trough water bill quarterly invoice.	25.10	4.18
21/03/2024	112	Nest Pensions	March payment for March wage.	40.35	0.00
22/03/2024	113	Mrs Lisa Stevens	Monthly Expenses March 2024	45.25	0
22/03/2024	114	Mrs Lisa Stevens	March Monthly wage for Feb 2024 minus pension and minus NI.	539.74	0
18/03/2024	115	HMRC tax NI	Employer HMRC contributions	72.58	0
22/03/2024	116	Beverley Thompson	Church Warden St Bartholomew's. New gate post donation.	100.00	0
22/03/2024	117	Lisa Stevens	Land Registry enquiry Grimley approach road	6.00	0



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Scan with your phone to directly access the information provided at the beginning of each parish council meeting.

#### **Notes to minutes – Terms**

- Once approved, the Motion/decision is called a "resolution"
- **Resolved** – Where a decision is made about a Motion.
- **Duly Approved** – Motions where a formal vote took place, accepting the Motion.
- **Duly Accepted/Agreed** – Motions where no formal vote took place but the action/recommendation within the Motion or debate is to proceed. Usually for non-financial matters or for items already agreed as part of an existing budget.
- **Declined** – Motion where a formal vote took place, with the Motion rejected.
- **Duly Noted** – Information not requiring a vote.
- Abstentions or votes against a Motion will be noted but the minutes will NOT always show individual names, unless Councillors have declared an interest and the transparency of that interest must be maintained.

<https://e-services.worcestershire.gov.uk/MyParish/>

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