

# Draft Minutes of the Annual Meeting of Grimley Parish Council

**Monday 20<sup>th</sup> May 2024, 8pm**  
**Peace Hall, Sinton Green**

<b>Present:</b>	Parish Cllrs A. Collett (Chair), R. Woodhouse (Deputy Chair), P. Ayers, G. Probert, A. Sinclair, S. Wilson.
<b>Attending:</b>	District Cllr Dean Clarke. Parish Clerk & RFO Lisa Stevens. 4 members of public.
<b>Apologies:</b>	Parish Cllr G. Moore. District Cllr Dean Clarke. County Cllr Scott Richardson Brown.
<b>Vacancy:</b>	2 vacancies for parish councillor available for immediate co-option subject to application and criteria.

**Meeting commenced at 8pm**

**46/24 Election of Chair and Deputy for 24/25 financial year.**

- a. **Election of Chair**
- Nomination Adam Collett. Prps: AS. Scnd: RW. No other nominations.
  - Vote. Unanimous. No abstentions. Duly **carried** and Cllr Collett welcomed back to the Chair
  - Signature accepted on Declaration of Acceptance of Office.
- b. **Election of Deputy Chair**
- Nomination Robin Woodhouse. Prps: AS. Scnd: PA. No other nominations.
  - Vote. Unanimous. No abstentions. Duly **carried** and Cllr Woodhouse welcomed back to the Deputy Chair.
- Role of a Parish Council Chair:** • A statutory post in law • Is a member of the Council and is elected annually • Must be obeyed when issuing lawful direction or direction in line with Standing Orders. • Is the interface between the public and Council • Welcomes speakers and make them 'feel at home' • Create an atmosphere which encourages participation and ensures fair accessibility and equality. • Makes sure decisions are clear for the clerk to act upon. • Ensure the meeting is quorate, as guided by the Clerk. • Ensure the Council acts only within terms of reference and/or legal powers as guided by the Clerk. • Remain impartial. • Not allow the meeting to continue for more than 2 hours. • Has no power to make decisions without the Resolution of the Council.

**47/24 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). Full register of interests inspected and signed anew.

**48/24 Public Open Forum. Nil questions.**

**49/24 Minutes of previous meetings – Motion to approve previous minutes.**

- a. April 2024. Prps: AC. Scnd: GP. **Resolved. Approved.**  
**May 2023 Annual Meeting of the parish council** – approved in June 2023.

**50/24 General Power of Competence (criteria apply)**

- a. This council CANNOT adopt the general power of competence for 2024/2025.
- Cllr Adam Collett, co-opted 2023. Cllr Robin Woodhouse, co-opted 2023. Cllr Andy Sinclair, co-opted 2023. Cllr Georgie Moore, elected 2023. Cllr Sue Wilson, elected 2023. Cllr Geoff Probert, elected 2023. Cllr Pam Ayers, elected 2023. Vacancy upon a resignation Autumn 2023. Vacancy upon a resignation Spring 2024.
- Budget remains in place and is unaffected.

51/24 **Insurance and risk assessments**

- a. **Resolved. Motion** to accept and confirm arrangements for insurance cover are in place in respect of all insurable risks. Current insurance is with Clear Councils (BHIB) for period of 3 years £233.88. Duly noted. Prs: AC. Scnd: RW.
- b. **Resolved. Motion:** Acceptance of existing risk assessment. (Reviewed by Clerk March 2024). Prps: AS. Scnd: PA.

52/24 **Asset Register**

- a. **Resolved. Motion:** Acceptance of existing asset register. (Reviewed by Clerk March 2024). Prps: AC. Scnd: RW. Clerk to ensure new laptop is added.

53/24 **Policy Documents**

- a. **Resolved. Motion:** Acceptance of existing policy documents (Appendix 1). Prps: AC. Scnd: AS.

54/24 **Projects, Committees & Committee Representatives** - Review, amend, confirm:

- Key to symbols: ## - Declaration of Interest acknowledged and entered on Register held by Clerk
- a. **Resolved. Motion** to accept the following memberships. Prps: AC. Scnd: PA.

Committee/Working Party	Members	Terms of Ref?
Over-seeing Finance/Audit x 3 members	Cllr Sue Wilson (Signatory and online banking) Cllr Pam Ayers (Signatory but NOT online banking) Cllr Georgie Moore (Signatory and online banking)  [Cllr Andy Sinclair (being added to online banking) Cllr Adam Collett (being added to online banking) Cllr Robin Woodhouse (being added to online banking) Cllr Geoff Probert (being added to online banking)]	Financial Regulations under review May 2024 onwards.
Staffing Committee x 3 members	Cllr Pam Ayers Cllr Adam Collett Cllr Sue Wilson	Yes, Terms of Ref in place.
Complaints and Grievance Panel x 3 members	Cllr Geoff Probert Cllr Adam Collett Cllr Sue Wilson	Grievance Policy (Staff) & Complaints Policy (MoP)
Appeals Panel x 3 members	Cllr Pam Ayers Cllr Georgie Moore Cllr Andy Sinclair	Reference to sections in the Grievance Policy (Staff) & Complaints Policy (MoP)
Peace Hall Committee x 1 member	Cllr Pam Ayers,	<i>Non-voting position. Peace Hall terms of ref.</i>
Planning and Enforcement Committee	All parish cllrs at all times.	Planning response policy
Church Maintenance liaison officer x 1 member	Cllr Robin Woodhouse	<i>Public relations only. Not a working party or committee.</i>
Commons and SSSI Management Committee (Monkwood Green) x 4 members	Cllr Pam Ayers ##, Cllr Geoff Probert, Cllr Adam Collett ##, Cllr Sue Wilson ##, (Clerk as separate admin support)	Reference to existing five year management plan and the annual mowing/grazing schedule.  <u>Also ref to:</u> Managing Activities on Parish Council Owned Land Policy draft

54/24  
cont

**Continued - Projects, Committees and Committee Representatives**

a.

Committee/Working Party	Members	Terms of Ref?
Monkwood Green COMMONERS Association x 3 members	Cllr Pam Ayers ##, Cllr Sue Wilson ##, Cllr Adam Collett ##, (Clerk as separate admin support)	Monkwood Green Commoners Association Terms of Ref
Sinton Green Management Committee x 3 members	Cllr Robin Woodhouse ##, Cllr Geoff Probert Cllr Adam Collett	Managing Activities on Parish Council Owned Land Policy draft
Grimley Smaller Charities x 1 member	Cllr Robin Woodhouse ##,	Public relations only. Non voting position. Terms of Ref of the charity.
Lengthsman support and rep x 1 member	Cllr Robin Woodhouse.	Staff line manager style position with assistance of Clerk.
Footpaths Officers and support for 'County Council Sponsored Footpaths Officer'	Vacant x 1 (Wider parish footpaths) Cllr Georgie Moore (Grimley footpaths) Cllr Pam Ayers and Cllr Sue Wilson (MWGreen footpaths)	Lengthsman agreement (schedule 2) has a section of agreement with regard to parish council maintenance of footpaths and RofW.
Defibrillator monthly inspection unlimited members	Cllr Pam Ayers & Cllr Sue Wilson (MWGreen phone box) Clerk (Sinton and Grimley)	The Community Heartbeat Trust (CHT) Terms & Conditions 2022
Climate emergency panel x 1 member	Cllr Andy Sinclair.	Grimley Parish Council Emergency Declaration FINAL one page Nov 2022
Parish magazine monthly report x 2 persons	Clerk and Cllr Adam Collett	Public relations only. Not a working party or committee. Ref to Community Engagement Strategy.

b.

**Resolved. Motion.** Proposal to set up a ditch and water management working party. **Prps: AS. Scnd: RW.** Membership to be Cllrs Woodhouse, Probert, Wilson and, as required/if nec, Cllr Collett. Working parties have no budget and no delegated powers and make recommendations to full council.

55/24

**Finance and Administration**

a.

**Monkwood Green WWT - Easement for water supply.**  
**Resolved x 3. Motion** to ask WWT to pay our solicitor fees. **Motion** to continue with request for inclusion of a stand pipe connection. **Motion** to approach PC solicitors for them to cast eye over Easement. Prps: AC. Scnd: AS.

b.

**Direct Debit mandate for garden waste bins at Grimley Church.** Parish Lengthsman makes use as well as churchyard volunteers. Duly completed.

55/24	To review payments made within the past month and to consider and motion to approve the payment of outstanding accounts. Prps: RW. Scnd: AS
c.	
d.	To consider and approve payment of urgent accounts. Nil
e.	To receive and motion to accept latest Bank Reconcil. 2024. Prps: GP. Scnd: SW.
f.	To note that the 23/24 accounts are now with the internal auditor for review. Duly noted and timetable approved.
56/24	<b>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.
.	AOB. Nb. items not raised beforehand which require a financial vote to be moved to future agenda. Nil items  Thanks to all involved and we look forward to 2024/2025.  Close of meeting.
57/24	<b>Dates of next scheduled meeting.</b> Peace Hall booked. The press and public are cordially invited to attend these meetings and should note Standing Orders in advance please.  <b>Monday 10th June, 7.30pm – Financial and audit accounts only.</b>

### Appendix 1\_Payments made in April 2024

1	Worcestershire CALC	Annual Subscription 2024	471.09	71.66
2	Mr Simon Skeys	Lengthsman worksheet March 2024. Plus path siding out Old road Grimley	551.85	0.00
3	Mrs Lisa Stevens	Printer ink stinky inks	91.16	15.20
4	Mrs Lisa Stevens	Expenses April 2024	48.85	0.00
5	N P Denley Tree Surgery	Grimley approach road hedge clearance. £1800.00 including VAT of £300 <b>INVOICE NOT YET RECEIVED. PAYMENT YET TO BE MADE</b>	1800.00	300.00
6	Nest Pensions	April payment for April 2024 wage.	40.35	0.00
7	Mrs Lisa Stevens	April payment for March monthly wage 2024. Monthly wage pre payrise was £576.48 - pension. This payment was submitted to HMRC before payrise approved, hence payment 8 below	553.42	0.00
8	Mrs Lisa Stevens	Payrise April 2024 for March 2024 monthly wage $13.06 - 12.01 = 1.05 * 12 * 4 = £50.40$ .	50.40	0.00
9	Mrs Lisa Stevens	<b>Backdated Pay.</b> Payrise April 2023 to March 2024 (nb March 2023 to Feb 2024 monthly wage) backdated pay. 12 months.	657.95	0.00
10	Mrs Lisa Stevens	MSI Modern 15 H B13M-004UK Laptop, Intel Core i5-13420H, 16GB DDR4, 512GB NVMe PCIe SSD, 15.6" Full HD 60Hz, Intel Iris Xe, Windows 11 Home. Reimbursement laptop new for Clerk	718.12	119.69

## Appendix 2 – payments to be made in May 2024.

11	Clear Councils (previously BHIB)	Insurance 2024 / 2025	233.88	n/a
12	Garden Waste Service MHDC	Green Waste bin for St Bartholomew's Church x 2. Annual subscription by way of contribution to churchyard upkeep.	165.00	0.00
13	Nora Parsons Day Care Centre	Annual donation 2024/2025 as per agreed budget.	200.00	n/a
14	Hallow Scouts and Guides	Annual donation 2024/2025 as per agreed budget.	200.00	n/a
15	Mr Simon Skeys	Lengthsman worksheet April 2024.	270.95	0.00
16	Mr Simon Skeys	Sinton Green Mowing April 2024 GPC0424	90.00	0.00
17	Nest Pensions	May payment for May wage.	40.35	n/a
18	Mrs Lisa Stevens	Clerk expenses, homeworking only. No other receipts.	15.00	n/a
19	Mrs Lisa Stevens	May payment for April monthly wage 2024. Monthly wage is £626.88 - pension.	603.82	n/a



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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.

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