

Minutes of the monthly meeting of Grimley Parish Council

Monday 21st October 2024, 7.30pm
Peace Hall, Sinton Green

Present:	Parish Cllrs A. Collett (Chair), R. Woodhouse (Deputy Chair), P. Ayers, M. Boyle, G. Moore, S. Russell, A. Sinclair.	
Attending:	District Cllr Dean Clarke. Parish Clerk & RFO Lisa Stevens.	
Apologies:	Cllr G. Probert on business. Cllr S. Wilson on charity work.	
Non attendance:	County Cllr Scott Richardson Brown.	
		Meeting commenced at 7.32pm
98/24	Welcome and information provided at the beginning of each council meeting, points of order, apologies for absence and declarations of interest.	
	<ul style="list-style-type: none"> - Points of order (nil), - Adjustments to facilitate public participation (nil requested). - Declarations of interest. Cllr Collett in respect of kerb at MWGreen. Newly co-opted councillor declarations sent to MHDC by individuals. - Apologies accepted as above. 	
99/24	Public Open Forum. <i>Please refer to 'information provided to public', a copy of which is on seats and on our website. Nil questions.</i>	
100/24	Minutes of previous meetings – Motion to approve previous minutes.	
a.	23 rd September 2024. Prps: SR. Scnd: MB. Resolved. Carried.	Clerk
101/24	To receive the report of the District Councillor – Dean Clarke (Items raised for decision will appear on the agenda for the next meeting)	
a.	Sinton Green plan to decorate an existing tree this Christmas. MHDC remains financially sound in comparison to WCC. No plans to drastically alter district budget at this time. Peace Hall Xmas lunch $\frac{3}{4}$ sold out. 3 course meal £13.00. Last year raised £500 for charity.	
102/24	Parish Council ditch and water working party - consider and Resolve to respond:	
a.	Action 1 Dark Lane & Walton Lane (Bells Bank) water running down road. Highways and Severn Trent have scheduled further road works for 18th November. Cllr Collett to attend on the day and observe works. Await outcome of this work.	Cllr Collett
b.	Action 2 - Oakhall Green to Sinton Green water running down road. The Clerk was instructed to request Highways obtain map of ditches and request clearance of pipes/ditches/drains along length. Get Donald involved.	Clerk
c.	Action 3 - Monkwood Green flooding adjacent to Goodwin's Farm. 2021 BP ditch and headwall clearance and re-siting of manhole has not reduced water accumulation on the road. Cllr Collett to talk to BP to discuss next steps and obtain a quotation. Clerk to budget up to £2500 for this work in 2025.	Cllr Collett
d.	Action 4 – Stinky corner flooding on road Cllr Collett to knock on door and ask about flooding on the road. Clerk to report to Severn Trent.	Clerk, Cllr Collett
Resolved. Motion to approve all the above. Prps: AC. Scnd: RW.		

103/24 Planning, Enforcement & Consultations - consider and resolve to respond to:		
a.	To note (only) a project to improve mobile connectivity in and around Monkwood Green, Wichenford, and the west of Hallow and Grimley. Duly noted.	
b.	To note that footpath diversion 596 has been completed at Brookside and Greenlands, Dark Lane, Duly noted.	
c.	Standing Item: To consider and arrange an extra ordinary parish council meeting for planning applications received after date of publication of this agenda. Nil.	
104/24 Mowing Monkwood Green Common and SSSI - Updates & formulate Motions not requiring written notice		
a.	Joint project with WWT for water supply and trough. To receive and consider the updated quotation from Severn Trent for pipe and trough connection: £669.69 (includes connection and infrastructure charges). Initial quotation from Severn Trent is paid for £170.00. Installation of trough would require concrete base which might not be permitted or installed easily on the SSSI at short notice. Cllrs hesitant to pay for connection and infrastructure at this time, if the parish council also has to pay for a concrete base. Clerk instructed to approach WWT and ask for clarification as to what exactly is to be provided by them (ie is it just the trough and nothing else?) Clerk and Cllr Collett instructed to approach WWT and ask if they will modify their offer to provision of the water connection and pipe infrastructure, with the view that the parish council would install a trough in their own time if needed. Resolved. Motion as above. Prps: RW. Scnd: AS.	Clerk Clerk Cllr Collett
b.	Retrospective approval for WWT trench across the SSSI rather than the originally planned mole-trench. Cllrs considered that this work will give rise to no detrimental impacts or effects on the Common, SSSI and biodiversity and gave approval for this works. Resolved as above. Prps: RW. Scnd: PA.	Clerk
c.	Reinvigorate project to clear ditches on the Common from Woodlands to Green Farm. Cllr Collett had obtained confirmation from M.Johnson that he will undertake this work. Cllr Collett to obtain a quote and VAT number. Look to do this work before April 2025. Resolved. Prps: PA. Scnd: RW	Cllr Collett
d.	Kerb and verge rediscovery behind main pond. Declaration as noted above. Clerk instructed to check whether road is owned by Highways and if it is then ask them to conduct the works to improve drainage. Resolved. Prps: PA. Scnd: AS	Clerk
105/24 Sinton Green - Updates & formulate Motions not requiring written notice		
a.	Update regarding village green ditch clearance if not already covered. Contractor aims to begin within the month.	
b.	Overgrown hedges encroaching on the village green and surrounding parish council land. The Clerk was instructed to send reminders to ask for hedges to be maintained please and cut back from the village green.	Clerk
106/24 1st draft exploration of budget for 2024/2025 - To discuss updates and formulate Motions not requiring written notice.		
a.	Draft budget (to follow) to debate and refine.	
b.	Cllrs gave the Clerk a list of requirements and amendments to action in the draft budget, including pond by Izamis' in MWGreen, VAS sign for parish.	Clerk

106 con	Budget Continued		
	Clerk noted need for new website, domain and .gov. email addresses but Cllrs made no resolution on this. Looking to increase between 5 and 7% next year. Cllrs instructed Clerk to give illustration of how this would affect households, ie in cups of coffee for eg. Clerk annual payrise as per contract to also be considered at next meeting and within budget. Government changes to NI to also consider.		Clerk
107/24	.Gov website and .gov email addresses for Cllrs. (County Council website closes June 2025). - To discuss updates and formulate Motions not requiring written notice.		
a.	To receive spec and preliminary quotation for new website and email accounts. To arrange an online meeting so that Cllrs can receive a presentation and pose questions to the suggested provider. No motion at this stage.		
	Number of questions from Cllrs. Clerk instructed to answer by re-distributing the ICO guidance and why we should instigate these changes for data safety and best practice.		Clerk
108/24	Finance and Administration - Updates & formulate Motions not requiring written notice.		
a.	To review payments made within the month, to consider and motion to approve the payment of outstanding accounts. Appendix 1 Resolved Prps: PA. Scnd: AS.		Clerk
b.	To consider and approve payment of urgent accounts if any (Delegation to Clerk policy). Resolved. Prps: GM. Scnd: PA.		Clerk
c.	To receive and motion to accept Bank Reconciliation and quarterly report.. Resolved Accepted. Prps: GM. Scnd: RW.		
d.	Approve xmas tree budget per hamlet £50. Resolved. Prps: RW. Scnd: PA.		Clerk
109/24	AOB, Correspondence, Dates for Diary, Items for Future Agenda. This section is for items to note only and no financial motions can be raised in this section.		
a.	AOB. Nb. items not raised beforehand which require a financial vote to be moved to future agenda.		
b.	Bonfires MWgreen – Clerk to chase/re report to WCC Regulatory Services.		Clerk
c.	Update on fallen tree Grimley tow path if any. Canal Trust are not responsible. Reported to Highways.		
d.	Lengthsman updates – Timesheets not received for Aug and Sept. Robin to chase.		
e.	Road repairs Monkwood Green (resident projects) – no update.		
110/24	Dates of next scheduled meeting. The press and public are cordially invited to attend these meetings and should note Standing Orders in advance please. Monday 25 th Nov 7.30pm at Peace Hall, Sinton Green		

Appendix 1_Payments. Within item, delegation to Clerk to pay standard monthly invoices, as within existing budget, as there is no parish council meeting that month.

57	Mr Simon Skeys	Lengthsman worksheet September. Claimed from WCC XXX	Awaiting invoice
58	Mr Simon Skeys	Mowing invoice September	Awaiting invoice

59	Grimley Peace Hall Foundation	Annual hire of hall for parish council meetings normally around £350 pa.	Awaiting invoice
60	MWG strimming contractor Ashley Biggam	Strimming MWGreen annual contract. fuel costs for trimmers, removal of brambles, stump treatment, removal of dead tree/vegetation and lower branches, removal of arisings. Care of petty whin, hand removal of encroaching couch grass, around 35 plants.	717.00
61	MWG strimmer contractor Lee Roberts	Strimming Mwgreen Annual contract.	471.00
62	Mrs Lisa Stevens	Monthly Expenses Oct 2024 including £15 homeworking expenses covering phone bill and electricity as per clerk contract. Postage, paper, stationery.	65.84
63	Nest Pensions	Oct payment for Oct wage. Recalculated in light of payrise. Clerk contribution £25.07. PC contribution £18.81	43.88
64	Mrs Lisa Stevens	Monthly wage for Sept paid in Oct is £626.88 - pension (newly calculated after payrise) £25.07. Submitted to HMRC (date XXX) as £626.88 each month under Net Tax Basis (contributions taken from net pay i.e. after wages are taxed). Aka relief at source pension. Actual payment is 601.81. No income tax deductible CHANGE if incorrect upon calculation 3 rd week of the month.	601.81



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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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