

# Minutes of the monthly meeting of Grimley Parish Council

**Monday 24<sup>th</sup> February 2025, 7.30pm**  
**Peace Hall, Sinton Green**

**Present:** Parish Cllrs A. Collett (Chair), P. Ayers, M. Boyle, G. Moore, G. Probert, A. Sinclair, S Wilson.  
**Attending:** District Cllr Dean Clarke. Parish Clerk & RFO Lisa Stevens.  
**Apologies:** Parish Cllr S. Russell. County Cllr Scott Richardson Brown.  
**Non-attendance:** Parish Cllr R. Woodhouse.

**Public meeting commenced at 7.30pm**

15/25 **Welcome and information** provided at the beginning of each council meeting, **points of order, apologies for absence and declarations of interest.**

- a. **Points of order** (nil).
- b. **Adjustments to facilitate public participation** (nil requested).
- c. **Declarations of interest (New or previously made).**  
The Clerk had sent round the current list of declarations and dispensations for all Cllrs to update as required. **Resolved. Motion** to approve the updated list and all dispensations therein. Prps: AC. Scnd: AS. Duly **approved**.
- d. **Apologies** and reasons for absence from Cllrs as listed above. **Resolved** and duly **approved**. Prps: AC. Scnd: AS. Attendance register updated.

16/25 **Public Open Forum.** *Please refer to 'information provided to public', a copy of which is on seats and on our website. Stading orders suspended as a matter of course. No vote taken.*

Nil questions from the public.

*Standing orders reinstated.*

17/25 **Minutes of previous meetings** – Motion to approve previous minutes.

- a. 27<sup>th</sup> January 2025. Prps: SW. Scnd: AC. **Resolved.** Duly **approved**.

Clerk

18/25 **To receive the report of the County Councillor – Scott Richardson Brown** (Items raised for decision will appear on the agenda for the next meeting)

- a. Very valid reason for not being present today. Apologies sent and accepted.
- b. Ref Policy paper - **English Devolution White Paper** - Published 16 December 2024 [English Devolution White Paper - GOV.UK](#)  
The May 2025 elections are going ahead and Scott has been hosting a colleague round the parishes. The exact timetable has not yet been published by the District Council.
- c. Ref the Oakhall sharp bend signs – these are on order and are due to be installed very soon.
- d. Ref all other matters of drainage, Scott will provide an update shortly.

CCllr

19/25 **To receive the report of the District Councillor – Dean Clarke** (Items raised for decision will appear on the agenda for the next meeting)

- a. Ref Devolution – some internal debate about preferences for a single unitary for Worcestershire and beyond, or, north/south split unitaries. Likely that the final decision will not be within the control of WCC or MHDC but will be decided by Central Gov.

b.	<p><i>District Cllr report continued</i></p> <p>The District Council five-year plan will proceed in the meantime, with much on the district 'wish list' being attended to and with district council funds available for bids via an expression of interest process. The Holt Village Hall project is a focus for Dean at this time. Planning Permission for the new village hall has now been granted by Malvern Hills District Council and fund raising is taking place (GoFundMe <a href="#">Fundraiser by Ned Anderson : Rebuild of Holt Village Hall</a>).</p> <p>MHDC Five Year Plan: <a href="https://www.malvern hills.gov.uk/about-your-council/your-local-council/five-year-plan">Council Strategy - Malvern Hills District Council</a>  <a href="https://www.malvern hills.gov.uk/about-your-council/your-local-council/five-year-plan">https://www.malvern hills.gov.uk/about-your-council/your-local-council/five-year-plan</a></p>	
20/25	<b>Peace Hall</b> - To discuss updates/formulate Motions not requiring written notice	
a.	Sinton Green village green will be fully used for the fete being organised at the Peace Hall on 22nd June. We look forward to hearing and giving more details very soon. Vintage classic cars and car parking on little green opposite pond.	
b.	<p>To consider and motion to approve a donation towards the estimated £1300 that will be required to repaint the inside of the hall.</p> <p>Parish Cllrs <b>agreed</b> that a contribution should be made. The Clerk was <b>instructed</b> to find out precise details (which rooms were to be painted, walls/woodwork/stage? etc), in order that Cllrs arrive at a sensible figure for a donation. The Clerk was also <b>instructed</b> to bring the project to the attention of Scott Richardson Brown as a potential for his divisional fund.</p> <p><i>Note post meeting:</i>  <i>All walls and woodwork in the main hall are to be rubbed down and repainted, with internal scaffolding required for hire due to height of walls.</i></p>	Clerk Clerk
21/25	<b>Planning, Enforcement &amp; Consultations</b> - consider and resolve to respond to:	
a.	<b>Standing Item:</b> To consider and arrange an extra ordinary parish council meeting for planning applications received after date of publication of this agenda. Nil.	
b.	<p>To commence finalisation of draft parish council policy <b>Managing activities on parish council owned land</b>, in readiness for public consultation.</p> <p><b>All Cllrs agreed</b> to read through the policy and provide amendments or feedback before the next meeting, with a view to adopt in March.</p>	All Cllrs
22/25	<b>Monkwood Green Common and SSSI</b> - Updates & formulate Motions not requiring written notice	
a.	<p><b>Dog mess on the Common and SSSI.</b> To consider and Motion to commence enforcement procedures, beginning with recorded mail advising of loss of pc income and danger to public health.</p> <p>Cllrs <b>agreed</b> to continue with placing additional dog fouling signs, alerts in parish magazine and social media and also to adopt the parish council land management policy asap in order to tackle this offensive behaviour. Names of individuals known to offend in this manner were passed to the Clerk and Chair. A list of regular routes and times walked by these offenders was also passed to the Chair. The Chair <b>agreed</b> to approach these residents once signs are in place, to ask for their deeper consideration of their parish and neighbours and to point out the possibility of a fine by the district council.</p>	Clerk  Cllr Collett
23/25	<b>Sinton Green</b> - Updates & formulate Motions not requiring written notice	
a.	To note for information – Duke of Edinburgh Young Person litter picking volunteer is liaising with Clerk and Chair. Duly noted.	

b.	<b>Mowing contract for 25/26.</b> £90 per cut and to remove arisings, with additional costings for extras. <b>Resolved.</b> Contract inspected and duly <b>approved.</b> Prps: PA. Scnd: MB.	Clerk
24/25	<b>Grimley village</b> - Updates & formulate Motions not requiring written notice	
a.	To note for information - works to the aging poplar trees – previously in situ to act as a noise and visual barrier against gravel extraction. Duly noted.	
25/25	<b>.Gov website and .gov email addresses for Cllrs. (County Council website closes June 2025)</b> Discuss updates/formulate Motions not requiring notice.	
a.	The Clerk has passed on desired website spec to the contractors.	
26/25	<b>Finance and Administration</b> - Updates & formulate Motions not requiring written notice.	
a.	Clerk timesheet inspected. No comments. Duly <b>accepted.</b>	Clerk
b.	To review payments made within the month, to consider and motion to approve the <b>payment of outstanding accounts.</b> Appendix 1 <b>Resolved</b> Prps: AS. Scnd: GM.	
c.	To consider and approve payment of urgent accounts if any (Delegation to Clerk policy). <b>Nil.</b>	
d.	To receive and motion to accept <b>Bank Reconciliation. Resolved, duly approved.</b> Prps: GM. Scnd: AC.	
e.	<b>Banking matters</b> – Savings account confirmed closed.	
27/25	<b>Confidential session.</b> Motion to move to confidential session to discuss staffing matters. No members of public present.	
a.	<b>To consider the draft Lengthsman contract 25/26.</b> To consider the following in no particular order. Cllrs please to take into consideration the latest information with regard to Devolution.	Clerk
b.	<b>Resolved.</b> Previously agreed budget for Lengthsman in 25/26 was £3200. <b>Motion</b> to increase this budget to £3600 nb. Max 15 hours per month and including mileage. Nb Tends to work less hours in winter months. WCC grant remains fixed at £2604 pa. Prps: MB. Scnd: GP. Duly <b>approved.</b>	
c.	<b>Resolved.</b> Motion to increase hourly rate from £19 to £20. Mileage to stay at 0.45p per mile. Prps: MB. Scnd: GP. Duly <b>approved.</b>	Clerk
28/25	<b>AOB, Correspondence, Dates for Diary, Items for Future Agenda.</b> <small>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.</small>	
a.	<b>Cornerways hedgerow overgrown across footpath on main road A443.</b> Cllrs instructed the Clerk to refer this matter to Hallow Parish Council.	Clerk
b.	<b>Ref change of venue for parish council meetings.</b> The Church has kindly offered to accommodate meetings at all suggested dates but has also confirmed that it has no tables and chairs to offer for use during a meeting. <b>Resolved.</b> Parish Cllrs agreed that in light of the lack of meeting room equipment the option to hold future parish council meetings in the church should no longer be pursued. All future meetings to be held in the Peace Hall. Clerk to check bookings. Duly <b>approved.</b> Prps: AC. Scnd: SW. <i>AOB continued overleaf</i>	Clerk

28/25 c	<p>Items to add back to agenda in 2025 and to keep a 6 month watching brief on:</p> <ul style="list-style-type: none"> <li>i. Atlas mobile phone mast progress.</li> <li>ii. Progress with project to plant a permanent Christmas tree. Advert in parish magazine March 2025. <b>Resolved</b>. Cllrs noted the spring deadline for planting young trees and voted to proceed asap. A map was provided to cllrs for inspection and agreement of x marks the spot. Prps: MB. Scnd: AC. Duly <b>approved</b>.</li> <li>iii. Update regarding village green ditch clearance. Contractor will proceed in drier weather.</li> <li>iv. WWT Green Farm water supply project – Waiting for drier weather.</li> <li>v. Dark Lane &amp; Walton Lane (Bells Bank), water in road – Waiting for WCC action.</li> <li>vi. Oakhall Green to Sinton Green, water in road – Waiting for County Council action.</li> <li>vii. Monkwood Green flooding adjacent to Goodwin's Farm, water in road – Waiting for dry weather to assess and agree project spec with residents. Clerk has obtained maps of clean water drains and pipes under road. No waste water in this location.</li> <li>viii. Moseley corner, water in road – Waiting for dry weather to assess Severn Trent work.</li> <li>ix. World's End adj to Paddlebrook Cottage, water in road – Waiting for WCCI action</li> <li>x. Bench repairs, Peace Hall – Waiting for drier weather.</li> <li>xi. Queen's Oak, Peace Hall – PCllr met with hall committee on a site visit.</li> <li>xii. Oakhall Farm overhanging building – new signage confirmed on order by Highways.</li> <li>xiii. Enforcement Ref: M/ENF/24/0298. Alleged creation of hardcore area. Camp Lane, WR2 6LX. – Enforcement Officer has attended the site location, sought land registry documents and has written to the proprietor of this parcel of land.</li> <li>xiv. <b>GM-579(C) &amp; GM-584C</b> rights of way blocked behind Sinton Court. Overgrown hedges obstructing the way. Fallen or overhanging trees that need removal. Update 21/02/2025: Reported to WCC and placed on the waiting list for inspection.</li> <li>xv. PR-24-48834 Path Number: <b>GM-609</b> Date Created: 27/06/2023. Broken finger post and reconfirm direction for finger post pointing.</li> <li>xvi. PR-21-36692 Path Number: <b>GM-598</b> Date Created: 06/10/2020. Priority: 6. (1 is high, 6 is low). Stage of Work: Inspected - Awaiting Investigation. Type: Barrier Across</li> </ul> <p><b>Correspondence, where not included in agenda above</b></p> <ul style="list-style-type: none"> <li>a) Confirming the ICO Data protection Fee. The ICO fee will increase following a consultation run by the government. Increase from £40 to £52</li> <li>b) Worcestershire Minerals and Waste Local Development Scheme (Feb25 – Nov27)</li> <li>c) Pension regulator – re enrolment deadline July 2025. Clerk has begun the process.</li> <li>d) Cllr option to request and order the Register of Electors. Clerk briefing note provided. Clerk will request her copy once the .gov. email account is set up.</li> <li>e) Citizen's Advice - annual check in by Clerk. 3 residents have used services in 2024, 2 on finance and legal assistance and 1 for food bank vouchers.</li> <li>f) The Great St Patrick's Barn Dance 7:00 Saturday 15th March 2025</li> <li>g) Police newsletter.</li> <li>h) County wide planning lists</li> <li>i) H&amp;W Fire and Rescue Service's Community Risk Management Plan 2025-30 (CRMP)</li> <li>j) Safety of lithium-ion batteries campaign.</li> <li>k) Sunshine Bill debate adjourned – campaign for solar on all roofs.</li> <li>l) Notice of application: 300 acre solar installation Powick and Leigh Sinton with batteries.</li> <li>m) Email from resident: Birchall and Fitcher Brook applications ref change in permission for import (i.e. charge batteries).</li> <li>n) Heart Beat Trust newsletter</li> <li>o) The Rural Bulletin – national rural news and ensuring rural communities have a voice</li> <li>p) The Rural Funding Digest - Funding for your local project or community group</li> <li>q) CPRE – Heathrow update</li> <li>r) HMRC – payroll update and legal requirements</li> <li>s) HSE weekly bulletins – working from home, employing contractors</li> <li>t) Bank monthly fraud protection update</li> <li>u) NALC Chief executive's bulletin &amp; WCALC monthly bulletin.</li> <li>v) East and West Midlands Rail Investment Plan</li> <li>w) Water plus trough – Current balance: £0.00. Next bill is expected on 15 Mar 202</li> <li>x) Seagate – software update for separate hard drive – PC laptop backup.</li> </ul>	Cllr Probert
d.		

14/25

**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 24<sup>th</sup> March, 7.30pm – Annual Parish Meeting of Residents.  
Peace Hall, Sinton Green.**

**Appendix 1\_** Payments to be made this month (Feb 25) and already made in the previous month (Jan25) under Clerk delegation policy and Financial Regs.

28/01/2025	79	Mr Simon Skeys	December lengthsman worksheet	234.30
To be paid	80	WJP Software Ltd	GPC202480. Domain name for new website + VAT of £213.8 (Clerk note)	1069.00
18/12/2024	81	Water plus	Invoice 17th dec 2024. Trough Monkwood Green. Account number 7001926124.	28.28
28/01/2025	82	CPRE	Annual Membership renewal 2024/25	100.00
28/01/2025	83	WCALC	Cllr Collett WCALC Chair's training	42.00
28/01/2025	84	Grimley Peace Hall Foundation	All hall bookings for 2025	472.50
28/01/2025	85	Nest Pensions	Jan payment for Jan wage.	45.99
28/01/2025	86	Mrs Lisa Stevens	Monthly Expenses Jan 2025	66.92
28/01/2025	87	Mrs Lisa Stevens	Monthly wage for Dec paid in Jan	
To be paid	88	Mr Simon Skeys	Lengthsman January worksheet.	253.75
To be paid	89	Mrs Lisa Stevens	Malwarebytes - annual subscription package	39.99
28/01/2025	90	Grimley Peace Hall Foundation	Annual payment for defib electricity	10.00
To be paid	91	Nest Pensions	Feb payment for Feb wage.	45.99
To be paid	92	Mrs Lisa Stevens	Litter picking hoop for DoFE student S106	4.59
To be paid	93	Mrs Lisa Stevens	Monthly Expenses Feb 2024	42.06
17/02/2025	94	Mrs Lisa Stevens	Ink Cartridges HP953XL	177.9
To be paid	95	Mrs Lisa Stevens	Monthly wage for Jan paid in Feb	



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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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