

**At the Annual Meeting of Grimley Parish Council held on  
22 May 2017  
in The Peace Hall, Sinton Green commencing at 7.15pm**

**DRAFT**

**Present:** D Lewis (Chair), G Sweeney (Deputy Chair), P Ayers,  
B Jones, D Stanley, R Woodhouse, (1 Vacant Position).

**In Attendance:** Mrs L Stevens – Clerk, County Cllr Phil Grove,  
District Cllr Dean Clarke, 7 Members of the public.

**Apologies:** A Marsh, E A Taft (accepted).

76/17	To consider any apologies for absence & Declarations of interest. As above. No new declarations made at this meeting.																		
77/02	<p>Due to the inadvertent delay of Cllr Stanley, the agenda was rearranged and item C was dealt with first.</p> <p><b>c. Election of Representatives</b> The following appointments were duly made with no dissent:</p> <table border="1" style="width: 100%;"> <tr> <td style="width: 40%;">Peace Hall Committee x 2 members</td> <td>Cllr Bryan Jones Cllr Anne Taft</td> </tr> <tr> <td>CALC x 2 members</td> <td>Cllr Pam Ayers Cllr Arun Marsh</td> </tr> <tr> <td>Tarmac Liaison Group x 1 member</td> <td>Cllr Dave Stanley</td> </tr> <tr> <td>Grievance Panel x 3 members</td> <td>Cllr Bryan Jones Cllr Dave Stanley Cllr Anne Taft</td> </tr> <tr> <td>Over-seeing Finance x 1 member</td> <td>Cllr Robin Woodhouse</td> </tr> <tr> <td>Monkwood Green x 3 members</td> <td>Cllr Pam Ayers Cllr David Lewis Cllr Bryan Jones</td> </tr> <tr> <td>Staffing Committee x 3 members</td> <td>Cllr Bryan Jones Cllr David Stanley Cllr Anne Taft</td> </tr> <tr> <td>Appeals Panel x 3 members</td> <td>Cllr Pam Ayers Cllr David Lewis Cllr Garry Sweeney</td> </tr> <tr> <td>Grimley Smaller Charities x 2 members</td> <td>Cllr Bryan Jones Cllr Robin Woodhouse</td> </tr> </table> <p>The order of the agenda was resumed at this point.</p> <p><b>a. Election of Chairman 2017/18</b> <b>i. Nominations and vote</b></p> <p>Cllr Taft was duly nominated (in her absence) and seconded with no dissent or abstentions. It was noted that Cllr Taft had indicated her agreement to nomination in advance of the meeting.</p> <p>Clarification of the role of Chair was sought and is here provided by the Clerk: (Source CALC, CPALC &amp; GPC Standing Orders amalgamation)</p> <ul style="list-style-type: none"> <li>- <i>The Chair has no special powers beyond the casting vote (see below), has the same duties and obligations as all other Cllrs and he/she is elected each year.</i></li> </ul>	Peace Hall Committee x 2 members	Cllr Bryan Jones Cllr Anne Taft	CALC x 2 members	Cllr Pam Ayers Cllr Arun Marsh	Tarmac Liaison Group x 1 member	Cllr Dave Stanley	Grievance Panel x 3 members	Cllr Bryan Jones Cllr Dave Stanley Cllr Anne Taft	Over-seeing Finance x 1 member	Cllr Robin Woodhouse	Monkwood Green x 3 members	Cllr Pam Ayers Cllr David Lewis Cllr Bryan Jones	Staffing Committee x 3 members	Cllr Bryan Jones Cllr David Stanley Cllr Anne Taft	Appeals Panel x 3 members	Cllr Pam Ayers Cllr David Lewis Cllr Garry Sweeney	Grimley Smaller Charities x 2 members	Cllr Bryan Jones Cllr Robin Woodhouse
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	<ul style="list-style-type: none"> <li>- <i>The Chair must ensure that meetings are run in an orderly manner and that the rules of debate are followed. The Chair is responsible for ensuring that effective and lawful decisions are taken at meetings of the Council and, assisted by the Clerk, guides activities by managing the meetings of the Council.</i></li> <li>- <i>The Chair can suggest the content of the agenda but the Clerk has the final say.</i></li> <li>- <i>The Chair is responsible for involving all Cllrs in discussion and ensuring that Cllrs keep to the point. The Chair summarises the debate and facilitates the making of clear Resolutions and is responsible for keeping discussions moving.</i></li> <li>- <i>The Chair has a casting vote. His/her first vote is a personal vote as a member of the Council. If there is a tied vote, the Chair can have a second, casting vote.</i></li> <li>- <i>The Chair may claim expenses [up to max of £50 per annum (as per standing orders for Grimley Parish Council)].</i></li> <li>- <i>The position of Chair cannot be shared, as a declaration of acceptance is signed.</i></li> <li>- <i>The Chair will often be the public face of the Council and will represent the Council at official events. He/she may be asked to speak on behalf of the Council and, in such circumstances, should only express the agreed views of the Council and not personal views. The Chair cannot legally make a decision on behalf of the Council.</i></li> <li>- <i>The Chair must make valid declarations of interest as per all other Cllrs and thereby must ensure impartial representation of the entire parish.</i></li> </ul> <p><b>ii. Signing of Declaration of Acceptance of Office</b> – Deferred until next meeting due to absence of Cllr Taft. Cllr Lewis agreed to continue chairing this meeting, with no dissent from other members.</p> <p><b>iii. Input of chair details on External Audit Paperwork</b> - Deferred until next meeting due to absence of Cllr Taft.</p> <p><b>b. Election of Vice Chairman 2017/18</b> Cllr Stanley was duly nominated and seconded with no dissent or abstentions. Acceptance of deputy office duly signed.</p> <p><b>d. To accept in principle and commit to reviewing the following:</b></p> <ul style="list-style-type: none"> <li>i) Financial Regulations (Statutory - NALC Recommended). <i>(Allocated for review to Cllrs Woodhouse &amp; Stanley)</i></li> <li>ii) Standing Orders (Statutory - NALC Recommended). <i>(Allocated for review to Cllrs Stanley &amp; Sweeney)</i></li> <li>iii) Risk Assessment Register. (last reviewed Autumn 2016) <i>(Allocated for review to the Lengthsman)</i></li> <li>iv) Information available under Freedom of Information Act (Statutory) <i>(Allocated for review to Cllrs Ayers &amp; Jones)</i></li> <li>v) Financial Reserves. <i>(Allocated for review to Cllrs Lewis &amp; Woodhouse)</i></li> <li>vi) Code of conduct. <i>(Allocated for review to Cllrs Stanley &amp; Sweeney).</i></li> </ul>
78/03	<b>Public question time.</b> - No comments or questions.
79/04	<p><b>Finance - To consider and motion to approve procedures and paperwork in connection with the Annual Audit Return.</b></p> <p>All financial items deferred until 12 May 2017 since audit paperwork was still with the internal auditor.</p>
	Close of Annual Meeting of Grimley Parish Council

**At the Meeting of Grimley Parish Council held on  
10 April 2017  
in The Peace Hall, Sinton Green commencing at 7.30pm**

**80/17 Declarations of Interest and apologies for absence** – Cllr Marsh and Cllr Taft had previously given their apologies (duly accepted).

**81/17 Minutes of the previous meeting**

<b>a.</b>	10th April 2017 Annual Parish Meeting – Duly approved. (NB. to review and accept in principal, since Annual Parish Meeting minutes are formally approved on an annual basis, ie at the next Annual Parish Meeting in 2018).
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**82/17 Public question time**

<b>a.</b>	Residents stated their intention to reserve questions until the item for Monkwood Green. Chair agreed to allow questions during the meeting.
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*The order of the meeting was changed at this point due to the attendance of Cllr Grove at another Parish Council meeting.*

**83/17 To Receive the Report of the District Councillor – Dean Clarke**

<b>a.</b>	<p>DCllr Clarke advised the Parish Council that the Raceway hearing continues to be delayed due to illness of an official and that the pause in proceedings is covered by a legal injunction. It may be possible that court action will resume in September.</p> <p>Film night at the Peace Hall continues to be well received and is moving back to the more popular Thursday night.</p>
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**84/17 PCSO report on recent crime incidents, with opportunity for public questions.**

<b>a.</b>	<p><b>PCSO Ness Snape was welcomed to the meeting and gave the following report:</b></p> <p>Burglary of sheds and outbuilding is still one of the main concerns amongst the rural community. West Mercia Police have recently introduced a scheme called "Stop That Thief" (STT) in partnership with the National Farmers Union, aimed at helping businesses and farms from becoming victims of crime.</p> <p>Vulnerabilities are identified during a series of specific assessments. These start with a visit from your local police officer/PCSO giving advice on crime reduction measures including security marking and property listing. This is followed by a visit by a STT Specialist survey, who advises on bespoke technology to help protect property.</p> <p>Equipment can then be installed by a trained technician identified by the NFU, for a trial period of up to three weeks. All visits and advice is offered free and without obligation. Costs for the fitting of any equipment, if agreed, will be made clear during the specialist survey. If after the trail period, businesses and farms wish to have the equipment permanently installed, a price can be agreed at a cost significantly lower than the general market value.</p> <p>A number of advice sheets are available from the West Mercia police website: <a href="https://www.westmercia.police.uk/article/22540/Stop-That-Thief">https://www.westmercia.police.uk/article/22540/Stop-That-Thief</a></p>
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**85/17 Planning – to consider, comment and resolve to respond to the following planning applications**

<b>a.</b>	<p><b>To note and thank Cllr Jones’ contribution of a second-hand projector for use in examining planning application paperwork.</b> Members sincerely thanked Cllr Jones for this free donation, which should save the parish council a considerable amount in printing.</p>
<b>b.</b>	<p><b>17/00529/CLE Application for a Lawful Development Certificate for the existing use of building as a dwelling house., Elm Hill Cottage, Sinton Green, Hallow, Worcester, WR2 6NU, Mr Michael Boughey. Consultation end: 05/06/2017.</b> DCllr Clarke reported that no comments can be made on this by the Parish Council. The Clerk asked for clarification as to why the Parish Council had been consulted in the first place by MHDC.</p>
<b>c.</b>	<p><b>17/00590/FUL Whistlewood, Sinton Green, Hallow, Worcester, WR2 6NW, Provision of a new menage within paddock for domestic use only, Mr Gavin Edwards.</b> Cllrs had no comments to make.</p>

**86/17 Sinton Green - To receive and discuss updates and formulate Motions not requiring written notice.**

<b>a.</b>	<p><b>To thank Annette Davies for her offer to continue to care for and update the Sinton Green Noticeboard.</b> Thanks expressed by all to Annette for this commitment.</p>
<b>b.</b>	<p><b>To note that the Lengthsman has been instructed to mow the village common before the Grimley Parish Fete on 18th June.</b> Noted without comment.</p>

**87/17 Monkwood Green – To receive and discuss updates and formulate Motions not requiring written notice.**

<b>a.</b>	<p><b>General debate &amp; preliminary discussions (only) concerning the public value and cost of Monkwood Green and future options for care and maintenance.</b> See Appendix 2 for summary of discussions.</p>
<b>b</b>	<p><b>Speeding with reference to a number of recent near misses for sheep grazed under Commoner Rights and for pedestrians.</b> Members discounted exploring placement of sleeping policemen on the Common. Improved signage may assist – see next item. The Clerk to report general incidents of speeding to the police and to investigate having the motion activities sign in the area.</p>
	<p><b>To receive quotations for improved signage on private service roads and warning signs (grazing animals) on main highways.</b> Members approved in principle purchase of signage:  <ul style="list-style-type: none"> <li>- “Monkwood Green - Warning livestock grazing”</li> <li>- “10mph” signs for service roads</li> <li>- Additional “Private road – residents and deliveries only” signs for service roads.</li> <li>- Service road signs to also state “property locator map on parish noticeboard”. All households on Monkwood Green service roads will in due course be asked in writing if they wish for their homes</li> </ul> </p>

	<p>to be included on this map. This is entirely optional for each household.</p> <ul style="list-style-type: none"> <li>- Members accepted the quotation in principle but final costs to be presented at future date, once Highways and District Council have approved location of the signs. Planning permission may have to be sought for one (ie at western entrance to Monkwood Green).</li> </ul>
	<p><b>To note that WCC Highways are due to assist with quotations for service road repairs in July/August.</b> Duly noted. Residents reminded the Parish Council to chase up repair of the damaged kerb stone Monkwood Green near the phone box.</p>
	<p><b>Update and decisions ref Moorlands Grant of Right of Way.</b> Solicitor to be instructed by the Clerk to assist with progress subject to resident's written confirmation of acceptance of liability all costs.</p>

**88/17 Grimley Village – To receive and discuss updates and formulate Motions not requiring written notice.**

<b>a.</b>	<p><b>Review of progress knee rail fence Grimley approach road.</b> Resident feedback has been generally positive, with one complaint that the rail is not level. Clerk to ask Highways to return to address this. Members felt that the visibility of the rails in the dark could be improved. The Clerk to approach Highways to ask for black and white reflective bollards at both ends of the rails.</p>
<b>b.</b>	<p><b>Review of safety in passing places Grimley approach road. To discuss and debate placing 'no parking' signs in the passing bays with ref to effectiveness and rural nature of area.</b> Cllrs agreed to move the existing 'no parking' signs from near the knee rail fencing and installing in the passing places.</p>
<b>c.</b>	<p><b>Car park facility as a joint project with the RSPB.</b> Cllr Stanley reported that the local RSPB group would be prepared to put £2000 towards a 2-3 space car park at Grimley. No conditions were stated, apart from the need to credit the RSPB and to be sign-posted for bird watchers. Cllr Woodhouse confirmed that the Smaller Charities Land could be used for this purpose but the appropriate rent would need to be paid to the Charity by the Parish Council, estimated at over £1000 per annum. Members agreed to explore finding an alternative site. Church Commissioners to again be approached to ask if they can help.</p>

**89/17 Parish wide facilities - To receive and discuss updates and formulate Motions not requiring written notice**

<b>a.</b>	<p><b>Phone boxes Grimley village and Monkwood Green – to formally approve adoption and sign contract.</b> - Duly signed.</p>
<b>b.</b>	<p><b>Missed litter collections A443.</b> MHDC Street Amenities is investigating.</p>
<b>c.</b>	<p><b>Parking causing an obstruction in Dark Lane.</b> Cllr Taft had previously reported this item relating to parked van obstructing the visibility splay to the A443. Members to monitor.</p>

<b>d.</b>	<b>Verge destruction Walton Lane – to approve letter to Westland Hyundai.</b> Draft letter had previously been distributed by email. Members noted that the business has now changed hands. Clerk to investigate and re-address letter prior to sending.
<b>e.</b>	<b>To remind parishioners of the vacancy for one Parish Cllr. Deadline for applications to the Clerk: Thursday 1st June 2017, 10pm.</b> – Duly noted.
<b>f.</b>	<b>Tree survey</b> – To be moved to future agenda.

**90/17 Reports from Representatives - To receive and discuss updates and formulate Motions not requiring written notice.**

<b>a.</b>	<b>Peace Hall Management Committee, including motion to approve request for donation of £1500 towards refurbishment. Request letter received 18/05/2017.</b> Duly approved, subject to there being no further requests for donation from the Management Committee for 8 years (in order to allow financial reserves to be built back up).  Annette Davies had previously reported the following: <i>A reminder that the Fete is on 18th June at Sinton Green. All support would be gratefully received as all proceeds are going to the kitchen renovation. Donations of raffle prizes, tombola prizes, books, plants, toys and books. Volunteers also needed. The kitchen renovation is going ahead and scheduled for August - the hall will be closed from August 14th to September 1st inclusive.</i>
<b>b.</b>	<b>Tarmac Quarry Liaison Committee.</b> A site review has confirmed that more soils are required in order to meet the approved restoration contours. Permission is being sought to bring more soil in. It still hoped that completion of works, including seeding and tree planting can be achieved by end 2017.
<b>c.</b>	<b>Grimley Smaller Charities</b> - Nothing to report.

**91/17 General Finance.**

<b>a.</b>	<b>To consider and motion to approve the payment of outstanding accounts.</b> Members approved the outstanding payments. No cheques were signed, since all account paperwork was still with the Internal Auditor - to be signed 12 <sup>th</sup> June 2017.
<b>b.</b>	<b>To receive and motion to accept the Bank Reconciliation, subject</b> - Duly approved.
<b>c.</b>	<b>To receive accept quotations for Parish Council Insurance.</b> 2016/17 insurance was £228.96 with Aon. Quotes for 2017/18: Aon: £234.90 Zurich: £299.94 (three year commitment), Zurich: £313.04 (1 year only), Norris & Fisher: £412.85. Members unanimously approved Aon quotation.

**92/17 Correspondence & items for future agenda**

- Transparency funding for parish council website. (Ref Correspondence item iii below).
- Velo route (closed roads in Holt area Sept 2017)
- PCSO attendance for provision of further security advice 12<sup>th</sup> June 2017.
- Letter from Mr Williams, Monks Hollow, dated 24th May 2017.

- Notification and consultation on the draft Martley, Knightwick & Doddenham Neighbourhood Plan. <http://www.malvern hills.gov.uk/neighbourhood-planning/>
- Update from Malvern Hills District Council ref new offences being introduced to help tackle dog fouling and other dog control offences.
- Notification from WCC regarding likely future consultation on 'My Parishes service' which currently hosts the Grimley Parish Council website.
- Signed copy of Lengthsman contract 2017/2018 obtained from Mr S Skeys.
- Signed copy of Sinton Green mowing contract 2017/18 obtained from Mr S Skeys.

### 93/17 Dates for diary.

**Grimley Parish Fete to be held at Sinton Green Common - Sunday 18<sup>th</sup> June.**

**94/17 Date of next scheduled meeting. 12<sup>th</sup> June 7.30pm, Peace Hall.**

### Appendix 1: Items for payment.

Worcestershire CALC	Annual Membership 2017/18.	£366.71	VAT £55.23
The Society of Local Council Clerks	Membership fee calculated £365.44*12=£4385.28 falling within the £93 payable subscription bracket (plus £8 joining fee)	£101	VAT nil
BT Payphones	Proposed adoption of kiosks Monkwood Green & Grimley Village. Nominal amount part of contract set up.	£2.00	VAT nil
Lisa Stevens	Clerk wages [April] (£365.44)	£365.44	VAT nil
Lisa Stevens	Expenses. 2 months worth just under. Includes £22 postage. £42 mileage. £84 additional equipment for grazing on Monkwood green (security, padlocks, signage). £30 paper for audit printing, £20 farewell gift.	£233.65	
Lisa Stevens	Malwarebytes. Software 1 Year Subscription for 1 Windows PC. To allow Purchase of malware in addition to existing firewall and security software.	£29.99	VAT £5.00
Lisa Stevens	Additional work outside contractual hours for Monkwood Green Management group. 17 hours additional work at hourly wage £11.42, between Feb & May 2017 for sheep grazing set up. (NB. Additional payment authorised 26th April 2016 minute ref 74/16, reaffirmed August 16).	£194.14	VAT nil
Cllr Bryan Jones	Reimbursement. Equipment for installation of life buoys Monkwood & Sinton Ponds.	£11.23	VAT nil

Chair ..... (12 June 2017)

## Appendix 2

### **General debate & preliminary discussions (only) concerning the public value and cost of Monkwood Green and future options for care and maintenance.**

A satisfactory level of feedback has been received from residents across the Parish, though predominantly from those in the immediate vicinity of Monkwood Common. The overwhelming number of responses are in favour of Parish Council retaining ownership of the Common and exploring the idea of leasing it out to interested parties (Nb management and care of ecosystems only). This would be in order to protect the area as a public asset and to protect the access rights of those living on the Common. If leasing turns out not to be an option, then the majority of respondents suggested raising additional funds through a mix of grants and a fixed, publicly consulted upon, percentage rise in the council tax precept. Respondents also advised exploring raising the funds via voluntary donations from those living on the Common or a ring-fenced contribution from some/all/voluntary parishioners, separate to Council Tax.

### **No decision has been made by Cllrs. Residents may still submit comments to the Clerk. Cllrs will decide upon next steps (but will not make a final decision) at the Parish Council meeting on 12<sup>th</sup> June, 7.30pm, Peace Hall.**

Dominique Cragg and Helen Woodman kindly attended from Worcestershire Wildlife Trust and gave a history of Monkwood, answering public questions about maintenance practices in the wood. Both spoke of their support to the Parish Council and offered willing assistance where they could – to be further discussed out once public consultation is over.

Comments made, in no particular order:

- The Clerk was instructed to explore lottery funding.
- The possibility of sharing volunteer resources between WWT and the Parish Council was touched upon. A better way of encouraging and notifying residents when and how to volunteer is required from the Parish Council. Clerk to consider.
- A contractor for mowing the Common for July/August 2017 has yet to be found, caused in part by the severely undulating nature of the ground surface and by the limits of the annual Parish Council maintenance budget. Nb most regional/national level companies quote above the annual budget threshold and most local contractors do not have the equipment necessary to tackle the site. The relatively low bale yield of the site (max 25 bales) also deters some contractors. The possibility of selling the hay for biomass has been suggested but not explored.
- The presence of dog faeces on site is also a major factor in the Parish Council being unable to sell resulting hay bales. Residents are politely requested not to allow their dogs off the lead on the Common and to ensure that they pick up after their dog.
- Volunteers were once again thanked for all their hard work over the past two years – without which the Common would not be in the 'good & improving' condition that it is currently in. Natural England reported in early May that the ecosystems are generally in a very pleasing and satisfactory state. In particular, Petty Whin (a small, very rare, yellow flowered, gorse like plant) is improving in number and health as a result of the care of volunteers.
- The current grazing project is proving very successful on the anthills site. Residents encouraged the Parish Council to continue with this and to re-explore provision of cattle grids. Fund raising towards cattle grids and work to obtain stewardship grants etc could continue in the background, if the site were leased out for a fixed period of time.

-end-