

**At the Meeting of Grimley Parish Council held on
17th July 2017
in The Peace Hall, Sinton Green commencing at 7.30pm**

Present: E A Taft (Chair), D Stanley (Deputy Chair), P Ayers,
D Lewis, A Marsh, G Sweeney, R Woodhouse.

In Attendance: Mrs L Stevens – Clerk,
District Cllr Dean Clarke, 0 Members of the public.

Apologies: A Atkinson, B Jones, County Cllr Phil Grove, (accepted).

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111/17 Declarations of Interest and apologies for absence - None.

112/17 Minutes of the previous meeting

a.	12 th June 2017 Grimley Parish Council Meeting. – Duly approved.
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113/17 Public question time

a.	None.
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114/17 To Receive the Report of the County Councillor – Phil Grove

a.	Previously given apologies but had noted by email that the planned start date of the Grimley drainage works is the third week in August 2017. No road closures are planned at this time with regard to this.
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The order of the meeting was changed at this point due to the attendance of DCllr Clarke at a Scout meeting.

115/17 To Receive the Report of the District Councillor – Dean Clarke

a.	<p>Cllrs used this point in the meeting to discuss the urgent and dangerous state of the hedges in the parish. The Clerk was instructed to send letters out to major land owners across the parish reminding them of the necessity of maintaining hedges facing onto public highways. Camp lane, Grimley approach road and Dark lane, Sinton Green are those currently posing the most hindrance to visibility. The hedges by the waterworks, Sinton Green in particular need urgently cutting for safety reasons. Nesting season is</p> <p>The nesting season lasts from February until August, landowners are encouraged not to cut their hedges during this period. <u>However, hedges can be trimmed during bird nesting season IF those hedges are causing a danger to passing traffic/pedestrians.</u></p> <p>DCllr Clarke arrived at this point and noted the following:</p> <ul style="list-style-type: none"> - Mud on the road - particularly at gateways near the Hallow parish boundary and after raceway events are being monitored. - Raceway noise volumes continue to be monitored. <p>Members spoke to DCllr Clarke again on the damage caused to kerbstones by reversing refuse lorries at Monkwood Green. Members confirmed that the District Council are to provide no further assistance in this matter, since their insurance company has refused culpability. One resident has since kindly sent in photos of the damage in order to refute this. However the insurance company has confirmed that these photos alone, taken after the event, are not proof enough for a successful claim.</p>
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Clerk

116/17 Planning – to consider, comment and resolve to respond to the following planning applications.

a.	<p>Appeal A Ref: APP/J1860/C/16/3162209 & Appeal B Ref: APP/J1860/C/16/3162210, Holywards Farm, Moseley Road, Hallow, Worcs, WR2 6NL No comments.</p>
b.	<p>Appeal Ref: APP/J1860/W/16/3165296, Holywards Farm, Moseley Road, Hallow, Worcs, WR2 6NL No comments.</p>
c.	<p>17/00811/HP. Willows, Grimley, Worcester, WR2 6LU. Proposed conservatory, conversion of existing garage into habitable accommodation. Mrs Katharine Boath No comments.</p>
d.	<p>Members were offered the option to hold an extra-ordinary meeting to discuss very recent planning applications (2 May Cottage, Monkwood Green and Priory Cottage, Grimley). Members later confirmed (post meeting) that they had were not aware of any concerns that would merit a meeting.</p>

117/17 Monkwood Green – To receive and discuss updates and formulate Motions not requiring written notice. Option for public contributions at this point.

a.	<p>Clerk general update. The sheep grazing project continues to be a success. Many flowering plants (Betony for example) are flourishing as a result of the careful mix of management techniques (strimming and grazing alternate years). Additional electric fencing may need to be purchased in readiness for next year, if the Petty Whin site is to be properly grazed. The current equipment does not quite stretch far enough to allow the sheep to reach all of the Petty Whin site. The Clerk was instructed to purchase additional electric fencing equipment, once the herbage contract for 2018 was signed (see below). The sheep are moved approx. every 4 – 6 weeks, with assistance from local volunteers. The Parish Council is grateful for this help.</p> <p>Attempts to collect a sample of seeds (to send to seed bank at Kew Gardens) from the Petty Whin have had poor results. Next year a method for collecting seeds as they fall will need to be devised. An accepted method is to place plastic bags over the seed pods. Further advice is to be sought from Natural England. As a rule, no more than 10% of seeds from the existing plants can be collected in one year.</p> <p>Results of the resident consultation were overwhelmingly in favour of Grimley Parish Council retaining ownership of Monkwood Green Common and SSSI. In light of this, Councillors have previously agreed to explore the option of leasing out the management/maintenance of the Common. Closed negotiation meetings will be arranged to discuss this option. Residential rights of access and Commoners' Rights will continue to be respected. Residents will be consulted if the option to lease management of the Common proves viable and before any contract is finalised or signed. This further consultation will likely occur in early summer 2018.</p>
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Clerk

Clerk

	Members debated and resolved to conduct a similar grazing project in 2018, subject to ongoing leasing negotiations. The Clerk was instructed to begin talks with the herbage contractor.	Clerk
b	<p>Feasibility Study to further develop management options for the Common and SSSI.</p> <p>Leasing out the maintenance of the site over a stated period of time would not prevent the Parish Council from continuing to seek funding towards cattle grids, sonic collars and other equipment designed to allow cattle to be reintroduced. Work to apply for stewardship grants and also a management feasibility study from Natural England is ongoing. The feasibility study would entail a detailed investigation in to cattle grazing the common and all that that would entail, with the output identifying the most effective and cost-effective way to proceed. Winning the grant for this study would mean that all costs would be fully reimbursed by Natural England upon completion of the study. This would then feed into a Countryside Stewardship Agreement. All work would incorporate the existing management plan, created with the invaluable assistance of locals. Councillors fully supported the above, provided that Clerk's relevant working costs are included in the project costs of the study. The Clerk was instructed to proceed with applying for the feasibility study funding.</p>	Clerk
c.	<p>Well and culvert repairs, to discuss progress.</p> <p>Cllr Woodhouse to set timetable with contractor as a final reminder to complete the work by the end of 2017. It is likely a bollard will need to be installed to warn motorists of the presence of the culvert opposite Moorlands.</p>	Cllr Woodhouse
d.	<p>Service road repair update.</p> <p>The repair of the Fox Inn service road was acknowledged with thanks. The Clerk reported that efforts to obtain quotations for repair of outstanding service roads are ongoing with some urgency. Natural England have asserted their right to be consulted in all such repairs. Clerk to clarify whether NE have to be consulted on repairs that occur on service roads adjacent but not within the SSSI boundary.</p>	Clerk
e.	<p>Deed of grant of right of way Moorlands, subject to update being received from Solicitor.</p> <p>Now in final stages of drafting. Members instructed the Clerk to inform solicitors that clause 4.4 is to remain or the right of way will be withdrawn.</p>	Clerk

118/17 Grimley Village - To receive and discuss updates and formulate Motions not requiring written notice

a.	<p>To discuss requirement for and specification of additional bollards* either end of the knee rail face, Grimley approach road.</p> <p>*Reflective zebra verge protectors.</p> <p>Members resolved to place two additional zebra bollards at either end of the knee rail fence in Grimley approach road. County Hall having declined to provide further assistance in this matter. The Clerk was instructed to proceed with checking quotes for bollards and to proceed with purchase if under £70 (excluding installation).</p>	Clerk
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b.	<p>To re-consider requirement for bollards outside The Pleck, Grimley village.</p> <p>As it is understood, in situations such as this, the resident owns the sub-soil and Highways has permissive maintenance rights over the surface. Members instructed the Clerk to clarify whether the Resident or the Parish Council can obtain permission to place bollards.</p>		Clerk
c.	<p>State of hedges in Camp Lane - Previously dealt with.</p> <p>Other items of general note with regard to Grimley village:</p> <ul style="list-style-type: none"> - Repairs (conducted by Highways) to the public drains in Grimley village are due to begin shortly (completed since the time of writing – feedback on the success of this work is welcomed by the Parish Council). - The re-siting of the mixed waste bin so that it is located closer to the hedge and therefore less of an obstruction (visibility) will be scheduled shortly. The Clerk was instructed to remind the Lengthsman that his quotation for this work has already been accepted and that he needs to conduct the work asap. - The Clerk was instructed to contact residents of Stonewall Cottages asking them not to obstruct the visibility splay and to avoid damaging the verge by parking elsewhere. 		Clerk Clerk

119/17 Parish wide facilities - To receive and discuss updates and formulate Motions not requiring written notice

a.	<p>To discuss requirement for a Parish wide tree survey** – Update from Cllr Marsh. **on parish council land and main areas of public land/verges only.</p> <p>With the absence of a tree warden (service withdrawn), Councillors have resolved to undertake a parish wide tree survey to check that all trees on Parish Council land are healthy and do not pose a threat to the public. This is particularly relevant in light of recent emergency work that had to be conducted to the trees on the triangle at Oakall Green. Members agreed that a check of the trees needs to be conducted every five years and instructed the Clerk to begin budgeting for this annually.</p> <p>A local contractor would be happy to spend half a day assessing the state of the trees on parish council land. It is understood that this service would be free, provided that any work arising from this survey is passed to that contractor. Members agreed in principle and asked Cllr Marsh to clarify the exact terms and costs. The Clerk advised that work arising could be passed direct to the contractor if the overall amount payable is not more than a nominal £250.00, as amounts over this would need to be put out for tender.</p>		Clerk Cllr Marsh
b.	<p>Progress with phone booth adoption and ideas for usage (Booths located in Grimley village and Monkwood Green).</p> <p>Public ideas would be welcome at any time. A note is to be put in the parish magazine asking for suggestions.</p>		

c.	<p>Fish ponds' public right of way track repair Clerk to re-establish a link with English Heritage and schedule for 2018.</p>	Clerk
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120/17 Lengthsman - To receive and discuss updates and formulate Motions not requiring written notice.

a.	<p>Motion to receive and approve future items of work. Items already noted; strimming knee rail fence Grimley approach road; verges in Grimley village and; tidy up of verge outside Sinton Green Inn.</p>	Clerk
b.	<p>To discuss Cllr concerns relating to general availability, ability to contact the Lengthsman and of the need for the Lengthsman to update his risk assessment. Members noted with concern the difficulties in contacting the Lengthsman and the irregularity of submission of invoices. Members instructed the Clerk to copy them in on emails to the Lengthsman when instructing him to do work – in order that they might monitor whether the work is done.</p>	Clerk

121/17 Reports from Representatives - To receive and discuss updates and formulate Motions not requiring written notice.

a.	<p>Peace Hall Management Committee The committee had submitted the following report: 'The Fete went very well considering the heat of the day. We made approx £1500. We have now made a decision that the Fete will now only be held every two years and will be replaced every other year with another function. Therefore next year we are hoping to organise a live music event or something similar. This decision has been made as the organisation of the Fete has become very difficult due to lack of support each year, so hopefully a change of event will be refreshing for both the organisers and the community.'</p>	
b.	<p>Tarmac Quarry Liaison Committee. Members instructed the Clerk to write a thank you letter to key Grimley village residents who worked so hard in recent years to tackle the Pencroft 'crushing plant' application. Cllr Woodhouse has very recently visited the site where the crushing, washing and recycling facility is now located. He noted the considerable amount of noise, dust and localised pollution.</p>	Clerk
c.	<p>Grimley Smaller Charities The land owned by the charity is to be put up for rent as a pony paddock or similar.</p>	

122/17 General Finance and Administration - To receive and discuss updates and formulate Motions not requiring written notice.

a.	<p>To consider and motion to approve the payment of outstanding accounts – Duly approved.</p>	
b.	<p>To receive and motion to accept the Bank Reconciliation and Quarterly report (Q1) – Duly approved.</p>	

c.	<p>Review of Parish Council regulations/standing orders/code of conduct. To receive feedback from each Cllr regarding their section/document and to agree amendments where necessary.</p> <p>Clerk to add to September agenda and re-send relevant documents.</p>	Clerk
d.	<p>To discuss and motion concerning the offer from Auditor for a reduced annual fee in relation to Internal Audit.</p> <p>Members received this offer with gratitude and resolved to accept, subject to the contract being worded as follows:</p> <p><i>It is noted that in previous years a sum of £50.00 was payable. The Council is very pleased to accept the kind offer to reduce this fee to £5.00, as a voluntary gesture of goodwill on the part of the auditor. The Parish Council must acknowledge that the amount of paperwork provided to the auditor will not diminish and does not expect any change in the number of hours that will be required to complete the audit. It is your right to ask for a review of the fee at any time</i></p>	Clerk Cllr Marsh
e.	<p>To consider potential funding for a fit for purpose Parish Council website.</p> <p>Cllr Marsh to look at the costs of website creation and hosting.</p>	Clerk
f.	<p>To recommit to previous permission for Clerk to undertake circa training.</p> <p>Duly approved.</p>	Clerk
g.	<p>To note that the Clerk is in the process of setting up a new utilities account for the water trough on Monkwood Green, with service providers Water Plus (Dedicated business section of Severn Trent).</p> <p>Duly noted.</p>	Clerk

123/17 - items for future agenda

a.	<ul style="list-style-type: none"> - Grimley car park for twitchers. A number of options are being pursued. Members noted that a dedicated car park is not desirable, since it may attract attention for other uses and would require policing and monitoring. A better option would be to make use of the wide verge at the top of Grimley approach road, as a space for informal parking. Cllr Stanley to approach neighbouring properties and the Clerk to afterwards obtain quotations for porous grass reinforcement grids. The offer of a grant for £2000 to the parish Council is still available. Clerk would also need to explore permission from Highways/District Council for this. - Verge protection on Walton Lane outside business park. Local businesses have not responded to correspondence asking for a contribution towards bollards. Highways have declined to get involved as the damage to the verge is intermittent and non-hazardous. No further action to be taken by the Clerk. - Signs on Monkwood Green. (with ref to service roads and loose livestock). The Clerk was instructed to proceed only with signage that can be placed on Parish Council land (warning of loose livestock, additional speed signs for service roads and sign advising delivery vans of local map on parish noticeboard). Quotes to be obtained. - Velo route – The Clerk was instructed not to add to future agendas. Event will be proceeding regardless of local concern. 	Cllr Stanley Clerk Clerk
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124/17 Correspondence

	<p>a. Correspondence from Natural England relating to mowing of Monkwood Green.</p> <p>b. Grant Thornton acknowledgement of receipt of annual return.</p> <p>c. CPRE Worcs Branch Newsletter and annual report 2016/17. Contains details of annual best kept churchyard competition, prize £100 plus a tree to plant.</p> <p>d. Clerks & Councils direct July 2017 issue 112.</p> <p>e. WCC highways correspondence confirming that pothole near The Whitehouse, Monkwood Green has been filled.</p> <p>f. Correspondence from resident Monks Barn, Monkwood Green.</p> <p>g. Consultation: WCC Rail Investment Strategy, making a strong case for better County-wide rail connectivity. This Strategy is now available online and is open to consultation until 5:00pm on 11 August 2017. www.worcestershire.gov.uk/LTP</p>
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125/17 Dates for diary – none.

126/17 Date of next scheduled meeting. 18th September 7.30pm, Peace Hall.

Appendix 1: Items for payment.

R.J.Poole	Mowing Monkwood Green Common and part SSSI. GPC201710.	£1000.00	VAT nil
Hallow Scout & Guide Group	Donation as agreed in 2017/2018 Budget Payment subject to whether Clerk can obtain cheque payment details in time for meeting.	£100.00	
Nora Parsons Day Centre	Donation as agreed in 2017/2018 Budget Payment subject to whether Clerk can obtain cheque payment details in time for meeting.	£200.00	
Lisa Stevens	Clerk wages [June] (£365.44 minus PAYE)	£352.24	VAT nil
Lisa Stevens	Expenses. Postage, phone bill, Ink Cartridges, envelopes, paper. 1 month.	£124.91	VAT under calculation
Lisa Stevens Added to agenda republished 12/07/2017	Reimbursement for purchase of Security pack from Smart Water via Mercia Discount offer. To be used to mark all Monkwood Green electric fence equipment and Clerk's laptop. This offer is available to all persons. https://shop.smartwater.com/ Enter promotional code WDBCRIME25 and a promotional household offer becomes visible/available to purchase for £25.00.	£25.00	VAT nil
Lisa Stevens	Additional work outside contractual hours for Monkwood Green Management group. 9 hours additional work at hourly wage £11.42 June 2017 for sheep grazing set up. (NB. Additional payment authorised 26th April 2016 minute ref 74/16 and reaffirmed August 2016.).	£102.78	VAT nil

Chair (18 September 2017)