

**At the Meeting of Grimley Parish Council held on
18th September 2017
in The Peace Hall, Sinton Green commencing at 7.30pm**

DRAFT

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

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

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

131/17 Declarations of Interest and apologies for absence - None.

132/17 Minutes of the previous meeting

a.	17 th July 2017 Grimley Parish Council Meeting. – Duly approved . 31 st August Extra-ordinary Parish Council – Duly approved .
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133/17 Public question time

a.	None.
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134/17 To Receive the Report of the County Councillor – Phil Grove

a.	Previously given apologies. Previously submitted report to be emailed.
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135/17 To Receive the Report of the District Councillor – Dean Clarke

a.	DCllr Clarke noted that refuse trials (fortnightly collection) are due to start soon. Also, that an idea to merge the district council north and south planning committee is being opposed. The Clerk referred a recent email from a parishioner at Sinton Green regarding the difficulties that three recent road closures (Tour of Britain, Worcester Run and Velo), caused to residents. The road closures were authorised by the Chairman of Highways and so all complaints have been passed to him. Cllr Woodhouse raised the dangerous field entrance at Hallow, near to Tinkers Cottage. DCllr Clarke responded that the District Council was aware of this issue and that the field entrance had been 'reinstated' and more regularly used by the owner AFTER the road island had been installed.
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136/17 Planning – to consider, comment and resolve to respond to the following planning applications.

a.	17/00722/HP, Priory Cottage, Grimley, WR2 6LU, Conversion of outbuilding into annexe accommodation (not holiday let), Mr Andy Moore. Cllrs had no objections but requested that the public right of way be kept clear. <i>Note post meeting: This application has since been withdrawn by the applicant.</i>
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137/17 Monkwood Green – To receive and discuss updates and formulate Motions not requiring written notice.

a.	General update, including sheep grazing, track maintenance and feasibility study. The Clerk reported that the sheep will be removed from the SSSI by end of October as per NE instructions. The solicitor has now provided a clarified and comprehensive list of those properties (and £%) required to contribute towards
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	<p>track/service road repairs. The Solicitor has also advised the Parish Council to address missing/incomplete deeds before proceeding with track repairs. Cllrs agreed that the issue of missing deeds should be addressed but instructed the Clerk to proceed with obtaining quotations for repairs asap. The new Highways Liaison Engineer for Malvern Hills is Hannah Davies, who should be able to assist.</p> <p>The Clerk reported the ongoing problems with the Rural Payments Agency. Natural England cannot issue the feasibility agreement documents until Monkwood Green parcel is correctly registered with the RPA. They will however sign off the initial checklist and Nick will start obtaining quotes and necessary documents for the agreement.</p>	Clerk
b.	<p>Proposed date for meeting with Worcestershire Wildlife Trust. Cllrs agreed to the date 2nd November. Mr Bill Allen was approved by Cllrs to attend this meeting, as a rep of Monkwood Green.</p>	Clerk
c.	<p>Pond maintenance. A resident had requested that the pond be cleaned out, as it is reported that the water level is at an all time low. Cllrs regret that the confirmed presence but unknown numbers of Great Crested Newts, means that work of this nature cannot be considered at this time. Consultation would also have to be undertaken with residents prior to any theoretical work, as Cllrs noted anecdotal impacts on local basements/cellars.</p>	
d.	<p>Completion of deed of grant of right of way Moorlands. Signatures/witnessing. Duly completed.</p>	

138/17 Grimley Village - To receive and discuss updates and formulate Motions not requiring written notice

a.	<p>Clerk general update, including progress with additional zebra bollards in Grimley approach road (to supplement visibility of knee rail fence). Mr Skeys is to be reminded to relocate the bin closer to the hedge at the village triangle. Cllrs had previously accepted his quotation. Cllr Taft and the Clerk had attempted to install the additional zebra bollards but surface conditions were not appropriate. Mr Skeys to be reminded to quote for installing these. New-in-post Highways Engineer Hannah Davies to be approached for clarification regarding possible placement of bollards adjacent to The Pleck (ref who would be responsible).</p> <p>Cllr Stanley reported the results of his informal consultation with Grimley residents regarding placement of a car park feature/porous parking surface on the verge at Grimley top triangle. Residents had confirmed non-ownership of the verge, had stressed existing visibility issues with parked cars on the bend at this location and ongoing litter issues in this area and that of the Smaller Charity land. Residents had also declared that they were not in favour of the Parish Council pursuing this further. Cllrs accordingly voted to entirely drop the issue of car park provision for twitchers. The issue of ongoing dangerous parking on Grimley approach road to be monitored.</p>	Clerk
		Clerk

139/17 Parish wide facilities - To receive and discuss updates and formulate Motions not requiring written notice

a.	<p>Parish wide tree survey** – Update from Cllr Marsh. <i>**on parish council land and main areas of public land/verges only.</i> Cllr Marsh and local tree surgeon are to go out on Wednesday. A local ecologist has submitted the following information for consideration: 'Not to remove ivy, mistletoe, lichens, moss or other epiphytes standing dead wood, snags or rot unless there is a clear and material safety risk or presence of a serious pathogen. Trees at the end of their lifespan should not be removed as this is their most valuable phase ecologically. They should just be made safe, if there is a risk of falling branches.'</p> <p>Cllr Stanley mentioned the possibility of obtained free trees for planting – either as a replacement to any that do need to be removed as a result of the above project, or for use on a new site (to be proposed). The Clerk mentioned one past idea which was never fully explored or discounted by Cllrs– that of planting trees at a suitable site on the Grimley old quarried – one tree for each parish veteran taking part/having fallen in previous World Wars. Cllrs to consider at a future meeting. Black pear trees were requested to be of the mix, should this project progress.</p>
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Cllr Marsh

Cllr Stanley

Clerk

140/17 Lengthsman - To receive and discuss updates and formulate Motions not requiring written notice.

a.	<p>Motion to receive and approve future items of work. Cllr Woodhouse to speak to the Lengthsman to ascertain reasons for apparent delay in completing various works.</p>
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Cllr
Woodhouse

141/17 Reports from Representatives - To receive and discuss updates and formulate Motions not requiring written notice.

a.	<p>Peace Hall Management Committee The kitchen works is nearing completion, to the satisfaction of all.</p>
b.	<p>Tarmac Quarry Liaison Committee. The committee met to discuss present practice on seed applications specified for grassland in the quarry reinstatement plans. Topic of hedge height on the north side of Grimley approach road down to Grimley was raised – it would be preferable to have the hedge height lowered for reasons of vehicular safety. Cllr Stanley to chase up progress on moving a reed bed from the pond at Sinton Green to the ponds at Grimley.</p>
c.	<p>Grimley Smaller Charities The land owned by the charity is to be put up for rent as a pony paddock or similar. Cllr Woodhouse to speak to Peace Hall Management Committee ref a number of matters.</p>

Cllr Stanley

Cllr Stanley

Cllr
Woodhouse

142/17 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>
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b.	To receive and motion to accept the Bank Reconciliation – Duly approved.	
c.	Completion of bank mandate variation form. Cllrs Marsh and Lewis to be added as signatories to the Parish Council bank account. Duly completed.	Clerk
d.	Feedback from Grant Thornton ref completed annual audit 2016/17. Cllr noted the required amendment of one figure due to a typo and approved the Clerks letter to Grant Thornton requesting adjusted notes (those notes accompanying the certificate of sign off).	Clerk
e.	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. i) Financial Regulations (Statutory - NALC Recommended). (Cllrs Woodhouse & Stanley) Clerk to insert ref to value for money in contracts, with assertion that the Parish Council does not have to take the lowest, providing a reason for decision. ii) Standing Orders (Statutory - NALC Recommended). (Cllrs Stanley & Sweeney) – duly approved . iii) Risk Assessment Register. (last reviewed Autumn 2016) (Lengthsman) – Mr Skeys has been sent a reminder. iv) Info available under Freedom of Information Act (Statutory) (Cllrs Ayers & Jones) – duly approved . v) Financial Reserves. (Cllrs Lewis & Woodhouse) – duly approved . vi) Code of conduct. (Cllrs Stanley & Sweeney) Clerk requested to add an appendix: the area report from CALC relating to premeditation and conflicts of interest between organisations - Duly approved .	Clerk Clerk

143/17 - Items for future agenda

a.	<ul style="list-style-type: none"> - Litter problems at Moseley, Wichenford road and throughout local woods. - Sinton Green visual splay at New Inn – proposal to remove/reduce the tree on this corner to better ensure safety of school bus etc. - Overgrown hedge belonging to Monkwood resident. Mr Dursley and Mr James to be approached for information and assistance. - Bollards to warn vehicle of culvert, Monkwood Green near Moorlands. 	Clerk Clerk Clerk
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144/17 - Correspondence

a.	<ul style="list-style-type: none"> - Lloyds Bank, Update to terms and conditions. No action required. - Signed contract from Internal auditor for 2017/18 (updated) and 2018/19 (new). - Country side voice CPRE magazine. - J.Parkers wholesale bulb catalogue. - BHIB insurance brokers – to be approached for quote next year as Aon will no longer be providing insurance to Parish Councils. - Clerk & councils direct Sept 2017 issue 113. - The Clerk SLCC Magazine Sept 2017. 	Clerk
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Clerk

Clerk

	<p>- Letter from Mrs P Dowie, Moseley Road. Ref to a drain adjacent to Sinton Green Common.</p> <p><i>Cllrs noted that the drain in question is not on Parish Council land. Clerk to ascertain who is responsible for that drain and to report it to Highways as a danger to the general public. Clerk to confirm with Insurance Company liability with ref to un-marked drains (ie no bollards) on the Common. Clerk to add issue of un-marked drains to future agenda for discussion, ref placement of bollards. Clerk to schedule ditch clearance in 2018 and to consider this in when budgeting for 2018/19.</i></p>
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145/17 Dates for diary

a.	<ul style="list-style-type: none"> - Parish and Town Council Forum - Monday 23rd October, 6-8.30pm - Quarry liaison meeting - 19th Sept, 6pm, Holt Village Hall. - Nora Parsons Open Day - Saturday 14th October 2.30pm til 5pm. - St Richards Hospice Open Day - Sunday 15th October, 12 – 3pm.
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146/17 Date of next scheduled meeting. 30th October 7.30pm, Peace Hall.**Appendix 1: Items for payment.**

Glasdon UK Limited	2 x zebra bollards Grimley Approach Road. GPC201720.	£63.57	VAT £10.60
R.J. Poole	Outstanding VAT bill for mowing Monkwood Green (previous invoice £1000.00). Invoice is a correction received from the contractor. GPC201710.	£200.00	VAT £200.00
Grimley Peace Hall Foundation	Annual hire of Peace Hall for council meetings. GPC201721.	£250.00	VAT nil
Grant Thornton UK LLP	Annual External Audit of 2016/17 parish council accounts.	£120.00	VAT £20.00
Lisa Stevens	Clerk wages [August]	£365.44	VAT nil
Lisa Stevens	Expenses & Additional work (3 hours) outside contractual hours for Monkwood Green Management group (£34.26)	£62.58 £34.26	

Chair (30 October 2017)