

**At the Meeting of Grimley Parish Council held on  
22<sup>nd</sup> January 2018  
in The Peace Hall, Sinton Green commencing at 7.30pm  
**DRAFT****

- Present:** E A Taft (Chair), A Atkinson, B Jones, G Sweeney.
- In Attendance:** Mrs L Stevens – Clerk, District Cllr Dean Clarke,  
County Cllr Phil Grove, 2 Members of the public.
- Apologies:** P Ayers, D Lewis, D Stanley, R Woodhouse, one vacant position.

**1/18 Declarations of Interest** – none.

Councillors with potential interests and potential disclosable pecuniary interests had previously been advised and reminded to make a declaration.

**2/18 Minutes of the previous meeting**

<b>a.</b>	20 <sup>th</sup> Nov 2017 & 4 <sup>th</sup> Dec 2017 – duly <b>approved</b> .
-----------	---

*The order of the meeting was arranged to allow urgent discussion of item 10a and for a member of the public to speak. Standing orders were suspended.*

**3/18 Sinton Green facilities** - To discuss and resolve to take preventative, remedial and legal action against residents who, without relevant permissions from the Parish Council, traverse (including creating new, illegal routes across the Common), damage and fly tip on parish council land (specifically Sinton Green Common and its associated verges, all owned by the Parish Council).

<b>a.</b>	<p>A resident of The Forge, Sinton Green was thanked for attending and invited to speak. The resident stated the following:</p> <ul style="list-style-type: none"> <li>- That the current works to his property are for a sunken garden and that work is envisaged to take 2 to 3 months from the present time to complete.</li> <li>- Metal fencing is there to prevent public accessing the garden and will remain in situ for up to twelve months while the hedge re-establishes itself.</li> <li>- The mounds of earth are for backfilling, which will happen in March or April 2018.</li> </ul> <p>Cllr Jones addressed the resident and stated that permission should have been sought from the Parish Council for works on the Parish Council owned Common. Part of the Common and Common verge has been significantly damaged and lost under the earthworks.</p> <p>The resident apologised to the Parish Council and <b>agreed</b> to remove the earthworks and metal fencing as soon as possible and, that the metal fencing would be removed by June 2018 at the latest. The resident also <b>agreed</b> to replace the hedge (not parish council owned) and to repair, restore and re-seed those parts of the Common that have been damaged during his works, rather than simply leaving the grass to re-establish itself as he had previously proposed.</p> <p>Cllrs subsequently noted during the meeting that an appropriate grass mix for established Common land should be used and <b>resolved</b> to approach the resident in relation to this. Councillors also subsequently <b>resolved</b> to inform the Parish Council solicitor of the situation, so that an eye can be kept on developments.</p>
-----------	---

Resident

Resident

Clerk

Clerk

*Standing orders were reinstated at this point.*

**4/18 Public question time**

<b>a.</b>	No comments were received.
-----------	----------------------------

*Due to the delay in attendance of CCllr Phil Grove, it was **agreed** that the order of the meeting be again amended and that CCllr Grove would be invited to speak upon arrival.*

**5/18 To Receive the Report of the District Councillor – Dean Clarke**

<b>a.</b>	DCllr Clarke reported that pots holes in Camp lane have been attended to. With reference to a planning application recently submitted by Wildgoose Education for an education centre at Top Barn Farm, DCllr Clarke and Parish Cllrs <b>agreed</b> that this application was uncontroversial and required no further attention.
-----------	---

**6/18 Co-option - filling one vacancy for Parish Councillor**

<b>a.</b>	After inspecting the paperwork of the single applicant, Cllrs duly proposed and seconded the co-option of Georgina F James. Cllr James was invited to join the table, whereupon she duly signed the appropriate paperwork and was welcomed by all.
-----------	--

Clerk

**7/18 Planning - to consider, comment and resolve to respond to the following planning applications**

<b>a.</b>	<b>New street naming and numbering procedure.</b> Malvern Hills District Council have voted that the role of proposing new street names be passed to Parish Councils, rather than the current arrangement where the developer/owner proposes a name(s). Cllr <b>agreed</b> to signing up to this new procedure.
-----------	--

Clerk

**8/18 To Receive the Report of the County Councillor – Phil Grove**

<b>a.</b>	CCllr Grove gave his apologies for late arrival, due to attendance at other parish council meetings and reported on the following: <ul style="list-style-type: none"> <li>- New Chief Exec at County Hall is Paul Robinson, previously of Derbyshire Unitary Council.</li> <li>- Lobby work for portion of £6 million in to Super-fast broadband.</li> <li>- Velo – decision for 2018 will be taken on 8<sup>th</sup> Feb. Parish Cllrs did not feel that further input was necessary.</li> <li>- Cllrs questioned ref 'road raising' project at New Road, Worcester and queried what is planned with all the displaced water.</li> </ul>
-----------	---

CCllr Grove

**9/18 Monkwood Green - To discuss updates and formulate Motions not requiring written notice.**

<b>a.</b>	<b>Update on feasibility study tender process.</b> As of 19/01/18 three quotations (all inclusive of surveys, reporting, mapping & meetings) had been received. Cllrs debated whether to accept recommendations of Natural England and to proceed with commissioning the study. <ul style="list-style-type: none"> <li>- Footprint: £5503.25 (Total inc VAT <b>£6,603.90</b>)</li> <li>- Worcs Wildlife: £4273.50 (Total inc VAT <b>£5,127.40</b>)</li> <li>- FWAG SW*: £7265.00 (Total inc VAT: <b>£8,718.00</b>)</li> </ul> <small>(*Farming and Wildlife Advisory Group South West)</small> Cllrs thanked the Clerk for working to achieve the three quotations - a crucial criterion of the Natural England grant application for 80% funding minus VAT - and <b>voted</b> to accept NE advice and commission Footprint to proceed with the study.
-----------	--

Clerk

Clerk  
Cllr Stanley

<b>b.</b>	<b>Service road repairs update.</b> Cllr Stanley and Clerk to meet Roy Fullee (Rural Highways Worcestershire) on 8th Feb. Cllrs had previously <b>approved</b> expenditure of £25 on this site visit.
-----------	--

**10/18 Sinton Green facilities – To discuss updates and formulate Motions not requiring written notice.**

<b>a.</b>	Item `a` already discussed above. 3/18.
<b>b.</b>	<b>Assets of Community Value - to acknowledge Clerk briefing paper and to appoint a rep to begin exploring preliminaries.</b> Cllrs discussed the value of many local businesses but <b>agreed</b> to focus on the New Inn at Sinton Green as a potential asset of community value. The Clerk was <b>instructed</b> to continue drafting a public questionnaire, with Cllr Woodhouse leading/broaching subject with publican. Cllrs suggested inviting a representative from the Bush at Callow End as an illustration.

Clerk  
Cllr Woodhouse

**11/18 Parish wide facilities - To receive and discuss updates and formulate Motions not requiring written notice**

<b>a.</b>	<b>We don't buy crime" project update, vote to proceed with printing and distribution to parishioners seeking support.</b> Cllrs accepted quotation from Parish Magazine Printing for £49.00.
-----------	--

Clerk

**12/18 Lengthsman – Motion to receive and approve future items of work.**

<b>a.</b>	Work already conducted: ensuring drain tops remain clear in Grimley village, whilst performance of drains continues to be assessed – particularly those opposite Church Farm House. The Clerk was <b>instructed</b> to liaise on the following: <ul style="list-style-type: none"> <li>- Algae on path Grimley approach road.</li> <li>- Remind of need for monthly timesheets.</li> <li>- Chase privately commissioned and Lengthsman jobs for Sinton Green (4 x bollards on Common, tree/ditch at New Inn junction).</li> </ul>
-----------	---

Clerk

**13/18 Reports from Representatives - To discuss updates and formulate Motions not requiring written notice.**

<b>a.</b>	Peace Hall Management Committee - No report was available.
<b>b.</b>	Tarmac Quarry Liaison Committee - No report was available.
<b>c.</b>	Grimley Smaller Charities - No report was available.

**14/18 General Finance and Administration - To receive and discuss updates and formulate Motions not requiring written notice.**

<b>a.</b>	<b>To consider and motion to approve the payment of outstanding accounts.</b> All duly inspected and <b>approved</b> and Cllrs <b>voted and approved</b> signing of this month's cheques outside the meeting, due to absence of sufficient cheque signatories.
<b>b.</b>	<b>To receive and motion to accept the Bank Reconciliation – Duly approved.</b>
<b>c.</b>	<b>General Data Protection Regulations (GDPR).</b> Item deferred due to lack of time.

Clerk

Clerk

Clerk

- |           |   |
|-----------|---|
| <b>d.</b> | <b>SLCC Data Protection webinar, £30 + VAT for SLCC members.</b><br>The 90 minute webinars summarise GDPR and provide information on ensuring the Parish Council is compliant. Permission for the Clerk to book a place. Duly <b>approved</b> . |
|-----------|---|

**15/18 – Correspondence not dealt with elsewhere**

To note and discuss as required, correspondence already circulated to Cllrs.

- |  |
|--|
| <ul style="list-style-type: none"> <li>a. Adobe annual subscription cancelled from Jan 2018 onwards – with value for money in mind, as updated version of WORD has PDF capability.</li> <li>b. Replacement right of way maps for parish noticeboards, from WCC.</li> <li>c. Clerks &amp; Councils Direct Issue 715, January 2018.</li> <li>d. Confirmation MHDC - receipt of tax precept request for £16,950, 18/19.</li> <li>e. CPRE membership renewal, valid until 31/01/2019.</li> <li>f. HMRC correspondence dated 27/12/17, regarding changes they are making to 'Form VAT126' (the form PCs use to claim back VAT) – VAT tax reclaim for 2016/17 will be delayed pending further correspondence.</li> <li>g. Monthly update to Register of Electors for Dec 2017.</li> <li>h. Posters from St Richard's Hospice for parish noticeboards.</li> <li>i. The Clerk Magazine, Vol 49, January 2018, received from SLCC.</li> <li>j. Provisional 2018-19 local gov finance settlement, Consultation Paper.</li> <li>k. WCC guidance – public can clear snow without fear of injury claims.</li> </ul> |
|--|

**16/18 – Dates for diary, any other business and items for future agenda -**

Cllrs may use this opportunity to report minor matters of info not included elsewhere on the agenda and to raise future items.

- |  |
|--|
| <ul style="list-style-type: none"> <li>a. Cllr Refresh Training, County Hall, 7pm, New date: 13<sup>th</sup> March, 7pm.</li> <li>b. Clerk training 12<sup>th</sup> February, County Hall, "Publications Scheme", 7-9pm, £25.00.</li> <li>c. Consideration for establishing a post of parish path warden: a voluntary position, working with WCC Countryside Service to help maintain, improve and promote the right of way network, using local knowledge.</li> <li>d. NE Higher Tier Stewardship Grant deadline for submitting applications is the 13<sup>th</sup> April 2018. Deadline for requesting an application pack is 9<sup>th</sup> March – request will be made shortly, subject to PCllrs decision ref feasibility study.</li> <li>e. The Clerk reported that the street cleaner had been requested for Grimley village after recent hedge cuts.</li> </ul> |
|--|

All

Clerk

**17/18 Next scheduled meeting 19<sup>th</sup> Feb 2018, 7.30pm, Peace Hall.****Appendix 1: Items for payment.**

Jake Bowdige	Sinton Tree & Landscapes – pollard willow Sinton Green	£200	VAT £40
Jake Bowdige	Sinton Tree & Landscapes – deadwood removal and removal of metal cages parish wide.	£420.00	VAT £70
CPRE	Annual Membership 2018/19	£36.00	VAT nil
Lisa Stevens	Clerk wages [December 2017]	£365.44	VAT nil
Lisa Stevens	Expenses. GPC201703.	£46.66	VAT under calculation.
Lisa Stevens	Additional work (7 hours) outside contractual hours for Monkwood Green Management group. GPC201704.	£79.94	VAT nil

Chair ..... (19 Feb 2018)