

**At the Meeting of Grimley Parish Council held on
19th February 2018
in The Peace Hall, Sinton Green commencing at 7.30pm**

DRAFT

Present: D Stanley (Chair), P Ayers, D Lewis, G Sweeney, R Woodhouse.

In Attendance: Mrs L Stevens – Clerk, District Cllr Dean Clarke,
Mr Derek Killingworth (CALC), 0 Members of the public.

Apologies: A Atkinson, E A Taft, B Jones, County Cllr Phil Grove

18/18 Declarations of Interest – none.

19/18 Minutes of the previous meeting

a.	22 nd January 2018 – duly approved .
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20/18 Public question time

a.	No comments were received.
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21/18 To Receive the Report of the County Councillor – Phil Grove

a.	Cllr Grove had previously submitted a report. Cllr Woodhead commented on the pay-scale of the new chief exec at county hall and noted the ongoing works to prevent flooding at Upton and Ryall, work probably exacerbated by the latest gravel extraction along that part of the River Severn.
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22/18 To Receive the Report of the District Councillor – Dean Clarke

a.	DCllr Clarke noted that black refuse bins are due to be delivered to households shortly and that these are not to be used by the public before 2 nd April 2018. It was reported that the MHDC enforcement officer has left his post and a replacement is already in post – the effects of this change of staff on current enforcement issues are hoped to be negligible. It is possible that an additional 1600 homes will be required to be built in addition to those currently planned in the SWDP. Cllrs agreed to re-address the issue of a Neighbourhood Plan at the annual meeting in May.
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23/18 To welcome Mr Derek Killingworth - County Association Chairman for CALC. Brief discussion on role of CALC, parish council best practices and the importance of training.

a.	Mr Killingworth gave his thanks for being invited. As a town cllr for Bewdley and Chairman for the Worcestershire branch of CALC, Mr Killingworth spoke of the importance of cllr training and the need to undertake council work with due care and attention to the law. From the perspective of local residents, the role of the Council is one of 'first point of call' for problems, guidance and for initiating change – in order to fulfil this role effectively, cllrs must fully understand the legislative background of parish councils. Cllrs discussed internal procedures: - agenda creation and ownership by all members of the council; - allocation of site visits to individual Cllrs in advance of meetings; - ensuring that Cllrs represent the entire parish; - the importance of being able to defer decisions at a meeting if Cllrs do not feel fully informed or aware of the facts; and
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Clerk

All Cllrs

Clerk

	<ul style="list-style-type: none"> - setting up a WhatsApp for Parish Cllrs, to allow quick communication of urgent issues and documents needing approval. - The importance of ensuring that any decisions made are on the basis of the facts pertaining to that issue and not prejudiced by any past actions that may or may not have taken place. - To support and further councillor participation and involvement, all emails from the clerk should be acknowledged or responded to, where appropriate.
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24/18 Planning - to consider, comment and resolve to respond to the following planning applications

a.	<p>Update on progress by Malvern Hill District Council on current enforcement actions.</p> <p>DCllr Clarke confirmed that:</p> <ul style="list-style-type: none"> - in respect of Holywards Farm, the Enforcement Notice has still not been complied with and MHDC are now considering proceeding with a prosecution against the landowners. - Middle Stonewall Cottages will be visited to establish whether there is any breach of planning control. <p>Cllrs commented on the pace of progress generally with enforcement issues. DCllr Clarke confirmed that all enforcement must be reasonable and proportional Cllrs also resolved to write to the Head of Planning asking for more timely actioning of all enforcement notices.</p> <p>Cllrs expressed concern about the issue of public safety at The Forge, Sinton Green. Covered later.</p>	Clerk
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25/18 Monkwood Green - To discuss updates and formulate Motions not requiring written notice.

a.	<p>Update on feasibility study and resolution to proceed with commission of Footprint Ltd.</p> <p>The Clerk reported how Rural Payments Agency have declined to register Monkwood Green Common land parcel against the Parish Council SBI number. Common land cannot be linked to an SBI like normal land parcels can – because those who possess grazing rights also have a right to claim RPA basic payment funding regarding the land, even though they have no specific ownership of the land.</p> <p>One of the criteria for funding of the feasibility study was that the land parcel must be linked to the parish council SBI number – a criteria which at the last moment was waived by Natural England. Cllrs voted to proceed with the study whilst the NE funding paperwork is still in progress and prior to NE paperwork signing – the risk of funding not being forthcoming seen as low and with the consideration that the study must proceed in any case, if a Higher Tier Countryside Stewardship worth £4,000 p.a. is to be gained.</p>	Clerk
b.	<p>Service road repairs update and results of site meeting with Roy Fullee, Rural Highways Worcestershire.</p> <p>i. Clarification of which service roads will be included in project</p> <p>Cllrs agreed that all service roads on the Common should be considered for inclusion in the spec, subject to legal opinion and professional opinion from Mr Fullee.</p>	Clerk

	<p>ii. Resolution to commission Mr Fullee to proceed with obtaining quotations. £50 quotation for this service approved by Cllrs.</p> <p>iii. Clarification from County Hall on regarding ownership of the junctions of the service roads. Cllr instructed Clerk to chase clarification.</p>	Clerk
c.	<p>Duckworth Trust Common maintenance dates 12th and 26th March 2018, 10am start. Resolution to proceed with funding this essential maintenance, up to threshold of £200 per day. Cllrs approved this resolution.</p>	Clerk
d.	<p>Resolution to proceed with applying for Natural England permission to graze sheep on anthills site and other sites on Common. Help is sought from Cllrs and members of the public with sourcing a cheap second-hand water bowser. Cllrs approved this resolution.</p>	Clerk
e.	<p>Motion to approach Mike Johnson for quotation for tackling bramble thickets along service road to The Woodlands and adjacent to the Croft. This work was commission last year at a residents' own expense.. Cllrs approved this resolution.</p>	Clerk
f.	<p>Retrospective approval (given by Clerk during site inspection 08.02.18) for Western Power to undertake essential tree works, in order to clear overhead electricity cables near Whitehouse Farm. Trees are scrubby hawthorn on Common but not on SSSI. No cost to Parish Council. No likely damage to Common. Western Power have agreed to place a worker on site tasked with ensuring safety of pedestrians/cars on service roads. Cllrs approved this resolution.</p>	
g.	<p>Retrospective approval for Richard Weaver and Dan Weaver to conduct uncommissioned works at their own risk on the Common behind the Fox and remove unwanted scrubby tress in order to push Common back to the woodland tree line. As per NE objectives for a scalloped edge to the Common in that location. Cllrs approved this resolution.</p>	

26/18 Sinton Green facilities – To discuss updates and formulate Motions not requiring written notice.

a.	<p>Update on damage to Common at The Forge. Cllrs remain concerned about the significant piles of soil on the Common at the Forge, adjacent to the public road and in particular the concrete blocks / pallets that are loaded on top of this earth. Cllrs were concerned about the serious and immediate risk that these mounds pose to the public and resolved to write to the resident regarding urgent removal of these earth piles, concrete blocks and pallets. Cllrs resolved to contact enforcement for an opinion on public safety and also expressed dismay that the public highway is being regularly obstructed by vehicles associated with these works.</p>	Clerk
b.	<p>Assets of Community Value – to continue drafting community questionnaire and, if appropriate, to approve proceeding to print up to agreed price threshold £60. Cllr were provided with draft copies and were to respond to the Clerk with comments asap.</p>	All Cllrs

c.	Retrospective approval for purchase of replacement verge protectors for Peace Hall £106.01 (inclusive of VAT). Cllrs approved this resolution.	Clerk
d.	Motion to accept quotation from S.Skeys for concreting in 4 bollards to protect Sinton Green headwalls and 1 bollard to protect Monkwood Green culvert (bollards already purchased) £87.50 (VAT nil). Cllrs approved this resolution.	Clerk
e.	Update on damage caused to the Common by the BT contractor removal of redundant phone box. Upon complaint submitted by Clerk, BT had provided details of their legal department. No further action was deemed necessary by Cllrs as the soil has been levelled and the road cleaned by BT.	
f.	Update on improved visibility splay at New Inn junction, after scrubby tree removal. Cllrs were pleased with this improvement to public safety.	
g.	Lost ditch on Dark Lane, opposite Pump House/The Fold. Resolution to make enquiries with contractors and Highways for reinstatement. A drainage pipe at the top of the hill has also been buried by cars driving of the ditch and flattening it. Road is not wide enough in this section, so any repairs would be quickly lost. Cllrs agreed to monitor the situation and review in six months.	

27/18 Parish wide facilities - To receive and discuss updates and formulate Motions not requiring written notice

a.	"We don't buy crime" smart-water project update. Responses were coming in. Cllrs agreed to review in March.	Clerk
b.	New resident welcome information. Opportunity, in partnership with Malvern Hills District Council, to produce and publish a welcome leaflet for new residents. Resolution by Cllrs to accept this free opportunity, and, if appropriate, to approve draft leaflet. Deadline: 28th Feb 18 (proofed leaflets must be with MHDC by date). Cllrs approved this resolution and were to comment to the Clerk before deadline.	All Cllrs Clerk
c.	Provision of Public Right of Way (A2 size) maps in bus shelters at Monkwood Green and Grimley. (Sinton Green already has one at the Peace Hall – in the Hall noticeboard, currently planned for refurbishment). i. Two waterproof maps have been donated free by Malvern Hills DC. If project given approval, Cllrs to proceed with resolution for purchase of two tamperproof noticeboards (450mm x 600mm) £69.60 (including VAT) each. Cllrs approved this resolution. Cllr Stanley to assist with installation.	Clerk Cllr Stanley

28/18 Lengthsman – Motion to receive and approve future items of work.

a.	None received.
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29/18 Grimley village – To discuss updates and formulate Motions not requiring written notice.

a.	Visibility splay obstruction & fly tipping, Stonewall cottages. Issue is with enforcement at MHDC. Await updates.
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b.	In light of ongoing speeding and recent incidences with cars reversing into school fencing, retrospective approval for two small bollards to alert drivers to the school pedestrian gate. Cllrs approved this resolution. It is for the school to check if permission is required from Highways.
c.	Hedges beyond litter bin, Grimley village. Thanks were expressed to the local farmer for cutting the hedges and those along by the Smaller Charities land.

Clerk

30/18 Reports from Representatives - To discuss updates and formulate Motions not requiring written notice.

a.	Peace Hall Management Committee No report was available.
b.	Tarmac Quarry Liaison Committee Completion of soil importation is ongoing. Tree planting is ongoing (trees on order) with hopes for planting in the next few weeks..
c.	Grimley Smaller Charities £1000 annual income resulting from the pony paddock.

31/18 General Finance and Administration - To receive and discuss updates and formulate Motions not requiring written notice.

a.	To consider and motion to approve the payment of outstanding accounts. <i>To note that one receipt from Clerk for postage and envelopes from Hallow post office is not itemised (ie is card receipt only)- motion to approve payment of these expenses.</i> All duly inspected and approved .
b.	To receive and motion to accept the Bank Reconciliation - Duly approved .
c.	Motion to appoint new signatories for bank account and for online banking. The Clerk was instructed to apply for all cllrs to become signatories.
d.	General Data Protection Regulations (GDPR). Update provided from Clerk. All Cllrs to begin reviewing information held on home laptops and to delete personal information (names, addresses etc) no longer required.
e.	To note Cllrs who have yet to submit a Register of Interests to MHDC. Duly noted. To be actioned by two Cllrs.

Clerk

All Cllrs

Cllrs

32/18 – Correspondence not dealt with elsewhere

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

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| a. Facebook – new Facebook parish noticeboard service, review of and feedback from. – Cllr were pleased with uptake. |
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33/18 – 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.

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| a. Cllr Refresh Training, County Hall, 7pm, Wed 28th Feb 2018 . All to attend please. New date: 13 th March, 7pm. <i>Apologies received Cllr Stanley & Cllr Jones. Cllr Sweeney also passed his apologies.</i> |
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Cllrs

<p>b. Consideration for establishing a new post of parish path warden: a voluntary position, working with WCC Countryside Service to help maintain, improve and promote Worcestershire's public rights of way network, using their local knowledge. Cllrs requested that a map of local footpaths be distributed.</p>	Clerk
<p>c. NE Higher Tier Stewardship Grant deadline for submitting applications is the 13th April 2018. Deadline for requesting an application pack is 9th March – request will be made shortly, subject to PCllrs decision ref feasibility study.</p>	Clerk
<p>d. March agenda – Motion to incorporate NALC guidance (CALC update 18-7) on reporting data protection breaches within Standing Orders.</p>	Clerk
<p>e. Slabs under bin Grimley village. Cllrs instructed the Clerk to obtain a quote.</p>	Clerk

34/18 Next scheduled meeting 19th March 2018, 7.30pm, Peace Hall.

Appendix 1: Items for payment.

Simon Skeys	Litter bin reposition Grimley village & 2 bollards Grimley approach road. Invoice no: 12. Our order codes: GPC201737 & GPC201729).	£55.00	Vat nil
Simon Skeys	Lengthsman monthly timesheets Dec 2017: £138.00 & Jan 2018: £161.00	£299.00	VAT nil
SLCC Enterprises Ltd	Webinar training for Clerk. Data Protection Webinar 15. 08/02/2018. (Our order code: GPC201732). Invoice number: 124660.	£36.00	VAT £6.00
Glasdon UK Limited	Edgemaster20™ Posts x 7 (Below-ground fixing). Replacement bollards for Peace Hall verge protection. Invoice number: 745282.	£106.01	VAT £17.67
Worcestershire CALC	NALC Good Councillors guide books 2017 x5. Invoice 7222. (Our order code: GPC201726)	£21.25	VAT nil
Lisa Stevens	Clerk wages [Jan 2018]	£365.44	VAT nil
Lisa Stevens	Expenses. GPC201703.	£163.72	VAT under calculation
Lisa Stevens	Additional work (20 hours) outside contractual hours for Monkwood Green Management group. GPC201704.	£228.40	VAT nil
Parish Magazine Printing	Smart water leaflets x 400 (£49.00) and Monkwood leaflets x 400 (£49.00). Invoice not received in time.	£98.00	
Worcestershire CALC	Clerk training 12th Feb 2018. ICO standards. Information required by law to be published in order to meet Transparency code, FofI, data protection and Local council award scheme. Invoice not received in time		

Chair (19 March 2018)