

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

**Present:** E A Taft (Chair), G James, D Lewis,  
D Stanley, G Sweeney, R Weaver, R Woodhouse.  
**In Attendance:** Mrs L Stevens (Clerk & RFO), 5 Members of the public.  
**Apologies:** A Atkinson (arrived mid meeting), P Ayers,  
District Cllr Dean Clarke, County Cllr Phil Grove

**142/18 Declarations of Interest**

<b>a.</b>	None.
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**143/18 Minutes of the previous meeting**

<b>a.</b>	22 <sup>nd</sup> October 2018 Monthly Meeting of Grimley Parish Council. Duly <b>approved</b> .
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**144/18 Public question time**

<b>a.</b>	<p>AD spoke on behalf of another resident LS, reporting an incident of dangerous driving in Grimley village 18<sup>th</sup> November, where her car was forced off the road by a 4x4 entering the village at speed. Considerable damage was caused to the car belonging to LS and new tyres were required. The 4x4 failed to stop. Cllrs expressed dismay at this latest report of poor driving and speeding in Grimley village and referred to a later section in the agenda reference a speeding Tesco's van. Cllrs requested that incidents such as this continue to be reported to the Parish Council for use as an evidence base. The Lengthsman is to be reminded to clear the overgrown hedge from the 30mph signs at the entrance to Grimley village. Those responsible for maintaining the hedges are again requested to lower the height of the hedges in that section in order to improve visibility. The Clerk had recently explored the option of 'Billy and Belinda Bollard' equipment in the village, but the cost of purchase and installation of one bollard is over £700. The Clerk was <b>instructed</b> to approach the school to see if they would consider a joint project/are able to access funding and, to inform them of this latest incident.</p> <p>No other questions were received and the Chair reinstated standing orders.</p>
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**145/18 To Receive the Report of the County Councillor – Phil Grove**

<b>a.</b>	<p>In CCllr Grove's absence, his report had previously been distributed.</p> <ul style="list-style-type: none"> <li>- Work on the new Worcestershire Parkway railway station at Norton is progressing well with external steelworks and glazing nearly finished. Platforms due to be built over the next 3 months.</li> <li>- Support for the NHS 'keeping antibiotics working' campaign. <a href="http://www.nhs.uk/antibiotics">www.nhs.uk/antibiotics</a></li> <li>- 30 gritting vehicles have been on standby since 15<sup>th</sup> October. 14,000 tonnes of rock salt plus 'brine spraying' equipment for maximum efficiency. @WorcsTravel #GritterTwitter</li> <li>- Flood risk management has received £500,000 funding from Central Gov. Worcestershire is one of 26 'Catchment Scale Projects' to be funded by a £15million DEFRA allocation for Natural Flood Management. The project in Worcs will focus on Dowles Brook (Wyre Forest), Barbourne Brook (Worcester City) and a cluster of River Avon tributaries.</li> </ul>
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**146/18 To Receive the Report of the District Councillor – Dean Clarke**

<b>a.</b>	DCllr Clarke had previously passed apologies but has been assisting the Clerk via email reference SWDP consultations.
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**147/18 Planning** - to consider, comment and resolve to respond to the following applications.

<b>a.</b>	<p><b>18/01393/HP Moorcroft, Sinton Green, Hallow, WR2 6NW. Demolition of existing utility accommodation and proposed construction of new rear and side extension. Replacement of existing roof to create first floor accommodation with new roof space. Applicant: Densley. Officer: A. Priestley.</b></p> <p>Cllrs commented on the size of the footprint of the new build and also on the orientation of the building in relation to solar gain, but had no material objections to make.</p>
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**148/18 Sinton Green facilities** – To discuss updates and formulate Motions not requiring written notice.

<b>a.</b>	<p><b>Play equipment for Sinton Green.</b></p> <p><b>i. Cllrs to formally approve Play Equipment Working Party Terms of Reference.</b></p> <p>Duly <b>approved</b>. Working party currently has four members and would welcome more residents from any section of the parish.</p> <p><b>ii. Verbal report from the Working Party.</b></p> <p><i>Standing orders were suspended to allow the public to contribute.</i></p> <p>The minutes of the previous working party had been received by the Clerk and are available. A date for the next meeting had not been set. Members expressed their hopes to work with other members of the community in order to find an agreeable position where all opinions are considered. Items considered at the meeting included: how many children and what type of play equipment; possible locations; fundraising; and, value for money. Members would very much welcome anyone else who may like to join this working group.</p> <p><i>Standing orders were re-instated at this point.</i></p>
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**149/18 Monkwood Green** - To discuss updates and formulate Motions not requiring written notice.

<b>a.</b>	<p><b>Service roads – Two quotations to debate. Resolution to commission work</b></p> <p>Two quotations for private service road repairs were considered:</p> <p>i. £2500 plus VAT, with need for the Clerk to purchase aggregate separately and get delivered. Roads covered: phone box to Blackberry Cottage AND road to The Croft. Obtained by Cllr Lewis. References requested, with mixed results.</p> <p>ii. £2500 plus VAT with aggregate included in price. Roads covered: phone box to Blackberry Cottage only. Obtained by Cllr Weaver. References provided and of good quality.</p> <p>- The Clerk had had obtained a quotation for the type of material that Natural England would endorse (dolerite): 40t 20/40mm Single Size Dolerite. £26.95 p/t (Based on full 20t loads +vat) = £1,078. £1078 (aggregate) + £88.00 (site time) + £90 (for split load) + £100 (for 6 wheeler) + £80 (for chuted vehicles) = <u>£1436</u> estimated costs based on the above, not including returns.</p> <p>- Cllrs voted and <b>agreed</b> to proceed with the second quotation asap, with a view to filling potholes on the road leading to The</p>
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	Croft in spring 2019. Clerk to liaise with Cllr Weaver and to inform residents once start dates are known. Also to inform Highways ref risk assessment.
b.	<p><b>Well opposite Woodcote. To consider ownership, future repairs and access to water.</b></p> <p><i>Standing orders were suspended to allow the public to contribute</i></p> <p><b>Summary:</b> This item concerns ownership of the well on Monkwood Green Common, currently surrounded by iron railings. Cllrs have commissioned repair of well but the contractor remains extremely busy. A local resident considers that the well is covered by their own house deeds and has expressed a willingness to take over care of the well, whilst allowing ongoing access to the water by the Parish Council and animals on the Common. Currently the well is in poor state of repair and the water cannot be utilised.</p> <p><b>Details:</b> GG of Woodcote spoke and provided a copy of his house deeds to the Parish Clerk. The deeds give reference to a garden well but do not confirm location of that facility. A search of the property garden itself has not proved fruitful. GG spoke ref the following:</p> <ul style="list-style-type: none"> <li>- Historically, wells had to be a certain distance away from privies etc. The distance of the well on Monkwood Green Common from Woodcote falls within this distance.</li> <li>- Woodcote used to be a shop and chapel and in this respect the well would have been a facility used by both of these.</li> <li>- The bricks are fairly modern on the well itself, but the outflow pipe leading from the well run towards Woodcote.</li> <li>- GG proposed that he register the title for the well and conduct repairs to it at his own cost, including: removal of the iron railings, which are reported to be in a poor state of repair; install a 1m high wall with hinged cap; install an electric pump in order to extract water for use in his garden and for use by animals on the Common.</li> </ul> <p><b>Cllrs comments:</b></p> <ul style="list-style-type: none"> <li>- Motion of thanks to GG for clearance of scrub.</li> <li>- No objections to the proposals by GG at this early stage and a general acceptance that the ownership of the well is unclear at present. A welcome to the opportunity to clarify the situation.</li> <li>- DL noted that both BP and AA had always assumed the well ownership to be that of Woodcote.</li> <li>- Natural England would need to be consulted.</li> <li>- Parish Council solicitor would need to be consulted and would need to be involved in drafting an agreement confirming the Parish Council right to access the water for use on the Common and by animals belonging to the Commoners/Contractors employed by the Council/Parish Council itself.</li> <li>- The parish Council would not be responsible for fees charged by the Land Registry concerning GG and Woodcote.</li> <li>- If ownership of the well is transferred/registered by GG, a wayleave or some such similar item of 'rent' for access to the Common (by pump electricity cables) might be appropriate.</li> <li>- GG has a valid deed of access of right of way to the Common.</li> </ul>

	<ul style="list-style-type: none"> <li>- Clerk advised that as the well is on public land (Common owned by the Parish Council), all due opportunity for comment by members of the public would need to be given.</li> <li>- £900 grant given by previous County Councillor to be put towards solicitor's expenses and the potential for the remainder to be put towards repairs conducted by resident.</li> <li>- Existing stone purchased for repairs is with BP.</li> </ul> <p><i>Standing orders were re-instated at this point.</i></p>
<b>c.</b>	<p><b>Electric fence belonging to Parish Council. To resolve upon care and maintenance requirements over winter.</b></p> <p>Cllr <b>instructed</b> the Clerk to organise removal of the electric fence over winter. Cllr Richard Weaver and GG volunteered to assist.</p> <p>Clerk requested permission to purchase additional corner stakes in readiness for when the electric fence is put back up in the spring. Cllrs <b>approved</b> purchase. Cllr Stanley agreed to assist with installation upon purchase.</p>

**150/18 Grimley village – To discuss updates and formulate Motions not requiring written notice.**

<b>a.</b>	<p><b>Report on dangerous driving by Tesco's delivery lorry.</b></p> <p>Employer has confirmed that the driver is to be subject to disciplinary action.</p>
<b>b.</b>	<p><b>New passing places sign. Evaluation of effectiveness and placement</b></p> <p>Cllrs <b>instructed</b> the Clerk to request that the sign is repositioned or that an additional sign is purchased by Highways. The current sign is not visible to traffic approaching from the Holt direction.</p>

**151/18 Parish wide facilities - To receive and discuss updates and formulate Motions not requiring written notice**

<b>a.</b>	<p><b>"We don't buy crime" smart-water project.</b></p> <p>A formal offer has been received from the Police Crime Commissioner and appropriate paperwork signed. Clerk is liaising direct with Smartwater concerning purchase. It is likely that the packs will be ready for distribution in early 2019. 3<sup>rd</sup> march litter pick may be an opportune event to arrange for residents to collect.</p>
<b>b.</b>	<p><b>Phone booth(s) maintenance update.</b></p> <p>Cllr Ayers is looking into sourcing some shelving units for the booth at Monkwood Green, in readiness for a community library facility.</p>
<b>c.</b>	<p><b>Salt order for the bin at Grimley approach road under care of Parish Council. Also to consider whether reserve salt supplies should be held centrally in the parish.</b></p> <p>The Clerk confirmed that a Highways delivery of salt would be charged at £140 per tonne bag (smaller amounts cannot be delivered by Highways). Deadline for order is 30<sup>th</sup> November. Cllrs considered that storage of a tonne of salt would be impractical. The single salt bin under the car of the parish council is 2/3rds full. Cllrs also acknowledged that much of the parish is on a bus route, which is salted by Highways. Additional salt for the parish can be sourced from elsewhere should the need arise. Therefore no action.</p>

Cllr Atkinson arrived at this point in the meeting.

**152/18 Reports from Representatives - To discuss updates and formulate Motions not requiring written notice.**

a.	<p><b>Armistice Day Commemorations 2018 report on success.</b> The whole event was a marvellous, respectful and poignant success. The following report has been received from the organisers: "On behalf of The Magazine for the Parishes of Hallow and Grimley with Holt, please convey our thanks to Councillors for the support afforded by them during the preparation for the WW1 Armistice Commemorations across the Benefice on November 11th this year. Following the events that day, monies totalling £582.08 have been handed to The Royal British Legion Poppy Appeal 2018. It is hoped that during 2019 other activities can be arranged involving the villages working together as they did earlier this month."</p>
b.	<p><b>Peace Hall Management Committee.</b> The Management Committee continue to investigate sources of funding and grants in order to keep up the renovations and in the hope of fixing the guttering over the coming year. Members of the Management Committee are involved with the Playarea Working Party in order to provide support and information where they can.</p>
c.	<p><b>Tarmac Quarry Liaison Committee.</b> Next meeting may take place in March 2019. Replacement trees are due to be planted in March as well.</p>
d.	<p><b>Grimley Smaller Charities.</b> The field has been rented at £850 per annum on a three year contract to a bird watching organisation, for use for parking by its members. The field is secure and will remain so. No additional surfacing requirements and no additional signs are required, though members of the Committee advised that they will be monitoring security, site condition and litter, as per usual maintenance requirements. Cllrs expressed thankfulness that the field was rented in such a short space of time and for suitable amount.</p>
e.	<p><b>Lengthsman - Motion to receive and approve future items of work.</b></p> <ul style="list-style-type: none"> <li>- Clear drains and grips in Grimley village – reminder.</li> <li>- Clear 30mph signs Grimley village – reminder.</li> </ul>

**153/18 General Finance and Administration - To receive and discuss updates and formulate Motions not requiring written notice.**

*All members of the public left, of their own volition at this point in the meeting, to the disappointment of Cllrs, who were next due to discuss the issue of precept.*

a.	<p><b>To consider and motion to approve the payment of outstanding accounts.</b> All duly inspected and <b>approved.</b></p>
b.	<p><b>To receive and motion to accept the Bank Reconciliation October.</b> Duly <b>approved.</b></p>
c.	<p><b>With regard to update legislation on the General Data Protection Regulations (GDPR), to confirm the following:</b></p> <ol style="list-style-type: none"> <li>i. To confirm that Mrs Lisa Stevens is duly appointed as a (non-mandatory) Data Protection Officer<sup>1</sup> for Grimley Parish Council. <i><sup>1</sup>DPO - A person or organisation who determines the how and what of data processing. Data Protection Officers are responsible</i></li> </ol>

	<p><i>for overseeing data protection strategy and implementation to ensure compliance with GDPR requirements. This removes the necessity of appointing an external body or consultant. This appointment is best practice in line with GDPR legislation.</i></p> <p>Cllrs asked if the Clerk was willing to accept this responsibility and received an affirmative. No additional salary requirements. Duly <b>approved</b>.</p> <p>ii. To confirm that Mrs Lisa Stevens, is duly appointed as an authorised data processor<sup>2</sup>. <sup>2</sup><i>Data Processor is any organisation or person who processes personal data on behalf of the data controller (Grimley Parish Council). This appointment is a requirement of GDPR legislation.</i></p> <p>Cllrs asked if the Clerk was willing to accept this responsibility and received an affirmative. No additional salary requirements. Duly <b>approved</b>.</p>
d.	<p><b>To begin considering budget and precept for 2019/2020 financial year.</b></p> <p><i>A formal vote on the 2019/20 budget and parish council precept 2019/20 will be made on 3rd December. Parish Cllrs debated a rise of not more than 3% for 2019/20. ('Precept' - amount of annual household council tax bill that goes to the Parish Council via the District Council). A 1% rise would equate to an additional 0.58p (approx. per annum) from each Band D property in the parish. A 2.5% rise would equate to an additional £1.41 (approx. per annum) from each Band property in the parish.</i></p> <p>The item on precept is habitually left until later in the meeting by historical request of residents, so that persons working and travelling home have sufficient time to attend this section. Residents can also speak on the issue of precept at the public question time at the beginning of the meeting. Residents can also request that the agenda be re-ordered and signage is in place stating this fact. No such request was made at this meeting.</p> <p>Cllrs confirmed that parishioners had been suitable consulted about ownership of Monkwood Green Common and SSSI and that residents had opted for the parish council to retain ownership in spite of increasing maintenance costs. This and other projects planned next year, mean that a rise of 2.5% is justified and necessary. (Voted and <b>approved</b>. Proposed R.W. Seconded G.S. No objections). Cllrs <b>instructed</b> the Clerk to advertise on Facebook that this is the decision to be voted upon on 3rd December – by way of last opportunity for resident comment.</p>

**154/18**

a	<p><b>Dates for diary, any other business, items for future agenda -</b></p> <p>Cllrs may use this opportunity to report minor matters of info not included elsewhere on the agenda and to raise future items.</p> <p>a) Note that the small but deep pothole midway up the hill on the road from Sinton Green to Monkwood has been rereported to Highways. Ref number: 610561. – Since repaired.</p> <p>b) Note that Mr RL has kindly volunteered for the position of footpath warden has stepped forward. County Hall has been informed and training will be arranged.</p>
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<b>b</b>	<p><b>Items for future agenda:</b></p> <ul style="list-style-type: none"> <li>i. Follow up to proposal for new litter bin, opposite The Old Vicarage, Grimley, at entrance to public footpath 593(C). MDHC have confirmed that they would empty at this location.</li> <li>ii. Feasibility study – progress on claim to Natural England for 80% of funding. To be added to future agenda once Natural England have progressed this claim.</li> <li>iii. Commoners association – progress.</li> <li>iv. Asset of community value – progress.</li> </ul>
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**155/18 Date of Next Scheduled Meeting – 19<sup>th</sup> November 7.30pm, Peace Hall, Sinton Green.**

The press and public are cordially invited to attend this meeting.

**Appendix 1: Items for payment.**

Mr Philip Leary	Pond Clearance Sinton Green. Disposal of reeds and slurry. Grass Seed. Invoice dated 14 <sup>th</sup> September & received by Parish Clerk 19 <sup>th</sup> October 2018.	£450.00	VAT nil
Simon Skeys	Sinton Green Mowing.	£150.00	VAT nil
Simon Skeys	Lengthsman invoice September 2018	£276.00	VAT nil
R. Edwards	Expenses for the Armistice Day Cream Tea, Sinton Green. 11 <sup>th</sup> November. Receipts received 14 <sup>th</sup> November 2018.	£52.08	VAT under calculation
Claire Mason	Expenses for the Armistice Day Cream Tea, Sinton Green. 11 <sup>th</sup> November. Receipts received 14 <sup>th</sup> November 2018. Clotted cream £26, Crayons £2.50, Coloured pencils £3.50, PVA £1.50. Additional £11 unreceipted items for which Cllr have given emailed approval for payment prior to Parish Council meeting: Paper plates x 2 (£1 each), Tissue paper x 8 (£1 each), Glue spreaders x 10 (10p each).	£44.50	VAT under calculation
Lisa Stevens	Clerk wages [October 2018] As per new contract of <u>12 hours</u> per week, rate of £12.01 per hour.	£576.48	VAT nil
Lisa Stevens	Expenses. GPC201703. Includes reimbursement of <u>VAT</u> and carriage costs £52.31 on purchase of Armistice Celebrations wall plaque for Peace Hall. Includes £29.99 for new shelving unit allowing storage of lever arch files.	£143.66	VAT under calculation
HMRC	PAYE Sept – Oct Q2 2018/19	£7.44	Vat nil