

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

**Present:** D Stanley (Chair), G James, D Lewis, G Sweeney, R Woodhouse.  
**In Attendance:** Mrs L Stevens – Clerk, District Cllr Dean Clarke,  
County Cllr Phil Grove, 6 Members of the public.  
**Apologies:** A Atkinson, P Ayers, E A Taft, R Weaver.

**103/18 Declarations of Interest:**

The following declarations had been made prior to the meeting:

- Richard Weaver –in general discussions relating to the maintenance of Monkwood Green, including service roads, as resident of Monkwood Green.
- Richard Weaver - Participate in general discussions relating to Commoners Association - Property may have lapsed Commoners Rights.
- Pam Ayers - Participate in general discussions relating to Commoners Association - Property may have lapsed Commoners Rights.
- Georgina James – all aspects of care and maintenance for Sinton Green village common, as resident of Sinton Green.

Cllrs duly granted all above dispensations for participation and voting until the next full council elections in May 2019. Clerk to enter the above in to records.

**104/18 Minutes of the previous meeting**

<b>a.</b>	18 <sup>th</sup> June 2018 Monthly Meeting of Grimley Parish Council & 18 <sup>th</sup> June 2018 Staffing Committee meeting – both duly <b>approved</b> .
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**105/18 Public question time**

<b>a.</b>	<p><b>Defibrillators</b> AW spoke concerning residents’ desire for defibrillators to be present in the parish. After discussion residents <b>agreed</b> to explore grants and fund-raising opportunities. Councillors <b>confirmed</b> that they would allow the two adopted phone booths to be used to house such equipment. Peace Hall Management Committee reps also confirmed that they would welcome a defibrillator fixed to an external wall of the hall, subject to terms of use negotiated with the parish council (e.g. electricity/insurance). Councillors requested that fund raising should be for the entire parish and that ideally three defibrillators would be funded – reflecting the dispersed nature of the parish. The issues of annual maintenance, volunteer training, ‘Do Not Resuscitate’ and booth electricity supply all need addressing.</p> <p><b>Churchyard maintenance</b> The newly appointed churchyard warden TR was welcomed by Councillors and spoke of the need to engage the community in a wider plan for the churchyard. Plans could include more regular care of the graves, leaving the middle section as a wild garden, facilities for sparking young interest, including a wildlife maze designed by the school and opening up the church on 2<sup>nd</sup> Saturdays and 4<sup>th</sup> Thursday for building maintenance working parties. The Wardens are looking for volunteers to help create a management plan. Councillors invited the wardens to submit a brief description of plans once finalised, so that an annual donation towards churchyard care could be granted by the Parish Council.</p>
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	<p><b>Sink Hole Sinton Green</b></p> <p>Residents stated concern about the dangerous sink hole, centre of the road, opposite the Old Post Office Sinton village green. The Clerk reported that Severn Trent and County Highways had both declined ownership of the problem, hence the delay. Highways have reported that previous repairs by Severn Trent were inadequate. Severn Trent are reported to be refusing additional site inspections.</p> <p>No other questions were received and the Chair reinstated standing orders.</p>
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**106/18 To Receive the Report of the County Councillor – Phil Grove**

a.	<p>Cllr Grove granted £500 towards the defibrillator project. Cllr reported that it may be possible that the Elgar Foundation archives could be 'saved' and stored in the Hive. Gave confirmation that the southern link road (Whittington to Norton), is due for completion Spring 2019. A footbridge across that road is awaiting funding. The dualling of the A4440 (Ketch to Powick) is due for completion 2021. The reasons for the inaccessible parish council website (hosted by County Hall) are currently being investigated.</p>
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**107/18 To Receive the Report of the District Councillor – Dean Clarke**

a.	<p>DCllr Clarke offered assistance in fund raising for a defibrillator. A barn dance was one option mooted. It was reported that the preschool is full for the term beginning September 2018. DCllr Clarke has also been chasing up repairs for the sinkhole and a response from Jack Hegarty regarding the parish council letter about lack of planning enforcement funding.</p>
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**108/18 Armistice Day Commemorations 2018**

a.	<p><b>Standing orders were suspended to allow the public to contribute.</b> The Clerk gave an update. Plans are underway for a celebration and respectful remembrance of the 100 local people who gave their lives in both world conflicts – 80 in WW1 and 20 in WW2. This year the 11<sup>th</sup> Nov falls on a Sunday. Hallow, Holt and Grimley communities and Parish Councils will be involved, as will the church/es and the Peace Hall. The Peace Hall Management Committee <b>agreed</b> an hire cost reduction to £6 per hour, with thanks given by Cllr Stanley.</p>
b.	<p><b>Motion to approve Grimley Parish Council involvement and appoint reps. Duly approved.</b> Cllr Taft and Cllr Atkinson volunteered with thanks from all.</p>
c.	<p><b>Motion to commit to a donation up to threshold of £250. Duly approved.</b></p>
d.	<p><b>Motion to delegate powers to Parish Council representatives.</b> (Delegation of powers to make decisions on behalf of Parish Council, to approve project plans and to spend/approve expenditure of the budget/donation agreed above without prior approval from Full Council). <b>Duly approved.</b> The Chair reinstated standing orders.</p>

**109/18 Monkwood Green - To discuss updates and formulate Motions not requiring written notice.**

a.	<p><b>Feasibility Study by Footprint – to consider Natural England feedback and formulate a response to both parties.</b> The Clerk reported that Natural England (NE) are dissatisfied with the final Feasibility Study report and has provided an 18 page document of criticism and request for re-writes.</p>
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	<p>Cllrs expressed their disappointment with NE, as they and local experts alike had been extremely pleased with the Study. CB has estimated that a study based on NE's latest comments would be upwards of £30k rather than the £6,603.90 quoted. NE have since stated that they are not at fault if contractors under-quote for a project. Councillors expressed dismay that if all three of the quotes ranges from £4.5k to £7k, then it is the NE spec that can be considered at fault and <b>requested</b> that this be put in writing to NE.</p> <p>The Clerk reported that a re-write is necessary if the grant from Natural England is to be still awarded to the Parish Council. NE has confirmed by email that <i>"if the redraft of the study meets the requirements of NB's (NE)'s brief then NE will be able to make the contribution to cost as set out when the study was commissioned"</i>.</p> <p>Footprint have received the NE feedback, feel that most of the comments pertain to items outside the project spec, but have confirmed that they are willing to conduct necessary re-writes without further charge to the Parish Council. Where points made by NE are completely unrealistic, Footprint will offer the Parish Council the chance to commission these extra details.</p> <p>The Clerk summarised that NE had instructed the Parish Council to incur a significant expense (i.e. in commissioning the Feasibility Study - in order for the Parish Council to be eligible for a subsequent Countryside Stewardship Grant), had provided the spec for the project, had expressed strong preference for a contractor (Footprint) after the Parish Council went out to tender and whilst the Parish Council has followed all instructions to the letter, they (NE) are able to nonetheless withdraw the grant. The Clerk also advised that applications for a NE Higher Tier Countryside Stewardship (worth £4k pa) would need to be delayed until 2019 because of the above.</p> <p>Councillors <b>instructed</b> the Clerk to make a FofI request for the results of the soil sampling conducted by Clerk and CB but processed by NE. The Clerk's previous FofI request for copies of Hartlebury Common, Pound Green Common and Castlemorton Common Feasibility Studies has been declined by NE with no reason given. Cllrs <b>instructed</b> he Clerk to make the request again asking for full reasoning.</p>
<p><b>b.</b></p>	<p><b>General update/progress – including grazing, mowing, Commoners Association and concerns from residents relating to fire risks.</b></p> <ul style="list-style-type: none"> <li>- Letters have been sent to Commoners asking if they wish to set up a Commoners Association. Two written responses so far. Deadline to respond is 31st July 2018. After that they can request to change their mind at any time. The PC must still keep them informed of key votes regardless of their decision. Terms of reference must be drafted. Clerk to start, CA to finish.</li> <li>- RP has been sent an updated contract for £1400 inclusive of VAT for mowing, as per his request that he be paid additional in order to dispose of unwanted and useless arisings from the common. Cllrs <b>agreed</b> this price increase but questioned whether the quality of hay is as low as is generally thought.</li> </ul>

	<p>Residents have expressed concern of the fire risk on the Common. NE has given permission to mow early/before 17th August, but other stakeholders have strongly advised that the SSSI status requires later mowing on account of the endangered invertebrates and grass seeds that must drop in order to germinate next year. Cllrs resolved that the areas round the Fox be mowed and a fire break mowed between the common and the houses along 'Noticeboard to Blackberry Cottage' service road. The rest is to be left for four more weeks to allow the butterflies to finish. RW to speak to RP concerning this.</p> <ul style="list-style-type: none"> <li>- RP has been sent and verbally agreed to the list of conditions for using the PC electric fence and has put sheep on the site.</li> <li>- Generic letters ref illegal verge trimming/skips and parking will be sent to all residents that live along the service road 'Noticeboard to Blackberry Cottage'</li> <li>- Letters ref access rights will be sent to four properties.</li> </ul>
<b>c.</b>	<p><b>Service road repairs - update.</b> Countryside Services and Alun Griffiths have submitted quotes. (£25k and £80k respectively for full road replacement). Both have been asked to look at the spec again and revise downward.</p>
<b>d.</b>	<p><b>Well maintenance – update.</b> Cllrs had previously <b>approved</b> the schedule of repair. Cllr Woodhouse reported that the resident will commence the project when the weather changes. Cllrs gave an additional three months and then the project will be put out to contractors.</p>
<b>e.</b>	<p><b>To consider a request from residents for permission to hold a social event on Monkwood Green Common.</b> Cllrs <b>agreed</b> with the proviso that local residents be informed in writing of the date and that 22<sup>nd</sup> September (Peace Hall fund raising event) be avoided.</p>
<b>f.</b>	<p><b>To consider correspondence from a resident concerning a minor change of access not affecting parish council land</b> Cllrs had no objections or comments to make.</p>

**110/18 Sinton Green facilities** – To discuss updates and formulate Motions not requiring written notice.

<b>a.</b>	<p><b>Noticeboard repairs and update on investigation into damage of the board at Sinton Green (including boards at Grimley village, Monk/W Green and Peace Hall).</b> BJ quoted £2k +/- 10% for bus shelter and noticeboard repairs, with the exception of the footpath noticeboard at the Peace Hall, which requires entire replacement. Cllr Woodhouse to seek quote/contractor for replacement footpath noticeboard. Cllrs <b>accepted</b> the quote and <b>approved</b> accepted invoices in instalments.</p>
<b>b.</b>	<p><b>Play equipment for Sinton Green.</b> The Clerk reported collating additional consultation responses. A significant number of Sinton Green residents have proposed the idea of a tractor placed on the village green for children to clamber over. Cllrs <b>instructed</b> the Clerk to explore costs, lottery funding, insurance issues, signage, and how to make such equipment safe. Cllrs <b>approved</b> the idea in theory, subject to the above and to final consultation with residents, via distribution of these minutes.</p>

<b>d.</b>	<b>Sink hole near noticeboard.</b> Already covered above.
<b>e.</b>	<b>To consider request from resident to park up to 12 vehicles on the village green for a one-off family event 11th August 2018.</b> Duly <b>approved</b> .

**111/18 Grimley village – To discuss updates and formulate Motions not requiring written notice.**

<b>a.</b>	<b>Grimley approach road – dangerous parking in passing places and speeding.</b> Hannah Davies (WCC) is raising the option of yellow paint at her next meeting. Cllrs <b>approved</b> this option. Hedge is confirmed as being owned by Church Commissioners. Dave Jew (WCC) has confirmed that there is "scope for an advisory sign stating "Single track road with passing places" at A443 end of the lane (on the grass triangle verge). This should reinforce the fact that drivers shouldn't park obstructively, in the passing places, or any other unsuitable places. Unfortunately, at the actual passing places, there is no verge space to site "passing place" signs on posts." Cllr <b>approved</b> this option and the Clerk was <b>instructed</b> to confirm.
<b>b.</b>	<b>To further consider Parochial Church Council donation ref churchyard maintenance.</b> Already covered.

**112/18 Parish wide facilities - To receive and discuss updates and formulate Motions not requiring written notice**

<b>a.</b>	<b>"We don't buy crime" smart-water project - update.</b> The Clerk reported that the original offer from West Mercia Police was to provide Smart Water kits to the Parish Council at a reduced rate of £8.90 per kit (normally £25 per kit) and free street signage across the parish indicating that this is a 'Smart Water parish'. In order to qualify for this, 147 parish households needed to sign up. After numerous drop outs, the current number of households signed up is 93. This does not qualify the parish for the above project.  However the Police Crime Commissioner has offered to pay for 25% of the overall cost of smart water, at the reduced rate of £8.90 plus VAT, but NO signage would be included. EG if 100 houses required a smart water kit, the parish council could provide 75 kits and the crime commissioner would provide 25 kits. Cllrs discussed whether having smart water reduces insurance premiums. The Clerk had been unable to clarify. Cllr <b>approved</b> proceeding with this amended offer and delegated powers to Clerk. Initial expenditure to Parish Council would be approx £801. The Parish Council will look at purchased signs separately next year, since Cllrs <b>agreed</b> that the widespread presence of SmartWater in the parish should be advertised in order to put off would be criminals.
<b>b.</b>	<b>Phone boxes – update on maintenance assessment progress.</b> Cllr James to chase.
<b>c.</b>	<b>Bus shelters – to receive a quotation for maintenance, including weatherproofing and apex repair as necessary.</b> Already discussed and <b>approved</b> .

**113/18 Reports from Representatives - To discuss updates and formulate Motions not requiring written notice.**

<b>a.</b>	<b>Peace Hall Management Committee</b> Cllrs Atkinson and James reported that they continue to liaise with the Management Committee. 2020 will mark 100 years of the Peace Hall.
<b>b.</b>	<b>Tarmac Quarry Liaison Committee</b> Cllr Stanley reported that 30% of the newly planted trees have died due to the dry conditions. Soil is being placed on the old quarry site.
<b>c.</b>	<b>Grimley Smaller Charities</b> No update on previous information.

**114/18 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. All duly inspected and approved.</b>
<b>b</b>	<b>To receive and motion to accept the Bank Reconciliation – Duly approved.</b>
<b>c</b>	<b>To note new signatories to Parish Council bank account, with powers to review bank accounts online. Risk assessment has been updated. Duly noted.</b>

**115/18 Correspondence & items** not dealt with elsewhere.

- **To note that Lengthsman contract for 2018 and signed contract for mowing Sinton Green has now been received by the Clerk. Duly noted.**
- **Council tax /precept:** The Parish Council will be discussing next year's council tax precept (how much you pay to the Parish Council via your County Council bill) in October 2018 – please get in touch and tell us what you think now.

**116/18 Date of Next Scheduled Meeting – 17<sup>th</sup> September 7.30pm, Peace Hall, Sinton Green.**

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

**Appendix 1: Items for payment.**

Simon Skeys	Lengthsman invoice June 2018. X 7 hours	£80.50	VAT nil
Simon Skeys	Sinton Green Mowing x 1 cut 30/06/18	£75.00	VAT nil
Peace Hall Management Committee	Previously agreed donation towards new chairs Peace Hall	£350.00	VAT nil
Lisa Stevens	Clerk wages [June 2018] As per new contract of <u>12 hours</u> per week, rate of £12.01 per hour.	£ 576.48	VAT nil
Lisa Stevens	Clerk wages [ <b>July</b> 2018] <i>This item is normally paid one month in arrears. As there is no scheduled Parish Council meeting in August 2018, cheque to be signed now but dated <b>20<sup>th</sup> August 2018</b> and not to be cashed before that time.</i>	£576.48	VAT nil
Lisa Stevens	Backdated wage increase April & May 2018 as per contract (ie at rate of <u>8 hrs per week</u> ) <i>(Previous Clerk hourly rate was £11.42. New hourly rate agreed at Staffing Committee on 18<sup>th</sup> June 2018 is £12.01 – as per CALC advice on standard clerk annual pay-scales).</i>	£37.76	VAT nil
Lisa Stevens	Expenses. GPC201703. <i>Includes litter picking equipment approved at previous parish council meeting, equipment for electric fencing, padlock for energiser security box, security signage, replacement parts for Monkwood Green trough, Lloyds Bank secure/signed for postage of signatory paperwork, stationery, Staples shredding services for archived paperwork no longer compatible for storage under GDPR . Also includes ravel expenses for attendance at MWGreen for soil sampling, electric fence installation, strimming under fence etc.</i>	£458.11	VAT under calculation
Lisa Stevens	Additional work (10 hours) outside contractual hours for Monkwood Green Management group. GPC201704. <i>This item is now normally paid one month in arrears. As there is no scheduled Parish Council meeting in August 2018, cheque to be dated <b>20<sup>th</sup> August 2018</b> and not to be cashed before that time.</i>	£120.10	VAT nil

Chair ..... (17 September 2018)  
Nb. No meeting in August 2018