

# Annual Meeting of Grimley Parish Council and Monthly Meeting of Grimley Parish Council

**Monday 19<sup>th</sup> April 2021, 7.30pm**

**For sensible containment of Coronavirus  
all business at this publicly open meeting has been conducted online**

Coronavirus Bill THE LOCAL AUTHORITIES AND POLICE AND CRIME PANELS (CORONAVIRUS) (FLEXIBILITY OF LOCAL AUTHORITY AND POLICE AND CRIME PANEL MEETINGS) (ENGLAND AND WALES) REGs 2020 <http://www.legislation.gov.uk/ukxi/2020/392/contents/made>  
The meeting was duly advertised online and on three parish noticeboards.

The meeting password was available within the agenda on the parish noticeboards and upon request from the Clerk. Copies of the parish council data protection policy, privacy notice and consent forms were available in advance via the parish council website and were assumed to have been read and understood by all in attendance.

The parish council Code of Conduct and Standing Orders, including details of procedures for public open forum and public recording of parish council meetings, were also available in advance online.

## Minutes of the meeting

	<b>Present:</b>	D Stanley (Chair), A Taft, A Atkinson, A Bretherton, G Moore, A Passey and S Wilson.
	<b>Attending:</b>	DCllr Dean Clarke, Parish Clerk Lisa Stevens. Public: KB, SR, WW, Si, AJ.
	<b><u>Annual Meeting of Grimley Parish Council</u></b>	
<i>Note post meeting</i>	<i>One Cllr had previously indicated that they would be late arriving due to work commitments. Agenda was rearranged in order to allow all Members to attend the vote for Chair and Vice Chair. CALC subsequently advised that the order of agenda should not have been rearranged without unanimous consent by show of hands. As the outcome was won by a majority of more than one vote, this vote need not be re-run. It should be noted that the Chair on their own has no power to make decisions without the Resolution of the Council.</i>	
01/21	<b>Motion to consider and re-approve all existing declaration of interests</b> Duly <b>approved</b> . Prp: AB. Scnd: AT. Clerk to distribute list of existing declarations and dispensations approved and also the MHDC Register Of Members' Disclosable Pecuniary Interests for review before next meeting.	
02/21	Election of Committee Representatives. Duly allocated.	
	Peace Hall Committee	x 2 members Cllr Aiveen Atkinson, Cllr Allan Bretherton
	CALC Reps	x 1 member Cllr Pam Ayers
	Tarmac Liaison Group	x 1 member Cllr Dave Stanley
	Grievance Panel	x 3 members Cllr Dave Stanley, Cllr Anne Taft, Cllr Alan Passey
	Over-seeing Finance/Audit	x 3 members Cllr Anne Taft, Cllr Dave Stanley, Cllr Allan Bretherton.

Monkwood Green Community Management Committee	x 2 members	Cllr Pam Ayers, Cllr Sue Wilson. (Clerk as separate admin support)
Monkwood Green Commoners Association Council Rep	x 2 member	Cllr Pam Ayers, Cllr Sue Wilson. (Clerk as separate admin support)
Defibrillator Community Fundraiser	x 1 member	Cllr Anne Taft (working party)
Staffing Committee	x 3 members	Cllr David Stanley, Cllr Allan Bretherton, Cllr Alan Passey
Appeals Panel	x 3 members	Cllr Aiveen Atkinson, Cllr Pam Ayers, Cllr Allan Bretherton
Grimley Smaller Charities (plus 1 member externally – Mr Bryan Jones)	x 1 member	Cllr Anne Taft
Lengthsman support and rep	x 1 member	Cllr Anne Taft plus Clerk
Footpaths Officers and support for 'County Council Sponsored Footpaths Officer'		Cllr Aiveen Atkinson, Cllr Anne Taft

03/21

**Parish Council Documentation**

To accept and re-adopt all parish council policies below, with a commitment to review all documents by Sept 2021. Duly **approved**. Prp: AT. Scnd: PA

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| <ul style="list-style-type: none"> <li>a) Annual Action Plan.</li> <li>b) Code of conduct &amp; NOLAN principles.</li> <li>c) Financial Regulations.</li> <li>d) Standing Orders.</li> <li>e) Risk Assessment Register.</li> <li>f) Information available under Freedom of Information Act.</li> <li>g) Financial Reserves.</li> <li>h) Complaints procedure.</li> <li>i) Grievance procedure.</li> <li>j) Data protection policy &amp; Privacy Notice.</li> </ul> | <ul style="list-style-type: none"> <li>k) Disciplinary procedure.</li> <li>l) Equal opportunities policy.</li> <li>m) Health and safety policy.</li> <li>n) Home working policy.</li> <li>o) Delegation to the Clerk policy.</li> <li>p) Section 137 policy</li> <li>q) Lone working policy.</li> <li>r) Staffing Committee terms of reference.</li> <li>s) Cllr &amp; Clerk training register and policy.</li> </ul> |
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04/21

- a. Election of Chair 2021/22
  - i. Nominations and vote.  
Dave Stanley Prp: SW.  
Allan Bretherton Prp: AA.  
Vote 5/3. Dave Stanley duly elected.
  - ii. Declaration of Acceptance of Office.  
Cllr Stanley declared his intention to sign paperwork as soon as practicable, owing to the meeting being held via Zoom. *Note: Actioned 28/05/2021.*
- b. Election of Vice Chair 2021/22, process as above.  
Cllr Bretherton unanimously elected as Vice Chair.

**Monthly meeting of Grimley Parish Council**

47/21

**Points of order**

Welcome and information provided at the beginning of each parish council meeting. Cllrs noted the current vacancy for one parish councillor due to resignation of G. Green. Co-option to take place once council meetings resume in person.

Clerk

48/21

**Public open forum** not legally forming part of the meeting.

	Question from WW in reference to development occurring in Camp Lane without planning permission. Cllrs confirmed that enforcement officers are aware and investigating.	
49/21	<b>To consider any apologies for absence</b> - nil	
50/21	<b>Declarations of interest</b>	
a.	Cllr Wilson ref planning app 21/00474/HP as owner of the property – until application is considered by MHDC.	
b.	All parish cllrs in relation to item below Community Assets - Non prejudicial interest as residents of the parish.	
51/21	<b>Minutes of previous meetings</b> – Motion to approve previous minutes.	
a.	22 <sup>nd</sup> March 2021. Duly considered and <b>approved</b> .	
52/21	<b>To Receive the Report of the District Councillor – Dean Clarke.</b>	
	<ul style="list-style-type: none"> <li>- Update ref recent planning applications.</li> <li>- DCllr Clarke confirmed that with ref to previous planning applications for the Wagon Wheel, the planning inspector’s decision at appeal was a material factor. Therefore, future applications will be able to look at all considerations, not just those that the appeal suggested need addressing. Confirmation to Cllrs that the latest application is an application and not an amendment.</li> <li>- Confirm enforcement officers have been in attendance Camp Lane.</li> <li>- Night time road closure 27<sup>th</sup> April for 15 days between Holt and Martley.</li> </ul>	
53/21	<b>Planning</b> - to consider, comment and resolve to respond to the following applications.	
a.	<b>20/01872/SCR - Land At (Os 8036 6145) Sinton Green/Hallow. Environmental Impact Assessment Screening Opinion for proposed solar photovoltaic (PV) farm development.</b> No update available.	
b.	<b>Community assets:</b> To consider resident request and motion that a nomination be made for the Wagon Wheel to be added to the list of <b>assets of community value</b> in Malvern Hills district. Cllr re-debated many of the issues covered on 12 <sup>th</sup> April at the Extra ordinary meeting of the parish council. Clerk gave a reminder of what an asset of community value is. Cllrs noted the momentum already gained by the resident group in the village and accordingly declined by unanimous vote to submit a nomination.	
c.	<b>21/00474/HP.</b> Holly Cottage, U64006 Monkwood Green, Monkwood Green, Hallow, WR2 6NX. Installation of underground LPG tank. Cllr Wilson left the meeting for this item. Cllrs had no comments.	
54/21	<b>Infrastructure, highway matters, drainage and flooding</b> To discuss updates and formulate Motions not requiring written notice.	
a.	<b>Update on any matters relating to highways and rights of way.</b> Cllr Taft gave an update relating to matters on Camp Lane. Cllrs <b>resolved</b> that the footpath, temporarily known as public right of way 635 during quarrying, long in use, directly opp turning to Camp Inn, be recognised as a formal right of way. The Clerk was <b>instructed</b> to complete the nec. paperwork.	Clerk
b.		

c.	<p>Clerk <b>instructed</b> to formally enquire what action is being taken to restore the right of way at Retreat Farm. Stile should be reinstated in original position and ideally an accessible stile be installed.</p> <p>Cllrs Taft and Atkinson to liaise and re-report that the A443 exit of the right of way beside Old Vicarage has been moved and the original exit obstructed by a steel fence with razor wire.</p>	<p>Clerk Clerk Cllrs Taft &amp; Atkinson</p>
55/21	<p><b>Commons and Village Greens</b> To discuss updates and formulate Motions not requiring written notice.</p>	
<p>a. i. ii.  b. i. ii. iii. iv.</p>	<p><b><u>Sinton Green.</u></b> <b>Update on bin to be placed near noticeboard.</b> Bin on order. Cllrs <b>agreed</b> that this facility is required and that the location is the most suitable option.</p> <p><b>To receive mowing quotation for Sinton Village Green.</b> Not yet received. Cllr Bretherton to chase. Cllr Stanley and Bretherton to meet with SS to clarify requirements.</p> <p><b><u>Monkwood Green.</u></b> <b>Management update.</b> Cllr <b>agreed</b> that the wildlife is thriving under the current regime, <b>approved</b> option for cattle grazing and <b>agreed</b> that an invoice for installing electric fencing would be accepted by the parish council. Prp: AB. Scnd: SW. Clerk to meet with PW to clarify grazing rotation.</p> <p><b>Drains and ditches.</b> Clerk has issued a spec for ditch maintenance to two local contractors that have expressed an interest. Cllrs had previously <b>approved</b> the spec via email. Hopefully this will address the issue at Langdale.</p> <p><b>Potholes and general degraded condition of service roads.</b> Request from residents for professional assessment with a view for urgent works to remove deteriorating surface and replace with fit for purpose. Cllrs <b>agreed</b> that filling potholes was not the answer. The road needs the old surface removing and resurfacing asap. Cllr Passey to assist and inspect the site.</p> <p><b>Correspondence with resident ref rights of access and parking on Common during renovations.</b> Cllrs <b>agreed</b> it is right and proper to treat the right of access as a separate matter to the parking permissions. Clerk is liaising with solicitor as previous <b>instructed</b> by Cllrs. Cllr Stanley to approach resident ref follow up of PC letter stating offer of temporary parking.</p>	<p>Clerk  Cllr Breth Cllr Stan  Clerk  Clerk  Clerk Cllr Passey  Clerk Cllr Stan</p>
56/21	<p><b>Reports from other Projects and Representatives</b> To discuss updates and formulate Motions not requiring written notice.</p>	
a.	<p><b>Broadband projects update Grimley, Monkwood Green and Sinton Green.</b> Cllr Stanley to raise formal complaint with Openreach ref their lack of customer service. Clerk reported that Sinton Green residents are receiving her help in applying for the vouchers but that a number of residents were considering pulling out due to conflict in relation to planning matters. Monkwood Green project is proceeding with a new kerbside box being installed at the Wichenford end.</p> <p><b>Peace Hall.</b> – Reopening 17<sup>th</sup> May. <b>Lengthsman</b> – No update.</p>	<p>Cllr Stan Clerk</p>

	<p><b>Resident proposal for house location map on Grimley Village noticeboard.</b>  Cllrs rejected this proposal due to safety considerations, no location for safe parking, low likelihood that drivers would stop to inspect map. Rejection Prp: AP. Scnd: GM.</p>	
57/21	<p><b>Finance and Administration</b> - To discuss updates and formulate Motions not requiring written notice</p> <p>a. To consider and <b>motion</b> to approve the payment of outstanding accounts. Prps: SW. Scnd: PA</p> <p>b. To receive and <b>motion</b> to accept Bank Reconciliations March 2021. Prps: AT. Scnd: SW</p> <p>c. To approve audit timetable. Motion to confirm appointment local independent auditor. Prps: AT. Scnd: GM</p> <p><b>Return of face-to-face meetings.</b> To note that the Peace Hall is not available for meeting until possible June onwards. Parish council meeting in May is therefore cancelled and rescheduled to 21<sup>st</sup> June 2021. Duly <b>approved</b> unanimous.</p> <p><i>Legal Note: The regulations that allow local authorities to hold meetings remotely apply to meetings only before 7 May 2021. This means that, without any further action from the government, all local authorities including local councils must return to face to face meetings from 7 May.</i></p> <p>e. Further to item above, Motion to permit the Parish Clerk to obtain as required parish cllr approval <u>via email</u> to pay invoices arising in May 2021. NB not wait for June meet. Prp: AT. Scnd: GM.</p> <p>d. To discuss option for subscription to 'Scribe' web-accessible accountancy software. <b>Approved</b> unanimous. Prp: AB. Snc: DS.</p>	<p>Clerk</p> <p>Clerk</p>
58/21	<p><b>Correspondence, dates for diary, items for future agenda.</b></p> <p>Nil.</p>	
59/12	<p><b>Date of next scheduled meeting – Monday 21<sup>st</sup> June, 7.30pm.</b>  Peace Hall, Sinton Green. The press and public are cordially invited to attend this meeting.</p>	

**Appendix 1 – Invoices/payments to be made (or date paid if contracted monthly payment)**

Garden Waste Service	Green waste bin at St Bartholomew's church – annual subscription by way of contribution to churchyard upkeep.	£77.50	Unclear – clarification sought.
Peace Hall	Annual donation pre debated and agreed Dec 2020 and January 2021.	£400.00	VAT nil.
Mr Simon Skeys	Lengthsman worksheet/s for: March 2021.	£416.00	VAT nil.
Mr Simon Skeys	Sinton green mowing and strimming GPC 0321	£75.00	VAT nil.
Lisa Stevens	Clerk wages March 2021. As per contract of 12 hours per week, £12.01 per hour.	£576.48	VAT nil.
Lisa Stevens	Expenses March 2021 Including £14.39 zoom membership.	£29.39	£2.40 VAT
Lisa Stevens	Ink cartridge reimbursement of invoice F08357 Stinky Inks.	£39.92	£6.64 VAT

Chair ..... (Online approval 21/06/2021)