

DRAFT Minutes of the monthly meeting of Grimley Parish Council

**Monday 12th June 2023, 7.30pm
Peace Hall, Sinton Green**

	Present:	Parish Cllrs A Bretherton (Chair), A Collett (Deputy), P Ayers, G Moore, G Probert, A Sinclair, S Wilson, RB Woodhouse.
	Attending:	Parish Clerk Lisa Stevens, Cllr S Richardson Brown, DCllr Dean Clarke. Resident BT. One visitor from outside the parish
	Apologies:	Cllr J Izamis.
54/23 [Audit ref 1/23]	<p>Welcome and information provided at the beginning of each parish council meeting. District and County Cllr input and guidance on planning/legal/best practice procedures is welcome as a standard during any point in this meeting. Standing orders remain in place unless otherwise stated.</p> <p>Clerk had received the signed acceptance of office for G Moore prior to meeting commencement.</p> <p>Motion to rearrange the order of the agenda to allow County Councillor to speak first and then attend another parish council meeting. Prp AC. Scnd AS. Duly Carried.</p>	
55/23 [Audit ref 2/23]	<p>To receive the report of the County Councillor – Scott Richardson Brown</p> <p>Update to parish councillors on recent road diversions and highways repairs. Debate on effectiveness of surface dressing, particularly along Dark Lane. Clerk to distribute leaflet previously received from Highways “<i>Descriptions of surface dressing techniques and pothole vital statistics.</i>”</p> <p>Action SRB – to chase potential for allotments on county council land. Action SRB – to follow up highways enforcement at Lynden Bungalow. Action SRB – resident request for donation felling of 3 trees in churchyard.</p>	
56/23 [Audit ref 3a/23]	<p>Election of Deputy Chair 2023/24 – see Appendix for list of duties</p> <p>Motion proposal for Cllr Adam Collett. Prps: AB. Scnd: SW. Adam duly accepted as Deputy Chair and warmly thanked.</p>	
57/23 [Audit ref 3b/23]	<p>To consider any apologies for absence – as above.</p> <p>To consider any declarations of interest – nil.</p>	
<p>Public open forum. Open forum does not form a legal part of the meeting. No questions.</p>		
58/23	<p>Minutes of previous meeting – Motion to approve previous minutes. [Audit ref 3c/23]</p>	
a.	<p>15th May 2023 Annual Meeting of Grimley Parish Council.</p> <p>Amendment received in relation to planning decision. M/23/00574/CLPU. The Croft. Monkwood Green, WR2 6NX. Certificate of lawfulness for the proposed use of single-storey, oak-framed home office and pottery studio/hobby room. Motion incorrectly recorded and acted upon as an ‘objection’. Correctly this should have been recorded as a ‘comment’. Clerk to amend and to contact MHDC to amend parish council response. Minutes not signed off.</p>	
b.	<p>22nd May 2023 Annual Residents Meeting.</p> <p>Prp: AS. Scnd: GM. Duly approved.</p>	
59/23	<p>To receive the report of the District Councillor – Dean Clarke. [Audit ref 4/23]</p>	
a.	<p>DCllr has chased a response to parish council concerns relating to planning enforcement. Update on enforcement matters at The Dallows/Lynden.</p>	

59/23 contin b. c.	<p>DCllr report continued</p> <p>Chased response to parish council concerns about collapsed river bank at Camp Inn – footpaths officer policy is to leave collapsed river banks as a natural occurrence. Previous concerns had been that the fish pass was causing advanced erosion, though Cllr Woodhouse considered that this was not the case and that there was a history of bank erosion at this location.</p> <p>Update on forthcoming events at The Peace Hall, including quiz night on 14th July in aid of Worcester Food Bank.</p>	
60/23	<p>Infrastructure, services, highway matters, drainage and flooding - Updates & formulate Motions not requiring written notice. Highways (roads/pavements) & byways (bridleways/footpaths).</p>	[Audit ref 5/23]
a.	<p>Footpath Warden volunteers are believed to have attended training.</p>	
61/23	<p>Planning – to consider, comment and resolve to respond to the following applications</p>	[Audit ref 6/23]
a. b. c. d. e. f. g.	<p>Solar farm preliminary screening application in Hallow parish. https://plan.malvern hills.gov.uk/Planning/Display/M/23/00707/SCR To consider amending PC budget in relation to this not exceeding £4,000. - Motion not debated as district council advised that no comment was required at present until full application is in. Clerk to liaise with JM and confirm that public should not provide feedback to applicants at present and to include update on social media as required. Prps: SW. Scnd: AS. Duly carried.</p> <p>Enforcement Ref: M/ENF/23/0149. Bumbles/Lynden Residents have complained about noise, dust, danger on road, filling in of pond with newts present. Cllr Woodhouse to summarise all the concerns and forward to Clerk, in order that she may write to WCC legal department and ask them to check previous legal enforcements ref newts and landfill. Concerns also to again be forwarded to MHDC to ask for urgent checks on site. Prps: SW. Scnd: PA. Duly carried.</p> <p>To note resident concerns relating to ongoing sales of plots (totalling 7 acres) opposite Elgar Business Centre. To note that any change of use would require panning permission. Land is up for sale by auction as reported future division into smaller plots. Residents have voiced concern that it will be used for light industrial purposes. No action until planning applications are submitted.</p> <p>Consultation on division boundaries for Worcestershire. To consider and resolve to respond: "The present boundaries are rational and work well for all three councils in respect of Grimley Parish. Request that no change is made in respect of this Parish." Duly approved. No vote.</p> <p>Hallow Neighbourhood Plan - draft revised NDP for Regulation 14 comment. Amendments to Settlement Boundary to take account of new builds, and inclusion of a First Homes Policy. Duly noted with no comment.</p> <p>Grimley village - Order for yellow lines has been confirmed: Road Traffic Regulation Act 1984 (as amended) Worcestershire County Council (Malvern Hills District) (Civil Enforcement Area) (Waiting Restrictions and Street Parking Places) Consolidation Order 2013 (Variation) Order 2023 [Prohibition of Waiting on]. Duly noted</p> <p>Birchall Green Solar farm appeal Clerk instructed to contact Hallow and Ombersley PCs to alert on likely future procedure and to put them in contact with JM.</p>	Clerk Cllr Woodhouse Clerk Clerk Clerk

62/23	Commons and Village Greens. Updates and formulate Motions not requiring written notice.	[Audit ref 7/23]
a.	Monkwood Green	
i.	<p>To consider request from Worcestershire Wildlife Trust for Green Farm nature reserve new water supply including:</p> <ul style="list-style-type: none"> • Application for a new water supply with Severn Trent – WWT organise and pay for and underway already. • SSSI consent to Natural England for the necessary work across the common – GPC to request as owners of the SSSI. WWT to complete SSSI consent form with all the details that NE require. • A legal easement between WWT and GPC for the section of new pipeline that crosses the common. WWT to prepare paperwork through their solicitor. Reserves Team Leader, Rob Allen to organise. <p>Parish Cllrs debated the above and agreed: that a stand point and meter should ideally be installed to allow an additional trough to be placed near Green Farm in the event of future grazing. WWT should be responsible for maintenance of the pipework feeding into Green Farm and a wayleave/easement is certainly required. Levels of noise and disturbance during construction should also be considered. Cllrs were happy in theory. Cllr Collett to liaise with Dom at WWT and confirm precise details with delegated power to approve project, allowing easement to be <u>drafted</u> (paid for by WWT) and NE consent to be <u>drafted</u> (by WWT). Cllr Collett to also liaise with Dom about the additional stand pipe for the parish council ie ref exact location and likely costs. Clerk to write to Dom to confirm the above discussions. PC would approve all final documents at future meeting. Prps: SW. Scnd: PA. Duly approved. No budget was discussed.</p>	Cllr Collett
iii.	<p>Project update – purchase of 2 x strimming equipment as part of 5year management plan. Motion to approve purchase: Option 1: Stihl at £335 including VAT, 2 year warranty. Recommended by CB. Option 2: Echo at £308 including VAT, 5 year warranty. Option 2 was selected. Prps: AC. Scnd: GM. Duly approved. Equipment to be stored by contractors. Clerk to arrange insurance cover for replacement cost and to check insurance against personal injury. Smart water to be organised. Risk assessment to be put in place. Equipment to also be used by contactors for clearance of public rights of way parish-wide in the event that assistance is requested by the parish Footpath Wardens. Equipment cannot be used to assist with churchyard clearance as the parish council is prohibited from <u>actively</u> maintaining a working burial ground. The parish council can maintain/adopt closed burial grounds only. The parish council assists St Bartholomew's Church via room hire for meetings and storage of the parish council green waste bins in the vicinity of the churchyard – these bins are for use by churchyard volunteers, the Peace Hall and by the lengthsman for overflow green waste only. A budget is also in place for a skip to be provided for churchyard volunteers should they require it once a year. The lengthsman is permitted to clear rights of way leading into the church via their WCC terms of contract.</p>	Cllr Izamis
iii.	<p>Thanks to residents for painting bus shelter and for replacing signage within. Residents also continue to assist with small matters such as checking the defib, clearing visibility splays, and with rural crime vigilance. Informal suggestions from MWGreen residents have been received by the Clerk with reference to</p>	
iii x	<ul style="list-style-type: none"> - Monkwood Green highways settlement name signage and the Clerk has enquired of the County Council what signage would be permitted and whether they would pay. 	Clerk
iii xx	<ul style="list-style-type: none"> - Purchase a new VAS for Moseley corner and Sinton Green Green (Worlds End to Birchall Green road, adjacent bus shelter). Cllr Sinclair to investigate options. 	Cllr Sinclair

62/23 b.	<p><u>Sinton Green</u> Forthcoming Fete and car show (organised by P.Stanworth). The Fete is on 18/6/2023 and Hall Committee would like to raise around £2,000 in order to help cover the day-to-day costs of running the Hall. Duly noted. No action from the Clerk.</p>	
63/23	<p>Reports from other Projects and Representatives - updates and formulate Motions not requiring written notice.</p>	[Audit ref 8/23]
a. b. c. d. e. f.	<p>Churchyard expansion project update. JH has already put up some fencing but other sections require repair. The Clerk was instructed to release ringfenced divisional funding to Church Warden for this purpose upon his request. A heavy vehicle has hit the car park entrance gate post and it requires repair. Three trees in the churchyard need to come down urgently for safety reasons. Cllr divisional funding requested by church warden. BT to obtain quotes for post repair and confirm with school as to who owns the car park and the gate posts. Parish Council could be requested to assist if the school has ownership.</p> <p>Climate crisis working party REACT. – Meeting on 19th June.</p> <p>Allotment provision exploration – already covered. Seven residents interested at present. Traffic survey would be required. Water provision?</p> <p>Memorial benches and trees (WCC grant and resident cost covered). To be located at St Bartholomew’s Churchyard and Grimley lower triangle. BT to assist with an easement for the bench at churchyard and speak to the family ref options. Cllr Woodhouse to confirm order. Cllr Bretherton to organise plaque for DS, plus plaques that satisfy grant conditions. Family to self-organise plaque for CA.</p> <p>Memorial bench (funded by relative). To be located at Monkwood Green main pond. Cllr Woodhouse to confirm order once design approved. Strimming will be required of the site – SS to assist? Relative to organise plaque.</p> <p>Repair of existing memorial bench at Peace Hall. Cllr Collett to explore. No budget at present but Cllrs willing to discuss in future.</p>	<p>Cllr SRB BThompson Clerk Cllr SRB Cllr Woodhouse Cllr Bretherton Cllr Woodhouse Clerk Cllr Collett</p>
64/23	<p>Audit Finance – To consider and motion to approve procedures and paperwork in connection with the Annual Audit Return.</p>	[Audit ref 9/23]
	<p>Minute ref 12/06/2023_9a step 2.1</p> <p>i. Internal Audit - Members to consider and review the effectiveness of internal checking procedures and internal audit work conducted across the entire year*. To include receipt of internal audit review conducted by P. Moore and a review of procedures for internal checking of banking. After review, Motion to accept considered findings and motion to confirm compliance with all assertions within the Annual Governance Statement.</p> <p>ii. Certificate of Exemption – to consider whether to complete a Certificate of Exemption from submission to the External Auditor due to being under the £25,000 threshold. This does not exclude the parish council from completing Accounting Statements. This will be signed in 10c below.</p>	<p>Prps: AC. Scnd: GM Duly considered and carried</p> <p>Prps: GP. Scnd: AC Duly carried</p>

	<p>Minute ref 12/06/2023_9b step 2.2</p> <p>iii. Clerk to give a briefing on the Accounting Statements and confirm that she, as RFO, has already signed the Accounting Statements prior to presenting them to Members at this meeting.</p> <p>iv. Approve Section 1 of the AGAR - the Annual Governance Statement. <i>Chair & Clerk to minute, sign and date the Annual Governance Statement Section 1 of the Annual Return for the year ending 31 March 2023.</i></p> <p>* Grimley Parish Council as the smaller authority will need to consider the internal audit work performed and internal audit arrangements in place between 1 April 2022 and 31 March 2023 before confirming compliance with all assertions of the Annual Governance Statement.</p>	<p>Duly confirmed</p> <p>Prps: GM. Scnd: GP Duly carried</p>
65/23	<p>Audit Finance – Continued</p>	<p>[Audit ref 10/23]</p>
	<p>Minute ref 12/06/2023_10a step 2.3</p> <p>a. To consider and motion to approve procedures and paperwork in connection with the Annual Audit Return – CONTINUED. **</p> <p>i. Members to consider Section 2 - the Accounting Statements.</p> <p>ii. Motion to approve Section 2 - Accounting Statements. <i>Chair to minute, sign and date the Annual Governance Statement Section 2 of the Annual Return for the year ending 31 March 2023.</i></p> <p>Minute ref 12/06/2023_10b step 2.4</p> <p>b. Approval of Certificate of Exemption</p> <p>Minute ref 12/06/2023_10c step 2.4</p> <p>c. Signature on Certificate of Exemption by RFO and Chair.</p> <p>d. Approval and signature of the Declaration that the statement of accounts is unaudited.</p> <p>e. Approval and signature of the Notice of Commencement of the period for the exercise of public rights. Electors' Rights – to note the dates of the Exercise of Public Rights as 16th June 2023 to 27th July 2023.</p> <p>f. To note that the completed annual return and notification of date of commencement of period of public rights must be sent to PKJ Littlejohn by 1st July 2023.</p> <p>** Guidance for the completion of the Annual Return states that the Annual Governance Statement and the Accounting Statements can be considered and approved at the same meeting, as long as it is a meeting of the full authority and that it is clear from the minute references that the Statements were approved in the right order. The authority must approve Section 1 Annual Governance Statement before approving Section 2 Accounting Statements and both must legally be approved before 1st <u>July 2023</u>.</p>	<p>Prps: AC. Scnd: GM Duly carried</p> <p>Prps: AC. Scnd: GP Duly carried</p> <p>Duly signed</p> <p>Prps: GM. Scnd: GP Duly signed</p> <p>Noted</p> <p>Noted</p>
66/23	<p>Finance and Administration - To discuss updates and formulate Motions not requiring written notice</p>	<p>[Audit ref 11/23]</p>
a.	<p>To consider and motion to approve the payment of outstanding accounts. Appendix 1. Prps: AC. Scnd: GP. Duly approved.</p>	<p>Clerk</p>
b.	<p>To approve payment of urgent accounts, as per emergency Clerk procedures (Delegation to Clerk policy). Prps: AB. Scnd: PA. Duly approved.</p>	<p>Clerk</p>

c.	To receive and motion to accept latest Bank Reconciliation 2023. Prps: GM. Scnd: AC. Duly approved.	Clerk
d.	Signature on Civility and Respect certificate. Duly adopted and signed AB. No absentees, dissenters, or comments.	Clerk
67/23	Correspondence, dates for diary, items for future agenda and AOB	[Audit ref 12/23]
a.	Nora Parsons AGM invite: 19th July at 7 pm -Cllr Bretherton to attend.	Cllr Bretherton
b.	<p>Items to add back to agenda when update is available or when time permits:</p> <ol style="list-style-type: none"> 1. Development and community strategy new website 2. Bank erosion as result of fish pass. – No further action required or possible 3. Shared space signs Camp Lane, Grimley. – WCC CCllr to action 4. Overgrown hedges/pathways: top triangle and along A443 as far as layby – Cllr Woodhouse to seek quote in order to aid deliberations and to use as leverage with WCC. 5. Flooding outside Church Farm, Grimley. Highways soakaway and drain. – WCC CCllr to chase. 6. Direct debit Monkwood Green trough meter readings. 7. Tree survey publication CB dedicated to DS. – Clerk has three obtained 3 exploratory quotes [prices only were read out at meeting] <ol style="list-style-type: none"> 1) 'Print Pond' softback A5 black and white, double sided x 50 copies, £600 plus VAT x 50. 2) Print at home and use springback A5 binders x 50, £727.48. plus VAT. 3) 'Worcester Printers Ltd' black and white, double sided A5 x 50, £500 verbal estimate but without map printing or pocket to hold map. 4) None of these quotes were particularly desirable. Cllr Wilson to explore other options assisted by CB. Generally agreed budget to aim for was £350 excluding VAT. Proposal to proceed on this basis. No vote occurred but nods from AB, AC, RW and PA. 8. Broken knee rail Grimley approach road – No further action as mended by unknown. 	Cllr Wilson & CB
68/23	<p>Dates of next scheduled meeting. Peace Hall booked. The press and public are cordially invited to attend these meetings and should note Standing Orders in advance please.</p> <ul style="list-style-type: none"> - Monday 17th July, 7.30pm - No meeting in August. - Monday 25th September, 7.30pm -Clerk to try to book church for this meeting - Monday 23rd October, 7.30pm - Monday 27th November, 7.30pm 	[Audit ref 13/23]

Appendices

Role of a Parish Council Chair

NB In the absence of the Chair, the Deputy Chair takes over these roles.

The Chair has no special powers beyond the casting vote (see below), has the same duties and obligations as all other Cllrs and he/she is elected each year.

- The Chair must ensure that meetings are run in an orderly manner and that the rules of debate are followed. The Chair is responsible for ensuring that effective and lawful decisions are taken at meetings of the Council and, assisted by the Clerk, guides activities by managing the meeting.

Continued – role of chair/deputy

- The Chair can suggest the content of the agenda but the Clerk has the final say.
- The Chair is responsible for involving all Cllrs in discussion and ensuring that Cllrs keep to the point. The Chair summarises the debate and facilitates the making of clear Resolutions and is responsible for keeping discussions moving.
- The Chair has a casting vote. His/her first vote is a personal vote as a member of the Council. If there is a tied vote, the Chair can have a second, casting vote.
- The Chair may claim expenses [up to max of £50 per annum (as per standing orders)
- The position of Chair cannot be shared, as a declaration of acceptance is signed.
- The Chair will often be the public face of the Council and will represent the Council at official events. He/she may be asked to speak on behalf of the Council and, in such circumstances, should only express the agreed views of the Council and not personal views. The Chair cannot legally make a decision on behalf of the Council but can assist the Clerk in the conduct of duties within the Delegation to the Clerk policy and in periods of emergency acts as a sounding board consulted by the Clerk for short notice resolutions covered by that policy.
- The Chair must make valid declarations of interest as per all other Cllrs and thereby must ensure impartial representation of the entire parish.
- £50 -75 Budget set each year by the PC for expenses in relation to the above duties. Grimley PC uses this budget to thank volunteers within the community at Xmas each year.
- The term 'Vice-Chair' can be used – the decision is left to personal preference.
- Ideally the Vice-chair would be a bank signatory alongside the Chair – lisa to start sorting out with permission.

Appendix 1 - Payments to be made this month (or date paid if contracted monthly)

Garden Waste Service MHDC	Green Waste bin for St Bartholomew's Church x 2. Annual subscription by way of contribution to churchyard upkeep.	155.00
Chairmanship training Allan Bretherton	WCALC	30.00
Off to a flying start – cllr training	WCALC	180.00 (VAT £30)
Mrs Lisa Stevens	MAY part 2 expenses, shredding services, printing, postage relating to formation of new council, new cable for projector. Paid 31/05/2023 to avoid credit card charges. Approved via email finance comms.	111.16
Mr Simon Skeys	Lengthsman worksheet May 2023. Claimed from WCC xxx	No more than £300
Mr Simon Skeys	Sinton Green Mowing May 2023	80.00
Mrs Lisa Stevens	Monthly Expenses June 2023	£45.20
Nest Pensions	June payment for May wage	40.35
Mrs Lisa Stevens	Monthly wage for May 2022 minus overpayment made in May 2023 for April wage.	530.36

Appendix 2 - Payments made in previous month under delegation to Clerk policy and in line with annual budget previously approved by Cllrs.

17/05/2023	7	BHIB	Insurance 2023 / 2024	195.15
17/05/2023	8	Nora Parsons	Annual donation 2022/2023 as per agreed budget. Donation made as soon as Nora Parsons came back to Clerk and confirmed banc details.	200.00
17/05/2023	9	Hallow Scouts Guides	Annual donation 2023/2024 as per agreed budget.	200.00
17/05/2023	10	Grimley Peace Hall Foundation	Annual donation 2023/2024 as per agreed budget.	400.00
17/05/2023	11	Mr Simon Skeys	Lengthsman worksheet April 2023.	204.00
17/05/2023	12	Mr Simon Skeys	Sinton Green Mowing April 2023	85.00
17/05/2023	13	Mrs Lisa Stevens	Monthly Expenses May 2023 NEW PRINTER	422.99
Extracted 22/05/2023	14	Nest Pensions	May payment for April wage. Authorised payment via NEST website 17/05/2023.	40.35
17/05/2023	15	Mrs Lisa Stevens	May payment for April monthly wage 2023. Submitted to HMRC 17/05/2023	576.48

-end-