

# Minutes of the monthly meeting of Grimley Parish Council

**Monday 29<sup>th</sup> January 2024, 7.30pm**  
**Peace Hall, Sinton Green**

**Present:** Parish Cllrs A.Collett (Chair), R.Woodhouse (Deputy Chair), P.Ayers, G.Moore, G.Probert, A.Sinclair. S.Wilson.  
**Attending:** County Cllr Scott Richardson Brown, District Cllr Dean Clarke, Parish Clerk & RFO Lisa Stevens.  
**Apologies:** Parish Cllr J.Izamis.  
**Vacancy:** 1 vacancy for parish councillor available for immediate co-option subject to application and criteria. **Meeting commenced at 7.30pm**

1/24 **Welcome and information** provided at the beginning of each council meeting  
 - **Points of order** (nil),  
 - **Adjustments to facilitate public participation** (nil requested).  
 - **Resolved** to approve request for Councillor Izamis leave of absence for four months. Prps: AC. Scnd: GM.  
 - **Declaration of Interests Councillor Moore to MHDC.**

**Public Open Forum.**  
 Please refer to 'information provided at beginning of meeting' for further guidance. Standing orders are relaxed in the event where the public are present and wish to participate. **Nil questions.**

2/24 **Minutes of previous meetings** – Motion to approve previous minutes.  
 a. 20<sup>th</sup> November 2023. Prps: AS. Scnd: GM. **Resolved and Duly Approved.**

3/24 **To receive the report of the District Councillor – Dean Clarke.**  
 (Items raised for decision will appear on the agenda for the next meeting)  
 a. i. MHDC currently has a 4-year land housing supply and needs 5. Gov. notice on how to proceed will be received by district council soon.  
 ii. 5-year district plan approved recently.  
 iii. Separate food collection service will be rolled out soon.  
 iv. Monkwood enforcement ongoing.  
 v. Peace Hall charity breakfast planned for 2<sup>nd</sup> March.  
 vi. Cllrs provided feedback on the Nov. 2023 planning appeal process and asked that the District Council appoint barristers for matters likely to be of national significance and that council officers be provided with more training pertinent to professional conveyance of information.

4/24 **To receive the report of the County Councillor – Scott Richardson Brown**  
 (Items raised for decision will appear on the agenda for the next meeting)  
 a. i. County Council budget is £400 million and they currently have a £20 million deficit. Legally mandated services such as child and adult care, foster care and home to school transport are major sources of expenditure placed on the County Council – these services cannot be trimmed back. Therefore, anticipated redundancies soon and also further efficiencies where possible.  
 ii. 'Shared space' signs Camp Lane. Clerk to send a reminder email  
 iii. Road surface erosion (water) Dark Lane and connected flooding in Walton Lane. Highways are to inspect this section in the next few weeks. *(Note post meeting: additional grips have now been dug into*

Clerk

4/24 cont	<p><i>the section by the bridge down Dark lane</i>). Clerk to send a reminder to chase further action to tackle leaking pumping station.</p> <p>iv. Ditches and flooding at Sinton Green village. Clerk to send a map of all blocked ditches and drains parish wide. Cllr Woodhouse and Clerk to conduct a site visit in order to compile map.</p> <p>v. Overgrown hedges Grimley village approach road. Cllr Collett to phone resident to explain situation and request action.</p> <p>vi. Cllrs also noted overgrown hedges belonging to Grimley Raceway and at Moseley Corner.</p>	Clerk  Clerk & Cllr Woodhouse  Cllr Collett Clerk
5/24 <b>Planning</b> - to consider, comment and resolve to respond to the following applications.		
a.	<p><b>M/24/00022/OL</b> Noken Farm, Sinton Green, WR2 6NW - Installation of 3rd wire to overhead electricity line; existing transformer re-positioned 13m laterally. <b>Resolved: Duly Agreed</b> Parish Councillors had no comment to make.</p>	
b.	<p><b>M/23/01698FUL</b> Green Street (Fitcher Brook) Hallow solar application. <b>Resolved: Motion</b> to retrospectively approve submission was <b>Duly Approved</b>. Prps: PA. Scnd: AC.</p>	Clerk
c.	<p>Public Consultation: <b>Hereford Worcs Fire Service changes and reductions. Resolved: Motion</b> to adopt recommendations of Chair of Severn Stoke Parish Council in relation to concerns over future capacity was <b>Duly Approved</b>. Clerk to submit. Prps: AC. Scnd: GM.</p>	Clerk
6/24 <b>Commons and Village Greens</b> - Updates and <b>Motions</b> not requiring written notice.		
a.	<p><b>Sinton Green village green</b></p> <p>i. Project update ditch clearance and planning for spring 2024 pond clearance. Still too wet for works at present. Clerk to provide a map of all ditches. Clerk to check figure quoted. <i>[Note post meeting. Project 1<sup>st</sup>) Pond at Sinton Green, to be dredged in summer 2024. Project 2<sup>nd</sup>) Existing ditches to excavate to be conducted asap with arisings to be levelled by the pond on a temporary basis. Spoils will then be removed in summer 2024 while the pond is being excavated. Total cost both projects combined: £3500 plus VAT.]</i></p> <p>ii. Residential parking on verges that are not part of the village green <b>Resolved to decline Motion</b> to write to residents in general. <b>Resolved: Motion</b> to write to Platform and ask for enforcement of proper parking was <b>Duly Approved</b>. Prps: SW. Scnd: PA.</p>	Clerk  Clerk
b.	<p><b>Monkwood Green Common and SSSI</b></p> <p>i. Ditch clearance Green Farm to Woodlands. Cllr Collett to chase B.P.</p> <p>ii. Worcestershire Wildlife Trust for Green Farm nature reserve water supply. Matter is still with WTT solicitors. Clerk to enquire.</p> <p>iii. Defibrillator cabinet. Cllr Collett to inspect and find way forward.</p> <p>iv. Additional strimming work outstanding: by bus stop; under the trees; and section behind The Fox. <b>Resolved to decline Motion</b> for strimming contract threshold £500 – at this time. Cllrs debated the wetness of the year and the viability of conducting more works. Clerk to enquire of C.B. as to whether this work should proceed at this time or wait until autumn. <i>[Note post meeting: CB advice is to wait as too wet and trees/invertebrates are now active.]</i></p> <p>v. Note the success of last years pond maintenance, with improved water storage capacity (reduction in flooding/high water table in that section). <b>Duly noted.</b></p>	Cllr Collett  Clerk  Cllr Collett   Clerk

a.	<p><b>Dog fouling, litter &amp; additional bins</b></p> <p>i. Materials to promote wider awareness of the MHDC Adopt a Street Scheme have been distributed by the Clerk via social media.</p> <p>ii. <b>Resolved to decline Motion</b> for additional bins. Prps: RW. Scnd: AC.</p> <p>iii. <b>Resolved to decline Motion</b> for an organised litter pick (residents can organise activities via the MHDC scheme). Prps: RW. Scnd: AC.</p>	
b.	<p><b>Light pollution.</b></p> <p>i. <b>Resolved: Motion</b> for Cllr Woodhouse to request businesses in Sinton Green double check their lighting arrangements and adjust lights to a more downward setting was <b>Duly Agreed.</b></p>	Cllr Woodhouse
c.	<p><b>Blocked public rights of way</b></p> <p>i. <b>Resolved: Motion</b> to write to WCC and ask for immediate action with regard to appointing footpaths officers was <b>Duly Agreed.</b></p> <p>ii. <b>Resolved: Motion</b> that the Clerk would write to the previous volunteer and obtain clarification of intentions was <b>Duly Agreed.</b></p> <p>iii. <b>Motion</b> for two previously appointed contractors (L&amp;A) to visit areas most affected and strim as a provisional measure <b>was not debated.</b></p>	Clerk  Clerk
d.	<p><b>Overflowing ditch causing flooding on property Worlds End</b></p> <p>i. Clerk to provide further information to County Cllr.</p> <p>ii. Clerk to write to residents to update on progress.</p> <p>iii. <b>Resolved: Motion</b> to report to WCC and Land Drainage Partnership was <b>Duly Approved.</b> Prps: GP. Scnd: PA.</p>	Clerk Clerk Clerk
e.	<p><b>Gritting routes/flowing water Dark/Walton Lane</b></p> <p>i. Cllrs noted the past efforts by councillors to gain any part of the parish to be included in gritting routes and concern that any request to amend might result in all routes being removed.</p> <p>ii. <b>Resolved: Motion</b> to pursue the matter of the leak/water with Land Drainage Partnership was <b>Duly Agreed.</b></p> <p>iii. <b>Resolved: Motion</b> to write to County Councillor and ask that he request an <u>additional</u> grit route for Dark Lane was <b>Duly Agreed.</b></p>	Clerk Cllr Woodhouse Clerk
f.	<p><b>Parish Council Discretionary Grants for churches.</b></p> <p>i. Levelling Up Bill is an amendment to the 1894 Act to allow other subsequent Acts to allow money to be spent. E.g., the 1957 Act will now allow the Council to spend money on church clocks and churchyard maintenance. <i>Noted that this is entirely discretionary.</i></p> <p>ii. <b>Resolved: Motion</b> to amend current S137 policy to be used as a general grants policy through which such applications can be managed was <b>Duly Approved.</b> Prps: AC. Scnd: GM.</p> <p>iii. <b>Resolved: Motion</b> to set a grant limit of £100 per application was <b>Duly Approved.</b> Prps: AS. Scnd: PA.</p> <p>iv. <b>Resolved: Motion</b> to set a limit to the total number of individual applications per year to 5 (Nb £500 in total pa possible) was <b>Duly Approved.</b> Prps: AS. Scnd: PA.</p>	Clerk  Clerk  Clerk
g.	<p><b>Lengthsman</b></p> <p>i. Councillor Woodhouse agreed to represent the Lengthsman in the future and continue to liaise and advise of works and progress.</p> <p>ii. It was noted that the method for submitting invoices will progress to be entirely digital in the future, subject to WCC roll out.</p>	Cllr Woodhouse
h.	<p><b>Parish Council website and logo.</b></p> <p>i. <b>Resolved: Motion</b> to approve proceeding with .gov. website and consent for seeking quotes was <b>Duly Agreed.</b></p> <p>ii. <b>Resolved: Motion</b> to approve proceeding with .gov email accounts for each councillor and consent for seeking quotes was <b>Duly Agreed.</b></p>	Clerk Cllr Collett

7/24 cont h.  i.	<p>iii. Clerk and Councillor Collett to seek quotes. <i>Note post meeting: Clerk distributed Parish Council Domains Helper Service information and also ICO advice on GDPR and .gov.emails/websites</i></p> <p><b>Peace Hall</b></p> <p>i. The Clerk received a written update of the accounts for records.</p> <p>ii. Cllr Ayers attended recent committee meeting. Details of an ongoing refurb and health and safety review. Easter celebrations to be planned. Cllr Woodhouse is nearing completion of the new noticeboard project.</p> <p><i>Councillor Probert gave apologies and left at this point in the meeting.</i></p>	Clerk Cllr Collett
8/24	<b>Biodiversity</b>	
a.  b.  c.	<p><b>Resolved: Motion</b> for adoption of the Grimley Parish Council Biodiversity Policy was <b>Duly Approved</b>. Prps: PA. Scnd: SW</p> <p><b>Consultation: WCC Local Nature Recovery Strategy Options.</b> The Clerk was <b>instructed</b> to enquire of the process for adding sections of countryside including farmland.</p> <p><b>Natural Networks funding</b> to encourage more wildlife-rich habitats (Grants of £1000 - £15000 still available to projects to help improve biodiversity, with funding still available before the completion of the project on 31st March 2025). Clerk and Cllr Wilson to examine.</p>	Clerk  Clerk  Clerk Cllr Wilson
9/24	<b>Finance and Administration</b>	
a.  b.  c.  d.	<p>To consider and <b>motion</b> to approve the payment of previous and outstanding accounts. Appendices 1 &amp; 2. <b>Resolved</b> and <b>Duly Approved</b>. Prps: GM. Scnd: PA. Invoices inspected and signed.</p> <p>To receive and <b>motion</b> to accept latest Bank Reconciliation 2024. <b>Resolved</b> and <b>Duly Approved</b>. Prps: GM. Scnd: PA</p> <p>To receive and approve Clerk overtime in relation to Fitcher's Brook. <b>Resolved</b> and <b>Duly Approved</b>. Prps: AC. Scnd: SW</p> <p>To confirm that the precept for 24/25 has been requested from MHDC. £20,580.00. <b>Noted</b>.</p>	Clerk  Clerk  Clerk  Clerk
10/24	<b>AOB, Correspondence, Dates for Diary, Items for Future Agenda.</b> This section is for items to note only and no financial motions can be raised in this section.	
a.  b.  c.	<p><b>Items for future meetings:</b></p> <ul style="list-style-type: none"> <li>- VAS sign for Sinton Green/Monkwood Green – Clerk to seek grants</li> <li>- Repair of existing memorial bench at Peace Hall – Summer 2024.</li> <li>- Memorial tree plaques update.</li> <li>- updated parish council Code of Conduct and Standing Orders.</li> <li>- updated risk assessments and scoring justification system.</li> <li>- Bank signatories.</li> <li>- <a href="#">E02-22 Pay Agreement 2022-23</a></li> </ul> <p>b. Attending the May AGM 2024. Julie Granger, Worcestershire Wildlife Trust, Green Farm Engagement Officer ref tree planting and hedge laying recently on Green Farm. Julie notes: "We have had Schools, a Scout group and 2 different volunteer working parties out planting hedging trees. It has been such a fantastic event".</p> <p><b>Correspondence:</b></p> <p>i. Worcestershire County Council Budget Consultation with Parish and Town Councils 2024. Register for a Teams Q&amp;A event 30 Jan 2024 at 5pm</p> <p>ii. WCC Minerals - Local Aggregate Assessment: Data up to 31 December 2022</p> <p>iii. Kyle Gordon confirmed as next Chief Constable for West Mercia Police.</p> <p>iv. Hedgehog Highway project email 29/01/24</p>	Clerk  Cllr Probert  Clerk

**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.

**Mon 26th February 2024, 7.30pm** – At Peace Hall.

The press and public are cordially invited to attend these meetings and should note Standing Orders in advance please.

### Appendix 1 – Payments to be approved. Payments on accounts, this month and forthcoming

92	Mr Simon Skeys	December Lengthsman worksheet received 11/01/2024. Claimed from WCC 23/01/24	208.20
93	Campaign to Protect Rural England	Annual Membership renewal 2023/24	100.00
94	WaterPlus	Trough Monkwood Green. Account number 7001926124. In future will be online bills	20.60
95	Grimley Peace Hall Foundation	All hall bookings for 2024	468.00
96	Internal transfer of funds from Treasurers account to Business Bank Account to restore depleted funds.		5000.00
97	Mrs Lisa Stevens	Litter picking equipment for residents. Purchased from Amazon. <b>£6.99 Plus delivery.</b>	6.99
98	Mr S Russell	Grimley Xmas tree reimbursement	60.00
99	Nest Pensions	Jan payment for Jan wage. Clerk contribution £23.06 per month, with the parish council contributing £17.29 per month. Totalling £40.35	40.35
100	Mrs Lisa Stevens	Overtime Fitcher's Brook Solar appeal	200.00
101	Mrs Lisa Stevens	Monthly Expenses Jan 2024	27.85
102	Mrs Lisa Stevens	Monthly wage Dec 2023	553.42



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#### Notes to minutes – Terms

- Once approved, the Motion/decision is called a "resolution"
- **Resolved** – Where a decision is made about a Motion.
- **Duly Approved** – Motions where a formal vote took place, accepting the Motion.
- **Duly Accepted/Agreed** – Motions where no formal vote took place but the action/recommendation within the Motion or debate is to proceed. Usually for non-financial matters or for items already agreed as part of an existing budget.
- **Declined** – Motion where a formal vote took place, with the Motion rejected.
- **Duly Noted** – Information not requiring a vote.
- Abstentions or votes against a Motion will be noted but the minutes will NOT always show individual names, unless Councillors have declared an interest and the transparency of that interest must be maintained.

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Appendix 2

14/12/2023	80	Mr Simon Skeys	November Lengthsman worksheet received 5th Dec. Claimed 14/12/23	173.85	VAT nil
05/12/2023	81	Mrs Lisa Stevens	Adobe monthly pdf package - inspector route map for solar appeal	19.97	VAT nil
14/12/2023	82	Mrs Lisa Stevens	Monthly Expenses Dec 2023, Mileage and parking at solar appeal hearing. Hospitality.	82.79	VAT nil
04/12/2023	83	WCALC	CLlr training Andy Sinclair new cllr	36.00	6
05/12/2023	84	Ashley Biggam	Clearance strimming of petty whin	495.00	VAT nil
05/12/2023	85	Lee Roberts	Clearance strimming of petty whin	495.00	VAT nil
04/12/2023	86	Christopher Betts Environmental Biology Limited T/A Betts Ecology	Expert Witness, for planning application. Work undertaken to date by Dr Betts (Director of Science) & Ces Beamish (Science Officer & Principal Botanist).	1373.58	228.93
20/12/2023	87	Carly Tinkler		4950.00	VAT nil
12/12/2023	88	Geoff Probert - xmas tree sinton	Xmas tree sinton green	50.00	VAT nil
19/12/2023	89	Mrs Lisa Stevens		8.00	VAT nil
Organised 14/12/2023 Paid 19/12/23	90	Nest Pensions	Dec payment for Dec wage. Clerk contribution £23.06. PC contribution £17.29	40.35	VAT nil
14/12/2023	91	Mrs Lisa Stevens	Monthly wage Nov 2023 reported to HMRC 13/12/2023	553.42	VAT nil

Note post meeting – this appendix was approved at the meeting but was accidentally omitted from the noticeboard copy displayed across the four noticeboards.