

**At the Meeting of Grimley Parish Council held on
12 June 2017
in The Peace Hall, Sinton Green commencing at 7.30pm**

Present: E A Taft (Chair), D Stanley (Deputy Chair),
B Jones, D Lewis, G Sweeney, R Woodhouse.

In Attendance: Mrs L Stevens – Clerk, County Cllr Phil Grove,
5 Members of the public.

Apologies: A Marsh, P Ayers, District Cllr Dean Clarke (**accepted**).

95/17 Declarations of Interest and apologies for absence – Cllr Marsh, Cllr Ayers and DCllr Clarke had previously given their apologies (duly **accepted**).

96/17 Cooption

	<p>Cllr Taft took her place as Parish Council Chair for a period of 12 months and gave her thanks to members for their votes at the previous meeting. Members passed their congratulations.</p> <p>Mrs Aiveen Aktinson spoke briefly on her local life for the past 13 years and the skills and knowledge that she could bring to the Parish Council. Mr Alan Bretherton had intended to be present but had had to regretfully provide apologies at short notice. Members cast their votes via a secret ballot and, upon count, had majority voted for Mrs Atkinson, who was duly elected.</p> <p>The following was undertaken and duly completed: Paperwork associated with new Parish Cllr, Declaration of Interests, Acceptance of Office and formal welcome from Chair. Newly appointed Member then joined the table and took part in debate from this point.</p>
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Clerk

97/17 Minutes of the previous meeting

a.	<p>22nd May 2017 Annual Meeting of Grimley Parish Council. 22nd May 2017 Grimley Parish Council Meeting. Both duly approved.</p>
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98/17 Public question time

a.	<p>Residents stated their intention to reserve questions until the item for PCSO & Monkwood Green. Chair agreed to allow questions during the meeting.</p> <p>Members of the public noted that Doreen Bullock, wife of previous vicar, had regrettably passed away recently. Also that Mr Phil Bullock, a previous parish cllr, had also passed away. Members stated their intention of attending his funeral.</p> <p>One member of the public spoke about the condition of the driveway of the Peace Hall and asked whether the Parish Council could help in anyway. The Clerk confirmed that the Parish Council was at that very meeting due to sign a cheque for donation of £1500 to the Hall management committee. The Committee can off course use that money as they see fit, though it is generally intended as a donation towards the planned Peace Hall kitchen refurb. It is understood that the condition of the car park is being monitored by the Management Committee, with a view to future funding raising.</p>
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The order of the meeting was changed at this point due to the attendance of Cllr Grove at another Parish Council meeting.

99/17 To Receive the Report of the District Councillor – Dean Clarke

a.	Apologies previously given
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100/17 PCSO report on recent crime incidents, with opportunity for public questions.

a.	<p>PCSO Ness Snape was welcomed and gave the following report:</p> <p>Burglary of sheds and outbuilding is still one of the main concerns amongst the rural community. West Mercia Police have recently introduced a scheme called "Stop That Thief" (STT) in partnership with the National Farmers Union, aimed at helping businesses and farms from becoming victims of crime. See May 2017 minutes for details.</p> <p>Also available is a discount code for the public to use to purchase Smart Water. https://shop.smartwater.com/ Enter promotional code WDBCRIME25 and a promotional household offer becomes visible/available to purchase for £25.00. (Normally £60plus).</p> <p>Creemark is another useful way of marking personal items. http://www.creproducts.co.uk/shop/default.asp</p> <p>Residents should consider using PIR lighting to protect outhouses and sheds. These lights are only activated by humans and not animals. Available at many wholesalers. CCTV is useful but less effective.</p> <p>A number of advice sheets are available from West Mercia police: https://www.westmercia.police.uk/article/22540/Stop-That-Thief</p> <p>The Clerk was instructed to investigate purchase of Smart Water in order to mark the electric fence equipment.</p>
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Clerk

101/17 Monkwood Green – To receive and discuss updates and formulate Motions not requiring written notice.

a.	<p>Feedback and comments received after closure of public consultation. Debate next steps.</p> <p>Members debated and unanimously agreed the following:</p> <ul style="list-style-type: none"> - The Parish Council is to retain ownership of Monkwood Green Common and SSSI. - The Parish Council is to explore leasing out the management side to a contractor, including Worcestershire Wildlife Trust. Residents from all locations were highly in favour of this option. - Raising additional money via precept (council tax) to cover maintenance costs of Monkwood Green was popular amongst residents in immediate vicinity of the Common, but less so amongst wider residents. The £10 increase suggested by a number of Monkwood Green residents had been rejected by one or two residents living elsewhere in the Parish as being too high. Cllrs considered that many residents cannot afford <u>any</u> additional increase to precept for these purposes and that this therefore could not be an option. A voluntary contribution could be considered in the future if required.
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	<ul style="list-style-type: none"> - Clerk to obtain quotation for sonic collards on cattle. It may be that if the maintenance side is leased out, then the cost of sonic collards could be passed to the contractor. - Clerk to obtain updated quotation for cattle grids, which most residents now appear to be in favour of. The previous concern of noise from the grids is now less valid due to improvements in manufacturing and technology. - Clerk to continue to explore management options with Natural England, including a potential feasibility study, which would greatly improve chances of winning a stewardship grant. <p>Cllrs Woodhouse and Stanley proposed that Worcester Wildlife be invited back to the Parish Council to a closed meeting so that the above could be discussed. A public meeting would then be called to update residents on what was discussed and consult with the options arising from that closed meeting. A closed meeting was proposed in order that Worcester Wildlife could be allowed to talk freely about costings, commitments and contractual requirements. This proposal was supported and approved by all other Cllrs. Cllr Stanley, Clerk and a member of the public management group (Richard Weaver) would ideally be present at this meeting.</p> <ul style="list-style-type: none"> - Clerk to continue applying to Secretary of State for allowing of full enclosure of the site (which would be necessary if cattle are introduced on site before cattle grids/sonic collars are installed. - Monkwood Green Management Group and contractor to continue with current enclosure of 10% (SSSI) and sheep grazing. 	Clerk Clerk Clerk Clerk Clerk Clerk
b	<p>Update on corner repair damage by bin lorry in 2015/16.</p> <p>No repairs will be conducted by MHDC as their insurers require proof that it was the lorry that caused the damage. Since no photos exist of the incident, only of the aftermath, this cannot be proven. If residents have proof, they are invited to step forward please.</p>	Public
c.	<p>Update and decisions ref Moorlands Grant of Right of Way. Signature on SME solicitors contract as approved at previous meeting. Duly approved and signed.</p>	

102/17 Parish wide facilities - To receive and discuss updates and formulate Motions not requiring written notice

a.	Tree survey - To be moved to future agenda.	Cllr Marsh
b.	<p>Velo route - (closed roads in Holt area Sept 2017). Parish Council has registered to receive updates and to be consulted on changes. Businesses in Holt continue to be concerned about the effects of this event on their takings. Some local residents are in support of the event, whilst others are concerned as to a potential knock on effect on Grimley businesses.</p>	

103/17 Reports from Representatives - To receive and discuss updates and formulate Motions not requiring written notice.

a.	<p>Peace Hall Management Committee</p> <p>A projection screen will shortly be put up in the hall. The Parish Council will have use of this, hoping allowing some savings on agenda printing.</p>	
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<p>b.</p> <p>c.</p>	<p>Tarmac Quarry Liaison Committee. Agricultural tenant will be working down the ploughed land within Church Farm south, before seeding with a legume and herb rich enriched seed mix. At the same time, those parts of the plant site area that are to final levels (predominantly the tree planting areas) will be worked down and sown with a general grass and clover seed mix to protect the soil structure over the summer months and to start to add nutrients to the soil. Piles of 'rubbish' around the old plant site are being dealt with. Tarmac is awaiting dates from their waste contractors.</p> <p>Grimley Smaller Charities Efforts continue to rent the site out as a pony paddock, with adverts placed in the Parish Magazine. Utilising the site as a car park for twitchers remains a possibility if sufficient rent could be paid to the charity. In the region of £1k per annum. The barriers along Grimley approach road do seem to be effective. The Clerk was instructed to write to the Swan Sanctuary with regard to the gentleman persisting in parking dangerously in the approach road, who impersonates a member of that organisation and who persists in feeding the swans bread, resulting in algae blooms and a reduction of the water quality.</p> <p>The Clerk was also instructed to write to Highways to ask if they could place 'no parking, passing place' signs in the four passing places in Grimley approach road. If this is not an option, then the Clerk is to obtain quotes for 'passing place' signs. Lengthsman to be instructed to clear the passing places in readiness for sign placement.</p>	<p>Clerk</p> <p>Clerk</p> <p>Clerk Lengthsman</p>
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104/17 Audit Finance - To sign off audit paperwork prior to sending to external auditors.

<p>a.</p> <p>b.</p> <p>c.</p>	<p>To consider and motion to approve procedures and paperwork in connection with the Annual Audit Return.</p> <ol style="list-style-type: none"> i. Clerk to present and certify the Accounting Statements. ii. Consider the internal audit work during the year. Review of procedures for internal checking of banking. iii. To note advisory comments received after completion of 2015/16 annual audit. iv. Approve the Annual Governance Statement. <i>Chair to minute, sign and date the Annual Governance Statement Section 1 of the Annual Return for the year ending 31 Mar 17.</i> <p><u>Duly approved and signed.</u></p> <p>To consider and motion to approve procedures and paperwork in connection with the Annual Audit Return – CONTINUED. *</p> <ol style="list-style-type: none"> i. Approve the 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 2017.</i> <p><u>Duly approved and signed.</u></p> <p>Approval and signature of the Declaration that the statement of accounts is unaudited.</p> <p><u>Duly approved and signed.</u></p>	
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d.	Approval and signature of the Notice of Commencement of the period for the exercise of public rights. <u>Duly approved and signed.</u>
e.	To note that the completed annual return and notification of date of commencement of period of public rights must be sent to Grant Thornton by 23 June 2017. <u>Duly noted.</u> * 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.

105/17 General Finance.

a. b.	To sign cheques relating to previously approved accounts on 22nd May 2017 & To consider and motion to approve the payment of outstanding accounts 12th June 2017.
c.	Members approved the outstanding payments. Proposed Cllr Stanley and seconded Cllr Lewis. To receive and motion to accept the Bank Reconciliation, subject - Duly approved. Note that a previous cheque to WCC Highways for bollards, Grimley approach road was amended for a spelling mistake and that the BT contract for adoption of the Monkwood Green and Grimley Village phone booths were signed at this point in the meeting.

106/17c - CCLr Grove attended at this point

a.	Cllr Grove attended at this point and gave the following update: - Whitley Parish Council has made many objections to the Velo Route. 70% of the route is in Worcestershire.. Certainly, it is not thought practical to close the road for between 7 & 9 hours. Highways have asked the organisers for more information on just how local businesses have been consulted. - New Worcestershire CC Chairman is Anne Hingley. Deputy Chair is Brandon Clayton and the Leader of Council is Simon Geraghty. - Temporary cameras are to be put along the A38 from mid Junes in Bromsgrove as part of a survey to aid £7.5 million upgrades.
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107/17c- items for future agenda

a.	None were raised.
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108/17 Correspondence

a.	Request for Parish Council to consider sale (to residents) of approx 2m by 2m driveway outside Monks Hollow: Residents of Monks Hollow have formally withdrawn their letter <u>before it could be considered at full council.</u> Duly noted. Members again stated that requests of this nature had been received from other residents in the past, but had been rejected for many reasons and in order to discourage applications of this nature. Prior to withdrawal of the letter, one objection from a neighbour had been received and the Clerk had emailed in response providing requested information and acknowledging their wish to be consulted.
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- 109/17 Dates for diary. Grimley Parish Fete - Sunday 18th June.**
110/17 Date of next scheduled meeting. 17th July 7.30pm, Peace Hall.

Appendix 1: Items for payment.

NB. Items previously approved on 22nd May 2017. Cheques could not be issued since accounts were with auditor

Worcestershire CALC	Annual Membership 2017/18.	£366.71
The Society of Local Council Clerks	Membership fee calculated £365.44*12=£4385.28 falling within the £93 payable subscription bracket (plus £8 fee)	£101
BT Payphones	Proposed adoption of kiosks Monkwood Green & Grimley Village. Nominal amount for contract setup.	£2.00
Lisa Stevens	Clerk wages [April] (£365.44 minus £13.00 PAYE)	£352.44
Lisa Stevens	Expenses. 2 months worth just under. Includes £22 postage. £42 mileage. £84 additional equipment for grazing on Monkwood green (security, padlocks, signage). £30 paper for audit printing, £20 farewell gift.	£233.65
Lisa Stevens	Malwarebytes. Software 1 Year Subscription for 1 Windows PC To allow purchase of malware in addition to existing firewall and security software.	£29.99
Lisa Stevens	Additional work outside contractual hours for Monkwood Green Management group. 17 hours additional work at hourly wage £11.42, between Feb & May 2017 for sheep grazing set up. (NB. Additional payment authorised 26th April 2016 minute ref 74/16 and reaffirmed August 2016.).	£194.14
Cllr Bryan Jones	Reimbursement. Equipment for installation of life buoys Monkwood & Sinton Ponds.	£11.23

Appendix 2: New items for payment from meeting 12th June 2017.

AON	Parish Council insurance policy due for renewal 1st June 2017, with prior agreed 14 day window for signing and posting cheque.	£234.90
Philip Moore	Internal audit 2016/17	£50
Peace Hall Management Committee	Donation for kitchen refurb 2017/18	£1500.00
Sinton Tree Surgery	Invoice 426. Emergency reduction to silver birches Oakall Green, to prevent damage to phone lines in high winds.	£240.00
Lisa Stevens	Clerk wages [May] (£365.44 minus £13.20 PAYE)	£352.24
Lisa Stevens	Expenses. 1 month. Includes new trough for Monkwood Green (£42.35), connecting pipes (£47.14) and fixtures.	£211.31
Lisa Stevens	£91.36. Additional work outside contractual hours for Monkwood Green Management group. 8 hours additional work at hourly wage £11.42 (NB. Additional payment authorised 26th April 2016 minute ref 74/16 and reaffirmed August 2016.). Update 07/06/2017: New tax code deducts £57.00 in total for Clerk Monkwood additional hours so far this year – therefore cheque written for £34.36	£34.36
HMRC PAYE quarter 1	HMRC quarterly PAYE – Parish Council was £54.00 in credit from previous financial year. Total bill for this 1 st quarter 2017/18 was £93.20. Therefore cheque written for £39.20	£39.20

Chair (17 July 2017)