

**At the Annual Parish Meeting held on
23 April 2018
in The Peace Hall, Sinton Green commencing at 7.00pm
DRAFT**

Nb. The Annual Parish Meeting is not a 'normal' monthly parish council meeting. It is a meeting of the parish or town electors, organised by the Parish Council. Electors can contribute to the agenda and in practice these meetings often celebrate local activities and debate current issues in the community. It is an opportunity for parishioners on the Electoral Roll to raise any matters of concern to them that relates to their local community.

Present: A Taft (Chair), A Atkinson, P Ayers, G James, D Lewis, G Sweeney, D Stanley (Deputy Chair), R Woodhouse, (1 Vacant Position).

In Attendance: Mrs L Stevens – Clerk,
District Cllr Dean Clarke, 12 Members of the public.

Apologies: CCllr Phil Grove.

51 /18	Nomination of Chair for this meeting only, welcome, intro & apologies. Cllr Taft nominated and accepted as Chair for this meeting. Cllr James having previously noted her intention not to comment on the item for play equipment.
52 /18	Minutes of previous meetings – Motion to approve previous minutes. a. Meeting of Grimley Parish Council 19th March 2018 - <i>Duly approved.</i> b. Annual Parish Meeting 10th April 2017 - <i>Duly approved.</i>
53 /18	To note the current vacancy for one Parish Cllr. Duly noted. Deadline for Clerk to receive candidate applications: Friday 18th May 2018, 10pm.
54 /18	Annual Report of the Parish Council and questions arising. See appendix 2. Touching upon play equipment, the Chair invited questions from the public on this issue. A number of residents spoke and gave the following points of view: 1. Would welcome the play area on Sinton village green. 2. Play equipment is a fantastic idea 3. Gave a name and street address but was later found to live outside the parish and so comments are withheld at this time. 4. Offered to assist in obtaining insurance quotations and discussed with the Cllrs the idea of subleasing private land in order to simplify insurance issues. 5. Updated the Cllrs on a recent get-together for children of Sinton Green and described a local new work of parents who would be willing to help donate and fund-raise towards play equipment.
55 /18	To receive the report of the County Cllr - Apologies given
56 /18	To receive the report of the District Cllr DCllr Clarke gave thanks to the Clerk and to the Parish Cllrs (past and present) for another successful year. It was noted that the Parish Facebook page is also a great success. Details were provided of a £250 donation to Nora Parsons and of a £250 donation to Peace Hall provisionally towards cake and coffee morning.
57 /18	To receive the report of the Police Officer Latest crime stats had previously been distributed and a newsletter submitted. PCSO Snape had enclosed a table for all for all collated crime statistics for the whole area. (Appendix 3).

	<p>"Some of these figures will relate to serious assaults, domestic assaults and crime and or sexual assaults. Obviously, these types of crime are not reported via NHW or Parish reports and so the figures may 'read' higher than you may expect.</p> <p>As a summary for the year end, shed, garage and outbuildings break ins have slowed down, but have not gone away. I would urge everyone to check that items in these types of buildings are overtly marked, buildings are alarmed and doors made as secure as possible. Items within the homes are marked with a uva product such as Smartwater, and are listed on www.Immoblise.com. - This is a free service and greatly improves the chance of getting back items lost (eg phone) or stolen. Many Parish's have taken up the offer of the 'bulk buy' purchase of Smartwater to enable all their parishioners to be Smartwater households, making the Parish 'Smartwatered', with appropriate signage to match.</p> <p>We are still a team of three, having now been joined by PC Mark Broughton who Teresa and I are hopeful will be a permanent addition to the team! With the addition of Smart phones, and laptops we are now even more mobile than before, and are able to access our 'workload' as it arrives via the phone. So if you do see us on the phone, we are working! We have been holding surgeries across the area at 4 different locations and have received good feedback from these. Presently these are at Wichenford, Hallow, Martley and Tenbury. Lastly we are looking to carry out more horse tack marking, property marking and also quad and trailers marking events too in the near future, with the next property marking event at Hanley Parish Hall 10 – 1 on April 28th. As ever we are only ever a call or email away". mt.snt@westmercia.pnn.police.uk</p>
58 /18	<p>To receive the report from Grimley & Holt C of E Primary School – submitted by email with thanks from Parish Cllrs.</p> <p>"Morning drop off changes - The trial for the start of the day has worked well this week- we thank you for your support. Teachers have found that children have enjoyed the new system, they have been more settled and lessons have started earlier as a result. Traffic counts have also shown that there are much fewer cars on the lane outside of school between 8.40 and 8.55, no marked 'peak' in road use and has had a positive effect on parking issues. All of these factors impact on the safety of the children. Please note that this arrangement will not become permanent until we have fully assessed its efficiency. Parents and carers are a vital part of the school community and we will welcome your thoughts and ideas before any firm decision is made".</p>
59 /18	<p>To receive the report of the Parish Lengthsman - submitted by email.</p> <p>"A quick thank you for the councils continued support and looking forward to another year."</p> <p>WCC report: "Thank you for making this another successful year for Worcestershire's Lengthsman Scheme. Despite increasing financial pressures, we are pleased to have been able to maintain funding at the same level as the previous year, as such your budget to cover the period 1st April 2018 to 31st March 2019 will be £2,054.00."</p>
60 /18	<p>To receive the report from the Peace Hall Management Committee</p> <p>The following report had been received via email:</p> <p>"Last year the main subject of our report was our plans to refit the hall kitchen. We are extremely pleased to say that our project has been very successful and we managed to secure the funds to complete the kitchen. We are so pleased with the result and also more than a little proud of our achievements. The kitchen is now</p>

	<p>available for use and the equipment is suitable for large scale catering. Anyone that would like to see for themselves and view the kitchen after the meeting, then please do so and keep us in mind for your functions please.</p> <p>We have had an extremely busy year and alongside the kitchen renovation we have also repaired the car park, cleared and re seeded a large area of the lawn adjacent to the car park giving users much more room for their parking and caravanning etc.</p> <p>In recent weeks the interior of the hall has been redecorated giving a fresh new look. The Portacabin is being prepared for a new coat of paint.</p> <p>We have raised a grant to purchase the blue chairs that you are sitting on and hope that you will find them more comfortable than the old plastic ones. We are hoping to buy more in the near future.</p> <p>During this current year we are hoping to redecorate the committee room, possibly the passageway and also either replace the original entrance door, or failing that, at least paint it so that it looks better from the road.</p> <p>Grant applications and fund raising will continue as usual. We really need the guttering etc replacing so that has to be a priority.</p> <p>The film evenings will continue even though sometimes the attendance is better than others. We have shown some amazing films and our lovely big screen on the wall at the rear of the stage is a brilliant help.</p> <p>We have decided not to have a Fete this year, however it will continue next year. This is mainly due to the committee having so few members and the organisation is difficult. Thank you to all that help and come along and support us, we are very grateful of course, but anyone that would like to be involved either by joining the committee or just helping in any way at all is very welcome. To replace the Fete this year we are trying very hard to have a music night, the problem we are having at the moment is finding a suitable band that is available, therefore this is possibly going to be September now. We continue to have bookings from the dance group, caravaners, private Parties etc. We do need more so please consider us</p> <p>Finally, we would sincerely like to thank all that have considered our grant applications, helped in practical ways, attended functions and everyone that has supported us along the way. Thank you very much.</p>
61 /18	<p>To receive the report from the Tarmac Liaison Group</p> <p><u>Ball Mill Plant Site</u></p> <p>All tree planting to the west of the public footpath has been completed in accordance with the approved plans</p> <p>All scrap metal and waste has been removed</p> <p>We are starting to see soil jobs start to pick up now that the weather is slightly improving and the soils are not so wet. We have reviewed a number of local jobs but the test results (in accordance with waste acceptance criteria) have either not been provided or have not been acceptable. Speaking to our contractor, we remain very optimistic that soils of suitable quality and with the correct documentation will be available to bring the remainder of the site up to level in the next quarter, with tree planting at the start of the next planting season.</p> <p><u>Church Farm South</u></p> <p>All the land drains installed appear to be working well</p> <p>Soil samples are to be taken to review the impact and benefits of the enhanced seed mix applied to the northern section as part of the annual aftercare review to be completed with the mineral planning authority.</p>

	<p><u>Retreat Farm</u></p> <p>The drain continues to effectively manage lake levels as the scheme anticipated. There has been no evidence of any subsidence or loss of integrity to the batters to the causeway.</p> <p>It was noted that a missing hedge on the causeway is now the responsibility of the land owner, as the Tarmac maintenance period is over.</p>
62 /18	<p>To receive the report from Grimley Smaller Charities</p> <p>£1,000 pa rent continues to come in.</p>
63 /18	<p>Optional reports from:</p> <p>i. Monkwood Green volunteers and management team;</p> <ul style="list-style-type: none"> - Mr B Prosser gave a report. The Common is looking better than it has for a long while. The hard work conducted over the past three years must not be wasted. The importance of getting sheep back on to site was stressed. A number of volunteers have either moved away or are currently too unwell to conduct much work. However, the residents as a whole remain keen to assist where they can. There is an ongoing frustration that the SSSI status hinders work essential to the endangered ecosystem – work that that would not threaten the SSSI grading. Residents are constantly having to check that work has been endorsed and is permitted by Natural England and often a site visit is required before work can be signed off – work that only take 20mins to complete once approved. This lessens the likelihood of residents to get involved – since they may only know that the can volunteer at short notice. - The Clerk reported that she has been unable to obtain permission from Natural England to place sheep on the Common. Natural England have stated a preference to wait for the results of the Feasibility Study before deciding where and when to place sheep on site. Cllrs instructed the Clerk to set up a meeting with Natural England to find a way forward, as the lack of sheep grazing the Petty Whin is threatening this endangered species. - The Clerk stated her intention to put the electric fence around the Patty Whin site so that Commoners could put their sheep on site if they wish to. This is in the absence of a herbage contractor for 2018. Cllrs and residents approved this action. - The adopted phone box continues to need a complete renovation. The Clerk reported that she had obtained the correct colour and type of paint (sufficient to repaint the box at Grimley village also). A number of residents offered to assist with this work. The Clerk was instructed to conduct a site visit with Cllrs to assess the level of work required and whether glass would need replacing at the same time. - Cllrs gave reassurance that the well on the Common is still scheduled to be tidied up and that we are waiting for the contractor to be available. Residents reminded the Council that contractors should be given clear guidelines on the timescales involved. <p>Other comments from the public included:</p> <ul style="list-style-type: none"> - "If we do not get the grass cut near to the houses each year then it becomes a considerable fire risk, which was pointed out by the fire brigade many years ago. Will NE pay for the insurance?" - "I just cannot see how using chipper machines for 2/3 days for £300, creating all the mulch which has to be removed by us is any less damaging to the environment than one bonfire!"

	<p>ii. Footprint – ref Monkwood Green Common feasibility study Footprint are to shortly begin contacting residents/those with Commoners rights.</p> <p>iii. Scouts and Guides; No report had been received.</p> <p>iv. Nora Parsons Day Centre; No report had been received.</p> <p>v. Worcestershire Wildlife Trust; No report had been received.</p>
64 /18	<p>Open Forum - To invite the public to raise any matters of interest. Topics already put forward by residents for discussion:</p> <p>a) Maintaining and repairing the private service roads on the Common. Roy Fullee Rural Highways Worcestershire reported via email that he has made some significant progress and has managed to obtain some information which will now enable him to properly define the extent of the public highway. The information was at no cost so the Parish Council will not incur a fee. He hopes to visit the area this week with the plans to definitively map out the area properly and once done I'll then arrange for some quotes from contractors.</p> <p>b) Play equipment for Sinton Green village green. Item already covered. Feedback via Facebook was overwhelmingly positive and the Clerk read out all comments. It was noted that the Wicksteed offer to boost existing funding via 25% match funding, ends June 31st 2018 and required a site visit before that date – Cllrs agreed that matter are not progressed enough for this yet. The Clerk was instructed to ask County Hall for some "beware children playing" safety signs and to ask for a speed trap to collect information on speeding in Sinton Green.</p> <p>c) Smart water. The Clerk was instructed to re-advertise this project, as only half the required number of household had responded.</p> <p>d) Damage to the Common, Sinton Green Cllrs noted the following report received from the resident concerned: "now we've had a period of dry weather we are planning to level the garden next week. 5ft Evergreen Yew hedges are on order and my hope is we have them all planted, the verge re-turfed and the steel fencing removed at some point by the latter half of May."</p> <p>e) Phone boxes Item already covered. Cllrs gratefully noted that a local resident had assisted the Clerk in sourcing the correct paint, combining both the primer and top coat: 2.5 litres at £36 plus vat, plus delivery charge.</p> <p>f) Noticeboards A resident has agreed to continue to assist with this project.</p>
65 /18	<p>Chair to <u>close</u> Annual Parish Meeting and Chair of Parish Council to <u>open</u> Meeting of Grimley Parish Council</p>

Continued overleaf

**At the Meeting of Grimley Parish Council held on
23 April 2018
in The Peace Hall, Sinton Green commencing at 8.00pm**

Attendance as above.

66/18 **Declarations of Interest** – There were none.

67/18 **General Finance**

a.	To consider & motion to approve the payment of Parish Council accounts. Duly approved.
b.	A Statement on the Parish Council financial accounts for Year ending 31 Mar 18. The Clerk gave a report, which was approved by the Cllrs.
c.	To note that the deadline for completing the PKF Littlejohn external audit Annual Return is 11th June 2018. Duly noted.
d.	To receive and motion to accept the following: i. end of year (2017/18) financial report ii. accept the final monthly bank reconciliations 2017/18 and Quarter 4 report. All duly noted and approved.
e.	Motion to approve section added to Standing Orders detailing the processes and procedures of an Annual Parish Meeting. Duly approved.

68/18 **Planning – to consider, comment and resolve to respond to the following planning applications**

i.	18/00448/FUL Holywards Farm, Moseley Road, Hallow – public footpath passing property. A number of comments were raised by residents and Parish Cllrs, including: Residents who had no objection to the planning application but were concerned with the number and frequency of applications on site. Cllrs agreed that the number of applications made comparison difficult. The Clerk advised that MHDC had previously stated that each application must be judged separately on its own. The option of a site visit was discussed but DCllr Clarke had previously advised that a site visit by Parish Cllrs is not within their legal remit, unless invited by the residents themselves. The Planning Officer had also previously advised that a site visit was not necessary. - Question by resident about shared access drives on site. - Question by resident about how the latest application affects drainage in the surrounding area. Cllrs referred the resident to the latest planning documents and asked that this question (and the one above) be referred to Malvern Hills District Council. - Cllr Woodhouse stated disappointment at MHDC's lack of progress with enforcement matters relating to the barn to be demolished. The applicants had been in touch by email and confirmed that they
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	<p>had had a site visit from enforcement.</p> <p>- Parish Cllrs, by majority, agreed that no further actions or discussions on this planning application were necessary.</p> <p><i>Note post meeting: Enforcement since confirmed via email that they have visited the site on 30th April and confirmed that the Enforcement Notice has now been complied with in full. Having discussed the matter further with the MHDC solicitor they do not intend to proceed with the prosecution and as such have withdrawn.</i></p>
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69/18 Date of next scheduled meeting.

21st May 7.15pm - Annual Meeting of Grimley Parish Council

21st May 7.30pm - Meeting of Grimley Parish Council

Appendix 1: Items for payment.

Simon Skeys	Lengthsman payment for Feb & March 2018. <i>(Reimbursement money has already been received from WCC)</i>	£707.25	Vat nil
Simon Skeys	New Inn vegetation cut back and clear visibility splay. <i>(Note: Cllrs initially accepted quotation for £80)</i> Invoice no: 20. GPC201739.	£100.00	VAT nil
Simon Skeys	Sinton Green & Monkwood Green installation of bollards. Invoice no: 23. GPC201738.	£87.50	VAT nil
Worcestershire CALC	Cllr Training Discounted x9. Invoice: 7288. GPC201733	£174.00	£29.00 VAT
Lisa Stevens	Clerk wages [March]	£365.44	VAT nil
Lisa Stevens	Expenses. GPC201703. Including new battery operated strimmer Monkwood Green.	£147.21	VAT nil
Lisa Stevens	Monkwood Green additional hours. Natural England Higher Tier bid process.	£91.36	VAT nil

Chair (21 May 2018)

Appendix 2

Grimley Parish Council**Financial report 2017/2018**

22 April 2018

- **Balance (total assets) - 31st March 2017: £30,529.59.**
(including £1220.66 in unpresented cheques from 2016/17 financial year, but NOT including £350.75 in unreceived income – WCC Lengthsman scheme).
- **Balance (total assets) - 31st March 2018: £32,860.47**
(including £51.25 in unpresented cheques but NOT including £707.25 in unreceived income from the WCC Lengthsman scheme).
- **Total receipts 2017/2018 – £18,573.86**
(Including £350.75 in Lengthsman income from 2016/17 financial year but not including £707.25 in expected but unreceived income from the WCC Lengthsman Scheme) (**plus £9.78 interest savings account**).
- **Total expenditure 2017/2018 - £17,422.17**
(Including £1220.66 in unpresented cheques from 2016/17 financial year, but not including £51.25 in unpresented cheques from 2017/18 financial year).

(Sum checking: £30,529.59 (previous assets) + £18,573.86 (receipts) + £9.78 (interest) - £17,422.17 (expenditure) + £1220.66 (because accounted for in 2017 assets AND 2017/18 expenditure) - £51.25 (unpresented cheques) = 32,860.47)

Items already provided to Cllrs

- Bank reconciliations for 18th March 2018 and 31st March 2018. The bank reconciliation for 31st March includes draft figures and working in readiness for completion of the Annual Audit paperwork.
- Q4 report for 2017/18.

Items available at any item

- Copy of Budget for 2017/18 – though Q4 report contains much of this info.
- Copy of Budget for 2018/19.

Budget

- The above represents a pleasing maintenance of assets and reserves in light of the fact that the Parish Council has struggled in recent years to contain increasing costs of Monkwood Green maintenance.
- Another significant change experienced by the Parish Council in 2017/18 is the increased burden of general parish maintenance projects (particularly highways-type maintenance) in light of District and County budgets constraints.
- The significant and invaluable voluntary activities of residents must be acknowledged as playing their part in Parish Council ability to keep within overall budget.

Reserves - Saving Account

- 2018/19 - it is intended to strive to maintain a level of reserves (ie monies stored in the savings account) at least equal to the previous years precept. There is currently £19,562.75 in the savings account, with the precept for 2018/19 being £16,950.00.

- This carries an implied acknowledgement that spending of up to £2,612.75 from the Saving Account can and should happen if required in an emergency but only with prior FULL MEMBER agreement. The current agreed budget for 2018/19 does NOT rely on or require this expenditure however – ie this should be seen as an appropriate emergency option only.
- This strikes a balance between keeping the council financially viable should the precept fail and yet, provides a policy allowing for savings to be made available for parish council projects, without inappropriate hoarding.

Reserves – general

- The reserves* in the 'active/daily' business account are also to be maintained where possible and restored (*Reserves exist for: recruitment; election expenses; Grimley Smaller Charities saving; Peace Hall; bus shelters; grit bins; bin replacement; bollard replacement; well repair and; pool maintenance).
- Plans are in place to gradually replenish (over a series of years) the depleted reserves for The Peace Hall after significant expenditure in this area in the previous three years.

Overspend

- Overspend occurred in 2017/18 in the following areas:
 - o Clerks expenses: Overspend of **£156.13** in a budget of £800. Arising as a consequence of much of the purchase of sundry items for Monkwood Green electric fencing equipment in Q1.
 - o The Clerk is devising a better system for splitting expenses out into the separate budget areas, though it must be acknowledged that splitting expenses in this way is time consuming – a balance must be struck.
 - o The Clerk is also attempting to cut down the number of visits being made to the Parish from around two a week to merely one or two a month – as this was also a major cause of expenditure to the Parish Council. Members have already agreed to play their part in this, and are willing to anticipate/be instructed which sites will need a visit on behalf of the Clerk, as and when they are passing.
 - o Expenses on postage has successfully been reduced with thanks for the co-operation and understanding from Cllrs that they only receive items via email.
 - o Subscriptions. An overspend of **£101** due to the Parish Council joining the Society for Local Councils and Clerks (SLCC) – a separate budget for this has been established in 2018/19.
 - o Overspend on Monkwood Green – has been brought under control, though it is to be noted that invoices for the feasibility study (£6603.90) and Duckworth Trust (scrub clearance, tree maintenance and wood chipping = 5 days) remain outstanding and will be paid in the 2018/19 financial year, rather than in 2017/18 as originally planned.
 - o A significant and regular unanticipated expenditure has been on Clerk over-time specifically for work relating to Monkwood Green. Whilst this is not an issue personally for the Clerk (eg not a matter of complaint) and does not translate to overspend in the council budget, it is something to consider at the next staffing committee - partly from the perspective of HMRC (ie how overtime is reported to them and how this affects tax codes/PAYE and NI) and partly from the perspective about whether the Clerk's time is really best spent in this manner. Cllrs have already expressed a willingness to take on more in this respect and the Clerk commits to the better delegation of tasks in 2018/19.

Lisa Stevens, Parish Clerk for Grimley & Financially Responsible Officer, April 2018.

Appendix 3

“A table for all for **all** collated crime statistics for the whole area. Some of these figures will relate to serious assaults, domestic assaults and crime and or sexual assaults. Obviously these types of crime are not reported via NHW or Parish reports and so the figures may ‘read’ higher than you may expect”.

mt.snt@westmercia.pnn.police.uk

Team Voicemail 01905 725780
PC Mark Broughton 07890 542887
PCSO Teresa Howells-Brown 07814 041496
PCSO Ness Snape 07814 040307

	2018	2018	2017	2017	2017	2017	2017	2017	2017	2017	2017	2017	2017
	feb	jan	dec	nov	oct	sep	aug	jly	jun	may	apr	mar	feb
Parish	2	1	12	11	10	9	8	7	3	5	4	3	2
Abberley	5	3	15	3	5	5	4	2		4			2
Astley & Dunley	4	7	2	5	4	6	9	7	19	4	3	8	4
Bayton	2	1	2		0	4	2	1			1	3	1
Clifton	1	2	4	2	2		3	4	6	2	3	4	1
Eastham	1		3		1	1		2	1	2	1	1	
Great Witley	1	2	2	5	4	5	7		8		3	5	4
Grimley	2			3	3	3				7			2
Hallow	3	3		5	2	1	3	2	6	2	4	4	7
Hanley		1	2					1			2	1	
Holt Heath	2	4	2	7	1	3	3	9	9	4	8	4	3
Knighton On Teme	1	3	1	3	3	2		2	2	5	1	2	3
Lindridge	4	1	3	5	4	5		2	2	6	1		1
Little Witley	3		1	1		1			3	3	2		
Lower Sapey			1	1	2	1							
Mamble		1	1	3	2		3	1	2	2	2	2	2
Martley	2	12	13	6	6	10	2	5	7	8	6	9	9
Pensax		1				2	4	1	1				1
Rochford	1		1	2			2						1
Shelsleys								2		1		3	5
Shrawley	1				2	1	1	2	4	1	1		
Stanford /Orleton	1		1	6	1	2	3	1		3		2	3
Stockton	2					1		3		2			
Stoke Bliss, Kyre, Bocckleton	2	1	2		2	2			3		2	2	1
Tenbury	15	13	20	14	26	13	16	24	20	20	14	23	17
Wichenford & Kenswick	1	2	4	4	5	1	7	8	3	2	5		4
	54	57	80	75	75	69	69	79	96	78	59	73	71

-end-