

**At the Annual Meeting of Grimley Parish Council held on
21st May 2018**

in The Peace Hall, Sinton Green commencing at 7.15pm

DRAFT

Present: E A Taft (Chair), A Atkinson, P Ayers, D Lewis, R Woodhouse.
In Attendance: Mrs L Stevens – Clerk, District Cllr Dean Clarke,
 County Cllr Phil Grove, 0 Members of the public.
Apologies: G James, D Stanley, G Sweeney, (1 vacancy).

76/17	To consider any apologies for absence & Declarations of interest. As above. No new declarations made at this meeting. Cllrs reviewed declarations currently on file. No amendments were requested.																			
	<p>a. Election of Chairman 2018/19 Cllr Taft was duly nominated and seconded with no dissent or abstentions.</p> <p>b. Election of Vice Chairman 2018/19 Cllr Stanley was duly nominated and seconded with no dissent or abstentions.</p>																			
77/02	<p>c. Election of Representatives The following appointments were duly made with no dissent:</p> <table border="1"> <tr> <td>Peace Hall Committee x 2 members</td> <td>Cllr Aiveen Atkinson Cllr Georgina James</td> </tr> <tr> <td>CALC x 2 members</td> <td>Cllr Pam Ayers Cllr Garry Sweeney</td> </tr> <tr> <td>Tarmac Liaison Group x 1 member</td> <td>Cllr Dave Stanley</td> </tr> <tr> <td>Grievance Panel x 3 members</td> <td>Cllr David Lewis Cllr Dave Stanley Cllr Anne Taft</td> </tr> <tr> <td>Over-seeing Finance x 1 member</td> <td>Cllr Robin Woodhouse</td> </tr> <tr> <td>Monkwood Green x 3 members</td> <td>Cllr Pam Ayers Cllr David Lewis 1 vacant position – delayed decision</td> </tr> <tr> <td>Staffing Committee x 4 members</td> <td>Cllr David Lewis Cllr David Stanley Cllr Garry Sweeney Cllr Anne Taft</td> </tr> <tr> <td>Appeals Panel x 3 members</td> <td>Cllr Pam Ayers Cllr David Lewis Cllr Garry Sweeney</td> </tr> <tr> <td>Grimley Smaller Charities x 1 member</td> <td>Cllr Robin Woodhouse</td> </tr> </table> <p>d. To accept in principle and commit to reviewing the following:</p> <ul style="list-style-type: none"> i) Financial Regulations (Statutory - NALC Recommended). ii) Standing Orders (Statutory - NALC Recommended). iii) Risk Assessment Register. (last reviewed Autumn 2016) iv) Information available under Freedom of Information Act. v) Financial Reserves. vi) Code of conduct. vii) <i>Complaints procedure.</i> viii) <i>Grievance procedure.</i> ix) <i>Data protection policy.</i> x) <i>Disciplinary procedure.</i> xi) <i>Equal opportunities policy.</i> xii) <i>Health and safety policy.</i> xiii) <i>Home working policy.</i> xiv) <i>Lone working policy.</i> xv) <i>Staffing Committee terms of reference.</i> xvi) <i>Cllr & Clerk training register.</i> 		Peace Hall Committee x 2 members	Cllr Aiveen Atkinson Cllr Georgina James	CALC x 2 members	Cllr Pam Ayers Cllr Garry Sweeney	Tarmac Liaison Group x 1 member	Cllr Dave Stanley	Grievance Panel x 3 members	Cllr David Lewis Cllr Dave Stanley Cllr Anne Taft	Over-seeing Finance x 1 member	Cllr Robin Woodhouse	Monkwood Green x 3 members	Cllr Pam Ayers Cllr David Lewis 1 vacant position – delayed decision	Staffing Committee x 4 members	Cllr David Lewis Cllr David Stanley Cllr Garry Sweeney Cllr Anne Taft	Appeals Panel x 3 members	Cllr Pam Ayers Cllr David Lewis Cllr Garry Sweeney	Grimley Smaller Charities x 1 member	Cllr Robin Woodhouse
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78/03	Public question time. - No comments or questions.																			
	Close of Annual Meeting of Grimley Parish Council																			

**At the Meeting of Grimley Parish Council held on
21st May 2018
in The Peace Hall, Sinton Green commencing at 7.30pm
DRAFT**

35/18 Declarations of Interest – none.

36/18 Minutes of the previous meeting

a.	19 th February 2018 – duly approved .
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37/18 Public question time

a.	No comments were received.
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38/18 To Receive the Report of the County Councillor – Phil Grove

a.	<ul style="list-style-type: none"> - WCC successful in a bid for funding to explore 5G connectivity. - The final resurfacing of New Road, Worcester will take place soon as the £1.2M flood alleviation project nears completion. - Work to dual the A4440 Southern Link Road from the Norton Roundabout to the M5 due to end Friday 1 June. - Work is ahead of schedule with works to raise the A4104 in Upton-Upon-Severn to reduce the likelihood of flooding in future. <p>Parish Cllrs queried the following:</p> <ul style="list-style-type: none"> - When will the dualling of the entire link road A4440 to Powick be completed? A: 2020. Cllrs expressed dissatisfaction with timescale. - Query effectiveness of the New Road improvements and query amount of money that has been spent on this project. A: Monitoring over time will test effectiveness.
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39/18 To Receive the Report of the District Councillor – Dean Clarke

a.	<p>DCllr Clarke reported that the Parish Council's letter regarding district council underfunding of planning enforcement had been passed to Jack Hegarty for a response in due course.</p> <p>Parish Cllrs queried the following:</p> <ul style="list-style-type: none"> - Progress of various housing developments in Hallow and the effect that these are having on passing traffic. - Inconsistencies with regard to planning permissions (those approved and those rejected). DCllr Clarke was unable comment on specific cases without the details in front of him.
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40/18 Co-option - filling one vacancy for Parish Councillor

a.	Due to some Cllrs not being present, this item was deferred until the meeting on June 18 th .
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43/18 Sinton Green facilities – To discuss updates and formulate Motions not requiring written notice.

a.	<p>Update on meeting with Peace Hall Management Committee 14th May 2018.</p> <ul style="list-style-type: none"> - The grounds of the Peace Hall are not considered by the Management Committee to be suitable for locating play equipment. - The size, type and value of play equipment was not discussed. Insurance was touched upon, but quotations/suggested liability differed to such an extent, that a useful picture could not be gained. - Public consultation will proceed and the Parish Council will continue to consider all options for provision of play equipment for the youngsters of the parish.
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b.	<p>Update on progress with public consultation concerning play equipment The Clerk reported that questionnaires are awaiting delivery.</p>	Clerk
e.	<p>Pond maintenance – to discuss options for disposal of bulrushes. The Clerk reported that Digaway skip hire quoted £204 including VAT for medium skip for 3-4 weeks and will accept bulrushes. Cllr Woodhead reported that the Parish Council will be notified by the resident concerned of dates when the relevant machinery is available. Natural England has advised that if the Parish Council suspect that wildlife is present in significant numbers then works are best left until later in the year.</p>	Clerk Cllr Woodhead

42/18 Monkwood Green - To discuss updates and formulate Motions not requiring written notice.

a.	<p>To discuss option to erect electric fence around Petty Whin. Motion to proceed if applicable. Parish Councillors expressed their gratitude to local residents for liaising with Natural England in order to obtain permission for the parish council to graze sheep on the Common this year. Grazing to commence asap after the end of June. Cllr Stanley is to collect the electric fence and assist with installation. Cllr Woodhead to liaise with local farmers seeking assistance ref herbage.</p>	Clerk Cllr Stanley Cllr Woodhead
b.	<p>Motion to approve purchase of metal blade bramble strimmer, in order to tackle urgent issue of returning brambles. Cllrs declined purchase and advised that the existing strimmer belonging to Cllr Lewis can be mended. Mr Ron Smith was suggested as having the expertise to conduct repairs. Clerk to liaise with RW.</p>	Clerk
c.	<p>To discuss and to resolve to write to residents mowing and parking on the Common/SSSI without permission. Residents are reminded that mowing/strimming any part of the Common without permission is strictly prohibited. Natural England has written to the Parish Council to express disappointment that residents are, albeit with good intentions, mowing verges outside their properties. Most of the verges on the Common are subject to SSSI status and are protected by law. The Clerk was instructed to send a reminder to MWG residents ref mowing and parking.</p>	Clerk
d.	<p>To discuss the recent increase in thefts in the area. Cllrs discussed the increase thefts from gardens/businesses around the Common. Increased police presence has been requested.</p>	Clerk
	<p>Motion to approve written confirmation to residents at Monks Barn, that in accessing their property across the Highways maintained tarmac roads only, they do not need a deed of access and right of way. Cllrs approved this and instructed the Clerk to proceed.</p>	Clerk
	<p>To note that Highways conducted inspection works on the drains outside Monks Hollow and have scheduled clearance works for June. Motion to approve request to temporarily remove two bollards to allow vehicles to work without restricting access for residents, subject to Natural England approval concerning the SSSI. Duly approved.</p>	Clerk
e.	<p>Update on service road repair quotations. The Clerk reported that quotations should be received next month.</p>	Clerk

44/18 Grimley village – To discuss updates and formulate Motions not requiring written notice.

a.	<p>To discuss Grimley village approach road ‘passing places’ sign quotation and, if applicable, motion to proceed to order. Passing Place R2 High Intensity 450x450mm Road Sign: £47.88 inc vat This item was deferred until the meeting on June 18th.</p>	Clerk
b.	<p>To discuss public concern regarding the overgrown state of the churchyard and applicable motions, should Cllrs resolve to assist in this matter. The Clerk was instructed to continue with obtaining a quotation from AP, which will be passed to RH, allowing a joint assessment.</p>	Clerk

45/18 Parish wide facilities - To receive and discuss updates and formulate Motions not requiring written notice

a.	<p>Phone boxes – to appoint Cllrs to assess the level of maintenance is required. Cllrs to liaise with residents who have already kindly volunteered to help. Cllr Lewis to liaise with volunteers - BA, MJ and GG.</p>	Cllr Lewis
b.	<p>Provision of litter picking equipment for volunteers. DCllr Clarke advised that he might be able to assist. This item was therefore deferred until further information was available.</p>	Clerk

40/18 Lengthsman – to discuss updates.

a.	<p>i. To clarify method of contacting Lengthsman and how work is allocated. Clerk to chase for outstanding work and to contact to advise of new/ongoing jobs. Cllrs to go through Clerk rather than approaching Lengthsman directly. - Motion to receive and approve future items of work. Including: Strimming nettles at far NW corner of Monkwood Green, near Monks Barn; and strimming Grimley approach road knee-rails (to be added to regular job sheet). <i>Both duly approved, though nettle strimming to commence next year as part of annual works schedule.</i></p> <p>ii. Update on laying the additional slab/s Grimley bin – Done. iii. Update on Grimley top triangle tidy-up – Done. iv. Update on rodding the drains opp Fir Tree House Grimley – Lengthsman reports: “It is no longer easy to keep the parish gullies clear, as Highways have issued a directive that they cannot be dug out with a spade - will do the best with our rods”. v. Update on possibly blocked drains around Grimley top triangle. See above item.</p>	Clerk
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46/18 Reports from Representatives - To discuss updates and formulate Motions not requiring written notice.

a.	<p>Peace Hall Management Committee Including Motion to approve in principle a donation towards additional replacement chairs for the Peace Hall, up to threshold of £350. Motion was deferred until the meeting on June 18th. <i>Standing orders were suspending to allow public to speak.</i> AD addressed Cllrs to ask them to redouble efforts to liaise with the Management Committee and ensure regular contact. Cllrs confirmed their commitment to the success of the Peace Hall, cited recent</p>	
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	substantial donations and confirmed that they (PC) had only very recently appointed a replacement parish council rep to the Management Committee, after recent and significant numbers of parish council resignations. Cllrs confirmed that new reps would be briefed on requirements. <i>Standing orders were reinstated.</i>
b.	Tarmac Quarry Liaison Committee This item was deferred until the meeting on June 18 th .
c.	Grimley Smaller Charities This item was deferred until the meeting on June 18 th

47/18 Audit Finance – To sign off audit paperwork prior to sending to External auditors.

<p>a. To consider and motion to approve procedures and paperwork in connection with the Annual Audit Return.</p> <p>i. Clerk to give a briefing on the Accounting Statements and confirm that she, as RFO, has already signed the Accounting Statements prior to presenting to Members at this meeting. Duly approved. PA & AA.</p> <p>ii. Members to consider and review the effectiveness of internal checking procedures and internal audit work conducted across the entire year*. To include a review of procedures for internal checking of banking. Motion to accept considered findings and motion to confirm compliance with assertions 2 & 6 of the Annual Governance Statement. Duly considered and findings approved. Cllrs confirmed compliance with above assertions. PA & RW.</p> <p>iii. To note advisory comments received after completion of 2016/17 annual audit (Grant Thornton). Motion to review evidence and therefore reject Grant Thornton's incorrect comments that the PC did not correctly provide a period for exercise of public rights. Motion unanimously approved. RW & PA.</p> <p>iv. Approve the Annual Governance Statement. <i>Chair & Clerk to minute, sign and date the Annual Governance Statement Section 1 of the Annual Return for year end 31 March 2018.</i> Duly approved. AT & RW.</p> <p>b. To consider and motion to approve procedures and paperwork in connection with the Annual Audit Return – CONTINUED. **</p> <p>i. Members to consider the Accounting Statements. Duly considered.</p> <p>ii. Motion to 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 2018.</i> Duly approved and paperwork signed. RW & AA.</p> <p>c. Approval and signature of the Declaration that the statement of accounts is unaudited. Duly approved and signed. AT & RW.</p> <p>d. Approval and signature of the Notice of Commencement of the period for the exercise of public rights. Duly approved and signed. AT & RW.</p> <p>e. 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 11th June 2018. Duly noted.</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 2017 and 31 March 2018 before confirming compliance with assertions 2 and 6 of the Annual Governance Statement.</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 2nd July 2018.</p>	Clerk
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47/18 General Finance and Administration - To receive and discuss updates and formulate Motions not requiring written notice.

a	To consider and motion to approve the payment of outstanding accounts. All duly inspected and approved .
b	To receive and motion to accept the Bank Reconciliation - Duly approved .
c	To receive and accept quotations for Parish Council Insurance for 2018/19. i. BHIB Insurance (previously AON) - £183.95. (2017/18 policy providers). ii. Zurich - £245.95. iii. Alternative insurers failed to respond in time. Cllr duly approved BHIB quotation and instructed the Clerk to proceed with arranging insurance.

Clerk

49/18 – Dates for diary, any other business and items for future agenda -

Items for June agenda: - Well maintenance Monkwood Green; - Missing gate near Old Vicarage, Grimley approach road; - Allowing selected small patches of grass on Sinton Village Common to grow uncut – with the intention of encouraging flowers, bees and insects; - Parish path warden training with Patrick White, Countryside Access, Maintenance & Improvement Officer, WCC.

Clerk All

50/18 Date of Next Scheduled Meeting – 18th June 7.30pm, Peace Hall, Sinton Green. The press and public are cordially invited to attend this meeting.

Appendix 1: Items for payment.

Duckworth Trust	Scrub and tree clearance works 2 days April 2018, 4 wardens, plus equipment hire: £449.28 . GPC201730. Chipper hire (3 days), Fuel (£16,91), Labour (3 wardens/day): £ 450.00 . GPC201745. Invoice number: 759-17.	£916.19	VAT (20%) VAT (5%) £149.88 £0.81
Duckworth Trust	Scrub and tree clearance works 2 days <u>January</u> 2018. Invoice arrived 18/05/2018.	£240.00	VAT £40.00
Parish Magazine Printing	Playground consultation leaflet and re-advertise smart water. Colour A3 double sided, landscape 90gsm, folding to A4.	£82.00	VAT unknown
Worcs CALC	Annual Membership 2018/19.	£390.04	VAT £59.04
Society of Local Council Clerks	Membership fee confirmed 18/05/2018	£100.00	VAT nil
Chello Blended Chemicals	Paint for maintenance of phone boxes Monkwood Green and Grimley village. Invoice number: 68695. GPC201811.	£58.89	VAT £9.80
Insurance company	Parish Council insurance policy due for renewal 1st June 2017.	Choice at meeting	VAT unknown
Lisa Stevens	Clerk wages [April] (£365.44)	£365.44	VAT nil
Lisa Stevens	Expenses. Includes Ink cartridges, postage stamps for consultation properties with no delivery volunteers. Equipment for Monkwood Green Common maintenance. Reflectors for bollards, high vis jacket and OS maps for footpath warden, signs for footpath noticeboards.	£330.51	VAT being calculated
Lisa Stevens	Additional work outside contractual hours for Monkwood Green Management group. 13 hours additional work at hourly wage £11.42.	£148.46	VAT nil

Chair (18 June 2018)