

**At the Meeting of Grimley Parish Council held on
13th May 2019
in The Peace Hall, Sinton Green commencing at 8.15pm**

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

051/19 Apologies for absence.

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| a. | None. Absence as above. DCllr Dean Clarke entered at 8.30pm. |
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052/19 Declarations of interest.

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| a. | Cllr G James ref to an item in Planning. |
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053/19 Minutes of previous meetings.

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| a. | <p>a. 18th March 2019 Annual Parish Meeting and the Normal Monthly Parish Council meeting which occurred thereafter.</p> <p>b. 8th April Normal Monthly Meeting of Grimley Parish Council.</p> <p>Both accepted and duly signed.</p> |
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054/19 Public question time.

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| a. | None present. |
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055/19 To Receive the Report of the County Councillor.

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| a. | Report received via email and distributed. No questions. |
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056/19 Planning - to consider and resolve to respond to the following applications

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| a. | <p>Application Number: 19/00347/FUL. Location: Wagon Wheel, Grimley, Worcester, WR2 6LU. Description of Proposal: Conversion of public house/restaurant to one dwelling (including partial demolition) and the erection of two dwellings. Applicant: Mr & Mrs Giuliano.</p> <p>Members had no objections but expressed sadness to see the business go. Also, some concern that a vital parking facility for the school (voluntarily provided by the business owners) would be lost, causing difficulties at drop-off and pick-up times.</p> |
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DCllr Dean Clarke entered at this point. Standing Orders were suspended.

057/19 To Receive the Report of the District Councillor.

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| a. | <p>Members passed on their congratulations to DCllr Clarke upon his re-election with 83% of votes. DCllr Clarke advised that the County Council are responsible for verge maintenance and that any inappropriate, early and damaging cuts should be reported to Highways. Members expressed a desire that the parish should be maintained using pollinator friendly methodologies.</p> <p>Cllr Weaver addressed DCllr Clarke relating to Holywards Farm, Moseley. Cllr Weaver had received information from neighbouring properties stating that the works being conducted on site are not in line with planning permissions and that the public right of way is being obstructed during the works. Residents have reported that public signs indicating the route of the footpath have been taken down prematurely.</p> |
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| | <p>Members of the public attempting to use the public rights of way are having to trespass down private drives in order to re-join the right of way further in the fields beyond the houses. The number of caravans on site is also a concern to residents. DCllr Clarke confirmed that he would pass this on to enforcement.</p> <p>Cllr Weaver addressed DCllr Clarke relating to activities in the privately rented field opposite the Fox Inn, Monkwood Green. Councillors and residents have expressed concern that people appear to be living on site, phone lines have been permanently installed and that food deliveries are taking place to caravans on site. Lorries containing foul smelling substances have also been seen entering the field. Cllrs raised concern as to reports of aggression and in particular to instances where ambulances and the police had had to be called. Cllrs instructed the Clerk to report this to the County Council, the Environment Agency and the PSCO. DCllr Clarke also requested to be copied into this correspondence so that he could pass on to Enforcement.</p> |
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Standing orders were reinstated.

056/19 Planning CONTINUED

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| b. | <p>19/00559/GPDP. Moseley Farm, Mosley Road, WR2 6NL. Notification for prior approval for the proposed change of use from a storage building to a dwelling house. Mr C Genever.</p> <p><i>Members had no objections.</i></p> |
| c. | <p>19/00565/HP & 19/00566/LB. Salways Farm, Moseley road, WR2 6NL. Linked single storey extension, erection of detached garage. Applicant: Mrs Sarah Barnes.</p> <p><i>Members had no objections but expressed concern that the plans indicated a development far greater in proportions than the existing buildings and that 'over-intrusion' of the neighbouring properties might result. Members instructed the Clerk to rise with Planning.</i></p> |
| | <p>19/00519/HP. Holly Cottage, Sinton Green, WR2 6NP. First floor extension, construction of Orangery. Mrs Janet Clarke.</p> <p><i>Members had no objections but requested clarification as to what the 'additional garden room' is that is referenced in the proposed plans but not in the application form. This appears to be a garage altered into a living space - something which, Members would suggest, requires separate consideration to the orangery and extension.</i></p> |

058/19 Grimley village - To discuss updates and formulate Motions not requiring written notice

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| a. | <p>Grit bin repairs update. Bin on order with County Council. Due for delivery Sept 2019.</p> |
| b. | <p>Progress with brown bin (for flower waste) for church. Proposal for Green Bin for church – requested by wardens. The Clerk reported that the cost would be £75 p.a and an annual commitment to the Parish Council. Members agreed to this commitment with the proviso that the church warden, Mr Tim Richards, agree in writing that the church wardens are responsible for wheeling the bin in and out on collection day, that the item will not be covered by parish council insurance and that the parish council will have no responsibility for the bin or the contents.</p> |

059/19 Sinton Green - To discuss updates and formulate Motions not requiring written notice

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| a. | <p>Update from Play Equipment Working party. Some Members stated their opinion that the parish council should be providing community resources such as these. The Clerk reported on behalf of the Working Party and confirmed that the play equipment specialists Kompan had been invited by the Working Party to conduct a site visit and aid with risk assessments on 20th May 10am.</p> |
| b. | <p>Safety concerns relating to public entering the pond. Temporary signs have already been installed and the Clerk was instructed to purchase proper ones.</p> |
| c. | <p>State of hedges - Worlds End to Sinton Green road. The Clerk reported that she had spoken to the owners. No further action to be taken.</p> |

060/19 Monkwood Green - To discuss updates and formulate Motions not requiring written notice

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| a. | <p>General update from Cllr Weaver, including progress with placement of sheep on Common and intentions of Commoners to place cattle on site. Including update on oak branches outside Fox. Including discussion of ditch alongside The Croft. Cllr Weaver reported that the electric fencing had been installed by the Commoner, with some instruction from himself on what is appropriate. Cattle are on site, as per the rights of the Commoner, who has also received instructions from the Parish Council as to contacting Natural England and also permission to enclose the Common. The 1st enclosed section has no shade and so the cattle are currently on the 4th section under the trees. Cllr Weaver stated that in his opinion there had been no breach of Natural England requirements specified in previous years. The Petty Whin plants will be trimmed around to ensure that they are not engulfed by the grass. Bramble and hawthorn need to be addressed asap.</p> |
| b. | <p>Works occurring near Common that are affecting and hindering public rights of way. Already discussed.</p> |
| c. | <p>Update from Cllr Weaver - Maintaining and repairing the private service roads on the Common. Cllr Weaver reported that a final quotation would be received shortly.</p> |
| d. | <p>To discuss and to resolve to write to residents mowing the Common/SSSI without permission. Cllrs instructed the Clerk to include in the next community newsletter/Monkwood resident letters, stressing legislation.</p> |
| e. | <p>Update - Well opposite Woodcote. The solicitor had confirmed their opinion that the well belongs to the Parish Council. the Clerk was instructed to write to the resident volunteer offering them the opportunity to conduct repairs as they wish on a voluntary basis, subject to further details being submitted to the Parish Council. Cllrs spoke of but did not ultimately resolve that the £400 remaining of the budget for these repairs could be passed to the resident if required.</p> |
| f. | <p>Update - Defibrillator progress. The Clerk reported that she is arranging a site visit with The Community Heartbeat Trust.</p> |

061/19 Lengthsman – to discuss updates and jobs outstanding.

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| a. | £1178.75 outstanding to be received from the Lengthsman scheme for reimbursement of parish council payments to our Lengthsman. Invoices and timesheets are being placed with County Hall monthly, but monies are not forthcoming. The Clerk was instructed to chase. |
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062/19 Reports from Representatives.

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| a. | Deferred due to lack of time. |
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063/19 Audit Finance and Administration

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| a. | <p>To sign off audit paperwork prior to sending to external auditors.</p> <p>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 them to Members. <u>Duly acknowledged.</u></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. <u>Duly considered, no amendments or alterations required.</u></p> <p>After review, Motion to accept considered findings of review and motion to confirm compliance with all assertions within the Annual Governance Statement. <u>Approved.</u></p> <p>iii. Approve Section 1 of the AGAR - the Annual Governance Statement. <u>Chair & Clerk to minute, sign and date the Annual Governance Statement Section 1 of the Annual Return for the year ending 31 March 2019. Duly approved and signed.</u></p> <p><small>* 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 2018 and 31 March 2019 before confirming compliance with all assertions of the Annual Governance Statement.</small></p> |
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064/19 Audit Finance and Administration - continued

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| a. | To consider and motion to approve procedures and paperwork in connection with the Annual Audit Return – CONTINUED. ** |
| i. | Members to consider Section 2 - the Accounting Statements. <u>Duly considered and accepted.</u> |
| b. | Motion to approve Section 2 - Accounting Statements. <u>Chair to minute, sign and date the Annual Governance Statement Section 2 of the Annual Return for the year ending 31 March 2019.</u> |
| c. | <u>Duly approved and signed</u> |
| d. | Approval and signature of the Declaration that the statement of accounts is unaudited. <u>Duly approved and signed</u> |
| e. | Approval and signature of the Notice of Commencement of the period for the exercise of public rights. <u>Duly approved and signed.</u> |
| | 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 1 st July 2019. <u>Duly noted.</u> |
| | <small>** 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 2019.</small> |

065/19 General Finance - To discuss updates and formulate Motions not requiring written notice.

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| 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 latest Bank Reconciliation. All duly inspected and approved. |
| c. | To receive and accept quotations for Parish Council Insurance for 2019/20. BHIB renewal price: £189.75. Aviva: £212.56 Members accepted the BHIB quotation and instructed the Clerk to proceed. |

066/19 Dates for diary, any other business, items for future agenda

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| a | <p>Review of direction of Parish Council. Proposed by Cllr Stanley.</p> <p>Parish path warden training with Patrick White, Countryside Access, Maintenance & Improvement Officer, WCC. Thurs 4th July, 5.30 – 7.30pm Thurs 4th July, 5.30 – 7.30pm scheduled in for a P&TC networking session and planning training session with Duncan Rudge – Cllrs Stanley and Taft attending. Cllr training opportunity: CALC 5 P's session 5th June, 7pm (purpose, people, place, planning, powers) – Yet to receive member interest. Parish Fete 23rd June 2019, venue: Sinton Green Peace Hall. Date of next parish council meeting: 17th June, 7.30pm, Peace Hall, Sinton Green. All welcome.</p> |
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Appendix 1: Items for payment.

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| Grimley Peace Hall Foundation | Donation as resolved by Cllrs in the February 2019 meeting. | £1,000 | N/A |
| Worcestershire CALC | Annual Membership 2019/20. Invoice 7664. | £407.69 | VAT £62.01 |
| The Society of Local Council Clerks | Annual Membership 2019/20. | £106.00 | VAT nil |
| SME Solicitors | Monkwood Green Common Water Well. Invoice: 190499. GPC201832. | £609.00 | VAT 100.00 |
| Insurance company of choice. | Parish Council insurance policy due for renewal 1st June 2019. <i>BHIB renewal price: £189.75</i> <i>Aviva: £212.56</i> | Choice to be made at meeting £189.75 chosen | VAT unknown at time of publication |
| Richard Weaver | Reimbursement of expenses electric fence | £275.62 | VAT £45.94 |
| David Stanley | Electric fencing costs Cllr Stanley declined to claim. | | |
| Lisa Stevens | Clerk wages [April] | 576.48 | VAT nil |
| Lisa Stevens | Expenses. Includes Ink cartridges, postage. Equipment and signs for Monkwood Green. Litter picking hoops for volunteers. | £320.45 | VAT being calculated |