

# Annual Meeting of Grimley Parish Council

## AND

# Monthly Meeting of Grimley Parish Council

**Monday 19<sup>th</sup> April 2021 7.30pm**

**ONLINE MEETING OPEN TO RESIDENTS OF GRIMLEY PARISH**

Councillors, Notice is hereby given that a Meeting of Grimley Parish Council will be held on **Monday 19<sup>th</sup> April 2021 at 7.30pm** via the online conferencing software 'Zoom'. Your attendance at the meeting is requested. Lisa Stevens, Clerk & RFO. NB. Monthly meeting of the parish council will follow immediately on from the Annual Meeting of the Parish Council.

Date of publication of this notice: Wed 14<sup>th</sup> April 2021

### Join Zoom Meeting:

<https://us02web.zoom.us/j/88944714701?pwd=eEd4ZW45VEdxSE96aUJOckh4QmpRUT09>

**Meeting ID: 889 4471 4701**

**Passcode: CupOfT3a**

#### **Please note:**

- You do not need to be a subscriber of Zoom in order to join the meeting. This online meeting will be password protected.
- The press and public will also be cordially invited to attend this meeting to address the Parish Council on matters concerning the Parish (at the allotted point in the agenda and at the discretion of the Chair) or to observe proceedings. See policy on Public Open Forum.
- **Members of the public should give prior notice to the Parish Clerk of their intention to join, as the list of participants will be inspected by the Clerk prior to meeting commencing.**  
**clerkgrimleypc@gmail.com 07950256363**
- A 'waiting room' will be in operation prior to meeting commencement.
- Those persons attending this parish council meeting are assumed to have prior read, understood and accepted the document '*Information provided at the beginning of each parish council meeting*', and also the '*Standing Orders of Grimley Parish Council*', including the policies on Public Open Forum and procedures for filming and publishing via social media. These are available online on the parish council website: <https://e-services.worcestershire.gov.uk/MyParish> (Grimley/publications).
- Your name may be recorded in the minutes of the meeting, unless you ask for this not to occur.

**Agenda - Annual Meeting of Grimley Parish Council,** Monday 19th April 2021 7.30pm

1	<p>a. Election of Chairman 2021/22</p> <p>i. Nominations and vote.</p> <p>ii. Declaration of Acceptance of Office</p> <p>b. Election of Vice Chairman 2021/22, process as above.</p>																																							
2	To consider and re-approve all pre-existing declaration of interests for up to April 2023.																																							
3	<p>Election of Committee Representatives, last reviewed June 2020.</p> <table border="1" data-bbox="172 465 1500 1379"> <tr> <td>Peace Hall Committee</td> <td>x 2 members</td> <td>Cllr Allan Bretherton <b>and 1 x vacant</b></td> </tr> <tr> <td>CALC Reps</td> <td>x 1 member</td> <td>Cllr Pam Ayers</td> </tr> <tr> <td>Tarmac Liaison Group</td> <td>x 1 member</td> <td>Cllr Dave Stanley</td> </tr> <tr> <td>Grievance Panel</td> <td>x 3 members</td> <td>Cllr Dave Stanley, Cllr Anne Taft, Cllr Alan Passey</td> </tr> <tr> <td>Over-seeing Finance/Audit <i>(previously 1 member - increased to 3 for 2019)</i></td> <td>x 3 members</td> <td>Cllr Anne Taft, Cllr Dave Stanley, Cllr Allan Bretherton.</td> </tr> <tr> <td>Monkwood Green Community Management Committee</td> <td>x 2 members</td> <td>Cllr Pam Ayers <b>and 1 x vacant</b> (Clerk as separate admin support)</td> </tr> <tr> <td>Monkwood Green Commoners Association Council Rep</td> <td>x 2 member</td> <td>Cllr Pam Ayers, <b>and 1 x vacant</b> (Clerk as separate admin support)</td> </tr> <tr> <td>Defibrillator Community Fundraiser Working Party</td> <td>x 1 member</td> <td>Cllr Anne Taft</td> </tr> <tr> <td>Staffing Committee</td> <td>x 3 members</td> <td>Cllr David Stanley, Cllr Allan Bretherton, Cllr Alan Passey</td> </tr> <tr> <td>Appeals Panel</td> <td>x 3 members</td> <td>Cllr Aiveen Atkinson, Cllr Pam Ayers, Cllr Allan Bretherton</td> </tr> <tr> <td>Grimley Smaller Charities <i>(plus 1 member externally – Mr Bryan Jones)</i></td> <td>x 1 member</td> <td><b>1 x Vacant</b></td> </tr> <tr> <td>Lengthsman support and rep</td> <td>x 1 member</td> <td>Cllr Anne Taft plus Clerk</td> </tr> <tr> <td>Footpaths Officers <i>and support for 'County Council Sponsored Footpaths Officer'</i></td> <td></td> <td><b>2 x Vacant</b></td> </tr> </table>	Peace Hall Committee	x 2 members	Cllr Allan Bretherton <b>and 1 x vacant</b>	CALC Reps	x 1 member	Cllr Pam Ayers	Tarmac Liaison Group	x 1 member	Cllr Dave Stanley	Grievance Panel	x 3 members	Cllr Dave Stanley, Cllr Anne Taft, Cllr Alan Passey	Over-seeing Finance/Audit <i>(previously 1 member - increased to 3 for 2019)</i>	x 3 members	Cllr Anne Taft, Cllr Dave Stanley, Cllr Allan Bretherton.	Monkwood Green Community Management Committee	x 2 members	Cllr Pam Ayers <b>and 1 x vacant</b> (Clerk as separate admin support)	Monkwood Green Commoners Association Council Rep	x 2 member	Cllr Pam Ayers, <b>and 1 x vacant</b> (Clerk as separate admin support)	Defibrillator Community Fundraiser Working Party	x 1 member	Cllr Anne Taft	Staffing Committee	x 3 members	Cllr David Stanley, Cllr Allan Bretherton, Cllr Alan Passey	Appeals Panel	x 3 members	Cllr Aiveen Atkinson, Cllr Pam Ayers, Cllr Allan Bretherton	Grimley Smaller Charities <i>(plus 1 member externally – Mr Bryan Jones)</i>	x 1 member	<b>1 x Vacant</b>	Lengthsman support and rep	x 1 member	Cllr Anne Taft plus Clerk	Footpaths Officers <i>and support for 'County Council Sponsored Footpaths Officer'</i>		<b>2 x Vacant</b>
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4	<p><b>Parish Council Documentation</b></p> <p>To accept and re-adopt all parish council policies below, with a commitment to review all documents by Sept 2021.</p> <table border="1" data-bbox="164 1518 1485 2078"> <tr> <td> <p>a) Annual Action Plan.</p> <p>b) Code of conduct &amp; NOLAN principles.</p> <p>c) Financial Regulations.</p> <p>d) Standing Orders.</p> <p>e) Risk Assessment Register.</p> <p>f) Information available under Freedom of Information Act.</p> <p>g) Financial Reserves.</p> <p>h) Complaints procedure.</p> <p>i) Grievance procedure.</p> <p>j) Data protection policy &amp; Privacy Notice.</p> </td> <td> <p>k) Disciplinary procedure.</p> <p>l) Equal opportunities policy.</p> <p>m) Health and safety policy.</p> <p>n) Home working policy.</p> <p>o) Delegation to the Clerk policy.</p> <p>p) Section 137 policy</p> <p>q) Lone working policy.</p> <p>r) Staffing Committee terms of reference.</p> <p>s) Cllr &amp; Clerk training register and policy.</p> </td> </tr> </table>	<p>a) Annual Action Plan.</p> <p>b) Code of conduct &amp; NOLAN principles.</p> <p>c) Financial Regulations.</p> <p>d) Standing Orders.</p> <p>e) Risk Assessment Register.</p> <p>f) Information available under Freedom of Information Act.</p> <p>g) Financial Reserves.</p> <p>h) Complaints procedure.</p> <p>i) Grievance procedure.</p> <p>j) Data protection policy &amp; Privacy Notice.</p>	<p>k) Disciplinary procedure.</p> <p>l) Equal opportunities policy.</p> <p>m) Health and safety policy.</p> <p>n) Home working policy.</p> <p>o) Delegation to the Clerk policy.</p> <p>p) Section 137 policy</p> <p>q) Lone working policy.</p> <p>r) Staffing Committee terms of reference.</p> <p>s) Cllr &amp; Clerk training register and policy.</p>																																					
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## Agenda - Monthly Meeting of Grimley Parish Council Monday 19th April 2021 approx 8pm

1	<p><b>Points of order</b></p> <p>a. Welcome and information provided at the beginning of each parish council meeting.</p>
2	<p><b>Public Open Forum</b></p> <p>Standing orders suspended to allow residents of the parish to address the Parish Council. This item to be limited at the discretion of the Chair. <b>Members of the public to confirm name and address please prior to speaking.</b> The Council reserves the right not to allow questions from any person/s who do not confirm their residency in the parish or who is resident outside the parish.</p>
3	<p>To consider any apologies for absence. Cllr Phil Grove.</p>
4	<p><b>Declarations of interest</b></p> <p>a. To note any updates received to Register of Interests/dispensations. Cllrs are reminded to update their register of interests.</p> <p>b. To declare any Disclosable Pecuniary Interests relevant to the agenda. Cllrs who have declared a Disclosable Pecuniary Interest/any other Disclosable Interest (para 12(4)(b) Code of Conduct) must leave for the relevant items only, unless a dispensation has been granted.</p> <p>c. To declare any Other Disclosable Interests relevant to the agenda.</p> <p>d. To declare any additions to the Register of Gifts &amp; Hospitality.</p> <p>e. To consider written requests for the granting of a Dispensation (S33 Localism Act 2011). Motion to approve requests.</p> <p>Cllr Wilson ref planning app 21/00474/HP as owner of the property.</p> <p>All parish cllrs in relation to item 7b below - Non prejudicial interest as residents of the parish.</p>
5	<p><b>Minutes of previous meetings</b> – Motion to approve previous minutes.</p> <p>a. 22<sup>nd</sup> March 2021</p> <p>b. Meeting note of 12<sup>th</sup> April if available in time.</p>
6	<p><b>To Receive the Report of the District Councillor – Dean Clarke.</b></p> <p>(Items raised for decision will appear on the agenda for the next meeting)</p>
7	<p><b>Planning</b> - to consider, comment and resolve to respond to the following applications.</p> <p>a. <b>20/01872/SCR</b> - Land At (Os 8036 6145) Sinton Green/Hallow. Screening Opinion for proposed solar photovoltaic (PV) farm development. <i>Update if any.</i></p> <p>b. <b>Community assets:</b> To consider resident request and motion that a nomination be made for the Wagon Wheel to be added to the list of <b>assets of community value</b> in Malvern Hills district.</p> <p>c. <b>21/00474/HP.</b> Holly Cottage, U64006 Monkwood Green, Monkwood Green, Hallow, WR2 6NX. Installation of underground LPG tank.</p>
8	<p><b>Infrastructure, services, highway matters, drainage and flooding</b></p> <p>To discuss updates and formulate Motions not requiring written notice. Highways (roads &amp; pavements) &amp; byways (bridleways and footpaths).</p> <p>a. Rights of Way, Camp Lane.</p> <p>i. In particular <b>public right of way 635</b>, from Camp Lane to meet at junction between public rights of way 633 and 634. Cllrs to debate motion that temporary diversion in relation to quarry activities made under TCPA 1990 Sect 257 &amp; 261 (confirmed 05.08.99) utilised route 635 and that route 635 is a pre-existing, long established and lawfully acknowledged public right of way (pre-existing for more than 60 years within living memory) and that therefore recent attempts to remove this route from the WCC register and prevent access to this route are unlawful and that the route should be reinstated and public use permitted. Motion for subsequent correspondence if required.</p> <p>ii. Public footpath opp Retreat farm.</p> <p>b. Updates in relation to any other rights of way or highways matters.</p>
9	<p><b>Commons and Village Greens</b></p> <p>To discuss updates and formulate Motions not requiring written notice.</p> <p>a. Sinton Green.</p> <p>i. Update on bin to be placed near noticeboard.</p> <p>ii. To receive and accept mowing quotation for Sinton Village Green.</p> <p>Monkwood Green overleaf</p>

	<p>b. Monkwood Green.</p> <ol style="list-style-type: none"> <li>i. Management update.</li> <li>ii. Drains and ditches.</li> <li>iii. Potholes and general degraded condition of service roads. Request from residents for professional assessment with a view for urgent works to remove deteriorating surface and replace with fit for purpose.</li> <li>iv. Water seepage outside Langdale.</li> <li>v. Correspondence with resident ref rights of access and parking on Common during renovations.</li> </ol>
10	<p><b>Reports from other Projects and Representatives</b> To discuss updates and formulate Motions not requiring written notice.</p> <ol style="list-style-type: none"> <li>a. Broadband projects update Grimley, Monkwood Green and Sinton Green.</li> <li>b. Peace Hall.</li> <li>c. Lengthsman update.</li> <li>d. Resident proposal for house location map on Grimley Village noticeboard.</li> </ol>
11	<p><b>Finance and Administration</b> - To discuss updates and formulate Motions not requiring written notice.</p> <ol style="list-style-type: none"> <li>a. To consider and <b>motion</b> to approve the payment of outstanding accounts.</li> <li>b. To receive and <b>motion</b> to accept Bank Reconciliation March 2020.</li> <li>c. To approve audit timetable. Motion to appoint local independent auditor.</li> <li>d. Return of face-to-face meetings. To note that the Peace Hall is not available for meeting until possible June onwards. Parish council meeting in May is therefore cancelled and rescheduled to 21<sup>st</sup> June 2021.</li> </ol> <p><i>Legal Note: The regulations that allow local authorities to hold meetings remotely apply to meetings only before 7 May 2021. This means that, without any further action from the government, all local authorities including local councils must return to face to face meetings from 7 May.</i></p> <ol style="list-style-type: none"> <li>e. Further to item above, Motion to permit the Parish Clerk to obtain as required parish cllr approval <u>via email</u> to pay invoices arising in May 2021. NB not wait for June meet.</li> <li>f. To discuss option for subscription to 'Scribe' web-accessible accountancy software, carried over from last meeting due to absence of Cllrs.</li> </ol>
12	<p><b>Correspondence, dates for diary, items for future agenda.</b></p>
13	<p>Date of next scheduled meeting: <b>Mon 21<sup>st</sup> June 7.30pm, Peace Hall, Sinton Green</b> The press and public are cordially invited to attend this meeting and should note Standing Orders in advance please.</p>

#### Appendix 1:

#### Invoices and payment to be made (or date paid if part of contracted monthly payment)

Garden Waste Service	Green waste bin at St Bartholomew's church – annual subscription by way of contribution to churchyard upkeep.	£77.50	Unclear – clarification sought.
Peace Hall	Annual donation pre debated and agreed Dec 2020 and January 2021.	£400.00	VAT nil.
Mr Simon Skeys	Lengthsman worksheet/s for: March 2021.	£416.00	VAT nil.
Mr Simon Skeys	Sinton green mowing and strimming GPC 0321	£75.00	VAT nil.
Lisa Stevens	Clerk wages Jan 2021. As per contract of 12 hours per week, £12.01 per hour.	£576.48	VAT nil.
Lisa Stevens	Expenses March 2021 Including £14.39 zoom membership.	£32.00	£2.40 VAT
Lisa Stevens	Ink cartridge reimbursement of invoice F08357 Stinky Inks.	£39.92	£6.64 VAT

