

Annual Meeting of Grimley Parish Council

AND

Monthly Meeting of Grimley Parish Council

Monday 23rd May 2022 7.30pm

Councillors, Notice is hereby given that a Meeting of Grimley Parish Council will be held on **Monday 23rd May 2022 at 7.30pm** at the **Peace Hall, Sinton Green**. Your attendance at the meeting is requested. The press and public are also cordially invited to attend to observe proceedings. Lisa Stevens, Parish Clerk and RFO, clerkgrimleypc@gmail.com 07950256363.

Date of publication of this notice: 17th May 2022

- The **press and public** are also invited to attend to address the Parish Council on matters concerning the Parish (allotted point in the agenda), observe or inspect draft documents.
- Social distancing is no longer in place, though the Chair reserves the right to reschedule the meeting if attendance is high and personal wellbeing is likely to be affected as a result.
- The Register of Electors will be inspected in order to ascertain residency. '*Representation of the People (England and Wales) (Amendment) Regulations 2002*' which permits parish councils to inspect the electoral register for the purpose of establishing whether a person is entitled to attend and participate.
- Names may be recorded in the meeting minutes, unless individuals ask for this not to occur.
- Persons attending this meeting should prior note the document 'Information provided at the beginning of each parish council meeting', and also the policy 'Public Open Forum and procedures for filming and publishing via social media', which forms part of the parish council Standing Orders. These are available on the parish council website:

<https://e-services.worcestershire.gov.uk/MyParish> (Grimley/publications/page9).

A copy may be obtained from the parish clerk or to view at each parish council meeting.

Agenda - Annual Meeting of Grimley Parish Council, Monday 23rd May 2022, 7.30pm

1	<p>a. Election of Chairman 2022/23</p> <p style="padding-left: 20px;">i. Nominations and vote.</p> <p style="padding-left: 20px;">ii. Declaration of Acceptance of Office.</p> <p>b. Election of Vice Chairman 2022/23, process as above.</p>
2	To consider and re-approve all pre-existing declaration of interests for up to April 2024.
3	To review standard meeting invitation (N.b., standard text that always appears on each agenda, as above) and to approve until further notice.

4 Election of Committee Representatives, last reviewed July 2021

Grievance Panel	x 3 members	Cllr Dave Stanley, Cllr Anne Taft, Cllr Johnny Izamis (temp appointment made upon resignation of Cllr Passey – needs confirming)
Over-seeing Finance/Audit	x 3 members	Cllr Anne Taft, Cllr Dave Stanley, Cllr Allan Bretherton.
Account overseers (unlimited)		Cllr Anne Taft, Cllr Dave Stanley, Cllr Allan Bretherton, Cllr Johnny Izamis, Cllr Georgie Moore, Cllr Sue Wilson.
Staffing Committee	x 3 members	Cllr Dave Stanley, Cllr Allan Bretherton, Cllr Georgie Moore (temp appointment made upon resignation of Cllr Passey – needs confirming)
Appeals Panel	x 3 members	Cllr Aiveen Atkinson, Cllr Pam Ayers, Cllr Allan Bretherton.
Peace Hall Committee	x 2 members	Cllr Aiveen Atkinson, Cllr Allan Bretherton
CALC Rep	x 1 member	Cllr Pam Ayers
Planning and Enforcement Committee		All parish cllrs at all times.
Church Maintenance Volunteers parish council liaison officer	x 1 member <i>(new position nb. regularise monthly input and updates)</i>	Cllr Dave Stanley
Commons and SSSI Management Committee (Monkwood Green)	x 4 members	Cllr Pam Ayers, Cllr Sue Wilson, Cllr Johnny Izamis, Cllr Dave Stanley (Clerk as separate admin support)
Monkwood Green Commoners Association Council Rep	x 3 members	Cllr Pam Ayers, Cllr Sue Wilson, Cllr Johnny Izamis. (Clerk as separate admin support)
Village Green Management Committee (Sinton Green)	x 2 members	Cllr Allan Bretherton, Cllr Dave Stanley
Grimley Smaller Charities (Non-voting position)	x 1 member	Cllr Anne Taft
Lengthsman support and rep	x 1 member	Cllr Allan Bretherton, plus Clerk
Footpaths Officers <i>and support for 'County Council Sponsored Footpaths Officer' (position vacant)</i>	x 2 members	Cllr Aiveen Atkinson, Cllr Anne Taft
Defibrillator monthly inspection (unlimited)		Cllr Pam Ayers, Cllr Sue Wilson, Cllr Dave Stanley. 1 vacant for Sinton Green.
Climate emergency panel	x 4 members	Cllr Dave Stanley, 3 vacant.
Parish magazine monthly report	x 1 member	Cllr Allan Bretherton (appointed April 2022)

5 **Parish Council Documentation**

To accept and re-adopt all parish council policies below, with a commitment to review all documents by Sept 2022.

- | | |
|---|--|
| <ul style="list-style-type: none"> a) Annual Action Plan. b) Code of conduct & NOLAN principles. c) Financial Regulations. d) Standing Orders. e) Risk Assessment Register. f) Information available under Freedom of Information Act. g) Financial Reserves. h) Complaints procedure. i) Grievance procedure. | <ul style="list-style-type: none"> j) Disciplinary procedure. k) Equal opportunities policy. l) Health and safety policy. m) Home/lone working policies n) Delegation to the Clerk policy. o) Section 137 policy. p) Data Protection & Privacy Notice. q) Staffing Committee terms of reference. |
|---|--|

Agenda - Monthly Meeting of Grimley Parish Council Monday 23rd May 2022 **approx 8pm**

1	<p>Points of order</p> <p>a. Welcome and information provided at the beginning of each parish council meeting.</p> <p>b. To approve until further notice the wording and content of 'information provided at the beginning of each parish council meeting'.</p> <p>c. To approve until further notice the wording of agenda item 'Public Open Forum' below.</p>
2	<p>Public Open Forum</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. Members of the public to confirm name and address please prior to speaking. 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.</p>
4	<p>Declarations of interest</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 & Hospitality.</p> <p>e. To consider written requests for the granting of a Dispensation (S33 Localism Act 2011). Motion to approve requests.</p>
5	<p>Minutes of previous meetings – Motion to approve previous minutes.</p> <p>a. 25th April 2022. Amendments received and inputted prior to meeting.</p>
6	<p>To receive the report of the District Councillor – Dean Clarke.</p> <p>(Items raised for decision will appear on the agenda for the next meeting)</p>
7	<p>To receive the report of the County Councillor – Scott Richardson Brown</p> <p>(Items raised for decision will appear on the agenda for the next meeting)</p>
8	<p>Planning - to consider, comment and resolve to respond to the following applications.</p> <p>a. 20/01872/SCR - 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. M/22/00564/HP - 2 Thorngrove Cottage, Sinton Green, Hallow, Worcester, WR2 6NP. Infill extension between existing dining room and existing kitchen. Link to join existing kitchen to existing garage.</p> <p>c. Enforcement updates</p> <p>i. Application to regularise long standing use of right of way 635.</p> <p>ii. Public footpath opp. Retreat Farm.</p> <p>iii. Menage complex opp. Retreat Farm</p> <p>d. Standing Item: To consider and as required arrange an extra ordinary parish council meeting for planning applications received after date of publication of this agenda</p>
9	<p>Infrastructure, services, highway matters, drainage and flooding</p> <p>To discuss updates and formulate Motions not requiring written notice. Highways (roads & pavements) & byways (bridleways and footpaths).</p> <p>a. Hedges and pathways in vicinity of top triangle Grimley village and the bus shelter. (Resident correspondence).</p> <p>b. Bus shelter painting (inside) update.</p>
10	<p>Commons and Village Greens</p> <p>To discuss updates and formulate Motions not requiring written notice.</p> <p>a. Sinton Green.</p> <p>i. To receive and accept mowing quotation for Sinton Village Green. <i>"For the mowing of Sinton Green as per the schedule of works, £80 per cut, including strimming around the trees/goal posts/bus stop and signs, also leaving 4 areas for wildflowers, with a total of 15 cuts. Wildflower areas to be cut in August and debris to be cleared at a price of £120." Mr S. Skeys.</i></p> <p>ii. Update on wildflower sections.</p>

10 con	<p>b. Monkwood Green.</p> <ul style="list-style-type: none"> i. Management and grazing update including debate on corral facilities. ii. Potholes update. iii. Trough update. iv. To note Worcestershire Wildlife anticipated assessment of Great Crested Newts in ponds in the vicinity of Monkwood Green. Clerk has referred contacts to Natural England for relevant permissions with regard to parish council owned ponds.
11	<p>Reports from other Projects and Representatives To discuss updates and formulate Motions not requiring written notice.</p> <ul style="list-style-type: none"> a. Peace Hall Centenary events (3rd June various activities throughout day) and Queen's Platinum Jubilee 2022. b. Broadband projects update Grimley, Monkwood Green and Sinton Green. c. Defibrillators (MWgreen phone box, Grimley village phone box, Peace Hall). <ul style="list-style-type: none"> i. Grimley phone box overhead light fixture replacement update. ii. The Trust are unable to meet our suggestions for training dates in June 2022. Suggestions please for July training dates. d. Peace Hall. e. Lengthsman - to note signed contract has been returned. f. Grimley Smaller Charities. g. Worcestershire CALC – new website for all parish cllrs.
12	<p>Finance and Administration - To discuss updates and formulate Motions not requiring written notice.</p> <ul style="list-style-type: none"> a. To consider and motion to approve the payment of outstanding accounts. Appendix 1 b. To consider and retrospectively approve payment of urgent accounts, as per emergency Clerk procedures (Delegation to Clerk policy). Appendix 2. c. To inspect and accept the BHIB parish council annual insurance package. £166.88. Due 1st June 2022. Lower premium based on a three year 'package'. d. To note that the parish council will require an intermediate external review of financial accounts 2021/2022 as both income and outgoings have exceeded £25k. (nb. this is normal procedure for parish councils of this size). e. To approve audit timetable. Appendix 3.
13	<p>Correspondence, dates for diary, items for future agenda.</p> <ul style="list-style-type: none"> a. Correspondence from Sinton resident asking for verges in Monkwood (wood) to be cut as brambles are scratching passing cars. Clerk has liaised with Worcestershire Wildlife Trust who confirm that their bid to purchase these verges has not yet gone through and so the matter should be reported to Highways – which the Clerk has done. Report number: 1273889. <p>b. Saved item pending an update:</p> <ul style="list-style-type: none"> i. Poor state of ditches Worlds End opp. Paddlebrook Cottage. ii. Flooding in road outside Church Farm, Grimley iii. Eroded grass verge Oak Hall Green (Oak Hall Farm Barn). iv. Bus services in parish, including inconsiderate parking round Grimley lower triangle. v. Advance notice from Rosedene that Severn Trent will be applying for permission from Natural England to connect this property to water supplies. Some excavation of Common may be required.
14	<p>Date of next scheduled meeting: Mon 20th June 2022 7.30pm, Peace Hall, Sinton Green The press and public are cordially invited to attend this meeting and should note Standing Orders in advance please.</p>

Appendix 1

Payments to be made this month (or date paid if part of contracted monthly payment)

WCALC	Annual Subscription 2022 to this legal support service. Invoice 8732. Please note that we have been advised that this invoice may be re-issued as a result of WCALC administrative errors calculating amount due. Please authorise this payment at this meeting and then the Clerk will duly make payment in May 2022 once the new invoice is received and only if it is for the amount stated here or less.	£412.79	VAT £62.57.
Nora Parsons Day Care Centre	Annual donation 2022/2023 as per agreed budget.	£200.00	VAT nil.
Hallow Scouts and Guides	Annual donation 2022/2023 as per agreed budget.	£200.00	VAT nil.
Peace Hall Management Committee (Grimley Peace Hall Foundation)	Annual donation 2022/2023 as per agreed budget.	£400.00	VAT nil.
Peace Hall Management Committee (Grimley Peace Hall Foundation)	Transfer of £500 donation received from County Cllr towards jubilee and centenary	£500.00	VAT nil.
BHIB	Annual insurance renewal 2022/2023. Invoice No: LCO01285-651107 tied in for three years.	£166.88	VAT N/A
Mr Simon Skeys	Lengthsman worksheet for April 2022.	£136.00	VAT nil.
Mr Simon Skeys	Sinton Green mowing/strimming April 2022. GPC 0422	£80.00	VAT nil.
Mr Bill Prosser	Payment was agreed at April 2022 parish council meeting, but bank account details still awaited from resident. Emergency ditch clearance. Invoice 1.	£420.00	VAT nil
Mr Bill Prosser	Payment was agreed at April 2022 parish council meeting, but bank account details still awaited from resident. Scheduled ditch clearance. Invoice 3.	£2450.00	VAT nil
Mrs Lisa Stevens	Clerk wages April 2022. As per contract of 12 hours per week, £12.01 per hour.	£576.48	VAT nil.
Mrs Lisa Stevens	Expenses May 2022.	£31.39	VAT under calculation.
Mrs Lisa Stevens	Ink cartridge reimbursement of invoice G98584 Stinky Inks. This invoice (£42.91) has been split between Grimley PC and Severn Stoke PC.	£21.45	£6.64 VAT

To note that the Severn Trent water bill (trough on MWGreen common) paid in April 2022 was £41 rather than the £37 previously advertised. (Tax variable rates had not been accounted for). Correct amount was paid at the time. Only the April agenda was in error. LStevens.17/05/2022.

Appendix 2 – nil items

Appendix 3 – Clerk notes for parish council approval.

NB. This is the Clerk's interpretation of the law and requirements.

1) Deadline to return paperwork to PKF Little John is 30th June 2022.

Paperwork that must be sent to PKJLjohn is:

- * the Annual Governance and Accountability Return Sections 1 and 2, together with a bank reconciliation as at 31 March 2022
- an explanation of any significant year on year variances in the accounting statements
- notification of the commencement date of the period for the exercise of public rights
- Annual Internal Audit Report 2021/22

2) Deadline for publishing all paperwork on website is 30th June 2022.

Nb. Before 1 July 2022 authorities must publish:

- Notice of the period for the exercise of public rights and a declaration that the accounting statements are as yet unaudited; **Period to be used is Monday 13 June – Friday 22 July 2022.**
- * name and address of external auditor
- Section 1 - Annual Governance Statement 2021/22, approved and signed, page 4
- Section 2 - Accounting Statements 2021/22, approved and signed, page 5
- * recommended best practice: also publish the Annual Internal Audit Report, page 3.

3) Not later than 30 September 2022 authorities must publish:

- Notice of conclusion of audit
- Section 3 - External Auditor Report and Certificate
- Sections 1 and 2 of AGAR including any amendments as a result of the limited assurance review..

4) Other points to note:

- * The authority should receive and note the Annual Internal Audit Report before approving the Annual Governance Statement and the accounts.
- The Annual Governance Statement (Section 1) must be approved on the same day or before the Accounting Statements (Section 2) and evidenced by the agenda or minute references
- * The RFO is required to commence the public rights period as soon as practical after the date of the AGAR approval.

5) Internal audit to be conducted between 30th May and 13th June So that the results of the internal audit can be noted at the PC meeting on 20th June and so that the audit paperwork can be signed off in the correct order at that meeting.

-end-