

## GRAVELEY PARISH COUNCIL

**Draft minutes of the meeting held  
On Thursday 25 July 2019  
At 7.30 pm  
in the Graveley Village Hall, 100 High Street, Graveley**

**Present:** Keith McConnell, chairman (KM), Steve Fairclough, Vice Chair (SF), Andrew Carver, (AC), Will Walker (WW)

**In Attendance:** Mandy Smith, County Councillor, Tess Rogers, Clerk

**59/07-19 To receive and approve apologies for absence:**  
Paul Wood, Annual Leave. District Councillor Nick Wright, travel delays.

**60/07-19 To receive any declaration of pecuniary interests from members**  
None

**61/07-19 Public Participation**  
61/07-1901 Although no members of the public were in attendance KM reported that the bandstand had been tidied up by a member of the public living nearby to which the councillors offered their thanks to the individual.

**62/07-19 To confirm and approve the minutes of the meeting held on the 30 May 2019.**  
It was resolved to accept the minutes as being a true record of the meeting.

**63/07-19 Village Hall Matters**  
63/07-1901 Clarity regarding the buildings' insurance required.  
KM confirmed that the relevant insurance had been paid by the Ely Diocese.  
63/07-1902 Prior to the beginning of the meeting Lynette Abbott reported there were some loose tiles on the village hall roof and this will need investigation prior to signing the new lease.

**64/07-19 Actions Report**  
To confirm the status of any action points following the meeting held on the 30 May 2019.  
64/07-1901 50/05-1901 TR reminded KM that she had posted the details of the Community Volunteer Group through his door on the 18 June 19.  
64/07-1902 50/05-1902 To share MSID results with other villages – MS reported this is ongoing.  
64/07-1903 50/05-1903 Pond clearance- this is now the wrong time to undertake this project therefore this item is deferred to a later date.  
64/07-1904 50/05-1905 Investigation of the Local Highways Initiative panel is ongoing.  
64/07-1905 51/05-1903 The placement of CCTV on Lighting columns is currently deferred.  
64/07-1906 51/05-1904 The situation regarding the gates across the bridleway Church Lane remains ongoing.  
All other actions have received the appropriate action.

**65/07-19 To receive an update about the progress of resolutions from the last meeting.**

65/07-1901 51/05-1904 KM will report on the outcome of investigations into the gates across the bridleway in Church Lane.

KM had contacted MS in response to reports that people had been unable to get past the gate and some horse riders had turned back. MS responded that the gates were approved on the basis of replacing previous gates in the locations and will be closed when livestock is being moved within the yard (for the control/retention of horses). The gates had been inspected and there are snagging problems with the gates, which would be rectified, and statutory signage is in place and way marks recently marked out.

KM had updated residents that had complained/commented on the gates and the summary of comments now submitted to MS are:

- all state that there have never been previous gates at the location of the new gates;
- gates are virtually always shut, not just when livestock is being moved. Ponies are either stabled or fenced in unless moved to a different field / stable;
- the large gate remains difficult to open but is more difficult for horse riders to open due to the location of the bins;
- the way mark sign is only seen as you get closer to the large gate as it is behind the larger sign 'Private House Only No Turning';
- the smaller gate is quite narrow and located next to a ditch so does not appear to be a safe option for a horse rider;
- Horse riders are not seen using the bridleway anymore instead using the High Street route round the dangerous bend by the Coronation Bandstand.

The PC are aware that the occupier of the land is the property next to KM.

**66/07-19 Matters for information only**

- 66/07-1901 Clerks and Councils Direct July 2019  
Not available
- 66/07-1902 Gypsy and Traveller Illegal Encampment Advice  
Noted. MS suggested the parish council checks its' insurance to see if any damage the travellers may cause can be insured against.
- 66/07-1903 Further information regarding Operation London Bridge  
Noted
- 66/07-1904 Greater Cambridge Planning Policy Monthly  
Noted
- 66/07-1905 The white lining throughout the village is due to be refreshed.  
Noted – but only the middle line on bends. Some lining has been done on the resurfaced areas.
- 66/07-1906 Highways, on a general site visit to Graveley (assessing roads and road linings), noted the hay / straw on Church Lane and would contact the responsible party to ensure the roadway is cleared following the movement of hay and straw as this can block local drain ways besides appearing unsightly.  
The roadway has recently been swept but it unsure as to who has done this.

- 67/07-19 To receive reports from County and District Councillors**  
To receive verbal reports from district and county councillors
- 67/07-1901 MS asked that councillors should make their responses to the A428 consultation if not already done so.
- 67/07-1902 MS suggested to request from the A14 team any old speed signs they're not using to use as traffic calming within the village. Of course, only those appropriate to the speed limit(s) already set in the village.
- 68/07-19 Parish Council Matters**
- 68/07-1901 Local Highways Initiative -Retrospective approval for the next project already forwarded to meet the closing date 04.08.19.  
SF has submitted the application for the 2020/21 application which was formally approved via email. This was ratified at this meeting.
- 68/07-1902 Ditch at the rear of the church requires clearing – to clarify responsibility for this.  
Highways had stated to KM that this is not its responsibility. MS would speak to the County Council and she will contact Brian Hefferman for information.
- 68/07-1903 To agree to adopt the Model Publication Scheme.  
It was resolved to accept the document and this should be added to the website immediately.
- 69/07-19. Correspondence and Communications**  
To receive general correspondence and agree any responses and actions
- 69/07-1901 RAF Benevolent Fund – major reaching out campaign.  
Details of the campaign will be placed on the notice board.
- 69/07-1902 VE Day 2020 – to discuss the commemoration of the 75<sup>th</sup> anniversary of VE Day.  
It was agreed that the village should do something and thought will be given as to organizing an event.
- 69/07-1903 Street Lighting Parish Energy Handover  
Details to be circulated to councillors. WW will progress this and report back at the next meeting.
- 69/07-1904 Request for donation from MAGPAS Air Ambulance.  
It was decided there were not the funds to support this.
- 69/07-1905 Support requested for the charity, Cambridgeshire Hearing Help.  
It was decided there were not the funds to support this.
- 69/07-1906 Contractor contact for Street Lighting contract.  
Contact had been received from Balfour Beatty but it was agreed that as the parish council do not own any of the street lights this is not applicable to Graveley.
- 70/07-19 Finance and Procedure**
- 70/07-1901 To retrospectively approve any payments made since the last meeting to include cost of £250.00 to clear the pond near the village hall.  
There was only one payment made, this to E-On for £12.35. The invoice for the pond is included in 70/07-1902 but councillors had formally approved this by email.
- 70/07-1902 To approve accounts for payment as at the 25 July 2019.

It was resolved to approve the following for payment:

CCC – MOBILE SPEED SIGN	3614.40		
E-ON 07.06.19 - 07.07.19	11.21		
TESS ROGERS PERIOD 4	247.34		
HMRC PERIOD 4	61.80		
TESS ROGERS EXPENSES	11.25		
CAPALC REMAINING MEMBERSHIP FEE	129.60		
V SEEKINGS INTERNAL AUDIT	40.00		
BRAMPTON PARISH COUNCIL RE SLCC	27.00		
CCF RETURN UNUSED FUNDING	2109.60		
KEITH McCONNELL BASKETS	107.83		
HUNTS WILDLIFE	180.00		

70/07-1903 Invoice received for the purchase of the MVAS indicator. Previous LHI still to be paid for.

This matter deferred, to be clarified at the next meeting.

70/07-1904 To consider the purchase of 3 solar powered speed roundels and road signs to slow speed.

KM reported that he had recently submitted the latest application to the Wind Farm Community Benefit Fund and had included these items as expenditure to which funding received from the fund will be spent.

70/07-1905 To receive a report regarding the Cotton Wind Farm Community Benefit Fund.

KM reported that he had submitted the latest application for funding which, if accepted, will be received in October 2019. He said that the 2018/19 application, submitted slightly late, appeared to have been overlooked and no funding had been received. However, this is being re considered and it is probable that the village will receive both years' funding as one sum.

70/07-1906 To consider the use of the above funding once received (item 70/07-1904 may fall into this).

See 70/07-19.04 above. In addition funding is being sought for CCTV within the village and towards the village hall setting.

70/07-1907 The excess funding received from the Cambridge Community Foundation is to be returned (included in 70/07-1902 above).

Councillors were advised that a grant of £5,724.00 had been received from the Foundation. The motorised speed indicator device has cost £3,614.40 therefore £2,109.60 was to be returned. This is included in payments being approved at this meeting (see 70/07-1902 above).

#### **71/07/19 Matters for future discussion**

71/07-1901 To review the financial regulations to include a clause regarding approval of payments between meetings.

71/07-1902 To consider the purchase of a bench to replace the recently removed telephone kiosk in front of the village hall.

71/07-1903 KM had received a further request for funding from the Six Villages Newsletter. TR will check when the last donation was made.

#### **EXCLUSION OF THE PUBLIC AND PRESS**

That in view of the confidential nature of the business about to be transacted, it is advisable in the public interest that the public and press be excluded, and they are instructed to withdraw, Public Bodies (Admission to Meetings) Act 1960.

**72/07/19 Staff Issues**

72/07-1901 TR said due to her current fulltime role she is finding it difficult to fulfil her duties to Graveley. Being aware of the near impossible process of finding a replacement, as previously experienced by the council, she will not submit her resignation until there is a successor. TR is aware of another experienced clerk who may be interested in taking over Graveley. It was agreed that a meeting will be arranged with the individual with KM and one other councillor in attendance.

**73/07/19 Date of next meeting**

73/07-1901 26 September 2019

Close of meeting

The meeting was closed at 20.40.

Signed:  
Chairman

Date: