

Graveley Parish Council

I hereby give notice that the Parish Council Meeting of Graveley Parish Council will be held on Thursday 24th September 2020 at 7.30pm, via **REMOTE (ONLINE) MEETING**

Join Zoom Meeting

<https://zoom.us/j/96630785147?pwd=ZEd1dkVsOGV0NXNvR25aN0N4SWVGZz09>

Meeting ID: 966 3078 5147

Passcode: 890793

Dial by your location: 0330 088 5830; 0131 460 1196; 0203 481 5237; 0203 481 5240; 0203 901 7895; 0208 080 6591; 0208 080 6592

COVID-19 Pandemic (Temporary Regulations in force from 4th April 2020 expiring 7th May 2021)
The Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020, S78.

NEW LEGISLATION & REQUIREMENTS

In summary the Temporary 2020 Regulations detailed above;

- Permit the holding of remote meetings, with conditions
- Local councils can decide the methods they will use to facilitate the holding of meetings
- There is no requirement to hold an annual meeting

*The Public & Press are cordially invited to be present (except for any item on the agenda labelled confidential).
The order of business maybe varied at the Chairman's discretion.*

All members of the Council are hereby summoned to attend for the purpose of considering and resolving upon the business to be transacted at the meeting as set out below:

Signed: SE Needs Proper Officer/Parish Clerk

Agenda

- 1. Election of Chairman**
- 2. Election of Vice-Chairman**
- 3. To Accept Apologies for Absence**
- 4. To Accept Parish Councillors Declarations of Interest for Matters on the Agenda**
Members of the Council are subject to the Relevant Authorities (Disclosable Pecuniary Interest) Regulations 2012 following adoption of the Code of Conduct. **ALL dispensations requests must be made to the Clerk prior to the meeting.**
- 5. To Agree to hold a Public Forum**
Councillors with pecuniary interests must leave the room immediately prior to any discussion on a disclosed interest this could be during the public forum or elsewhere on the agenda. Councillors cannot remain in the room to hear the representations of others nor make any representation to the meeting. Please note: When the Council starts to discuss any item on the agenda, where a member has an interest, the member with that interest must have regard to the Code of Conduct and make the necessary disclosure (if not done in Item 2) and leave the meeting. At the close of this agenda item members of the public will no longer be permitted to address the Council.
- 6. To Approve the Minutes of Meeting held on Thursday 16th July 2020**
- 7. Co-option to fill parish councillor vacancies**
- 8. Matters Arising from the Minutes, Report of any actions and Resolutions from last meeting – See Appendix 1**
- 9. To Accept a Report from County and District Councillors**
 - a. An update from Cllr Smith re: speed warning signs for the parish
- 10. To Discuss Planning Matters**
Remote decisions on planning applications were made via email and voting records retained.
 - a. Applications received for consideration – No application received
 - b. Decisions received from South Cambs District Council
 - i. 20/01766/FUL & 20/01767/LBC – Duck End Farm, Offord Rd PE19 6PP - Erection of double carport, relocation of heating oil storage tank, replacement of defective septic tank with new system in revised location, planting of a traditional hedge along the North boundary, reopening and asphaltting of existing vehicle entrance and soft landscaping after the complete removal of the remains of the original block garage – GRANTED
- 11. Village Hall**
 - a. To discuss hiring out of the village hall

- b. To discuss and decide action regarding the reoccurring presence of woodworm
- c. To discuss grant applications for improvements to the village hall

12. Matters for discussion/correspondence received

- a. To discuss contributing to the six-village newsletter & ideas for village projects
- b. To discuss essential repair works to manholes at the village hall and a concrete base for the VE day bench, estimated maximum cost of £200.00
- c. Request for parishes to join the community winter gritting scheme 2020/21 response by 31st October 2020
- d. Road verge management – email from CCC and interested in taking part in a new cutting regime for protected road-side verges
- e. For info – SCDC LED upgrade for streetlighting scheduled for Sept/Oct
- f. To discuss the final proof of the Village History magazine and additional costs for stapled version (£71.00) or bound version (£268.00)
- g. To discuss the Greater Cambridge Local Plan – First Conversation & Call for Sites – sites have now been published and clerk attended webinar
- h. For info - Planning Advisory Service Review of Greater Cambridge Planning Committee – clerk attended focus group on 16th September 2020
- i. To discuss resubmission of 2020/21 LHI application with higher contribution for 2021/22 LHI application - deadline 27th September 2020 (Cllr Walker)
- j. A428 Black Cat to Caxton Gibbet Forum – next meeting 6th October 2020 between 4-6pm
- k. To discuss the Temporary Traffic Order on Graveley Rd from 01/09/20 – 28/02/22

13. Consultations

- a. North East Cambridge Area Action Plan – deadline 5th October 2020

14. Finance and Policy

- a. To accept account review to date and bank reconciliation
- b. To advise of payments received – No payments received
- c. Remote decisions on the following payments to hand includes standing order & direct debits.
 - i. CCC – Final streetlighting invoice - £822.74
 - ii. LGS Services – Internal Audit Fee - £90.00
 - iii. SLCC – Clerk’s Annual Membership - £46.67
 - iv. Joliffe Daking – Village Hall Rent (SO) - £278.75
 - v. SSE – Streetlighting Energy (02/06-01/07) by DD - £131.67
 - vi. E.on Energy – Village Hall Electricity (07/06-07/07) by DD - £14.87
 - vii. SSE – Streetlighting Energy (02/07-03/08) by DD - £144.05
 - viii. E.on Energy – Village Hall Electricity (07/07-07/08) by DD - £15.48
- d. To approve the following payments to hand
 - i. L Abbott – Village Hall Cleaning – Oct 19 – Feb 20 - £50.00
 - ii. Newflame – Fire Extinguisher Service - £70.50
 - iii. Huntingdon Timber Supplies – Duck House Materials - £155.08
 - iv. NJTS Maintenance – Replacement and repairs to manhole cover - £74.00
 - v. Clerks Overtime & Expenses (Period 5) - £38.58
- e. To discuss signatory changes required to the bank account – removals and adding
- f. To discuss production of a risk assessment and internal control policy
- g. To discuss points raised on internal audit report and any actions required
- h. Clerks attendance at planning training

15. To accept notices and matter for the next agenda

Please note that no decisions can lawfully be made under this item. LGA 1972 s12 10(2) (b) states that business must be specified; therefore, the Council cannot lawfully raise matters for discussion.

16. Date and time of next meeting – TBA

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.

17. National Salary Award 2020/21 increment, hours of work, pension arrangements, staff appraisal

Appendix 1

GRAVELEY PARISH COUNCIL ACTION LIST FROM MEETING HELD ON 16/07/2020

a.	Quotation from Ben Cornwell - works at the village pond (village hall)	KM
b.	Cotton Farm Wind Farm – Community Benefit Fund – KM to submit evidence of grant monies spent - ongoing	KM
c.	Bad repair of Manor Farm footpath to be reported to James Broder and also to request an update on the blocked drains	MS
d.	MS to contact James Broder to request a tree safety survey for Graveley	MS
e.	Update from MS re: allocation of mobile speed devices for the parish	MS
f.	Collation drainage/ditch maps and contact MS to liaise with CCC flooding team to see what maps they hold also	PW/MS
g.	Village Improvement Works – painting of roundels	GPC
h.	Noise complaints at Cotton Wind Farm – clerk to add additional paragraph and WW to approve before submission	SEM/WW
i.	Toseland Rd/Offord Rd junction – clerk to submit letter re: water drainage issues	SEM
j.	Zero Carbon Communities Grant Scheme – Round 2 – deadline 30 th September 2020 – clerk to forward details to WW and Diocese	SEM
k.	Production of a risk assessment and internal control policy	SEM
l.	Three quotations for a new parish council laptop and discussion with Unity Bank as to ways to purchase large items – (ongoing)	SEM
m.	Village Hall – Insurance/EPC/Lease/Improvements Quote – (ongoing)	SEM