

Draft until signed
Minutes of Graveley Parish Council (GPC) Meeting
Thursday 24th September 2020 at 7.30pm, held remotely via Zoom

Present: P Wood (PW) (Councillor – incoming Chair), W Walker (WW) (Councillor – incoming Vice-Chair), A Carver (AC) (Councillor), S Chapman (SC) (Co-opted as councillor at Item 7), C Bentley (CB) (Co-opted as councillor at Item 7)

Attending: S Etherington-Meech (SEM) (Parish Clerk/RFO), N Wright (NW) (District Councillor), V Peck (Six Village Newsletter), 3 members of the public

PW chaired the meeting due to resignation of the chair & vice-chair

1. Election of Chairman

PW put himself forward for the vacancy of chair, it was RESOLVED that PW holds the chair vacancy, WW proposed and AC seconded. PW signed the declaration of acceptance of office in front of the clerk.

2. Election of Vice-Chairman

It was RESOLVED WW holds the vice-chair vacancy, PW proposed and AC seconded.

3. To Accept Apologies for Absence

Cllr Mandy Smith (County Councillor) (MS)

4. To Accept Parish Councillors Declarations of Interest for Matters on the Agenda

No declarations of interest were declared

5. To Agree to hold a Public Forum

No items were raised during the Public Forum

6. To Approve the Minutes of Meeting held on Thursday 16th July 2020

RESOLVED that the minutes be approved and signed by the chair as a true and accurate copy

7. Co-option to fill parish councillor vacancies

Applications were received from SC and CB for the two councillor vacancies, it was RESOLVED to co-opt SC and CB as members of the parish council. PW proposed, WW seconded & AC agreed - unanimous decision. CB and SC signed the Declaration of Acceptance of Office in front of the clerk.

8. Matters Arising from the Minutes, Report of any actions and Resolutions from last meeting – See Appendix 1

a. Quotation from Ben Cornwell – works at village pond (village hall)

It was RESOLVED (PW proposed, all councillors agree, unanimous decision) to proceed with the quotation from Ben Cornwell of £2,500 for dredging the pond around November/December time as long as **(Action)** SEM contacts KM to confirm if traffic management is required, that the breeding season is considered and that the duck house is not damaged during the works. SEM advised that KM did confirm that Ben Cornwell has public liability insurance in place.

b. Cotton Farm Wind Farm – Community Benefit Fund – KM to submit evidence of grant monies spent – ongoing

The original grant was issued for £9225.88 and to date only £4,396.70 has been allocated with the remaining monies of £4,829.18 to be spent by 31st January 2021. It was discussed that with £2,500 to be spent as per Item 8. a. that leaves £2,329.18 to be allocated before the deadline. GPC agreed to consider other projects before the next parish council meeting. Dredging/cleaning of the third pond in Graveley was discussed and considered at the meeting, however, PW is first to discuss potential works with the landowner adjoining the pond. **Action** – SEM to investigate whom owns the village ponds and also the terms and conditions for spending of the Community Benefit Fund.

c. Manor Farm footpath/blocked drains – ongoing item

d. Tree Safety Survey – ongoing item

e. Mobile Speed Devices – MS advised that unfortunately these are no longer available and GPC would have to consider them within an LHI application, it was recommended that this item was carried forward to when MS is next in attendance.

f. Drainage/ditch maps – PW advised that he has the maps, however, has yet to liaise with CCC

g. Painting of roundels – this has not yet been carried out – ongoing issue

- h. **Noise complaints at Cotton Wind Farm** – SEM has sent a draft to WW and then will submit to the District Councillors
 - i. **Toseland Rd/Offord Rd junction** – clerk submitted a letter to highways & is awaiting a response
 - j. **Zero Carbon Communities Grant Scheme** – info was sent to WW and the Diocese
 - k. **Risk Assessment & Internal Control Policy** – Item 14. f.
 - l. **Quotes for a new laptop** – ongoing
 - m. **Village Hall** – ongoing
- 9. To Accept a Report from County and District Councillors**
- a. **An update from Cllr Smith re: speed warning signs for the parish**
See Item 8. e.

In relation to Cotton Wind Farm and noise complaints NW advised that contact has been made with the new lead member for planning and environment at SCDC requesting action in light of complaints received over the summer. Complaints state that the noise now appears louder with several commenting that they no longer believe the noise is within planning regulations, NW advised that he has asked SCDC to retest the site for noise. NW advised that it appears that complaints are being registered, however, they are being ignored and it is getting to the point where the press may become involved and suggested it would be sensible for GPC to prepare a statement with their views.

In relation to the Local Plan (LP) and Call for Sites across South Cambs, NW advised GPC that 4 sites have been put forward in Graveley and that in just under a year GPC would need to decide if they feel it is appropriate for them to comment on these sites. He advised that a massive number of sites have been submitted for the whole district, more than is required and it must be considered that if sites such as Marshalls Airport go ahead they would take up to 10,000 houses which is a large amount of the districts housing allocation (10,000 – 30,000 new houses by 2040). AC raised concern over future development at Cotton Wind Farm and NW advised that Huntingdonshire District Council are not currently carrying out a local plan.

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**
Clerk advised that she was informed that the village hall was to be used at the end of September for a community event, however, it has been recommended by the National Association of Local Councils (NALC) that parish councils should hold their meetings virtually till at least May 2021. The clerk advised GPC that it would be incredibly difficult for small parish councils to reopen their small village halls in the current climate with procedures such as a full risk assessment, QR codes and registering for track and trace, WW agreed that social functions are not possible under current government restrictions and that the pub marquee is currently being used as an alternative location.
- b. **To discuss and decide action regarding the reoccurring presence of woodworm**
PW advised that he could treat the woodworm and will erect signage accordingly once completed.
- c. **To discuss grant applications for improvements to the village hall**
SEM highlighted the potential need for improvements at the village hall and for GPC to review future grant funding for eligibility. PW assigned SC to explore the outstanding EPC

certificate and renewal of the lease with the Diocese. WW explained to SC that the Diocese either need to upgrade the village hall to achieve the minimum requirement for an EPC certificate or gain an EPC exemption certificate before the lease can be renewed and that GPC are currently holding a £10,000 grant from the government for the village hall that cannot be spent on improvements until this lease is renewed. CB highlighted that the vicar has acknowledged that an increase in funds to the church have been significant because of coffee mornings at the village hall and may help if this is mentioned in relation to this important village asset. **Action** – SC to contact Diocese re: EPC and lease

12. Matters for discussion/correspondence received

- a. **To discuss contributing to the six-village newsletter & ideas for village projects**
VP to email clerk a letter from Six Village newsletter requesting an annual donation to their running costs.
VP also highlighted a charity project she is considering for the parish that relates to the welfare and mental well-being of children in the parish by turning the churchyard into a wildflower meadow. She explained that the charity started 20 years ago and is called Caring for Gods Acre and they spearhead some of these projects, the idea being that the children own it and VP is to send out a survey monkey survey to children of the parish following on from the rainbow garden project. VP advised that if GPC are willing to assist with this project planning will need to begin and a working party maybe required, for a site visit to be carried out for the project a fee of £200 will be payable or for £600 the charity could work through the project. PW proposed that he believed this to be a good use of the Cotton Wind Farm monies and all councillors agreed **RESOLVED**. VP advised that next in the process would be to send out a survey and plan from there with the hope of starting before the end of the year, she will keep GPC well informed.
- 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**
SEM advised that works had to be carried out as the manholes had become dangerous. **RESOLVED** to proceed with the quotation for the concrete base, PW proposed all councillors agreed – unanimous – **Action** - Clerk to instruct works for concrete base through KM
- c. **Request for parishes to join the community winter gritting scheme 2020/21 response by 31st October 2020**
RESOLVED to join the scheme, PW proposed, and all councillors unanimously agreed.
- d. **Road verge management – email from CCC and interested in taking part in a new cutting regime for protected road-side verges**
PW advised that GPC do not have any verges inside of the village for this scheme.
- e. **For info – SCDC LED upgrade for streetlighting scheduled for Sept/Oct**
GPC advised that works have not started yet and they will review the street lighting when completed and compile a list of lights in October and consider if additional lighting is required for the village.
- f. **To discuss the final proof of the Village History magazine and additional costs for stapled version (£71.00) or bound version (£268.00)**
KM dropped off stapled and bound versions for the clerk, however, the councillors requested to see the proofs in person, KM to drop with PW for circulation. **RESOLVED** for councillors to decide on stapled or bound version via email once proofs have been seen by all councillors.
- g. **To discuss the Greater Cambridge Local Plan – First Conversation & Call for Sites – sites have now been published and clerk attended webinar**
SEM circulated the list to all councillors of sites put forward in Graveley, PW requested clerk add this to the next agenda for discussion once councillors have reviewed the sites. SEM advised that SCDC will now be going through the suitability of all sites submitted with final decisions being made in around a years' time.
- h. **For info - Planning Advisory Service Review of Greater Cambridge Planning Committee – clerk attended focus group on 16th September 2020**
For information, no discussion required.

- i. **To discuss resubmission of 2020/21 LHI application with higher contribution for 2021/22 LHI application - deadline 27th September 2020 (Cllr Walker)**
SEM advised GPC that this application is now urgent and must be submitted by Sunday, SEM checked the minutes of a previous meeting and it was resolved for re-submission of last year's application with an increased contribution of 25%. **Action** – WW to resubmit application by 27th September with an increased contribution of 25%.
- j. **A428 Black Cat to Caxton Gibbet Forum – next meeting 6th October 2020 between 4-6pm**
PW to attend. **Action** – Clerk to register PW for attendance
- k. **To discuss the Temporary Traffic Order on Graveley Rd from 01/09/20 – 28/02/22**
For info - road closure on Toseland Rd at some point between 01/09/20 – 28/02/22.

13. Consultations

- a. **North East Cambridge Area Action Plan – deadline 5th October 2020**
It was agreed by GPC that no comments were to be submitted.

14. Finance and Policy

- a. **To accept account review to date and bank reconciliation**
Bank reconciliation (see Appendix 2) and finance spreadsheet were circulated to all councillors before the meeting, GPC RESOLVED to accept and approve the accounts and bank reconciliation. SEM suggested contacting Unity to move allocated monies such as the £10,000 village hall government grant to a separate account, PW suggested the Cotton Wind Farm monies should go in a separate account also, SEM believes this would be more transparent and easier to pay back if required. **Action** – Clerk to enquire with Unity
- 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** – All councillors agreed payment – RESOLVED. Online payment made. *Parish Councils Act 1957, s.3; Highways Act 1980, s.301.*
 - ii. **LGS Services – Internal Audit Fee - £90.00** - All councillors agreed payment - RESOLVED. Online payment made. *LGA 1972, s.111.*
 - iii. **SLCC – Clerk's Annual Membership - £46.67** - All councillors agreed payment - RESOLVED. Online payment made. *Local Government Act (LGA) 1972, s.143*
 - iv. **Joliffe Daking – Village Hall Rent (SO) - £278.75** - *LGA 1972, s.133*
 - v. **SSE – Streetlighting Energy (02/06-01/07) by DD - £131.67** - *Parish Councils Act 1957, s.3; Highways Act 1980, s.301.*
 - vi. **E.on Energy – Village Hall Electricity (07/06-07/07) by DD - £14.87** - *Local Government Act (LGA) 1972, s.133.*
 - vii. **SSE – Streetlighting Energy (02/07-03/08) by DD - £144.05** - *Parish Councils Act 1957, s.3; Highways Act 1980, s.301.*
 - viii. **E.on Energy – Village Hall Electricity (07/07-07/08) by DD - £15.48** - *Local Government Act (LGA) 1972, s.133.*
- d. **To approve the following payments to hand**
 - i. **L Abbott – Village Hall Cleaning – Oct 19 – Feb 20 - £50.00** - All councillors agreed payment - RESOLVED. AC and WW to approve the payment online. *LGA 1972, s.133*
 - ii. **Newflame – Fire Extinguisher Service - £70.50** - All councillors agreed payment - RESOLVED. AC and WW to approve the payment online. *LGA 1972, s.133*
 - iii. **Huntingdon Timber Supplies – Duck House Materials - £155.08** - All councillors agreed payment - RESOLVED. AC and WW to approve the payment online. *LGA 1972, ss. 111 & 137.*
 - iv. **NJTS Maintenance – Replacement and repairs to manhole cover - £74.00** - All councillors agreed payment - RESOLVED. AC and WW to approve the payment online. *LGA 1972, s.133.*
 - v. **Clerks Overtime & Expenses (Period 5) - £38.58** - All councillors agreed payment - RESOLVED. AC and WW to approve the payment online. *LGA 1972, s. 112 & s.151.*

- e. **To discuss signatory changes required to the bank account – removals and adding**
AC now has access to Unity and WW confirmed he has access too. RESOLVED by all councillors that KM and SF to be removed from the bank account and all councillors including PW, SC, and CB to be added. AC and WW to check they can access and authorise payments on the agenda. **Action** – SEM to make relevant changes to bank account.
- f. **To discuss production of a risk assessment and internal control policy**
SEM advised that she was unable to produce these documents as they need to be adopted, reviewed, and signed by a chairman, to be carried over to the next meeting.
- g. **To discuss points raised on internal audit report and any actions required**
Firstly, it was highlighted that some policies need to be produced and adopted which the internal auditor was aware of and had noted. Secondly, it was raised that a contractor review is required, clerk to investigate contracts, insurance, and prices of current contractors.
- h. **Clerks attendance at planning training**
RESOLVED councillors were all happy for clerk to attend training and split costs with her other council.

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.

- Budgets

16. Date and time of next meeting – Thursday 26th November at 7.30pm

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

In confidential minutes

Meeting closed at 9.18pm

Signed.....Chairman

Dated.....

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 30th 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

Appendix 2

GRAVELEY PARISH COUNCIL
September 2020 Bank Reconciliation

	£
Unity Trust current account on 30 th June 2020	£31,951.64
<u>Less</u> payments presented from 30 th June 2020 to 31 st August 2020	£2,725.65
	£472.08
<u>Plus</u> , receipts presented from 30 th June 2020 to 31 st August 2020	
Closing bank account on 31 st August 2020	£29,698.07
<u>Less outstanding direct payments not yet subtracted</u>	£0.00
Balance carried forward on 31 st August 2020	£29,698.07

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<u>Notes:</u>

Sarah Etherington-Meech

RFO

24th September 2020