

**Graveley Parish Council**

I hereby give notice that the Parish Council Meeting of Graveley Parish Council will be held on Thursday 14<sup>th</sup> January 2021 at 7.30pm, via **REMOTE (ONLINE) MEETING**

Join Zoom Meeting

<https://zoom.us/j/98096970078?pwd=OFN4K2NnYXl2S2ZlNDZzeGtGMmJFZz09>

**Meeting ID: 980 9697 0078 Passcode: 305910**

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

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: \_\_\_\_\_



Proper Officer/Parish Clerk

**Agenda**

**1. To Accept Apologies for Absence**

**2. 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.**

**3. 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.

**4. To Approve the Minutes of Meeting held on Thursday 26th November 2020**

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

**6. To Accept a Report from County and District Councillors**

**7. To Discuss Planning Matters**

Remote decisions on planning applications were made via email and voting records retained.

a. Applications received for consideration

- i. 20/04483/FUL - The Barn, Offord Rd, PE19 6PP -Part demolition of existing potato store and conversion to a single private dwelling

b. Decisions received from South Cambs District Council – no decisions received

c. Greater Cambridge Local Plan & Call for Sites – Cllr Bentley to provide feedback from workshop attendance on 1<sup>st</sup> December 2020

**8. Village Hall**

**8.1** To discuss the lease/EPC/energy rating improvement works – date to be set to meet with Rachael Lamb (Diocese) and contractors. Cllr Wood to advise of email discussion with Nigel di Castiglione regarding lease renewal, works required etc.

**9. Matters for discussion/correspondence received**

**9.1** For info - Refreshed pre-application planning service – went live Wednesday 2<sup>nd</sup> December 2020

**9.2** For info – Stephen Kelly (Planning) email re: Thakeham's Proposals for South-West Cambridgeshire Development

**10. Consultations**

a. To consider and approve an objection document for the Luton Flightpath consultation – deadline 5<sup>th</sup> February 2021

b. To consider the Highways Service Stakeholder survey – deadline 31<sup>st</sup> January 2021

c. To consider Sunnica Energy Farm Burwell – deadline 29<sup>th</sup> January 2021

**11. Finance and Policy**

a. To accept account review to date and bank reconciliation

b. To advise of payments received

- i. Annual Parish Land Rental Payment - £500.00
- c. Remote decisions on the following payments to hand includes standing order & direct debits were made between 26<sup>th</sup> November 2020 to 8<sup>th</sup> January 2021.
  - i. Six Village Newsletter Donation – £100.00 agreed 26/11/20
  - ii. Dry Drayton Parish Council – Contribution to Zoom subscription £72.00 agreed 26/11/20
  - iii. E.on Energy – (DDM) – Village Hall Electricity 07/10-07/11 - £13.42
  - iv. Cambridge Water Business – (DDM) – Village Hall Water Rates - £60.82
  - v. SSE (DDM) – Streetlighting Energy 03/11-01/12 - £127.55
  - vi. E.on Energy – (DDM) – Village Hall Electricity 07/11-07/12 - £14.66
  - vii. Unity Bank – Service Charge - £18.00
- d. To approve the following payments to hand
  - i. S Etherington-Meech – Clerks overtime/expenses (Period 9) - £73.29
- e. To discuss and approve the budget and 2021/22 precept
- f. To discuss and inform of the correct processes for the instruction of village works, parish council spending and VAT reclaims
- g. To discuss CAPALC response and approve reimbursement of £160.59 for plaque renovation to village sign and to discuss action required for brickwork repairs to the bottom of the village sign
- h. To review and approve documents – Social Media Policy/Lone Worker Policy/Press & Media Policy/Complaints Procedure
- i. To discuss and approve renewal with Cambridge Water Business for the village hall water supply

**12. 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.

**13. Date and time of next meeting – To be agreed at the meeting**

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.

**14. To discuss clerk's pension arrangements and annual staff appraisal**

## Appendix 1

### GRAVELEY PARISH COUNCIL ACTION LIST FROM MEETING HELD ON 26/11/2020

5.1	Cotton Farm Wind Farm – Community Benefit Fund 2020/21– Keith McConnell (KM) & SEM to submit evidence of grant monies spent	KM/SEM
5.2	Bad repair of Manor Farm footpath, James Broder update on the blocked drains Toseland Rd/Offord Rd junction in particular Rectory Farm, concerns over footpath/barrier Offord Rd near Duck End and official footpath sign removed and not reinstated	MS
5.3	MS to contact James Broder to request a tree safety survey for Graveley	MS
5.4	Uploading of drainage/ditch maps	PW
5.5	Village Improvement Works – update on paint sourcing and painting of roundels	CB
5.6	Update on cleaning and grass cutting contracts and liability insurance	SEM
5.7	Investigate ownership of village ponds and lease document for parish council land with KM	SEM
5.8	List and upgrade from Helen Taylor at SCDC for LED upgrade on streetlights	CB
5.9	Village History Booklet – final proof agreed, and KM instructed for print with stapled version	PW
5.10	Collation and submission of traffic data from MVAS	CB
5.11	Complaint letter drafted in relation to planning objections ignored for Winrowe Barn	CB
5.12	Enquiry with Unity Trust re: opening of a savings account	SEM
5.13	Woodworm treatments carried out at the village hall	PW
5.14	Gift options for outgoing members of GPC	WW