

**Graveley Parish Council**

I hereby give notice that the Parish Council Meeting of Graveley Parish Council will be held on Wednesday 10<sup>th</sup> March 2021 at 7.30pm, via **REMOTE (ONLINE) MEETING**

Join Zoom Meeting

<https://zoom.us/j/94830523913?pwd=NTVBKzZnQjJNZXloYThVSmdXdTlzdz09>

**Meeting ID: 948 3052 3913 Passcode: 860823**

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

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 14<sup>th</sup> January 2021**

**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**

- Update on flooding meeting organised by Cllr Mandy Smith in January for the parish council and residents

**7. To Discuss Planning Matters**

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

- Applications received for consideration
- Decisions received from South Cambs District Council – no decisions received
- 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 and to allocate responsibility for work quotations as per discussion and instruction from solicitor.

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

**9.1** To discuss erosion of grass verges in the parish (Cllr Chapman)

**9.2** To discuss conducting a neighbourhood plan for the parish (Cllr Chapman)

**9.3** To discuss and review a move back to face-to-face meetings from May 2021

**9.4** To discuss permission for the Old School House to sort a sewer drain going across the village hall car park

**9.5** To discuss the use of council money to support the church (Cllr Chapman)

**9.6** To discuss circulation of the Papworth Surgery newsletter

**9.7** For info – Cllr Bentley to attend new councillor training on 27<sup>th</sup> March 2021

**9.8** Cllr Chapman to provide feedback on attendance at the Gypsy, Traveller and Roma workshop

**10. Consultations**

- South Cambs Housing Strategy - New housing policies relating to Build to Rent, Clustering and Distribution of Affordable Housing and Affordable Rent Setting – deadline 23<sup>rd</sup> March 2021
- Waterbeach Neighbourhood Plan – deadline 20<sup>th</sup> April 2021

**11. 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 were made between to 31<sup>st</sup> December 2020 and 28<sup>th</sup> February 2021
  - i. CAPALC – Outstanding invoice for clerk’s budget training (Inv 2282) - £15.00
  - ii. E J Allgood – Hedge and Verge Cutting for 2020 - £500.00
  - iii. S Etherington-Meech – Clerks overtime/expenses (Period 10) - £140.30
  - iv. Cambs ACRE – Annual Subscription - £57.00
  - v. ICO – Data Protection Registration - £35.00
  - vi. Joliffe Daking – Village Hall Rent by Standing Order - £278.75
  - vii. Southern Electric (SSE) by DDM – Streetlighting Energy (Dec 20) - £148.34
  - viii. E.on Energy by DDM – Village Hall Electricity (07/12-07/01) - £15.48
  - ix. Salary – Period 10 - £275.82
  - x. Southern Electric (SSE) by DDM – Streetlighting Energy (Jan 21) - £123.43
  - xi. E.on Energy by DDM – Village Hall Electricity (07/01-07/02) - £15.49
- d. To approve the following payments to hand
  - i. S Etherington-Meech – Clerks overtime/expenses (Period 11) - £114.84
  - ii. CAPALC – 2021/22 Affiliation Fees - £172.27 or £222.27 to include DPO scheme
- e. To discuss booking and cancellation of training sessions and outstanding invoices with CAPALC
- f. To agree village hall cleaning service contract and associated paperwork, confirmation of receipt of grass cutting paperwork
- g. To discuss instruction of internal auditor

**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 – Thursday 6<sup>th</sup> May 2021 at 7pm (Annual Parish and Annual Parish Council 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. Annual staff appraisal**

**Appendix 1**

**GRAVELEY PARISH COUNCIL  
ACTION LIST FROM MEETING HELD ON 14/01/2020**

5.1	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
5.2	MS to contact James Broder to enquire for a tree safety survey for Graveley	MS
5.3	Uploading of drainage/ditch maps	PW
5.4	Investigation of ownership of village ponds with the Land Registry	PW
5.5	Village History Booklet – final proof agreed, and KM instructed for print with stapled version	PW
5.6	Quotation from Ted Allgood for repairs to the brickwork of the village sign	PW
5.7	Village Improvement Works – update on paint sourcing and painting of roundels	CB
5.8	Confirmation of LED streetlighting upgrade from Helen Taylor at SCDC	CB
5.9	Collation and submission of traffic data from MVAS	CB
5.10	Complaint letter drafted in relation to planning objections ignored for Winrowe Barn	CB
5.11	21/22 LHI Application update – feasibility report	WW
5.12	Gift options for outgoing members of GPC	WW
5.13	Investigate a basic tenancy lease document for the parish land	AC/SEM
5.14	Review of Social Media/Lone Worker/Press & Media policies	SEM