

Draft until signed
Minutes of Graveley Parish Council (GPC) Meeting
Wednesday 10th March 2021 at 7.30pm, held remotely via Zoom

Present: P Wood (PW) (Chair), W Walker (WW) (Vice-Chair), C Bentley (Councillor), S Chapman (SC) (Councillor)

Attending: S Etherington-Meech (SEM) (Parish Clerk/RFO), Cllr Nick Wright (NW) (District Councillor)

1. To Accept Apologies for Absence

As GPC usually carry out their parish council meetings on a Thursday, Cllr Andrew Carver and District Councillor Mandy Smith were not in attendance due to the change of day.

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

No declarations of interest were declared.

3. To Agree to hold a Public Forum

No members of the public were in attendance.

4. To Approve the Minutes of Meeting held on Thursday 14th January 2021

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

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

5.1 & 5.2 – MS was not in attendance

5.3 & 5.4 – PW advised that he has to postpone this task to when he has more time during the summer.

5.5 – Keith McConnell (KM) spoke to the clerk before the meeting to advise that the booklets have been completed and sent to him, he requested GPC arrange pickup and distribution of the booklets. CB agreed to speak to Vanessa who delivers the monthly Six Village Newsletter (SVN) and ask if she is able to arrange for the booklets to be distributed with the next SVN.

5.6 – PW advised action has not yet been taken but he will arrange a quote for the works.

5.7 – CB advised that now the weather is warmer he will arrange to paint the roundel as agreed in RAF blue and plant some annuals as it is to late for planting bulbs. The approximate spend on plants for 2019/20 was £375.00, it was RESOLVED by GPC that £400.00 be budgeted for 2021/21. PW has also been approached by the public for GPC to consider purchasing some pond plants, the price for these is to be investigated but it was considered that somewhere in region of £200.00 may be appropriate. **Action** – CB is to source volunteers for planting in the parish after the 12th of April 2021

5.8 – GPC advised the clerk that the works have been completed **Action** - Clerk to chase Helen Taylor at South Cambs District Council (SCDC) for a certificate of completion of the upgrade.

5.9 – CB will submit the MSID data and email Joshua Rutherford for an assessment of additional locations (Offord Road and the top of Church Lane outside the pub) for the MSID, CB to order brackets for these locations also.

5.10 – CB advised that he has not yet drafted a complaint letter as he had believed it was in relation to a specific planning application and did not realise it was in fact a complaint in relation to the overall planning decision process. PW explained that everyone that came forward from the village to comment on the Winrowe Barn application had objections and GPC reiterated the objections using material considerations and GPC feel their comments were completely ignored and overruled by planning.

NW requested that he is copied into any planning objections that GPC submit as he has sat on the planning committee at SCDC since 2004 and if there are large numbers of objections of material considerations that are relevant and valid, he can request along with parish councils that it goes to planning committee. He advised that planning officers always listen to objections and weight them up with planning policies and that is statutory and if a policy can support the objections it will be refused. NW advised that SCDC will be carrying out training for parish councils in the near future to assist them with a better understanding of material considerations and poor objections.

CB advised NW that the specific issue in relation to Winrowe Barn is that planning accepted the material considerations but said they were not significant for the application to go to committee referral and made a delegated decision. NW advised that the only option if GPC are not happy is a

judicial review, however, this can only show and prove a mistake was made in the process which the council would have to run through the process again with the risk the same end result occurs.

5.11 – WW advised that he attended a virtual meeting with Highways to explain the background to our LHI application and now we just have to await a response.

5.12 - WW is to arrange tankards with simple text and no image ready for presentation after 12th April

5.13 – SEM has been unable to retrieve a lease document, carry over to next meeting for Cllr Carver

5.14 – SEM advised that this an ongoing item that she has no rush to complete

6. To Accept a Report from County and District Councillors

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

PW advised that despite numerous emails this meeting failed to be arranged.

NW said that it was encouraging to hear that the streetlighting upgrade has been completed in Graveley. He also advised that he knows SCDC have drainage/ditch maps for not the village but the parish and he believes it is important for GPC to find out which are award drains as SCDC has the responsibility to clean and clear these every year, NW to forward maps to PW.

7. To Discuss Planning Matters

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

a. Applications received for consideration

None received

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 1st December 2020

CB advised that parts of the workshop were chaotic, and the only feedback was that Greater Cambridge Planning were unable to confirm of any consideration for new ways of working following the Covid-19 pandemic.

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.

SEM advised that following her discussion with a solicitor he recommended that GPC arrange quotations for works (loft insulation & upgrading of lighting) as listed in the original EPC report from YesEnergy. It was agreed **Action** WW is to get quotes for the works, circulate them to the councillors and then GPC are to advise when they are ready to instruct the solicitor for him to investigate if works will be classed as repairs or improvements. PW reminded GPC that a £10K grant was received from the government during the Covid-19 pandemic for the village hall.

9. Matters for discussion/correspondence received

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

SC advised that after many enquiries to highways in relation to the issue of erosion of grass verges in the parish he has now personally not on behalf of GPC made an official complaint to Denis Vacher who replied immediately, however, after two reminders nothing has been logged. SC advised that the day following his formal complaint James Broder did visit the parish and although SC could not meet with him James advised that essentially the erosion is worse than usual and requires extensive work in terms of defining where highway is, removing soil, underpinning, replacing with fresh soil/grass seed and reflectors to be put on posts. **Action** – Clerk to email James Broder for an update, to request GPC are kept informed and mention the flooding issues in the parish (Item 6. a).

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

SC advised that from the information SEM sent to him in relation to neighbourhood plans the average cost to carry one out would be £13,000, however, he does not believe this is the type of plan the parish needs. SC believes that GPC should be proactive and not reactive to issues in the parish and a strategy and plan should be produced to resolve outstanding issues that are frequently on the agenda. **Action** – SC to start considering a plan at the end of the academic term.

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

SEM advised that the temporary legislation for parish council meetings is due to come to an end on

7th May, GPC have already agreed for their Annual Parish Meeting and Annual Parish Council Meeting to be conducted virtually before this date on 6th May 2021 and as much content as possible is to be covered during this meeting in case the legislation is not extended.

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

PW advised that the residents from the Old School House have advised him that they do not require permission as they have riparian rights.

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

SC advised that he went to Nigel di Castiglione (NC) to explain why GPC could not grant monies for the church clock, NC advised him that other councils in the area including Elsworth have taken the legal risk and made contributions to church clocks and he believes that the church clock tower in Graveley is a village amenity. WW suggested that if Elsworth are willing to share the legal advice they received regarding this matter then GPC could consider discussing this item, however, he explained that just because another council have taken the risk for the grant it does not mean it is legal. GPC did seek legal advice from CAPALC and were not comfortable with the spending due to the risk advised, GPC must rely on advice from CAPALC and no other councils or clerks. It was reiterated as previously discussed by GPC that the church should consider a different route for their funding. **Action** – SEM to draft a letter for the Chair to send to NC advising of legislation and why GPC are not comfortable to grant these monies.

9.6 To discuss circulation of the Papworth Surgery newsletter

GPC agreed that the best form of circulation for inclusivity of the Papworth Surgery newsletter would be as a regular item in the SVN. **Action** – Clerk to contact the SVN.

9.7 For info – Cllr Bentley to attend new councillor training on 27th March 2021

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

SC advised that he attended a workshop and carried out training and the main point highlighted was that the police have limited powers and the majority of the workshop was devoted to the difficulties these communities face. A couple of important points raised were if people trespass on private land, even just over night the police are not able to do anything unless firstly the landowner formally asks police to get involved and secondly if they create a nuisance, this is an immediate barrier to moving them on. Secondly, if this were to happen in Graveley the best thing is to talk to and see why the community is there and what their intentions are and behaviour towards them should not be antagonising.

10. Consultations

a. South Cambs Housing Strategy - New housing policies relating to Build to Rent, Clustering and Distribution of Affordable Housing and Affordable Rent Setting – deadline 23rd March 2021

GPC agreed that no comments are to be made.

b. Waterbeach Neighbourhood Plan – deadline 20th April 2021

GPC agreed that no comments are to be made.

11. 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.

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 31st December 2020 and 28th February 2021

i. CAPALC – Outstanding invoice for clerk's budget training (Inv 2282) - £15.00 –

Local Government Act (LGA) 1972, s.112

ii. E J Allgood – Hedge and Verge Cutting for 2020 - £500.00 – Public Health Act 1875,

s. 164, Open Spaces Act 1906, ss 9 & 10, Commons Act 1899

iii. S Etherington-Meech – Clerk's overtime/expenses (Period 10) - £140.30 – LGA

1972, s.112

- iv. **Cambs ACRE – Annual Subscription - £57.00 – LGA 1972, s.143**
 - v. **ICO – Data Protection Registration - £35.00 - LGA 1972, s. 143**
 - vi. **Joliffe Daking – Village Hall Rent by Standing Order - £278.75 – LGA 1972, s.133**
 - vii. **Southern Electric (SSE) by DDM – Streetlighting Energy (Dec 20) - £148.34 – Parish Councils Act 1957, s.3 & Highways Act 1980, s.301**
 - viii. **E.on Energy by DDM – Village Hall Electricity (07/12-07/01) - £15.48 – LGA 1972, s.133**
 - ix. **Salary – Period 10 - £275.82 – LGA 1972, s.112**
 - x. **Southern Electric (SSE) by DDM – Streetlighting Energy (Jan 21) - £123.43 – as vii above**
 - xi. **E.on Energy by DDM – Village Hall Electricity (07/01-07/02) - £15.49 – as viii above**
- d. To approve the following payments to hand**
- i. **S Etherington-Meech – Clerk’s overtime/expenses (Period 11) - £114.84 - All councillors agreed payment - RESOLVED. Payment to be approved online - LGA 1972, s.112 & s.151**
 - ii. **CAPALC – 2021/22 Affiliation Fees - £172.27 or £222.27 to include DPO scheme**
All councillors agreed payment and to include the DPO scheme RESOLVED for £222.27. Payment to be approved online – LGA 1972, s.143.
 - iii. **Received after agenda:** Just Digital – Village History Booklet - £44.00 for final printing and production costs. All councillors agreed payment RESOLVED. Payment to be approved online – LGA 1972, s.137.
- e. To discuss booking and cancellation of training sessions and outstanding invoices with CAPALC**
- SEM advised that Cllr Fairclough booked a training session with CAPALC in advance and then resigned before it took place but because neither the clerk or him advised CAPALC he would not be attending GPC were still invoiced for the session due to a 7-day cancellation in the terms and conditions of booking. SEM is awaiting confirmation from CAPALC as to whether the invoice will be enforced, and SEM reiterated the importance of councillors cancelling their training with at least 7 days’ notice.
- f. To agree village hall cleaning service contract and associated paperwork, confirmation of receipt of grass cutting paperwork**
- SEM confirmed all paperwork required for the grass cutting contract has now been received. However, the village hall service contract is not yet resolved, a draft that was received from another parish council as a template has been circulated to the councillors for their review. SEM advised GPC that she is overwhelmed with production of a risk assessment for the village hall cleaning which is required by GPC insurance company. WW volunteered to assist the clerk with the risk assessment and will ask Cllr Carver to help also.
- g. To discuss instruction of internal auditor**
- It was RESOLVED by GPC for SEM to instruct LGS Services to conduct their 20/21 internal audit.

12. To accept notices and matter for the next agenda

13. Date and time of next meeting – Thursday 6th 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

Appraisal form in confidential minutes.

Meeting closed at 9.35pm

Signed.....Chairman

Date.....

DRAFT

Appendix 1**GRAVELEY PARISH COUNCIL
ACTION LIST FROM MEETING HELD ON 14/01/2021**

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

Appendix 2

GRAVELEY PARISH COUNCIL
February 2021 Bank Reconciliation

	£
Unity Trust current account on 31 st December 2020	£28,117.32
<u>Less</u> payments presented from 31 st December 2020 to 28 th February 2021	£1,803.49
<u>Plus,</u> receipts presented from 31 st December 2020 to 28 th February 2021	£0.00
Closing bank account on 28 th February 2021	£26,313.83
<u>Less outstanding direct payments not yet subtracted</u>	£0.00
Balance carried forward on 28th February 2021	£26,313.83

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Notes:

Sarah Etherington-Meech

RFO

4th March 2021