

**Graveley Parish Council**

I hereby give notice that the Annual Parish Council Meeting of Graveley Parish Council will be held on Thursday 6<sup>th</sup> May 2021 at 7.30pm, via **REMOTE (ONLINE) MEETING**

Join Zoom Meeting

<https://us06web.zoom.us/j/82899847652?pwd=KzhtN002NURLNVRoRGQ4UG1DSWpVdz09>

**Meeting ID: 828 9984 7652 Passcode: 666125**

**Dial by your location: 0203 481 5237; 0203 481 5240; 0203 901 789; 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: \_\_\_\_\_



Proper Officer/Parish Clerk

**Agenda**

**1. Election of chair**

**2. Election of vice-chair**

**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 Wednesday 10<sup>th</sup> March 2021**

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

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

**9. To Discuss Planning Matters**

- Applications received for consideration – no applications received
- Decisions received from South Cambs District Council – no decisions received

**10. Village Hall**

- 10.1** To discuss the lease/EPC/energy rating improvement works and to provide an update as to quotation<sup>(WW)</sup> for works.
- 10.2** To discuss reopening of the village hall as Covid-19 restrictions are easing and virtual meetings cannot happen after 7<sup>th</sup> May 2021

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

- 11.1** For info – Email received for the Innovate and Cultivate Fund – application deadline 1<sup>st</sup> May 2021
- 11.2** To discuss and agree spending amount for planting of flowers in the parish
- 11.3** To provide an update on the 2021/22 LHI application for speed reduction and road safety<sup>(WW)</sup>
- 11.4** To discuss participation in the Great British Spring Clean from 28<sup>th</sup> May to 13<sup>th</sup> June 2021
- 11.5** For info - Zero Carbon Communities Grant Fund – Round 3 – open for applications 30<sup>th</sup> May – 30<sup>th</sup> July 2021
- 11.6** For info - Email received from Helen Taylor – streetlighting upgrade completed and new MPANs sent by UKPN to our supplier directly
- 11.7** To discuss the email received from a resident in relation to dogs persistently barking in Graveley
- 11.8** To provide an update on the A428 Black Cat to Caxton Gibbett Improvements<sup>(PW)</sup>

**12. Consultations**

- 12.1** East West Rail (EWR) Second Consultation – deadline for comments 9<sup>th</sup> June 2021
- 12.2** A428 Black Cat to Caxton Gibbett Improvements – Section 56 notice – deadline for comments 10<sup>th</sup> June 2021

### 13. Finance and Policy

- a. To accept account review to date and bank reconciliation for year end until 31<sup>st</sup> March 2021
- b. To advise of payments received
  - i. SCDC – 1<sup>st</sup> precept instalment for 2021/22 - £3,717.00
- c. Remote payments made including standing orders & direct debits between 29<sup>th</sup> February 2021 and 29<sup>th</sup> April 2021
  - i. Joliffe Daking – Village Hall Rental (Standing Order) - £278.75
  - ii. Morelock Signs Ltd – MSID brackets - £147.60
  - iii. CAPALC – Cllr Bentley Training Session - £75.00
  - iv. Cllr Bentley – Reimbursement for bark & plants - £60.43
  - v. Southern Electric SSE (DDM) – Streetlighting Energy for March 21 - £135.80
  - vi. E.on Energy (DDM) – Village Hall Electricity 07/03 – 07/04 - £14.87
  - vii. Salary/Expenses (Period 1) & Pension (Period 12) – 363.28
- d. To approve the following payments to hand
  - i. S Etherington-Meech – Clerks expenses – postage/mileage (Period 1) - £11.31
- e. To review and approve the final year accounts, bank reconciliation, Annual Governance & Accountability Report (AGAR), exemption certificate, internal audit report and all supporting documentation for 2020/21
- f. To review and approve Standing Orders with the 2020 amendments, financial regulations & all council policies
- g. To discuss, review and approve Zurich Insurance Policy documents
- h. To review and approve the Asset Register for 31<sup>st</sup> March 2021
- i. To discuss and approve delegated powers to the clerk
- j. To approve the purchase of Charles Arnold Baker book 12<sup>th</sup> edition – Aug 20 publication - £59.50
- k. To approve clerks request to attend 'New Code of conduct' training for clerk 18<sup>th</sup> May 2021

### 14. 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.

### 15. Date and time of next meeting – TBA due to temporary legislation for virtual meetings ending on 7<sup>th</sup> May 2021

## Appendix 1

### GRAVELEY PARISH COUNCIL ACTION LIST FROM MEETING HELD ON 10/03/2021

7.1	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
7.2	Contact James Broder to enquire for a tree safety survey for Graveley	MS
7.3	Arrangement of flood meeting	MS
7.4	Quotation from Ted Allgood for repairs to the brickwork of the village sign	PW
7.5	Letter sent to Nigel di Castiglione re: church clock maintenance grant	PW/SEM
7.6	Village History Booklet – update on delivery with six villages newsletter	CB
7.7	Village Improvement Works – update on roundel painting/flower planting/planting volunteers etc	CB
7.8	Update on MSID and new locations for mounting	CB
7.9	Complaint letter sent in relation to objections that have been ignored (Winrowe Barn)	CB
7.10	Gift options for outgoing members of GPC	WW
7.11	Investigate a basic tenancy lease document for the parish land	AC/SEM
7.12	Contact James Broder to be copied in on verge erosion emails and flooding issues	SEM