

**Draft until signed**  
**Minutes of Graveley Annual Parish Council (GPC) Meeting**  
**Thursday 6<sup>th</sup> May 2021 at 7.30pm, held remotely via Zoom**

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

**Attending:** S Etherington-Meech (SEM) (Parish Clerk/RFO), Cllr Mandy Smith (MS) (County Councillor)

**1. Election of chair**

RESOLVED that Cllr Wood (PW) be elected as Chairman <sup>(Prop WW, 2nd SC, unanimous)</sup> Cllr Wood signed the declaration of acceptance of office.

**2. Election of vice-chair**

RESOLVED that Cllr Walker (WW) be elected Vice-Chairman <sup>(Prop PW, 2nd SC, unanimous)</sup>.

**3. To Accept Apologies for Absence**

No apologies received.

**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 public were in attendance.

**6. To Approve the Minutes of Meeting held on Wednesday 10<sup>th</sup> March 2021**

RESOLVED that the minutes of the meeting on 10<sup>th</sup> March 2021 be approved and signed by the chairman as a true and accurate record <sup>(Prop PW, 2nd CB, unanimous)</sup>.

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

**7.1** GPC discussed with MS that these outstanding issues had not yet been resolved, MS to chase the relevant parties. MS did advise that riparian ownership throughout the parish was to be investigated by Cambridgeshire County Council (CCC) and MS would contact Brian Heffernan at CCC to query riparian ownership of the ditch opposite the pub.

**7.2** It was agreed that this item is to be removed as MS advised that CCC would consider surveying some trees in a parish, but it would be unrealistic for all trees to be surveyed.

**7.3** MS advised that unfortunately this has slowed up and the person in charge has now left and South Cambs District Council (SCDC) will be contacting parishes to organise flood meeting groups and MS will ensure that GPC are included on the list, MS will keep pushing.

**7.4** Ongoing issue, not yet resolved.

**7.5** RESOLVED - PW advised a letter has been sent.

**7.6** RESOLVED – CB advised that the village history booklets have been delivered.

**7.7** CB advised that the roundel has been painted, more planting is to be carried out and the leftover paint from the roundel is in the village hall.

**7.8** CB advised that Helen Taylor at SCDC was unaware of the three current locations for the MSID (Papworth Road SE2, High Street opposite Fieldings Place SC12, Toseland Road SC27), therefore CB has requested retrospective permission from Helen Taylor for these locations. CB to await a response from Helen Taylor. PW and WW believe that permission was originally granted, to be investigated.

**7.9** CB composed a letter and was awaiting feedback from all councillors before sending the letter, it was RESOLVED by a unanimous decision for the letter to now be sent.

**7.10** WW advised that engraved tankards were received and then presented to Keith McConnell (previous Chairman) and Steve Fairclough (previous Vice-Chairman) on 25<sup>th</sup> April 2021.

**7.11** SEM has been unable to source a lease document, AC to investigate.

**7.12** RESOLVED - SEM has contacted James Broder and made a request to be copied into emails relating to Graveley.  
MS left the meeting after this item.

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

No reports received.

**9. To Discuss Planning Matters**

**a. Applications received for consideration – no applications received**

**b. 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.

WW advised that he has unable to obtain quotations as it is proving difficult to find contractors willing to come out to quote for works, however, he will endeavour to get quotations carried out as soon as possible. CB advised that he has liaised with a friend who is a land steward, and he has recommended that as GPC have a full repairing lease, they should have a building survey carried out before a new lease is signed, WW stressed the importance of GPC gaining legal advice when they are at the point of signing the new lease.

### 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

RESOLVED that GPC would not reopen the village hall until Covid-19 restrictions are lifted which is currently planned for the 21<sup>st</sup> of June 2021. PW advised that the fire alarm is beeping and needs to be fixed as soon as possible, **Action** AC offered to investigate the fire alarm after the meeting.

## 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

For information only, deadline expired, no application made.

### 11.2 To discuss and agree spending amount for planting of flowers in the parish

RESOLVED by a unanimous decision a budget of £400.00 to be spent on flowers for village planting, CB confirmed he would come back to GPC if he had to go over budget and he will investigate costs and sourcing of pond plants later in the year. CB also confirmed that he will purchase rabbit repellent granules to prevent rabbits destroying new plants.

### 11.3 To provide an update on the 2021/22 LHI application for speed reduction and road safety<sup>(WW)</sup>

WW advised that the application has been approved and PW believes that the works have been marked out, GPC to await further updates.

### 11.4 To discuss participation in the Great British Spring Clean from 28<sup>th</sup> May to 13<sup>th</sup> June 2021

CB advised that he believes the event is a way to bring the community together, WW agreed a general village litter pick is a good idea. CB agreed that he would ask Keith McConnell (resident) how previous village litter picks have worked in Graveley and if any litter picking equipment is available, WW is to be kept updated. The 28<sup>th</sup>/29<sup>th</sup> May was provisionally discussed as a suitable date for the event and **Action** WW is to arrange for something to be posted on the village Facebook page to publicise the event.

### 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

PW advised that he reviewed criteria for the grant and GPC do not have any projects currently that are suitable.

### 11.6 For info - Email received from Helen Taylor – streetlighting upgrade completed and new MPANs sent by UKPN to our supplier directly

This item was for information only.

### 11.7 To discuss the email received from a resident in relation to dogs persistently barking in Graveley

SEM advised that she referred the resident to environmental health and **Action** SEM is to email the resident to advise that GPC are unable to identify a location for this issue.

### 11.8 To provide an update on the A428 Black Cat to Caxton Gibbett Improvements<sup>(PW)</sup>

PW attended a forum and feedback to councillors; he did advise that if the proposal is approved it should be before Christmas with works starting in 2023 and completion in 2025.

## 12. Consultations

### 12.1 East West Rail (EWR) Second Consultation – deadline for comments 9<sup>th</sup> June 2021

SC said that after looking at the consultation he finds it difficult to see the relevance to Graveley, and WW stated that he believes Graveley is far enough away from any trainline

even with the northern route proposal and the question should be more of what developments will be alongside the railway lines and it is hard to judge what the impact will be. PW stated that he cannot see any issues that may affect Graveley other than increased traffic in the local area. Therefore, it was RESOLVED by a unanimous decision that no comments were to be made for the consultation.

**12.2 A428 Black Cat to Caxton Gibbett Improvements – Section 56 notice – deadline for comments 10<sup>th</sup> June 2021**

RESOLVED by a unanimous decision for no comments to be made.

**13. Finance and Policy**

**a. To accept account review to date and bank reconciliation for year end until 31<sup>st</sup> March 2021**

The end of year (2020/21) bank reconciliation (see Appendix 2) and finance spreadsheet were circulated to all councillors before the meeting, RESOLVED <sup>(Prop PW, 2nd CB, unanimous)</sup> to accept and approve the accounts and bank reconciliation.

**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** <sup>LGA 1972, s.133</sup>

**ii. Morelock Signs Ltd – MSID brackets - £147.60** <sup>Highways Act 1980, s.274A</sup>

**iii. CAPALC – Cllr Bentley Training Session - £75.00** <sup>LGA 1972, s.175</sup>

**iv. Cllr Bentley – Reimbursement for bark & plants - £60.43** <sup>Public Health Act 1875, s.164</sup>

**v. Southern Electric SSE (DDM) – Streetlighting Energy for March 21 - £135.80** <sup>Parish Councils Act 1957, s.3 & Highways Act 1980, s.301</sup>

**vi. E.on Energy (DDM) – Village Hall Electricity 07/03 – 07/04 - £14.87** <sup>LGA 1972, s.133</sup>

**vii. Salary/Expenses (Period 1) & Pension (Period 12) – 363.28** <sup>LGA 1972, s.112</sup>

**d. To approve the following payments to hand**

**i. S Etherington-Meech – Clerks expenses – postage/mileage (Period 1) - £11.31 – RESOLVED** <sup>(Prop CB, 2nd AC, unanimous)</sup> for payment to be made, payment to be approved online <sup>LGA 1972, s.112</sup>

**ii. Payment received after the agenda was produced for LGS services – Internal Audit - £90.00 – RESOLVED** <sup>(Prop PW, 2nd AC, unanimous)</sup> for payment to be made, payment to be approved online <sup>LGA 1972, s.111</sup>

**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**

All documents were circulated to all councillors prior to the meeting, as neither GPC income nor expenditure for 2020/21 exceeded £25,000 AGAR Part 2 was completed.

- The Annual Internal Audit Report was presented, reviewed, and accepted by GPC, there were no actions required, however, it was noted by the internal auditor that the inspection period of the accounts for 2019/20 was only for 29 days and not 30 as there was a bank holiday in August, a majority of councils made the same error as the inspection period is usually during July and not August. Also, there was some confusion that the bank reconciliation and explanation of variance for 2019/20 was not published on the website, this has now been rectified.
- The Annual Governance Statement for 2020/21 (Section 1 of the AGAR) was presented and read to councillors by SEM. The assembled Council members answered accordingly, and SEM completed the form prior to signature. SEM to pass copy to Chairman for his signature.
- The Accounting Statements for 2020/21 (Section 2 of the AGAR) were presented by SEM. RESOLVED <sup>(Prop PW, 2nd CB, unanimous)</sup> to approve the Accounting Statement for 2020/21. SEM to pass copy to Chairman for his signature.

- The Certificate of Exemption was presented and read aloud to councillors by SEM including the qualifying criteria, all councillors agreed that GPC met the qualifying criteria for 2020/21 and the certificate was signed by SEM (RFO). SEM to pass copy to Chairman for signature.
  - The Explanation of Variances and bank reconciliation for 2021/21 were presented and read aloud by SEM (RFO) and approved by all councillors.
- f. **To review and approve Standing Orders with the 2020 amendments, financial regulations & all council policies**  
RESOLVED (Prop PW, 2nd SC, unanimous) approval and adoption of the Standing Orders with 2020 amendments. It was noted that the Standing Orders state that all council policies should be reviewed at the Annual Meeting, however, with such a full agenda due to being the last virtual parish council meeting in 2021 it was agreed by GPC that as policies were reviewed in November 2020 and January 2021 policy reviews should be adjourned to May 2022.
- g. **To discuss, review and approve Zurich Insurance Policy documents**  
SEM advised that the total figure for general contents, groundsman equipment and street furniture on the Zurich renewal documents total £27,953.88, however, when she has reviewed the asset register the total figure for these three items equates to £37,132.00. It is believed that some assets acquired over the last few years are not included, **Action** clerk to contact Zurich to update the policy before the renewal premium is made and also to enquire as to whether 3<sup>rd</sup> party liability insurance is included in the policy for the land owned by GPC.
- h. **To review and approve the Asset Register for 31<sup>st</sup> March 2021**  
It was discussed that the mower is kept at the church and the location of the commercial shredder is unknown. RESOLVED by a unanimous decision that GPC approve the Asset Register; however, PW believes that the valuation of the parish council land is incorrect, therefore, **Action** PW is to source a land agent to come and assess the parish council land.
- i. **To discuss and approve delegated powers to the clerk**  
GPC felt that the delegated powers for spending within the current Financial Regulations and Standing Orders would be adequate to cover from when the virtual meetings legislation for parish councils ends on 7<sup>th</sup> May 2021 until hopefully restrictions are lifted on 21<sup>st</sup> June 2021. There were no other powers GPC thought may need to be delegated to the clerk at present.
- j. **To approve the purchase of Charles Arnold Baker book 12<sup>th</sup> edition – Aug 20 publication - £59.50**  
RESOLVED (Prop SC, 2nd WW, unanimous) £59.50 for a 50% contribution for the purchase of the latest edition of Charles Arnold Baker book.
- k. **To approve clerks request to attend ‘New Code of conduct’ training for clerk 18<sup>th</sup> May 2021**  
RESOLVED by a unanimous vote for the clerk to attend ‘New Code of conduct’ training session and **Action** clerk to email training dates to councillors as CAPALC have encouraged councillors to attend.

**14. To accept notices and matter for the next agenda**

No notices or matters were requested for the next agenda.

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

RESOLVED that GPC will not meet before the 21<sup>st</sup> of June. The following dates were agreed for GPC 2021/22 meetings - Thursday 1<sup>st</sup> July 2020, Thursday 9<sup>th</sup> September 2020, Thursday 11<sup>th</sup> November 2020, Thursday 6<sup>th</sup> January 2022, Thursday 10<sup>th</sup> March 2022, and all meetings will commence at 7.30pm. As 2022 will be an election year for GPC the May 2022 meeting date will be confirmed once the election dates are published by SCDC.

Meeting closed at 9.56pm

Signed.....Chairman

Date.....

## 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

Appendix 2

**Bank reconciliation**

Name of smaller authority: Graveley Parish Council

County area (local councils and parish meetings only): Cambs

**Financial year ending 31 March 2021**

Prepared by (Name and Role): Sarah Etherington-Meech - Clerk/  
RFO

Date: 19/04/2021

	£	£
<b>Balance per bank statements as at 31/03/21:</b>		
Unity Trust Bank	25,314.00	
	<hr/>	25,314.00
Petty cash float (if applicable)		-
Less: any un-presented cheques as at 31/3/21 (normally only current account)		
	<hr/>	0.00
Add: any un-banked cash as at 31/3/21		-
	<hr/>	-
<b>Net balances as at 31/3/21</b>		<b><u>25,314.00</u></b>