

Graveley Parish Council

I hereby give notice that the Parish Council Meeting of Graveley Parish Council will be held on Thursday 9th September 2021 at 7.30pm, in Graveley Village Hall, 100 High Street, Graveley

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: SE Needs Proper Office/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 6th May 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

7. To Discuss Planning Matters

a. Applications received for consideration

- i. 21/03426/HFUL – 102 High Street Graveley PE19 6PL - Two storey side extension with rear balcony – consultation period closed 27th August 2021, awaiting decision
- ii. 21/03651/FUL - 64 High Street Graveley PE19 6PL -Erection of 3 bed, two storey house and associated works
- iii. 21/03385/FUL - Duck End Farm Offord Road Graveley - Conversion of an existing brick potato store, known as The Granary to a two-storey single 4/5-bedroom dwelling house and the replacement of an Atcos barn, described as the North Barn with a new building the same size and position to provide garages and workshop with a 2-bedroom apartment on the floor above.

b. Decisions received from South Cambs District Council

- i. 20/02531/FUL - Home Farm, Home Cottage, High Street PE19 6PL – Barn Replacement – permission granted following a planning committee meeting on 26th May 2021
- ii. 21/02502/HFUL - 20 Fieldings Place Graveley PE19 6PN - Single storey side extension - approved
- iii. 21/01504/NMA1 - 13 High Street - Non-material amendment on planning permission 21/01504/HFUL to allow reconfiguration of ground floor doors and windows – For information only

8. Village Hall

- 8.1 To discuss use of heaters for May elections and increased electricity bill
- 8.2 To discuss email received from Lynette Abbott in relation to installing a water butt, treating the woodworm, and weeds and cars using the village hall for parking.
- 8.3 To confirm essential electrical works have been completed - PAT Test/Electrical check
- 8.4 To discuss renewal of lease, quotation received for upgrade works for EPC certificate and obtaining a building survey
- 8.5 To discuss action required in order for hiring and booking of the village hall
- 8.6 To discuss sewer pipe repairs in the village hall car park(PW) – add to list of repairs for village hall – letter from Ken Drysdale to be noted (resident of The Old Schoolhouse

9. Village Ponds/Drainage/Flooding

- 9.1 To provide an update and discuss the summary report from Cllr Chapman following a meeting with CCC and Highways on 22nd July 2021 to discuss drainage and flooding issues in the parish and creation of a flood planning group
- 9.2 To discuss email from Jilly McNaughton from Farming and Wildlife Advisory Group re: restoring old ponds
- 9.3 To discuss and provide an update on tidy up works carried out by Hunts Wildlife on the village ponds and discuss ongoing maintenance required and possible contractors for dredging of ponds.
- 9.4 To discuss allocation for investigation into ownership of the village ponds

10. Matters for discussion/correspondence received

- 10.1 To discuss restoration of the village sign (Glyn Mould) ^(CB)
- 10.2 Update in relation to email correspondence with Joshua Rutherford & Cllr Bentley in relation to concerns over the safety fence/guard rails along Barnfield Lane at junction with A1198 ^(CB)

- 10.3 For info - Email from CCC in relation to applying for permission for any items (e.g. hanging baskets/Christmas decorations) to be attached to streetlighting columns owned by CCC
- 10.4 For info - Email from KM re: Mick George – Community Fund Applications – Sept deadline missed consider March 2022
- 10.5 To discuss applying for a LHI Application 2022/23 – deadline for applications 30th September 2021
- 10.6 To discuss participation in Community Gritting Scheme 2021/22 – deadline 31st October 2021
- 10.7 To discuss the outcome of request from SCDC to chairman in relation to the Cotton Wind Farm
- 10.8 To discuss the MSID including foot light permissions plus new requirements which include a method statement, risk assessment, application, and sight of public indemnity policy^(CB)
- 10.9 To discuss a contribution towards defibrillator training on 9th October 2021 at 10am at the Three Horseshoes
- 10.10 To discuss village planting for the Spring (bulbs)
- 10.11 To provide feedback on the A428 forum^(PW)
- 10.12 To discuss councillor attendance at SCDC Infrastructure workshops in October
- 10.13 To discuss the SCDC Zero Carbon Communities Initiative – Six free trees – deadline for applications 30th September 2021

11. Consultation

- 11.1 Response to NATS and LLA consultation response regarding airspace change
- 11.2 Gambling Act 2005 – Review of Statement of Licensing Policy – expired 9th August 2021
- 11.3 Greater Cambridge Draft Biodiversity Supplementary Planning Document – deadline 17th September
- 11.4 Proposal for 40 mph speed limit on Offord Rd (LHI application 2021/22) – expired 27th August 2021
- 11.5 Cambridgeshire and Peterborough Mineral and Waste Local Plan – adopted 28th July 2021
- 11.6 Ox-Cam Arc Spatial Framework Consultation
- 11.7 Greater Cambridge Local Plan - publication of preferred options – committee papers/first proposals published 31st August 2021, full public consultation from 1st November to 13th December
- 11.8 For info – email from Stephen Kelly re: adoption of Cottenham and Histon & Impington Neighbour Plans

12. Finance and Policy

- a. To accept account review to date and bank reconciliation
- b. To advise of payments received
 - i. Parish Land Annual Rental Payment - £500.00
 - ii. Cambridge Community Fund – Cotton Wind Farm Grant 21/22 - £4792.00
 - iii. Cambridgeshire County Council – Grass Cutting reimbursement 21/22 - £472.08
- c. To advise of remote payments made including standing orders & direct debits between 30th April & 31st August 2021
 - i. LGS Services – Internal Audit Fee - £90.00
 - ii. Southern Electric SSE (DDM) – Streetlighting Energy for April 21 - £29.13/May 21 - £25.93/June 21 - £27.21/July £28.48
 - iii. E.on Energy (DDM) – Streetlighting Energy for 7th April to 7th May - £44.25/7th May to 7th June - £15.48/7th June to 7th July - £15.07/7th July to 7th August - £15.69
 - iv. Zurich – Annual Insurance Premium - £354.52
 - v. Multiple retailers – Plants and rabbit repellent for bedding - £177.87
 - vi. Cambridge Water Business – Village Hall Water Rates (Oct 20 – Apr 21) - £61.19
 - vii. SLCC – 50% contribution to Local Council Administration Book - £61.50
 - viii. CAPALC – 50% contribution to staff Code of Conduct training - £20.00
 - ix. Unity Trust – Bank Service Fee - £18.00
 - x. Joliffe Daking – Village Hall Rental (Standing Order) - £278.75
 - xi. Clerk reimbursement for postage (Period 2) - £1.92
 - xii. Salaries/Expenses/Pensions (Period 2-5) - £1,453.12
- d. To approve the following payments to hand
 - i. SLCC annual membership for clerk – 50% split with DDPC - £83.00
 - ii. Clerks Expenses (Postage) Period 3 - £3.66
 - iii. Safe Place Electrical – PAT Tests and Electrical Check at Village Hall - £684.00 inc VAT
- e. To discuss clerks' attendance at CAPALC annual conference on Friday 17th September 2021

13. 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.

14. Date and time of next meeting – Thursday 11th November at 7.30pm to be held at the Village Hall

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.

15. To discuss clerks' progression with CILCA coursework and extended submission deadline options

Appendix 1**GRAVELEY PARISH COUNCIL
ACTION LIST FROM MEETING HELD ON 6th May 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	Village Improvement Works – update on roundel painting/flower planting/planting volunteers etc	CB
5.3	Complaint letter sent in relation to objections that have been ignored (Winrowe Barn)	CB
5.4	Investigate a basic tenancy lease document for the parish land	AC
5.5	Source a land agent to provide a valuation on the parish owned land	PW
5.6	To update the Zurich insurance policy sum assured and investigate 3 rd party liability insurance for parish land	SEM
5.7	Organise and publicise the Great British Spring Clean	WW
5.8	Update on 2021/22 LHI application and works for speed reduction & road safety	WW
5.9	To carry out maintenance of village hall fire alarm – ensure in full working order	AC