

Minutes of Graveley Parish Council (GPC) Meeting held on Wednesday 8th November 2023 at 7.30pm, at Graveley Village Hall, 100 High Street, Graveley

Present: Cllr C. Bentley (arrived 19:31), Cllr K. Munday, Cllr S. Chapman (Chair), Cllr M. Owen

Attending: Nicola Webster (Clerk/RFO), District Cllr P. Sandford, District Cllr M. Howell and 4 parishioners.

Meeting commenced 19:30

23/24-113. To receive any apologies for absence

Apologies were received from Cllr A. Carver and County Cllr M. Smith.

23/24-114. To receive Councillors' declarations regarding disclosable pecuniary and/or other registrable interests along with the nature of those interests in relation to any agenda item

There were no declarations of interest.

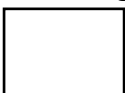
23/24-115. To note any dispensation requests made to the Clerk in accordance with the Disclosable Pecuniary Interest Dispensation Procedure, and declare the nature and existence of any dispensations granted

There were no dispensation requests.

19:30 Meeting closed to allow comments from members of the public and reports from District Councillor

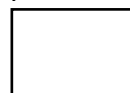
District Cllr P. Sandford reported that the community chest fund is still available for grants including community projects. He advised that he attend the East-West Rail (EWR) quarterly meeting for elected representatives but there was no new information. EWR are contacting affected landowners, and the project has been referred to the national audit office. Greater Cambridge Partnership (GCP) project for the Cambourne to Cambridge busway has been put on hold. The intent was that this project will be funded by s106 monies from the Bourne airfield development which is currently paused by the environment agency due to water supply issues. Regarding the issue of noisy aircraft, he reported that he has signed the RELAS submission as the district councillor. There have been several meetings regarding the 4-day week trial at SCDC and there will be an extraordinary council meeting on 20th November to discuss the best value notice from DLUHC (Department of Levelling Up, Housing and Communities). The trial is due to run until April.

District Cllr M. Howell reported in his capacity as County Councillor for Cambourne that the GCP congestion charge has been put to one side and the Council is not currently keen to



Initials

Nicola Webster, Clerk, Graveley Parish Council
10 Church End, Hilton, Huntingdon, Cambridgeshire, PE28 9NJ
Email: clerk@graveleycambspc.org.uk
www.graveleycambspc.org.uk



Initials

repeat this project. Regarding the Cambourne-Cambridge busway, the Bourne airfield development was going to pay for a substantial amount of this project, but all big developments are on hold until the water situation is resolved. There is currently planning for a new reservoir in the fens, but this will take 20-30 years to develop. The East-West rail is going to be north of the A428 and will be paid for by the housing development connected to it, which has been put forward in the local plan. However, if they cannot have the water due to supply issues, then they cannot build the houses and there will be no funding for the east-west rail project. This project includes a tunnel from Childerley to Caldecote to cross both the St Neots Road and the A428. There are now funding issues with regards to this project. There are infrastructure issues related to large developments, such as Northstowe and the large development at Godmanchester. He reported that every village in Cambridgeshire can now become 20mph if they want to do so. Any new estate or new development will be 20mph as standard in Cambridgeshire.

Cllr C. Bentley asked Cllr Howell for further information regarding the SCDC gypsy and traveller accommodation needs assessment under item 23/24-128, Cllr Howell advised that SCDC has allocated a significant amount of land for travellers, but he is not up to speed on the current situation. He advised that it was unlikely for Graveley to have a traveller site as it does not have a shop, school, or sufficient pavements. He reported that there have been issues with transient sites where occupants do not move on, and these become permanent sites.

19:59 Meeting opened

Standing Items

[23/24-116. To approve the minutes of the Parish Council Meeting held on Wednesday 13th September.](#)

It was **RESOLVED** that the minutes of the Parish Council Meeting held Wednesday 13th September are approved as a true record.

[23/24-117. Matters arising from the last meeting including Clerk's report – information only. No discussion and no decisions can be made – Local Government Act 1972 s12 10\(2\) \(b\) states that business must be specified.](#)

Planning Applications

23/02979/FUL - 1 Church Lane Graveley PE19 6PW - Relocation of the existing site entrance along the site boundary of 1 Church Lane – Permission Granted

23/02067/HFUL - 2 Setchell Close Graveley Cambridgeshire PE19 6PT - 1.5 storey side extension, first floor extension and associated works – Permission Granted

Graveley Parish Council requested that this application was heard by the SCDC Planning Committee. This request was rejected as the nature, scale and complexity of the proposed development is not significant in the context of the dwelling or residential street scene, there is also only limited public interest in the scheme, and it was not considered that the proposal gives rise to significant policy implications nor any significant planning concerns.



Initials

Nicola Webster, Clerk, Graveley Parish Council
10 Church End, Hilton, Huntingdon, Cambridgeshire, PE28 9NJ
Email: clerk@graveleycambspc.org.uk
www.graveleycambspc.org.uk



Initials

Stones on Village Green

Cllr S. Chapman discussed this issue with the Local Highways Officer, who advised that CCC had received two complaints regarding this, and that the placement of the stones was unlawful. It is the responsibility of CCC to negotiate their removal with the person who originally placed them, and this action is with the Local Highways Officer.

20mph

GPC was not successful in this round of funding for a 20mph speed limit; however, the application will automatically be entered into future rounds.

Cyclic Gully Programme

Graveley is listed on this programme, where road gullies are mechanically cleaned out and flushed, and should be done before Christmas.

Fire extinguisher inspection

Newflame has conducted the annual inspection of the fire extinguishers in the Village Hall.

Thank You Letter

The Council has received a thank you letter from the Six Villages Newsletter in respect of their donation.

Archives

The historical minute books and accounts ledgers have been deposited with the County Archives in Ely. The Clerk now holds the current and previous minute books only.

Shredding

The Clerk has completed the reorganisation of the filing cabinets and the documents no longer required have been disposed of by confidential shredding.

23/24-118. [To review and ratify the Delegated Decisions](#)

Historic map of Graveley purchased for the Village Hall at a cost of £40 together with Cllr S. Chapman.

Letter to NATS sent objecting to the Swanwick Airspace Improvement Programme (London Luton approach routes). Cllr K. Munday was consulted.

RELAS Report was endorsed by GPC related to the London Luton approach routes. Cllr K. Munday was consulted.

A response was sent to the CCC weed survey. Cllr S. Chapman was consulted.

The fire extinguishers in the Hall have been serviced.

The correspondence from the Palace was framed for the Village Hall at a cost of £115, together with Cllr S. Chapman.

It was **RESOLVED** that these decisions were ratified.

Operational Matters

23/24-119. [To receive an update regarding the future development of the Village Hall and decide upon any actions](#)

It was **RESOLVED** that Cllr K. Munday will produce a report to detail the work that can be done by volunteers, and that the acoustic treatment of wall is a priority, especially insulation behind the new TV, and that the more expensive work will be held until after the village survey in February.

Initials

Nicola Webster, Clerk, Graveley Parish Council
10 Church End, Hilton, Huntingdon, Cambridgeshire, PE28 9NJ
Email: clerk@graveleycambspc.org.uk
www.graveleycambspc.org.uk

Initials

[23/24-120. To receive an update regarding the village sign plinth repair](#)

A verbal update was received to state that the contractor has been instructed and the Council is awaiting a booking date.

[23/24-121. To consider the proposed commemorative coronation iron work](#)

It was **RESOLVED** that the Council is very pleased with the work.

It was **RESOLVED** that the background will not be painted.

It was **RESOLVED** that the plaque will read King Charles III 6th May 2023.

It was **RESOLVED** that the installation of the crown will be completed by mid-December.

It was **RESOLVED** that the Council will hold an unveiling event which will be published on the media channels.

[23/24-122. To consider the potential streetlight/ footlight switching regimes to achieve cost savings and reduced carbon footprint](#)

It was **RESOLVED** that this proposal is not cost effective, and that the Council will not proceed.

[23/24-123. To receive an update regarding flood prevention](#)

A verbal report was received regarding the grits and the gully clearing.

[23/24-124. To receive an update regarding the village verges](#)

This item was resolved upon under item 23/24-125.

[23/24-125. To discuss and decide upon an application to the CCC Local Highways Improvement Fund – deadline Friday 12th January](#)

It was **RESOLVED** that an LHI bid will be submitted for improvement to the verges and that the Council will consult the village including a leaflet insert in the Six Villages, website survey and link to Facebook.

[23/24-126. To agree a date for the village fete and decide upon any further actions](#)

It was **RESOLVED** that the village fete will be held on Saturday 15th June 2024 and further actions will be agreed at the next meeting.

[23/24-127. To discuss and decide upon any actions regarding the Community gritting scheme](#)

It was **RESOLVED** that the Parish Council will not join the Community gritting scheme.

[23/24-128. To consider a response to the SCDC Gypsy and Traveller Accommodation Needs Assessment](#)

It was **RESOLVED** that the Council will not respond to the SCDC Gypsy and Traveller Accommodation Needs Assessment.

[23/24-129. To discuss and decide upon any actions related to Christmas including the purchase of a tree](#)

It was **RESOLVED** that the Council will purchase a Christmas tree with roots at a cost of up to £100.

[Finance Matters](#)

[23/24-130. To discuss and receive the Financial Reports](#)

It was **RESOLVED** that these reports were received.

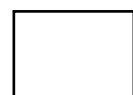
[23/24-131. To approve the budget](#)

It was **RESOLVED** that the Council believes that the Diocese is currently insuring the village hall as per the expired lease.



Initials

Nicola Webster, Clerk, Graveley Parish Council
10 Church End, Hilton, Huntingdon, Cambridgeshire, PE28 9NJ
Email: clerk@graveleycambspc.org.uk
www.graveleycambspc.org.uk



Initials

It was **RESOLVED** that the budget is agreed as follows:

Description	Budget 24/25
<u>Expenditure</u>	
Infrastructure	
Equipment Purchase & Maintenance	£200.00
Grass Cutting	£750.00
Street Lighting	£1,100.00
Village Hall	
Hall Rent	£1,400.00
Insurance - Village Hall	£1,100.00
Village Hall Cleaning & Expenses	£350.00
Village Hall Electricity	£500.00
Village Hall Water Rates	£200.00
Administration	
Bank Service Fee	£72.00
Chairmans Expenses	£50.00
Christmas	£100.00
GDPR/Data Protection	£35.00
Insurance – GPC	£350.00
Internal Audit Fees	£75.00
IT Equipment	£100.00
Legal & Professional Fees	£750.00
Membership/Subscriptions	£250.00
Parish Website (S142)	£220.00
Postage	£15.00
Stationery	£15.00
Grants	
Grants (S137)	£250.00
Grants (non S137) inc newsletter contribution	£150.00
Cotton Wind Farm Grant Expenditure	£4,792.00
Staff	
Payroll	£5,383.00
Clerks Mileage	£25.00
Working from Home Allowance	£156.00
Total Expenditure	£18,388.00
<u>Income</u>	
Grass Cutting Reimbursement	-£472.00
Parish Land Rental	-£500.00
Village Hall Hire	-£1,000.00
Cotton Wind Farm Grant	-£4,792.00
Interest	-£540.00
Precept	-£11,084.00
Total Income	-£18,388.00

Initials

Nicola Webster, Clerk, Graveley Parish Council
 10 Church End, Hilton, Huntingdon, Cambridgeshire, PE28 9NJ
 Email: clerk@graveleycambspc.org.uk
 www.graveleycambspc.org.uk

Initials

[23/24-132.](#) To agree the precept

It was **RESOLVED** that the precept is agreed as £11,084 which is an increase of £496.78 or 4%, and at the 2023 tax base (93.5) will be a band D property tax of £118.55.

[23/24-133.](#) To note payments received:

Details	Amount
Village hall hire	-£75.00
Precept half	-£5,293.61
Village hall hire	-£20.00
Village hall hire	-£20.00
Street lighting energy refund	-£47.36
Village hall hire	-£30.00
Village Hall electricity refund	-£240.17
Interest	-£136.34

It was **RESOLVED** that these payments are **NOTED**.

[23/24-134.](#) To approve payments already made:

Minute Ref	Payee	Description	Amount	Method	Legislation
23/24-134.1	Yu Energy	Street lighting energy – Sep	£76.55	DD	Parish Councils Act 1957 s.3 Power to light public places
23/24-134.2	Yu Energy	Street lighting energy – Oct	£17.23	DD	Parish Councils Act 1957 s.3 Power to light public places
23/24-134.3	Yu Energy	Village Hall Electricity	£274.53	DD	Local Government Act 1972 s.133 Community Buildings
23/24-134.4	Microsoft	Office Package	£11.28	Equals	Local Government Act 1972 s.111 Subsidiary powers
23/24-134.5	Microsoft	Office Package	£11.28	Equals	Local Government Act 1972 s.111 Subsidiary powers
23/24-134.6	St Neots Print	Letter Framing	£115.00	BACS	Local Government Act 1972 s.133 Community Buildings
23/24-134.7	Parishioner	Map for Village Hall	£40.00	BACS	Local Government Act 1972 s.133 Community Buildings
23/24-134.8	Parishioner	Scarecrow Competition	£43.40	BACS	Local Government Act 1972 s.144 Attract visitors
23/24-134.9	Parishioner	Scarecrow Competition	£60.84	BACS	Local Government Act 1972 s.144 Attract visitors
23/24-134.10	Ted Allgood	Mowing verges/hedges	£750.00	BACS	Open Spaces Act 1906 s.10 Power to maintain open spaces
23/24-134.11	Parish Council Websites	Domain Renewal	£12.00	BACS	Local Government Act 1972 s.142 Provision of information
23/24-134.12	Parish Council Websites	Website and email hosting	£248.40	BACS	Local Government Act 1972 s.142 Provision of information
23/24-134.13	Six Villages	Newsletter contribution	£110.00	BACS	Local Government Act 1972 s.142 Provision of information
23/24-134.14	Unity Trust	Bank charges	£18.00	BACS	Local Government Act 1972 s.111 Subsidiary powers

Initials

Nicola Webster, Clerk, Graveley Parish Council
 10 Church End, Hilton, Huntingdon, Cambridgeshire, PE28 9NJ
 Email: clerk@graveleycambspc.org.uk
www.graveleycambspc.org.uk

Initials

Minute Ref	Payee	Description	Amount	Method	Legislation
23/24-134.15	Joliffe Daking	Village Hall Lease Fee	£278.75	BACS	Local Government Act 1972 s.133 Community Buildings

It was **RESOLVED** that these payments are ratified.

[23/23-135.](#) [To approve payment schedule detailed below:](#)

Minute Ref	Payee	Description	Amount	Method	Legislation
23/24-135.1	Nicola Webster	Payroll – Nov	£386.98	S/O	Local Government Act 1972 s.112 Appointment of Staff
23/24-135.2	Nicola Webster	Payroll – Dec	£386.98	S/O	Local Government Act 1972 s.112 Appointment of Staff
23/24-135.3	Lyn Abbott	Village Hall Cleaning & diary	£52.99	BACS	Local Government Act 1972 s.133 Community Buildings
23/24-135.4	Mercedes Owen	Grant for VH Events	£150.00	BACS	Local Government Act 1972 s.133 Community Buildings
23/24-135.5	Shred Station	Shredding of confidential waste	£66.00	BACS	Local Government Act 1972 s.111 Subsidiary powers
23/24-135.6	Bernard Hunt	Pond areas and memorial seeding	£1,050.00	BACS	Open Spaces Act 1906 s.10 Power to maintain open spaces
23/24-135.7	Nicola Webster	Mileage to Ely & return for archives	£18.90	BACS	Local Government Act 1972 s.111 Subsidiary powers

It was **RESOLVED** that the amount for Bernard Hunt is amended from £1,050 to £650.

It was **RESOLVED** that these payments are approved as amended.

[23/24-136.](#) [To accept notices and matters for the next agenda](#)

Cllr C. Bentley requested an agenda item to discuss the training needs of the Council.

It was **RESOLVED** that in terms of Schedule 12a of the Local Government Act 1972, the following items will be likely to disclose exempt information relating to legal matters and it is, therefore, **RESOLVED** that that pursuant to the provisions of the Public Bodies (Admissions to Meetings) Act 1960 the public and press be excluded

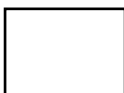
[23/24-137.](#) [To receive an update regarding the negotiations for the new lease for the village hall and decide upon any actions](#)

It was **RESOLVED** that the Council will seek advice from their solicitor and proceed with the lease negotiations and that the Clerk is authorised to execute the legal documents once the lease is agreed.

[23/24-138.](#) [To receive an update regarding the lease of the PC land on the Graveley/Offord Road and decide upon any actions](#)

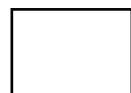
It was **RESOLVED** that the Council will not spend any more money on this lease as it is parish funds and would risk an increase in the precept.

It was **RESOLVED** that Cllr S. Chapman will discuss this situation with the Council's solicitor and continue the negotiation.



Initials

Nicola Webster, Clerk, Graveley Parish Council
10 Church End, Hilton, Huntingdon, Cambridgeshire, PE28 9NJ
Email: clerk@graveleycambspc.org.uk
www.graveleycambspc.org.uk



Initials

The next ordinary meeting of the full Council will be held on Wednesday 10th January 2024.

There being no further business to transact the meeting was closed at 22:53.

Signed.....Date.....

DRAFT

Initials

Nicola Webster, Clerk, Graveley Parish Council
10 Church End, Hilton, Huntingdon, Cambridgeshire, PE28 9NJ
Email: clerk@graveleycambspc.org.uk
www.graveleycambspc.org.uk

Initials