

# Minutes of Graveley Parish Council (GPC) Meeting held on Wednesday 13<sup>th</sup> March 2024 at 7.30pm, at Graveley Village Hall, 100 High Street, Graveley

**Present:** Cllr A. Carver, Cllr S. Chapman (Chairman), Cllr K. Munday, Cllr M. Owen

**Attending:** Nicola Webster (Clerk/RFO), District Cllr P. Sandford and 1 parishioner

Meeting commenced 19:30

23/24-173. To receive any apologies for absence

Apologies for absence were received from Cllr C. Bentley

23/24-174. 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

A declaration of pecuniary interest was received from Cllr A. Carver regarding item 23/24-179 as he is the applicant.

There were no further declarations of interest.

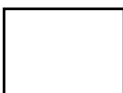
23/24-175. To note any dispensation requests made to the Clerk in accordance with the Disclosable Pecuniary Interest Dispensation Procedure, and declare the nature and existence of any dispensations granted

There were no dispensations requested.

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

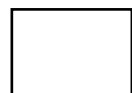
District Cllr P. Sandford reported that the district council has been working on the budget and council tax will go up £5 per year from the district council for a band D property. This will partly be spent on two new environmental health operators and a new vehicle to deal with fly tippers. Cllr Sandford recommended that residents do not deal with fly tipping themselves, please report to the district council online so that they can investigate. The district council will be investing in their IT system, including the website and chatbots. The council are continuing their focus on zero carbon communities, they should be hiring a new member of the team and will continue to provide their subsidies for solar panels, electric vehicle charging, etc. Cllr Sandford advised regarding the change of bin day due to Easter.

19:36 Meeting opened



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### Standing Items

23/24-176. To approve the minutes of the Parish Council Meeting held on Wednesday 10<sup>th</sup> January

It was **RESOLVED** that the minutes of the Parish Council Meeting held Wednesday 10<sup>th</sup> January are approved as a true record.

23/24-177. 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.

### Weeds

Cambridgeshire County Council has reversed its decision regarding weed management and will recommence routine spraying of weeds.

### Section 137

The Department for Levelling Up, Housing and Communities has notified the National Association of Local Councils (NALC) that the appropriate sum for section 137(4)(a) of the Local Government Act 1972 (the 1972 Act) for local (parish and town) councils in England for 2024/25 is £10.81.

23/24-178. To review and ratify the Delegated Decisions

There were no delegated decisions.

### Planning Matters

23/24-179. To discuss and decide upon a response to the following planning application:

24/00393/S73 - 1 Church Lane, Graveley, Cambridgeshire, PE19 6PW

S73 to vary condition 2 (Approved plans) of planning permission 21/05582/HFUL (Demolition of existing garage and annex accommodation. Two storey side extension to main dwelling with balcony to rear)

19:39 Cllr A. Carver left the meeting

It was **RESOLVED** that the Council recommends this amendment for approval as the change is insubstantial.

19:41 Cllr A. Carver rejoined the meeting

### Operational Matters

23/24-180. To review the Cotton Farm Wind Farm grant expenditure

There was no expenditure.

23/24-181. To receive an update regarding the future development of the Village Hall and decide upon any actions

It was **RESOLVED** that Cllr S. Chapman will speak to the diocese land agent to establish their acceptance of this project and then seek three quotes from architects for the proposed works to present to the May meeting. It was **RESOLVED** that Cllr K. Munday will seek three quotes each for the window replacement, electrical rewiring, and a heat engineer report on the insulation to present to the May meeting.

23/24-182. To receive an update regarding the village sign plinth repair

Cllr A. Carver reported that the weather had probably delayed this project beyond April.

23/24-183. To receive an update regarding flood prevention including drains

Cllr S. Chapman provided an update.

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23/24-184. To receive an update regarding the village verges

Cllr S. Chapman provided an update.

23/24-185. To discuss and decide upon actions regarding the village fete on Saturday 29<sup>th</sup> June

Cllr M. Owen provided an update on the event, including the dog show, sports, cakes, and classic cars in a similar format to last year.

23/24-186. To receive the report regarding the cracks in the coronation shelter and decide upon any actions

Cllr K. Munday reported that there are minor cracks which seem to be longstanding but recommended that they are monitored with pictures on an annual basis.

It was **RESOLVED** that Cllrs will photograph the shelter and send them to the Clerk.

23/24-187. To consider and decide upon the request for a donation for St Neots Museum

It was **RESOLVED** that the Council will not donate to St Neots Museum.

23/24-188. To agree the date for the Annual Parish Meeting as Tuesday 14<sup>th</sup> May and decide upon any expenditure

It was **RESOLVED** that the Council agrees this date and authorises the Clerk to purchase refreshments up to £50.

23/24-189. To consider and decide upon the request for a Duck crossing sign near the pond

It was **RESOLVED** that the Council will not install a duck crossing sign due to the prohibitive cost and county council requirements.

23/24-190. To consider and decide upon whether to apply for the 2024/25 20mph funding round

It was **RESOLVED** that the Council will apply for the 2024/25 20mph funding round.

23/24-191. To note the payment for the annual Data Protection fee renewal

It was **RESOLVED** that this payment is **NOTED**.

23/24-192. To discuss and decide upon a response to the Martyn's Law consultation

It was **RESOLVED** that the response to this consultation is delegated to the Clerk.

23/24-193. To discuss and decide whether to apply for a free framed portrait of the King

It was **RESOLVED** that the Council will apply for a free framed portrait of the King.

23/24-194. To discuss and decide upon a response to the Cambridgeshire Communities Foundation Annual Survey

It was **RESOLVED** that the response to this consultation is delegated to the Clerk.

23/24-195. To discuss and decide upon a response to the Cambridgeshire and Peterborough Combined Authority Electric Vehicles Charging Survey

It was **RESOLVED** that this survey will be advertised on the website and Facebook.

23/24-196. To note the ACRE survey of the Village Hall

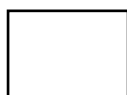
It was **RESOLVED** that this survey is **NOTED**.

23/24-197. To note the new power to fund works to the property of the Church

It was **RESOLVED** that this power is **NOTED**.

23/24-198. To receive a report regarding the upcoming litter pick on Sunday 24<sup>th</sup> March

It was **RESOLVED** that this report was received.



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Finance Matters

23/24-199. To review and adopt the updated asset register

It was **RESOLVED** that the updated asset register is adopted.

23/24-200. To discuss and receive the Financial Reports

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

23/24-201. To note payments received:

Details	Amount
Village hall hire	-£90.00
Village hall hire	-£10.00
Village hall hire	-£30.00
Village hall hire	-£70.00

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

23/24-202. To approve payments already made:

Minute Ref	Payee	Description	Amount	Method	Legislation
23/24-202.1	Yu Energy	Street lighting energy - Jan	£95.32	DD	Parish Councils Act 1957 s.3 Power to light roads and public places
23/24-202.2	Yu Energy	Street lighting energy - Feb	£100.47	DD	Parish Councils Act 1957 s.3 Power to light roads and public places
23/24-202.3	Yu Energy	Village Hall Electricity - Jan	£87.38	DD	Local Government Act 1972 s.133 Community Buildings
23/24-202.4	Yu Energy	Village Hall Electricity - Feb	£106.05	DD	Local Government Act 1972 s.133 Community Buildings
23/24-202.5	Microsoft	Office Package	£12.36	Equals	Local Government Act 1972 s.111 Subsidiary powers
23/24-202.6	Microsoft	Office Package	£12.36	Equals	Local Government Act 1972 s.111 Subsidiary powers
23/24-202.7	ICO	Data Protection Fee	£35.00	DD	The Data Protection (Charges and Information) Regulations 2018

It was **RESOLVED** that the amount for 23/24-202.5 is amended from £12.36 to £11.28.

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

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[23/23-203.](#) To approve payment schedule detailed below:

Minute Ref	Payee	Description	Amount	Method	Legislation
23/24-203.1	Nicola Webster	Payroll - Mar	£413.76	S/O	Local Government Act 1972 s.112 Appointment of Staff
23/24-203.2	Nicola Webster	Payroll - Apr	£413.76	S/O	Local Government Act 1972 s.112 Appointment of Staff
23/24-203.3	Lynette Abbott	Village Hall Cleaning	£55.00	BACS	Local Government Act 1972 s.133 Community Buildings
23/24-203.4	ANC Plumbing	Tap in toilet	£148.00	BACS	Local Government Act 1972 s.133 Community Buildings

It was **RESOLVED** that this motion is amended to include the following payment to Brown & Co

Minute Ref	Payee	Description	Amount	Method	Legislation
23/24-203.5	Brown & Co	Land valuation	£420.00	BACS	Local Government Act 1972 s.111 Subsidiary powers

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

[23/24-204.](#) To accept notices and matters for the next agenda

The Clerk reported that she is not available for the meeting on Wednesday 8<sup>th</sup> May and asked that the meeting be moved to either Tuesday 7<sup>th</sup> or Thursday 9<sup>th</sup> May.

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 pursuant to the provisions of the Public Bodies (Admissions to Meetings) Act 1960 the public and press be excluded

20:47 the public left the meeting.

[23/24-205.](#) 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 update was received.

[23/24-206.](#) 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 update was received.

[23/24-207.](#) To discuss and decide upon the recruitment of a new Clerk and agree any actions

It was **RESOLVED** that the Clerk will issue the job advertisement using the current job description. It was **RESOLVED** that the interview panel will be appointed nearer the time depending on availability.

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The date of the next ordinary meeting of the full Council will be agreed and published on the website.

There being no further business to transact the meeting was closed at 21:13.

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

DRAFT

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