

# Graveley Parish Council Supporting Documents

January 2024

# 23/24-143. Apologies

Apologies received from:

Cllr S. Chapman

# 23/24-144. Declarations of Interest

In accordance with the Localism Act 2011 and the Relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012, councillors must declare any interests regarding agenda items at the beginning of each meeting.

Extracts from the LGA Model Code of Conduct:

Where a matter arises at a meeting which directly relates to one of your Disclosable Pecuniary Interests you must disclose the interest, not participate in any discussion or vote on the matter and must not remain in the room unless you have been granted a dispensation.

Where a matter arises at a meeting which ***directly relates*** to the financial interest or wellbeing of one of your Other Registerable you must disclose the interest. You may speak on the matter only if members of the public are also allowed to speak at the meeting but otherwise must not take part in any discussion or vote on the matter and must not remain in the room unless you have been granted a dispensation.

Where a matter arises at a meeting which ***directly relates*** to your financial interest or well-being or a financial interest or well-being of a relative or close associate, you must disclose the interest. You may speak on the matter only if members of the public are also allowed to speak at the meeting. Otherwise, you must not take part in any discussion or vote on the matter and must not remain in the room unless you have been granted a dispensation.

Where a matter arises at a meeting which ***affects*** –

- a. your own financial interest or well-being;
- b. a financial interest or well-being of a relative or close associate; or
- c. a financial interest or wellbeing of a body included under Other Registrable Interests as set out in **Table 2** you must disclose the interest. In order to determine whether you can remain in the meeting after disclosing your interest the following test should be applied

Where a matter (referred to in paragraph 8 above) ***affects*** the financial interest or well-being:

- a. to a greater extent than it affects the financial interests of the majority of inhabitants of the ward affected by the decision and;
- b. a reasonable member of the public knowing all the facts would believe that it would affect your view of the wider public interest

If it is a 'sensitive interest', you do not have to disclose the nature of the interest, just that you have an interest.

# 23/24-145. Dispensation Requests

- None received

# 23/24-146. Minutes

Please see separate file in Dropbox / on website:

23-24-146. GPC Minutes Nov 2023 – DRAFT

23-24-146. GPC Minutes Dec 2023 - DRAFT

# 23/24-147. Clerk Report

## Planning Applications

23/04292/HFUL Demolition of existing garage, single storey rear extension and internal adaptations and external regrading works. Woodbury, Fieldings Place, Graveley, Cambridgeshire – awaiting decision

## Correspondence

A query was raised regarding the ownership of the land near the village sign and the management of the trees. The Clerk has been working with SCDC to establish whether there is a registered owner of this land and is awaiting a response from CCC.

# 23/24-148. Delegated Decisions

No response was sent to the SCDC Homelessness Strategy consultation. Cllr Simon Chapman was consulted.

Recommendation: Ratify these decisions.

# 23/24-149. Wind Farm Grant

Grant approved and received - £9743

Breakdown of grant application:

Repointing of masonry - £2000

400-year celebration - £1000

Insulation - £1000

Electrics - £2500

Window improvements - £250

Skirting Board - £1000

Car park - £500

Village Planting - £750

Pond Maintenance - £750



# 23/24-150. Village Hall Development

Cllr K. Munday

Please see separate file in Dropbox / on website:

23-24-150. GRAVELEY CAMBS VILLAGE HALL list of  
proposed works and repairs January 2024

# 23/24-151. Village Sign Plinth

Cllr A. Carver

# 23/24-152. Flood Prevention

Cllr S. Chapman via Cllr C. Bentley

Cllr S. Chapman has written to Ian Winfield to request an update regarding the overflowing surface water drains and what undertakings were reached at Ian's meeting with the other relevant CCC Officers in October, but has received no response ,

Residents are currently employing sandbags and taking action themselves regarding blocked drains.

## 23/24-153. Village Verges

Cllr S. Chapman has received advice that no work will be done to improve the verges without a successful LHI bid.

# 23/24-154. LHI Consultation Responses

31 responses to the online consultation, of which 97% are in favour.

Comments can be found in Dropbox / on website:

23-24-154. LHI Consultation Comments

Options report

Options Reports are a detailed assessment carried out by highway officers. The scope of the report could be to review a broad or specific local area, and would explore strategic possibilities for reducing or preventing a cause of an issue identified by the applicant, for example: reducing traffic speeds along a particular road or village.

Obtaining an Options Report could assist a local community to make informed decisions about their area, and choose the most feasible route to achieving an aim or long term ambition.

Examples of outcomes could be:

- Improving the highway to increase active travel uptake in an area.
- Identifying potential cures to an existing highway problem.
- Affecting traffic speeds or behaviours in an area.

Cost of Report - £10,000

# 23/24-154. LHI

Email from CCC:

I'm writing to make you aware that the LHI application window has now reopened. The window will remain open until Friday 12<sup>th</sup> January at 5pm.

More information can be found on our website at the following:

**Application form and associated guidance – [Applying for a Local Highway Improvement \(LHI\) - Cambridgeshire County Council](#)**

**Measures and indicative costs – [Local Highway Improvement funding - Cambridgeshire County Council](#)**

As well as this you can find further information on those schemes currently in our LHI delivery programme here – [Local Highway Improvement Delivery Programme - Cambridgeshire County Council](#)

Over the course of the application window officers have arranged two drop-in sessions for members and applicants should they have any questions or queries, these are on 9<sup>th</sup> November 2023 (14:30PM-16:00PM) and 5<sup>th</sup> January 2023 (10:30AM-12:00PM).

Should you wish to attend one of these sessions, please confirm via return email, along with any questions you would like addressed at the meeting, and we will share the invite with you. The intention of these sessions is to answer any questions applicants may have and provide general guidance towards completing the application form.

# 23/24-155. Village Fete

Cllr Simon Chapman via Cllr Chris Bentley

Budget of £1000

**Recommendation:** Form a working party to organise this event and present a proposal to the March meeting of the Council, with costs, outline of activities and permissions sought.

# 23/24-156. Coronation Shelter

Email from Bernard Hunt:

while I was working near the memorial I noticed that there are some rather large cracks in the base and structurally I think it may be worth getting someone to look /make it safe .I think you mentioned it before but if it was to fall on someone walking the footpath or sitting inside it could be very dangerous



# 23/24-157. Area around the village sign

I have been contacted by a parishioner regarding the maintenance of the tended area around the village sign. They state: “In the past, a parish councillor has arranged to trim the trees and cleared the area of slippery leaves. Would you please advise who tends the land and the area of activity which they are expected to deal with.”

Maintenance of this area has historically been carried out by volunteer working parties on an “as needed” basis.

Images supplied by parishioner for reference:



# 23/24-158. NALC Salary Award

Please see separate file in Dropbox / on website:

23-24-158. E01-23 LOCAL GOVERNMENT SERVICES  
PAY AGREEMENT 2023

Additional cost to council per month (not take-home) - £26.78

## 23/24-159. Backpay

Salary award is backdated to the 1<sup>st</sup> April, therefore there is a back payment to be made for this. The cost to the council (not take-home) is £240.60.

# 23/24-160. Advice for new councillors

Draft induction document, edited by the Clerk and  
Cllr Simon Chapman.

Please see separate file in Dropbox / on website:  
23-24-160. Advice for New Councillors

# 23/24-161. Fire Safety Regs

Fire Safety (England) Regulations 2022 came into force in 1 October 2023.

More emphasis on the responsible person and the recording and sharing of fire safety information.

Village Hall requires a fire safety risk assessment completed by a competent person.

The Clerk has received training from the fire service for a previous role.

Alternatively, the Council can appoint a specialist.

# 23/24-162. St Neots Museum

Email from St Neots Museum Chair of Trustees:

I would like to introduce myself as the recently appointed Chair of Trustees of St Neots Museum and the current link between the museum and our surrounding parish councils.

I know we have previously communicated with the parish council to seek contributions, however large or small, to provide the funding required for the museum to be able to continue to offer a number of services free of charge to the communities it serves. I do hope you will consider supporting the museum by making a donation to our museum charity at a time when the costs to keep the museum open and provide the services we offer have increased significantly (our year on year costs to keep the museum open have increased by 17% in the last 12 months).

Your donation will help support the upkeep of the museum and allow us to

i) continue to collect images, items and information from your parish and store in a suitable environment and be able to present the information and artifacts that we store to both local residents and visitors to our area.

ii) continue and develop the range of activities, workshops and exhibitions that the museum is able to provide. More details of what services and events we provide can be accessed on the following link: <https://www.stneotsmuseum.org.uk>.

iii) continue our policy of providing free access to everyone within our catchment area, including the parish of Graveley. For visitors who do not live in one of our local contributing parishes the museum currently charges £5 per adult, £4 for seniors and students and £2 for a child.

If you are able to provide the museum with a donation and donating by BACS, the museum sort code is 60 18 23 and the account number is 18764452, otherwise cheques should be made out to St. Neots Museum.

One of my ambitions as Chair is that the museum better represents our rural communities and any suggestions of what you would like to see from the museum would be welcome. If there is anything I can do to help to ensure there is improved communication between the museum and the parish council let me know. For instance inclusion of forthcoming events being held at the museum, which may be of interest to your parishioners, being made available on your Facebook page.

The museum looks forward to extending free entry and a warm welcome to visitors from Graveley.

# 23/24-163. Training Needs

Item requested by Cllr Chris Bentley

# 23/24-164. Internal Auditor

GPC must appoint an internal auditor.

CAPALC strongly recommends councils (if not already done so) appoint their internal auditor (IA) in good time for the 2023-2024 audit. Councils will need to bear in mind all internal auditors will be extremely busy in the run up to year end, if you are a larger parish the IA can carry out a mid-year audit to ease the pressure for both parties.

CAPALC offers an Internal Audit Service and are members of the Internal Auditors Forum as an organisation. All our Internal Auditors are also individual members of the Internal Auditors Forum, are covered by professional indemnity, hold the CiLCA Qualification as a minimum (3 CAPALC IA's hold the Community Governance degree) and all will be undertaking the new SLCC qualification 'Principles of Internal Auditing Local Councils (PIALC) once it is launched in 2024

**Recommendation:** Reappoint CAPALC who conducted last year's audit at a cost of £64.95.

Please see separate documents in Dropbox / on website:

23-24-164. Graveley PC 2023-24

23-24-164. Graveley\_IA\_Service  
Agreement\_Contract\_2023-24



# 23/24-165. Financial Reports

Please see separate files in Dropbox/on website:

23-24-165. 2312 Financial Accounts Nov&Dec 2023

23-24-165. 2312 Management Accounts Dec 2023

23-24-165. 2312 Budget Analysis Dec 2023

These reports are as at 31<sup>st</sup> December 2023.

# 23/24-165. Payments Received

Names are omitted for GDPR

**Recommendation:** these payments should be noted

23/24-166. Payments already made

Parishioner names have been omitted for GDPR

**Recommendation:** Ratify these payments already made.

23/24-167. Payments to be made

**Recommendation:** Approve these payments