

Graveley Parish Council Supporting Documents

March 2024

23/24-173. Apologies

Apologies received from:

Cllr C. Bentley

23/24-174. 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.

23/24-175. Dispensation Requests

- None received

23/24-176. Minutes

Please see separate file in Dropbox / on website:

23-24-176. GPC Minutes Jan 2024 - DRAFT

23/24-177. Clerk Report

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. Delegated Decisions

None

23/24-179. 24/00393/S73

Please see separate file in Dropbox / on website:

23-24-179. 24-00393-S73 1 Church Lane

23/24-180. Wind Farm Grant

No expenditure since January

23/24-181. Village Hall Development

Cllr K. Munday / Cllr S. Chapman

Please see separate file in Dropbox / on website:
23-24-181. 24.3 Developing the Village Hall

23/24-182. Village Sign Plinth

Cllr A. Carver

Extract from Jan minutes:

[23/24-151. To receive an update regarding the village sign plinth repair](#)

Cllr Carver advised that this project will not commence until at least April, due to the weather and conditions.

23/24-183. Flood Prevention

Cllr S. Chapman

Despite several conversations with the relevant officer, Ian Winfield, and Mandy Smith, there has been little progress since my last report. I am still working to get a plan from the county council to reduce the flood risk to properties in the village.

Junction of Offord Rd/High St/ Toseland Rd

The grits promised by Ian in November have not yet been dug and no action was taken about the narrow culvert under Rectory Farm's drive (reported to council officers in July 2021) so we were not ready for the heavy rain in February. The blocked drain on the Toseland Road (reported to council officers in July 2021) blocked again, flooding the junction; this was reported again but no action was taken. The water flooded Offord Road and Duck End (which was also reported but not acted upon). Two parishioners cleared the culvert in front of Rectory Farm which reduced the volume of water on the road and the risk to Winrowe Barn.

High Street Drains

The drain by the pond opposite Fielding Place also blocked and the High Street was flooded. The drain by the pond opposite 35 High Street worked well this time with only a little water on the road.

Action

Mandy Smith came to Graveley to discuss the floods and undertook to discuss the situation with the council's CEO.

23/24-184. Village Verges

Cllr S. Chapman

We are awaiting the result of our application under the LHI scheme.

The white stones around the village sign have been removed.

There has been further damage during the wet weather, particularly opposite Tudor Cottage on the High Street.

23/24-185. Village Fete

Cllr M. Owen

Extract from Jan minutes:

[23/24-155. To discuss and Decide upon actions regarding the village fete on Saturday 15th June](#)

It was **RESOLVED** that the Council will form an organising working party, led by Cllr Owen, which will report to the March meeting of the Council regarding an outline of activities, costs and permissions sought and the Clerk will publish a save the date notice on Facebook, the website and in the Six Villages newsletter.

23/24-186. Coronation Shelter

Cllr K. Munday

Extract from Jan minutes:

[23/24-156. To note the cracks in the coronation shelter and decide upon any actions](#)

It was **RESOLVED** that Cllr K. Munday will inspect the coronation shelter and report to the Clerk if necessary.

23/24-187. 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.

23/24-188. APM

This is the Annual Parish Meeting which is a meeting of the electorate and not a council meeting. It must be held between 1st March and 1st June, and must be chaired by the Parish Council Chairman if present, or the Vice-Chairman. If neither are present the meeting must elect its own chair.

Proposed date: Tuesday 14th May

Proposed speakers to be invited (order tba):

Chairman on behalf of the Council

RFO – financial report

County Councillor

District Councillor

National Highways re A428

County Broadband

23/24-189. Duck crossing sign

Email from parishioner:

How would I go about asking the council for permission to erect a duck crossing sign at the pond opposite 65 High street and arrange funding for it?

We suffer a lot from wildlife especially ducks & moorhens and their offspring being killed by drivers unaware of them

Follow up email:

It would be preferable that the parish council pay for this otherwise I would need to do some fundraising I was hoping there maybe some funds available from the parish council as it is a village concern?

Yes we would need CCC and highway's permission - how would we go about doing this? Would I have to or would the Parish council?

23/24-190. 20mph

Email from CCC:

I am writing to make you aware that the 2024/25 20mph funding process is now open again for applications. The process is open for new applications, as well as providing existing applicants within the long list who weren't successful for fundings last year to review, update and reapply if they wish.

Our website pages have been changed to reflect the feedback we have received from last years process – our thanks to those whom contributed to that – and those pages can be found at the following:
20mph Funding - Cambridgeshire County Council

Some key changes to our website include around the narrative / guidance for applicants. This explains how you apply with additional narrative and provides some examples previously successful applications for reference.

Applicants are now able to make applications until 17:00PM on Friday 15th March 2024.

Should you have any questions or comments please send these to the Local Projects inbox: Local.Projects@cambridgeshire.gov.uk

23/24-191. ICO Data Protection

GDPR/Data Protection Act 2018

Data protection renewal fee is due - we will collect your direct debit payment on or before 02/03/2024

Organisations that process personal data are subject to the General Data Protection Regulation (GDPR) and the Data Protection Act 2018. Under the Data Protection (Charges and Information) Regulations 2018 (the Regulations) they must also pay an annual data protection fee, unless they are exempt.

Your payment and registration as a data controller under the Regulations will expire on 02/03/2024. You must now either:

take the tier assessment to confirm the fee you need to pay (see ico.org.uk/fee-self-assessment), or

cancel your registration if your circumstances have changed, telling us why you no longer need to be registered.

Amount required

Under the Regulations, you must pay an annual fee of £40, £60 or £2900 depending on the size **or** turnover of your organisation. **VAT is nil in all cases.**

Based on your last assessment you are now required to pay **£40.00**. However, you should use our tier assessment tool (see ico.org.uk/fee-self-assessment) to confirm how much you need to pay, and contact us immediately if your current assessment is wrong.

As you have a direct debit in place, we'll renew your registration automatically. **You will receive an annual £5 reduction each time you pay by direct debit.**

We intend to collect your data protection fee on or around 02/03/2024.

Confirmation of payment

We confirm receipt of your payment and new expiry date of 02/03/2025.

23/24-192. Martyn's Law

This consultation is targeted at organisations, businesses, local and public authorities, and individuals who own or operate publicly accessible premises or events that the [Terrorism \(Protection of Premises\) Bill](#) will potentially affect.

It seeks views from those responsible for smaller premises which would fall within the standard tier.

The bill will impose requirements in relation to certain premises and events to increase their preparedness for, and protection from, a terrorist attack by requiring them to take proportionate steps, depending on the size and nature of the activities that take place at the premises.

The proposed requirements would apply to those responsible for qualifying public premises and qualifying public events. They might be individuals but, in most cases, would be a business or other organisation.

One of the conditions for premises would be that they be wholly or mainly used for a listed purpose, such as the provision of entertainment and leisure facilities to the public.

The proposals set out different requirements for:

standard tier premises, which would have a capacity of 100-799 individuals

enhanced tier premises and qualifying public events, both of which have a capacity of 800 individuals or more

This consultation is focused on the requirements proposed in relation to standard duty premises, which are referred to as the "standard tier".

Further information can be found here:

<https://www.gov.uk/government/consultations/martyns-law-standard-tier-consultation>

23/24-193. Portrait of the King

The government is offering a free portrait of His Majesty The King to all town, parish and community councils in the United Kingdom from 12 February.

Town, parish and community councils can apply for one free framed portrait per council and also access frequently asked questions document for questions about the portrait and the scheme using this link.

Once the registration has been accepted, an order can be placed and delivery details can be provided.

The closing date for applications is 28 March.

[The deadline for all other eligible public authorities to apply has also been extended to 28 March. If your council was previously invited to apply and would like to place an order, please use this link.](#)

Any queries relating to this scheme should be directed to hmkportraitscheme@cabinetoffice.gov.uk

For any queries regarding the ordering process, please contact: kingsportrait@cubiquitymedia.com

23/24-194. CCF Survey

I am writing to you as an organisation that has received support from the Foundation in the past 12 months. We are continuously reviewing and refining what we offer so we can adapt to the needs of our communities.

It is really important that we understand where we are and aren't achieving that. To that end, we would be extremely grateful if you could take 10-15 minutes to complete this anonymous survey [Survey Form](#) by 20th March 2024.

It is only with your valuable insight that we can continue to process thousands of grants awarding millions of pounds across our county. Thank you in advance for your support.

23/24-195. Electric Vehicles

The Combined Authority has launched a survey asking the public to share their views on electric vehicles (EVs) and how best to meet the need for more charging points across the region.

With the transition away from petrol and diesel vehicles affecting everyone - whether they drive an EV or not - we're encouraging as many people as possible to have a say. Please share the survey among your community noticeboards, publications and channels to help more people to take part.

Working with Cambridgeshire County Council and Peterborough City Council, we are developing an Electric Vehicle Infrastructure Strategy and will be applying to the Government's Local Electric Vehicle Infrastructure (LEVI) fund to help build more charge points.

The Combined Authority wants to make sure they are planned for in the right way, informed by people's views.

The Combined Authority's vision for charging points is:

"For everyone in the region to have the necessary electric vehicle charging infrastructure available in the right place at the time they need. This charging infrastructure will be high quality, safe, affordable, environmentally sustainable and accessible."

The survey only takes five minutes and can be found here, along with further information: <https://cambridgeshirepeterborough-ca.gov.uk/ev-charging/>.

People have until **March 26, 2024**, to take the survey before it closes.

23/24-196. ACRE Survey

South Cambridgeshire District Council has commissioned Cambridgeshire ACRE to conduct a study of community facilities (community buildings), across all the parishes and towns of South Cambridgeshire, to help identify future priorities for spending in each place, based on an assessment of local need. **It is important that every primary community facility takes part in this study and we will work with you to make this happen.**

There are two parts to this work that we need your assistance with:

Part 1: Collection of information from those who manage community facilities.

We need someone to complete an online survey to capture information on each facility. The survey will take a short while to complete as it is very comprehensive but there is the option to save your progress and to come back at a later date. If you feel someone else is better placed to complete the survey than you, you are welcome to forward the survey link to them.

You can find the survey here:

https://www.smartsurvey.co.uk/s/sc_community_facility_manager_survey/

Please start work on completing this survey as quickly as you can now. If you wish to see the questions asked, so you can start preparing your answers before inputting them online, a paper copy of the survey is attached for reference.

Part 2: On-site survey by our team

The second element involves a member of our team visiting your community building to undertake a building audit. The audit will involve taking measurements & photos, making an assessment of the building condition. We will need you (or another person you designate) to meet us on site. The audit could take place when your building is in use, as our team members will work quietly to avoid disturbing users. I anticipate we will be on site for no more than 90 minutes.

Our auditor will check that you have completed your online survey before attending (Part 1) and if there are any parts you haven't managed to complete, they will take the opportunity to discuss these with you.

This survey was completed and the on-site visit occurred on 13th February

23/24-197. Power to fund works to Church property

Email from CAPALC:

POWER TO FUND WORKS TO PROPERTY RELATING TO AFFAIRS OF THE CHURCH OR HELD FOR AN ECCLESIASTICAL CHARITY (ENGLAND ONLY)

On 26 October 2023, the Levelling-up and Regeneration Act (the 2023 Act) received Royal Assent. Section 82 of the 2023 Act amends the Local Government Act 1894 (the 1894 Act) by inserting a new section 19A into the 1894 Act. Section 19A came into force on 26 December 2023.

Please see separate file in Dropbox / on website:

23-24-197. L02-23 - POWER TO FUND WORKS TO PROPERTY RELATING TO AFFAIRS OF THE CHURCH OR HELD FOR AN ECCLESIASTICAL CHARITY - ENGLAND ONLY

23/24-198. Litter Pick

Cllr C. Bentley

A village litter pick has been scheduled for **Sunday 24th March** as part of the Keep Britain Tidy – Spring Clean campaign.

The risk assessment is being updated and information has been posted on the website and Facebook page.

23/24-199. Asset Register

Cllr S. Chapman

Please see separate files in Dropbox/on website:
23-24-199. Asset Register 2023-24 v2

23/24-200. Financial Reports

Please see separate files in Dropbox/on website:

23-24-200. 2402 Financial Accounts Jan&Feb 2024

23-24-200. 2402 Management Accounts Feb 2024

23-24-200. 2402 Budget Analysis Feb 2024

These reports are as at 29th February 2024.

23/24-201. Payments Received

Names are omitted for GDPR

Recommendation: these payments should be noted

23/24-202. Payments already made

Parishioner names have been omitted for GDPR

Recommendation: Ratify these payments already made.

23/24-203. Payments to be made

Recommendation: Approve these payments