



Minutes of Graveley Parish Council (GPC) Meeting held on Wednesday 10th January 2024 at 7.30pm, at Graveley Village Hall, 100 High Street, Graveley

Present: Cllr C. Bentley, Cllr A. Carver, Cllr K. Munday (arrived 19:31), Cllr M. Owen
Attending: Nicola Webster (Clerk/RFO), District Cllr P. Sandford, County Cllr M. Smith
and 3 parishioners

Meeting commenced 19:30

23/24-143. To receive any apologies for absence

Apologies for absence were received from Cllr S. Chapman

23/24-144. 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.

23/24-145. 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

19:31 Cllr K. Munday arrived

County Cllr M. Smith asked what happened with the recent floods, Cllr C. Bentley gave an account of the events during the recent heavy rain, which did not involve floods to properties due to the actions by the relevant property owners. Cllr Smith asked that any evidence including pictures is sent to the specific department of the environment agency. Cllr Smith reported that the County Council are looking into heat pumps and energy projects, similar to Swaffham Prior, and asked whether Graveley would be interested in such a project. Cllr Smith will send a link with further information. Cllr Smith advised that there is legacy funding available through the A428 project and encouraged the Council to apply.

District Cllr P. Sandford asked for further information regarding the comment that a thermal imaging camera could not be issued by SCDC. Cllr C. Bentley reported that there was a camera available for individual homeowners but not for a group project. Cllr Sandford will supply further information to the Clerk regarding how this project could be conducted. Cllr



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Nicola Webster, Clerk, Graveley Parish Council
10 Church End, Hilton, Huntingdon, Cambridgeshire, PE28 9NJ
Email: clerk@graveleycambspc.org.uk
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Sandford reported that the number of houses proposed by central government has been reduced from 250,000 to 150,000, and that the water needed will be found by retrofitting water meters and stopping leaks. Cllr Sandford reported that the 2024/25 budget will go to committee next week and then be published, and the increase in council tax is likely to be 2.99%. The 2021 accounts are still being audited.

Cllr Carver asked whether there is any intent to charge for green bins like HDC. Cllr Sandford replied that he is not aware of any intent to charge but that there is a plan to supply food waste caddies to every home, which is a central government initiative.

19:58 Meeting opened

Standing Items

23/24-146. To approve the minutes of the Parish Council Meeting held on Wednesday 8th November and Wednesday 13th December.

It was **RESOLVED** that the minutes of the Parish Council Meeting held Wednesday 8th November are approved as a true record.

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

23/24-147. 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

23/04292/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. To review and ratify the Delegated Decisions

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

It was **RESOLVED** that this decision was ratified.

Operational Matters

23/24-149. To note the success of the application to the CCF Coton Farm Wind Farm grant and consider any actions

It was **RESOLVED** that a review of the grant expenditure will become a standing item on the agenda.

23/24-150. To receive an update regarding the future development of the Village Hall and decide upon any actions

It was **RESOLVED** that easy fixes will be managed by Cllr Munday, in conjunction with the Clerk and that the Clerk will make any purchases.



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It was **RESOLVED** that there will be open meetings in February to invite parishioners to advise on the improvements that they desire for the hall and that as many Cllrs as possible will attend. The Clerk will advertise on the Facebook page and the website. There will be a report to the March meeting of the council.

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.

23/24-152. To receive an update regarding flood prevention including drains

This item was covered during the public participation session.

23/24-153. To receive an update regarding the village verges

County Cllr M. Smith advised that she would seek an update from the Highways Officer.

23/24-154. To consider the response to the consultation regarding the verge repairs and decide upon an application to the CCC Local Highways Improvement Fund – deadline Friday 12th January

It was **RESOLVED** that the Council will apply to the LHI fund for an options report to establish feasibility and technical options for the improvements to the verges, at a total cost of £10,000 with a PC contribution of £1,500.

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.

23/24-156. 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.

23/24-157. To receive the correspondence regarding the area around the village sign and decide upon any actions

It was **RESOLVED** that the Councillors have inspected this area and determined that no action is required at this time.

23/24-158. To note the 2023/24 NALC salary award – additional cost to council £26.78 per month

It was **RESOLVED** that the Council accepts this salary award.

23/24-159. To agree the back pay for the salary award to 1st April 2023 – cost to council £240.60

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

23/24-160. To discuss and adopt the advice for new councillors document

It was **RESOLVED** that this document is adopted.

23/24-161. To consider the new Fire Safety (England) Regulations 2022 and decide upon any actions

It was **RESOLVED** that the Clerk will undertake a Fire Safety Risk Assessment for the village hall and report to a future council meeting.

23/24-162. To consider and decide upon the request for a donation for St Neots Museum

It was **RESOLVED** that this item is deferred to the next meeting of the Council.



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23/24-163. To discuss the training needs for the Council

It was **RESOLVED** that the Councillors will contact the Clerk regarding the training that they would like to attend.

Finance Matters

23/24-164. To appoint an internal auditor for the 2023/24 financial year

It was **RESOLVED** that the Council appoints CAPALC Internal Audit service to act as their internal auditor for 2023/24.

23/24-165. To discuss and receive the Financial Reports

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

23/24-166. To note payments received:

Details	Amount
CCF Grant	-£9,743.00
Village hall hire	-£15.00
Village hall hire	-£10.00
Village hall hire	-£45.00
Interest	-£140.09

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

23/24-167. To approve payments already made:

Minute Ref	Payee	Description	Amount	Method	Legislation
23/24-167.1	Yu Energy	Street lighting energy - Nov	£20.79	DD	Parish Councils Act 1957 s.3 Power to light roads and public places
23/24-167.2	Yu Energy	Street lighting energy - Dec	£91.97	DD	Parish Councils Act 1957 s.3 Power to light roads and public places
23/24-167.3	Yu Energy	Village Hall Electricity - Nov	£40.53	DD	Local Government Act 1972 s.133 Community Buildings
23/24-167.4	Yu Energy	Village Hall Electricity - Dec	£66.45	DD	Local Government Act 1972 s.133 Community Buildings
23/24-167.5	Microsoft	Office Package	£11.28	Equals	Local Government Act 1972 s.111 Subsidiary powers
23/24-167.6	Microsoft	Office Package	£11.28	Equals	Local Government Act 1972 s.111 Subsidiary powers
23/24-167.7	Joliffe Daking	Village Hall Lease Fee	£278.75	BACS	Local Government Act 1972 s.133 Community Buildings
23/24-167.8	Unity Trust	Bank charges	£18.00	BACS	Local Government Act 1972 s.111 Subsidiary powers
23/24-167.9	Newflame	Fire extinguisher maintenance	£74.40	BACS	Local Government Act 1972 s.133 Community Buildings
23/24-167.10	Safe Place Electrical	New socket for TV	£174.00	BACS	Local Government Act 1972 s.133 Community Buildings
23/24-167.11	Pennon Water	Village Hall water	£108.33	BACS	Local Government Act 1972 s.133 Community Buildings
23/24-167.12	Brown & Co	Land registration fee	£90.00	BACS	Local Government Act 1972 s.111 Subsidiary powers
23/24-167.13	Amazon	TV	£755.00	BACS	Local Government Act 1972 s.133 Community Buildings

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

23/23-168. To approve payment schedule detailed below:

Minute Ref	Payee	Description	Amount	Method	Legislation
23/24-168.1	Nicola Webster	Payroll – Jan	£654.36	S/O	Local Government Act 1972 s.112 Appointment of Staff
23/24-168.2	Nicola Webster	Payroll – Feb	£413.76	S/O	Local Government Act 1972 s.112 Appointment of Staff
23/24-168.3	Lynette Abbott	Village Hall Cleaning	£65.00	BACS	Local Government Act 1972 s.133 Community Buildings
23/24-168.4	Michael Hall	Coronation Crown	£800.00	BACS	Local Government Act 1972 s.144 Attract visitors
23/24-168.5	Simon Abbott	TV Cabinet	£103.49	BACS	Local Government Act 1972 s.133 Community Buildings

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

23/24-169. To accept notices and matters for the next agenda

No matters were raised.

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.

23/24-170. To receive an update regarding the negotiations for the new lease for the village hall and decide upon any actions

No update was available.

It was **RESOLVED** to suspend standing order 3x to allow this meeting to proceed for longer than 3 hours.

23/24-171. 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 is received that no response has been received from the occupiers regarding the offer of a 15-year lease, there is a potential section 26 notice being prepared by the occupiers which will incur additional legal costs for the Parish Council, which will require the authority of the Council as the costs are unknown.

It was **RESOLVED** to accept the solicitor's advice to explore all avenues including regaining possession of the land.

23/24-172. To appoint an appraisal panel for the Clerk and agree an appraisal date

It was **RESOLVED** that Cllrs Bentley and Munday are appointed as the appraisal panel and the meeting is to be held prior to the next meeting of the Council.



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The next ordinary meeting of the full Council will be held on Wednesday 13th March 2024.

There being no further business to transact the meeting was closed at 22:40.

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

DRAFT

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