



I hereby give notice that the Meeting of Graveley Parish Council will be held on Tuesday 7th May 2024 at 7.30pm, in Graveley Village Hall, 100 High Street, Graveley

The Public & Press are cordially invited to be present (except for any item labelled confidential).

The order of business may be varied at the Chairman's discretion.

Members: Cllrs C. Bentley, A. Carver, S. Chapman (Chairman), K. Munday, M. Owen

All members of the Council are hereby summoned to attend for the purpose of considering and resolving upon the business to be transacted at the meeting as set out below:

Nicola Webster

Clerk & RFO

01/05/2024

AGENDA

- 24/25-1. To elect a Chair
- 24/25-2. To elect a Vice-Chair
- 24/25-3. To receive the acceptance of declaration of office from the Chair and Vice-Chair
- 24/25-4. To receive any apologies for absence
- 24/25-5. 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
- 24/25-6. 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

Comments and observations from members of the public and to receive reports from the County and District Councillors

Councillors with pecuniary interests must leave the room immediately prior to any discussion on a disclosed interest this could be during the public forum or elsewhere on the agenda. Councillors cannot remain in the room to hear the representations of others nor make any representation to the meeting. Please note: When the Council starts to discuss any item on the agenda, where a member has an interest, the member with that interest must have regard to the Code of Conduct and make the necessary disclosure (if not done in Item 2) and leave the meeting.

Members of the public are reminded that the period which is designated for public participation shall not exceed 15 minutes and each member of the public is entitled to speak once only in respect of business itemised on the agenda and shall not speak for more than 5 minutes. Please note that members of the public may not address the Council for the remainder of the meeting without the express approval of the Chair.

- 24/25-7. To approve the minutes of the Parish Council Meeting held on Wednesday 13th March.
- 24/25-8. 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.
- 24/25-9. To review and ratify the Delegated Decisions

Operational Matters

- 24/25-10. To review the Cotton Farm Wind Farm grant expenditure
- 24/25-11. To receive an update regarding the future development of the Village Hall and decide upon any actions
- 24/25-12. To receive an update regarding the village sign plinth repair
- 24/25-13. To receive an update regarding flood prevention including drains
- 24/25-14. To receive an update regarding the village verges
- 24/25-15. To discuss and decide upon actions regarding the village fete on Saturday 29th June
- 24/25-16. To receive an update regarding the Annual Parish Meeting on Tuesday 14th May and decide upon any actions
- 24/25-17. To reconsider the installation of duck crossing warning signs due to new information received

Finance Matters

- 24/25-18. To discuss and receive the Financial Reports
- 24/25-19. To renew the insurance policy – cost £300.00
- 24/25-20. Review of the Council's subscriptions to other bodies and to agree renewals – CAPALC, ACRE & ICO
- 24/25-21. To note payments received:

Details	Amount
Land Rent	-£500.00
Village hall hire	-£30.00
Precept	-£11,084.00
Interest	-£139.53
Village hall hire	-£100.00

- 24/25-22. To approve payments already made:

Minute Ref	Payee	Description	Amount	Method	Legislation
24/25-22.1	Yu Energy	Street lighting energy - Mar	£88.00	DD	Parish Councils Act 1957 s.3 Power to light roads and public places
24/25-22.2	Yu Energy	Street lighting energy - Apr	£100.47	DD	Parish Councils Act 1957 s.3 Power to light roads and public places
24/25-22.3	Yu Energy	Village Hall Electricity - Mar	£59.77	DD	Local Government Act 1972 s.133 Community Buildings
24/25-22.4	Yu Energy	Village Hall Electricity - Apr	£106.05	DD	Local Government Act 1972 s.133 Community Buildings
24/25-22.5	Microsoft	Office Package	£12.36	Equals	Local Government Act 1972 s.111 Subsidiary powers
24/25-22.6	Microsoft	Office Package	£12.36	Equals	Local Government Act 1972 s.111 Subsidiary powers
24/25-22.7	Parishioner	Marquee and table	£50.00	BACS	Local Government Act 1972 s.144 Attract Visitors
24/25-22.8	Unity Trust	Bank fees	£18.00	DD	Local Government Act 1972 s.111 Subsidiary powers
24/25-22.9	BrightPay	Payroll Software	£94.80	Equals	Local Government Act 1972 s.111 Subsidiary powers
24/25-22.10	Joliffe Daking	Village Hall Lease	£278.75	S/O	Local Government Act 1972 s.133 Community Buildings

24/25-23. To approve payment schedule detailed below:

Minute Ref	Payee	Description	Amount	Method	Legislation
24/25-23.1	Nicola Webster	Payroll - May	£413.76	S/O	Local Government Act 1972 s.112 Appointment of Staff
24/25-23.2	Nicola Webster	Payroll - Jun	£413.76	S/O	Local Government Act 1972 s.112 Appointment of Staff
24/25-23.3	Lynette Abbott	Village Hall Cleaning	£55.00	BACS	Local Government Act 1972 s.133 Community Buildings
24/25-23.4	Source for Business	Village Hall Water	£89.27	BACS	Local Government Act 1972 s.133 Community Buildings

Annual Governance and Accountability Return

- 24/25-24. To approve the Certificate of Exemption
- 24/25-25. To receive the Internal Audit Report and decide upon any actions
- 24/25-26. To consider and approve the Annual Governance Statement
- 24/25-27. To consider and approve the Annual Accounting Statement
- 24/25-28. To note the dates set for the period of the exercise of Public Rights

Policy Matters

- 24/25-29. To approve the delegation arrangements to officers
 - 24/25-29.1. Scheme of Delegation
 - 24/25-29.2 Terms of Reference for Events Group and Lettings Officer
- 24/25-30. Review and adoption of amended standing orders
- 24/25-31. Review and adoption of amended financial regulations
- 24/25-32. Review of inventory of land and other assets
 - 24/25-32.1 Asset Management Plan
 - 24/25-32.2 Asset Register
- 24/25-33. Confirmation of arrangements for insurance cover in respect of all insurable risk
 - 24/25-33.1. General Risk Assessment
 - 24/25-33.2. Risk Management Policy
- 24/25-34. Review of the Council's complaints procedure
- 24/25-35. Review of the Council's policies, procedures, and practices in respect of its obligations under freedom of information and data protection legislation.
 - 24/25-35.1. Publication Scheme
 - 24/25-35.2. Freedom of Information Policy
 - 24/25-35.3. Information and Data Protection Policy
 - 24/25-35.4. Records Management Policy
- 24/25-36. Review of the Council's policy for dealing with the press/media.
 - 24/25-36.1. Media Policy
- 24/25-37. Review of the Council's employment policies and procedures
 - 24/25-37.1. Disciplinary and Grievance Policy
 - 24/25-37.2. Equality and Diversity Policy
 - 24/25-37.3. Health and Safety Policy
 - 24/25-37.4. Lone Working Policy
 - 24/25-37.5. Training and Development Policy

- 24/25-37.6. Sickness Absence Policy
- 24/25-37.7. Expenses Policy
- 24/25-38. Review of the Council's expenditure incurred under s.137 of the Local Government Act 1972 and review of the Section 137 Expenditure Policy
- 24/25-39. Review of the other policies
 - 24/25-39.1. Dispensation Procedure
 - 24/25-39.2. Safeguarding Policy
 - 24/25-39.3. Reserves Policy
 - 24/25-39.4. Grant Making Policy
 - 24/25-39.5. Correspondence Policy
 - 24/25-39.6. Advice for New Councillors
- 24/25-40. Review the Council's Code of Conduct
- 24/25-41. Determine the time and place of ordinary meetings of the Council up to and including the next annual meeting of the Council
- 24/25-42. Agree the Action Plan 2024/25
- 24/25-43. Review of the effectiveness of the Council's system of internal control
 - 24/25-43.1. Internal Control Policy
- 24/25-44. Note that the bank reconciliations have been verified by a member other than the Chair
- 24/25-45. Review the Council's banking arrangements
- 24/25-46. Agree the direct debits and standing orders
- 24/25-47. Agree that payments may be made by BACS via online banking
- 24/25-48. To accept notices and matters for the next agenda

Please note that no decisions can lawfully be made under this item. LGA 1972 s12 10(2) (b) states that business must be specified; therefore, the Council cannot lawfully raise matters for discussion.

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

- 24/25-49. To receive an update regarding the negotiations for the new lease for the village hall and decide upon any actions
- 24/25-50. To receive an update regarding the lease of the PC land on the Graveley/Offord Road and decide upon any actions
- 24/25-51. To discuss and decide upon the recruitment of a new Clerk and agree any actions

Next meeting date agreed at 24/25-41 – proposed date Wednesday 10th July