Minutes of Graveley Parish Council (GPC) Meeting held on Wednesday 14th January 2026 at 7.30pm, at Graveley Village Hall, 100 High Street, Graveley

Present: Cllr C. Bentley (Vice Chairman), Cllr A. Carver, Cllr Chapman (Chairman), Cllr K. Munday, Cllr M. Johnson.

Attending: Sarah Phillips (Clerk/RFO), and 5 parishioners

Meeting commenced at 7.30pm.

25/26-99. To receive any apologies for absence

All councillors were present.

25/26-100. 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

None.

25/26-101. 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.

Public participation

Brown & Co spoke about the outline planning application 25/04768/OUT of 4 self-build/dwellings and confirmed that all views and comments received have been taken on board. The scale of the development is clear in the planning application but will be dealt with at the reserve matters stage and full consideration will be given on the impact of those on Manor Close to ensure their privacy and they are not impacted by loss of sunlight. A design code will be in place for builders of the dwellings. The access position has been fixed with visibility of 43 meters achievable. It was noted that 19 properties have been considered and written to and the planning was advertised in the local paper.

25/26-102. To approve the minutes of the Parish Council Meeting held on 5th November 2025

It was **RESOLVED** that the minutes of the Parish Council Meetings held on 5th November 2025 are approved as a true record.

25/26-103. 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.

None.

25/59-104. To review and ratify the Delegated Decisions

None.

Operational Matters

25/26-105. To receive an update regarding highways

See supporting documents.

The LHI report has been received, and councillors were concerned as the report had not addressed pedestrian safety which is a priority as well as the accommodation of parked vehicles and drainage issues. It was agreed that the next steps would be to discuss with the highways officer and it be made clear that the parish council felt that value for money has not been achieved.

25/26-106. To consider East West Rail

No further updates.

25/26-107. To consider Village Beds and Community Growing Fund

See supporting documents.

It was confirmed that planting will be completed by Bernard Hunt. Volunteers will be needed to remove the current plants and turn the soil ready for planting. It is expected that planting will take place in February/March.

25/26-108. To Receive and update on Just Giving

Just Giving has been closed due to the lack of donations. Total donations received were £50.00 with a deduction of £1.80 fee from Just Giving.

25/26-109. To receive an update regarding the film night

Film night has been cancelled due to being arranged the same time as Burns Night. It was felt that at this time another film night would not be arranged. Concerns were raised by the committee due to the lack of funds as well as a lack of volunteers.

25/26-110. To agree a plan for annual litter pick

Cllr Bentley kindly agreed to organise the annual litter pick with a date agreed for Sunday 22nd March 2026 at 10.00am. Date to be advertised.

Finance Matters

25/26-111. To discuss and receive the Financial Reports

There were no questions on financial reports presented.

25/26-112. To agree reconciled accounts (April to September)

Cllr Bentley finalised the reconciled accounts up to September 2025.

25/26-113. To note payments received

It was noted that the following payments were received.

Minute Ref	Payee	Description	Amount
25/26-113.1	D Munday	VH Contribution	£75.00
25/26-113.2	V Peck	VH Hire	£25.00
25/26-113.3	S Abbott	VH Contribution	£103.00

25/26-114. To approve payments already made:

The following payments were noted.

Minute Ref	Payee	Description	Amount	Method	Legislation
25/26-114.1	YU Energy	Electricity – Street Lighting	£27.85	DD	Parish Councils Act 1957 s.3 Power to light roads and public places
25/26-114.2	YU Energy	Electricity – Street Lighting	£74.93	DD	Parish Councils Act 1957 s.3 Power to light roads and public places
25/26-114.3	HMRC	PAYE	£161.60	BACS	Local Government Act 1972 s.112 Appointment of Staff
25/26-114.4	Alexandra Wilson	Final curtain payment	£2304.00	BACS	Local Government Act 1972 s.133 Community Buildings
25/26-114.5	Newflame	Fire equipment check	£54.42	BACS	Local Government Act 1972 s.133 Community Buildings
25/26-114.6	Unity Bank	Service Fee	£6.00	DD	Local Government Act 1972 s.111 Subsidiary powers
25/26-114.7	Pennon Water Services	Water Rates	£118.13	DD	Local Government Act 1972 s.133 Community Buildings
25/26-114.8	YU Energy	Electricity – Street Lighting	£85.31	DD	Parish Councils Act 1957 s.3 Power to light roads and public places
25/26-114.9	YU Energy	Electricity – Village Hall	£43.72	DD	Parish Councils Act 1957 s.3 Power to light roads and public places
25/26-114.10	YU Energy	Electricity – Street Lighting	£15.05	DD	Parish Councils Act 1957 s.3 Power to light roads and public places

25/26-114.11	Valda	Electricity – Street Lighting	£75.94	DD	Parish Councils Act 1957 s.3 Power to light roads and public places
25/26-114.12	Unity Trust	Service Fee	£6.00	DD	Local Government Act 1972 s.133 Community Buildings
25/26-114.13	Small Ecology Ltd	Bat inspection	£528.25	BACS	Local Government Act 1972 s.133 Community Buildings
25/26-114.14	The Lawn Ritual	Weeding of the parking area of the VH	£240.00	BACS	Local Government Act 1972 s.133 Community Buildings
25/26-114.15	PKF Littlejohn	External audit fee	£252.00	BACS	Local Government Act 1972 s.111 Subsidiary powers

25/26-115. To approve payment schedule detailed below

The following payments were **RESOLVED** for payment.

25/26-115.1	Sarah Phillips	Payroll – January	£404.56	S/O	Local Government Act 1972 s.112 Appointment of Staff
25/26-115.2	Sarah Phillips	Payroll - February	£404.56	S/O	Local Government Act 1972 s.112 Appointment of Staff
25/26-115.3	Parish Council Websites	Website and Email hosting	£262.80	BACS	Local Government Act 1972 s.142 Provision of information
25/26-115.4	L Abbott	VH Cleaning and Expenses from September to December	£140.28	BACS	Local Government Act 1972 s.133 Community Buildings

25/26-116. To approve budget and precept

The presented budget was **RESOLVED** to accept with a precept request of £12,110. It was noted that a decision on grass cutting could not be decided due to additional quotations being required and clarification from Cambridgeshire County Council of their contribution. Cllr Bentley to obtain another quote.

25/26-117. To discuss planning proposals

25/04768/OUT	Outline application for the erection of up to 4no self-build/ custom build dwellings including vehicular access.	Site address: Manor Farm Papworth Road Graveley
The council noted that the application has taken into account comments made at previous parish council meetings and that no written objections have been submitted on the SCDC website. It was also noted that a design code would be published later to ensure some degree of quality and uniformity among the individual houses. The question of visitors parking their cars on Papworth Road would be considered by the District Council, but planning applications for individual houses would include sufficient space for parking. The council **RESOLVED** to fully support the application.		
25/04871/HFUL	Two storey side and rear extension, following demolition of existing single storey elements.	37 Church Lane Graveley Cambridgeshire PE19 6PW
The council noted the public bridleway and resolved to request that it be kept clear during the building works. Otherwise, the council **RESOLVED** to fully supported the application.		

25/26-118. To approve policies

It was **RESOLVED** to approve the policies, except for Standing Orders which has been deferred to the next meeting.

25/26.118.1 Advice for New Councillors
25/26.118.2 Asset Management Plan
25/26.118.3 Children and Adults at Risk - Safeguarding
25/26.118.4 Code of Conduct
25/26.118.5 Complaints Procedure
25/26.118.6 Correspondence
25/26.118.7 Disclosable Pecuniary Interest Dispensation
25/26.118.8 Disciplinary Grievance
25/26.118.9 Equal Opportunities
25/26.118.10 Expenses
25/26.118.11 Financial Regulations
25/26.118.12 Freedom of Information
25/26.118.13 Standing Orders

25/26-119. To accept notices and matters for the next agenda

None.

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 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

It was **RESOLVED** to go into closed session.

25/26-120. To receive an update of the village hall

A letter has been received from the Diocese which is currently being considered.

25/26-121. To discuss staffing matters

It was **RESOLVED** to accept the proposal made for cleaning of the village hall.

There being no further business to transact the meeting was closed at 10.00pm.

Signed……Date…….