Minutes of Graveley Parish Council (GPC) Meeting held on Wednesday 4th March 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 4 parishioners

Meeting commenced at 7.30pm.

25/26-122. To receive any apologies for absence

All councillors were present.

25/26-123. 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.

25/26-124. 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.

District Councillor Report

- A budget session meeting was held last week with a precept increase of 2.99%, which is the maximum allowed. This will mean a 50p a month on a Band D property.
- Greater Cambridge is proposing to create a Development Corporation which will manage the development of larger sites. The proposal is currently out for consultation. There is a noticeable slow down in house sales so will be looking at houses to rent rather than purchase.
- Food waste collections have started in a number of villages and reported to be going well. Graveley will be in wave 3 so expected spring/summertime.

County Councillor Report

- Budgets have been set with an increase of 4.99% which is the maximum. 75% of the budget is statutory for adult social care and SEND. Discretionary spend is very much around transport and potholes.
- It is now peak pothole season, and this year has been particularly bad. There are normally 12 crews out fixing potholes but currently have 32. £75 million is being put into the backlog of rebuilding roads, but only 10% of what is needed, this is due to

- local authorities being underfunded for many years. All were reminded to report any potholes.

25/26-125. To approve the minutes of the Parish Council Meeting held on 12th January 2026

It was **RESOLVED** that the minutes of the Parish Council Meetings held on 12th January 2026 are approved as a true record.

25/26-126. 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.

See supporting documents.

25/59-127. To review and ratify the Delegated Decisions

None.

25/59-128. Planning Matters

25/04768/OUT	Outline application for the erection of up to 2no self-build/ custom build dwellings including vehicular access from Papworth Road	Manor Farm Papworth Road Graveley
It was noted that 7 objections have been made which has triggered a referral to the planning committee, Cambridge County Council have also raised concerns with the entrance. The parish council still supports the development and had no further comments to add.		

Operational Matters

25/26-129. To receive an update regarding highways

See supporting documents.

There are concerns that the new road surface is for light traffic even though a school bus comes through the village daily.

Road sweeping is no longer done automatically and must be requested but is dependent on the amount of parish councils that request the service.

25/26-130. To consider East West Rail

A newsletter has been circulated. There is an opportunity to attend a presentation for which Cllr Munday has volunteered.

25/26-131. To consider Village Beds and Community Growing Fund

The beds have been tidied and will be planted in May after the frost.

25/26-132. To Receive and update on the annual litter pick

Yelling is holding their litter pick on the same day but are loaning some hoops. South Shared Waste Services has been contacted for litter picking equipment and the waste will be collected on 23rd March. The pick has been advertised on Facebook.

25/26-133. To organise parish council elections

Cllr Bentley has volunteered to take all the election papers to SCDC's offices on 1st April.

The parish council meeting scheduled for Wednesday 6th May has been moved to Thursday 14th May. The annual parish meeting will remain on Wednesday 20th May.

25/26-134. Update on Swanwick Airspace Deployment, Luton inbound flights

The review due in September has been delayed. Complaints have been submitted for planes that are taking shortcuts and a response has been received from Luton airport blaming air traffic control, acknowledging the impact this has on villages and offering their apologies.

Finance Matters

25/26-135. To discuss and receive the Financial Reports

There were no questions on financial reports presented. It was noted that legal and professional fees were not in the budget which shows an overspend as a consequence; otherwise the budget has been balanced.

25/26-136. To note payments received

It was noted that the following payments were received.

Minute Ref	Payee	Description	Amount
25/26-136.1	Leitch	VH Hire	£15.00
25/26-136.2	CCC	VH Hire	£27.50
25/26-136.3	Munday	VH Hire (VH Donation)	£150.00
25/26-136.4	Serenity Studio	VH Hire	£15.00

25/26-137. To approve payments already made:

The following payments were noted.

Minute Ref	Payee	Description	Amount	Method	Legislation
25/26-137.1	HMRC	Underpayment of NI/PAYE	£676.21		Local Government Act 1972 s.112 Appointment of Staff

25/26-137.2	YU Energy	VH Electricity	£36.28	DD	Parish Councils Act 1957 s.3 Power to light roads and public places
25/26-137.3	Valda	Street lighting	£60.37	DD	Parish Councils Act 1957 s.3 Power to light roads and public places

- It was requested that the clerk investigate the underpayment to HMRC and report back to the next meeting.
- It was **RESOLVED** that the clerk pay £1000 to Mr Allgood for the grass verge cutting in 2025. A new quote for 2026 has been received for £1000 which was accepted after receiving two other quotes.
- It was **RESOLVED** that the All Phase invoice £61.02 be paid.

25/26-138. To approve payment schedule detailed below

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

25/26-138.1	Sarah Phillips	Payroll – March	£404.56	S/O	Local Government Act 1972 s.112 Appointment of Staff
25/26-138.2	Sarah Phillips	Payroll - April	£404.56	S/O	Local Government Act 1972 s.112 Appointment of Staff

25/26-139. To approve policies

25/26.139. It was **RESOLVED** to approve these policies.

25/26.139.1 Section 137
25/26.139.2 Reserves
25/26.139.3 Publication Scheme
25/26.139.5 Records Management
25/26.139.6 Scheme of Delegation
25/26.139.7 TOR for Events Group and Lettings Officer
25/26.139.8 Training and Development
25/26.139.9 Sickness Absence
25/26.139.10 Grant Making
25/26.139.11 Health & Safety
25/26.139.12 Lone Working
25/26.139.13 Standing Orders

25/26-140. To accept notices and matters for the next agenda

It was agreed to invite Paul Salmon from A428 and the highways maintenance officer to the annual parish meeting.

A discussion on the village fete took place: if there were enough people to help with the event, it might be able to go ahead.

Cllr Bentley will apply for a grant from Anglia Water to restore the pond. Submissions open on 5th March.

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

It was **RESOLVED** that the parish council owning the village hall would be in the best interest for the village and the parish council would buy the hall, subject to securing funds through charitable grants.

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

Signed……Date…….