Minutes of Graveley Parish Council (GPC) Meeting held on Thursday 14th May 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 M. Johnson, Cllr K. Munday.

Attending: Sarah Phillips (Clerk/RFO), County Councillor, District Councillor and 2 parishioners

Meeting commenced at 7.30pm.

26/27-1 Election of Chairman and Signing of Declaration of Acceptance of Office

It was proposed by Cllr Carver and seconded by Cllr Johnson that Cllr Chapman be elected Chairman for the ensuing year.

RESOLVED: That Cllr Chapman be elected Chairman.

The Declaration of Acceptance of Office was duly signed.

26/27-2 Election of Vice Chairman and Signing of Declaration of Acceptance of Office

It was proposed by Cllr Munday and seconded by Cllr Carver that Cllr Bentley be elected Vice Chairman for the ensuing year.

RESOLVED: That Cllr Bentley be elected Vice Chairman.

The Declaration of Acceptance of Office was duly signed.

26/27-3 Declarations of Acceptance of Office and Register of Interests

Members were reminded to ensure their Declarations of Interest remained up to date. The Clerk advised that a reminder email regarding declarations would be circulated to all councillors.

Councillors were also reminded that election expenses returns, including nil returns, must be submitted.

26/27-4 Apologies for Absence

No apologies were received. All councillors were present.

26/27-5 Declarations of Interest

No declarations of disclosable pecuniary or other registrable interests were made.

26/27-6 Dispensation Requests

No requests for dispensations had been received by the Clerk.

Comments and observations from the public and County and District Councillors' reports

District Councillor Report

Cllr Sandford reported:

- Voter turnout at the recent elections was 53.6%.
- The Liberal Democrats now hold 43 of the 45 District Council seats and therefore significant policy changes were not anticipated.
- Discussion took place regarding the wider political landscape, including local government reorganisation and the proposed unitary authority arrangements.
- New waste collection caddies were due to be rolled out later in the month. The District Council would manage communications directly with residents, including provision of user guidance. Initial implementation costs were reported to be close to £1 million, largely relating to vehicle procurement.

County Councillor Report

Cllr Poulton reported:

- Government funding had been confirmed for two new Special Needs schools at March and Gamlingay.
- A pilot scheme for on-street electric vehicle charging was being introduced, allowing residents without driveways to safely run charging cables from their properties via approved pavement channels.
- Positive feedback had been received regarding recent highway resurfacing works.
- The Highways Maintenance Officer (HMO) continued to review issues throughout the village, including road markings and defects.
- Highway repairs remained constrained by a significant maintenance backlog.
- The A428 scheme due to complete next year remained on schedule. The Toseland Road linking the village with the A428 was expected to be reopened on 1 June.
- A request for traffic mirrors at the Coronation Shelter bend had been declined by the County Council's Road Safety Team due to a lack of recorded injury accidents and modelling indicating that vehicles should be able to negotiate the junction safely.
- Clarification regarding a potential weight restriction to reduce HGV traffic through the village remained outstanding.

Preliminary Matters

26/27-7 Approval of Minutes

RESOLVED: That the minutes of the Parish Council Meeting held on 19 March 2026 be approved as a true and accurate record.

26/27-8 Matters Arising and Clerk's Report

The Clerk's report was received. Members noted the grass cutting contribution for 2026/27 had reduced to £472.08 and queried the basis for the reduction. The Clerk reported that

she still had no answer to several emails addressed to the County officer responsible for allocating grass cutting contributions to the parishes. She will send Cllr Poulton details.

26/27-9 Delegated Decisions
No delegated decisions were reported.

Planning Matters
No planning matters were received.

Operational Matters
26/27-10 Highways Update
The highways update and supporting documentation were noted. In particular, resurfacing, the High Street will be continued at the Papworth end sometime this year, probably associated with drainage works. The subsidence at the junction of Barn Field Lane with the A1198 is scheduled for rectification in the next few weeks. Cllr Poulton will take up our case for safety mirrors (see above) via the highways committee. Cllr Chapman will send him copies of his correspondence.

26/27-11 East West Rail Update
Cllr Munday reported on a recent East West Rail meeting.
Members noted:

- No significant impacts on Graveley were anticipated.
- The proposed Cambourne station location was expected to move approximately 700 metres west.

26/27-12 Village Beds and Community Growing Fund
Members received an update on the village beds project.

- Approximately 30 plants had been installed.
- Invoices had been received.
- A variety of herbs had been planted for community use.
- Communication with South Cambridgeshire District Council regarding the project would continue.
- Remaining grant funding would be used for ongoing maintenance until exhausted, after which maintenance would be undertaken by the Parish Council.
- The beds would be monitored for damage from muntjac deer and rabbits.
- Once established, the project would be promoted to residents.

26/27-13 Anglian Water Thriving Communities Fund Application
Members received an update regarding the application submitted to the Anglian Water Thriving Communities Fund, £50,000 to support improvements to the village ponds, including:

- Water quality improvements.

- Habitat enhancement.
- Bank stabilisation using traditional techniques.
- Increased biodiversity.
- Improved public access and community engagement.

Water quality testing had identified environmental degradation, including low dissolved oxygen levels. Concerns were also raised regarding highway drainage entering the ponds and the impact of a recent domestic heating oil incident.
A letter of support had been submitted as part of the application.
Members discussed the need to address surface water inputs into the ponds as part of any future restoration works.

26/27-14 Annual Litter Pick
Members received a report on the annual litter pick.

- 22 volunteers participated.
- 19 bags of litter were collected.
- Thanks were recorded to all volunteers and to South Cambridgeshire District Council for its support.
- Members agreed that communications regarding the event had been significantly improved this year.

The next litter pick was provisionally scheduled for 21 March 2027.

26/27-15 Swanwick Airspace Deployment
No further update was available.
Members noted continuing sightings of aircraft flying overhead as a shortcut route.

26/27-16 Village Fete
Members discussed arrangements for a future village fete.
It was noted that:

- A core group of at least five volunteers would be required.
- Holiday commitments and school holidays continued to make finding a date difficult.
- Discussions had taken place with the pub's landlord about potential links with the annual beer festival.
- A gazebo had been offered to the council for community use.

RESOLVED: That no village fete would be organised during 2026 and discussions would continue regarding potential arrangements for 2027.
Cllr Munday agreed to confirm storage availability for the offered gazebo.

26/27-17 Village Hall Purchase
Cllr Chapman's report was noted.

<u>Finance Matters</u>
26/27-18 Financial Reports

The financial reports to 31 March 2026 were received and considered.
RESOLVED: That the financial reports be approved.

26/27-19 Council Subscriptions
Members reviewed subscriptions to CAPALC, ACRE and the ICO.
RESOLVED: That the subscriptions be renewed.

26/27-20 Insurance Renewal
Members considered the insurance quotation of approximately £300.
RESOLVED: To accept the quotation and renew the Council's insurance cover.

26/27-21 Appointment of Payroll Provider
Pending the Clerk's report on inaccurate payments to HMRC, Members considered a quotation of £132 plus VAT from a payroll provider used at another parish (with a setup fee of £30). The clerk explained that the calculations required after recent legislation were more complicated and she would prefer that they were done by an expert third-party. Councillors agreed that this would be good governance.
RESOLVED: To appoint the payroll provider.

26/27-22 Payments Received
Members noted the following receipts:

Description	**Amount**
JustGiving Payment	£48.20
Serenity Studio Pilates	£20.00
Elections	£100.00
Leitch	£20.00
Serenity Studio Pilates	£20.00

26/27-23 Payments Already Made
Members noted the payments already made as listed.

Minute Ref	Payee	Description	Amount	Method
26/27-23.1	ICO	Annual Subscription	£47.00	DD
26/27-23.2	YU Energy	Village Hall Electricity	£55.15	DD
26/27-23.3	All Phase	Works done in village hall	£61.02	DD
26/27-23.4	Valda	Street lighting	£57.82	DD

26/27-23.5	Unity Bank	Service Fee	£7.00	SO
26/27-23.6	Jolliffe Daking	Village Hall rent	£462.00	SO
26/27-23.7	YU Energy	Street Lighting	£49.63	DD
26/27-23.8	Valda	Street lighting	£51.62	DD

26/27-24 Payments for Approval

RESOLVED: That the payments listed on the schedule be approved for payment.

Minute Ref	Payee	Description	Amount	Method
26/27-24.1	Sarah Phillips	Payroll – May	£404.56	S/O
26/27-24.2	Sarah Phillips	Payroll - June	£404.56	S/O
26/27-24.3	CAPALC	Affiliation Fee	£201.58	BACS
26/27-24.4	Sarah Phillips	Expenses: Farmer Gracy Microsoft Subscription September 2025 – December 2025 @11.52 per month January 2026 – April 2026 @ £12.10 per month **TOTAL: 169.64**	£75.16 £46.08 £48.40	BACS

<u>Annual Governance and Accountability Return (AGAR)</u>

Owing to a serious family illness, the Clerk had been unable to prepare the documentation and therefore these items were deferred to a meeting to be held in time for submission by 30 June.

26/27-25 Certificate of Exemption

26/27-26 Annual Governance Statement

26/27-27 Annual Accounting Statement

26/27-28 Exercise of Public Rights

Members noted the dates set for the period of the exercise of public rights.

Future Meetings

26/27-29 Dates of Parish Council Meetings 2026/27

The following meeting dates were approved:

- 14 July 2026
- 9 September 2026
- 11 November 2026
- 13 January 2027
- 10 March 2027
- 12 May 2027

The Annual Parish Meeting will be held on 19 May 2027.

26/27-30 Items for Next Agenda

No items were raised.

There being no further business to transact the meeting was closed at 9.10pm.

Signed……Date…….