

**Graveley Parish Council's Meeting
Tuesday 19th January 2016 at 8pm
Held at Graveley Village Hall**

Present: Chair Jack Rigg (JR) Financial Officer Steve Firth (SF) Tony Bracey (TB) . Hilary Napier (HN)

Members of the public were also present

Apologies – Vice Chair Cheryl Peers, HCC Tony Hunter, NHDC Cathryn Henry. PCSO Heather Burrows and NHDC Sal Jarvis

Declarations of interest- none

Approval of minutes - The Minutes of the 15th December 2015 were approved and signed.

Matters Arising

a) Derek Jerrard District Service Agent from Ringway responsible for North Herts and Stevenage Districts at County Hall Pegs Lane suggested that the GPC could provide him with a 'Wish List' of works that could be carried out on the Highways in the Parish. It was discussed at the meeting and agreed Parish Councillors will provide a list of possible works for Clerk to send. TB to check and see if Calder Way is in the Parish as a member of public raised his concern as to the very poor state of the Road, if it is it can be added to our 'Wish List'

JR/TB/JT

1)Highways Report

Jack Rigg

a) Accidents- Terry Douris Cabinet Member for Herts Highways emailed on 4/01/16 in reply to our concern regarding the high number of accidents at the North Road and High Street junction.....
I can confirm that we have already identified the High Street Graveley junction with North Road as part of the hazardous sites investigation programme. Leading on from this we are currently designing remedial measures (to include surfacing and lining improvements) which aim to address the collision pattern that has been identified. The project is currently programmed to be delivered in the next financial year.

Whilst the outcome may not be as quick as you might have wished for I hope that this gives some re-assurance.

b) Church Lane Potholes-Whilst some patching of the numerous pot holes has been carried out, one very large one has been missed. JR advised he had contacted Trevor Ward who said that the issue was being taken up by his boss Derek Jerrard. JR has contacted Derek and is awaiting a reply The problems were also mentioned to Derek Jerrard who was at the December meeting who said he would investigate.

c) Local Plan-the two major issues, the travellers site and the proposal for the development of a new supermarket on the site of the Garden Centre were discussed and it was felt by GPC members that these would not be in the best interests of the Village.

d) Retaining Wall 2 and 4 High Street- JR has spoken to Trevor Ward who advised it has been agreed that the wall needs some remedial work, JR to find out when this work will be carried out.
JR

e) Graveley Neighbourhood Plan- JR to speak to Stuart Izzard to find out what is required to put such a plan in place and what benefits might accrue to the village..
JR

f) Street Lighting- the two Street lights in Church Lane are still out of order, they have been reported, if by the time of the next GPC meeting they have not been repaired Clerk to follow up
JT

2 Planning.

Tony Bracey

a) Full Planning Permission : 35 High Street, Graveley, Hitchin, SG4 7LA Conversion of existing separate annex (within former coach-house) to separate 1 x 2 bed dwelling. Erection of 1 x 2 bed and 1 x 3 bed dwellings following the demolition of the existing single storey redundant outbuildings. Ref 15/03228/1

GPC reply- *The Parish Council Have no objections to the application but recognise the development is in the conservation area.*

JT

b) Also Creation of new vehicular access, driveway and erection of three bay detached cartshed. Ref 15/03227/1HH

GPC Reply- *The Parish Council object to the application for the following reasons,*

a) The proposed development is an inappropriate development within the conservation area, and will involve the removal of a number of mature trees.

b) The excavation necessary to form the proposed drive will damage the roots of other trees resulting in other trees dying.

c) The removal of the mature trees will open up the site impacting on all neighbouring properties.

d) The removal of the trees will destroy an ancient rookery.

e) The proposed driveway entry/exit on to an already busy road will be dangerous due to restricted view of oncoming traffic both North and South, particularly to the North when the parking bays are in use. A visibility splay of 60mtrs to the North is shown on the plan but that is without any vehicles in the parking bay, when the parking bay is in use the visibility is down to approximately 20mts.

The application refers to a former entrance in a similar location many years ago but clearly there has been numerous changes to the roadway and forms of transport using it, hence it is assumed that the drive was relocated to its existing position in Milksey Lane for safety reasons.

JT

3) Financial Report

Steve Firth

a) Bank Account- Our current and reserve accounts now stand at £16,059.54. Wwe are also due a vat refund of £1,110.60.

b) Precept Amount for 2016/17- GPC requested £6,000.00 for this period but due to continuing cuts the amount we were awarded was £5,391.31

c) New Projects- Clerk to ask the editor of GM to put a piece in asking for any new projects that GPC can fund, they must be schemes that are of benefit to the whole village,

JT

4) Playground*Cheryl Peers*

a) Playground Inspection- is due this month

b) As Cheryl was unable to attend this meeting she reported that all was well in the Playground.

As detailed below GPC has been awarded a grant of £869.00 towards new playground equipment. It was noted at the meeting that as is normal monies will be paid to GPC on receipt of a suitable invoice evidencing proof of payment. Grant monies may only be used for the specific purpose for which the grant was approved and must be used within two years from the date of the award..

c) Playground cost-CP requested the yearly cost involved in running the playground, SF supplied the amounts which JR will collate and send to CP.

JR

5) Any Other Business

a) Kissing Gate (see 6c below)

b) Graveley Website

c) Derek Jerrard re Dec Minutes (see 1a above.)

6) Matters Arising

a) Community Book Swap Scheme- As there was some confusion as to the statement in the December 2015 minutes and so it was agreed that a further discussion would take place at the next meeting as CP was not present,

b) Kissing Gate-This has now been completed and SF has approved the work and will check that the footpath sign is in place. (see 7d below)

c) Filing of Paperwork Policy- JR has circulated to all GPC members a draft outlining the various time needed to retain paperwork. All GPC members present agreed that this should be adopted (see attached schedule to these minutes) Clerk pointed out that he had, on taking over the role of Clerk eight years ago, not received any previous minutes for the period March 2001 to November 2008.

d) Graveley Website- there is a problem with the website not being available on the internet, Clerk had emailed our webmaster in early December last year and received a reply on the 12th January this year apologising for not having responding sooner and undertaking to investigate the problem. As of the date of the GPC meeting the Village website is still not available. It was agreed by GPC members that Clerk contact Tim and suggest that if supporting the village website in addition to his day to day workload is such that he is unable to do so on a timely basis it might be better if we found someone else as it is felt that the efficient running of the site is important to the village as a whole and there are now new government regulations we have to follow.

JT

7) Correspondence Received

a) Terry Douris reply regarding Accidents (see 1a above)

b) Rural Grants We have received the notification of the two Rural Grants we applied for from Stuart Izzard at NHDC

1) Environmental Improvement Fund-£1,000 for Grass cutting, hedge cutting and litter picking and £1,200 for replanting the triangle of land corner of Church Lane and the High Street by GEG £1,200 Total application £2,200.00 grant awarded £890.00

2) Playground Fund we applied for £1500 for new equipment and awarded £869.00

c) Mrs Massey, Graveley Primary School re Stevenage Plan – Clerk has acknowledged receipt of her letter in which she informs GPC that the Governors and herself will be responding to the proposed plan and will keep us informed.

d) KG Church Lane- email from Anne Conchie Ramblers Association FP Sec for Graveley requesting that once the work on the KG has been completed that we ensure the HCC Footpath sign remains in place.

8) Cheques Issued-none

The meeting closed at 9.20 pm

**The next GPC meeting will be at Graveley Village Hall
On Tuesday 16th February 2016 at 8 pm.**



Retention of Documents Policy

The Retention of Documents Policy to be adopted at the Council meeting on 19th January 2016

The Parish Council recognises that the efficient management of its records is necessary to comply with its legal and regulatory obligations and to contribute to the effective overall management of the Parish Council.

This document provides the policy framework through which this effective management can be achieved and audited. It covers:

Scope Responsibilities Retention Schedule Scope of the policy

This policy applies to all records created, received or maintained by the Parish Council in the course of carrying out its functions. Records are defined as all those documents which facilitate the business carried out by the Parish Council and which are thereafter retained (for a set period) to provide evidence of its transactions or activities. These records may be created, received or maintained in hard copy or electronically.

A small percentage of the Parish Council's records will be selected for permanent preservation as part of the Council's archives and for historical research.

Responsibilities

The Parish Council has a corporate responsibility to maintain its records and record management systems in accordance with the regulatory environment. The person with overall responsibility for the implementation of this policy is the Clerk to the Parish Council, and he is required to manage the

Council's records in such a way as to promote compliance with this policy so that information will be retrieved easily, appropriately and in a timely manner.

Retention Schedule

Under the Freedom of Information Act 2000, the Parish Council is required to maintain a retention schedule listing the record series which it creates in the course of its business. The retention schedule lays down the length of time which the record needs to be retained and the action which should be taken when it is of no further administrative use.

The Clerk is expected to manage the current record keeping systems using the retention schedule and to take account of the different retention periods when creating new record keeping systems. This retention schedule refers to record series regardless of the media in which they are stored.

Retention of Documents

Document	Minimum Retention	Reason
Minute Books	Indefinite	Archive
Annual Accounts	Indefinite	Archive
Annual Return	Indefinite	Archive
Bank statements	7 years	Audit/management
Cheque book stubs	Last completed audit	Management
Paying in books	Last completed audit	Management
Quotations	7 years	Audit
Paid invoices	7 years	Audit/VAT
VAT records	7 years	Audit/VAT
Salary records	7 years	Audit
Tax & NI records	7 years	Audit
Insurance policies	Whilst valid	Audit
Cert of Employers Liability	40 years	Audit/legal
Cert of public liability	40 years	Audit/legal
Assets register	Indefinite	Audit
Deeds, leases	Indefinite	Audit
Booking policy	7 years	Management
Copies of bills to hirers	7 years	Management/audit

Planning Applications

All planning applications and relevant decision notices are available at NHDC. There is no requirement to retain duplicates locally. All Parish Council recommendations in connection with these applications are recorded in the Council minutes and are retained indefinitely. Correspondence received in connection with applications will be retained as stated below.

Declarations of acceptance	Term of Office + 1 year	Management
Members register of interests' book	Term of office + 1	Management
Complaints	1 year	Management
General information	3 months	Management
Routine correspondence & e-mails	6 months	Management

Disposal procedures: all documents that are no longer required for administrative reasons should be shredded and disposed of.

