



**Minutes of Graveley Parish Council Meeting held on Tuesday 20 November at  
Graveley Village Hall, High Street Graveley at 7.30 pm.**

**Present:** Cllr C Norgan (Chair), Cllr R Millard, District Cllr C Henry, District Cllr T Tyler

**In attendance:** J Thorpe, Parish Clerk, and 6 members of the public.

**1. To receive and accept Apologies for absence.**

P.C. Heather Burrows

**2. Declarations of interest and dispensations**

To receive declarations of interest from Councillors on items on the agenda.

- a) District Cllr Henry and District Cllr Tyler for North Hertfordshire District Council Plan and Cllr C Norgan for Co-option of one candidate for Parish Councillor vacancy in respect of Mr R Norgan
- b) To receive written requests for dispensations for declarable interests.  
None.
- c) To grant any requests for dispensation as appropriate.  
None.

**3. To confirm the Minutes of the Meeting held on 16 October 2018**

Following debate, **Resolved** that these Minutes should be amended to reflect a true and accurate record of the proceedings. Unanimously agreed. Amendments were as follows: Martin Griffin - Responsible Financial Officer, (MG) Jeremy Atkinson (JA), Reg Norgan (RN) amended to being 'In Attendance' not 'Present', due to co-option process of candidates being subsequently declared void. Date of Minutes of '19th June' 2018 amended to '17th July' 2018; 'five' applicants amended to 'six'. Amended Minutes were signed by Chair.

**4. To receive Chair's Announcements**

Chair advised GPC's Co-option process produced using HAPTC's best practice guide, legally compliant and approved by both Hertfordshire Association of Parish and Town Councils and NHDC.

**5. Public Participation- to receive petitions, comments and questions**

None

**6. To receive reports from District and County Councillors**

A report was received from District Cllr Tyler relating to brown bins. Anyone who has paid for service relating to waste collection from brown bins will now be given a three month extension to compensate for the poor service received since the new contractor began in May 2018. All households will also receive a free roll of food waste bags to make up for the issues with the caddies.

**7. To approve the appointment of an Adviser to the Council**

The appointment of a temporary Adviser, District Cllr Tyler, to the Parish Council was approved, for a period of three months, with no voting rights. Proposed, Cllr Norgan, seconded Cllr Millard. Unanimous.

**8. Finance**

**8.1 To receive a report on the Council's financial position as of 31<sup>st</sup> October 2018.**

Last bank statement balance: £6,554.83, balance after committed costs £5,786.41

**8.2 Audit requirements for the year ending 2017/2018**

**a) To approve the annual accounts 2017/2018**

**Resolved**, proposed Cllr Norgan, seconded Cllr Millard to approve annual accounts, see attached. Unanimous.

**b) To approve the Certificate of Exemption 2017/18**

**Resolved**, proposed Cllr Norgan, seconded Cllr Millard to approve Certificate of Exemption and duly signed by the Chairman and RFO. Unanimous.

**c) To approve the Annual Internal Auditor Report for the year 2017/18**

**Resolved**, proposed Cllr Norgan, seconded Cllr Millard to approve the Annual Internal Report 2017/18. Unanimous.

**d) To approve AGAR Section 1, the Annual Governance Statement 2017/2018**

**Resolved**, proposed Cllr Norgan, seconded Cllr Millard to approve the Annual Governance Statement 2017/2018. Unanimous.

- e) **To approve AGAR Section 2, Accounting Statements 2017/2018**  
**Resolved**, proposed Cllr Norgan, seconded Cllr Millard to approve Section 2, Accounting Statements 2017/2018. Unanimous.
- f) **To agree the dates for the public rights period.**  
**Resolved**, proposed Cllr Norgan, seconded Cllr Millard to agree dates for the public rights period for 30 working days commencing to be completed as appropriate 21<sup>st</sup> November 2018. Unanimous.
- g) **Precept requirements for next year**  
Discussed. It was agreed that Councillors should examine the budgetary information given. Decision to be made at December meeting.
- h) **To approve the appointment of a Responsible Financial Officer (RFO)**  
Martin Griffin was appointed to the position of RFO and s.151 Officer to Graveley Parish Council, proposed Cllr C Norgan, seconded Cllr Millard. Unanimous.

### **8.3 To note the payment schedule, attached**

- a) CPM Playground repairs/inspection £195.00 plus VAT
- b) Graveley Village Hall Hire for 6 months £108.00 no VAT
- c) Plants Galore Hedge Cutting – Playground £225.00 no VAT
- d) Paul Baltruschat Litter Picking £192.00 no VAT
- e) Parish Clerk's petty cash £9.42

### **9. Graveley Playground**

Oral report given by Cllr C Norgan. Hedge trimming completed. Safety Inspection Report from CPM Playgrounds received. Order to be raised for one cracked T bar connector on multiplay climbing net. Clerk to raise order for £12.00.

### **10. Correspondence**

The DriveSafe Petition was discussed and GPC's bid for funding from the Police and Crime Commissioner's Road Safety Fund. A representative from the Police has been invited to attend the December GPC meeting to explain DriveSafe to interested residents.

### **11. NHDC Local Plan**

An update on the North Hertfordshire Local Plan was received.

The Planning Inspector has revealed his list of main modifications, but it is not his final report. There is a further period of consultation on the "homework" NHDC were asked to do, and the Inspector will give his report after that. Clearly once NHDC's "homework" has been released for public consumption, a consultation will follow but the consultation is not expected to be until January 2019. The public's attention is drawn to ED160 and ED160A on the NHDC Local Plan website.

**12. S.106 Monies**

This item to be carried over to December Meeting. District Cllr Tyler to discuss with Stuart Izzard, NHDC. Report at next meeting

**13. To consider managing Allotments**

Response from Settle Group discussed. Response included a map of the area which appeared to be Settle Group's responsibility. To be certain the and Registry would need to be consulted. Enquiries had also been made about drainage relating to a garage block queried by a member of public at last meeting. Response was that the garage block has been scheduled for a visit by their drainage team.

**14. To consider the need for any press release**

DriveSafe to be given publicity in "Graveley Matters".

**15. Co-option**

Co-option Process explained by Chair. It was explained that a co-option process had been agreed but as three candidates had withdrawn after that had been agreed, a different co-option process then came into force. This was explained and agreed.

**16. To consider the voting process in accordance with Standing Orders**

Agreed that voting process was in accordance with Standing Orders and satisfied requirements of NHDC and HAPTC.

**17. To receive applications and fill the 3 casual vacancies by the co-option process**

Cllr C Norgan chaired the co-option of Martin Griffin, proposed Cllr C Norgan, seconded District Cllr Tyler. Unanimous.

Cllr Norgan left the Village Hall and took no part in the co-option process relating to Mr R Norgan. Cllr Millard chaired the co-option of Mr R Norgan, proposed Cllr Millard, seconded District Cllr Tyler. District Cllr Henry agreed.

Cllr C Norgan chaired the co-option of Dr D Scott, proposed Cllr C Norgan, seconded District Cllr Tyler. District Cllr Henry agreed.

**18. The 3 successful candidates to sign the Declaration of Office and take their place in the meeting.**

The 3 successful candidates were given forms of acceptance to sign immediately and invited to take their place at the meeting as Parish Councillors. Also given Declaration of Interest forms to be returned to the Monitoring Officer of NHDC within 28 days.

### **19. Planning**

Received by GPC on 20 November 2018. Reference: 18/02740/FP 18 High Street, Graveley, Hertfordshire SG4 7LB. Full Planning Permission: One terrace of 3 x 3-bedroom dwellings and 1x3-bed detached dwelling with 8 parking spaces as replacement for existing car sales premises (as renewal of previously approved planning permission 11/01241/1 granted 09/12/2012) As this is a renewal of an application already granted, there was no objection by GPC. Clerk to action.

### **20. Thanks**

GPC wished to thank District Cllr Tyler for his help in contributing to the creation of a co-option process for the Council.

### **21. Retirement of Parish Clerk**

Parish Clerk announced his retirement from GPC. GPC wished to extend sincere thanks to him for his service over 10 years.

### **22. Date of the next meeting**

Full Council Meeting – Tuesday 18 December 2018.

Any items for the Agenda to be forwarded to the Clerk five working days in advance of the meeting.

Meeting closed at 9.30pm.