

**Graveley Parish Council Minutes  
of the Full Parish Council taken on Tuesday 19<sup>th</sup> February 2019 at 8pm held at Graveley Village  
Hall, High Street, Graveley, Hertfordshire, SG4 7LB.**

<b>Council members present:</b>	Councillor Martin Griffin - Responsible Officer Councillor Rob Millard - Vice Chair Cheryl Norgan - Chair Desiree Scott
<b>In attendance</b>	Danielle Galvan (Clerk to the Council) Councillor Steve Jarvis Councillor Terry Tyler 8 members of the public were also present
<b>Agenda Item and minute number</b>	<b>Summary</b>
19/001	<b>Apologies</b> To receive and accept apologies for absence. <ul style="list-style-type: none"> <li>• None.</li> </ul>
19/002	<b>Interests</b> <ol style="list-style-type: none"> <li>a). To receive declarations of interest from councillors on items on the agenda. <ul style="list-style-type: none"> <li>• None.</li> </ul> </li> <li>b). To receive written requests for dispensations for declarable interests. <ul style="list-style-type: none"> <li>• None.</li> </ul> </li> <li>c). To grant any requests for dispensation as appropriate. <ul style="list-style-type: none"> <li>• None.</li> </ul> </li> </ol>
19/003	<b>Minutes</b> To confirm the Minutes of the Graveley Parish Extraordinary Council Meeting held on Tuesday 4 <sup>th</sup> December 2018 as a true and accurate record. <ul style="list-style-type: none"> <li>• Typo of point 7, amended to 3.</li> <li>• Proposed by Cllr Griffin and seconded by Cllr Norgan. The motion was carried. It was then RESOLVED that the minutes of the Extraordinary Meeting held on Tuesday 4<sup>th</sup> December 2018, so amended, be approved as a true and accurate record of the proceedings and be duly signed.</li> </ul>
19/004	<b>Minutes</b> To confirm the Minutes of the Graveley Parish Council Meeting held on Tuesday 18 <sup>th</sup> December 2018 as a true and accurate record.

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	<ul style="list-style-type: none"> <li>Item 6.2, sentence 2 – A member of the public raised their objection to the Cllr Norgan. It was requested that the sentence be removed from the Minutes.</li> <li>Item 4, sentence 2 – Cllr Scott asked for this sentence to be removed from the Minutes.</li> <li>Item 5, sentence 4 – Cllr Scott asked for this sentence to be removed from the Minutes.</li> <li>Cllr Scott asked for the wording of Minute taker be struck out from the Minutes of this meeting. <ul style="list-style-type: none"> <li>Proposed by Cllr Norgan and seconded by Cllr Scott. The motion was carried.</li> </ul> </li> </ul> <p>It was then RESOLVED that the minutes of the Council Meeting held on 18<sup>th</sup> December 2018, so amended, be approved as a true and accurate record of the proceedings and be duly signed.</p>
19/005	<p><b>Minutes</b></p> <p>To confirm the Minutes of the Graveley Parish Council Meeting held on Tuesday 15<sup>th</sup> January 2019 as a true and accurate record.</p> <ul style="list-style-type: none"> <li>Apologies received – Noted that Cathryn Henry gave apologies.</li> <li>Cllr Norgan asked that Item 8, first line be changed to say that the Consultation on the Main modifications is extended to 4<sup>th</sup> March 2019.</li> <li>Cllr Norgan questioned that Item 8, line 4. Cllr Norgan asked for this line to be removed.</li> <li>Cllr Norgan asked for Item 10, line 7 be changed from 1 High Street to 1a High Street. <ul style="list-style-type: none"> <li>Proposed by Cllr Norgan and seconded by Cllr Millard. The motion was carried.</li> </ul> </li> </ul> <p>It was then RESOLVED that the minutes of the Council Meeting held on 15<sup>th</sup> January 2019, so amended, be approved as a true and accurate record of the proceedings and be duly signed.</p>
19/006	<p>To acknowledge the expiration of the three month period of Terry Tyler as temporary adviser.</p> <ul style="list-style-type: none"> <li>Cllr Norgan expressed thanks to Cllr Tyler for the help he has given to Graveley Parish Council during this temporary period.</li> <li>Proposed by Cllr Norgan and seconded by Cllr Scott. The motion was carried.</li> </ul>
19/007	<p><b>Public Participation</b></p> <ul style="list-style-type: none"> <li>None</li> </ul>
19/008	<p><b>Reports from County &amp; District Councillors, Police and others</b></p> <ul style="list-style-type: none"> <li>Cllr Steve Jarvis reported that the speed camera had been installed. The gritting lorry has experienced problems on Oak Lane and Ashwell Close as it cannot turn around due to parked cars. Winter Maintenance will be talking to the contractors.</li> <li>Council tax has been increased by 2.99%.</li> <li>Cllr Terry Tyler reported the changes in the Planning department at the NHDC. The department is restructuring and Clare Morgan is the new contact for Graveley. There is training for Councillors on Wednesday 27<sup>th</sup> February 2019 (see agenda item 10e).</li> </ul>
19/009	<p><b>Finance</b></p> <p>a) To authorise payments:</p>

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	<p>HAPTC –Training for Parish Clerk £ 140.00  Paul Baltruschat - Litter Picking £ 216.00  CPM Playgrounds Ltd - Inspection and component £ 74.40  NALC - Local Councils Explained £19.99  Grant to Graveley Church for Grass Cutting £ 500.00</p> <p>We have received an estimate for a service on the GPC owned lawnmower of approximately £ 85 incl. VAT.</p> <p>b) To consider approval for up to £ 100 to enable this to be done.</p> <p>We have also received a request for a petrol strimmer costing approximately £ 165 incl. VAT.</p> <p>c) To consider approval for up to £ 200 (allowing for any immediate consumables - such as fuel, two stroke oil and safety items should they be necessary).</p> <p>d) To consider a float of £ 100 to be provided to the Parish Clerk to enable the purchase of small stationary, postage and printing items.</p> <p>e) To consider the request that the address for the bank statement be changed to Coach House, Oak Lane, Graveley.</p> <ul style="list-style-type: none"> <li>• All of the above was proposed by Cllr Griffin and seconded by Cllr Norgan and it was carried by the Council to go ahead with all, with the exception of 9 (b). Cllr Norgan asked for the Clerk to find out more information from Alan Eaton of why he needs a strimmer.</li> </ul>
19/010	<p><b>Planning</b></p> <p>a) To consider planning applications received.</p> <ul style="list-style-type: none"> <li>• None.</li> </ul> <p>b) To consider planning applications received during the period (Wednesday 13<sup>th</sup> February and Tuesday 19<sup>th</sup> February 2019).</p> <ul style="list-style-type: none"> <li>• None</li> </ul> <p>c) NHDC Local Plan - To consider the draft letter created by Cllr Scott to be sent from the Parish Clerk to the Planning Inspectorate.</p> <ul style="list-style-type: none"> <li>• Proposed by Cllr Norgan and seconded by Cllr Scott. The motion was carried.</li> </ul> <p>d) NHDC Local Plan - To consider the draft leaflet created by Cllr Scott.</p> <ul style="list-style-type: none"> <li>• Proposed by Cllr Norgan and seconded by Cllr Scott. The motion was carried.</li> </ul> <p>e) To discuss Planning briefing workshop at the Council Offices in the Council Chamber at 6pm on Wednesday 27<sup>th</sup> February 2019.</p> <p style="padding-left: 40px;">It was agreed that Cllr Norgan and Cllr Scott would attend this workshop.</p> <ul style="list-style-type: none"> <li>• Proposed by Cllr Norgan and seconded by Cllr Scott. The motion was carried.</li> </ul>
19/011	<p><b>Playground</b></p> <p>To consider the playground inspection report.</p> <ul style="list-style-type: none"> <li>• Proposed by Cllr Norgan and seconded by Cllr Griffin. The motion was carried.</li> </ul>

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19/012	<p><b>Maintenance and repairs</b></p> <p>To discuss equipment needed by litter picker.</p> <ul style="list-style-type: none"> <li>• Cllr Griffin to speak to the litter picker to find out what is needed and to report back at the next Parish Council meeting.</li> </ul>
19/013	<p><b>Action List</b></p> <p>To update the status of outstanding action points from previous meetings.</p> <ul style="list-style-type: none"> <li>• The Clerk reported that she is following up on Cllr Tyler's action point from October's 2018 meeting for the release of the S106 funding/developers' contributions collated for the village to be used towards the Graveley Cricket Club.</li> <li>• The Clerk reported that she had submitted the DriveSafe petition to the Hertfordshire Police and Crime Commissioner.</li> </ul>
19/014	<p><b>Clerks report – Correspondence received.</b></p> <ul style="list-style-type: none"> <li>• A letter from the Hertfordshire Constabulary, an awareness letter regarding where unattended personal property has gone missing within places of worship. The Clerk has posted this letter on the Parish Council notice board in the Village and the web site, informed the Church and sent it to the Editor of the Graveley Matters.</li> <li>• An emailed letter from a resident with regards to anti-social behaviour at Grinders End/Ashwell Common. PC David Hine and Cllr Steve Jarvis were copied in on the note. The Clerk reported that she had acknowledged the email and asked for the police to deal with this complaint.</li> <li>• An email from a resident with suggestions on how to make improvements to the village should the Graveley Parish Council receive any S106 monies in the future. The Clerk to bring forward this as an agenda item for March's meeting.</li> <li>• An email from the NHDC regarding the May Elections with a timetable for the upcoming elections in May, nomination pack and guidance notes. The Clerk will put together an advert to put on notice boards/Website and to be agreed at March's meeting.</li> </ul>
19/015	<p><b>To approve the Co-opting of the new Parish Councillor</b></p> <p>It was confirmed by Luke Crouch his willingness to stand and he has provided contact details to the Clerk. The Declaration of acceptance of office form was signed and witnessed by the Clerk.</p> <ul style="list-style-type: none"> <li>• Proposed by Cllr Norgan and seconded by Cllr Griffin. The motion was carried.</li> </ul>
19/016	<ul style="list-style-type: none"> <li>• <b>Items for consideration at next meeting</b></li> </ul> <p>To suggest agenda items for the next meeting of the Parish Council on Tuesday 19<sup>th</sup> March 2019.</p> <ul style="list-style-type: none"> <li>• <b>None.</b></li> </ul>

**The meeting closed at 9.25pm**

**The next GPC Meeting will be at Graveley Village Hall  
on Tuesday 19<sup>th</sup> March at 8pm.**

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