

Email to: Parishclerk@graveley.org.uk

Web: www.graveley.org.uk

**Annual Graveley Parish Council Meeting Minutes
of the Full Parish Council taken on Wednesday 20th May 2026 at Graveley Village Hall,
High Street, Graveley, Hertfordshire, SG4 7LB at 8.00pm**

Council members present:	Cllr J Atkinson Cllr M Griffin – Chair Cllr H Lumley
In attendance:	D Galvan (Clerk & RFO to the Council) Member of the public
26/041	To elect a Chair of the Graveley Parish Council Resolved. Proposed by Cllr Lumley. Seconded by Cllr Atkinson to appoint Cllr Martin Griffin as Chair for the year 2026/27. Unanimously agreed. Declaration of acceptance of office form has been duly signed.
26/042	Apologies Cllr S Jarvis
26/043	Interests Cllr Griffin made a declaration of interest for agenda item 26/047, with limited dispensation granted so that the meeting will not become inquorate he will participate in the discussion/vote.
26/044	Minutes To confirm the Minutes of the Graveley Parish Council Meeting held on Wednesday 22 nd April 2026 as a true and accurate record of proceedings. Resolved. Proposed by Cllr Griffin. Seconded by Cllr Lumley, that these Minutes be agreed as a true and accurate record of the proceedings and to be duly signed by the Chair. Unanimously agreed.
26/045	Public Issues A member of the public stated that the web site was out of date with some documents out of date. <i>Action: The Clerk to look into this.</i> The Clerk stated that once the GPC accounts have finished and she has more time, she will update/refresh the web site. It was reported that the hedge between the two pubs were overgrown. As this area is not on HCC maintenance schedule, this needs to be reported to them each time it is overgrown. A bush up by Grinders End was reported as being cut back by a resident.

Graveley Parish Council minutes

Signed: _____

Meeting date: Wednesday 20th May 2026

Dated: _____

26/046	Reports from County & District Councillors, Police and others Cllr Griffiths mentioned about the George and Dragon and the process for the licencing application. He also spoke about the Stevenage Borough Council application for the travellers' site 26/00322/FPM (The change of use of land to provide a Gypsy/Traveller site of 17no. pitches comprising 1 mobile home, 1 touring caravan and 1 dayroom per pitch). Cllr Jarvis's report was read out by the Clerk - 'The second smiley face speed indicator (to go at the southern end of the High Street) is now on order. Usually these are installed in about September so it will probably not appear for some time'.
26/047	Finance To authorise the payment schedule in accordance with the budget for May 2026. Resolved. Proposed by Cllr Atkinson. Seconded by Cllr Lumley. May payment schedule was authorised. Unanimously approved.
26/048	Planning a). Planning Application: 26/00701/FP at The Office, The Old Forge, Church Lane, Graveley. - Change of use of existing ground floor office into one dwelling (development already carried out). No Objection with the following comment/condition submitted to the Planning Office at North Herts Council. That a condition of approval is that bins for this property must to be stored in the bin storage area that was specified in the original application, and not on the public highway at the front. North Herts policy is that no bins are left on the public highway. Resolved. Proposed by Cllr Lumley. Seconded by Cllr Griffin. No objection to this planning application with above comments to be made. Unanimously approved. b) Planning Application: 26/00818/FPH at 10 Oak Lane, Graveley. Two storey front extension, single storey rear extension, and insertion of rear box dormer with 2 no. Juliet balconies following removal of existing dormer windows. Partial conversion of existing double garage, alterations to fenestration including removal of first floor side window and hardscaping work. Resolved. Proposed by Cllr Lumley. Seconded by Cllr Atkinson. No objection to this planning application. Unanimously approved. c) To consider planning applications received during the period (Friday 15th May to Tuesday 19th May 2026). None. d) To discuss the licence application for the Green King Brewing & Retailing George & Dragon, 19 High Street, Graveley - LC/21413 and review draft response. It was agreed to amend the last paragraph of the draft response for the Clerk to send before tonight's deadline. <i>Actioned by Clerk.</i>
26/049	Request to review contracted hours for the Clerk Cllr Griffin explained that he witnesses the Clerk working long hours over and above her contractual hours. The Clerk requested for an additional two hours per week to be backdated to April 1, 2026. Resolved. Proposed by Cllr Lumley. Seconded by Cllr Atkinson. It was agreed to increase the Clerks hours to an additional two hours backdated to April 1, 2026. Unanimously approved.

Graveley Parish Council minutes

Signed: _____

Meeting date: Wednesday 20th May 2026

Dated: _____

26/050	Clerks report • The Sign for the GPC refuse bin has been fixed to the bin that is outside the Graveley Village Hall. • GPC accounts are now with the Auditors. • The Clerk followed up on last month's discussion about the pond and selling of the fish. The Parish Council can potentially do so if it owns/controls the pond and fishing rights. If the Parish council feels that the proper pond management is in the public interest this would need to be formally approved by council resolution following the correct advice from ecological/fisheries/environment agency regarding permissions.
26/051	Items for consideration at next meeting To suggest agenda items for the next meeting of the Graveley Parish Council meeting on Wednesday 10 th June 2026. None.
	Meeting closed at 8.45pm

Graveley Parish Council minutes

Signed: _____

Meeting date: Wednesday 20th May 2026

Dated: _____