

Email to: [Parishclerk@graveley.org.uk](mailto:Parishclerk@graveley.org.uk)

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**Graveley Parish Council Meeting Minutes  
of the Full Parish Council taken on Tuesday 29<sup>th</sup> June 2021 at Graveley Village Hall,  
High Street, Graveley, Hertfordshire, SG4 7LB at 8pm.**

<b>Council members present:</b>	Cllr Martin Griffin – Chair Cllr Helen Lumley Cllr Rob Millard – Vice Chair Cllr Johnie Thorpe
<b>In attendance</b>	Danielle Galvan (Clerk & RFO to the Council)
<b>Agenda Item</b>	<b>Summary</b>
21/042	<b>Apologies</b> Cllr George Davies, Cllr Gill Shenoy.
21/043	<b>Interests</b> To receive declarations of Interest from Councillors on items on the Agenda and to consider any requests for dispensation. <ul style="list-style-type: none"> <li>• Cllr Griffin for agenda item 21/047 item (j). Cllr Griffin will not take part in the discussion/vote.</li> </ul>
21/044	<b>Minutes</b> <p>a) To confirm the Minutes of the Graveley Parish Council Meeting held on Tuesday 27<sup>th</sup> April 2021 as a true and accurate record of proceedings and be duly signed by the Chairman. <b>Resolved.</b> Proposed by Cllr Griffin. Seconded by Millard. Unanimously agreed.</p> <p>b) To confirm the Minutes of the Graveley Annual Parish Council Meeting held on Tuesday 4<sup>th</sup> May 2021 as a true and accurate record of proceedings and be duly signed by the Chairman. <b>Resolved.</b> Proposed by Cllr Griffin. Seconded by Millard. Unanimously agreed.</p>
21/045	<b>Public Issues.</b> None.
21/046	<b>Reports from County &amp; District Councillors, Police and others.</b> None.
21/047	<b>Finance</b> To authorise payments to: <p>a) Paul Baltruschat for litter picking. £156.00. <b>Resolved.</b> Proposed by Cllr Griffin. Seconded by Cllr Thorpe. Unanimously agreed.</p> <p>b) Jim Devereux for grass cutting. £70.00. <b>Resolved.</b> Proposed by Cllr Griffin. Seconded by Cllr Lumley. Unanimously agreed.</p> <p>c) To receive Annual Internal Auditor report 2020/21. <b>Resolved.</b> Proposed by Cllr Griffin. Seconded by Cllr Thorpe. Unanimously agreed.</p> <p>d) To approve the AGAR Section 1 Annual Governance Statement 2020/21. <b>Resolved.</b> Proposed by Cllr Griffin. Seconded by Cllr Lumley. To approve the</p>

Graveley Parish Council

Signed: \_\_\_\_\_

29<sup>th</sup> June 2021 (Draft)

Dated: \_\_\_\_\_

	<p>Section 1 AGAR. Unanimously agreed.</p> <p>e) To approve the AGAR Section 2 Annual Accounting Statements 2020/21. <b>Resolved.</b> Proposed by Cllr Griffin. Seconded by Cllr Lumley. To approve section 2 Annual accounting statement. Unanimously agreed.</p> <p>f) To approve the Certificate of Exemption AGAR 2020/21 to be submitted to the External Auditors. <b>Resolved.</b> Proposed by Cllr Griffin. Seconded by Cllr Lumley. To Approve Certificate of Exemption AGAR. Unanimously agreed.</p> <p>g) To consider making a donation to Arthur Rank Hospice £50.00 on behalf of the auditors for their work. <b>Resolved.</b> Proposed by Cllr Griffin. Seconded by Cllr Lumley. To approve a donation of £50.00 to Arthur Rank Hospice. Unanimously agreed.</p> <p>h) CPM Playgrounds – May Inspection. £60.00. <b>Resolved.</b> Proposed by Cllr Griffin. Seconded by Cllr Lumley. Payment approved. Unanimously agreed.</p> <p>i) Playdale £1.81 (VAT on Polyfix screws). <b>Resolved.</b> Proposed by Cllr Griffin. Seconded by Cllr Lumley. Payment approved. Unanimously agreed.</p> <p>8.18pm. Cllr Griffin left the room.</p> <p>j) Finedata Ltd – <a href="http://www.graveley.org.uk">www.graveley.org.uk</a> – domain name renewal – £36.00 <b>Resolved.</b> Proposed by Cllr Millard. Seconded by Cllr Thorpe. Payment approved. Unanimously agreed.</p> <p>8.19pm. Cllr Griffin re-joined the meeting. Current bank balance: £14,926.98.</p>
21/048	<p><b>Vacancy for gardener position.</b></p> <p>a) To vote for Michael Suddes to fill vacancy of Playground gardener position. After discussion, it was agreed that Michael Suddes to work as Playground gardener, subject to a satisfactory DBS check. It was agreed for him to start work pending the DBS outcome. <b>Resolved.</b> Proposed by Cllr Griffin. Seconded by Cllr Thorpe. Unanimously agreed.</p> <p>b) Risk Assessment for the gardener post. Wording to be added: Storage of fuel for the lawnmower to be no more than 5 litres, kept in a certified can and stored in a ventilated room. <b>Resolved.</b> Proposed by Cllr Griffin. Seconded by Cllr Thorpe. Unanimously agreed.</p> <p>Contract for services. Add a clause - Subject to a satisfactory DBS check. <b>Resolved.</b> Proposed by Cllr Griffin. Seconded by Cllr Thorpe. Unanimously agreed.</p>
21/049	<p><b>To consider, review and agree to adopting the Code of Conduct as adopted by LGA/NHDC – May 2021</b></p> <p><b>Resolved.</b> Proposed by Cllr Griffin. Seconded by Cllr Thorpe. It was agreed that Graveley Parish Council should adopt this Code of Conduct. Unanimously agreed.</p>

<p>Graveley Parish Council</p> <p>29<sup>th</sup> June 2021 (Draft)</p>	<p>Signed: _____</p> <p>Dated: _____</p>
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21/050	<p><b>Council Documents – Review existing policy/documents</b>          To consider, review and agree council policies and documents.</p> <p>a) Standing orders          b) Financial Regulations</p> <p><b>Resolved.</b> Proposed by Cllr Griffin. Seconded by Cllr Lumley. That the above be approved. Unanimously agreed.</p>
21/051	<p><b>Clerks report – Info only.</b> Correspondence received and outstanding action points.</p> <ul style="list-style-type: none"> <li>• A resident reported that there rubbish accumulating in the area outside 2-4 High Street, Graveley in the form of tissues with bodily fluids. This is Highways land, whereby contractors that have been repairing the road have been storing their equipment. Reported this directly to Urbaser for clearance as it was a potential health risk to resident.</li> <li>• Sign for the Church. Works Package for the signs reading ‘Church’ to be erected on the lamp column in the High Street opposite Church Lane has been issued to HCC’s contractor, Ringway.</li> <li>• Clerk has received a note of thanks to the GPC from Graveley Parochial Church Council for the £1,000 donation towards the grass mowing at St Marys Church, Graveley.</li> <li>• Planning Enforcement Complaint - Land East of the A1(M), Grinders End, Graveley, Hertfordshire (within the boundaries of Great Wymondley Parish Council). Formally lodged with the NHDC. Any future incidents/citings should be reported via 101 or via <a href="https://www.herts.police.uk/Report/Report">https://www.herts.police.uk/Report/Report</a>, so the police are able to monitor this further.</li> <li>• Potential cycle path – back of Milksey Lane. Results from the water samples taken in April; the larger pond has returned a positive result for Great Crested Newts (GCN), indicating that they use this pond. The smaller pond returned a negative result. A risk assessment has been completed on the proposals and control measures will be implemented so that the resurfacing works do not pose a risk to the GCN’s. They will be carrying out a reptile survey along the path too.</li> <li>• Awaiting one more quote for Playground inspections (Will be on July’s agenda).</li> <li>• Playground sign – The hedge surrounding the sign has been cut back.</li> <li>• DriveSafe initiative training for the lead volunteers to start on Monday 12<sup>th</sup> July 2021.</li> <li>• Brown bin collection: The current 12 month subscription will end on the 30<sup>th</sup> of September. The new garden waste subscription period will run from 1<sup>st</sup> October 2021 until 30<sup>th</sup> September 2022. This is a 12 month service for all residents and the price for the year is £40 irrespective of when the resident joins.</li> </ul>
21/052	<p><b>Items for consideration at next meeting</b>          To suggest agenda items for the next meeting of the Graveley Parish Council on Tuesday 20<sup>th</sup> July 2021.          To consider a new/updated Playground sign.</p>

Meeting ended at 20.45pm

Graveley Parish Council	Signed: _____
29 <sup>th</sup> June 2021 (Draft)	Dated: _____