

GRAVENHURST PARISH COUNCIL

At an Ordinary Meeting of Gravenhurst Parish Council held at the Village Hall, Gravenhurst on Monday, 20th May 2019.

Present: Councillors: N Lockey (Chairman), R Brewer, P Robertson, P Sibley, C Tearle and A Thaneja
Ward Councillor: A Graham
Clerk: A Marabese
Public: 1 member of the public

Meeting commenced at 20:15

6838. Election of Chairman for 2019/2020

Proposed Cllr Tearle/Seconded Cllr Brewer. Resolved to appoint Cllr Lockey as Chair for 2019/2020 and that the Declaration of Acceptance of Office as Chair be signed with the Clerk as witness. Carried

6839. Election of Vice Chairman for 2019/2020

Proposed Cllr Lockey/Seconded Cllr Brewer. Resolved to appoint Cllr Tearle as Vice Chairman for 2019/2020 and that the Declaration of Acceptance of Office as Vice Chairman be signed with the Clerk as witness. Carried

6840. Apologies for absence

None.

6841. Chairman's announcements

- a. Reminder given to councillors and members of the public of the procedure for public participation during the meeting.
- b. *Proposed Cllr Lockey/Seconded Cllr Robertson. Resolved to approve an extension to the usual meeting end time in order to complete business to be transacted on the agenda. Carried*

6842. Members interest

- a. To receive declarations of interest from councillors on items on the agenda
None received
- b. To receive written requests for dispensations for disclosable pecuniary interests
- c. To grant any requests for dispensation as appropriate
No dispensations requested or granted.

PUBLIC SESSION

6843. The Chairman suspended Standing Orders at 20:30 to receive reports from Ward Councillor Graham, the Neighbourhood Plan Steering Group and to allow members of the public to address the Council in relation to items on the agenda or request matters to be discussed at a subsequent meeting.

- a. Cllr Graham reported the following:
 - Barton Road – Road will be closed during the summer for surface dressing.
 - Orchard Close and Barton Road developments – no update.
 - Local Plan – Inquiry starts tomorrow on 21st May.
 - Local Elections – Political make up of Ward Councillors has changed (Independents increase from 3 to 13, Liberal Democrats 1 to 3). Places on CBC Committee is pro-rata. Cllr Graham now sits on the the Police and Crime Panel, Sustainable Committee and is a member of the cross-party working party for councillor development.
- b. Mr Blackwell reported the following on behalf of the NP Steering Group:
 - Writing of the plan has started.

- The group have a meeting tomorrow and will be focussing on policies.
 - Mr Blackwell has complete actions requested by the Council. He has contacted the consultant used by Slapton PC who has provide higher estimated costs for assisting with the plan (10 days at £550 per day). The £1,000 Health Check previously budgeted for is not mandatory, therefore the budget shortfall will be £1,676.
- c. Members of the public addressed the Council as follows:
- No questions asked.

Standing orders re-instated at 20:42.

MINUTES

6844. Adoption of minutes of the Ordinary Meeting of Gravenhurst Parish Council held on Monday, 1st April 2019
Proposed Cllr Tearle/Seconded Cllr Robertson. Resolved that the minutes of the Parish Council Meeting held on 1st April 2019 having been previously circulated, were taken as read and signed as a correct record. Carried

COUNCILLOR RESPONSIBILITIES, PROCEDURES AND POLICIES

6845. To consider applications received for co-option.
 No applications received. The Clerk was asked to draft an article for the website and Facebook, and to circulate the expression of interest in co-option form to all councillors for distribution.
6846. To consider councillor areas of responsibility:
- a. Personnel Committee
Proposed Cllr Lockey/Seconded Cllr Tearle. Resolved to appoint to the Personnel Committee Cllr Lockey, Cllr Tearle and Mr Roger Barnard. Carried
 - b. Neighbourhood Plan liaison
Proposed Cllr Lockey/Seconded Cllr Tearle. Resolved to appoint as Neighbourhood Plan liaison Cllr Brewer. Carried
 - c. Recreation Ground
Proposed Cllr Lockey/Seconded Cllr Brewer. Resolved to appoint Cllr Robertson with responsibility for the Recreation Ground. Carried
 - d. Allotments
Proposed Cllr Lockey/Seconded Cllr Tearle. Resolved to appoint Cllrs Lockey and Brewer with responsibility for the Allotments. Carried
 - e. Cemetery
Proposed Cllr Tearle/Seconded Cllr Robertson. Resolved to appoint Cllr Lockey with responsibility for the Cemetery. Carried
 - f. IT
Proposed Cllr Lockey/Seconded Cllr Robertson. Resolved to appoint Cllr Tearle with responsibility for IT. Carried
 - g. Highways and Lighting
Proposed Cllr Tearle/Seconded Cllr Lockey. Resolved to appoint Cllrs Sibley and Thaneja with responsibility for Highways and Lighting. Carried
 - h. Planning
Proposed Cllr Tearle/Seconded Cllr Lockey. Resolved to appoint Cllrs Sibley and Thaneja with responsibility for Planning. Carried
6847. To consider adoption of GPC Code of Conduct v1.0
Proposed Cllr Lockey/Seconded Cllr Tearle. Resolved to approve the GPC Code of Conduct v1.0 as previously circulated and based upon the CBC Code of Conduct. Carried

6848. To review and approve GPC Dispensations Policy v1.1 and to resolve that the Council delegates the power to grant dispensations to the Clerk. The power rests with the relevant authority under section 33(1) of the Localism Act 2011 and the basis is set out under section 33(2).
Proposed Cllr Brewer/Seconded Cllr Sibley. Resolved to approve the GPC Dispensations Policy v1.1 as previously circulated, and to resolve that the Council delegates the power to grant dispensations to the Clerk. The power rests with the relevant authority under section 33(1) of the Localism Act 2011 and the basis is set out under section 33(2). Carried
6849. To review and approve GPC Personnel Committee Terms of Reference v1.1
Proposed Cllr Lockey/Seconded Cllr Tearle. Resolved to approve the GPC Personnel Committee Terms of Reference v1.0 as previously circulated. Carried
6850. To review and approve Neighbourhood Plan Steering Group Terms of Reference v1.1
Proposed Cllr Robertson/Seconded Cllr Lockey. Resolved to approve the GPC Neighbourhood Plan Steering Group Terms of Reference v1.0 as previously circulated. Carried

CLERKS REPORT

6851. Review of the Clerks report - points to note:
- Online submission of CBC Declaration of Interests must be completed by the end of May.
 - Planning enforcement CB/EN/19/0230 – Whitestyles – Condition of land affecting amenity currently under investigation.
 - GPC RMF 2019/2020 application – CBC Highways and their design consultants have advised that any further works to enable safer crossing of the High Street near to the village hall and school would involve in re-arranging (or more likely removing) parked cars along the stretch of road in front of the terraced houses on the High Street leaving residents with no parking. As a result they will not be taking the application further but have encouraged GPC to come back with a revised application in future years once support for changes is obtained and demonstrated.
 - GPC Emails – removal of old councillor accounts and creation of new ones to be completed.
 - New Noticeboard – location and installation of new noticeboard currently in storage required.
 - Insurance – Details of additions to GPC assets provided to insurers for renewal quotation.
 - S106 – Invoice 005 raised and sent to CBC for £2100 (recreation ground tables and benches). Payment has been authorised.
 - Re-enrolment completed with Pensions Regulator.
 - 2018/2019 accounts – All 2018/2019 accounts documentation and internal audit completed.

PLANNING AND HOUSING

6852. Planning applications to consider
- None received.
6853. Neighbourhood Plan
- To consider funding request from Neighbourhood Plan steering group to cover the cost of consultancy which will not be covered by any grant funds (£1,676).
Proposed Cllr Lockey/Seconded Cllr Tearle. Resolved to add £676 to neighbourhood plan budget. Carried

6854. To consider response to Flitton, Greenfield and Pulloxhill Neighbourhood Plan Consultation.

It was agreed that councillors would respond to the consultation as individuals.

ENVIRONMENT AND LEISURE

6855. To consider recommendation from A&B Gardening that the tree/shrub growing in the centre of the traffic island at the Shillington end of the village be coppiced down to the same level as the ground covering shrubs at no additional cost to the Parish Council.

Proposed Cllr Tearle/Seconded Cllr Lockey. Resolved to authorise A& B Gardening to coppice down tree/shrub growing in centre of the traffic island at Shillington end of village. Carried

6856. To consider action to be taken regarding report of dumping of garden rubbish next to the footpath leading to the recreation ground behind the houses surrounding the church.

It was agreed that Cllr Lockey would investigate the report of dumping of garden rubbish in the village and that the Clerk should write to nearby residents advising them of the issue. The Clerk was also asked to write an article for the Grapevine focussing on areas in Shillington Road, Recreation Ground opposite Clophill Road and footpaths.

6857. To consider management of recreation ground (if information available)
Deferred to next meeting.

HIGHWAYS AND LIGHTING

6858. To consider response to resident feedback on proposed road markings on Clophill Road as part of the RMF 2018/2019 approved project.

Proposed Cllr Tearle/Seconded Cllr Lockey. Resolved that the Clerk respond to the resident explaining that GPC is happy to accept the specification as provided or amended by the CBC Highways team and their consultants. Carried

6859. To consider request from resident to remove the top of the redundant telegraph pole opposite the end of High Street as it casts a shadow along Barton Road. Suggestion made to leave the bottom 6ft of the pole as it seems to be used as an unofficial noticeboard.

The Clerk was asked to respond with thanks to the request but to advise that the cost and time involved in gaining permission versus the added value of removal was not considered viable at present.

6860. To consider how to respond to reports of speeding on Campton Road.

It was agreed that Cllr Lockey would approach the school for assistance in designing banners aimed at promoting speed reduction in the village and also speak to the SpeedWatch organiser suggesting that GPC could assist with the cost of a leaflet promoting speed reduction and requesting volunteers for the scheme.

6861. To consider how to respond to request from resident that GPC contact Gravenhurst Academy regarding putting bins away after collection especially during the summer holidays.

It was agreed that the Cllr Lockey would speak to the School about this.

CEMETERY

6862. To consider request from Mrs P Willett to bury the ashes of the late Pauline Lilley who lived in Gravenhurst as a child and moved to the USA 45 years ago.

Proposed Cllr Lockey/Seconded Cllr Robertson. Resolved that permission be granted to bury the ashes of the late Pauline Lilley in the Parish Council cemetery. Carried

OTHER MATTERS

6863. Cllr Brewer to provide update from last Police Priority Setting Meeting.

- A presentation was given to attendees on county lines and the 3 stage process involved in acquiring an Anti-Social Behaviour Order was discussed.
6864. To consider attendance at Community Priority Setting Meeting on Wednesday 26th June starting at 19:00 at Bedfordshire Police HQ.
It was agree that Cllr Brewer would attend.
6865. To consider attendance at Police and Crime commissioners Annual Parish Conference on Tuesday 1st October at The Rufus Centre, Flitwick.
It was agree that attendance would be considered nearer the time.
6866. To consider request from Annual Parish Meeting that the Parish Council co-ordinate the collation of a Village Welcome Pack and assist in organising a volunteer event.
It was agreed that GPC would co-ordinate a new resident Village Welcome Pack.
The Clerk was asked to contact village organisations regarding content and Cllr Tearle volunteered to collate the information.
6867. To consider response to request from NALC and BATPC regarding the Department for Transport new consultation on the vehicle operator licensing system.
It was agreed that the Clerk would respond positively to the request.
6868. Gallop 2019 – To consider GPC attendance at the event
It was agreed that Cllr Lockey would discuss the inclusion of a village organisation volunteer board (shoebox voting) with the WI and Gallop organisers and that if the Welcome Pack was complete it would be made available to event organisers.

FINANCE MATTERS

6869. To review and approve insurance policy renewal for 2019/2020
Proposed Cllr Tearle/Seconded Cllr Brewer. Resolved to approve the Councils insurance policy renewal as previously circulated. Carried
6870. To approve changes required to bank mandate – remove old and add new councillors.
Proposed Cllr Lockey/Seconded Cllr Tearle. Resolved to approve changes to bank mandate removing old councillors. Carried
6871. To approve bank reconciliation(s).
Proposed Cllr Lockey/Seconded Cllr Tearle. Resolved that the bank reconciliation to 26th March and 26th April 2019 as presented to Council be approved. Carried
6872. To approve payments to be made.
Proposed Cllr Brewer/Seconded Cllr Robertson. Resolved that payments as presented to Council be approved. Carried
6873. To approve monthly direct debit payment.
Proposed Cllr Lockey/Seconded Cllr Robertson. Resolved that the list of direct debit payment as presented to Council be approved. Carried
6874. To receive and approve the Internal Auditor report and any recommendations.
Proposed Cllr Robertson/Seconded Cllr Sibley. Resolved to approve the Internal Auditor report (no recommendations made or actions required). Carried
6875. To complete and approve the Annual Governance Statement 2018/2019.
Proposed Cllr Robertson/Seconded Cllr Thaneja. Resolved to complete and approve the Annual Governance Statement 2018/2019, and that it be signed accordingly. Carried
6876. To approve the Annual Accounting Statements 2018/2019 as presented by the Clerk and RFO.
Proposed Cllr Tearle/Seconded Cllr Robertson. Resolved to approve the Annual Accounting Statements 2018/2019, and that it be signed accordingly. Carried

MEETING CLOSE

6877. Close of meeting

There being no further business the meeting was declared closed at 22:10pm

Certified a true copy of the Minutes of the Parish

Council Meeting held on 20th May 2019

Signed
(Chairperson)

Date