



GRAVENHURST

Parish Council

Minutes of a Statutory Meeting of Gravenhurst
Parish Council held in the Village Hall, Gravenhurst
on Thursday 9th May 2024

Present: Councillors: Lockey (Chair), Cooper, Sibley, Simkins and Thaneja
Ward Councillor: None
Clerk: A Marabese
Public: 0 members of the public

Meeting started at 7:47pm.

7977. Election of Chairman for 2024/2025 and receipt of Chairman Declaration of Acceptance of Office.

Proposed Cllr Cooper/Seconded Cllr Thaneja. Resolved that Cllr Lockey be appointed Chair of Gravenhurst Parish Council. Carried

Cllr Lockey signed the Chairman Declaration of Acceptance of Office before the Proper Officer and Clerk of the Council.

7978. Election of Vice-Chairman for 2024/2025 and receipt of Vice-Chairman Declaration of Acceptance of Office.

Proposed Cllr Thaneja/Seconded Cllr Simkins. Resolved that Cllr Robertson be appointed Vice-Chair of Gravenhurst Parish Council. Carried

As Cllr Robertson was not present at the meeting Council asked that the Clerk add receipt of Vice-Chairman Declaration of Acceptance of Office to the next meeting agenda.

7979. Apologies for absence.

Ward Councillor Stephenson and Councillor Robertson provided apologies for absence that were received and accepted.

7980. Chair's announcements:

- a. A notice on openness and transparency of the meeting was read out.
- b. To resolve to extend the meeting finish time beyond 2 hours.

Proposed Cllr Lockey/Seconded Cllr Sibley. Resolved to extend the meeting finish time beyond 2 hours to complete the business of the Council. Carried

- c. Other information.
None.

7981. Members interests

- a. To receive declarations of interest from councillors on agenda items, requests for dispensations and grant any requests for dispensations.
None.

PUBLIC SESSION

7982. The Chair did not suspend Standing Orders as no Ward Councillor or members of the public were present at the meeting.

- a. Ward Councillor Report
None.

- b. Village organisations
None present.

- c. Questions and issues raised by the public with council members:

- i. The Clerk advised that she had received correspondence highlighting that grass and flowers in the corner of the cemetery have grown over plots. Councillor Cooper offered to clear the area so that our grounds maintenance contractors have a clear area to cut in future.



MINUTES

7983. Adoption of minutes of the Ordinary Meeting of Gravenhurst Parish Council held on Thursday 21st March 2024 and resolution to approve all recommendations contained within them.

Proposed Councillor Thaneja/Seconded Councillor Cooper. Resolved that the minutes of the Parish Council Meeting held on 21st March 2024 having been previously circulated, were taken as read and signed as a correct record by the Chair.

Proposed Councillor Thaneja/Seconded Councillor Cooper. Resolved that all recommendations contained within the minutes of the Parish Council Meeting held on 21st March 2024 are approved as follows

7959. *Resolved that the minutes of the Parish Council Meeting held on 15th February 2024 having been previously circulated, are taken as read and signed as a correct record by the Chair.*

7968.b. *Resolved to approve works to boundary fence with 36A High Street and allotments by proprietor of 36A High Street.*

7972. *Resolved to appoint Mrs. Leena Bains as GPC Internal Auditor.*

7973. *Resolved to approve bank statements and bank reconciliations to 29th February 2024, and that they be signed by Councillors at the meeting.*

7974. *Resolved that payments, as presented to Council, be approved for payment.*

7975. *Resolved to approve the delegation of payment of invoices until next GPC meeting in May 2024 to Clerk and Chair / Vice Chair.*

PROCEDURES, CONSULTATIONS AND LEGAL

7984. To consider Councillor areas of responsibility:

The following areas of responsibility were allocated to councillors:

- a. Personnel Committee – Councillors Lockey, Robertson and Simkins.
- b. Planning – Councillors Sibley and Thaneja.
- c. Recreation Ground – Councillors Cooper, Lockey and Robertson.
- d. Allotments – Councillors Cooper and Lockey.
- e. Cemetery - Councillors Cooper and Lockey.
- f. IT – Councillor Sibley and the Clerk.
- g. Highways and Lighting – Councillor Sibley and Simkins
- h. Finance – Councillors Robertson and Thaneja.

7985. To approve procedures:

- a. GPC Dispensation Guidance and Form v2.0.
- b. GPC Standing Orders v1.5.
- c. GPC Financial Regulations v1.4.
- d. GPC Personnel Committee Terms of Reference v1.1.

Councillors noted that new draft model Financial Regulations have been issued by NALC in the last few days that require review to see what changes are recommended to GPC's Financial Regulations. However, it was agreed that the proposed Financial Regulations v1.4 were currently fit for purpose.

Proposed Councillor Lockey/Seconded Councillor Sibley. Resolved to approve GPC Dispensation Guidance and Form v2.0, GPC Standing Orders v1.5, GPC Financial Regulations v1.4 and GPC Personnel Committee Terms of Reference v1.1.

7986. Update on Annual Parish Meeting held on 18th April 2024.



Councillor Lockey chaired the Annual Parish Meeting with the Clerk in attendance and several councillors, village organisations and residents in attendance. Organisations who could not attend sent in reports that were read by the Clerk. During the questions session at the end of the meeting the Parish Council were asked to address the following:

- i. Can the Island on the corner of Campton Road be cut back?
See agenda item 7999.
 - ii. Can the grass cutters trim near the new climbing wall?
Clerk to request grounds maintenance contractors do this.
 - iii. What is being done about the bridge on Barton Road (hump)?
Our Ward Councillor is looking into this but it was noted that signage has been proposed to warn road users of the uneven surface.
 - iv. Will the new Oakridge development include yellow lines on Orchard Close?
Clerk to investigate.
 - v. When will the uneven footpath at Spring Hill be addressed?
Clerk to request update on this long-standing issue.
 - vi. When will the water installation on the allotments be complete?
Wet weather has hampered work on site but this will be completed ASAP.
7987. Update on Beds Police Priority Setting Meeting held on 10th April 2024.
The Clerk attended the meeting on behalf of GPC. Priorities for the area were agreed as drugs, speeding and ASB.
7988. To consider response to CBC consultation on a new Local Transport Plan (LTP).
Councillors reviewed the response form and proposed responses during the meeting. The Clerk was asked to submit the response form as completed. To agree on arrangements for Parish Annual meeting on 18th April 2024, 7:30pm – Village Hall.

PLANNING AND HOUSING

7989. Planning applications to consider
- a. CB/24/01023/FULL - Fielden House, Gravenhurst Road, Silsoe, MK45 4QS -
Conversion of existing stables to four self-contained dwellings with amenity space, cycle and car parking.
Proposed Councillor Lockey/Seconded Councillor Sibley. Resolved to object to planning application 24/01023. Carried.
7990. To confirm response on consultation regarding the Diversion of parts of Gravenhurst Footpath Nos. 8, 9 and 15, the stopping up of part of Gravenhurst Footpath No. 8 and the creation of parts of Gravenhurst Footpath No. 8.
The Clerk confirmed that no objection was put forward regarding these proposals.
7991. To confirm response to CBC Local Plan Settlement Audit.
Councillors reviewed the Local Plan Settlement Audit provided by CBC and made amendments to it during the meeting. The Clerk was asked to submit the response as completed.

ENVIRONMENT AND LEISURE

7992. Recreation Ground - To receive update on all matters concerning the Recreation Ground and consider any actions.
- a. Update on Recreation Ground Improvement Project.
The Clerk is meeting with HAGS on Monday to progress the project and ordering.



- b. To review Recreation Ground Inspection Reports and schedule for those inspecting.

Councillor Cooper has advised the Clerk that he has conducted regular inspections and will complete inspections until the next GPC meeting.

- c. To approve Gravenhurst Academy Recreation Ground Booking on 9th July 2024. The Academy has provided all required documentation for the booking to the Clerk. Councillors supported the Clerks decision to grant the booking free of charge.

- d. All other items.

Councillors agreed to arrange for the erection of the tennis net on the MUGA but that the handle will be removed and the net checked as part of weekly inspections.

7993. Update on repair of GPC mower.

The Clerk advised that remedial works to the mower by a mobile welder is pending. In addition, the Clerk has been advised that work is required to repair the brake shoes and that she has authorised this work to go ahead.

7994. Allotments

- a. Update on installation of water on allotments.

The Clerk reported that the connection has been completed by Anglian Water and works now pending are backfilling of trenches installation of the access chamber to the onsite stop cock. Trough have been requested for installation and the Clerk will request additional s106 funding to cover these costs.

- b. Other updates.

The Clerk and Mr Beer are dealing with documentation for new plot holders.

HIGHWAYS AND LIGHTING

7995. To receive update on any Highways matters and consider any actions.

Councillors requested that the Clerk report to CBC that:

- The ditch on Shillington Road past Fishers Close on the left is blocked and water is no longer draining away but instead spilling onto the road causing a hazard.
- The highway white lines from the Village Hall along the High Street towards Shillington Road are no longer visible and need repainting.

7996. To consider issues and actions regarding parking of vehicles adjacent to build out on Clophill Road.

The Clerk advised of complaints from residents reading parking of vehicles adjacent to the build out on Clophill Road. CBC Parking Enforcement have advised that if there are no restrictions in place, then the Civil Enforcement Team are unable to issue a PCN. GPC could make a request for parking restrictions to be installed, such as yellow lines, by putting in a request to Highways via www.fixmystreet.com. The CBC Highways Department will then investigate the report and provide an update on the request.

Councillors agreed that if residents believed vehicles to be parked dangerously and/or causing an obstruction near the build out on Clophill Road then they should be encouraged to report this to the Police via 101 as they have the powers to deal with vehicles parked dangerously and/or causing an obstruction. Councillors further agreed to monitor the situation for some time to see if the issue resolves itself.

CEMETERY

7997. Update on Cemetery inspection actions and St Marys Churchyard mapping.



No further progress made. The Clerk is currently organising 2 burials in the Cemetery.

FINANCE MATTERS

7998. To approve purchase orders.

None.

7999. To include addition of Campton Road Island in grass cutting contract.

Proposed Councillor Lockey/Seconded Councillor Cooper. Resolved to include the Campton Road Island within the current grass cutting contract at £50 per cut.

Carried.

8000. To receive 2023-2024 financial summary and to approve 2024-2025 budget amendments.

The clerk presented the 2023-2024 financial summary to Councillors for review and comment. No issues identified. No requests made to amend the 2024-2025 budget were made.

8001. To review earmarked reserves and approve amendments.

Proposed Cllr Lockey/Seconded Cllr Sibley. Resolved to approve earmarked reserves as presented with 2024-2025 movement. Carried

Earmarked Reserve	Nom Code	2023/2024			2024/2025		
		Start	Movement	Finish	Start	Movement	Finish
Recreation Ground	605	£ 126.40	£ -	£ 126.40	£ 126.40	£ -	£ 126.40
RMF Speed Reduction	703	£ 5,000.00	£ -	£ 5,000.00	£ 5,000.00	-£ 4,550.00	£ 450.00
Election Costs	215	£ 800.00	-£ 61.09	£ 738.91	£ 738.91	£ -	£ 738.91
IT Equipment	203	£ 450.00	-£ 450.00	£ -	£ -	£ -	£ -
Play equipment	603	£ 5,524.75	£ 5,000.00	£10,524.75	£10,524.75	£ 5,000.00	£15,524.75
Allotments	2003	£ 80.00	£ -	£ 80.00	£ 80.00	£ -	£ 80.00
Gym Equipment	607		£ 5,500.00	£ 5,500.00	£ 5,500.00	£ 2,000.00	£ 7,500.00
TOTAL		£11,981.15	£ 9,988.91	£21,970.06	£21,970.06	£ 2,450.00	£24,420.06

8002. To review asset register.

The asset register was reviewed and contents noted as correct.

8003. To receive Internal Auditor Report and action any actions required.

Proposed Cllr Thaneja/Seconded Cllr Simkins. Resolved to receive the Internal Auditor report and note that no issues were identified that the Clerk had not addressed. Carried

8004. To approve the Annual Governance Statement 2023/2024 for submission to the External Auditor. To be signed by the Chair and Clerk.

Proposed Cllr Thaneja/Seconded Cllr Simkins. Resolved to approve the annual Governance Statement 2023-2024 as circulated for submission to the External Auditor and that it be signed by the Clerk and Chair of the meeting. Carried

8005. To approve the Accounting Statements 2022/2023 as presented by the Clerk and RFO for submission to the External Auditor. To be signed by the Chair.

Proposed Cllr Thaneja/Seconded Cllr Simkins. Resolved to approve the Accounting Statement 2023-2024 as presented to council by the Responsible Financial Officer (Clerk) for submission to the External Auditor and that it be signed by the Chair of the meeting. Carried

8006. To receive details of the dates set for the Exercise of Public Rights to inspect GPC accounts.

Councillors noted the dates set by the Clerk and Responsible Financial Officer regarding the exercise of public rights to inspect GPC accounts as 3rd June to 12th July inclusive.



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8007. To consider Parish Council insurance renewal due on 1st June 2024.
The Clerk had requested 3-year LTA quotations from BHIB / Clear (current insurer), Zurich, Endsleigh, and CAS. Endsleigh have declined to quote as the insurance companies they use are all related to Aviva and Zurich who are both insuring us already.
Proposed Cllr Cooper/Seconded Cllr Thaneja. Resolved to approve year 3-year LTA insurance with Clear Insurance and that they payment be added to payments requiring approval at the meeting. Carried
8008. To approve standing orders and direct debit payments for financial year 2024-2025.
Proposed Councillor Cooper/Seconded Councillor Thaneja. Resolved to approve standing orders and direct debit payments to ICO, SSE and the Clerks monthly salary.
8009. To approve bank reconciliations to 30th April 2024
Proposed Councillor Lockey/Seconded Councillor Cooper. Resolved to approve bank statements and bank reconciliations to 30th April 2024, and that they be signed by councillors at the meeting.
8010. To approve payments to be made.
Proposed Councillor Cooper/Seconded Councillor Thaneja. Resolved that payments, as presented to Council, be approved for payment.

Payment No:	Payee	Purpose	Amount
Payments authorised prior to 31st March 2024			
BACS680	Andy Muskett Ltd	Qtr 4 Light maintenance	£99.00
Direct Debits			
DD67A	SSE	Street Lighting (taken 30/03/24)	£34.30
DD67B	SSE	Street Lighting (taken 30/03/24)	£8.10
Payment No:	Payee	Purpose	Amount
Payments authorised prior to meeting			
BACS684	A Marabese	Salary (18/04/24)	
Direct Debits			
DD68A	SSE	Street Lighting (taken 01/05/24)	£36.76
DD68B	SSE	Street Lighting (taken 01/05/24)	£8.68
Payments requested with distribution of agenda			
BACS681	Gravenhurst Village Hall	Meeting Hall Hire (18/04/24)	£24.00
BACS682	Cloud Next Ltd	Gov.uk renewal - 2 years	£132.00
BACS683	ICCM	Annual Membership	£100.00
BACS685	Gravenhurst Village Hall	Meeting Hall Hire (21/03/24)	£24.00
BACS686	Leena Bains	Internal Auditor Fees	£115.00
BACS687	Anglian Water Business (National)	Cemetery Water	£19.41
Payments requested after distribution of agenda			
BACS688	A Marabese	Salary	
BACS689	A&B Gardening Limited	April Grass Cutting	£930.00
BACS690	Clear Councils	GPC Insurance	£610.90

MEETING CLOSE

8011. Close of meeting
There being no further business the meeting was declared closed at 9:25pm

Certified a true copy of the Minutes of the Parish Council Meeting held on 9th May 2024.

Signed
(Chairperson)

Date