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**Graveley Parish Council Meeting Minutes**  
**of the Full Parish Council taken on Tuesday 21<sup>st</sup> October 2025 at Graveley Village Hall,**  
**High Street, Graveley, Hertfordshire, SG4 7LB at 8.00pm**

<b>Council members present:</b>	Cllr J Atkinson Cllr M Griffin – Chair Cllr H Lumley Cllr J Risbridger
<b>In attendance:</b>	D Galvan (Clerk & RFO to the Council) Cllr D Griffiths (NHC) Cllr S Jarvis (HCC)
25/061	<b>Apologies</b> None received.
25/062	<b>Interests</b> Cllr Griffin made a declaration of interest for agenda item 25/066, with limited dispensation granted (agenda item 21/068) and so that the meeting will not become inquorate he will participate in the discussion/vote.
25/063	<b>Minutes</b> To confirm the Minutes of the Graveley Parish Council Meeting held on Tuesday 16 <sup>th</sup> September 2025 as a true and accurate record of proceedings. <b>Resolved.</b> 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.
25/064	<b>Public Issues</b> None raised.
25/065	<b>Reports from County &amp; District Councillors, Police and others</b>

25/066	<p><b>Finance</b></p> <p>8.15pm Cllr Griffin left the meeting room.</p> <p>a) To authorise the payment schedule in accordance with the budget for October 2025.</p> <p><b>Resolved.</b> Proposed by Cllr Lumley. Seconded by Cllr Atkinson, October 2025 payment schedule was authorised. Unanimously approved.</p> <p>8.17pm Cllr Griffin re-joined the meeting.</p> <p>b) To agree an additional signatory (J Risbridger) to become a cheque signatory with NatWest Bank.</p> <p><b>Resolved.</b> Proposed by Cllr Griffin. Seconded by Cllr Atkinson, that Cllr Risbridger to become a cheque signatory with NatWest Bank.</p>
25/067	<p><b>Planning</b></p> <p>a) Planning Consultation 25/02289/FP - Siting of one mobile home for agricultural workers accommodation. Graveley Fruit Farm, Jacks Hill.</p> <p><b>Resolved.</b> Proposed by Cllr Lumley. Seconded by Cllr Griffin. To support with reasons to this planning application. Clerk to send out response to NHC Planning Office. Unanimously agreed.</p> <p>b) Planning Application No. 25/02332/FP &amp; 25/02332/FP (as amended by drawing nos. 02C, 03C &amp; 04B received 14.10.2025) - Erection of one self-build dwelling including cycle storage; landscaping and parking. 1 High Street.</p> <p><b>Resolved.</b> Proposed by Cllr Lumley. Seconded by Cllr Atkinson. No objection to this planning application. Clerk to send out response to NHC Planning Office. Unanimously agreed.</p> <p>c) Planning Consultation 25/00571/FP at Land North Of Milksey Lane. GPC discussed the use of these monies to be used to improve the playground. Clerk to send through a summary to the Planning Department for their committee to review. No vote taken.</p> <p>d) Planning Consultation 23/02935/OP at Land to the East Of High Street And North Road. GPC's comments/projects with regards to a capital project towards facilities/pitches were discussed. The Clerk to forward this onto the Planning Department to review. No vote taken.</p> <p>e) To consider planning applications received during the period (Wednesday 10<sup>th</sup> September to Tuesday 16<sup>th</sup> September 2025). 25/02481/FPH – Single storey rear extensions – 5 Ashwell Common. (Development has commenced). <i>(Extension of time to discuss at November's meeting has been requested).</i></p>
25/068	<p><b>Council Documents – Review existing policy/documents</b></p> <p>To consider, review and agree council policies and documents.</p> <p>a) Standing orders</p> <p>b) Code of Conduct</p> <p>c) Financial Regulations</p> <p>d) Environment Policy</p> <p><b>Resolved.</b> Proposed by Cllr Griffin. Seconded by Cllr Atkinson. Unanimously agreed. Graveley Parish Council approved these policies.</p>

25/069	<p><b>Grounds Maintenance</b></p> <p>To review a draft schedule for the playground grass cutting. The schedule was reviewed and some minor changes to be made before adding along the litter picking schedule on the GPC noticeboard.</p> <p><b>Resolved.</b> Proposed by Cllr Griffin. Seconded by Cllr Lumley. Unanimously agreed. The grass cutting schedule for the Graveley Playground was approved.</p>
25/070	<p><b>GPC Meeting dates for 2026</b></p> <p>The Village Hall will not be available on 3<sup>rd</sup> Tuesday of the month as they have a long term booking. New meeting day, 3<sup>rd</sup> Wednesday of the month, 8pm.</p> <p><b>2026 Dates</b> will be as follows:-  21st Jan, 18th Feb, 18th March, 15th April, 20th May, 17th June, 15th July, 16th Sept, 21st Oct, 18th Nov.</p> <p>The above dates were agreed for 2026 and to be published on the Graveley Village noticeboard. <b>Resolved.</b> Proposed by Cllr Griffin. Seconded by Cllr Risbridger. Unanimously agreed.</p>
25/071	<p><b>Clerks report</b></p> <ul style="list-style-type: none"> <li>• The Clerk has sent a note to Steve Jarvis to ask if the bollards could be painted in the High Street. The Clerk to follow up on this with Steve.</li> <li>• Received email on 30<sup>th</sup> September 2025 from the Traffic Regulations Order team at HCC re: 20mph zone in Graveley.</li> <li>• The Playground hedge has been cut back.</li> <li>• Bollard up by Ashwell Close was reported and has been fixed. It has been reported that it needs some sort of reflector strip added to it.</li> <li>• The Clerk has contacted North Herts regarding the waste bin schedule for the bin outside the village hall as it has not been emptied since the new schedule.</li> <li>• Clerk has submitted the application as a cheque signatory – awaiting confirmation it has been accepted.</li> <li>• The survey regarding S106 Planning contributions was sent out to Councillors to comment if they wanted to. NHC are after feedback, it will be used to assist them in considering how the process is managed and to understand how the system provides effective social and community infrastructure from key stakeholders and whether improvement can be made from the developer contribution scheme. Survey closes on 16<sup>th</sup> October 2025.</li> <li>• The Clerk received an email from First Garden Cities Homes regarding the 9 affordable homes (Land North of The Depot, 1a High Street). The lead contractor (Abbymill Homes) will be starting work in the next couple of weeks and they have been asked to inform local neighbours that they will start to see activity on site. Their site signboard and contact details will be erected in due course.</li> </ul>
25/072	<p><b>Items for consideration at next meeting</b></p> <p>To suggest agenda items for the next meeting of the Graveley Parish Council meeting on Tuesday 18<sup>th</sup> November 2025.</p> <p>25/02481/FPH – Single storey rear extensions – 5 Ashwell Common.</p> <p>2026/2027 Draft GPC Budget proposal.</p>

Meeting closed at 8.45pm