

GRAFHAM PARISH COUNCIL
Parish Clerk: Mrs L Hazel, 2 Brampton Road, Grafham
Chair: Mr I Gardener, 5 Haycraft Close, Grafham
Tel: 07867 766445 email: clerk@grafhampc.org

MINUTES OF THE PARISH COUNCIL MEETING OF GRAFHAM PARISH COUNCIL HELD
ON Tuesday 7th October 2025

In attendance: Ian Gardener (Chairman), David Russell (Vice-Chair), Patrick Curran, Diana Thomas, Alf Lesurf and Jo Dunn.

Public: None.

District / County Cllr: Cllr Stephen Cawley

Clerk: Not Present

In the absence of the Clerk, Patrick Curran, took the minutes.

Public Forum

- 21/846 County and District Councillors Reports**
Please see attached reports Appendix: A + B
- 21/847 Apologies for absence**
Apologies were noted from Cllr Liam Beckett, Sunil Gogna and Lisa Hazel, Clerk.
- 21/848 Declarations of interest in any agenda item**
None.
- 21/849 To approve the minutes of the meeting held on 2nd September 2025**
The minutes were approved as a true record and signed.
- 21/850 Matters arising from previous minutes not on the agenda**
 - **Village Shop Lease - Note now signed by all parties** - Noted both parties now have a signed copy each for records.
 - **Tree Works - Update**
Works are due to be carried out on Friday 17th of October to remove the dead tree branches from the tree behind the shop flowerbeds, which faces onto the road.
 - **Hedge Cutting Children's Play Area - Now Completed - NOTED**
 - **EV Charge - Update**
The following update from HDC has been received:

Signage - "This has been raised and I have asked for it to be removed. The same signage template installed elsewhere where HDC have charge points in P&D car parks was used. I am waiting for an update on the works currently so will keep you posted. Unfortunately the DNOs main cabling was sited differently than they originally communicated to Blink, therefore Blink have had to revise the connection to this".
- 21/851 Playing Field**
 - **Football**
Consider proposal to hire playing field for football matches - Review new information received.
The following was noted:
 - Minutes of meeting with Huntingdon Football - Discussed

- Chair explained a positive reaction on Facebook in general, and local discussion (in particular in Haycraft Close).
- Discussed issue re: dog walking – Agreed that dogs stay on lead if children are playing on the field
- Heads of agreement presented by David Russell

A proposal was put forward to members to allow the hire of the playing field to Huntingdon Football Club (The Hunters). This was put to a vote and the vote was recorded as 5 for and 1 against.

RESOLVED

- The goal post would come down at a proposed cost of £200
- Heads of agreement to be sent to Huntingdon Football Club. **Action Patrick Curran and David Russell**

• **Playing Field Boundaries**

NOTED playing field boundaries around No:2 Van Diemen's Way is to be fence off by the new owner.

• **Wildflower Meadow**

Review wildflower meadow proposals

Alf Lesurf put forward a proposal to support the existing Wild Flower meadow in the Church Yard as opposed to setting one separately. Members agreed this would be more beneficial. Alf Lesurf is to liaise with the Church **Action: Alf Lesurf**

21/852

Brampton Cross - Update

• **Consider request for financial contribution towards costs**

The Brampton Cross Working Group have asked each Parish Council the following:

“Consider making financial contribution for professional expenses including transport consultant, planning consultant and solicitor, for leaflet printing and banners. Suggested contribution of £2,000 – all parishes“

Members felt more information was required on Brampton Cross. RESOLVED not to make a direct donation at this time.

21/853

Local Highways Improvement Scheme

• **Outcome of 2024 / 2025 proposal**

The Chairman confirmed the Parish Council's bid for the installation of entrance gates to be installed at both ends of the village has been approved in principle. Official confirmation is being awaited.

• **Consider options for 2025 / 2026 proposal**

Members were asked to consider potential ideas for 2025 / 2026 bid. One possible idea suggested is to make Church Road and Church Hill a 30^{mph} Zone.

21/854

Grass Cutting Schedule

• **Review / add in additional areas to be cut ready for tender process**

The grass cutting map was reviewed with the addition of the footpath out of village, Buckden Road. RESOLVED:

- The Clerk is to go out too tender with the newly revised map.
- Quotes should be obtained for a 3 year period based on a fixed price.

Action: Clerk

21/855

Autumn Litter Pick

• **Consider undertaking Autumn litter pick on 25th October 2025**

RESOLVED to undertake an Autumn Litter pick on 25th October 2025 with Ben Obese-Jecty MP to be invited to take part. The Clerk is to advertise this on Social Media. Diana Thomas agreed to provide the refreshments.

Action: Clerk

21/856

Remembrance Day

• **Consider donation in lieu of new wreath's - APPROVED**

21/857

To Receive Written Reports for Noting:

Village Hall Committee - PC

Village Shop - PC

Playing Field / Playground - JD

Highways + Footpaths - SG

Trees / Hedge Cutting / Verge Maintenance AL

Wild Flower Meadow Update - AL

MVAS - DR

DRAFT

MUGA - PC
Village Hall Finance / Bookings - DT
Grass Cutting - IG / LH
NOTED. Appendix: C

21/858

Banking

1. To approve / note the following payments

Grafham Gossip	£55.00
Lisa Hazel Clerk Salary	£379.60
BEAM Churchyard Summer Meadow Cutting	£70.00
BEAM Grass Cutting	£180.00
HDC Litter Bin Emptying	£303.17
PKF Littlejohn External Audit	£252.00
Bank Charges	£6.00
Clear Insurance	£705.88

2. Report on current financial position.

• To receive financial situation of Council and to note Bank Reconciliation - NOTED

• Note External Audit Report

The following comment was made

“The AGAR was not accurately completed before submission for review. The smaller authority has not addressed the ‘except for’ matter raised by the external auditor when qualifying the prior year AGAR. Section 2 Boxes 3 and 6 for the prior year should have been grossed up for the excluded amount of £19,500 received in error and the subsequent repayment. The Practitioners’ Guide requires, in Receipts and Payments reporting, that all transactions that go through the bank account must be reported gross”.

NOTED - The Parish Council decided no action was required.

• Consider funding request from East Anglian Air Ambulance

Noted the Clerk has asked for statistics on how many times they have attend to accidents in Grafham or surrounding areas. RESOLVED to carry this item forward to the next meeting to await a response.

• Note purchase of desk name plates for Councillors

NOTED. Members agreed this was a good investment as it allowed members of the public to identify who is speaking.

• Precept - To consider future items to be included in next budget

NOTED - Ideas are to be included in new budget to be presented at Nov/Dec meeting

• Note works carried out to damaged bollard, Village Hall.

Noted one of the red bollards had been hit by a vehicle. This was taken out, repaired and re-installed by Cambridgeshire Garden & Property Maintenance.

• Note renewal of PC Insurance

This has now been renewed. The Parish Council agreed in September 2023 to a 3 year long term undertaking. When this expires in 2026 it is highly recommend looking at getting several quotes from different insurance companies to ensure the Parish Council is obtaining best value for money.

• Note Defibrillator requires new battery + software upgrade

The PC received an email to highlight the defibrillator needed an urgent software update. When checking the device it was noted the battery had run out. The company that provided the defibrillator have provided a temporary one whilst the original is returned for a software update and a new battery.

21/859

Correspondence for Information Only

- CCC - Grief Spaces across Huntingdonshire
- Women’s Health & Wellness Event - Huntingdon One Leisure Centre 4th October 2025
- Brampton Cross Newsletter
- Community Food Initiatives Small Grant Opportunity
- RCE Wellbeing Hub for Mental Health and Wellbeing
- The National Garden Scheme Funding for 2026 Community Garden Grants
- Cambridgeshire Deaf Association Befriending for Individuals with Hearing Loss
- CO-OP collaboration with Local Communities
- Cambridgeshire Deaf Association/Hearing Help Autumn Newsletter
- CIL Funding Round 2 2025-2026
- Save the date - Huntingdonshire District Council's Annual Climate Conversation 2025
- Cambridgeshire County Council Aurora Newsletter - August
- Highway Events Monthly Diary
- Alzheimer's Society Cambridgeshire Dementia Support Service Newsletter
- Grants available for community projects on electrical safety. Apply now.
- Launch of Local Government Reorganisation (LGR) - Phase 2 Public Engagement Survey
- Combined Authority Members' Newsletter - September 2025
- Mens Wellbeing Cafe Huntingdon

- Invitation to RVT Service of Remembrance in Huntingdon 16th November 2025
- Invitation to Annual Climate Conversation 2025 5th November 2025
- National Highways A14 Junction 16 - 21 Roadworks (overnight) Monday 29th September 2025
- HDC Press release - Paxton Pits Nature Reserve extension approved
- Wildlife Trust BCN Apple and Harvest Fair 2025 Ramsey Rural Museum and Walled Garden
- Introduction to Camsight - Sight Loss Charity
- CAPALC Training Events
- Dr Bike Sessions - November
- Local Government Reorganisation - Message from Executive Leader, HDC
- Town & Parish Council Newsletter - September 2025 Edition
- HDC Minutes and Follow Up From Hunts Youth Workers Forum
- Communities Service Bulletin

NOTED

21/860

Any other business for information only

Noted the following members are unable to attend the November meeting of the Parish Council:
Patrick Curran , David Russell and Jo Dunn

21/861

Note 2025 dates for meetings: 4th November, 2nd December.

2026 dates: 6th January, 3rd February, 3rd March, 7th April and 12th of May (APM).

DRAFT