

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 ANNUAL PARISH COUNCIL MEETING OF GRAFHAM PARISH
COUNCIL HELD ON Tuesday 12th May 2026

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

Public: No members of the public were present.

District / County Cllr: None Present

Clerk: Lisa Hazel

Public Forum

None present

The Chairman opened the meeting with an apology for the late start due to the overrun of the Annual Parish Assembly.

It was noted that no election was called, therefore all members have been re-elected for the next 4 years. All members present duly signed their declaration of interest forms before the meeting started.

- 21/958 To Elect the Chairman of the Parish Council for the year 2026 / 2027**
It was proposed by Patrick Curran, seconded by David Russell and RESOLVED by an unanimous vote that Ian Gardener be re-elected as Chairman for Grafham Parish Council for the forthcoming year.
- 21/959 To Elect the Vice-Chairman of the Parish Council for the year 2026 / 2027**
It was proposed by Ian Gardener seconded by Alf Lesurf and RESOLVED by an unanimous vote that David Russell be re-elected as Vice-Chair for Grafham Parish Council for the forthcoming year.
- 21/960 Apologies for absence**
Apologies were noted and approved for Sunil Gogna.
- 21/961 Declarations of interest in any agenda item**
None.
- 21/962 To approve the minutes of the meeting held on 7th of April 2026**
The minutes were approved as a true record and signed.
- 21/963 Matters arising from previous minutes not on the agenda**
- **Note Litter Pick 16th May 2026 - NOTED**
 - **Playing Field Boundary - Note Letters sent**
- The Chairman highlighted he has had verbal communications with residents who have confirmed no changes will be made to boundary lines. This matter is now closed.
- 21/964 Notice of Parish Council Vacancy**
The Chairman confirmed the Parish Council has one vacancy which was not filled at election. The Clerk is to start the co-option process. **Action: Clerk**
- 21/965 Review Councillors Areas of Responsibility**
REVIEWED. The following changes / additions to responsibilities were agreed:
- Children's Play Area - Lisa Hazel, Clerk to Council
 - Refreshments / Hospitality - Diana Thomas.

- 21/966 Review the appointment of members to the Village Hall Committee**
REVIEWED. No change to current arrangement. David Russell, Patrick Curran and Diana Thomas are to continue as PC representatives with Ian Gardner as Trustee.
- 21/967 Annual Review of Policies and Procedures as per Standing Order**
• **RESOLVE to re-adopt the Risk Register, Flying The Flag Policy and Freedom of Information policies**
Approved and adopted with immediate effect. The minor changes to the risk register were noted.
- 21/968 Review of the Council's subscriptions to other bodies**
REVIEWED with no change to current subscription which is for SLCC.
- 21/969 Review of inventory of land and other assets including buildings and office equipment**
REVIEWED. Minor change noted: - the disposal of the PC's shredder due to no longer working.
- 21/970 Confirmation of arrangements for insurance cover in respect of all insurable risks**
Noted the PC is currently insured with Clear Council Insurance. This is to be reviewed when the policy is up for renewal.
- 21/971 Review of the Council's expenditure incurred under S.137 of the Local Government Act 1972**
The following S137 payments for the financial year 2025/26 were noted; Grafham Beer Festival £350.00, Jill Tyack, new hose for village flower beds £19.99, Grafham Village Shop £142.00 for new signs promoting the shop and Grafham Trout.
- 21/972 Brampton Road Quietway**
• **Note Recent Communication Received**
The Chairman provided an update. Following the decision to carry out maintenance and resurfacing works along this road, the Quiet Lane installation has been paused. This is to enable coordination of all of the works together, and try and carry out everything under a single road closure. CCC is trying to bring the work forward by almost a year and carry out the works outside of the regular surfacing programme.
- 21/973 Anglian Water Water Outages**
• **Note Agreement to attend June meeting** - NOTED Anglian Water are to attend the June meeting to explain the reasons behind the regular water cuts / outages.
- 21/974 Banking**
1. To approve / note the following payments
- | | |
|---|---------|
| Grafham Gossip | £55.00 |
| D Russell Reimbursement NMA Planning Fee | £234.00 |
| Beam Grass Cutting | £380.00 |
| Reimbursement Ian Gardener Land Registry Fee | £14.00 |
| Clerks Wages | £380.00 |
| HMRC Tax | £17.40 |
| Bank Charges | £7.00 |
| Cambridgeshire Garden & Property - Paint Play Equipment | £468.00 |
- NOTED and APPROVED.
- 2. Report on current financial position.**
• **To receive financial situation of Council and to approve Bank Reconciliation**
The end of year accounts were noted and approved. RESOLVED to increase the following reserve accounts.
• MUGA Reserve from £650 to £1,000
• Car Park Reserve from £750 to £1,000
• **Consider Grant Donation Request from Grafham Beer Festival Committee**
RESOLVED upon discussion to award a grant of £450.00 under S137 of the local Government Act.
• **Consider quote from Cambridgeshire Garden & Property Maintenance of £329.72 + VAT for mulch**
RESOLVED after discussion not to approve this quote as it was felt mulching of the ground was not necessary. A quote is to be obtained for weeding of the flower bed. **Action: Clerk**
RESOLVE to adopt Payroll Service from Sage to meet HMRC Requirements
The Chairman reported the Clerk is no longer able to use HMRC Basic PAYE software to run the PC's payroll as her computer is too old and no longer compatible with the software. The Chairman reported as per **Financial Regulations, item: 4. Budgetary control and authority to spend**, the use of Sage payroll services at a cost of £1 for the first 6 months and then £10 per month thereafter was pre-approved to ensure the payroll was run within the time limit and no penalties occurred.

- **Consider new VH sign artwork.**

A basic design was put forward to members. RESOLVED Alf Lesurf is to design a new more detailed sign for the grounds of the village hall for consideration. This item is to be carried forward to the next meeting. **Action: Alf Lesurf**

- **RESOLVE to make monthly donation to resident for watering playground hedge.**

The Chairman confirmed a resident has kindly come forward to help assist with watering of the play area hedge. RESOLVED to approve a donation of £20 per month to the resident as a contribution for water used.

21/975

Update Statues of the AGAR (Audit and General Accounting Regulations) for financial year 2025 / 2026

- **Approve the Annual Governance Statement - Section One**

RESOLVED to approve Section One of the Annual Governance Statement

- **Approve the Annual Governance Statement - Section Two**

RESOLVED to approve Section Two of the Annual Governance Statement

- **To approve Assets Register - APPROVED**

- **To receive the Annual Internal Auditor Report**

Received with no comments.

- **To approve account balances and bank reconciliation - APPROVED**

- **To approve bank and signatories**

RESOLVED no changes to current bank signatories. The Clerk confirmed Jo Dunn has now been removed from the bank account.

21/976

Any other business for information only

The Clerk confirmed she has been contacted to ask when the football club's shipping container is to be moved to its permanent position. Noted an additional post needs to be removed to allow vehicle access to move the container. Once this has been carried out the football club are to be contacted requesting the container be moved to the agreed location. RESOLVED the Chairman and Clerk have the following power to spend money: - Financial Regulations, Item: 4 "the Clerk, in conjunction with Chairman of Council or Chairman of the appropriate committee, for any items below [£500]".

Action: Chairman / Clerk.

21/977

Note 2026 / 2027 dates for meetings:

- 2026 - 2nd June, 7th July, 1st September, 6th October, 3rd November, 1st December
- 2027 - 5th January, 2nd February, 2nd March, 6th April

There being no further business the meeting was closed at 9.30pm.