

## **Clerk's Report**

### **Monday 6<sup>th</sup> April 2020**

**2. Apologies** – To receive apologies for absence

**4. Minutes.** To approve the minutes from the meeting held on March 2nd 2020. (These have been sent previously).

### **6. Matters Arising**

1. COVID-19 – Update, forward planning and ongoing implications. ( To include update from James Catmur / bluebell 19 project)

2. Postponement of May Elections. Full details can be found at [www.nalc.gov.uk/coronavirus](http://www.nalc.gov.uk/coronavirus)

The Cabinet Office confirmed to NALC that the local elections scheduled on 7 May will be postponed until May next year, with legislation brought forward shortly in the Covid-19 Bill.

3. Update from NDP – Report from A Pett

4. Amended arrangements for Annual Parish Meeting 23<sup>rd</sup> April 2020

**7. Clerk's Financial Statement.** For March 2020 and Budget Review.

**8. Cheques for Approval.** Available before the meeting.

**9. Review of Charges** Cemetery charges, contribution towards churchyard maintenance, 'Roundabout' costs, review of clerk's core hours and completion of probationary period. (See Appendix 1 for charges as at 2019).

**10. Cheques for Approval** – Available before the meeting.

**11. Review of Risk Management Policy, asset check and risk assessment.**

**12. Review of Internal Control and Appointment of Internal Auditor.** In previous years, the internal auditor has been LGS Services. Please note below email received from PKF Littlejohn regarding postponement of this.

***2019/20 AGAR - PKF Littlejohn instructions delayed pending clarity over coronavirus implications***

*Dear Clerk/RFO*

*We are appointed by [Smaller Authorities' Audit Appointments Ltd](#) (SAAA) as the external auditor of your smaller authority for the 5 financial years from 2017/18 to 2021/22. We would normally write to you as the 2019/20 financial year ends to provide instructions for the completion of the Annual Governance and Accountability Return (AGAR) for 2019/20. In light of the [government's announcement on 23 March 2020](#) to introduce stringent lockdown measures in response to the coronavirus pandemic, our instructions for the completion of the 2019/20 AGAR will not be issued until such time as there is more clarity over the implications for smaller authorities. We are in close contact with SAAA and the National Audit Office (NAO) who in turn are in close contact with the Ministry for Housing, Communities and Local Government (MHCLG). MHCLG announced changes to the reporting timetable for the principal authorities on 16 March 2020 and we await any news of any changes for smaller authorities. As an*

appointed external auditor, we have no power to amend the existing reporting timetable, as it is governed by existing legislation. We recognise the situation is rapidly changing and have agreed with SAAA that it would be inappropriate for us to do anything else at this time but await further guidance from the government as to the approach to be taken for this year. The most recent Chairman's statement from SAAA is available using the following link <http://www.localaudits.co.uk/guidance.html>. In addition, the websites for the National Association of Local Councils (NALC), the Society of Local Council Clerks (SLCC) and the Association of Drainage Authorities (ADA) have specific public pages dedicated to the latest news on coronavirus which are available using the following links:

[www.nalc.gov.uk/coronavirus](http://www.nalc.gov.uk/coronavirus)

[www.slcc.co.uk/coronavirus-covid-19/](http://www.slcc.co.uk/coronavirus-covid-19/)

[www.ada.org.uk/2020/03/coronavirus-covid-19-update](http://www.ada.org.uk/2020/03/coronavirus-covid-19-update)

We apologise for the delay, but it is our view that any other course of action would be inappropriate under the current circumstances. We urge you to follow the governments instructions to limit the spread of coronavirus to keep yourselves, your families and those in your communities safe and well. We will contact you again as soon as we are able to offer more guidance and appreciate your patience while we await further news.

Kind regards

**SBA Team**

**13. Highways.** Any repairs or maintenance.

**14. Planning** There are currently no planning applications for discussion at this meeting.

### **15. Correspondence**

- 1. Commonwealth War Grave Sign Position** - To discuss the positioning of sign at the Churchyard. (Images previously sent)
- 2. Notification of April to June 2020 Micro Asphalt Works Program** (Details previously sent by email)
- 3. Copy of request from Waresley – cum-Tetworth Parish Council (For information only)**

*The parish council has asked me to contact you to urge you to reopen Waresley, Gransden and Gamlingay woods as soon as conditions make that viable. Things are drying out fairly quickly now and hopefully some parts of these woods could be accessible quite soon. It is especially important at this difficult time, when many residents are having to stay in isolation. The countryside is one of the few resources still open to them. Can I also put in a special plea for you to unlock the gates at the top of Browne's Piece. Thankfully you have kept Browne's Piece open. The gates at the top give directly onto the public footpath between Waresley and Gransden. This footpath has of course never been closed and while it has in the past been difficult to negotiate is now in reasonable condition. If the Browne's Piece gates were unlocked people would then be able to do a round trip from Waresley via the Gransden Road, Browne's Piece and the footpath. There would be similar opportunities for a round trip from Gransden. This would be of great benefit to everyone.*

#### **4. Correspondence from SSE (street lighting provider) regarding services during COVID 19 social distancing period.**

*As a valued customer of SSE Business Energy, we're writing to you to let you know our procedures during unsettling times such as these. Every day the coronavirus brings about new developments and our thoughts go out to those impacted. At times like these, our core safety values of 'if it's not safe we don't do it' and 'we all get home safely' ring ever truer, with our main concerns being the safety and welfare of our customers and colleagues, while ensuring as far as possible that business continues as usual.*

*Steps we've already put in place to protect our colleagues and maintain our service include:*

- *Enabling remote working for our teams where possible;*
- *Ensuring that we are enacting social distancing across our sites;*
- *Increasing the frequency of our cleaning across all our offices; and*
- *Holding daily calls with our senior leadership teams to monitor and adapt to the situation.*

*As part of our business continuity plan and to help prevent the spread of coronavirus, the first significant step you'll see is that meter readers will only read external meters – and no meters in London – until further notice. This means you may receive estimated bills if there is a failure with your communication hub on your meter, or if your meter is an older traditional meter rather than a smart meter. Estimated bills will be based on historical consumption usage from actual data that we have. As soon as we can we'll resume all meter readings and ramp up smart meter installations which can future-proof and automate billing accuracy for you. We know that you'll have questions about what may happen in relation to your energy supply and our ongoing support of accounts. Please be assured, as an essential service provider, SSE Business Energy has robust plans and procedures in place to ensure we can continue to meet our obligations as an energy supplier.*

#### **5. Correspondence from HDC**

*Dear Parish Council colleagues*

*On Monday night the Prime Minister issued new medical advice relating to COVID-19 which significantly impacts on how we all live and work. At the District Council we are all clear that the priority is to make robust plans for the foreseeable future, to look after our staff and to protect vital front line services. We have robust business continuity plans which have now been activated and we are working with other partner agencies across both Huntingdonshire and the wider county to ensure that services to the vulnerable are protected.*

*For now, all front line services will remain open and accessible although we are encouraging electronic and telephone service access wherever possible. This position is likely to change and I will keep you updated on developments. In terms of decision making, our next scheduled public decision making meeting is Cabinet which is on Thursday; we are planning to go ahead with the meeting. We are expecting government guidance shortly on meetings and how they are run. As you know, we stood down the Parish Conference but will be rescheduling the event for later in the year.*

*The town and parish councils have a well-established support network in the form of NALC and I would not presume to cut across that, but if you wish to receive the weekly updates that we are sending our own councillors, we will be more than happy to share them. You all do an excellent job in working within your local communities, supporting those who need help and working with other tiers of local government to make our communities strong and vibrant and we commit to working with you during the difficult times which lie ahead. Finally, we are pulling together some work with the third sector across Huntingdonshire and we will be in touch shortly with further details.*

**6. CAPALC Data Protection Guidance In Relation to COVID-19.** (email previously sent)

**7. Cancellation of upcoming Little Gransden Aerodrome Local Consultative Committee Meeting.**

*The next Little Gransden Aerodrome Local Consultative Committee meeting is scheduled for April 8th.*

*Given the current circumstances this meeting is cancelled.*

*Hopefully the mid November meeting will take place as normal. Date to be agreed with the Cambridge Gliding Club who host the meeting.*

**8. Request for Telephone Box conversion (Email Received from Mrs K Cave)**

*Just been for a walk around the village and have a little idea about the phone box.*

*I wanted to adopt it to turn it into a library / notice area (seeing as we can no longer use the barn), but the Parish has to adopt it as I do not own the land.*

*Adoption is £1 and then we can turn it into anything we want.*

*I know I am a Little Gransdener, but myself and husband Lee are happy to manage it and pay the £1.*

*I understand everything with Covid-19 at the moment may make it a bit of a no go for now, but when everything settles it could be something quite fun!*

## Great Gransden Cemetery Fees

### 1. Exclusive Right of Burial for 99 years

- |  |        |
|--|--------|
| a. Purchase of one grave space for exclusive right of burial in an earthen grave size 2.750 (9'0") x 1.400 (4'6")                        | £70.00 |
| b. Purchase of one grave space for exclusive right of burial <b>cremated remains</b> in a earthen grave size 2.750 (9'0") x 1.400 (4'6") | £70.00 |
| c. in an earthen grave size 610 (2'0") x 610 (2'0")  | £30.00 |

### 2. Interment

- |   |        |
|---|--------|
| a. of the body of a still born child or a child whose age at death did not exceed one month | £25.00 |
| b. of the body of a person more than one month old  | £42.00 |
| c. of cremated remains  | £33.00 |

### 3. Monuments and Monumental Inscriptions

- |  |        |
|--|--------|
| a. Headstone not exceeding 1.100 (3'6") height or a tablet not exceeding 760 (2'6") square | £42.00 |
| b. Tablet in the area for cremated remains not exceeding 610 (2'0") square                 | £27.00 |
| c. An additional inscription   | £21.00 |

All the above charges are to be increased by 100% (i.e. doubled) for persons who resided outside the Parish of Great Gransden at the time of their death.

All graves carry exclusive rights which may be purchased in advance.

99 years after the interment, ownership reverts to the Parish Council.

In this cemetery there are no double burials (one on top of an earlier burial).

### 4. Search Fees

Fee for searching registers and taking extracts:  
plus £15.00 per hour of clerk's time engaged over 1 hour

minimum charge £15

**Other Charges**

Contribution to 'Roundabout' costs = £125.00

*This was increased in 2016 from £100 to £125. In 2013 it was increased from £50 to £100 and for 4 years prior to this had remained at £50.*

Churchyard Maintenance Payments - Presently £1,600 for the old churchyard and £130 for the old chapel graveyard.

*Churchyard – There was an increase in 2019 from £1,500 to £1,600. Prior to this, there was an increase made in 2016 from £1,400 to £1,500 and before that in 2013 from £1,300 to £1,400.*

*Old Chapel Graveyard – There was an increase from £120 to £130 in 2019. Prior to this, there was an increase made in 2016 from £110 to £120 with the previous increase being in 2013 from £100 to £110.*

Pay for Gardeners

Maintenance for the Garden of Remembrance is carried out by Mr & Mrs McIntosh at £15 per hour. (A grant left to the PC covers this cost )

Grass cutting is carried out by DP Garden Works on a fixed rate basis - £115 per cut for the cemetery, councillors having accepted this quote for 2020. For 2019 the cost was £105 per cut and in 2018 £100 per cut.