



## Upwood and the Raveleys Parish Council

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A meeting of Upwood and the Raveleys Parish Council was held on Monday 05 March 2018 at 7.00pm at Upwood Village Hall.

**Present:** Councillors J. Edwards, R. Howe (Chairman) H. Nel, J. Noble, J. Paxton, A. Perkins, G. Slater, H. Smith, M. Tew.

**In Attendance:** Mrs. C. Bilverstone (Clerk), Councillors G. Bull, J. Taverner, T. Rogers, Ms. Zaria Bettles (Cambridgeshire County Council) and 3 members of the public.

### MINUTES

**135-03/18 To receive and approve apologies for absence.** There were no apologies for absence.

**136-03/18 To receive declarations of interest.**

Members are invited to declare disclosable pecuniary interests and other interests in items on the agenda as required by the Upwood and the Raveleys Parish Council Code of Conduct for Members and by the Localism Act 2011. There were no declarations of interest.

**137-03-18 To receive a presentation from Ms. Zaria Bettles, Public Rights of Way Officer, Cambridgeshire County Council.**

Ms. Bettles outlined her role as Public Rights of Way Officer with responsibility for 1000km of public rights of way across 77 parishes. She has a remit to support landowners and users and to take care of surfaces and vegetation. Grass paths are routinely afforded two cuts per year, one at the start of the summer and one at the end. Members of the public are invited to report problems direct via the “report it” website <https://highwaysreporting.cambridgeshire.gov.uk/>. Work to improve the surface of “footpath no. 4” from Bentley Close will commence this month. Ms. Bettles is hoping to provide improved waymarking of all paths in the near future.

**138-03/18 Public participation.**

To allow up to 10 minutes (2 minutes per person) for any members of the public and councillors declaring the existence and nature of a prejudicial interest to address the meeting in relation to the business on this agenda. There was no public participation.

**139-03/18 To receive and approve the minutes of the parish council meeting held on 05 February 2018.**

The minutes of the meeting of Upwood and the Raveleys Parish Council held 05 February 2018 had been circulated in advance following their informal approval by the chairman. In hindsight, the chairman asked that reference to the outsourcing of the district council’s CCTV and reprographics services in item 124-02/18 be recorded as “potentially” rather than “particularly” successful. Councillor Tew proposed that the minutes be amended and accepted. Councillor Smith seconded the proposal. All who had been present at the meeting were in favour and it was **resolved** to do so. A handwritten amendment was made and the chairman signed the minutes.

**140-03/18 To receive reports from county and district councillors.**

A handwritten signature in black ink, appearing to read 'C. Bilverstone'.

County Councillor Rogers informed members that Upwood Primary School is one of four schools in the district to be affected by the withdrawal of Cambridgeshire Catering and Cleaning Services (CCS) by the end of this year. Cambridgeshire County Council will work closely with staff and schools over the coming weeks to enable a smooth transition to new providers.

Councillor Rogers invited members to attend a meeting of parish councillors within the Ramsey and Warboys divisions on 14 March at 7:00pm in Ramsey Town Hall. Councillor Nel expressed concern that sufficient notice is not provided for such events. The clerk asked for meeting dates and agendas to be provided so that she could forward to councillors in good time.

Councillor Graham Bull introduced himself to members as Councillor Howe's successor as Executive Leader and Chairman of the Cabinet of the District Council. Councillor Bull is the existing Ward Councillor for Somersham and following the boundary changes will stand for election for the Warboys Ward which comprises seven local parishes including Upwood and the Raveleys. If successful, he will replace Councillor Howe who is not standing again. Councillor Jill Taverner introduced herself as a parish councillor for Warboys for 17 years and a district councillor for 2 years. Warboys Ward will have two district councillors following the election; Councillor Bull and Councillor Taverner will stand as the two Conservative candidates for the Ward.

**141-03/18 Matters arising or carried forward from the previous meeting.**

141-03/18.1 To confirm plans for maintenance work to the boundaries of Glebe Paddock.

Councillor Edwards and Councillor Noble have carried out some rudimentary work and invite parishioners to join a working party to be held on Saturday 07 April between 10:00am and 12:00pm. Volunteers are asked to wear protective clothing including footwear and gloves and to provide tools such as secateurs and loppers.

**142-03/18 Notification of planning items.**

142-03/18.1 18/00270/HHFUL | Erection of annex | 39 Farm Close, Upwood. PE26 2QB

Councillors considered that this development may set an inappropriate precedent and expressed concern of accessibility, particularly for emergency services. Councillor Tew proposed that the parish council objects to this application on this basis. Councillor Slater seconded the proposal. Agreement was unanimous and it was **resolved** to do so. The chairman added that it was unfortunate that the applicant did not attend the meeting

142-03/18.2 17/02519/FUL | Change of use of Hangars 1 and 2 and land from refurbishment of jet engines, components and accessories together with ancillary storage to use within B8 (Storage and Distribution) of the Town and County Planning (Use Classes) Order 1987. | 1 - 2 Upwood Air Park, Ramsey Road, Bury.

Councillors agreed that whilst they would wish to see these buildings put to good use, there were still a number of concerns arising from this application. Councillor Nel proposed that the parish council objects to this application as it still has insufficient information regarding the potential impact on the environs, for example the frequency and class of traffic movements; operational times; potential number of employees; and the commercial viability of the proposed change of use. Councillor Paxton seconded the proposal. Agreement was unanimous and it was **resolved** to do so.

**143-03/18 Finance**

143-03/18.1 To approve accounts for payment: 05 March 2018.

Date	Ref. No.	Payee	Description	Amount
05.03.18	6361822302	Mrs C. Silverstone	Clerk/RFO Salary. February 2018	707.38
			Expenses: Working from home allowance, postage.	10.55
05.03.18	412701035	Mr B.C. Edwards	Cemetery Officer Salary (January – March 2018)	89.23
05.03.18	107812170	HMRC	PAYE/NI	31.07
05.03.18	DD	SALVUS Master Trust	Employee + Employer Pension Contributions. February 2018	75.40

Councillor Smith proposed that the accounts be approved for payment. Councillor Noble seconded the proposal. All were in favour and it was **resolved** to do so.

The chairman signed the list of payments on the agenda together with the bank reconciliation (the bank reconciliation was not countersigned by another councillor. This will be resolved at the next meeting).

143-03/18.2 To note income received: 05 March 2018:

Date	Ref. No.	Payee	Description	Amount
12.02.18	000013	Dignity Funerals Ltd.	Interment Fee	75.00
01.03.18	000014	Dignity Funerals Ltd.	Interment Fee	75.00

143-03/18.3 To acknowledge receipt of correspondence from Salvus Master Trust announcing the introduction of a small employer charge of £20 per month, plus VAT with effect from 01 March 2018.

143-03/18.4 To acknowledge a reminder from RoSPA Playsafety that the annual inspection of Bentley Close Play Area will take place during March or April (minute reference: 148-03/17.1).

143-03/18.5 To consider a request from Wyton on the Hill Parish Council to engage the temporary services of the parish clerk/RFO on a consultancy basis and to facilitate payment and associated pension costs through Upwood and the Raveleys Parish Council payroll and pension scheme.

The clerk confirmed that although some disruption to the budget and end of year figures would ensue, there would be no financial cost to this parish council. Councillor Tew proposed that the request from Wyton on the Hill be granted. Councillor Paxton seconded the proposal. All were in favour and it was **resolved** to do so.

143-03/18.6 To consider the purchase of nets for the goal posts in Glebe Paddock.

Councillors agreed that heavy-duty (2.5mm thick) nets should be purchased at a cost of approximately £50 and invited Councillor Noble to conduct further research regarding the fixings required. The chairman proposed that Councillor Noble reports back to the next meeting with a solution for approval. Councillor Smith seconded the proposal. All were in favour and it was **resolved** to do so.

143-03/18.7 To receive an update from the finance working party.

The finance working party met to review the budget and forecasted end of year figures. Since that meeting, having included the payments listed above, the clerk is now in a position to confirm the final end of year figures for expenditure. Overall the total expenditure is under budget by £4,500. The invoice for £2,500 for the traffic calming scheme will not be received until the new financial year. £2000 has been "saved" on parish maintenance but this is due to illness and the work will be carried forward into the new financial year. Other than an overspend of almost £1,700 on Bentley Close play area, the parish council has remained well within its budget in almost all areas. The finance working party will meet on a quarterly basis throughout the coming year to review the budget and prepare financial forecasts.

A claim for VAT has been submitted to HMRC and the parish council expects to receive a refund of £366.53.

The clerk informed councillors that Community Infrastructure Levy (CIL) arising from the Church Farm development will be received by the parish council in April (£3503.22), October (£7006.45) and April 2019 (£3503.22).

**144-03/18 Traffic, Highways & Road Safety**

144-03/18.1 To receive updates from Cambridgeshire County Council regarding Local Highway Initiative plans (2017/2018) for traffic calming on Ramsey Road and (2018/2019) for a speed indicator device (SID).

No further updates have been received. The traffic calming work on Ramsey Road is imminent.

**145-03/18 Public Involvement & Engagement**

145-03/18.1 To review the success and impact of Huntingdonshire District Council's provision of a free "Active Lifestyles" session during the February half-term holiday and to consider further provision of such activities for young people during the summer holiday.

Fifteen children participated in the free activity session during February half-term. Feedback from both children and parents has been positive. Councillors agreed to support one session per week throughout the six week summer holiday. The clerk will liaise with the district council to coordinate dates and times. Councillor Nel will liaise with Upwood Cricket Club regarding its use as a venue.

145-03/18.2 To receive an update from the youth involvement and engagement working party.

Councillor Smith, Councillor Noble and two members of the public met to discuss strategies for youth involvement and youth engagement. £800 remains in Upwood Village Hall funds further to the closure of the

youth club and this could be released to support new opportunities. The working party suggested that some consultation is required (through the "Active Leisure" sessions, the cricket club, the primary school and by sharing information at the school bus stops) and they propose coordinating a series of "pop-up" events streamed for both junior and senior school children on a monthly basis rather than forming a traditional weekly youth club as these may have less impact on voluntary staffing. Councillor Paxton suggested approaching "Oak Tree Activities" for additional support or ideas. The working party will continue to progress ideas with a view to having something in place for September.

**146-03/18 Parish Land**

146-03/18.1 To review ongoing correspondence with DLA Piper UK LLP regarding its intention to claim for adverse possession of the legal title of the parcel of land which hosts operational equipment belonging to National Grid Gas PLC at Charter's Spinney. There has been no further correspondence.

**147-03/18 Parish Issues**

147-03/18.1 To consider strategies to address increasing vandalism and anti-social behaviour in the parish. Councillors expressed concern for the recent increase in vandalism and anti-social behavior in the parish. All agreed that the council should invest in measures to prevent this continuing or escalating. The clerk will liaise with the district council regarding CCTV monitoring and she will report at the next meeting.

**148-03/18 Correspondence and Communications**

148-03/18.1 NALC Briefing: Reporting Personal Data Breaches. New obligations for parish councils under the General Data Protection Regulation.

148-03/18.2 NALC Briefing: A GDPR Toolkit for Local Councils.

The chairman and the clerk noted that this is a 63 page document which is full of unhelpful jargon and bureaucracy. The clerk advised the council to wait for further support from SLCC (see item 148-03/18.4).

148-03/18.3 SLCC: News Bulletin including an update on the support which will be offered to members regarding implementation of the GDPR

148-03/18.3 Huntingdonshire District Council: Notification of changes to the district council's scheme of delegation

148-03/18.4 Golazo Cycling Limited, the organisers of the Tour of Cambridgeshire: An invitation for applications from community groups in Cambridgeshire for a grant of £500 to run a project aimed at the health and wellbeing of primary school children.

148-03/18.5 Huntingdonshire District Council: Notification of the Operation's Division annual customer satisfaction survey. Please see: <https://applications.huntingdonshire.gov.uk/forms/Operations/satisfactionSurvey.html>

148-03/18.6 A letter of thanks from parishioners for the work done by volunteer gritters during the recent cold weather.

**149-03/18 To receive verbal reports from Parish Councillors on matters arising from their portfolio responsibilities.**

*No decisions can be made under this item.*

Councillor Perkins thanked Councillor Edwards and Councillor Slater for their commitment to gritting the pavements during the recent cold weather. All agreed that their efforts had been much appreciated.

Further to item 132-08/18 Councillor Perkins reiterated concerns regarding the work planned for St. Peter's Church gates. The chairman asked that the clerk arrange for this work to be postponed, and that all councillors look at the gates so that a decision may be made at the next meeting.

**150-03/18 Matters for future consideration. No decisions can be made under this item.**

**151-03/18 Date of next meeting:** 09 April 2018, Upwood Village Hall, 7:00pm. Please note that owing to the Easter Bank Holiday weekend and the clerk's personal commitments the agenda for this meeting will be published one working day earlier than usual on Thursday 29 March.

Close of meeting: 9:15pm



09 April 2018.