



## Upwood and the Raveleys Parish Council

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A meeting of Upwood and the Raveleys Parish Council was held on Monday 02 October 2017 at 7.00pm at Upwood Village Hall.

**Present:** Councillors R. Howe (Chairman), H. Nel, J. Noble, J. Paxton, A. Perkins, G. Slater, H. Smith, M. Tew (to 72-10/17.7).

**In Attendance:** Mrs. C. Bilverstone (Clerk), County Councillor T. Rogers and 1 member of the public.

### Minutes

**64-10/17 To receive and approve apologies for absence.**

Councillor Edwards: Family Commitment.

**65-10/17 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.

**66-10/17 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. Mr Colin Racey congratulated the parish council, and Mr Andy Davis (parish maintenance contractor) on the pleasing appearance of the churchyard and in particular of the newly grassed area beneath the trees. Both Mr Racey and Councillor Perkins admitted that they didn't believe that the grass would thrive but both were very pleased to be proved wrong on this occasion.

**67-10/17 To receive and approve the minutes of the parish council meeting held on 04 September 2017.**

The minutes of the meeting of Upwood and the Raveleys Parish Council held on 04 September 2017 had been circulated in advance following their informal approval by the vice-chairman. Councillor Tew proposed acceptance of the minutes. Councillor Smith seconded the proposal. All who had been present at the meeting were in favour and it was **resolved** to do so. The vice-chairman signed the minutes. Councillor Paxton thanked the clerk for her carefully constructed record of a particularly challenging meeting.

**68-10/17 To receive reports from county and district councillors.**

Councillor Rogers updated members of administrative matters pertaining the county council. These included arrangements for pooled pensions and the imminent approval of the accounts for 2016/2017. He added that there has been a significant overspend on Children's Services (particularly with regard to foster care and the care of children living outside their own families) and that new structures are being established with a view to making savings.

Councillor Rogers confirmed his commitment to reinstating the local parish forum. The chairman and the clerk had discussed removal of the agenda item "to receive reports from neighbouring parishes" from future agendas as there has never been representation or correspondence from neighbouring parishes (except Bury). Councillors confirmed that they would wish to support this initiative but that more notice is required to enable attendance.

Councillor Howe updated members on the progress of the Local Plan to 2036. 200 further sites to accommodate the building of 20,100 new homes have been identified, some of which are in Bury but none in Upwood and the

Raveleys. Consideration is ongoing regarding the construction of a third bridge across the River Great Ouse between Wyton-on-the-Hill and the A14. Full details of the Local Plan can be seen at: <http://www.huntingdonshire.gov.uk/planning/new-local-plan-to-2036/>

Councillor Howe noted that he had been asked to facilitate the removal of a second street light in Little Raveley. The light in question is immediately outside a bedroom window.

Councillor Slater asked Councillor Howe for an update on devolution. Councillor Howe offered a brief outline. Please see the following link for a comprehensive report:

<http://cambridgeshirepeterborough-ca.gov.uk/home/devolution/>

**69-10/17 To receive reports from neighbouring parishes.** There were no reports from neighbouring parishes.

**70-10/17 Matters arising or carried forward from the last or previous meeting.** Please see specific agenda items.

**71-10/17 Notification of planning items.**

71-10/17.1 17/01800/FUL | Proposed erection of a detached chalet bungalow with parking facilities | Land at Highfield, Raveley Road, Great Raveley.

A letter of objection had been received both by the parish and the district councils.

Councillor Nel informed members that she had been asked to represent the views of 56% of Great Raveley residents and proposed that the parish council objects to this application on the following planning grounds: inadequate parking and turning; inappropriate scale of development; concerns for loss of light and privacy to the neighbouring property (Rose Villa); negative impact on visual amenity and to the street scene; and encroachment into open countryside. Councillor Paxton seconded the proposal. All were in favour and it was **resolved** to do so.

71-10/17.2 17/01912/TREE | Thinning and shaping of Sycamore tree (T1) by 25%. Removal of one fork removing 6-8m as prior work has allowed uneven growth to grow towards the house and is as high as the lead stem/branches. | 20 Liberator Road, Upwood.

Councillor Perkins proposed that the work would be sympathetic to the tree and necessary for the dwelling. Councillor Slater seconded the proposal. All were in favour of supporting this application and it was **resolved** to do so.

71-10/17.3 17/01871/FUL | Extension to boundary walling and landscaping and change to parking layout at 'Townsend Farm'. | Agricultural Buildings 11 High Street Upwood.

Councillor Perkins suggested that the proposed works will improve the landscaping and enhance the street scene and visual amenity. Councillor Tew proposed that the parish council support the application on this basis. Councillor Noble seconded the proposal. All were in favour and it was **resolved** to do so.

**72-10/17 Finance**

72-10/17.1 To approve accounts for payment: 02 October 2017.

Date	Ref. No.	Payee	Description	Amount
02.10.17	420282737	Mrs C. Silverstone	Clerk/RFO Salary. September 2017*	727.16
			Expenses: Working from home allowance, travel	25.30
02.10.17	582947568	HMRC	PAYE/NI	11.73
02.10.17	DD	SALVUS Master Trust	Employee + Employer Pension Contributions. September 2017	77.78
02.10.17	343739748	Upwood and the Raveleys Newsletter	Annual Grant (minute ref. 58-09/17.5)	525.00
02.10.17	594388680	Upwood and the Raveleys Village Hall	Annual Grant (minute ref. 58-09/17.6)	1000.00
			Meeting Hall Hire	46.70
02.10.17	138475326	Jolliffe Daking	Glebe Paddock. Rent	200.00
02.10.17	457570609	A. L. Younger Ltd. (Wessex Pictures)	Framing materials re. parish map for the village hall (minute ref. 158-04/17.1)	76.85

\*reflects salary increase (minute ref. 58-09/17.3) and includes backdated payment from 01 August 2017.

Councillor Tew 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. Councillor Slater and Councillor Paxton signed the invoices. The chairman signed the bank reconciliation dated 02 October 2017 and this was counter-signed by Councillor Nel.

72-10/17.2 To note income received: 02 October 2017: No income had been received.

72-10/17.3 To consider budget requirements for 2018/2019 in line with the business plan for the next three years.

Councillors shared the following aspirations and considerations:

Councillor Tew suggested that the parish council should revisit the Community Led Plan and agreed to prepare an action plan and costings. He also suggested that councillors should be mindful that there may be a financial impact with the forthcoming introduction of The EU General Data Protection Regulation.

Councillor Nel confirmed that she is continuing with attempts to source a grant for a defibrillator for the village hall but suggested that the parish council make provision for 50% of the cost (£1300) with a view to the remainder being found through local fundraising activities if grants are not forthcoming. She also suggested that traffic calming measures be considered for Great and Little Raveley as per the results of the Community Led Plan.

The clerk suggested that a subscription to "Parish Online", a digital mapping tool, may prove helpful. The annual cost is £56 + VAT with an additional set-up fee of £20 + VAT. She also suggested that the parish council consider making provision for the printing of an annual report (£100) to be distributed with the parish newsletter (this is a requirement of the Quality Gold Award). Lastly she confirmed that £1520 should be set aside to cover the cost of the election (May 2018) should it go to poll.

The finance working party will meet in October to consider the financial impact of the above; to prepare the budget; and propose the precept for approval at the next meeting.

72-10/17.4 To consider quotations for the repair and realignment of St. Peter's Church gates.

Councillors considered three quotations. Councillor Smith proposed that the quotation tendered by Andy Davis would seem to be most appropriate both in terms of the long-term solution to the problem and the cost. Councillor Nel seconded the proposal and it was **resolved** to invite Mr Davis to complete the work.

72-10/17.5 To consider quotations for the realignment of the cemetery gates.

Councillors considered two quotations. A third had been sought but had not been forthcoming.

Councillor Smith proposed that the quotation tendered by Andy Davis would seem to be most appropriate both in terms of the long-term solution to the problem and the cost. Councillor Noble seconded the proposal and it was **resolved** to invite Mr Davis to complete the work.

72-10/17.6 To consider recommendations and quotations for the maintenance of the allotments hedge (northern boundary).

Councillors considered quotations from two contractors but only one is able to carry out the work in its entirety. The clerk has made significant effort to secure two additional quotations but these have not been forthcoming. The clerk has taken advice from Andy Davis Landscaping and Fenland Tree Care regarding the best possible course of action for the hedge in environmental/ecological terms. The advice from both would be to reduce the height from approximately 4m to approximately 2m as this would encourage thickening of the bottom of the hedge promoting a better habitat for wildlife. Both contractors agreed that they could be flexible on the finished height as the parish council would wish to be in a position to embrace the wishes of its neighbours. Councillors agreed that work to trim/cut the hedge should take place over the winter months and they agreed to accept the quotation tendered by Andy Davis as he would be able to manage the entire project. However, they asked that the clerk makes contact with residents of each of the neighbouring properties to ensure that agreement is reached on the finished height. The clerk will report back to the next meeting to enable councillors to make a resolution to progress the work.

Councillor Tew left the meeting at this time.

72-10/17.7 To consider quotations for replacement parts and repairs to Bentley Close Play Area.

The climbing net has been damaged. It is not possible to replace parts and the cost of replacing the net is £1037 + VAT = £1244.40. There would be an additional charge of £600 + VAT for installation. Councillors considered this to be a significant expense but it was suggested that if the parish council wishes to provide a playground then it must also undertake to cover the cost of its maintenance and repair even if this means authorising an un-budgeted expense. Councillor Paxton proposed that the parish council arranges for the purchase of a

replacement net and its professional installation. Councillor Slater seconded the proposal. Councillor Noble and Councillor Perkins abstained from voting. All others were in favour and it was **resolved** to do so.

72-10/17.8 To consider the appointment of an internal auditor for the financial year 2017/2018.

The internal auditor suggested that as he had served this parish council for several years, it would be prudent to appoint another. The clerk has taken advice from CAPALC and has received a quotation from Canalbs. The cost of this service is significantly more expensive than previously. In 2016/2017 the total cost was £57.20. Canalbs charge on an hourly basis and therefore a four hour visit plus one hour report writing could add up to £212.50 plus mileage allowance from March @ 45p per mile. Councillors were also asked to consider whether to accept the recommended two visits per year or to continue with a single annual visit.

The clerk and councillors agreed that this parish council should accept CAPALC's recommendation and also that it should follow governance and accountability guidance and opt for two visits per year. All agreed that as a council holding the Quality Award and aspiring to the Quality Gold Award, it should be prepared to invest in its audit process. Councillor Nel proposed that the council appoints Canalbs as its internal auditor for 2017/2018 and that it should opt for two visits. Councillor Noble seconded the proposal. All were in favour and it was **resolved** to do so.

72-10/17.9 To consider supporting the attendance of the clerk and Councillor Paxton at the CAPALC Annual Catch-Up Day held on 22 September @ £25 per person (notification of the cost of this event was received after the last meeting).

The Clerk and Councillor Paxton confirmed that their attendance at this conference had been beneficial. Councillor Nel proposed that the parish council retrospectively supports the cost of attendance at this conference. Councillor Noble seconded the proposal. All were in favour and it was **resolved** to do so.

72-10/17.10 To consider a donation of 500 purple flowering crocus corms from the Rotary Club of Ramsey to commemorate the eradication of polio (a contribution to the "Polio Fighting Fund" would be welcomed).

The chairman proposed that the offer of crocus corms be accepted and that a donation of £50 be made to the Rotary Club of Ramsey. Councillor Noble seconded the proposal and agreed to arrange for planting. All were in favour and it was **resolved** to do so.

### 73-10/17 Traffic, Highways & Road Safety

73-10/17.1 To receive an update from Cambridgeshire County Council regarding Local Highway Initiative plans (2017/2018) for traffic calming on Ramsey Road.

Cambridgeshire County Council has issued a public notice with a proposal to make an Order under the Road Traffic Regulation Act 1984, firstly to extend the 40mph speed limit on Ramsey Road from a point 370m north east of its junction with Huntingdon Road for 90m in an easterly direction; and secondly to introduce a new 50mph speed limit on Ramsey Road from a point 460m north east of its junction with Huntingdon Road to a point 246m south west of the junction of Upwood Road and Valiant Square.

73-10/17.2 To review an application to the Local Highway Initiative 2018/2019.

Councillor Slater confirmed that the application for a speed indicator device (SID) has been submitted as per minute reference: 59-09/17.2.

### 74-10/17 Correspondence and Communications

74-10/17.1 Huntingdonshire District Council Parking Survey: Initial report.

74-10/17.2 Information from Huntingdonshire District Council regarding "Recycling Week" (25 September – 01 October).

### 75-10/17 To receive verbal reports from Parish Councillors on matters arising from their portfolio responsibilities.

*No decisions can be made under this item.*

Councillor Noble reported that the Community Speedwatch team now consists of four trained members and confirmed that the team is active in various locations around the parish.

Councillor Nel and Councillor Smith noted their disappointment that no one attended the first parish council surgery. Surgeries will continue to be held on the second Saturday of each month from 2pm to 3:30pm in the village hall. Councillors will also attend the weekly coffee mornings held every Wednesday from 9am to 10:30am in the village hall. All are welcome to attend both events.

76-10/17 **Matters for future consideration.** *No decisions can be made under this item.* There were no further matters.

77-10/17 **Date of next meeting:** 06 November 2017, Upwood Village Hall, 7:00pm. **Close of meeting:** 9:00pm