



## Upwood and the Raveleys Parish Council

Parish Clerk – Mrs Carol Bilverstone. Kilimanjaro, 9 Meadow Road, Upwood, Huntingdon, Cambs. PE26 2QJ  
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**A Meeting of Upwood and the Raveleys Parish Council was held on Monday 01 February 2016 at 7.00pm at Upwood Village Hall.**

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

**In Attendance:** Mrs. C. Bilverstone (Clerk), County Councillor M. Tew and 2 members of the public.

### Minutes

- 133-02/16 To receive and approve apologies for absence.**  
Councillor Smith: Holiday
- 134-02/16 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.
- 135-02/16 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.
- 136-02/16 To receive and approve the minutes of the parish council meeting held on 04 January 2016.**  
Copies of the minutes of the meeting of Upwood and the Raveleys Parish Council held on 04 January 2016 had been circulated in advance following their informal approval by the chairman. Councillor Singleton proposed acceptance of the minutes. Councillor Slater seconded the proposal. All who had been present at the meeting were in favour and it was **resolved** to do so. The chairman signed the minutes.
- 137-02/16 Matters arising or carried forward from the last or previous meeting.**  
137-02/16.1 To receive an update regarding strategies to identify vehicles in breach of the 7 ½ tonne weight restriction and the implementation of an action plan to address this issue.  
Councillor Slater reported that he had used a dash camera to record five hours of traffic movements along Ramsey Road. He confirmed that during this period there had been no breaches of the weight restriction. Councillor Singleton also confirmed that the only large lorries she had seen since the previous meeting were on Longholme Road. She suggested therefore that breaches of the weight restriction are infrequent. Councillors agreed that both the volume of traffic and average vehicle size, whether legitimate or not, is increasing and irreparable damage is being done to roadside verges. Councillor Paxton confirmed that neighbouring parishes are experiencing the same problems. Councillor Nel suggested that parishioners be invited to forward information (date, time, company, vehicle registration number) to the parish council if they witness lorries in breach of the weight restriction or vehicles driving on the verges so that evidence can be collated and forwarded to Cambridgeshire County Council. Councillor Nel also suggested that damaged verges be reported to the Highways Department.  
*Clerk's note: Following the meeting, the clerk and the vice-chairman conducted a survey of the roadside verges throughout the parish. The following issues were reported to the Highways Department: receding verges on Wennington Road, Raveley Road, Meadow Road, High Street, Ramsey Road and Longholme Road; numerous*

pot holes along Wennington Road; one south east of White House Farm; one north of Grange Farm; and one opposite the entrance to Fairmead. Please see <http://my.cambridgeshire.gov.uk> to track progress.

The chairman added that he had visited Mr Adrian Roberts, Plant Manager of HLC (Wood Products) Ltd. The company currently employ just over 100 people and it is keen to expand. On average there are 20 vehicle movements per day into, and 20 vehicle movements out of, the site on the airfield. The company ensures that vehicles optimise capacity and that unnecessary movements are restricted. All vehicles access the A1 via Longholme Road. The company is keen to interact with the parish council and the chairman invited Mr Roberts to address the council at a later date.

- 137-02/16.2 To receive an update regarding the street light on the corner of Thatchers Close/High Street.  
Brian Murdoch, Local Highways Officer wrote to the occupants of 1 Thatchers Close on 06 January requesting that the tree be cut back as soon as is reasonably practicable, to clear obstruction and allow the street light to cover as much of the pavement as possible. However, Mr Murdoch has confirmed that Cambridgeshire County Council Highways does not have powers of enforcement as the tree is not blocking the pavement or carriageway and there is no definitive right to light. Councillor Slater offered to meet with the resident.
- 137-02/16.3 To receive an update regarding standing water on the road opposite Upwood Primary School.  
The clerk reported this issue to Cambridgeshire County Council on 05 January. The online tracking system has acknowledged that the reported fault needs addressing, and the work has been scheduled to be undertaken at the earliest opportunity. This was last updated on 07 January.
- 137-02/16.4 To receive an update from the district council regarding the planning department's decision to cease the provision of paper documentation.  
The chairman has corresponded with the planning department to express the parish council's concerns. The district council confirmed that this was one of its cost-cutting strategies which should realise savings of £18,000 per annum. The majority of parish councils and other stakeholders have accepted the decision and it will not be reversed.  
Councillor Perkins encouraged members to study planning documentation in detail prior to meetings as he strongly believes that informed decisions cannot be made simply by looking at digitally projected plans during a meeting. The chairman was asked to address the issue of legibility and clarity of materials provided online; and also to find out whether paper copies would be available for complex applications on an ad hoc basis. Councillors will consider whether A3 printing of selected diagrams would be beneficial. They also agreed to consider the future purchase of an A3 printer for this purpose.
- 138-02/16 To receive reports from county and district councillors.**  
Councillor Tew reported that the Highways Department has inspected Ramsey Road and the adjacent pavement and agreed to reinstate the grips and posts.  
Upwood and the Raveleys residents will soon receive a new three-monthly community magazine produced by Ramsey Neighbourhood Trust. The editors are keen to receive news items from this parish.  
The budget will take place on 16 February and county councillors will learn more about the tangible impact of budget cuts at this time.  
Councillor Howe confirmed that the district council had started to implement cost cutting measures in 2010 and has continually been open to greater cooperation through the sharing of services, facilities, capital programmes and projects, yet these advances have been met with negative feedback from the county council. Councillor Tew reminded members of the need to build resilience to protect and maintain local services.  
Councillor Perkins asked Councillor Tew for clarification of the media reports on planning issues at the former USAF clinic site. Councillor Tew confirmed that issues have arisen and that these need to be addressed by the district council with input from Bury and Warboys ward councillors.  
Councillor Howe noted that the district council will host a neighbourhood planning seminar in the spring and confirmed that dialogue with neighbouring councils regarding the formation of clusters is gaining momentum.
- 139-02/16 Notification of planning items.** There were no planning applications.
- 140-02/16 Finance**
- 140-02/16.1 To approve accounts for payment: 01 February 2016:



Date	Ref. No.	Payee	Description	Amount
01.02.16	83253538	Mrs C. Silverstone	*Clerk/RFO Salary. January 2016	692.40
			Expenses: Working from home allowance, postage	11.08
01.02.16	135597966	HMRC	PAYE/NI	2.78
01.02.16	628077652	Mr & Mrs N.D. McLeod	Reimbursement for purchase of software for the newsletter committee re. the Communications bid to REG Ramsey Windfarm Community Benefit Fund	49.99
01.02.16	911700163	Mr A. Davis	Relocation of two noticeboards re. the Communications bid to REG Ramsey Windfarm Community Benefit Fund	365.00

Councillors approved the accounts for payment. The chairman signed the agenda and the bank reconciliation and invoices were signed by account signatories,

140-02/16.2 To note income received: 01 February 2016. No income had been received.

140-02/16.3 To acknowledge receipt of the parish council's precept notification letter for 2016/2017.

The parish council has received notification that its precept of £22,000 for 2016/2017 will be paid directly into the bank account on 30 April 2016.

#### 141-02/16 Governance

141-02/16.1 To consider adoption of a media policy.

Councillor Nel proposed that the policy be adopted. Councillor Singleton seconded the proposal. All were in favour and it was **resolved** to do so.

141-02/16.2 To receive an update regarding the archiving of parish council materials.

The clerk has completed the filing and archiving of the council's historic documents. All documentation older than seven years has been lodged with Huntingdonshire Archives and is made available to the public at Huntingdon Library. The catalogue may be seen online at: <http://calm.cambridgeshire.gov.uk/CalmView/Overview.aspx>. The clerk has also updated the website ([www.upwood.org](http://www.upwood.org)) with a significant amount of material relating to the business of the parish council. Links have been added to relevant and helpful websites. Parishioners are invited to review the parish council pages and offer suggestions for further development.

141-02/16.2 To consider making a resolution to confirm that the required documents, information and conditions are in place (and published on the parish website, [www.upwood.org.uk](http://www.upwood.org.uk)) to meet the criteria of the Quality Award of the Local Council Award Scheme; and to authorise the clerk to apply for the accreditation process.

The parish council resolved to work toward gaining this recognition at its meeting in June 2015. The clerk recommended that the council is ready for assessment at "Quality" level and that the "Quality Gold" level is within reach over the coming months. Registration and assessment for the "Quality Award" involves payment of £50 + VAT to the National Association of Local Councils (NALC) plus £60 + VAT to the Cambridgeshire and Peterborough Association of Local Councils (CAPALC).

Councillors asked the clerk to record their appreciation for her enthusiasm to complete what has been a significant amount of work to bring the council to this stage. Having reviewed the criteria and the documentation all agreed that they are confident of success and look forward to being able to celebrate this achievement. Councillor Paxton proposed that the required documents, information and conditions are in place (and published on the parish website, [www.upwood.org.uk](http://www.upwood.org.uk)) to meet the criteria of the Quality Award of the Local Council Award Scheme and that the council should authorise the clerk to apply for accreditation. Councillor Noble seconded the proposal. All were in favour and it was **resolved** to do so.

141-02/16.4 To consider the clerk's attendance at the SLCC "Regional Roadshow" on 20 April 2016

The clerk reminded members that she had attended this event in 2015 and found it to be invaluable. This year the conference will be held in Peterborough and the cost (if confirmed prior to 23 March) is £69 + VAT. Councillor Nel proposed that the council support this application. Councillor Noble seconded the proposal. All were in favour and it was **resolved** to do so.

Councillor Paxton noted the opportunities offered by the Local Council Public Advisory Service (LCPAS). The clerk informed members that Councillor Tew had coordinated courses for delivery locally by LCPAS for neighbouring parish councils and that she had asked that this parish council be invited to join future opportunities. Likewise, if this parish council were to coordinate a course, it would extend the invitation to neighbouring parishes.

*DBH*

**142-02/16 Correspondence and Communications.**

- 142-02/16.1 Correspondence from a parishioner offering to undertake general maintenance projects for the parish council on a voluntary basis.  
Further to the last meeting, Mr Ian Ward had very kindly offered to refurbish the goal posts in Glebe Paddock and to carry out further general maintenance projects as required. The clerk and the chairman had accepted this offer on the council's behalf. Councillors noted that they are very grateful for the support provided by volunteers across the parish.
- 142-02/16.2 Correspondence from the landowner regarding the land adjacent to "Highfields", Great Raveley.  
The chairman noted that the landowner has persistently lobbied the planning department regarding its decision not to approve planning applications. The chairman offered to respond to the latest correspondence to confirm that the parish council and the district council will continue to object to further applications on the basis that this piece of land is classified as "countryside land".
- 142-02/16.3 To prepare a response to the consultation: Huntingdonshire Sports Facilities Strategy 2009-2014.  
The clerk agreed to complete this on the council's behalf.
- 142-02/16.4 To consider the district council's invitation and offer of support for parish councils participating in the "Keep Britain Tidy: Clean for the Queen" initiative.  
All agreed that the parish council should coordinate a "litter pick" but that this should be revisited when the weather is better.
- 142-02/16.5 The Councillors' Guide (revised for 2015 /2016).
- 142-02/16.6 Application for the tenancy of "Dockfields" from 01 November 2016  
Further to the council's advertisement, an application has been received from an existing long-standing tenant who rents the adjoining field. The Clerk proposed that councillors consider the terms and conditions of a tenancy agreement at the next meeting.
- 142-02/16.7 Balfour Beatty. Streetlighting questionnaire for councillors.  
Councillors will respond on an individual basis.

**143-02/16 To receive verbal reports from Parish Councillors on matters arising from their portfolio responsibilities.**

*No decisions can be made under this item.*

Councillor Slater informed members that he had met with Mr Brian Murdoch, Cambridgeshire County Council Highways Officer and that they had identified and agreed areas for maintenance. He also informed members that he had attended a meeting of the Local Highways Initiative where he had been given the opportunity to justify and explain the council's LHI bid. Councillor Slater believes that the bid has not been well received and that the panel seemed unimpressed with the application (they have a budget of £100,000 and approximately 40 applications). The chairman asked if Councillor Slater could obtain an accurate estimate of the project cost so that other funding sources may be explored if this bid is unsuccessful.

Councillor Paxton reported on the benefits of the five-parish forum meetings and the excellent contributions made at the last meeting by Rebecca Avery on behalf of the Office of the Cambridgeshire Police & Crime Commissioner; and Sergeant Andrew Street of the St. Ives and Ramsey policing team. Councillor Paxton informed members that the crime rate has decreased in this parish and its environs.

Councillor Nel asked if she could address the council at the next meeting with strategies to fulfil her portfolio responsibilities as liaison with the Raveleys; Fairmead, Farm Close; and all outlying areas. The chairman welcomed this suggestion and the clerk agreed to add this to the agenda.

The chairman mentioned that statistical information regarding accidents in the parish would be helpful to justify the need for support from the Highways Department. The clerk had spoken with the police who confirmed that statistical information of accidents which result in the recording of injuries are reported to Cambridgeshire County Council. This information is then made available to the public via the interactive map at: <http://my.cambridgeshire.gov.uk/>. Details of accidents which do not result in injury (but which should be considered when reviewing local road safety) would be subject to a freedom of information request. The chairman will contact Sergeant Andrew Street to discuss this further.

**144-02/16 Matters for future consideration.**

*No decisions can be made under this item.*

- 145-02/16 **Date of next meeting:** 07 March 2016, Upwood Village Hall, 7:00pm. This will be preceded by a meeting of the trustees of Upwood and the Raveleys Allotments (all serving councillors) at 6:30pm.

*11/03/16*