



## Upwood and the Raveleys Parish Council

Parish Clerk – Mrs Carol Bilverstone. Kilimanjaro, 9 Meadow Road, Upwood, Huntingdon, Cambs. PE26 2QJ  
Telephone: 01487 812447. E-Mail: [parishclerk@upwood.org](mailto:parishclerk@upwood.org)

**A Meeting of Upwood and the Raveleys Parish Council was held on Monday 09 January 2017 at 7.00pm at Upwood Village Hall.**

**Present:** Councillors J. Edwards, J. Noble, H. Nel, A. Perkins, G. Slater, H. Smith, M. Tew.

**In Attendance:** Mrs. C. Bilverstone (Clerk). No members of the public were in attendance.

In the absence of the chairman this meeting was presided over by Councillor Slater, Vice-Chairman.

**111-01/17 To receive and approve apologies for absence.**

Councillor Howe: District Council Commitment.

Councillor Paxton: Attendance required at another meeting.

**112-01/17 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.

**113-01/17 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. There was no public participation.

**114-01/17 To receive and approve the minutes of the parish council meeting held on 05 December 2016.**

Copies of the minutes of the meeting of Upwood and the Raveleys Parish Council held on 05 December 2016 had been circulated in advance following their informal approval by the chairman. Councillor Nel proposed acceptance of the minutes. Councillor Noble 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 after the meeting.

**115-01/17 Matters arising or carried forward from the last or previous meeting.**

115-01/17.1 To review the advice of the Diocese of Ely regarding the council's interest in refurbishing and preserving the inner boundary wall of St. Peter's Churchyard.

Further to the chairman's suggestion at the previous meeting, the clerk had contacted the Church Buildings and Pastoral Department Administrator at the Diocese of Ely who advised that providing no work is required below ground level, refurbishment of the wall would be covered by "List B" (whereby approval may be granted by the Archdeacon). If work is required below ground level however, then a full faculty would be required (The decision to grant a faculty is made by the Chancellor of the diocese, or in more routine cases by the archdeacon, acting on the advice of the Diocesan Advisory Council (DAC)). In both cases the diocese would require detailed proposals, including materials and method. The work would need to be carried out by a competent builder with experience of working with lime mortar.

Councillor Slater expressed concern that pieces of the wall had been re-positioned during the work to clear the churchyard last summer, and that some are very heavy and unstable. Councillors agreed that refurbishing the wall would be an expensive commitment. Councillor Noble proposed that the council accepts the offer of Councillor Edwards and Councillor Perkins to make the wall safe by removing loose material and returning any

precarious stonework to ground level. Councillor Nel seconded the proposal. All were in favour and it was **resolved** to do so.

**116-01/17 To receive reports from neighbouring parishes.**

Councillor Tew reported that “Larkfleet Homes Limited” is considering the development of five areas located within the Bury boundary envelope. One or more of these areas conflict with Bury’s Neighbourhood Plan. He also noted that the number of affordable homes to be included in the development of the former USAF clinic site is under review. He added that infrastructure needs will only be implemented for developments in excess of 128 dwellings.

**117-01/17 To receive reports from county and district councillors.**

County Councillor Tew reported that the county council’s precept will be set in February. Savings still need to be made over the next three to four years.

**118-01/17 Notification of planning items.**

118-01/17.1 16/02590/HHFUL | Proposed alterations and extension | 14 Lincoln Road Upwood Huntingdon PE26 2PP  
Councillors agreed that the proposal to alter and extend this property is consistent with that of other properties on the same estate. All were in favour of supporting this application and it was **resolved** to do so.

**119-01/17 Finance**

119-01/17.1 To approve accounts for payment: 09 January 2017:

Date	Ref. No.	Payee	Description	Amount
09.01.17	903058017	Mrs C. Silverstone	Clerk/RFO Salary. December 2017	680.48
			Expenses: Working from home allowance, stationery.	23.82
09.01.17	47339303	HMRC	PAYE/NI	6.08
09.01.17	700405683	SALVUS Master Trust	Employee + Employer Pension Contributions. December 2016	72.26
09.01.17	508355674	Upwood and the Raveleys Village Hall	Meeting room hire. October – December 2016	74.55
09.01.17	197964979	Mr G. Pilkington	Refurbishment of the village sign (minute ref. 99-12/16.1)	300.00

119-01/17.2 To note income received: 09 January 2017.

No income had been received at the time of publication.

**120-01/17 Governance**

120-01/17.1 To review the council’s media policy and to consider protocols for the use of social media by councillors.  
Councillor Tew is keen to promote the work of the parish council through social media networks. Councillors reviewed its media policy (adopted in February 2016) and agreed that the clerk should set up a “Parish Council” Facebook profile to enable sharing of information via the already thriving community Facebook page. Councillors discussed other social media networks but decided to trial the use of Facebook initially. All agreed that the council should continue to embrace new forms of communication networks and all agreed that the media policy remains relevant.

**121-01/17 Correspondence and Communications.**

121-01/17.1 Notification of the dates and times of collection for beneficiaries of the trust of Mary Elizabeth Mawdesley.

121-01/17.2 Consultation on a Draft Corporate Energy Strategy for Cambridgeshire County Council.

121-01/17.3 Flood and water management update from Cambridgeshire County Council.

121-01/17.4 Several complimentary items of correspondence from parishioners regarding the recent refurbishment of the village sign.

Councillors agreed unanimously that the refurbishment of the sign has been very well received.

**122-01/17 To receive verbal reports from Parish Councillors on matters arising from their portfolio responsibilities.**

*No decisions can be made under this item.*

Councillor Tew informed councillors that Wistow and Bury Parish Councils are in favour of including Wood Walton Parish Council in the joint ownership of the Community Speedwatch equipment. Upwood and the Raveleys Parish Council will therefore receive a refund of £200 (see minute reference: 105-12/16.1).

Community Speedwatch training will take place at Wood Walton Village Hall on Saturday 14 January at 10:00am. Parishioners are encouraged to support this initiative and all are welcome to attend.

Councillor Noble will re-schedule plans to coordinate a working party to clear ivy and brambles from gravestones in the old part of the cemetery. Parishioners are encouraged to get involved.

*Clerk's notes:*

*Upwood and the Raveleys Parish Council agreed to participate in Cambridgeshire County Council's "Community Gritting Scheme" at its November meeting and has recruited three volunteers to grit the pavements along Bentley Close, Helens Close, High Street, Meadow Road and Ramsey Road (between the entrance to Farm Close and the entrance to Fairmead Park). Additional volunteers are sought to service other areas of the parish. However, the county council have yet to provide the materials and to implement the scheme. Both the clerk and the vice-chairman have followed up on this several times and will continue to do so. Both expressed concern that the delay imposed by the county council could reflect badly on the parish, especially if a member of the public were to slip on an icy pavement.*

*There are several outstanding items of parish maintenance. The clerk informed councillors that Mr Andy Davis, Parish Maintenance Contractor has suffered some health issues resulting in him having to take a month off work. Councillors were pleased to note that he is now recovering and understand that it will take him some time to catch up.*

**123-01/17 Matters for future consideration.**

*No decisions can be made under this item.*

**124-01/17 Date of next meeting:** 06 February 2017, Upwood Village Hall, 7:00pm.

**Close of meeting: 7:55pm**