



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 04 January 2016 at 7.00pm at Upwood Village Hall.

Present: Councillors J. Edwards (from item 124-01.16), J. Noble, R. Howe (Chairman), J. Paxton, A. Perkins, R. Singleton, G. Slater, H. Smith.

In Attendance: Mrs. C. Bilverstone (Clerk), County Councillor M. Tew and 3 members of the public.

Minutes

120-01/16 To receive and approve apologies for absence.

Councillor Nel: Holiday

121-01/16 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. Councillor Smith declared an interest in the planning application for 8 Helens Close (127-01/16.4).

122-01/16 Public participation.

To allow up to 10 minutes (3 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.

123-01/16 To receive and approve the minutes of the parish council meeting held on 07 December 2015.

Copies of the minutes of the meeting of Upwood and the Raveleys Parish Council held on 07 December 2015 had been circulated in advance following their informal approval by the chairman. Councillor Singleton 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 chairman signed the minutes.

Councillor Edwards joined the meeting.

124-01.16 To review councillors' portfolio responsibilities.

Further to the recent appointment of two new councillors, the chairman and the clerk had re-visited members' portfolio responsibilities with a view to optimising the skills and expertise of members and aligning these alongside the needs of the parish. Councillors had been consulted prior to the meeting and the distribution of responsibility agreed as per the table below.

Councillors agreed that "governance" should no longer be the remit of an individual councillor but that an ad hoc working party would be formed when necessary to review policy updates.

The chairman reminded members of their commitment and to the "Guidelines for meeting efficiency" which were agreed in March 2014.

Councillor	Portfolio Responsibilities	Overall Objectives
Jason Edwards	<ul style="list-style-type: none"> Parish boundaries, ditches, footpaths, grass and hedges Liaison with the Upwood & the Raveleys Community Allotments Association CLP: Housing & Planning 	<ul style="list-style-type: none"> To oversee the maintenance of the parish environment. To liaise with URCAA. To represent the parish council on the CLP working party for housing and planning.
Robin Howe	<ul style="list-style-type: none"> Chairman Member of the finance working party CLP: Housing & Planning 	<ul style="list-style-type: none"> To lead the parish council. To oversee its financial management. To represent the parish council on the CLP working party for housing and planning.
Helen Nel	<ul style="list-style-type: none"> Liaison with the Raveleys; Fairmead, Farm Close; and all outlying areas CLP: Communication 	<ul style="list-style-type: none"> To liaise with, and advocate for parishioners in all of the outlying areas of our community. To represent the council on the CLP working party for communication.
Jean Noble	<ul style="list-style-type: none"> Play facilities Parish aesthetics Liaison with Upwood Primary School Liaison with the local parish forum 	<ul style="list-style-type: none"> To manage play facilities. To monitor the aesthetics of the parish environment making recommendations for action where necessary. To liaise with Upwood Primary School to promote awareness of local council matters with younger members of the community. To represent the council on the local parish forum.
Jo Paxton	<ul style="list-style-type: none"> Liaison with St. Peter's Church Meadow Road Cemetery Liaison with the local parish forum 	<ul style="list-style-type: none"> To liaise with St. Peter's Church regarding the maintenance and appearance of the churchyard. To monitor and revise where appropriate, the rules, regulations and fees for Meadow Road Cemetery. To represent the council on the local parish forum.
Andrew Perkins	<ul style="list-style-type: none"> Planning Parish Trees Parish land CLP: Housing & Planning 	<ul style="list-style-type: none"> To present planning applications to the council and to make recommendations where appropriate. To oversee the safety and well-being of parish trees and to make recommendations for their maintenance where necessary. To liaise with commercial land tenants. To represent the council on the CLP working party for housing and planning.
Robin Singleton	<ul style="list-style-type: none"> Communication & Public Relations 	<ul style="list-style-type: none"> To liaise with the parish newsletter, website and local press to ensure residents are fully informed about parish council matters.
Garth Slater	<ul style="list-style-type: none"> Vice-Chairman Traffic, highways and road safety Member of the finance working party Liaison with the local parish forum CLP: Roads & Road Safety 	<ul style="list-style-type: none"> To deputise for the chairman when required. To oversee the financial management of the council. To represent the council on traffic, highways and road safety forums and to liaise with the district and county councils and other bodies on related issues. To represent the council on the local parish forum. To represent the council on the CLP working party for roads and road safety.
Howard Smith	<ul style="list-style-type: none"> Community Led Plan/Neighbourhood Plan Coordinator Member of the Finance working party 	<ul style="list-style-type: none"> To manage the progression of the Community Led Plan into a Neighbourhood Plan. To oversee the financial management of the council.

125-01/16 Matters arising or carried forward from the last or previous meeting.

125-01/16.1 To consider the refurbishment of the goal posts in Glebe Paddock.

Councillor Noble informed members that the goal posts are rusty and in need of refurbishment. All agreed that improved facilities would encourage greater use of the field. The clerk agreed to ask the cemetery officer to undertake the work. Councillor Edwards will ask Mr Davis to cut the grass to a shorter length on the sports pitch. Councillor Smith suggested that the addition of a communal barbeque area might be popular. The clerk suggested that councillors re-visit the community led plan results and consider making an application to the Ramsey Windfarm Trust. Such investment would be of benefit to the whole community and therefore within the remit of the trust.

Clerk's note: immediately following the meeting the parish council received an offer from Mr Ian Ward to undertake general maintenance (such as refurbishment of the goal posts) on a voluntary basis. The chairman and the clerk accepted Mr Ward's kind offer on the council's behalf. The goal posts will be refurbished in the spring.

125-01/16.2 To receive an update regarding strategies to identify vehicles in breach of the 7 ½ tonne weight restriction and to implement an action plan to address this issue.

Councillor Smith presented a recommendation for the purchase of a dash camera. Councillor Slater offered the loan of his own dash camera and provided a demonstration video to illustrate its potential. Councillor Tew added that the Go-Pro camera designed for outdoor sporting activities would not need to be positioned in a vehicle and therefore could be more versatile (He suggested the cost would be £94). The chairman thanked members for their research and urged councillors Noble, Paxton and Singleton to report back at the next meeting with a strategy to take this forward.

126-01/16 To receive reports from county and district councillors.

Councillor Tew informed members that ongoing parishioner complaints about the condition of the path between Farm Close and Valiant Square are now being sent direct to the county council. The chairman advised Councillor Tew that the county council should adopt the same approach as the parish council with regard to this matter (see item 126-01/16) and reject any further representations.

Councillor Tew advised that Bury Parish Council has also expressed concerns for the increased volume of vehicles breaching the 7 ½ tonne weight restriction. The chairman suggested that the two councils should work together on this matter.

Cambridgeshire County Council has developed an interactive resource which maps services and facilities across the County. It highlights current issues and identifies areas of responsibility for amenities such as street lighting; highway maintenance; and other areas of parish, district and county council business. Please see: <http://my.cambridgeshire.gov.uk/myCambridgeshire.aspx>

127-01/16 Notification of planning items.

127-01/16.1 15/01944/HHFUL | 1. Front extension 2. Side and rear extension utilizing substructure and low level masonry of rear conservatory. | 78 High Street Upwood Huntingdon PE26 2QE. Amended plans providing for change to front extensions to hipped roofs to reduce the ridge height and bulk.

Having reviewed the revised proposals for the front extension, councillors still considered that this would have a significant impact on the residential amenity of the neighbouring property (76 High Street) resulting in significant shadowing and loss of light. Councillor Noble proposed that the council registers its objection to this application. Councillor Paxton seconded the proposal. Councillor Edwards abstained from voting; all other councillors were in favour and it was **resolved** to do so.

127-01/16.2 15/02262/FUL | Change of use of agricultural barn to dwelling. The proposed building works include new windows, doors and a chimney as well as internal work. | Great Lands Farm, Wennington Road, Little Raveley. Councillors agreed that this development would have little impact on neighbouring properties or the street scene. Councillor Noble proposed that the council support this application. Councillor Paxton seconded the proposal. All were in favour; and it was **resolved** to do so.

127-01/16.3 15/02379/PMBPA | Prior approval for change of use from agricultural to residential | Agricultural Buildings Red House Farm, Raveley Fen Road, Great Raveley.

Having already supported this development, councillors considered the application for minor internal and external changes to be a formality. Councillor Singleton proposed that the council support this application. Councillor Edwards seconded the proposal. All were in favour; and it was **resolved** to do so.

127-01/16.4 15/02292/HHFUL | Extension and alterations to bungalow | 8 Helens Close, Upwood. PE26 2QN
Councillors agreed that the proposed extension and alterations to this property will add variety to the street scene and enhance visual amenity. It was noted that several neighbouring properties have already been extended. Councillor Singleton proposed that the council support this application. Councillor Slater seconded

the proposal. Councillor Smith abstained from voting. All other councillors were in favour; and it was **resolved** to do so.

128-01/16 Finance

128-01/16.1 To approve accounts for payment: 04 January 2016:

Date	Ref. No.	Payee	Description	Amount
04.01.16	731695862	Mrs C. Silverstone	Clerk/RFO Salary. December 2015	692.40
			Expenses: Working from home allowance, postage, stationery	26.28
04.01.16	98542839	HMRC	PAYE/NI	2.78
04.01.16	755949966	Huntingdonshire District Council	Printing services. Community Led Plan	54.79
04.01.16	26862846	Upwood & the Raveleys Village Hall	Meeting Room Hire (Oct-Dec 2015)	101.63
04.01.16	102490687	Cambridgeshire County Council	Purchase of grit bin (installed outside cemetery gates)	114.00
04.01.16	611958804	Mr G. Carrington	Reimbursement for purchases for Upwood and the Raveleys Village Hall (digital projector, cables & ceiling mount) re. the Communications bid to REG Ramsey Windfarm Community Benefit Fund	541.87

128-01/16.2 To note income received: 04 January 2016: None

128-01/16.3 To consider updating the Unity Trust Bank mandate to enable viewing access for Councillor Nel. Councillors agreed as per resolution: 94-09/14.4. Councillors Perkins and Slater signed the mandate.

128-01/16.4 To invite two authorised signatories to sign the "Deed of Adherence" in order to progress the application to join SALVUS Mastertrust.

Councillors agreed as per resolution: 98-11/15.3. Councillors Perkins and Slater signed the deed.

129-01/16 Correspondence and Communications.

129-01/16.1 Concern from parishioners regarding dog fouling.

129-01/16.2 Updates from "Connecting Cambridgeshire" regarding broadband provision for the Raveleys.

129-01/16.3 New Neighbourhood and Community Planning Guide from Huntingdonshire District Council.

129-01/16.4 Notice from Serjeant and Son Solicitors regarding the collection of Widows' Benefit from the Mary Elizabeth Mawdesley Will Trust.

Clerk's note: The trust is administered by Serjeant and Son, Solicitors. Mary Elizabeth Mawdesley was the daughter of the Vicar of Ramsey and the aunt of the last partner in the firm of Serjeant and Son, Solicitors, who bore the surname "Serjeant". As a spinster, she devoted her life to good causes and charitable works. Miss Mawdesley died in the 1920s, leaving some property which she was able to give towards a charitable endowment for the benefit of poor widows in the parishes of Ramsey, Bury and Upwood (five sevenths of the fund); and for the upkeep of her family graves in Ramsey Churchyard (two sevenths of the fund).

The income and expenditure of the trust is less than £300 per annum and a modest sum is distributed to beneficiaries on "Goodings Day" in December each year. As the graves do not require regular upkeep, this proportion of the fund is given each year to the Church Restoration Fund of St. Thomas a Becket provided that the Vicar or his substitute preaches a sermon at the end of February each year in memory of the Mawdesley family. On "Goodings Day", (21 December) 2015, nine beneficiaries each received £13.04. Although they appreciate that this is a small amount of money, the trustees are keen to maintain the tradition and continue Miss Mawdesley's legacy. Eligible parishioners (widows of fairly limited income and resources), or their representatives, are invited to contact Mr John Chrisp, Serjeant and Son Solicitors if they would wish to be considered as a beneficiary of the trust.

130-01/16 To receive verbal reports from Parish Councillors on matters arising from their portfolio responsibilities.

No decisions can be made under this item.

Councillor Slater confirmed that Mr. Brian Murdoch has recently been appointed as County Highways Officer for this parish.

Councillor Noble expressed concern about black bags along the hedge line of the "hayfield" section of the allotments and suspected fly tipping on one of the plots. Councillor Edwards offered to make enquiries.

Clerk's note: the clerk has removed a length of black mulching material from the hedge line, and returned it to the site of the new hedging along Huntingdon Road.

Councillor Noble also reported that a screw cover is missing from the slide in Bentley Close play area. Councillors did not consider this to be a safety issue. The clerk will add a replacement to a future order to Kompan Ltd.

Councillor Edwards expressed concern regarding standing water on the road opposite Upwood Primary School. The clerk offered to report this to Cambridgeshire County Council Highways Department.

Councillor Perkins noted his concern that Huntingdonshire District Council will cease to provide paper plans and that all planning applications will need to be reviewed electronically. The chairman in his role as District Councillor suggested that the decision is unlikely to be overturned but that he will attempt to ascertain confirmation of the reason.

Councillor Singleton informed members that the Parochial Church Council is considering organising a community "tidy-up" of the church and asked whether the parish council were planning a similar event for the wider community. The chairman reminded members that the parish council's plans for a similar initiative were cancelled last year due to a lack of support. An event of this nature would need to take place during the spring or summer.

131-01/16 Matters for future consideration.

No decisions can be made under this item. There were no further matters for consideration.

132-01/16 Date of next meeting: 01 February 2016, Upwood Village Hall, 7:00pm

Meeting Closed: 8:40pm

A handwritten signature in black ink, appearing to be 'P. Perkins', written in a cursive style.

01.02.16.