

Upwood and the Raveleys Parish Council

A meeting of Upwood and the Raveleys Parish Council was held on Monday 07 April 2014 at 7.00pm in Upwood Village Hall.

Present: Councillors R. Howe (Chairman), F. Hopkins, J. Noble, J. Paxton A. Perkins G. Shelford, G. Slater, K. Sisman

J. Edwards

In attendance: Mrs. C. Bilverstone (Parish Clerk) and 4 members of the Public.

Obs.

Minutes

01/04-14 Apologies

There were no apologies for absence.

02/04-14 Declarations of interest

Councillor Shelford: Allotments.

Councillor Hopkins: Allotments & Planning application for 69 High Street.

03/04-14 Public Participation

No members of the public had registered to speak in the public address.

04/04-14 Minutes

Copies of the minutes of Upwood and the Raveleys Parish Council meeting held on 03 March 2014 had been circulated in advance following their informal approval by the Chairman. Councillor Sisman proposed to accept the minutes. Councillor Noble seconded the proposal. All Councillors were in favour and it was **resolved** that these were a correct record and the minutes duly signed by the Chairman.

05/04-14 Matters arising or carried forward from the last or previous meeting.

05/04-14.1 To receive an update following concerns of floodlighting on the Airfield Industrial Estate.

Mr Hollingsworth, Huntingdonshire District Council re-visited the site and spoken with the managers of the company concerned. The lights are on during working hours (normally until 10:00pm but recently there have been some later shifts). The company agreed to shield the lights to reduce the impact on the surrounding area.

05/04-14.2 To review proposals for new signs with a view to eliminating the problems of dog fouling across the Parish.

Huntingdonshire District Council replaced a few of the lamp post signs but all agreed that this had not been effective. Councillors were of the view that the situation will not improve until an offender is prosecuted. The Clerk and the Chairman presented a suggestion for a self-adhesive vinyl sign. Councillor Noble proposed the Council purchase 10 of these signs. Councillor Paxton seconded the proposal. Councillor Shelford noted that posters or stickers may be available free of charge through the "Keep Britain Tidy" initiative. She agreed to investigate this further.

The Clerk obtained a quotation from Huntingdonshire District Council for the purchase and installation of a "Glasdon" litter bin. The purchase price would be £325.52 + VAT and installation on a concrete base would cost an additional £173.95 + VAT. The purchase price is approximately 25% less than buying direct from Glasdon.

Councillor Shelford agreed to research lower cost alternatives including moving one of the existing bins from the Bentley Close play area. Councillors were reminded that plans to install a new bin or to relocate an existing bin would need consultation with Huntingdonshire District Council to ensure that it is serviced effectively.

[Handwritten signature]

- 05/04-14.3** **To review concerns regarding odour and movement of lorries to and from a site on Longholme Road.**
 Councillors understood that the site currently has six lorry movements per day and that it is being used for the storage of power station ash (burnt chicken litter) which is used as a fertiliser. Councillor Tew noted that residents in Bury have asked similar questions. Councillor Edwards agreed to investigate the matter in more detail.
- 05/04-14.4** **To review a proposal for renovation and renewal of Parish noticeboards.**
 Councillor Sisman assured Councillors that some progress has been made towards obtaining quotations but asked that this item be deferred to the next meeting. Councillor Noble suggested that the telephone number on noticeboard for the Bentley Close play area needs updating; and that the notices at the entrances to the playing field need attention. Councillor Sisman agreed to address both issues.
- 05/04-14.5** **To receive an update on Speedwatch.**
 Councillor Sisman reported that a significant number of unregistered vehicles had been observed exceeded the speed limits. Statistically the drivers of uninsured or unregistered vehicles are more likely to be involved in accidents yet the police have not intervened. The Parish has three new volunteers ready to undertake training and Councillor Sisman requested that the Parish Council cover the hire of the village hall to enable this to take place. Councillor Hopkins proposed this be agreed. Councillor Shelford seconded the proposal, all were in favour and it was **resolved** to do so.
- 05/04-14.6** **To review draft of risk management procedures.**
 Councillor Noble confirmed that this document is now complete and procedures are in place for robust management of risk across the parish. Councillors Noble, Shelford, Sisman and Slater will allocate responsibilities and the document together with the reporting system will be trialed in April and any adjustments will be made during May to ensure full compliance in time for the internal audit in June.
- 05/04-14.7** **To review draft of the Council's "Complaints Procedures" with a view to adoption.**
 In the absence of an adopted complaints procedure the Clerk presented a draft document based on a template provided by the Society of Local Council Clerks. Councillor Hopkins proposed adoption of this policy; Councillor Noble seconded the proposal; all were in favour and it was **resolved** to do so.
- 06/04-14** **County and District Councillors**
- 06/04-14.1** Councillor Tew advised Councillors that four cars were recently stopped by the police in Valiant Square where the occupants were attempting to break into the airfield site. The security company are likely to increase surveillance activity in the area. He also advised that the County Council will move to a committee system enabling local issues to be addressed at a local level. Councillor Tew and Councillor Middleton will take responsibility for highways issues in this area.
- 06/04-14.2** Councillor Howe advised members that there had been little publicity from Huntingdonshire District Council regarding community led planning and therefore few councils had been encouraged to pursue this. The District Council aim to be more proactive in this area with the provision of modest grants and the revival of practical support from Cambridgeshire Acre to assist with the planning process. Community Led Planning needs area-wide commitment if maximum benefit is to be realised. Councillor Howe reminded members that the Parish could progress to a "Neighbourhood Plan" in the future although in practical terms it would be prudent to involve several neighbouring parishes. The Neighbourhood Plan has tangible benefits where significant development such as a large housing estate is proposed.
- 07/04-14** **Planning Applications**
- 07/04-14.1** 1400217S73 | Proposed variation of condition 2 of planning permission 1100568FUL to amend the design of the approved bungalow by replacing the drawings listed with drawings 162.3.02A, 162.1.03 and 162.1.04; proposed variation of condition 5 of planning permission 1100568FUL to replace the

drawing listed with drawing 162.3.02A relating to vehicle parking/turning space and proposed removal of condition 7 of planning permission 1100568FUL relating to tree protection. | 69 High Street Upwood.

Huntingdonshire District Council had granted an extension enabling councillors to investigate further following concerns raised at the last meeting. Councillors noted that the main concern remains for the overall height of the proposed development. The Chairman informed members that if permission is granted, it will be the responsibility of local residents to ensure compliance and that the District Council do not have a remit to monitor such issues. Councillor Hopkins asked that her response, "how utterly ridiculous" be recorded.

Councillors agreed that this is a complex application and expressed concerns in the following areas:

- Adverse impact on trees
- Impact on Conservation Area
- Impact on Listed Building
- Impact on visual amenity
- Inadequate access
- Inadequate drainage arrangements
- Inappropriate scale of development
- Increased flood risk
- Overbearing impact of development
- Precedent of refusal

Access to the site is inadequate and will involve the removal (and subsequent reinstatement) of a brick wall which adjoins two neighbouring properties (one of which is a listed building). To achieve the height of the proposed development as per the plans, the site will require excavation. Councillors are concerned that excavation may exacerbate the existing problem of surface water on the High Street. Water from properties and higher land to the rear already drains across this site. Councillors are concerned that access by large lorries and plant to enable excavation may have a detrimental effect on the foundations and structural security of the two neighbouring properties. Councillors agree that the scale and massing of the proposed development is disproportionate to the size of the plot and that the design is not in keeping with the surrounding area. Concerns were expressed that a consent was granted for removal of a sycamore tree. This would seem to be in conflict with condition 7.

Councillor Sisman proposed the Council registers its objection. Councillor Paxton seconded the proposal. Councillor Edwards and Councillor Hopkins abstained from voting. All other members were in favour.

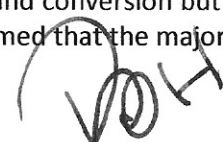
07/04-14.2 1400270FUL | Erection of a 1st floor extension over existing | 10 Bentley Close Upwood. PE26 2QW

Councillors were supportive of this application provided that the first floor window to the rear of the property is glazed with frosted glass to maintain the privacy of properties on Helen's Close. Approval was proposed by Councillor Noble, seconded by Councillor Paxton. All were in favour.

07/04-14.3 1400298FUL | First floor extension and alterations to dwelling. Alterations to garage to form garden room. Installation of solar panels to south facing roof of dwelling | 3 The Cottage Wennington Road Little Raveley Huntingdon PE28 2NF

Councillors were supportive of the application for the first floor extension and for the garage conversion. However, concerns were expressed by some members regarding the installation of solar panels to the south facing roof on the grounds that this would have a detrimental impact to the visual amenity in this location.

Councillor Sisman proposed registering approval for the extension and conversion but objection to the solar panels. This was seconded by Councillor Perkins. A vote confirmed that the majority (5 votes to 3) were in favour of this course of action.



08/04-14 Community Land

08/04-14.1 Allotments

08/04-14.1.1 The Chairman read a note from URCAA requesting that grateful thanks to Councillor Slater are recorded for all his hard work enabling installation of the gate on the Meadow Road entrance to the Upwood allotments. "It's an excellent result and will benefit both the village and allotments for years to come".

08/04-14.1.2 Councillor Slater reported back on his attendance at the URCAA AGM. The association are keen to purchase a second gate for the Huntingdon Road entrance but mindful of the cost. The Parish Council were asked to make provision for this expense in 2014/15 but a decision will be made at a later date. URCAA requested £100 be released from the funds held by the parish council on their behalf for ongoing plot maintenance.

08/04-14.1.3 The Clerk summarised the information gleaned from a visit to the archives at Huntingdon library. The history of the allotments and parish land is long and complex. There have been many attempts to sell, or change the use of various parcels of land over the last 100 years and all attempts have failed due the restrictions of the Inclosure Acts of the 1850s and later with the registration of allotment land with the Charity Commission. The Clerk suggested that any future proposals may well be met with the same challenges. The Chairman confirmed that he would investigate this with regard to the Localism Act, 2011.

08/04-14.1.4 URCAA discussed the appointment of a trustee for the two allotments charities at their AGM. The church has been asked to appoint a trustee and this item has been added to the agenda of their annual meeting in April.

09/04-14 Meadow Road Cemetery

09/04-14.1 To consider proposals for clearing the ditch between the "old" and "new" cemeteries.

Debate continued on this item. It was agreed that further research was necessary and the matter was deferred.

09/04-14.2 To receive an update on the renovation/repair of the cemetery water butt.

Councillor Slater had resolved this matter prior to the meeting.

10/04-14 Glebe Paddock

10/04-14.1 To receive an update regarding responsibility for the gate to Glebe Paddock (Huntingdon Road entrance) and to consider its repair or replacement.

The Clerk had received confirmation from Jolliffe Daking that maintenance of the gate is the responsibility of the Parish Council (the Parish Council purchased the current gate when the lease was originally taken out). Councillors debated the cost and the benefits. Councillor Edwards will visit the site with a view to making minor repairs to ensure that the gate is safe and functional.

11/04-14. Finance

11/04-14.1 To approve accounts for payment (financial year 2013/2014: 07 April 2014):

Date	Cheque no.	Payee	Description	Amount
14.03.14	101400	SLCC-CiLCA Management	Employee Training	£150.00
			Cheque Cancelled. Clerical	
07.04.14	101401	Cheque Cancelled. Clerical Error	Error	£0.00
07.04.14	101402	CAPALC	Councillor Training	£105.00
07.04.14	101403	Anglian Water	Allotments	£19.16
07.04.14	101404	Mrs C. Silverstone	Stationery	£32.70
07.04.14	101405	Mr T. Carter	Allotments/URCAA (50% each)	£28.19
07.04.14	101406	A.T. McCreddie & Sons	Allotments/URCAA (50% each)	£222.00
		Upwood & the Raveleys Village		
07.04.14	101407	Hall	Meeting Hall Hire	£68.90
07.04.14	101408	Mrs C. Silverstone	Stationery & Postage	£11.00
	101409	See financial year 2014/15		
	101410	See financial year 2014/15		
07.04.14	101411	Andy Davis	Grass Cutting	£375.00



Nb. Cheque 101400 was signed outside the meeting. The Clerk was informed at short notice that the cost would increase to £400 for registrations after 01 April

11/04-14.2 To approve accounts for payment (financial year 2014/2015: 07 April 2014)

07.07.14	101409	CAPALC	Annual Membership	447.61
07.04.14	101410	URCAA	Allotments	£100.00

11/04-14.3 To note income received: 07 April 2014

No income had been received.

11/04-14.4 Year to date financial review.

The finance committee met in March. The following items were brought to the attention of members:

- The Parish Council has not received the rent demand which was due in October 2013. Jolliffe Daking confirmed that they will not send the demand until the new lease has been confirmed (this is progressing, albeit very slowly). If they were to accept a rental payment at this stage it could create a "protected tenancy".
- The Clerk has written to the Cemetery Officer notifying him of an increase in salary as per the budget. This salary for this position is now in line with NJC (Local Government) pay scales.
- Form P60 has been produced for the Cemetery Officer and the Clerk (zero return).
- The Clerk has submitted a VAT return for 2012/13 and 2013/14. It is expected that the Parish Council will receive a refund of £811.54.
- The checklist for the Internal Audit has been shared with Councillors. The Clerk is aiming for 100% compliance.
- The Clerk presented the end of year figures summarising income and expenditure for the allotments. She will write to the Treasurer of URCAA with a statement of accounts and submit the outstanding data to the Charity Commission regarding Charity no. 264373 "Allotments for the Poor of the Parish of Upwood" and no. 232893 "Poors Allotments".
- Comparing the forecasted budget with the actual amount spent in 2013/2014, there are four notable variances:
 - The current Clerk is a volunteer. There has been no expenditure on the Clerk's salary since the resignation of the previous Clerk. This has been a significant saving to the Council.
 - It was intended to complete the work on the noticeboards in 2013/2014. The budget for 2014/2015 will be amended in order to carry this proposed expense forward.
 - The rent for Glebe Paddock due in October 2013 will be carried forward into the new financial year. Three rental payments rather than two will therefore be recorded in 2014/2015.
 - The Parish Council holds funds on behalf of URCAA. No mechanism for payments to, or in support of URCAA had been included in the budget for 2013/2014. This was rectified towards the end of the financial year and will be in place for 2014/2015.

12. Correspondence and Communications

12/04-14.1 Review of street lighting across the Parish re. "Cambridgeshire Street Lighting" Project.

Councillors agreed that although there will be some changes to the location of individual street lights, the overall plan is sound. Information will be distributed to residents in the coming weeks and individual households will be given the opportunity to express any concerns. Councillor Hopkins proposed acceptance of the scheme. Councillor Edwards seconded the proposal. All were in favour.

12/04-14.2 Community Chest Fund

Huntingdonshire District Council is launching its second Community Chest fund (of £30,000) which is specifically targeted towards small organisations, the maximum award being £5,000. Application Forms, Eligibility Criteria and the Time Plan for the fund are available from the District Council at:


<http://www.huntingdonshire.gov.uk/Money%20and%20Benefits/Grants/Pages/CommunityChest.aspx>

The Clerk has advertised this opportunity on the website and the CLP and village Facebook pages.

12/04-14.3 Upwood and the Raveleys Village Hall

- The Council has received a letter regarding revised fees from 01 June 2014.
- 12/04-14.4** **Cambridgeshire and Peterborough Clinical Commissioning Group:**
The consultation document: "Public consultation on proposals to improve older peoples' healthcare and adult community services was distributed to members. Further copies have been placed in the Book Exchange.
- 13/04-14** **Matters arising from Councillors**
Councillor Hopkins advised members that the Community Led Plan questionnaire has been finalised and three companies have been approached to provide quotations for printing.
Councillor Slater advised that the surface water on the High Street is caused by water run-off from a driveway. This could possibly be resolved with the installation of a drainage grid but this would be the responsibility of the householder rather than Anglian Water or the Highways Department.
- 14/04-14** **Matters for future consideration.**
There were no additional matters for consideration.
- 15/04-14** **Date of next meeting.**
12 May 2014, Upwood Village Hall, 7.00pm.

CLOSE OF MEETING


12.5.2014