

Upwood and the Raveleys Parish Council

A meeting of Upwood and the Raveleys Parish Council was held on Monday 02 September 2013 at 7.00pm in Upwood Village Hall.

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

In attendance: Councillor M. Tew (Cambridgeshire County Council), Mrs. C. Silverstone (Parish Clerk) and 43 members of the Public.

Minutes

32/09-13 Apologies

No apologies were received.

33/09-13 Declarations of interest

Councillor Shelford & Councillor Hopkins declared an interest in allotment issues.

Councillor Noble declared an interest in the proposals for the re-development of Church Farm Yard, Upwood

34/09-13 Public Participation

Members were advised that three members of the public had registered to speak in the public address.

34/09-13.1

The Chairman welcomed Mr. J. Abbey, Proprietor of The Abbots Elm Country Inn and Restaurant, Abbots Ripton. The Chairman proposed that the meeting adjourn and it was **resolved** to do so.

Mr. Abbey has a background in both construction management and the hospitality industry and spoke of the success of the Abbots Elm Country Inn which he and his wife manage under a ten-year lease. Mr. Abbey outlined his vision for the future of the Cross Keys Public House as a community, family and dog friendly public house, as well as a home for himself and his family. Mr. Abbey has developed a strong staff team at Abbots Ripton and proposes his Sous Chef takes over the day to day management of operations there whilst his wife takes responsibility as the Chef/Proprietor in Upwood. Mr. Abbey assured the Council and the public that his intentions were honourable; that he has a substantial budget to invest; and that if he is successful in his bid to purchase the property he would complete significant internal refurbishment including modernisation of the kitchen facilities over the winter months with a view to opening in the Spring of 2014. It is proposed that the area of land previously used as a private garden is terraced and approximately one third of the paddock area used to grow produce for use in the restaurant. Mr. Abbey assured Councillors and members of the public of his commitment to the use of local products and services wherever possible; he would consider it a privilege to work with the local community in supporting and hosting community events; and although he has considered changing the name of the establishment to "The Upwood Arms", this is not a priority and very much open to discussion. Mr. Abbey hopes to complete on the purchase on 09 September.

The Chairman thanked Mr. Abbey on behalf of the Council and the Parish for taking the time to address the meeting. He expressed concerns that prospects for the future of the establishment, which has been such an important part of village life had seemed bleak. The Chairman assured Mr. Abbey that the community wants a flourishing centre for good food, drinks and community events and that he can expect tremendous support from the Parish in his new venture. The Chairman's sentiments were confirmed by members of the public who gave a round of applause.

34/09-13.2

The Chairman welcomed Mr. F. Grounds, Maxey Grounds & Co LLP, Auctioneers, Valuers & Estate Agents.

Mr. Grounds introduced himself as the managing agent for the Shepperson Family Trust. The Shepperson family have been in the village of Upwood since the First World War and Sir Ernest and Lady Doris Shepperson were a major part of village life, until her death about 40 years ago. Since that time the Trustees, who are spread across the U.K. and abroad, have taken an active part in all decision making relating to the property owned by the Trust.

The Shepperson Family have a very small Family Trust which owns Church Farm extending to about 200 acres and a further 35 acres of Parkland. With the dramatic changes in agriculture in the last 20 or so years, Church Farmyard, located in the heart of the village, has now become redundant in modern terms.

The Trustees have been considering how to make better use of this prominent site in the middle of the village and they are anxious to see it developed sympathetically, as they feel their Grandparents would have wished. They propose a low density cottage style development, making use, where possible, of the existing "Austrian Barn" (constructed during the Second World War by Austrian Prisoners of War) and replacing the original dairy with a new brick, timber and thatched building similar in appearance to the existing buildings. The Trustees suggest the conversion of the two brick built Barns and the construction of five new homes, making a total of seven units of accommodation. Mr. Grounds shared an architect's impression of the proposed new street scene; he explained that the development would benefit from plenty of parking, garages and open spaces serviced by one main entrance and two small entrances on Church Lane.

Mr. Grounds explained that he has had a preliminary meeting with Huntingdonshire District Council and in view of the increased role of Parish Councils in development of their communities (the Localism Act 2012), he was advised to discuss the matter with Upwood and the Raveleys Parish Council prior to submitting a planning application. He asked that the Parish Council discusses his proposal, and that the Clerk confirms what would be considered as acceptable development for this piece of land.

Mr. Grounds confirmed that there are no plans to include affordable housing within this development; and that concerns for the removal of foul water sewerage would be addressed by surveyors and architects should plans be taken further.

The Chairman thanked Mr. Grounds for sharing his plans and explained to members and the public that all planning applications are subject to three main considerations: firstly, whether or not it is appropriate for a particular site to be developed at all; secondly, whether there a need to consider the provision of affordable housing; and thirdly, that all potential new developments are subject to a survey to determine the impact of additional traffic.

34/09-13.3

The Chairman welcomed Mr. David McCandless, St Ives & Ramsey sector Community Speedwatch Coordinator.

Mr. McCandless explained that Community Speedwatch (CSW) is a national initiative under the Department of Transport, funded and guided by the Police. The recession has significantly depleted Police support (but not front-line) resources, and 'collaboration' of the Safety Camera Van unit has removed a small but vital source of funding that Cambridgeshire Constabulary received from Speed Awareness Courses.

Although CSW is operated by unpaid volunteers there is still a Constabulary human and material cost/overhead to be met in the production and delivery of 'Advisement' letters that are the vital 'education' tool of CSW. So, to help keep CSW letter numbers commensurate with the expectations and needs of our communities, the Constabulary, through Mr. McCandless initially, is asking for Town/Parish Councils and Village Associations to commit to CSW (or not) and take on the

responsibility for managing and supporting CSW efforts in their respective areas and for receiving, in the first instance, complaints of persistent speeding from their residents. Mr. McCandless confirmed that in practical terms two volunteers would be required in the Parish of Upwood and the Raveleys for one hour each month.

The Chairman thanked Mr. McCandless for his presentation and confirmed the Parish Council's continued commitment to promoting road safety.

The Chairman proposed that the meeting be reconvened and it was **resolved** to do so.

Following the presentation by Mr. McCandless, The Chairman asked the Council to approve the following:

'Upwood and the Raveleys Parish Council wishes to invite Community Speedwatch activity within The Parish of Upwood and the Raveleys boundaries and to then support and guide those efforts to the best extent of its local knowledge, resources and powers'

This was proposed (Councillor Hopkins), seconded (Councillor Noble) and unanimously **resolved**. Councillor Sisman volunteered to coordinate Speedwatch activity within the Parish.

35/09-13

Minutes

Copies of the minutes of Upwood and the Raveleys Parish Council meeting held on 03 June had been circulated in advance of the meeting following their informal approval by the Vice-Chairman, Councillor Paxton. It was then proposed to accept the minutes (Councillor Howe), seconded (Councillor Hopkins) and **resolved** that these were a correct record and duly signed by the Vice-Chairman.

Copies of the minutes of Upwood and the Raveleys Parish Council meeting held on 01 July had been circulated in advance of the meeting following their informal approval by the Vice-Chairman, Councillor Paxton. It was then proposed to accept the minutes (Councillor Shelford), seconded (Councillor Sisman) and **resolved** that these were a correct record and duly signed by the Vice-Chairman.

36/09-13

Matters arising or carried forward from the last or previous meeting

36/09-13.1

The Chairman welcomed the appointment of Mrs. Carol Bilverstone as Parish Clerk and Responsible Financial Officer following interviews held in July. Mrs. Bilverstone previously held office as a Councillor and The Chairman informed members of the public that a Councillor cannot be appointed to a paid office while he/she is a Councillor and for 12 months after he ceases to be one (Local Government Act 1972 Section 116). The Chairman noted that Mrs. Bilverstone has therefore agreed to carry out this role without remuneration for twelve months. The Council offered their congratulations and the Chairman noted the benefits of having a local resident with local knowledge in this position. The Council are committed to supporting the training and professional development of the new Clerk.

Mrs. Bilverstone will commence training for CiLCA (Certificate in Local Council Management) in September and will have three of the six modules completed before Christmas. She has joined SLCC (Society of Local Council Clerks) and applied for Student Membership of ILCM (Institute of Local Council Management).

The Chairman proposed that the Council accept the appointment, it was seconded (Councillor Sisman) and unanimously **resolved**. The Clerk's contract of employment was signed by the Chairman and the Clerk in the presence of the Council.

36/09-13.2

The Chairman and Councillors wished to record their thanks to Claire Tunnicliffe and to recognise her achievements during her time as Parish Clerk. The Chairman has written to Mrs. Tunnicliffe and all wish her well for the future.

36/09-13.3 The resignation of Councillor Silverstone and her subsequent appointment as Parish Clerk has created a vacancy for a new Councillor. The position has been advertised on the village website since 07 August but as it had not been posted on the noticeboards, the position has been re-advertised. The Council re-affirmed their enthusiasm to welcome a representative from Fairmead or Farm Close to the Council. The Clerk was asked to write to the Chair of the Fairmead Association and it was **resolved** to do so.

36/09-13.4 Councillor Hopkins updated the Council on the progress of the Community Led Plan (CLP). An open afternoon is to be held in Upwood Village Hall on 19 October. A draft CLP will be displayed to raise awareness and encourage feedback from the community in preparation for the distribution of a questionnaire in December.

36/09-13.5 The Parish Council was granted "Community Asset Registration" on the Cross Keys Public House imposing a moratorium to prevent the sale of the property enabling the community to consider plans for its future. The moratorium is due to expire on 06 September. Following the presentation by Mr. Abbey (item 34/09-13.1 above) the Council was asked to consider whether they would wish to support his purchase and subsequent re-development of the property.

It was unanimously agreed that the Parish Council will allow the moratorium to lapse enabling Mr. Abbey to proceed with his plans to complete the purchase.

36/09-13.6 The Clerk has received confirmation from Jolliffe Daking (Chartered Surveyors) that despite a request for a reduction in the fees, the legal charges for the renewal of the 10-year lease of the playing field (Glebe Paddock) remains non-negotiable.

The Chairman asked the Council to consider whether or not it should agree to the terms (outlined in item 22/07-13.2). It was proposed (Councillor Sisman), seconded (Councillor Noble); there was one abstention (Councillor Hopkins) and all remaining councillors voted in favour of renewing the lease and it was **resolved** to do so. The Clerk will write to Jolliffe-Daking to confirm.

37/09-13 County and District Councillors

Councillor Howe (District Councillor) outlined plans for a sizeable reduction in grants from Central Government which could mean a 20% reduction in funding. This will require major economies in personnel and capital investment from HDC; which in turn could lead to cut backs in services in coming years. The Cabinet is presently assessing the impact of these financial changes and are preparing an 'options' paper for debate and consultation with the public.

38/09-13 Allotments

The Chairman invited the Chairman of the Upwood and Raveleys Community Allotments Association (URCAA), Dr Miles, to address the meeting and proposed to adjourn the meeting. It was **resolved** to do so.

Dr Miles informed members that the URCAA would like to have gates (or similar) to manage vehicular access but not to inhibit pedestrian access at both entrances to the Meadow Road Allotment site. She asked if advice had been sought from the police (item 24/07-14). Councillor Sisman confirmed that the police had been contacted but had yet to visit the site.

There has been ongoing confusion in Parish Council Agendas and Minutes and the Council formally regrets all misunderstanding surrounding the siting of a proposed community orchard. The Parish Clerk, together with the Chair and Secretary of the Association have reviewed this matter and confirm the following:

- Plot 1 is a "Community Plot" used for storage etc.
- "Old Plot numbers" 15 & 16 (both currently vacant) have been proposed as a suitable site for a Community Orchard.

The Parish Clerk together with the Chair and Secretary of URCAA have reviewed the Allotment Agreement and request the approval of the Parish Council in preparation for the new allotment season, the renewal of contracts and the collection of rent for the coming year (01 November 2013 – 31 October 2014).

The Chairman proposed that the meeting was reconvened and it was **resolved** to do so.

38/09-13.1 It was further **resolved** that Councillor Sisman will contact the Police again and arrange a site visit to discuss security measures. It was also **resolved** that Councillor Sisman and Councillor Bryce will prepare a proposal for security measures on the allotments for discussion at the next meeting.

38/09-13.2 The Chairman requested that the Council approve the Allotment Agreement. It was proposed (Councillor Bryce), seconded (Councillor Sisman), two Councillors abstained. All remaining Councillors voted in favour and it was **resolved** to adopt the agreement for the allotment year 2013-2014.

39/09-13 St. Peter's Churchyard

Members reviewed the comprehensive report prepared by Mr. A. Papworth. Councillor Perkins confirmed that discussions have taken place with Mr. G. Slinn and Mr. T. Place, representatives of St. Peter's Church and that all parties are in agreement with the schedule.

The Chairman asked members to consider the approval of phase one of the works but to defer phases 2, 3 & 4 until the review of the Parish Council's accounts (scheduled for September) has taken place. This was proposed (Councillor Perkins), seconded (Councillor Sisman) and unanimously agreed. Therefore it was **resolved** that the Clerk will write to Mr. Papworth and invite him to complete phase one of the schedule.

40/09-13 Planning Applications

Members considered the following planning applications:

- i. Application ref: 1300958FUL. White House Farm, Raveley Road, Great Raveley. PE28 2QX. Proposed extension to existing dwelling to form farm office and annexe for dependent relative with shared garden following demolition of existing adjoining farm buildings. Amended Description. Approval was proposed (Councillor Perkins), seconded (Councillor Bryce) and all were in favour.
- ii. Application ref: 1301264FUL. 12A Lincoln Road, Upwood. PE26 2PP. Two storey extension to dwelling including demolition of single storey utility room. Approval was proposed (Councillor Perkins), seconded (Councillor Noble) and all were in favour.
- iii. Application ref: 1301206S73. The Bungalow, Common Farm, Chapel Road, Ramsey Heights. PE26 2RS. Removal of agricultural occupancy condition imposed by planning permission 7700383CCC. Approval was proposed (Councillor Perkins), seconded (Councillor Sisman) and all were in favour.

To note change of property name:

- i. Huntingdonshire District Council ref: EMD/JM/HA10/7/3 "Sunset", Upwood Road, Ramsey Heights. PE26 2RY is now to be known as "Clad's Cottage". Approval was proposed (Councillor Perkins), seconded (Councillor Bryce) and all were in favour.

It was **resolved** to recommend approval of each of the four applications listed above.

41/09-13 Planning items received since publication of the agenda.

Application ref: 1301331FUL. 69 High Street, Upwood. Dismantling and re-building of brick boundary wall. Approval was proposed (Councillor Perkins), seconded (Councillor Paxton). One Councillor abstained and all remaining Councillors were in favour. It was **resolved** to recommend approval of this application.

42/09-13 Finance

42/09-13.1 Members noted the financial report detailing all transactions to date for the financial year 2013 – 2014.

42/09-13.2 The following accounts were **approved** for payment:

Date	Payee	Cheque no.	Amount	Reason for payment
17.08.13	Society of Local Council Clerks	101382	53.00	Membership Fee
02.09.13	Mrs. Bilverstone	101365	439.45	Purchase of laptop, software & stationery items
02.09.13	Mr. Edwards	101366	68.54	Salary
02.09.13	Mrs. Tunncliffe	101367	399.45	Salary + Expenses
02.09.13	HMRC	101368	97.80	PAYE (Mr. Edwards & Mrs. Tunncliffe)
02.09.13	Mr. Davis	101369	750.00	Grass Cutting. July & August.
02.09.13	Society of Local Council Clerks	101370	113.50	Purchase of two publications

Clerk's Note: Members are asked to note that Cheque No 101382 dated 17 August, had been paid to SLCC to expedite access to training and professional development for the new Clerk. The cheque stub was initialled at the meeting of the Parish Council on 02 September.

42/09-13.3 The following payment has been received:

30.08.13	Anglia Memorials		60.00	Cemetery Memorial
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42/09-13.4 The Chairman reminded members that a financial review will take place during September and will be complete in time for the next meeting.

42/09-13.5 The Chairman explained that the Council felt it was necessary to purchase a laptop for use by the Clerk to ensure safe and secure storage of documentation. The Clerk confirmed that all data is backed up in the Cloud (via SkyDrive) and that the password would be shared with the Chairman to safeguard access to Parish Council data.

43/09-13 Correspondence and Communications

Members noted the following communication had been sent by e-mail for information:

43/09-13.1 Huntingdonshire Association for Community Transport (HACT). The Clerk informed members that fliers had been posted in the church and in the telephone box.

43/09-13.2 Winter Gritting. The Council was asked to consider whether additional areas should be included on the winter gritting plans. It was **resolved** to request the addition of High Street, Farm Close, Ailwyn Road and Meadow Road. All are areas of concern. Members discussed the need for training for volunteer gritters. The Clerk confirmed that the Parish Council insurance policy specifically does not insure volunteer gritters but that Cambridgeshire County Council offers insurance to those volunteers who have completed their training course. It was **resolved** that Councillor Sisman will research this matter more fully.

43/09-13.3 A letter from a Parishioner had been received by the Clerk on the day of the meeting. The Parishioner expressed safety concerns resulting from subsidence and the insecurity of some of the gravestones in the "old" part of the cemetery in Meadow Road. It was **resolved** that Councillor Shelford will review the situation and present a report at the next meeting.

44/09-13 Matters arising from Councillors

44/09-13.1 Councillor Shelford requested access to the Clerk's notes so that she may prepare reports for the newsletter regarding the presentations shared by the three guest speakers (items 34.09-13 above).

- 44/09-13.2** Councillor Hopkins will prepare an update on the Community Led Plan for the newsletter.
- 44/09-13.3** Councillor Hopkins informed members that a hybrid Poplar tree in Glebe Paddock was pollarded approximately 15 years ago. The tree is now significantly overgrown and overhangs into her garden. She advised members that this matter will need to be addressed within the next twelve months.
- 44/09-13.4** Councillor Perkins advised that the “Welcome to Ramsey” sign has been replaced with “Welcome to Upwood” and that he has a spare sign should it be needed in the future.
- 44/09-13.5** Councillor Bryce forwarded a request by Great Raveley residents for a review of the speed limit between Upwood and Great Raveley. The Chairman suggested that speed limits throughout the Parish should be addressed through the Community Led Plan.
- 44/09-13.6** Councillor Bryce expressed concerns by Great Raveley residents at the level of noise, particularly at night, during the weekend of the Secret Garden Party. The Chairman confirmed that a review would be taking place and that noise levels would be measured against the licenced limits. Councillor Howe suggested that anyone wishing to express concern should write to him or to Richard Hollingsworth at Huntingdonshire District Council and offered assurance that concerns would be taken seriously.
- 44/09-13.7** Councillor Noble asked that parents be reminded that ball games are not permitted in the Bentley Close Play Area.
- 45/09-13** **Matters for future consideration**
There were none.
- 46/09-13** **Date of next meeting**
07 October 2013, Upwood Village Hall, 7.00pm.