

Upwood and the Raveleys Parish Council

A meeting of Upwood and the Raveleys Parish Council was held on Monday 07 October 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: Mrs. C. Silverstone (Parish Clerk) and 9 members of the Public.

Minutes

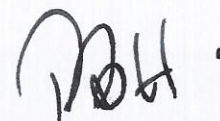
- 46/10-13 Apologies**
Apologies were received from Councillor M. Tew (Cambridgeshire County Council). His attendance was required at another Parish meeting.
- 47/10-13 Declarations of interest**
Councillor Shelford & Councillor Hopkins declared an interest in allotment issues.
Councillor Paxton declared an interest in the proposals for the re-development of Church Farmyard, Upwood.
Councillor Perkins declared an interest in the planning application for 15 Meadow Road, Upwood.
- 48/10-13 Public Participation**
Members were advised that two members of the public had registered to speak in the public address.
- 48/10-13.1** The Chairman welcomed Mr C. Eaton, CE Building Designs and Agent for Mrs E Halden, 15 Meadow Road, Upwood. The Chairman explained that although the views of the Council had been required by Huntingdonshire District Council by 03 October, the Clerk had requested that if necessary, further comments could be made after Mr Eaton's presentation and this request had been granted. The Chairman proposed that the Council give further consideration to this application and that the meeting adjourn. It was **resolved** to do so.

Mr. Eaton explained that he and Mrs Halden have spent considerable time in the development of the plans; that they were mindful that their design was in keeping with neighbouring properties; and that they had taken consideration of any loss in light both to no. 15 and no. 17. They confirmed that the plans they have submitted conform to the District Council Design Guidelines and that windows overlooking the proposed new development are secondary (for example bathroom) rather than those of living areas. They are aware that concerns have been expressed regarding the space between the proposed new development and the boundary with no. 17 (1m). Mr Eaton explained that he and Mrs Halden were willing to take advice from the Council should adjustments to the existing plans be deemed necessary.

The Chairman thanked Mr Eaton for his presentation. He stressed that if changes were to be made then definitive plans would need to be submitted. Councillors were asked to take into account a letter from a neighbouring resident and reminded that recommendations must relate to the current planning application.

Councillors reviewed the comments previously made to Huntingdonshire District Council (see planning item below) and agreed that although they are sympathetic to a new building on this plot, their concerns for the current plans remain: that the new property will be too close to neighbouring properties; that the footprint is quite large; and that all other properties are either bungalows or chalet-style bungalows.

The Chairman thanked Mr Eaton, Mrs Halden and Councillors for their consideration and hoped that the discussion had been helpful.



48/10-13.2 The Chairman welcomed Mr. S. Grimwade, 72 Huntingdon Road, Upwood. Mr. Grimwade asked about the possibility of purchasing a piece of the grass verge on the junction of Huntingdon Road and Ailwyn Road. He explained that enquiries have already been made of Huntingdonshire District Council & the Land Registry but neither have been able to advise on the current landowner. Mr Grimwade would like to purchase the land to extend the garden area of his property.

Councillor Sisman confirmed that Cambridgeshire County Council own, but do not necessarily register "Highway Verges". He advised Mr Grimwade to write to the Highways Department at Cambridgeshire County Council. Councillor Sisman noted that the Parish Council had recently voted against a similar request for reasons of visibility.

The Chairman thanked Mr Grimwade for his request and assured him that, if consulted by Cambridgeshire County Council, the Parish Council would consider his proposals.

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

49/10-13 Minutes

Copies of the minutes of Upwood and the Raveleys Parish Council meeting held on 02 September 2013 had been circulated in advance of the meeting following their informal approval by the Chairman. It was proposed to accept the minutes (Councillor Howe), all were in favour and it was **resolved** that these were a correct record and duly signed by the Chairman.

50/10-13 Matters arising or carried forward from the last or previous meeting

50/10-13.1 Parish Councillor Vacancy.

The vacancy has been advertised on the Parish notice boards and the village website. An e-mail was addressed to the Chair of the Fairmead Association and parents of children at Upwood Primary School were notified via "Parent Mail". Despite significant efforts, we have received no applications to date. The Council agreed that it was not necessary to fill this vacancy immediately but that it would be pleased to consider any forthcoming applications.

50/10-13.2 To receive an update on the Community Led Plan Working Party.

The Council was reminded of the Open Afternoon scheduled for 19 October. Councillor Howe added that the publicity materials (not including the weatherproof banners) requested by the CLP committee have been printed by Huntingdonshire District Council at a cost of £67.

50/10-13.3 To receive an update on the negotiations of a new lease of the playing field.

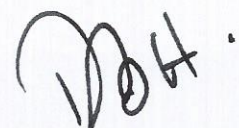
Jolliffe Daking, the agent negotiating on behalf of the Diocesan Solicitors (Lee Bolton Monier Williams (LBMW)) has notified the Diocesan Office that the Parish has reluctantly agreed to proceed. The Clerk informed the Council that she had received a letter from Serjeant and Son, Solicitors advising that their fees for this work would be £500 + VAT + any disbursements which may be incurred (Mr Chrisp has rounded this figure down from £512). The Clerk noted that the figure recorded in the July minutes was £375 (this may have been an estimate based on a quotation given in 2007).

Members were advised that the renewal fees for the 10 year lease of the playing field are now confirmed:

Combined cost of Diocesan Solicitor (LBMW) and the Agent (Jolliffe Daking): up to £1375 + VAT
Cost of Parish Council Solicitor (Sergeant and Son): £500 + VAT + Disbursements

The Clerk confirmed that a letter had been written by the previous Clerk to all three parties questioning the fees. It was confirmed that the fees are non-negotiable.

Councillor Sisman proposed that the Council approves the fees and that the Clerk be asked to proceed with the renewal of the lease. This was seconded by Councillor Noble. All were in agreement and it was **resolved** to do so.



Clerk's note, 08.10.13: The fees recorded in the minutes of the meeting of July 2013 state:

Cost of Diocesan Solicitor £1000

Cost of Parish Council Legal Fees £375

Jolliffe Daking (Chartered Surveyors) £500 + any disbursements which may be incurred

Note that the total net figure is the same but the breakdown of costs is as confirmed in bold above and not as previously advised in the July minutes.

50/10-13.4 To receive an update on the future of the Cross Keys Public House.

Councillor Howe confirmed that negotiations with Mr Abbey have sadly fallen through. He was genuinely interested in purchasing the property but was not able to agree to the terms and conditions set by Enterprise Inns. Councillor Howe suggested that the Community Asset Registration could be restored but only if there is sufficient interest within the village to fund the purchase. Councillor Sisman proposed that, providing he considers it a viable proposition, the Chairman should restore the Community Asset Registration. This was seconded by Councillor Shelford, all agreed and it was **resolved** to do so.

Councillor Perkins asked that the Council recognise and record their appreciation of the efforts which Councillor Howe has made in trying to facilitate the revival of a much missed community asset. All were in agreement and it was **resolved** to do so.

50/10-13.5 To receive and review feedback regarding the re-development of Church Farmyard, Upwood.

The plans have been posted on the village website and comments invited from parishioners. The Council has received no written feedback but the consensus from the community and from the Council was that although some people would have wished to have seen the incorporation of something a little more affordable, the visual appearance and distribution of properties was very pleasing. In general terms the Council are supportive of the proposed development of seven properties. The Clerk agreed to write to Mr Grounds to this effect.

50/10-13.6 To receive an update on the tree work in St. Peter's Churchyard.

Mr Papworth has received instructions to proceed with phase one of the works and this will commence once the leaves have fallen. Councillor Perkins informed members that Mr Papworth would like to donate two trees (one Sweet Chestnut and one Beech tree). The Council asked that their thanks to Mr Papworth be recorded.

50/10-13.7 To receive an update following inspection of Meadow Road Cemetery.

Councillor Shelford presented her findings following inspection of the cemetery. Areas of the "old part" of the cemetery are suffering from subsidence. Councillor Shelford expressed concerns for visiting members of the public; for the practicalities of cutting the grass, and also for the safety of those carrying out the work. She suggested that warning signs should be displayed. It was advised that the insurance company would advise on the best course of action. Councillor Shelford will investigate further and report back at the next meeting.

50/10-13.8 To receive an update regarding security measures for the Upwood allotment site.

Councillor Sisman is planning to meet with the Police to discuss this matter and hopes to be in a position to report back at the next meeting. It was noted that this is not purely a matter for the allotments, but of concern to the wider community.

51/10-13 County and District Councillors

There were no reports.

52/10-13 Allotments

Upwood and the Raveleys Allotment Association requested the addition of the following text to the Allotment Agreement: "Upwood & Raveley Community Allotments Association exists to represent and offer support to all allotment tenants free of charge" Councillor Sisman proposed that this be accepted. Councillor Paxman seconded the proposal. The Clerk confirmed that letters would be sent to

allotment holders (following this update) regarding the renewal of contracts and the payment of rent for the coming year (01 November 2013 – 31 October 2014).

53/10-13.1 Meadow Road Cemetery: To review the "Rules, Regulations and Fees 2012" document.

The Council has received a request from a parishioner seeking permission to add a small, plain edging to the grave of a family member. Councillor Bryce proposed that responsibility for this decision be delegated to the Clerk and to Councillor Shelford. Councillor Hopkins seconded the proposal, all were in favour and it was **resolved** to do so.

Clerk's note. 08.10.13: A visit was made to the cemetery and the regulations reviewed. It was decided to approve the request as the proposal was deemed to be in keeping with the cemetery environment, and would not significantly impact on the practicalities of grass cutting.

53/10-13.2 The Clerk requested clarification regarding the "Grants of Exclusive Right of Burial". It was agreed that an error had been made on a certificate issued to a parishioner in 2012. The Clerk will offer the Council's sincere apologies to the family concerned and issue a new certificate.

54/09-13 Planning Applications

Members considered the following planning applications:

1301221FUL 37 Farm Close. PE26 2QB Retrospective planning permission for conservatory to rear.

The closing date was 27 September. Councillors consulted via e-mail and recommended approval.

1301097FUL Land at 15 Meadow Road, Construction of three bedroom house and garage
Upwood. PE26 2QJ

The closing date was 03 October. Councillors consulted via e-mail and recommended refusal as they consider the site to be too narrow to accommodate the proposed new building; it would be situated too close to the property next door (no. 17). All neighbouring properties are bungalows or chalet style bungalows. A house on this plot of land would not be in keeping with its surroundings and would create a sense of overcrowding. (See also item **48/10-13.1**).

Clerk's note: This application has since been withdrawn.

1201274OUT RAF Upwood, Ramsey Selective demolition and clearance of existing (former defence)
Road, Bury. PE26 2XN buildings, environmental remediation and the carrying out of employment-led mixed use development comprising about 2 hectares of employment (Use Class Order B1 uses) (including the conversion and change of use of some buildings) and residential (not more than 160 dwellings) development, together with the provision of infrastructure and the laying out of ancillary open space.

The closing date was 07 October but an extension was negotiated with Huntingdonshire District Council. Councillor Perkins shared the plans with members who agreed that this was a technical rearrangement of plans which had previously been refused by the Parish Council.

Councillors confirmed that their initial concerns are still valid: namely, the considerable increase in traffic (9 vehicle movements per property per day) and the subsequent impact of traffic past the school. Under the current infrastructure plan it was noted that plans for a cycleway along this stretch of road are not scheduled until 2019. The Council is concerned whether the Governing Body of Upwood School have been consulted. Councillors recognise that the brownfield site is in need of development. Concern is for the volume of traffic leaving the site and impacting the parish.

55/10-13 Planning items received since publication of the agenda.

1301452FUL Longholme Farm, Erection of an agricultural building.
Longholme Road,
Upwood.

Councillors expressed concern regarding the proposed use of the new building and the potential impact on vehicle movements. They also noted the persistent issue of flooding on the road at this site.

The Chairman proposed that Councillors approve the application with two conditions: one that the applicant makes plans to improve the drainage from the site; and two, that the proposed building is used only for the storage of agricultural produce.

56/10-13 Finance

56/10-13.1 Members noted the financial report and bank reconciliation detailing all transactions to date for the financial year 2013 – 2014.

56/10-13.2 The following accounts were **approved** for payment:

Date	Description	Cheque no.	Amount
07.10.13	Anglian Water	101381	37.71
07.10.13	Mrs C. Bilverstone. Expenses (travel, postage, telephone)	101371	28.00
07.10.13	PKF Littlejohn, LLP (External Audit)	101372	120.00
07.10.13	Upwood & the Raveleys Village Hall (Hall hire)	101373	48.68
07.10.13	Mr A. Davis	101374	750.00

Clerk's Note: Members were asked to note that two cheques have been written out of sequence (numbers 101380 dated 02 September 2013, and 101381, above).

56/10-13.3 The following payment has been received:

Date	Description	Total	Reference
17.09.13	Precept	9869.00	HDC

56/10-13.4 The Chairman reminded members that a financial review had taken place. Councillors Bryce, Hopkins and Howe met with the Clerk to review financial regulations and procedures. This committee will take responsibility for compiling the budget for the new financial year and will report to the Council with recommendations. The Council will continue to review financial statements at each meeting and time will be given to the approval of invoices and the signing of cheques. The Clerk will produce a quarterly analysis of expenditure against budget together with a forecast of expenditure under each budget heading (the Clerk is currently waiting for the previous Clerk to share information pertaining to the budget for the current financial year).

56/10-13.5 The Council has received the Audit Commission's statement following the Annual Return. There are areas to be addressed and the Council aims to be fully compliant next year. The Annual Return, will be posted on the Parish notice boards and on the website. It will also be made available to the public at the next Parish Council meeting on 04 November 2013. Members of the public may purchase a copy of the document on application to the Clerk and payment of £1.65 + postage.

56/10-13.6 The Clerk informed members that a passbook for an Anglian Building Society (now Nationwide) account had been found during the handover. The account is in the name of "Upwood Playing Field Committee and has a current balance in the region of £200 (under data protection laws Nationwide are not permitted to provide us with the final figure). The account was last accessed in 1990. Mrs O. Slote (deceased) and Mr T Gaunt are signatories on the account. The Clerk spoke with Mrs Slote's daughter who was pleased to learn about the account and would be supportive of the funds being

transferred to the Parish Council to support the purchase of equipment for the playing field. Nationwide have offered to make contact with Mr Gaunt and facilitate this process.

56/10-13.7 Councillor Sisman reminded members that funds have been agreed for the parish hedges to be cut twice before the end of the financial year. He also reminded members that two new notice boards have yet to be purchased.

57/10-13 **Correspondence and Communications**
Members noted the following communications:

57/10-13.1 **Parish Planting Scheme**
The Clerk shared information sent by Bridget Halford (HDC Tree Warden Coordinator). The Clerk has arranged to meet Ms Halford with the Chair and Secretary of the Allotment Association (URCAA) and Councillors Bryce and Perkins (depending on their work commitments) on 10 October, with a view to the District Council supplying fruit trees for the new community orchard. Huntingdonshire District Council are currently offering up to 50 trees to each parish for planting on areas where there is a public benefit. Councillor Perkins added that the Council would also wish to request one Sweet Chestnut and one Beech tree as part of the planned tree work to St. Peter's Churchyard.

57/10-13.2 **Complaint about "foul water" discharge from No. 30 Huntingdon Road.**
The Council had been informed via e-mail of a letter received from a parishioner regarding an odour from the ditch adjacent to this property. Councillor Hopkins has discussed this matter with the residents. Councillors were satisfied that the septic tank and filtering system employed for removing waste has been serviced and maintained to exceed the requirements of the Environment Agency. Councillors were appreciative that residents have addressed all possibilities. It was agreed that occasional odours were a fact of life in rural areas where mains drainage is not readily available.

57/13-13.3 **Upwood Village Hall Management Committee: Request for support for a grant application.**
The Parish Council have been requested to provide a letter of support for a grant application for insulation work to the front hall ceiling. A successful bid will enable the village hall committee to complete their heating, draft proofing and insulation programme of works. Councillors agreed that they have appreciated the benefit of all the work completed so far and are pleased to offer support. It was agreed that the Clerk would write a letter on the Parish Council's behalf.


58/10-13 **Matters arising from Councillors**

58/10-13.1 Councillor Shelford offered to review the Meadow Road Cemetery "Schedule of Rules, Regulations and Fees from September 2012" and the "Fee Tables and Cemetery Charges, September 2012 in the light of item **53/10-13.2**

58/10-13.2 Councillor Sisman advised the Council that the pothole at Great Raveley has been reported to Huntingdonshire District Council.

59/10-13 **Matters for future consideration**
There were none.

60/10-13 **Date of next meeting**
04 November 2013, Upwood Village Hall, 7.00pm.

 4 Nov 2013.