

Upwood and the Raveleys Parish Council

A meeting of Upwood and the Raveleys Parish Council was held on Monday 04 November 2013 at 7.00pm in Upwood Village Hall.

Present: Councillors R. Howe (Chairman), F. Hopkins, J. Noble, A. Perkins G. Shelford, K. Sisman (from item 70/11.13.4.)

In attendance: Mrs. C. Bilverstone (Parish Clerk), Councillor Tew (County Councillor) and 6 members of the Public.

Minutes

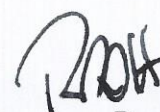
- 61/11-13 Apologies**
Apologies were received from Councillor J. Paxton (work commitment) and Councillor K. Sisman (his attendance was required at another meeting. He joined this meeting later at item 70/11.13.4).
- 62/11-13 Declarations of interest**
Councillor Shelford & Councillor Hopkins declared an interest in allotment issues.
- 63/11-13 To consider the co-option of Mr Garth Slater to the Parish Council.**
Mr. Slater, having provided the Council with a comprehensive written précis of his professional background and personal interests and attributes, re-affirmed his commitment to becoming a Councillor.

The Chairman asked Mr. Slater to leave the room whilst Councillors considered his application.

The Council were unanimous in its decision to co-opt Mr Slater. A Declaration of Office was signed and he was invited to join the meeting.

The Chairman re-iterated that considerable effort had been made to advertise this position, particularly to residents of Farm Close and Fairmead but that the Council were delighted to appoint Mr Slater who has already shown considerable commitment to the Parish though his involvement with the Community Led Plan.
- 64/11-13 Public Participation**
Members were advised that no members of the public had registered to speak in the public address.
- 65/11-13 Minutes**
Copies of the minutes of Upwood and the Raveleys Parish Council meeting held on 07 October 2013 had been circulated in advance of the meeting following their informal approval by the Chairman. Councillor Noble proposed to accept the minutes. Councillor Shelford seconded the proposal. All were in favour. It was **resolved** that these were a correct record and duly signed by the Chairman.
- 66/11-13 Matters arising or carried forward from the last or previous meeting.**
- 66/11-13.1 To receive an update on the Community Led Plan Working Party.**
Councillor Hopkins noted the success of the open afternoon held on 19 October. The event was attended by over 70 people. There seems to be a genuine interest from the community and valuable feedback was recorded. This will form the basis of the questionnaire and work on this will commence later in November ready for distribution across the Parish in the spring of 2014.

Councillor Bryce offered particular thanks to Councillor Hopkins and Councillor Howe. He noted the high quality of presentations and the professionalism of the team.



It was noted that there was a distinct lack of attendance by young people despite the distribution of fliers on the school bus and information being e-mailed to the parents of children at Upwood Primary School.

Councillor Noble suggested that a meeting be arranged specifically for teenagers. Councillor Hopkins noted that the Clerk had suggested an art competition for young people. The CLP team will renew its efforts to reach out to our younger residents in the spring.

66/11-13.2 To receive an update on the negotiations of a new lease of the playing field.

The Chairman noted that the Council has approved the renewal of the lease and the payment of the legal fees. However, the lease is for ten years and he asked the Clerk to ascertain whether or not the Council could terminate the lease early (and whether there would be a penalty for doing so) bearing in mind the needs and aspirations of the Parish which will become more apparent as the Community Led Plan progresses. All were in agreement and it was **RESOLVED** that the Clerk would check the detail of the lease and proceed with the renewal if an early release (of 12 months or less) could be confirmed.

66/11-13.3 To receive an update on the future of the Cross Keys Public House.

Councillor Howe confirmed that negotiations are underway between Enterprise Inns and Mr Abbey (Proprietor of the Abbots Elm, Abbots Ripton, in partnership with Mr Gaillard (local businessman and resident). There are two other prospective buyers, both publicans but Councillor Howe is confident that Mr Abbey's experience, both in hospitality and construction management, together with Mr Gaillard's business acumen could be successfully combined in the revitalisation of a much-missed community asset. The Council are hopeful that negotiations will be successful.

66/11-13.4 To receive an update regarding safety concerns at Meadow Road Cemetery.

Following Councillor Shelford's concerns that signs warning of uneven ground should be considered for the cemetery, the Clerk telephoned the insurance company to ask for advice in general terms. They confirmed that displaying warnings could be construed as admitting liability, and that they would not necessarily absolve responsibility in court. If real risk exists then an area should be secured and warning signs displayed whilst measures are taken to remove, or at least minimise the risk. The Clerk added that the Council must address and formalise risk assessment in general. Our current risk assessment policy relates almost exclusively to finance.

The Chairman asked Councillor Noble to take responsibility for starting the risk assessment process. The Clerk will provide sample policies and templates which can be adapted and personalised for the needs of the Parish. After review by the Council, it was agreed to request assistance from Cambridgeshire and Peterborough Association of Local Councils in confirming that our risk management strategy is robust.

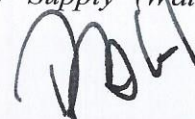
Councillor Noble agreed to take on this responsibility. All were in favour and it was **RESOLVED** to produce a comprehensive risk register for review by the Council within three months.

66/11-13.5 To receive an update on the allotments and community orchard.

Allotment rents have been received from all except 5 tenants. Reminders will be issued in the middle of November. One plot is currently vacant in Upwood and one half plot is vacant in Great Raveley.

The Community Orchard initiative has launched thanks to the support of the Tree Warden Coordinator, Huntingdonshire District Council, and members of Upwood and the Raveleys Allotment Association (URCAA). Trees have been selected and ordered and planting will take place at the end of January/beginning of February. The opportunity to sponsor or dedicate a tree has been advertised and the response has been very good. The "Community Orchard Group" have opened a specific bank account for the administration of funds through this initiative.

Clerk's note: The Council received a letter from Anglian Water stating that, following inspection the allotment tap was in infringement of the Water Supply (Water Fittings)



Regulations 1999. The situation needed to be rectified by 04 November to avoid enforcement action. A plumber was employed to carry out the work (see item 70-11.13.2). The tap was turned off for the winter at the same time.

66/11.13.6 To receive an update regarding security measures for the Upwood allotment site.

Further discussion took place regarding the need for a gate at the Meadow Road entrance. Councillor Bryce had asked a local company for a quotation, a second quotation had been presented by the Clerk to the Council in September and was reviewed again. Councillor Bryce agreed to obtain a third quotation. It was recognised that a gate had been suggested both for the security of the allotments and for the village in general. It was agreed that URCAA would be asked to pay 50% of the cost.

67/11-13 County and District Councillors

Councillor Tew (Cambridgeshire County Councillor) confirmed that Upwood and the Raveleys are included in the Connecting Cambridgeshire programme for improvements to the broadband infrastructure (see <http://www.connectingcambridgeshire.co.uk/parish/upwood-and-the-raveleys/>). Superfast broadband is forecast to be available in this Parish area between September 2014 and March 2015.

Parishioners wishing to report problems with street lighting or highway issues (potholes, trees issues, signal faults, damaged signs, bridge damage, rights of way issues), may now do this online at the following links:

Street Lighting: http://www.lightingcambridgeshire.com/report_fault.aspx

Highways: <http://www.cambridgeshire.gov.uk/CMSWebsite/Apps/Highways/ReportProblem1.aspx>

Councillor Tew explained that plans for the A14 were discussed at a full Council meeting in October and it has now been confirmed that it will be a toll road. Local parishes have expressed concerns that they may become "rat runs". Plans are still under consultation and suggestions are welcome.

Councillor Howe (Huntingdonshire District Councillor) explained that the District focus is entirely on cost savings. The District Council faces a £5.2 million deficit from 2014/2015 into 2015/2016. Payroll alone accounts for £25 million of a total £75 million in costs. Councillor Howe noted that HDC is in a better position than most authorities but still they are looking to save £5 million from payroll. Debate continues but it is possible that cuts may be made across the five leisure centres; to CCTV provision in the market towns; and by reducing the frequency of refuse collections. It is hoped that further information will become available within the next two to three months.

68/11-13 Planning Applications

No planning applications had been received.

69/11-13 Planning items received since publication of the agenda.

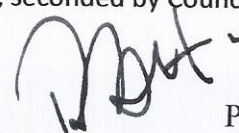
1301553FUL	96 High Street, Upwood	Demolition of rear extension and outbuildings and construction of two storey extension.
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This application was received whilst the Councillor with responsibility for planning was unavailable therefore the Council has been unable to review the plans. The Clerk was asked to request an extension from HDC to enable a full review to take place at the December meeting.

70/11-13 Finance

70/11-13.1 Members noted the financial report and bank reconciliation for October 2013 detailing all transactions to date for the financial year 2013 – 2014. Councillor Hopkins proposed that the reports be approved. This was seconded by Councillor Noble. All were in favour.

70/11-13.2 The following accounts were **approved** for payment by Councillor Bryce, seconded by Councillor Sisman and all were in favour:



Date	Payee	Cheque no.	Amount
04.11.13	CAPALC. CiLCA Course Fees	101375	350.00
04.11.13	Mr J Murray, Plumber (allotment tap, Water Fittings Regulations).	101376	112.00
04.11.13	Mrs C. Bilverstone. Expenses (Postage & Key for Village Hall)	101377	13.00
04.11.13	Andy Davis	101378	375.00

70/11-13.3 To approve purchase of "Standing Orders: Part One", newly published and price to be confirmed + "Local Councils Explained" @ £49.99. Both publications are deemed necessary by CAPALC. This purchase was approved by Councillor Sisman, seconded by Councillor Shelford and all were in favour.

70/11-13.4 To consider proposals for the purchase of new parish noticeboards. Members debated the current condition and positioning of noticeboards and formulated the following strategy for maintenance and renewal:

- Remove the existing noticeboard at Farm Close and install a new one close to the school (subject to the consent of the Head teacher).
- Remove the existing noticeboard in St. Peter's Churchyard and install a new one by the telephone box/book exchange.
- Relocate (if possible) the existing noticeboard in Great Raveley to the centre of the village (next to the old school).
- Refurbish the noticeboard at Little Raveley.

Councillor Sisman agreed to conduct research into the provision of new and the refurbishment of existing equipment over a two to three year period and will report back to the Council in January.

70/11-13.5 To note income received as at 04 November 2013:

Date	Description	Reference	Amount
24.10.13	Allotment & Commercial Land Rents	100067	634.00
31.10.13	Allotment & Commercial Land Rents	100068	760.00
TBD	Allotment Rents	100161	45.00

Note that reference numbers are not sequential. 100161 marks the start of a new paying in book.

70/11-13.6 The Chairman reminded members that a second financial review meeting will take place later in the week and that the Council aims not only to be fully compliant with all procedures in time for the next audit, but also to improve the clarity of financial information presented to members on a monthly basis.

71/11-13 **Correspondence and Communications**
Members noted the following communications:

71/11-13.1 **Energy Crop Scheme, Kingsland Farm**
The Clerk shared information received from the Woodland Officer, East & East Midlands Forestry Commission regarding a proposal to plant the area with Willow under a Short Rotation Coppice (more akin to arable crop rotation than forestry) for the production of an energy crop (biomass used in power stations, etc.). The Forestry Commission requested feedback regarding the environment (impacts on People, Landscape, Flora, Archaeology, Fauna, Recreation, Soil, Access, and Water) for screening to inform decisions on whether an Environmental Statement is required prior to scheme approval. Contact will also be made with the County Archaeologist, RSPB, Wildlife Trust, CPRE and Close Neighbours.

Councillors expressed concerns for both the primary school and the gliding club but in general terms all were in agreement that this proposal for the generation of energy would be more acceptable than, for example, wind turbines or solar panels.

71/11-13.2 Local Highway Improvement Initiative 2014/2015

The Council received a letter dated 24 October inviting community groups to submit a proposal for funding from the Local Highway Improvement Initiative.

Schemes will be jointly funded by the County Council and the applicant. Applicants can seek up to a maximum of £10,000 from the County Council as a contribution to their scheme. The applicant is expected to provide least 10% of the cost. The deadline for submission of applications is 09 December 2013 and applications will be reviewed in January 2014.

Councillor Hopkins expressed exasperation at such schemes which are worthwhile and valuable but which allow such little time for consideration. Feedback received through the Community Led Plan clearly reflects the concerns of our residents for road safety and the need for traffic calming measures but the Parish Council cannot prepare a proposal or fund such initiatives under such time constraints. Councillor Hopkins quoted the cost of adding a zebra crossing to Longholme Road (£15,000 - £25,000 although any additional lighting required may increase the cost significantly); and changing or extending the speed limit, for example on Huntingdon Road (£2,500-£5,000). Councillor Sisman commented that by the time of the review, proposals for 160 new homes on Upwood Airfield may have been approved (despite this council rejecting the plans on more than one occasion), such a development will further exacerbate traffic problems in this Parish, yet the financial benefit of the Community Infrastructure levy will go to Bury Parish Council.

The Council requested strong representation from the County Councillor in approaching the Highways Department to address speed limits across the Parish. Councillor Sisman proposed that this be followed up, Councillor Hopkins seconded the proposal. Councillor Sisman and Councillor Slater agreed to coordinate a proposal following a response from Councillor Tew, for review at the next meeting.

71/11-13.3 Parish/Town Council Expenditure 2014/2015 (Application for precept)

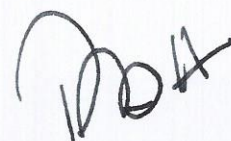
This item would be addressed by the finance sub-committee and presented to the Council for approval in December.

71/11-13.4 Community Infrastructure Levy (CIL)

In April 2013, further amendments to the CIL Regulations 2010 came into force. Amongst the changes implemented was the requirement to pass a proportion of CIL receipts (the "meaningful proportion") in respect of a chargeable development to the parish council for that area. Any Town or Parish Council area in Huntingdonshire will receive a minimum of 15% of the CIL receipts from development that occurs in their area, where the development in question had not received a CIL Liability Notice prior to the implementation of the Amendment Regulations 2013.

Any Town or Parish Council receiving CIL receipts (meaningful proportion) are required to:

- a) Use the receipts to support the development of the local council's area, or any part of that area, by funding the provision, improvement, replacement, operation or maintenance of infrastructure; or anything else that is concerned with addressing the demands that development places on an area.
- b) Prepare a report, in accordance with the regulations, for any financial year in which it receives CIL receipts and publish the report on its website or that of the charging authority, namely HDC. A copy must also be sent to the charging authority.
- c) Use the CIL receipts to support the development of its area within 5 years of receipt or be required to repay the money to the charging authority to spend on infrastructure.

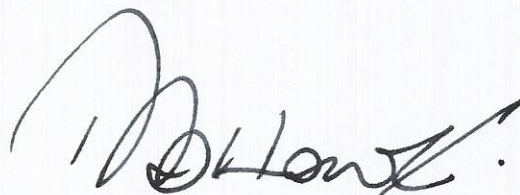


The Parish Council agreed to accept the legal responses that the CIL meaningful proportion receipts brings and opted to receive payments twice yearly.

- 71/11-13.5 Memorial Application. Meadow Road Cemetery**
The Clerk has been asked to give approval for an additional inscription to be added to a gravestone in the cemetery. The Chairman asked that the Clerk be authorised to approve such requests without the need to report to the Council unless she deems it necessary. Councillor Noble proposed to accept this and was seconded by Councillor Shelford. All were in favour.
- 72/11-13 Matters arising from Councillors**
72/11-13.1 Councillor Perkins requested the Council to consider approving phase two of the planned tree works as this work is currently a year behind schedule. The Chairman agreed to address this request with the finance sub-committee and report back with a decision at the next meeting.
- 72/11-13.2** Councillor Sisman advised the Council that the police are unhappy with the management of Speedwatch and have restricted the number of Speedwatch letters they are prepared to send on behalf of the Ramsey/St. Ives group. Speedwatch believes that only regular sessions have effect, therefore each parish needs to support at least 2 sessions per month. The current policy is resulting in speeding drivers not receiving cautionary letters; or planned sessions being cancelled to enable Speedwatch to remain within the quota. Councillor Sisman asked that the Chairman write a letter of support on behalf of the Parish Council. All were in favour and it was **Resolved** to do so.
- 72/11-13.3** Councillor Shelford informed Councillors that the closing date for items to be included in the next newsletter is 15 November. It was agreed that an update from the Community Led Plan team should be included, together with a note informing parishioners about the tree work to be carried out in the churchyard. Having experienced several electrical power cuts recently, Councillors advised that a note to inform residents how to report a power cut might be helpful (see <http://www.ukpowernetworks.co.uk/> or telephone 0800 783 8838).
- 73/11-13 Matters for future consideration**
There were none (other than those items outlined above).
- 74/11-13 Date of next meeting**
02 December 2013, Upwood Village Hall, 7.00pm.

CLOSE OF MEETING

Pursuant to section 1(2) of the Public Bodies (Admission to Meetings) Act 1960 it was resolved that, because of the confidential nature of the business to be transacted, the public and the press leave the meeting during consideration of: increasing the area of allotment land available for rental in the Parish.



2 Dec 2013