

## Upwood and the Raveleys Parish Council

A meeting of Upwood and the Raveleys Parish Council was held on Monday 03 February 2014 at 7.00pm in Upwood Village Hall.

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

**In attendance:** Mrs. C. Bilverstone (Parish Clerk) and 6 members of the Public.

### Minutes

**100/02-14 Apologies**

Apologies were received from Councillor Noble (bereavement). Councillors offered sincere condolences to Councillor Noble on the loss of her Father.

**101/02-14 Declarations of interest**

Councillor Hopkins and Councillor Shelford declared an interest in the allotments.

**102/02-14 Public Participation**

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

**103/02-14 Minutes**

Copies of the minutes of Upwood and the Raveleys Parish Council meeting held on 06 January 2014 had been circulated in advance following their informal approval by the Chairman. Councillor Hopkins proposed to accept the minutes. Councillor Paxton seconded the proposal. All were in favour. It was **resolved** that these were a correct record and the minutes duly signed by the Chairman.

**104/02-14 Matters arising or carried forward from the last or previous meeting.**

**104/02-14.1 To receive an update following concerns of floodlighting on the Airfield Industrial Estate.**

The Chairman has visited the site and assessed the impact on Fairmead, Farm Close and Longholme Road. Residents of Fairmead and Farm Close confirmed that the lights are not visible from either location. One resident on Longholme Road had noticed the lights but was not unduly concerned. The main visual impact is to road users between Upwood and Bury. Richard Hollingsworth, Huntingdonshire District Council, will inspect the site and may request that shades are fitted to deflect the light and reduce the impact. Councillor Paxton suggested that motion sensors may prove to be a more energy efficient option.

**104/02-14.2 To review the Councillor Vacancy.**

The position has been advertised on the village website and on the Upwood Facebook page since 15 January. However, it was not posted officially on the noticeboards until 28 January. It is a statutory requirement that the notice is posted for fourteen days. The Chairman was pleased to report that Mr Jason Edwards has applied for the position. If no further applications are received Mr Edwards will be co-opted to the Council at the next meeting.

**104/02-14.3 To consider granting dispensation to Councillor Paxton to enable her to participate in discussion regarding the allotments, and also to participate in any votes taken on that business.**

Councillor Paxton is a trustee of the two allotments charities (see item 104/02-14.4). Historically dispensation has been sought and awarded by Huntingdonshire District Council. Under the Localism Act (2011) this responsibility has been devolved to the Parish Council. Councillor Paxton has completed the necessary forms. Councillors agreed that dispensation should be awarded and it was **resolved** to do so. The Chairman noted that Councillors may wish to consider their own interests and formally apply for dispensation in the same manner.



**104/02-14.4 To review the Parish Council's obligations to the Charity Commission regarding Charity no. 264373 "Allotments for the Poor of the Parish of Upwood" and no. 232893 "Poors Allotments".**

The Parish Council holds the title deeds for four plots of land (The allotment site at Meadow Road, Upwood (including the "Hayfield"); The allotment site at Great Raveley (Plots 1-5); allotment land on Turf Fen Road "Gravel Pits"; and allotment land on Upwood Road, "Dock Fields" and "3-2-30") The deeds were produced in 1998 following a Statutory Declaration by Miss Freda Butler (Parish Councillor from 1959 to 1971 and from 1976 until at least August 1997 when the declaration was made). Miss Butler stated that each of the plots:

*"has been in the undisturbed ownership of the Council for as long as I can remember. The said land has been rented out by the Parish Council to sundry tenants and from my own knowledge the rent has been collected by the Parish Council since at least 1959"; "that freehold ownership has been vested in the Council over many years without any mortgage incumbrance or liability relating to the same"; "I verily believe that the deeds to the said land have been lost or mislaid".*

The Upwood Allotment site is governed by the Inclosure Award of 30<sup>th</sup> July 1853. The Great Raveley site is governed by the Inclosure Award of 9<sup>th</sup> December 1850. The history of the other two parcels of land is, at this stage, unknown. Neither appear to be governed by Inclosure Awards and neither are registered charities.

Neither Inclosure Awards (the governing documents) specify terms and conditions of its trustees in today's terms. The land at Great Raveley was initially in the care of Sir Henry Peyton, Baronet Richard Hussey Hussey, Peter Martin, and the Overseers of the Poor. The land at Upwood was initially in the care of the Church Wardens and the Overseers of the Poor. Councillor Paxton and Mr David Paine are currently the Trustees of both charities. Councillor Paxton has expressed an interest in remaining a Trustee and is committed to fulfilling the requirements of the position. The Council has received a letter of resignation from Mr. Paine.

Trustees of all registered charities are expected to produce an annual report (about the charity's work; where the money comes from; and how it has spent its money in the past year) but only those that receive more than £25,000 a year are required by law to submit this to the Charity Commission. It is not necessary to submit an annual return for either allotment charity but the Charity Commission expects a simple breakdown of income and expenditure on an annual basis. Details of both charities are publicly available on the Charity Commission website which clearly shows that data has not been submitted for the years ending 31 March 2009, 2011, 2012 & 2013.

The Clerk has produced a report detailing the income and expenditure of both allotment sites for the missing periods. Councillors had not had the opportunity to study the figures in detail. This will be carried forward to the next meeting.

Councillors discussed the need to appoint one or more trustees, and to conform to the requirements of the Charity Commission. All agreed that a representative should be sought from Upwood and the Raveleys Community Allotment Association (URCAA) and from the Church. The Clerk will invite both to nominate a representative.

The Chairman suggested that Councillors should consider re-classifying the allotment land on Turf Fen Road ("Gravel Pits"); and allotment land on Upwood Road ("Dock Fields" and "3-2-30") as "Parish Land" rather than "Allotment Land". This land is currently let for commercial use and the income is "Parish income". The Chairman has confirmed with the Democratic Services Department, Huntingdonshire District Council, that this would be an acceptable course of action. Councillors asked that this matter be deferred to the next meeting.

**104/02-14.5 To review the business plan of Upwood and the Raveleys Community Allotment Association (URCAA).**

Councillor Slater presented an overview of the Business Plan which had been shared with Councillors prior to the meeting. The Chairman thanked URCAA for their comprehensive report outlining short, medium and long term plans. All agreed that the allotments are in good hands.



- 104/02-14.6 To consider proposals for security measures on the Upwood allotment site.**  
Councillor Slater, having consulted with URCAA, confirmed that a single barrier gate (dark green) is the preferred option to increase the security of the site. The Huntingdon Road entrance should remain blocked for vehicular access although URCAA may consider the installation of a gate in the future. The Chairman confirmed that the Parish Council is supportive of these plans. Three quotations have been obtained and Councillor Slater advised purchasing the gate from "The Ironworks Company" for installation by Mr McCreadie. The Chairman asked Councillors to authorise Councillor Slater to make the necessary arrangements. All agreed to authorise spending of £550 including VAT for the purchase and installation of the gate. Fifty percent of the cost will be covered by URCAA.
- 104/02/14.7 To review concerns of waterlogging on the Upwood allotment site.**  
URCAA are considering strategies to improve drainage on the allotment site. Planting of the orchard has been delayed until the middle of February.
- 104/02/14.8 To review concerns regarding the gateway, track and parking area of the Upwood allotment site.**  
The gateway, track and parking areas are waterlogged and vehicular access is not possible at this time. Councillor Slater is working with URCAA to find a solution.
- 104/02/14.9 To consider proposals for clearing the ditch between the "old" and "new" cemeteries.**  
The Clerk confirmed that Swearers Funeral Services had agreed to ensure that excess soil is removed from the site in future. This point will be clarified in the Cemetery "Schedule of Rules, Regulations and Fees" (see item 104/02/14.10). Other Funeral Directors will also be advised. Councillor Perkins presented two quotations for clearing the ditch but would like to ascertain whether a plastic pipe inserted into a 1m deep trench, backfilled with gravel and draining into the ditch on the adjacent farmland would be a feasible option. It would almost certainly eliminate some of the risk to the brick weave entrance. The Chairman thanked Councillor Perkins and asked that three quotations be presented at the next meeting with a view to the work being carried out during the summer months.
- 104/02/14.10 To review draft amendments to the Cemetery Regulations (September 2012).**  
The Clerk met with the Director of Swearers Funeral Services following a request for clarification on the Council's Cemetery Regulations (2012). Further to the meeting, the Clerk has made minor amendments to the regulations. These amendments were presented as a draft with a view to adoption by the Council. It was agreed that the regulations had not been effectively enforced in the past but for the benefit of all users of the cemetery, they would be followed in the future. Councillor Sisman noted that that the amendments added clarity and proposed that the "Schedule of Rules, Regulations and Fees "2014" be adopted. Councillor Shelford seconded the proposal and all were in favour. Swearers had offered to make this updated document available to prospective clients in the future.
- 104/02/14.11 To review the cemetery plan with a view to allocating space for future interments.**  
There are six unallocated burial plots on the current row. The Council decided against adding another row at the bottom of the hill (bearing in mind the current drainage problems). The next row will start higher up the slope immediately above the first spaces allocated when the "new" cemetery was opened in 1966. There is space for approximately 6 or 7 rows at the top of the hill which could provide burial space for at least twenty years.
- 104/02/14.12 To receive an update regarding the drains on Longholme Road, Huntingdon Road and Meadow Road.**  
Councillor Sisman agreed to find out who is responsible for the ditches and drains and to ascertain proposals for their maintenance. If this responsibility falls to the Parish Council then it will need to take action within the next couple of years. It was noted that any clearance of the ditches and drains adjoining the highways could potentially ease the drainage problems on the allotment site. Councillors expressed concerns for the overflowing ditch along Meadow Road. If the water were to flood onto the road and freeze it would present a serious risk to road users.



**104/02/14.13 To review a proposal for renovation and renewal of Parish noticeboards.**

Councillor Sisman requested that further discussion of this item be postponed until the next meeting but agreed to assess the need for renovation or replacement of the noticeboards in Great Raveley and Little Raveley; to assess the possibility of moving the Upwood noticeboard from the churchyard to the grassed area by the phone box (for ease of access); and the possibility of providing a noticeboard near to the school site.

**104/02/14.14 To receive an update on Speedwatch**

Councillors were pleased to learn that further to the advertisement in the newsletter Mr Brian Holder and Mr Frank Bibby, both of Meadow Road have volunteered, and will undertake training prior to joining the local Speed Watch team. These appointments will allow the Parish to display permanent Speedwatch signs as a constant reminder to motorists.

**104/02/14.15 To review draft of risk management procedures**

This item was deferred until the next meeting.

**105/02-14 County and District Councillors**

Councillor Tew advised that the County Council will discuss budget proposals on 18 February. He will report back to members at the next meeting and advise on the impact this may have on the Parish.

Councillor Howe informed Members that he has been invited to join the adjudicating panel awarding funds from the Ramsey Wind Farms Extension He advised that four new turbines will be built alongside the existing single turbine. These will be subject to a £40,000 per annum Section 106 Order whereby operators will pay £40,000 into a trust fund for the benefit of Ramsey (70%) and the three adjacent parishes: Warboys (10%), Bury (10%) and Upwood (10%). This will bring £40000 of opportunities for funding of community projects (over a ten year period) to this Parish. Separate business cases for each application must be prepared and reviewed by the adjudicating panel. Councillor Howe will update Members on this initiative as it progresses.

Councillor Howe advised that 47% of District Council employees have taken cuts in pay. Whilst this will cause severe hardship for many employees, the measures form a part of the cost reduction measures which are required to attain a balanced budget in the future.

**106/02-14 Planning Applications**

No planning applications had been received.

**107/02-14 Finance**

Members noted the financial report and bank reconciliation for January 2014 detailing all transactions to date for the financial year 2013 – 2014.

**107/02/14.1 To approve accounts for payment: 03 February 2014:**

The following accounts were unanimously approved for payment:

Date	Cheque no.	Payee	Description	Amount
03.02.14	101390	Serjeant & Son	Glebe Paddock. Renewal of Lease.	£1650.00
03.02.14	101391	Huntingdonshire District Council	Printing Services re. Community Led Plan	£69.18
03.02.14	101392	HMRC	PAYE/NI	20.31

The Clerk explained that the amount due to HMRC (cheque no. 101392) was overdue (dating back to July/August 2013). Despite having spent a good amount of time reviewing payslips; talking with representatives from HMRC; and analysing payments previously made, she has been unable to ascertain why this amount had become overdue. Her only suggestion is that it could relate to National Insurance payments on behalf of Mrs Tunnicliffe. Councillors noted that significant effort had been made to resolve this matter and agreed that payment should be approved.



**107/02/14.2 To note income received: 03 February 2014:**

Date	Reference	Received from	Description	Amount
24.01.14	100165	Swearers Funeral Service	Grant of Exclusive Right of Burial + Interment	£215.00
24.01.14	100165	Swearers Funeral Service	Grant of Exclusive Right of Burial	£140.00
30.01.14	100166	Mrs S. Bradley	Grant of Exclusive Right of Burial x 2	£280.00
30.01.14	100166	Dignity Funerals Ltd.	Interment	£75.00

The Chairman explained that following the resignation of Councillor Bryce, the Council has a vacancy on the Finance Committee. He proposed Members offer this position to Councillor Slater. All were in agreement and it was **resolved** to do so.

**108/02-14 Correspondence and Communications**

**108/02-14.1** The Parish Council has received a letter of thanks for financial support from Upwood and the Raveleys Village Hall Management Committee.

**108/02-14.2** The Parish Council has received a letter regarding the "Buy a Brick Campaign" from the Woodlands Cancer Centre, Hinchingsbrooke Hospital. Councillors noted that The Parish Council doesn't have a protocol for addressing charitable requests but all agreed that in supporting this, the Council would be indirectly supporting its Parishioners. Councillor Paxton suggested that the Finance Committee should consider a strategy for supporting and budgeting for such initiatives. Councillor Sisman proposed a donation of £20, Councillor Paxton seconded the proposal. The following was approved for payment:

Date	Cheque no.	Payee	Description	Amount
03.02.14	101393	Hinchingsbrooke HCT Charity	Charitable Donation	£1650.00

**109/02/14 Matters arising from Councillors**

**109/02-14.1** Councillor Perkins presented a letter from the residents of Millstone Cottage expressing concerns for their privacy should the proposed tree works for phase two be carried out as planned. They have requested that the trees adjacent to their boundary be topped rather than felled. Councillor Perkins agreed to investigate the matter and report back at the next meeting.

**109/02-14.2** Councillor Sisman asked Councillors to consider the repair or replacement of the gate to Glebe Paddock. This item had been on the agenda previously

**109/02/14.3** Councillor Hopkins noted that the draft Community Led Plan questionnaire will be reviewed later in the week.

**109/02/14.4** Councillor Howe reiterated ongoing concerns of dog fouling in the Parish. He suggested that although signs are already displayed and notices have been placed in the newsletter, there are still a number of irresponsible dog owners and that the Council should consider something more overt. He presented images of suggested signage and agreed to investigate further with the assistance of the Clerk. Councillor Tew suggested that "ShapeYourPlace" might offer a good forum for addressing such issues. Councillors had agreed at the meeting in January that this initiative would be addressed by the Community Led Plan team.

**110/02/14.4 Matters for future consideration**

There were no additional matters for future consideration.

**111/02.14 Date of next meeting**

03 March 2014, Upwood Village Hall, 7.00pm.

CLOSE OF MEETING

*[Handwritten signature]*  
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