



Upwood and the Raveleys Parish Council

Parish Clerk – Mrs Carol Bilverstone. Kilimanjaro, 9 Meadow Road, Upwood, Huntingdon, Cambs. PE26 2QJ
Telephone: 01487 812447. E-Mail: parishclerk@upwood.org

The Annual General Meeting of Upwood and the Raveleys Parish Council was held on Monday 08 May at 6.00pm at Upwood Village Hall.

Present: Councillors J. Edwards, H. Nel, J. Noble, J. Paxton, A. Perkins, G. Slater, H. Smith, M. Tew.

In Attendance: Mrs. C. Bilverstone (Clerk) and 4 members of the public.

Minutes

- 01-05/17 To elect the chairman of the council and to receive the chairman's declaration of acceptance of office.**
In the absence of the chairman, the meeting was opened by Councillor Slater, Vice Chairman who invited nominations for the chairman of the council.
Councillor Noble nominated Councillor Howe (the clerk confirmed that Councillor Howe would be willing to stand as chairman). There being no further nominations, Councillor Nel seconded the proposal. All were in favour and it was **resolved** to re-appoint the chairman. Councillor Howe signed the declaration of acceptance of office after the meeting.
- 02-05/17 To elect the vice chairman and to receive the vice chairman's declaration of acceptance of office.**
Councillor Slater confirmed his wish to retire from this position and invited nominations for vice chairman. Councillor Perkins nominated Councillor Tew. There being no further nominations, Councillor Smith seconded the proposal. All were in favour; Councillor Tew accepted the appointment; and it was **resolved** to do so. Councillor Tew signed the declaration of acceptance of office and proceeded to chair the rest of this meeting. Councillor Perkins thanked Councillor Slater for his outstanding dedication and commitment to the role over the past three years. These sentiments were echoed by the incoming vice chairman and members.
- 03-05/17 To receive and approve apologies for absence.**
Councillor Howe: District Council Commitment.
- 04-05/17 To receive declarations of interest.**
Members are invited to declare disclosable pecuniary interests and other interests in items on the agenda as required by the Upwood and the Raveleys Parish Council Code of Conduct for Members and by the Localism Act 2011. There were no declarations of interest.
- 05-05/17 To appoint councillors to the finance working party.**
Councillor Noble proposed that Councillors Howe, Slater, Smith and Tew be appointed to the finance working party. Councillor Nel seconded the proposal. All were in favour and it was **resolved** to do so.
- 06-05-17 To appoint a councillor as a nominated representative to Upwood and the Raveleys Community Allotments Association.**
Councillor Slater nominated Councillor Edwards to this role. Councillor Paxton seconded the proposal. All were in favour and it was **resolved** to do so.
- 07-05/17 To review and confirm portfolio responsibilities of all councillors.**
Councillor Nel proposed the following structure of portfolio responsibilities. Councillor Edwards seconded the proposal. All were in favour and it was **resolved** to do so.

Councillor	Portfolio Responsibilities	Overall Objectives
Jason Edwards	<ul style="list-style-type: none"> Parish boundaries, ditches, footpaths, grass and hedges Liaison with the Upwood & the Raveleys Community Allotments Association CLP: Housing & Planning 	<ul style="list-style-type: none"> To oversee the maintenance of the parish environment. To liaise with URCAA. To represent the parish council on the CLP working party for housing and planning.
Robin Howe	<ul style="list-style-type: none"> Chairman Member of the finance working party CLP: Housing & Planning 	<ul style="list-style-type: none"> To lead the parish council. To oversee the financial management of the council. To represent the parish council on the CLP working party for housing and planning.
Helen Nel	<ul style="list-style-type: none"> Liaison with the Raveleys; Fairmead, Farm Close; and all outlying areas Liaison with Upwood Primary School CLP: Communication 	<ul style="list-style-type: none"> To liaise with, and advocate for parishioners in all of the outlying areas of our community. To liaise with Upwood Primary School to promote awareness of local council matters with younger members of the community. To represent the council on the CLP working party for communication.
Jean Noble	<ul style="list-style-type: none"> Play facilities Parish aesthetics Health & Safety and risk management Liaison with the local parish forum Community Speedwatch Coordinator 	<ul style="list-style-type: none"> To manage play facilities. To monitor the aesthetics of the parish environment making recommendations for action where necessary. To undertake regular risk assessments covering all parish assets and to maintain written reports. To represent the council on the local parish forum. To act as coordinator for Community Speedwatch
Jo Paxton	<ul style="list-style-type: none"> Liaison with St. Peter's Church Meadow Road Cemetery Liaison with the local parish forum 	<ul style="list-style-type: none"> To liaise with St. Peter's Church regarding the maintenance and appearance of the churchyard. To monitor and revise where appropriate, the rules, regulations and fees for Meadow Road Cemetery. To represent the council on the local parish forum.
Andrew Perkins	<ul style="list-style-type: none"> Planning Parish Trees Parish land CLP: Housing & Planning 	<ul style="list-style-type: none"> To present planning applications to the council and to make recommendations where appropriate. To oversee the safety and well-being of parish trees and to make recommendations for their maintenance where necessary. To liaise with commercial land tenants. To represent the council on the CLP working party for housing and planning.
Garth Slater	<ul style="list-style-type: none"> Traffic, highways and road safety Member of the finance working party Liaison with the local parish forum CLP: Roads & Road Safety 	<ul style="list-style-type: none"> To oversee the financial management of the council. To represent the council on traffic, highways and road safety forums and to liaise with the district and county councils and other bodies on related issues. To represent the council on the local parish forum. To represent the council on the CLP working party for roads and road safety.
Howard Smith	<ul style="list-style-type: none"> Communication & Public Relations Member of the finance working party 	<ul style="list-style-type: none"> To liaise with the parish newsletter and local press to ensure residents are fully informed about parish council matters. To oversee the financial management of the council.
Michael Tew	<ul style="list-style-type: none"> Vice-Chairman Community Led Plan Member of the finance working party 	<ul style="list-style-type: none"> To deputise for the chairman when required. To manage the progression of the Community Led Plan To oversee the financial management of the council.

- 08-05/17 To review all existing policy documents and to consider their re-adoption:**
Governance: Standing Orders, Code of Conduct, Media Policy, Complaints Procedure, Equal Opportunities Policy, Management of Records Policy
Finance: Financial Regulations
Freedom of Information & Data Protection: Freedom of Information Publication Scheme
Health & Safety & Risk Management: Health & Safety Advice and Policy, Risk Management Procedures, Risk Management Policy
Community: Community Engagement Action Plan and Policy, Grant Awarding Policy, Volunteer Policy
Parish Council Personnel: Training and Development Statement of Intent, Disciplinary & Grievance Procedure
Parish Assets: Schedule of Assets and Investments, Biodiversity Statement
 The clerk confirmed that all policies and procedures remain current and fully compliant with the relevant legislation. Councillor Smith proposed that all of the policy documents listed above be re-adopted. Councillor Slater seconded the proposal. All were in favour and it was **resolved** to do so.
- 09-05/17 Public participation.**
 To allow up to 10 minutes (2 minutes per person) for any members of the public and councillors declaring the existence and nature of a prejudicial interest to address the meeting in relation to the business on this agenda. There was no public participation.
- 10-05/17 To receive and approve the minutes of the parish council meeting held on 03 April 2017.**
 Copies of the minutes of the meeting of Upwood and the Raveleys Parish Council held on 03 April 2017 had been circulated in advance following their informal approval by Councillor Slater. Councillor Nel proposed acceptance of the minutes. Councillor Smith seconded the proposal. All who had been present at the meeting were in favour and it was **resolved** to do so. Councillor Slater signed the minutes.
- 11-05/17 Matters arising or carried forward from the last or previous meeting.**
- 11-05/17.1 To receive an update on the proposal for provision of a community defibrillator.
 Councillor Nel will meet with Ms Sue Elvis and Ms Hayley Huskinson (Proprietor of the Cross Keys) on 15 May. They will discuss the relocation of the defibrillator and the facilitation of community access; the need for additional provision across the parish; and access to training for parishioners.
- 11-05/17.2 To receive an update from the Communications Working Party.
 The communications working party met on 24 April and agreed to prepare a second “Communications” bid for the parish council to submit to the Ramsey Windfarm Community Benefit Fund to continue with the work started two years ago. This is a work in progress but will include an application for funding for:
- WiFi costs for the village hall. £28 per month = £672 for two years
 - Parish Website. £98.12 for two years.
 - Parish Newsletter (colour printing) for two years. Cost to be determined.
- Plans to relocate the “Upwood” sign have proved lengthy and complex but it is now hoped that the sign can be moved to incorporate Fairmead as part of the current Local Highway Initiative. Ideally the sign would read “Upwood and the Raveleys” or “Welcome to Upwood and the Raveleys” and be replicated at each of the five approaches to the parish. If the LHI route is unsuccessful then the working party will add this to its grant application.
 The working party discussed the connectivity problems with the projector in the village hall and have since been pleased to learn that Upwood Village Hall Management Committee has purchased a Google Chromecast device at a modest cost. This will enable wireless connection and screen mirroring to the projector from laptops, tablets and smartphones via the village hall’s WiFi connection.
 The working party would welcome further input from councillors or parishioners.
 The chairman reminded members that the Ramsey Windfarm Community Benefit Fund offers £8,000 per annum for community projects in this parish (see: <http://www.grantscape.org.uk/fund/ramseywindfarmcbf/>). The clerk will email a reminder to all community groups in the parish. Councillor Smith suggested that the council consider making adaptations to the Bentley Close Play area to accommodate younger children.
- 12-05/17 To receive reports from neighbouring parishes.**
 Councillor Tew reported that Bury Parish Council will hold a Neighbourhood Plan meeting on 24 May. Councillor Slater agreed to attend as the representative of this parish council.

Councillor Tew suggested that the outline planning permission for 160 homes on the RAF Upwood site is likely to be approved in the near future. It is thought that when permission for 160 homes has been granted, the applicant will apply for a further 300. Granting of planning permission for the site of the former USAF clinic is also thought to be imminent.

13-05/17 To receive reports from county and district councillors.

A report from District Councillor Robin Howe had been received for presentation at the Annual Parish Meeting. Councillor Tew confirmed that he has retired from his county council position and has been succeeded by Councillor Terry Rogers.

14-05/17 Notification of planning items.

14-05/17.1 17/00671/HHFUL | Remove an existing lean-to and erect a single storey extension at the rear of the property. 106 Huntingdon Road Upwood. PE26 2QQ

Councillors agreed that this would be a sympathetic addition to this property with no impact on the street scene or on neighbouring properties. Councillor Perkins proposed that the council supports this application. Councillor Paxton seconded the proposal. All were in favour and it was **resolved** to do so.

14-05/17.2 17/00725/OUT | Proposed two detached bungalows with detached open garages. 65 High Street Upwood. PE26 2QE

Councillors agreed that this development would provide a useful addition to the housing stock of the parish. They consider the designs to be aesthetically pleasing and in keeping with the surrounding area. Councillor Perkins proposed that the council support this application. Councillor Slater seconded the proposal. All were in favour and it was **resolved** to do so.

15-05/17 Finance

15-05/17.1 To approve accounts for payment: 08 May 2017

Date	Ref. No.	Payee	Description	Amount
08.05.17	317501370	Mrs C. Silverstone	Clerk/RFO Salary. April 2017	687.42
			Expenses: Working from home allowance, stationery	26.96
08.05.17	576098278	HMRC	PAYE/NI	5.99
08.05.17	/	SALVUS Master Trust	Employee + Employer Pension Contributions. April 2017 @ £73.00	0.00**
08.05.17	289697992	CAPALC	Affiliation Fee	320.88
08.05.17	334312889	Information Commissioner's Office	Data Protection Registration Renewal	35.00
08.05.17	802252384	Came & Company	Renewal of annual insurance (year 2 of 3)	457.43
08.05.17	291751395	Mr A Davis	Parish Grass Cutting (no.3 & 4)	790.00

*salary calculations reflect the National Joint Council for Local Government Services (NJC) salary award 2017/2018 which was acknowledged in minute references: 54-09/16.3 & 70-10/16.3.

**Payment is deferred as the parish council is required to set up a direct debit (see minute reference: 16-04/17.3)

Councillor Smith proposed that the council approve the accounts for payment. Councillor Paxton seconded the proposal. All were in favour and it was **resolved** to do so. The vice chairman signed the list of payments on the agenda and the bank reconciliation. Councillors Paxton and Slater signed the invoices and authorised the online payments after the meeting.

15-04/17.2 To note income received: 08 May 2017:

Date	Ref. No.	Received from	Description	Amount
25.04.17	BACS	Huntingdonshire District Council	Annual Precept	23000.00
18.04.17	BACS	Mrs S. Sisman	Cemetery Fees	50.00

15-04/17.3 To consider a request from Salvus Master Trust (pension provider) to set up a direct debit to collect the deferred payment noted above** and all future monthly payments.

Councillor Nel proposed that the council authorises direct debit payments to Salvus Master Trust. Councillor Noble seconded the proposal. All were in favour and it was **resolved** to do so. The clerk will initiate payments and the company will confirm the payment to be taken on a monthly basis.

15-04/17.4 To consider a grant application for £62.26 to support the running costs of the parish website (1 year @ £35.86) + renewal of the Upwood.org domain (2 years @ £26.40).

The clerk confirmed that the running costs of the parish website had been included in the preliminary plans for the Ramsey Windfarm Community Benefit Fund bid but that this payment had already been made by the webmaster. Councillor Smith proposed that the grant be awarded. Councillor Edwards seconded the proposal. All were in favour and it was **resolved** to do so.

15-04/17.5 To consider approval of the Annual Governance Statement 2016/2017.

Councillors were asked to acknowledge as the members of Upwood and the Raveleys Parish Council their responsibility for ensuring that there is a sound system of internal control, including the preparation of the accounting statements. They were asked to approve the annual governance statement which had been prepared and signed by the clerk. Councillor Noble proposed that a resolution be made to this effect. Councillor Paxton seconded the proposal. All were in favour and it was **resolved** to do so. The vice chairman signed the annual governance statement.

15-04/17.6 To consider approval of the Accounting Statements 2016/2017.

The clerk had completed the accounting statements 2016/2017 and signed the following statement: "I certify that for the year ended 31 March 2017 the accounting statements in this annual return present fairly the financial position of this smaller authority and its properly present receipts and payments". Councillor Smith proposed that the council approve the accounting statements. Councillor Edwards seconded the proposal. All were in favour and it was **resolved** to do so. The vice chairman signed the accounting statements.

The clerk confirmed that arrangements have been made for the internal audit to take place on 16 May 2017.

16-04/17 Parish Maintenance

16-04/17.1 To receive and review the parish risk assessments for April 2017.

There were no matters arising from the risk assessments. Councillor Nel proposed that they be accepted. Councillor Slater seconded the proposal. All were in favour and it was **resolved** to do so.

The annual inspection report has recently been received for Bentley Close Play Area. This will be reviewed at the next meeting.

17-04/17 Correspondence and Communications

17-04/17.1 An invitation to participate in a consultation regarding the Houghton and Wyton Neighbourhood Plan:

Proposed Alternative Modifications (see: <http://consult.huntingdonshire.gov.uk/portal/pp/nps/hw-altmod>)

17-04/17.2 An invitation to participate in the Housing White Paper consultation.

17-04/17.3 Recycling in your community in partnership with East Anglian Air Ambulance and The Salvation Army: A request for sites to host clothing banks.

17-04/17.4 An invitation to participate in "Village of the Year, 2017"

17-04/17.5 An invitation to participate in a consultation on the proposed 2017 revision of the Local Validation Guidance List and Local Validation Check List for planning applications for the County Council's own development and for waste development.

17-04/17.6 Notification of the district Council's Community Chest Grant for 2017/2018.

<http://www.huntingdonshire.gov.uk/council-democracy/grants/#strategic>

17-04/17.7 An update to Cambridgeshire County Council's Highway asset management and criteria (see:

<https://www.cambridgeshire.gov.uk/residents/travel-roads-and-parking/roads-and-pathways/roadworks-and-faults/how-long-does-it-take-to-fix-a-road-fault/>)

17-04/17.7 An invitation for feedback from the district council regarding a proposal to offer Tree Safety training:

"Managing trees on Town and Parish Council owned land-how to address the legal responsibilities involved in a common sense way".

18-04/17 To receive verbal reports from Parish Councillors on matters arising from their portfolio responsibilities.

No decisions can be made under this item.

Councillor Nel reported that she has recruited two volunteers to join the Community Speedwatch Team. She has also identified a potential volunteer for the parish newsletter.

Councillor Perkins reminded members that work to the ash tree in Charters Spinney will be carried out later in the week. While the contractor is on site he will ask for advice on a pollarded yew tree in the churchyard which has become unsightly. Councillor Perkins wished to record thanks on behalf of the parish council to Jake and Quinn Edwards who have volunteered to keep the area by the church wall clean and tidy.

Councillor Paxton reported that the cemetery continues to be well cared for.

Councillor Slater confirmed that he will meet with Councillor Tew, the clerk and the Cambridgeshire County Council design team later in the month regarding detailed proposals for the Local Highway Initiative project on Ramsey Road.

19-04/17 Matters for future consideration.

No decisions can be made under this item.

20-04/17 Date of next meeting: 05 June 2017, Upwood Village Hall, 7:00pm.

Close of meeting: 8:25pm