



Upwood and the Raveleys Parish Council

Parish Clerk – Mrs Carol Bilverstone. Kilimanjaro, 9 Meadow Road, Upwood, Huntingdon, Cambs. PE26 2QJ
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The Annual Meeting of Upwood and the Raveleys Parish Council was held on Monday 09 May 2016 at 6.00pm at Upwood Village Hall.

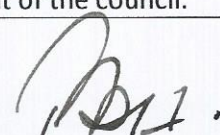
Present: Councillors: J. Noble, R. Howe (Chairman), H. Nel, J. Paxton, A. Perkins, R. Singleton, G. Slater, H. Smith.

In Attendance: Mrs. C. Bilverstone (Clerk), County Councillor M. Tew and no members of the public.

Minutes

- 01-05/16 To elect the chairman of the council and to receive the chairman's declaration of acceptance of office.**
Councillor Slater nominated Councillor Howe; Councillor Paxton seconded the proposal. There were no further nominations and all were in favour. Councillor Howe accepted the nomination and it was **resolved** that he be re-elected as chairman. Councillor Howe signed the chairman's declaration of acceptance of office.
- 02-05/16 To elect the vice chairman and to receive the vice chairman's declaration of acceptance of office.**
The chairman nominated Councillor Slater noting that he has served the council admirably in this position. Councillor Smith seconded the proposal. There were no further nominations and all were in favour. Councillor Slater accepted the nomination and it was **resolved** that he be re-elected as vice-chairman. Councillor Slater signed the vice-chairman's declaration of acceptance of office.
Councillor Perkins congratulated Councillor Howe on his new position (due to be ratified next week) as Executive Leader of Huntingdonshire District Council, and noted that the parish council was extremely lucky that he feels able to continue as chairman. Councillor Howe noted that he will not be able to continue indefinitely and the council needs to formulate a succession plan to enable him to step down within the next few months. He invited members aspiring to the role of chairman to make themselves known. Formal training would be essential. He added that he would wish to remain on the parish council to assist with the transition with a view to tending his resignation at a later date. Thereafter he would attend whenever possible as a district councillor. The subsequent vacancy would need to be filled by election to satisfy the requirements of the Local Council Award Scheme (which requires two thirds of members to be elected rather than co-opted).
- 03-05/16 To receive and approve apologies for absence.** Councillor Edwards: Work commitment
- 04-05/16 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.
- 05-05/16 To appoint councillors to the finance working party.**
- 06-05/16 To appoint a councillor as a nominated representative of the parish council on Upwood and the Raveleys Community Allotments Association.**
- 07-05/16 To review and confirm portfolio responsibilities of all councillors.**
The chairman noted that all positions had been reviewed in January 2016 to reflect the changes in membership. Councillor Noble proposed that councillors continue in their roles outlined on page 2. Councillor Singleton 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 its financial management. 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 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 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 Upwood Primary School Liaison with the local parish forum 	<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 liaise with Upwood Primary School to promote awareness of local council matters with younger members of the community. To represent the council on the local parish forum.
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.
Robin Singleton	<ul style="list-style-type: none"> Communication & Public Relations 	<ul style="list-style-type: none"> To liaise with the parish newsletter, website and local press to ensure residents are fully informed about parish council matters.
Garth Slater	<ul style="list-style-type: none"> Vice-Chairman 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 deputise for the chairman when required. 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"> Community Led Plan/Neighbourhood Plan Coordinator Member of the Finance working party 	<ul style="list-style-type: none"> To manage the progression of the Community Led Plan into a Neighbourhood Plan. To oversee the financial management of the council.



- 08-05/16** **To review all existing policy documents and 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
Parish Council Personnel: Training and Development Statement of Intent
 The clerk confirmed that all of these policies remain current but subject to annual review and re-adoption. Councillor Nel proposed that all policies above be re-adopted. Councillor Smith seconded the proposal. All were in favour and it was **resolved** to do so.
- 09-05/16** **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.
- 10-05/16** **To receive and approve the minutes of the parish council meeting held on 04 April 2016.**
 Copies of the minutes of the meeting of Upwood and the Raveleys Parish Council held on 04 April 2016 had been circulated in advance following their informal approval by the chairman. Councillor Slater proposed acceptance of the minutes. Councillor Nel seconded the proposal. All who had been present at the meeting were in favour and it was **resolved** to do so. The chairman signed the minutes.
- 11-05/16** **Matters arising or carried forward from the last or previous meeting.**
 11-05/16.1 To review strategies employed to address the ongoing issue of dog fouling throughout the parish. Four tins of temporary spray paint and four stencils were purchased further to the resolution at the last meeting. Councillor Slater has actively supported this initiative. Residents have noticed the warning signs on the pavements and on the whole appear to be supportive. Four offences have been reported to the district council to date and the clerk has asked to be kept informed of the outcomes.
- 12-05/16** **To receive reports from county and district councillors.**
 Written reports from the county and district councillors had been received for presentation at the annual parish meeting. These will be included in full with the minutes of that meeting.
- 13-05/16** **Notification of planning items.** No planning items had been received.

- 14-05/16** **Finance**
 14-05/16.1 To approve accounts for payment: 09 May 2016:

Date	Ref. No.	Payee	Description	Amount
09.05.16	652352850	Mrs C. Silverstone	*Clerk/RFO Salary. April 2016	660.43
			Expenses: Working from home allowance, stationery, travel	36.54
			Reimbursement for purchase of spray paint	61.20
09.05.16	N/A	HMRC	**PAYE/NI	0.00
09.05.16	126838898	Came and Company	Insurance. 01.06.16 – 31.05.17	427.15
09.05.16	783024280	Jolliffe Daking LLP	Glebe Paddock Rent	200.00
09.05.16	680652674	Mr A. Davis	Parish grass cutting (no. 2 & 3)	770.00
09.05.16	99128478	SLCC Enterprises Ltd.	Regional Roadshow Delegate Fee	82.80
09.05.16	776002772	Laser Cutting Services Ltd.	"Clean it up" stencils	125.94
09.05.16	259533276	Playsafety Ltd.	Bentley Close Play Area. Annual Inspection	79.80
09.05.16	503887203	CAPALC	Renewal of Affiliation Fees	321.53

09.05.16	818647909	Information Commissioner	Data Protection Renewal	35.00
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*the clerk's salary reflects deduction of a pension contribution but this is unable to be received by the pension provider this month. Payments for April and May (of both the employers and employees contributions) will therefore be made to the Salvus Mastertrust in June.

**at the end of the financial year the parish council's PAYE account shows a credit of £18.40 due to a deduction made to the clerk's salary in April 2015. HMRC has advised that the clerk should make no further PAYE/NI contributions until the credit is cleared. A zero payment this month has reduced the credit balance to £15.62.

14-05/16.2 To note income received: 09 May 2016

Date	Ref. No.	Description	Amount
20.04.16	BACS	Huntingdonshire District Council. Annual Precept	22,000.00
21.04.16	000033	Dignity Funerals Ltd. Interment Fee	75.00

Councillor Singleton proposed authorisation of the receipts and payments above. Councillor Smith seconded the proposal. All were in favour and it was **resolved** to do so.

14-05/16.3 To consider banking options further to Unity Trust's announcement to implement a monthly charge and cease the payment of interest on all current accounts.

Although it is disappointing that Unity Trust Bank have withdrawn interest and imposed a monthly charge the clerk considers that the bank still offers the most comprehensive service to meet the needs of a local council. It would be possible to open a TSB "Treasurer's Account" but only signatories would have access (Unity Trust allows "viewing access" to all councillors). There would be no charge for this account but as transactions can only be made over the counter this would create additional work. Having conducted research, the clerk suggested that the council consider keeping a working sum in its existing Unity Trust current account (subject to a monthly fee of £6) and in addition, opening a deposit account with Unity Trust Bank to earn interest at 0.14% on the council's reserves. There are other deposit account options for local councils for example "The Public Sector Deposit Fund" but this is not protected by FSCS and therefore would present an element of risk. Councillor Nel proposed that the council retains its current account with Unity Trust Bank and opens an accompanying deposit account. Councillor Smith seconded the proposal. All were in favour and it was **resolved** to do so. The clerk will make the necessary arrangements.

14-05/16.4 To consider approval of the Annual Governance Statement 2015/2016.

Having reviewed the annual return Councillor Nel proposed that the council confirms that "This annual governance statement is approved by this smaller authority and recorded as minute reference 14-05/16.4". Councillor Smith seconded the proposal. All were in favour and it was **resolved** to do so. The chairman signed the annual return to approve the annual governance statement 2015/2016.

14-05/16.5 To consider approval of the Accounting Statements 2015/2016.

The clerk had signed a statement confirming "I certify that for the year ended 31 March 2016 the accounting statements in this annual return present fairly the financial position of this smaller authority and its income and expenditure or properly present receipts and payments, as the case may be." Councillor Singleton proposed that a resolution be made to "confirm that these accounting statements were approved by this smaller authority on 09 May 2016 and recorded as minute reference 14-05/16.5". Councillor Noble seconded the proposal. All were in favour and it was **resolved** to do so. The chairman signed the annual return to approve the accounting statements 2015/2016.

14-05/16.6 To receive an update following the internal audit.

The clerk confirmed that she expects to receive a positive report following her meeting with the internal auditor. She noted that the parish council's accounting statements on the annual return (total receipts, payments and staff costs) 2015/2016 although correct, are not an accurate reflection of the financial position of this parish council. The figures in boxes 3, 4 and 6 include the cost of additional work carried out by the clerk for Kings Ripton Parish Council (salary payments were made via Upwood and the Raveleys Parish Council payroll and reimbursed by Kings Ripton Parish Council).

15-05/16 Parish Assets:

15-05/16.1 To review the annual inspection report for the play area in Bentley Close and to consider implementation of the identified action points.

The inspection highlighted seven areas for consideration:

- I. The bench inside the play area is in need of refurbishment. Work will be carried out during the summer months.
- II. There is an area of ground erosion at one of the entrances. Councillors Slater and Smith will rectify this.
- III. The "wet pour graphics" (the number 7 specifically) needs attention. Councillor Noble will find out what it would cost to have this professionally repaired.
- IV. One loose fixture needs attention. Councillor Slater has attempted to rectify this. Councillor Nel will ask a parishioner to have a look at it.
- V. The council should monitor the plastic covering on the swing rope. The plastic was burnt some time ago and is monitored as part of the risk assessment process.
- VI. Some hairline cracks have appeared in two plastic panels. This will be monitored.
- VII. The play equipment is in need of cleaning. There is evidence of algae growth and bird droppings. Councillor Slater offered to address this issue.

The only item flagged as presenting "medium" risk and therefore requiring attention in the short term is item IV. All other items are deemed to present "low" risk which in real terms require monitoring.

15-05/16.2 To review the risk assessment carried out in April 2016 and to consider implementation of the identified action points.

Councillor Noble has identified the following as part of her most recent risk assessment:

- There are two ridge tiles missing from the chapel of rest.
- Three tiles are loose on the base of the village sign.

The clerk will contact Mr Ward as he had kindly offered to undertake routine maintenance jobs on the parish council's behalf.

15-05/16.3 To consider an opportunity to make a joint purchase (with Wistow and Bury Parish Councils) of equipment for Community Speedwatch operations.

Councillor Tew confirmed that both Bury and Wistow Parish Councils have agreed to this partnership. The total cost of the equipment (consisting of a radar gun with three settings (20,30 & 40mph); a monitor showing the speed of approaching traffic; and high visibility vests) is £2500 therefore the approximate cost to each of the three councils would be £833.00. The equipment does not need calibrating therefore there would be no ongoing costs for maintenance. Records would be kept manually by an operator recording speeds from the monitor. There are very few kits available from the police so this partnership approach would enable more regular monitoring of traffic speeds. The chairman noted the benefits of collaboration with neighbouring parishes and Councillor Tew confirmed that Speedwatch personnel from the three parishes could work cooperatively to the benefit of all. Councillor Nel noted that speeding traffic in this parish is of major concern to residents and that this is clearly evidenced by the results of the community led plan. Although this would be an un-budgeted expense, councillors agreed that parishioners would appreciate that their concerns were being addressed. Councillor Slater proposed that councillors approve expenditure of £833.00 for this purpose. Councillor Nel seconded the proposal. All were in favour and it was **resolved** to do so. The clerk will liaise with Councillor Tew regarding purchase of the equipment.

16-05/16 **Community Led Plan:** To revisit the action plan; review progress to date; and consider the next steps. Councillor Smith presented a discussion document which he had developed following a meeting of the community led plan team and invited councillors for feedback. The three working parties will be asked to revisit their component parts of the plan and to re-assess their next steps.

17-05/16 **Correspondence and Communications.**

17-05/16.1 Notification from Huntingdonshire District Council announcing details of the Community Chest Fund, 2016.

17-05/16.2 Promotion of Cambridgeshire Constabulary's weekly "eCops" messages and engagement with the community.

18-05/16 **To receive verbal reports from Parish Councillors on matters arising from their portfolio responsibilities.**

No decisions can be made under this item.

Councillor Slater reported back on his attendance at the community police forum. His request for statistics on traffic incidents in this parish have not been forthcoming. He suggested that although parishioners should remain vigilant, this community is lucky not to suffer from some of the problems of other local parishes. Councillor Noble confirmed that she will visit Upwood Primary School on 20 May.

Councillor Nel reported that the clerk had arranged for the Ramsey and Warboys Informer; the Ramsey and Warboys Reporter; and the Ramsey Neighbourhood News to be made available to residents of Great and Little Raveley. Temporary arrangements have been made for the initial delivery of each publication but continued service will depend on the recruitment of additional distributors.

Councillor Smith noted that the hut in Lady's Wood had been subject to recent vandalism. Repairs were carried out promptly by the Wildlife Trust.

19-05/16 **Matters for future consideration.**
No decisions can be made under this item. There were no additional matters for future consideration.

20-05/16 **Date of next meeting:** 06 June 2016, Upwood Village Hall, 7:00pm.

Close of meeting 7:45pm

A handwritten signature in black ink, appearing to read 'W. Howes' with a stylized flourish at the end.

10.6.16