

Upwood and the Raveleys Parish Council

Parish Clerk – Mrs Carol Silverstone. Kilimanjaro, 9 Meadow Road, Upwood, Huntingdon, Cambs. PE26 2QJ
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A Meeting of Upwood and the Raveleys Parish Council was held on Monday 11 May 2015 at 6.00pm at Upwood Village Hall.

Present: Councillors J. Edwards, F. Hopkins, J. Noble, R. Howe (Chairman), H. Huskinson, J. Paxton, A. Perkins, R. Singleton, G. Slater.

In Attendance: Mrs. C. Silverstone (Clerk) and 1 member of the public.

Minutes

- 01-05/15 To elect the chairman of the council and to receive the chairman's declaration of acceptance of office.**
Councillor Slater proposed the re-election of Councillor Howe and Councillor Perkins seconded the proposal. There were no further nominations. Councillor Howe accepted the nomination; all were in favour of his re-election and it was **resolved**. Councillor Howe signed the chairman's declaration of office in the presence of the council and it was countersigned by the clerk.
- 02-05/15 To elect the vice chairman and to receive the vice chairman's declaration of acceptance of office.**
Councillor Hopkins proposed the re-election of Councillor Slater and Councillor Perkins seconded the proposal. There were no further nominations. Councillor Slater accepted the nomination; all were in favour of his re-election and it was **resolved**. Councillor Slater signed the vice-chairman's declaration of office in the presence of the council and it was countersigned by the clerk.
- 03-05/15 To receive and approve apologies for absence.**
Councillor Tew: His attendance was required at another meeting.
- 04-05/15 To appoint councillors to the finance working party.**
The chairman outlined some of the responsibilities of the finance working party and asked for nominations. Councillor Paxton nominated Councillor Hopkins, this was seconded by Councillor Perkins. Councillor Noble nominated Councillor Slater; this was seconded by Councillor Edwards. Councillor Slater nominated Councillor Singleton; this was seconded by Councillor Howe. Councillor Hopkins nominated Councillor Howe; this was seconded by Councillor Slater. Councillor Singleton suggested that she would need some time to learn about the financial management of local councils. The chairman noted that all new councillors bring a wide range of transferable skills to the position but none come as "qualified councillors". All agreed that working alongside three experienced members would be beneficial and complementary to the new councillor training package provided by Cambridgeshire and Peterborough Association of Local Councils. All were in favour of the proposals and it was **resolved** to appoint Councillors Hopkins, Slater, Singleton and Howe to the finance working party.
- 05-05/15 To appoint a councillor as a nominated representative of the parish council on Upwood and the Raveleys Community Allotments Association.**
Councillor Slater nominated Councillor Edwards. Councillor Noble seconded the nomination. All were in favour; councillor Edwards accepted the position; and his appointment was **resolved**.
- 06-05/15 To review and confirm portfolio responsibilities of all councillors.**
The chairman reflected on the contributions of Keith Sisman and Gill Shelford, both of whom had served on the parish council for several years.
"Keith added his unique brand of humour and personality to everything he did for the parish. His unwavering commitment to road safety has raised the awareness of the problem of speed and safety across the parish and beyond and his contribution will be sorely missed".

"Gill added her quiet and determined style to council proceedings and made a valuable contribution to the organisation of the cemetery and to the general appearance of the village which she patrolled so assiduously every day".

The chairman added sincere thanks on behalf of the council to Mr Sisman and to Mrs Shelford, Both will be missed.

In their place, the chairman welcomed two new Councillors, Hayley Huskinson and Robin Singleton:

"As owner of The Cross Keys pub Hayley has a unique opportunity to engage with parish residents whom she meets every day in her bars and restaurant. We expect this to open up a new communication channel to and from the Parish Council about feelings, suggestions and complaints concerning parish life and we expect Hayley to make a great contribution to the council whilst raising the profile of the pub among parish residents".

"Robin Singleton has had a distinguished career in the Royal Air Force achieving the rank of Wing Commander and finally Officer Commanding Administration Wing for RAF Linton on Ouse and brings a huge amount of management and organisational ability to the council which, added to her strong personality and willingness to get the job done will make her a great asset to the Parish Council".

The chairman outlined the portfolio responsibilities necessary for the smooth running of parish council business and asked councillors to consider their preferences with a view to confirming appointments at the next meeting.

In addition to the appointments already confirmed above, portfolio responsibilities include:

- Parish boundaries, ditches, footpaths.
- Parish grass and hedges.
- Community Led Plan Coordinator.
- Communication, public relations, and liaison with the newsletter and website.
- Play facilities.
- Parish aesthetics.
- Liaison with Upwood Primary School.
- Liaison with St. Peter's Church.
- Meadow Road Cemetery: Rules, regulations and fees.
- Planning
- Parish trees
- Parish land let for commercial use.
- Governance
- Risk Management
- Traffic, highways and road safety.

Councillor Slater volunteered to take care of posting official notices. Councillor Huskinson volunteered to ensure that the village hall is open and ready for meetings. The Clerk gave the relevant keys to both councillors and updated the village hall list of key holders.

All councillors signed their declaration of office and these were countersigned by the clerk.

07-05/15 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.

Councillor Paxton: the Church Lane Development.

08-05/15 Public participation.

To allow up to 10 minutes (3 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.

(Any member of the public wishing to speak on any matter on this agenda should contact the Clerk or Chairman at least 24 hours prior to the meeting).

Mr Doug McLeod had registered to take photographs of the new council for the parish website and newsletter.

09-05/15 To receive and approve the minutes of the parish council meeting held on 13 April 2015.

Copies of the minutes of Upwood and the Raveleys Parish Council held on 13 April 2015 had been circulated in advance following their informal approval by the chairman. Councillor Slater proposed acceptance of the minutes. Councillor Paxton seconded the proposal. All those present were in favour and it was **resolved** to do so. The chairman signed the minutes.

10-05/15 Matters arising or carried forward from the last or previous meeting.

10-05/15.1 To consider nomination of two representatives from Upwood and the Raveleys Parish Council to join a three-monthly forum of neighbouring councils (including Wistow, Bury, Ramsey and Warboys).
Councillors Hopkins and Paxton volunteered to join the forum and Councillor Noble volunteered to be a reserve. All were in favour. The clerk offered to forward contact details to County Councillor Tew.

10-05/15.2 The clerk and chairman had been tasked to review the cost of litter bins and new signage for Glebe Paddock. The clerk has asked the district council to consider providing bins at the two entrances and it will monitor the area for 8-12 weeks. If the district decides that it cannot support this request then the option is for the parish council to purchase bins and have them installed by the district council at a cost of £342 + £131.50 + VAT each. Keyless bins are available from other sources and these were reviewed in 2014 prior to the installation of the bin in Ailwine Road. The district council will only service litter bins sited on the public highway. Should it be decided that the bins need to be located in the paddock other arrangements would have to be made.

The clerk has obtained an estimate for aluminium composite signs suitable for outdoor use, from Michael Murray Signs Ltd., Somersham. Depending on the text/imagery required, A4 boards range from £15-£20 and A3 boards from £30-£40. Permanent fixings cost approximately £20 per board but cable ties may be equally effective. All prices are exclusive of VAT.

Councillor Perkins had asked the clerk to request additional street cleaning services at the junction of Church Lane and High Street. The clerk took the matter both to the district and the county council but was informed that the machinery used for street cleaning is reliant on kerbs for guidance and therefore would not be effective at this location.

11-05/15 To receive reports from county and district councillors.

Reports from the county and district councillors had been received for presentation at the Annual Parish Meeting. Their reports will be published in full with the minutes of that meeting.

Councillor Tew has a new Blog page at: miketew.blogspot.co.uk The page is non-political and is designed to provide information on local issues. It also has a built in Twitter feed. Parishioners are encouraged to participate.

12-05/15 Notification of planning items.

12-05/15.1 15/00502/HHFUL | Two storey side extension | 7 Longholme Road, Upwood. PE26 2QD
Councillor Noble proposed that this application be approved. Councillor Paxton seconded the proposal. All were in favour and it was **resolved** to do so.

12-05/15.2 15/00577/LBC | Internal works to ground floor and new staircase | Upwood Manor, High Street, Upwood. PE26 2QE.

Councillor Paxton proposed that this application be approved. Councillor Huskinson seconded the proposal. All were in favour and it was **resolved** to do so.

12-05/15.3 15/00029/FUL | Development of 60 houses following demolition of former USAF clinic building | Clinic RAF Upwood, Bury. Revisions following consultation responses.

The concerns initially expressed by Upwood & the Raveleys Parish Council still stand. Councillors are not convinced that traffic modelling tools are accurate in predicting traffic density and they remain concerned for road safety. Upwood & the Raveleys Parish Council is supportive of the view of Bury Parish Council. Councillor Noble proposed that the parish council register its objection to this application. Councillor Huskinson seconded the proposal. All were in favour and it was **resolved** to do so.

12-05/15.4 15/00333/FUL | Erection of a 1.8m high traditional Hazel Hurdle Fence, mounted on 100mm round treated fence posts at 1.8m intervals. Linear length of fence to be approx. 40m set in front of and running parallel with one side of the post and rail boundary fence of St. James Church. | Land Adjacent St James, Wennington Road, Little Raveley.

Councillors objected to this proposal on the following grounds: detrimental impact on view; impact on conservation area; impact on visual amenity; and loss of light. The council does not object to the chosen materials for this fence but considers the proposed height to be excessive and detrimental to the street scene. Councillors suggest that they would be supportive of a hazel hurdle fence at this location providing the height does not exceed the existing post and rail fencing. Councillor Noble proposed that the parish council registers its objection on this basis. Councillor Huskinson seconded the proposal. All were in favour and it was **resolved** to do so.

12-05/15.5 15/00662/PMBPA | Prior approval for the conversion/renovation of the existing brick built barn and associated timber and steel framed structures into two dwellings with associated parking and covered storage | Barns North Of 4 Fellowes Upwood Road Little Raveley.

Councillors expressed concern for road safety at this location. Councillor Edwards proposed approval of this application subject to a satisfactory traffic safety survey. Councillor Singleton seconded the proposal. All were in favour and it was **resolved** to do so.

12-05/15.6 15/00049/FUL | 7 new dwellings and two change of use to dwellings barn conversions, including demolition of sheds fronting Church Lane and replacement with extension to barn plot 1. Associated garages and parking. | Land at Church Farm Church Lane Upwood: Amendments to layout and to the design for plots 6, 8 & 9.

Changes have been made to the initial application as it appears that there is no longer a requirement to provide affordable housing on a development of this size. The applicants have thus reduced the plan for nine dwellings to eight. The chairman also informed councillors that further to changes in the law in November 2014, this development may not be subject to the Community Infrastructure Levy as previously thought.

Upwood & the Raveleys Parish Council are supportive of this development in principle and supported the initial planning application. The council is not supportive of the revised plans and orientation of "Plot 8" and consider a three storey dwelling to be overbearing and out of keeping with its surroundings. The revised orientation would also result in a loss of privacy for at least two existing properties. The council objects for the following reasons: detrimental impact on view; impact on visual amenity; inappropriate scale of development; loss of privacy; and overbearing impact of development. Councillor Hopkins proposed that the parish council registers its objections on this basis. Councillor Slater seconded the proposal. Councillor Paxton abstained from voting. All other councillors were in favour and it was **resolved** to do so.

13-05/15 Finance

13-05/15.1 To approve accounts for payment: 11 May 2015:

Date	Ref. No.	Payee	Description	Amount
11.05.15	165808047	Mrs C. Silverstone	Clerk/RFO Salary. April 2015	*686.46
			Clerk/RFO Salary. April 2015 (to be reimbursed by Kings Ripton Parish Council)	234.91
			Expenses: Travel & working from home allowance	63.10
11.05.15	205659602	HMRC	PAYE/NI (To be reimbursed by Kings Ripton PC)	54.91
11.05.15	2842280	The National Allotment Society	Membership Renewal	66.00
11.05.15	523984908	Information Commissioner	Data Protection Registration. Renewal	35.00
11.05.15	408037469	Playsafety Ltd.	Bentley Close Annual Playground Inspection	78.00
11.05.15	425693624	Mr A.J. Papworth	Tree works. St. Peter's Churchyard & Glebe Paddock	1272.00
11.05.15	275442896	Mr A Davis	Grass cutting x 2 + Farm Close ditch works	1345.00

*salary includes a non-consolidated payment of £10.22 (minute reference: 143-12/14)

13-05/15.2 To note income received: 11 May 2015:

10.04.15	000009	Dignity Funerals Ltd	Interment of cremated remains & purchase of exclusive right of burial	110.00
21.04.15	000010	HM Treasury	2½% Consolidated Stock (Interest)	0.06
21.04.15	BACS	Huntingdonshire District Council	Precept	22000.00

23.04.15	BACS	HMRC	VAT Return. 01.04.14 – 31.03.15	727.57
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Clerk's note: The remittance advice for the VAT had been received at the time of publishing the agenda but the funds had not been received into the bank account. On closer inspection, HMRC had disregarded instructions to update the council's bank account details and had attempted to credit the Barclays account which is now closed. It is hoped that this matter will be resolved with the minimum of delay.

- 13-05/15.3 As the council has been newly elected, it was necessary to review and appoint at least three cheque signatories; to remove the access of retiring Councillors Sisman and Shelford; and to enable Councillor Huskinson to view the account (Councillor Singleton declined the opportunity). Councillor Noble proposed that Councillors Paxton, Perkins and Slater be appointed cheque signatories; and that access is updated as per the new council membership. Councillor Hopkins seconded the proposal. All were in favour and it was **resolved** that:

The amendments to the Mandate for the operation of the bank account, payment instructions and banking services be approved and be provided by persons authorised to do so in accordance with the Bank's procedures and the Mandate;

1. The Bank is entitled to rely upon the amended Mandate until it receives a later Mandate amending it, and the Bank is entitled to reply on instructions given by any person in Section 3 [all new and remaining signatories] and may disclose any information relating to the account to any such person;
2. The Bank is under no duty to make enquiries before acting on the instruction of any person named in Section 3 [of the mandate];
3. The Bank will be notified in writing of any changes to the organisation as per the terms and conditions of the account.

Councillors Paxton and Perkins signed the Mandate to confirm that these resolutions have been properly recorded in the minutes.

- 13-05/15.3 To approve the Annual Governance Statement 2014/2015.

Clerk's note: The internal audit has been successfully completed. The auditor's written report is not yet available but the clerk expects that the parish council has achieved "high levels of assurance" in every area except one. The auditor has suggested that the asset register could be more comprehensive and therefore will score this as having "a substantial level of assurance". The auditor was very impressed with the progress made in the last two years to ensure that this council is fully compliant with all its financial and legal obligations. He signed the annual return confirming that "all control objectives had been achieved throughout the financial year to a standard adequate to meet the needs of the council".

The Clerk had prepared the annual return for 2014/2015 and signed a statement declaring that the "accounting statements in this annual return present fairly the financial position of this council and its income and expenditure, or properly present receipts and payments, as the case may be".

The Chairman was asked to confirm and sign that these accounting statements were approved by the council on 11 May 2015; and that this declaration be recorded as minute reference 13-05/15.3.1. Councillor Hopkins proposed that the chairman sign the declaration. Councillor Slater seconded the proposal. All were in favour and it was **resolved** that he should do so.

The Clerk had also signed the Annual Governance Statement 2014/2015. The statement has been shared with and reviewed by Councillors. The Chairman was asked to confirm and sign that the Annual Governance Statement is approved by the Council and recorded as minute reference 13-05/15.3.2. Councillor Paxton proposed that the chairman sign the statement. Councillor Slater seconded the proposal. All were in favour and it was **resolved** that he should do so.

- 13-05/15.4 To acknowledge the HM Treasury announcement regarding the redemption of 2½% Consolidated Stock on 05 July 2015.

The parish council earns interest at a rate of 6p per quarter from an investment of £13.17 in 2½% Consolidated Stock made in 1937. The government have recently announced the redemption of 2½% Consolidated Stock effective from July 2015.

14-05/15 To consider adoption of a revised risk management policy

The clerk presented a revised risk management policy document based on advice from the Society of Local Council Clerks and from the policies of at least three other local councils. The document encompasses all areas of the council's business.

Councillor Noble asked why the clerk had recorded the play area as having "medium" risk when the recent annual play inspection has confirmed that it presents "low risk". The clerk explained that the play inspection is made at a specific point in time and relates to the risk potential to users whereas the risk management document serves to assess the overall potential for risk (including the financial risk to the council for its maintenance and repair). The parish council is required to reduce all risks as far as practically possible (either through regular recorded inspections resulting in actions where necessary; or through its insurance cover). The risk management document serves to identify areas of potential risk for evaluation so that measures may be agreed to avoid, reduce or control the risk or its consequences. Having studied the revised policy in detail, Councillor Hopkins proposed that the parish council adopt it. Councillor Huskinson seconded the proposal. All were in favour and it was **resolved** to do so.

15-05/15 Correspondence and Communications.

15-05/15.1 Notification of the Ramsey Windfarm Community Benefit Fund.

15-05/15.2 Concerns from a parishioner regarding political advertising on a grass verge.

15-05/15.3 The parish council has received the annual inspection report for the Bentley Close Play Area.

The report had been shared with councillors and the clerk confirmed that the overall inspection was positive with the play area overall presenting "low risk" to users. A detailed review of the inspection will take place at the next meeting.

16-05/15 To receive verbal reports from Parish Councillors on matters arising from their portfolio responsibilities.

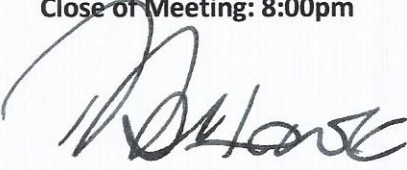
No decisions can be made under this item. There were no further items to report.

17-05/15 Matters for future consideration.

No decisions can be made under this item. There were no further items for future consideration

18-05/15 Date of next meeting: 01 June 2015, Upwood Village Hall, 7:00pm

Close of Meeting: 8:00pm


June 1st 2015 .