



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 General Meeting of Upwood and the Raveleys Parish Council was held on Monday 14 May 2018 at 6.00pm at Upwood Village Hall.

Present: J. Edwards, D. Hall, R. Howe (Chairman), H. Nel, J. Noble, A. Perkins, G. Slater, H. Smith, J. Twose

In Attendance: Mrs C. Bilverstone (Clerk), Councillor Bull (from item 13-05/18) and two members of the public

Minutes

- 01-05/18 To elect the chairman of the council and to receive the chairman's declaration of acceptance of office.**
The meeting was opened by Councillor Howe who welcomed Councillor Hall and Councillor Twose, two newly elected members, before inviting nominations for the chairman of the council. Councillor Slater nominated Councillor Howe. There were no further nominations and Councillor Perkins seconded the proposal. All were in favour and it was **resolved** to re-appoint Councillor Howe who accepted the position and signed a declaration of acceptance of office. This was countersigned by the clerk and Councillor Howe proceeded to chair the rest of this meeting.
- 02-05/15 To elect the vice chairman and to receive the vice chairman's declaration of acceptance of office.**
The chairman invited nominations for the vice-chairman of the council. Councillor Perkins nominated Councillor Nel. There were no further nominations and Councillor Slater seconded the proposal. All were in favour and it was **resolved** to appoint Councillor Nel as vice-chairman. She accepted the position and signed a declaration of acceptance of office which was countersigned by the clerk.
- 03-05/15 Following the election on 03 May, to receive the declaration of acceptance of office and declaration of disclosable pecuniary interests from all councillors.**
Declarations of acceptance of office and declarations of disclosable pecuniary interests were completed and signed by all members.
- 04-05/18 To receive and approve apologies for absence.**
Councillor Rogers (County Councillor), Councillor Taverner (District Councillor)
- 05-05/18 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.
- 06-05/18 To appoint councillors to the finance working party.**
All were in favour and it was **resolved** to re-appoint Councillor Howe, Councillor Smith, Councillor Slater and the clerk to the finance working party.

- 07-05-18 To appoint a councillor as a nominated representative of Upwood and the Raveleys Community Allotments Association.**
All were in favour and it was **resolved** to re-appoint Councillor Edwards as a nominated representative of Upwood and the Raveleys Community Allotments Association.
- 08-05/18 To review and confirm portfolio responsibilities of all councillors and to confirm plans for new councillor training.**
Councillors discussed personal and professional strengths and interests and mapped these against the needs of the parish. It was agreed to re-visit this agenda item at the next meeting with a view to confirming appointments. The chairman reminded new councillors of the need to undergo training and encouraged them to make the necessary arrangements with CAPALC. He also recommended that Councillor Nel undertakes chairmanship training for her new role. The chairman and the clerk have discussed the need for refresher training for existing councillors and it is hoped that CAPALC will provide this in the near future.
- 09-05/18 Adoption of policy documents.**
- 09-05/18.1 To consider the adoption of Standing Orders (revised 2018 to reflect changes in legislation since 2013).
Councillor Smith proposed that the council adopt the revised Standing Orders. Councillor Hall seconded the proposal. All were in favour and it was **resolved** to do so.
- 09-05/18.2 To review all other existing policy documents and to consider their re-adoption:
Governance: Code of Conduct, Media Policy, Complaints Procedure, Equal Opportunities and Social Inclusion Policy, Management of Records Policy
Finance: Financial Regulations
Insurance: year three of a three-year agreement (please see 15-05/18.1)
Freedom of Information & Data Protection: Freedom of Information Publication Scheme (The parish council is waiting for further guidance from CAPALC regarding compliance with the General Data Protection Regulation which will take effect from 25 May 2018).
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
Councillors confirmed that they had reviewed each of these policy documents prior to the meeting. Councillor Smith proposed that they be re-adopted. Councillor Slater seconded the proposal. All were in favour and it was **resolved** to do so.
- 10-05/18 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. Please see item 14-05/18.1
- 11-05/18 To receive and approve the minutes of the parish council meeting held on 09 April 2018.**
The minutes of the meeting of Upwood and the Raveleys Parish Council held on 09 April 2018 had been circulated in advance following the informal approval of the chairman. Councillor Nel proposed that the minutes be approved. Councillor Slater seconded the proposal. All were in favour and it was **resolved** to do so. The chairman signed the minutes.
- 12-05/18 To receive reports from county and district councillors.**
Councillor Rogers had sent an update regarding a parishioner's application for the removal of a street light in Little Raveley (minute reference: 158-04/18.1) Further to the parish council's recommendation, Cambridgeshire County Council has agreed to the removal on the proviso that the cost is met by the parishioner. Councillor Rogers and Councillor Bull will liaise with the county council and the parishioner.

Councillor Rogers stressed the need to report potholes via Cambridgeshire County Council's website at: <https://highwaysreporting.cambridgeshire.gov.uk/>

Clerk's note: Councillor Rogers reported that a meeting would be held on 15 May to decide upon the future site of Cambridgeshire County Council's headquarters. It has since been confirmed that further to the recommendation of the Commerce and Investment Committee the new headquarters will be situated at Alconbury Weald. Councillor Howe confirmed that the Combined Authority also has offices at this location.

13-05/18 Matters arising or carried forward from the previous meeting.

13-05/18.1 To receive a quotation to cut back the vegetation along the boundary adjacent to Ailwine Road in Glebe Paddock (ref. 157-04/18.1).

Councillor Edwards presented a quotation of £30 to carry out this work. All were in favour and it was **resolved** that this work should be completed in the Autumn to avoid disturbance of nesting birds.

13-05/18.2 To consider plans for the repair/refurbishment of St. Peter's Church gates (ref. 149-03/18).

Having previously reviewed quotations for this work, it was agreed in October 2017 to accept a quotation from Andy Davis and he was asked to proceed. Further discussion had taken place during the last few meetings regarding how effective this work would be, and Mr. Davis was asked to postpone any action pending a decision. Councillor Slater proposed that the work be allowed to proceed. Councillor Smith seconded the proposal. Five members were in favour and it was **resolved** to do so.

13-05/18.3 To receive an update regarding strategies to address vandalism and anti-social behaviour in the parish.

The parish clerk has met and is working closely with Huntingdonshire District Council's Community Protection and Enforcement Team who in turn take a multi-agency approach (with Cambridgeshire Police and the local housing associations) to address all aspects of anti-social behaviour including dog fouling, littering and fly-tipping. Close monitoring is taking place across the parish and signs have been posted to this effect. Offenders will be prosecuted under the Public Space Protection Order, Anti-Social Behaviour, Crime and Policing Act 2014. Parishioners are encouraged to report all aspects of anti-social behaviour to the district council in the strictest confidence on 01480 388302 / crm_communityprotectionandenforcement@huntingdonshire.gov.uk

13-05/18.4 To review the work carried out to the surface of the public right of way leading from Bentley Close towards Upwood Meadows.

Work has been completed along 80% of the path from Bentley Close but there remains an area prone to significant waterlogging between the end of the fenced area and the kissing gate leading to the next field. The clerk will contact the Public Rights of Way Officer to request that the surfaced area is extended to this effect.

13-05/18.5 To consider options for renewing the graphics in the surface matting of Bentley Close Play Area.

Mr. and Mrs. Rowley have offered to renew the graphics by painting the surface of the matting at no charge to the parish council This may or may not be a long-term solution but councillors agreed that it was a generous offer and certainly worth pursuing. Councillor Noble was asked to pass on the council's thanks and ask for the work to proceed.

14-05/18 Notification of planning items.

14-05/18.1 18/00742/S73 | Variation of condition 6 from 17/02326/REM - change of wording | Land at and including 65 High Street Upwood.

The chairman closed the meeting to allow the applicant and a resident of a neighbouring property (the owner of the pond in Rushmere Close) to speak. It was confirmed that significant effort has been made to clarify the route taken by water from the pond in Rushmere Close. Work will be carried out to repair and clear the pipe which runs adjacent to the driveway of 65 High Street to allow controlled water flow into the storm drain. Variation of condition 6 would permit building work and the drainage work to be carried out simultaneously. Councillor Noble proposed that councillors approve the change of wording to allow work to progress on this basis. Councillor Nel seconded the proposal. All were in favour and it was **resolved** to do so.

14-05/18.2 18/00858/FUL | Erection of dwelling following demolition of existing agricultural building which benefits from prior approvals 15/01142/PMBPA and 15/02379/PMBPA to convert to single dwelling (scheme identical to extant prior approval other than new-build rather than conversion of building) | Plot 1 Red House Farm, Raveley Fen Road, Great Raveley.

Councillor Smith proposed that the parish council supports this application. Councillor Nel seconded the proposal. All were in favour and it was **resolved** to do so.

15-05/18 Finance

15-05/18.1 To approve accounts for payment: 14 May 2018.

Date	Ref. No.	Payee	Description	Amount
14.05.18	230050596	Mrs. C. Bilverstone	Clerk/RFO Salary. April 2018 Including £617.46 re. consultancy work for Wyton on the Hill Parish Council for April 2018	1327.48
			Expenses: Working from home allowance, stationery	13.49
14.05.18	607381550	HMRC	PAYE/NI including £218.16 re. consultancy work for Wyton on the Hill Parish Council for April 2018	224.39
14.05.18	DD	SALVUS Master Trust	Employee + Employer Pension Contributions. February 2018 including £43.98 re. consultancy work for Wyton on the Hill Parish Council for April 2018	163.36
14.05.18	DD	Salvus Master Trust	Small Employer Fee	24.00
14.05.18	958324196	Mr. A. Davis	Parish Maintenance: Grass Cutting (Cuts 1 & 2)	790.00
14.05.18	174393384	Net World Sports	Goal nets for Glebe Paddock	59.92
14.05.18	96423594	Came & Company	Insurance Renewal	475.73
14.05.18	128811929	CAPALC	Affiliation Fee 2018/2019	335.44

15-05/18.2 To note income received: 14 May 2018:

Date	Ref. No.	Payee	Description	Amount
10.04.18	000030	Wyton on the Hill Parish Council	Parish Clerk/RFO Consultancy. March 2018	1168.61
13.04.18	BACS	Huntingdonshire District Council	Precept	25,000
13.04.18	BACS	Huntingdonshire District Council	Community Infrastructure Levy (CIL) (re. Church Lane Development)	3503.22

Nb. An invoice for £923 will be presented for payment to Wyton on the Hill Parish Council on 15 May 2018 for Clerk/RFO consultancy work for April 2018.

Councillor Noble approved the accounts for payment. Councillor Smith seconded the proposal. All were in favour and it was **resolved** to do so. The chairman signed the list of payments on the agenda and the bank reconciliation. These were countersigned by Councillor Nel.

Councillors briefly discussed the possibilities for investment of the Community Infrastructure Levy. This must be spent on infrastructure projects such as buildings, highways etc. The chairman reminded members of the opportunity to bid for funds from the Ramsey Wind Farm Community Development Fund which provides £8,000 per annum in grants to support community initiatives within the parish of Upwood and the Raveleys.

15-05/18.3 To review the Annual Governance and Accountability Return 2017/2018 and to consider approval of the Annual Governance Statement 2017/2018.

The clerk presented the Annual Governance Statement 2017/2018. Councillors were asked to approve the following statement "we acknowledge as members of Upwood and the Raveleys Parish Council our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements". Councillor Smith proposed the council approve the Annual Governance Statement. Councillor Edwards seconded the proposal. All were in favour and it was **resolved** that the chairman and the clerk sign the document on the council's behalf.

- 15-05/18.4 To consider approval of the Accounting Statements 2017/2018.
The clerk presented the Accounting Statements 2017/2018 which certify "that for the year ended 31 March 2018 the Accounting Statements in this Annual Governance and Accountability Return present fairly the financial position of this authority of its income and expenditure or properly presented receipts and payments, as the case may be". Councillor Slater proposed that the council approve the Accounting Statements. Councillor Smith seconded the proposal. All were in favour and it was **resolved** that the chairman and the clerk sign the document on the council's behalf.
- 15-05/18.5 To consider changes to the Unity Trust Bank mandate to facilitate the removal of Councillor Paxton; the confirmation of three signatories; and to ensure that all councillors have access to view the accounts.
Councillor Nel proposed that Councillor Paxton be removed from the accounts to be replaced by Councillor Hall. She also proposed that Councillor Perkins and Councillor Slater be re-confirmed as signatories and that all councillors be authorised with online access to view the accounts. Councillor Smith seconded the proposals. All were in favour and it was **resolved** to do so.
- 15-05/18.6 To acknowledge receipt and to approve implementation of the National Joint Council for Local Government Services pay scales for 2018/2019.
The revised pay scales which took effect from 01 April 2018 reflect a salary increase of £12.97 per month for the parish clerk (with a backdated payment of £12.97 to be paid at the next meeting; and an increase of £5.75 per quarter for the cemetery officer (with no backdating necessary). A further rise has been agreed from 01 April 2019. This will increase the clerk's salary by a further £15.35 per month; and the cemetery officer's by £6.98 per quarter. The council is asked to approve implementation of the revised scales. Councillor Noble proposed that the parish council approve the implementation of the new pay scales. Councillor Nel seconded the proposal. All were in favour and it was **resolved** to do so.
- 15-05/18.7 To consider a request from Northborough Parish Council for Parish Clerk/RFO services for a short-term project and to consider facilitating a salary payment to the clerk through Upwood and the Raveleys Parish Council's payroll.
The clerk was approached by Northborough Parish Council following a recommendation from CAPALC. With the agreement of the chairman, she accepted this assignment and councillors are asked to authorise facilitation of a one-off salary payment in June on Northborough Parish Council's behalf. Councillor Smith proposed that the parish council authorise this arrangement. Councillor Hall seconded the proposal. All were in favour and it was **resolved** to do so.
The clerk has approached CAPALC regarding a more appropriate way to manage consultancy work for other parish councils as facilitating payments through this parish complicates the end of year figures. CAPALC has offered the clerk an ad hoc advisory position which will enable any future assignments to be carried out through CAPALC's payroll and under a completely separate employment contract. The chairman added that the demand on the clerk's services reflects well on this parish council.
- 16-05/18 Traffic, Highways & Road Safety**
- 16-05/18.1 To receive an update from Cambridgeshire County Council regarding Local Highway Initiative plans (2017/2018) for traffic calming on Ramsey Road.
Plans have been further delayed by wet weather, but the parish council is assured that work will re-commence within the next few weeks.
- 17-05/18 Public Involvement & Engagement**
- 17-05/18.1 To review plans for Huntingdonshire District Council's "Active Lifestyles" summer holiday provision.
The clerk has confirmed plans with the district council for the provision of activity sessions for children aged between 5 and 14 years (unsupervised) and for younger children (under parental supervision), between 10:00am and 12:00pm on Thursday 26 July and Friday 03, 10, 17, 24 & 31 August. Activities will take place on Glebe Paddock (the playing field) and the village hall has been booked in case of inclement weather and for access to toilet facilities. A service level agreement should be available for confirmation by the time of the next meeting.
- 17-05/18.2 To receive an update from the youth involvement and engagement working party.
This item was deferred to the next meeting.
- 17-05/18.3 To consider the structure, design and content of parish council's first annual report for distribution with the parish newsletter (July 2018).



It was agreed as part of the budget planning process that the parish council should produce an annual report for distribution with the parish newsletter to all homes. This will look favourably on a future application for the Local Council Quality Gold Award. Councillor Nel and the chairman agreed to work with the clerk to prepare this for publication.

18-05/18 General Data Protection Regulation (GDPR)

18-05/18.1 To receive an update from CAPALC regarding the implementation of a county-wide service to facilitate compliance of parish councils with the General Data Protection Regulation.

It was announced on 11 May that the House of Commons has accepted a Government amendment to the Data Protection Bill which, once the Bill has been enacted, will exempt all town, parish and community councils from the requirement to appoint a Data Protection Officer. All other requirements of the GDPR will apply and will come into force on 25th May. The clerk is assured that further details of the county-wide service offered by CAPALC will be announced in May. The parish council holds and processes very little personal data and, in the meantime, it continues to operate under a "common-sense" approach.

19-05/18 Correspondence and Communications.

19-05/18.1 Correspondence from a parishioner to parish council members, complaining about the standard of grass cutting. Some members had received unpleasant and offensive correspondence regarding the quality of grass cutting across the parish but in particular on Glebe Paddock. Whilst the parish council is sympathetic to the points raised, members would have appreciated a more conciliatory approach. Councillors agreed that the quality of cut demanded by the parishioner would incur significant additional costs. The clerk confirmed that the parish grass was cut on 05 May and, in response to this correspondence, again on 12 May. The contractor confirmed that the warm and wet weather has caused the grass to grow incredibly quickly at the beginning of the new season. The parish council has provision in its budget for 14 cuts per year and the budget for parish maintenance for 2018/2019 is almost £9,000 which equates to one third of the annual budget. The current contract does not provide for the collection and removal of grass clippings, although this may be considered when tendering for a new three-year contract which will take effect from the spring of 2019.

20-05/18 To receive verbal reports from Parish Councillors on matters arising from their portfolio responsibilities.

No decisions can be made under this item.

Councillor Noble confirmed that two Community Speedwatch sessions had taken place during the last month. The team recorded 464 vehicles travelling towards Bury on Huntingdon Road during a weekday session held between 4:30pm and 5:30pm. None were breaking the speed limit.

The second session took place in Great Raveley during a weekday session held between 4:30pm and 5:30pm. 213 vehicles were observed. 34 of these were travelling in excess of the 30mph limit. Of these, four were reported to the police: one was recorded at 39mph, two at 40mph and one at 41mph.

Councillor Nel asked for her thanks to be forwarded to the Community Speedwatch volunteers. The clerk confirmed that she would make further enquiries regarding the progress of the signs. This matter has been regularly pursued over several years with no success.

21-05/18 Matters for future consideration. *No decisions can be made under this item.*

There were no further matters for future consideration.

22-05/18 Date of next meeting: 04 June 2018, 7:00pm. Upwood Village Hall.

Close of meeting: 8:00pm

R. Lowe

4 June 2018