

## Upwood and the Raveleys Parish Council

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

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

**In attendance:** Mrs. C. Bilverstone (Parish Clerk) and 12 members of the Public.

### Minutes

**112/03-14 Apologies**

There were no apologies for absence.

**113/03-14 Declarations of interest**

Councillor Shelford: Allotments.

Councillor Hopkins: Allotments & Planning application for 69 High Street.

Councillor Slater: Planning application for 15 Meadow Road.

**114/03-14 Vacant Councillor Position.**

The Chairman was pleased to announce that three members of the public had shown an interest in the vacancy and letters of application had been shared with Councillors prior to the meeting.

- Mr Jason Edwards
- Mr John Kelly
- Mrs Sue Wallis

The three applicants gave short presentations and Councillors were asked to consider the co-option of one in a closed session at the end of the evening.

**115/03-14 Public Participation**

**115/03-14.1**

Mr. C Eaton, C.E. Building Designs had registered to speak on Mrs Halden's behalf about the proposed development at 15 Meadow Road. He explained that new plans had been prepared following advice from Huntingdonshire District Council. In comparison with the previous submission, the roof height has been reduced and plans for a garage removed, increasing turning space on the driveway. The design incorporates single storey glazing to the rear aspect overlooking fields, and allows for more space between neighbouring properties. The Chairman thanked Mr Eaton for his comments and confirmed that the application would be addressed in item 120/03-14.1 below.

**115/03-14.2**

Mr P. Parfitt had registered to speak about the proposed development at 69 High Street.

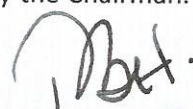
He asked for reassurance that the elevation of the west wing would not exceed the previously approved height (considering that to achieve this, the floor levels would have to sit below the current ground level). He expressed concern that Huntingdonshire District Council had given permission for the removal of a large sycamore tree (despite previously commenting that it made "an important contribution to the street scene". He also asked for reassurance that the ongoing drainage issues would be resolved.

Mr Parfitt considers the proposed development to be too large and an "unimaginative mass of building".

The Chairman thanked Mr Parfitt for his comprehensive observations and requested that he share his notes with the Council for detailed consideration.

**116/03-14 Minutes**

Copies of the minutes of Upwood and the Raveleys Parish Council meeting held on 03 February 2014 had been circulated in advance following their informal approval by the Chairman. Councillor Shelford



proposed to accept the minutes. Councillor Slater seconded the proposal. Councillor Noble was not present at the meeting but all other Councillors were in favour. It was **resolved** that these were a correct record and the minutes duly signed by the Chairman.

**117/03-14 Matters arising or carried forward from the last or previous meeting.**

**117/03-14.1 To receive an update following concerns of floodlighting on the Airfield Industrial Estate.**

Mr Hollingsworth, Huntingdonshire District Council has visited the site. It was noted that an evening visit would have been preferable so that the impact of the lighting could be assessed effectively. Mr Hollingsworth has requested anecdotal evidence of concern from parishioners. Councillors consider the lighting to be a distraction to road users and therefore a road safety matter. It was also agreed that the lighting presents a minor public nuisance which is difficult to quantify.

**117/03-14.2 To address concerns of the residents of "Millstone Cottage" regarding phase two of the proposed tree works in St. Peter's Churchyard.**

The residents of Millstone Cottage have expressed concerns for their privacy should three of the conifers adjacent to their fence be removed. They have asked the Council to consider topping rather than removing the trees. Councillor Perkins confirmed that phase two of the tree works will be completed in the autumn and that concerns will be addressed sympathetically.

**117/03-14.3 To review proposals for new signs with a view to eliminating the problems of dog fouling across the Parish.**

The Clerk has made enquiries with Huntingdonshire District Council regarding the replacement of signs to ensure that dog owners are aware that an on-the-spot fine of £75, or a fine of up to £1000 on prosecution applies if a dog fouls in a public place and it is not cleared up immediately. A strongly worded article will be published in the newsletter informing residents that the Council is actively looking for offenders and that when caught, they will be prosecuted. Parishioners are encouraged to report offenders to Huntingdonshire District Council on 01480 388302 during normal office hours.

Councillors expressed concerns that dogs have been seen inside the play area on Bentley Close, they are also concerned that a number of irresponsible dog owners are disposing of used bags inappropriately. Not only is this an unsightly practice but it also presents a hazard to health in our community.

The Clerk agreed to research the cost and practicalities of installing and servicing an additional bin at the junction of Church Lane or Ailwyn Road and Huntingdon Road.

The Council recognises that most dog owners are responsible and that this issue is caused by the anti-social actions of the minority.

**117/03-14.4 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".**

Upwood and the Raveleys Community Allotments Association (URCAA) and the Church have been invited to nominate a trustee. Both will report back to the Council following their Annual General Meetings.

The Chairman suggested that the proposed re-classification of 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" be discussed at the next meeting after further research at the records office has taken place. The Clerk will present an updated statement of accounts for the two charities at the next meeting. The net income (after expenses) for 2012/13 and 2013/14 will be paid to URCAA. It was agreed that the Trustees should be vigilant in overseeing the management of the charities.

**117/03-14.5 To receive an update on the purchase of a barrier gate for the Upwood allotment site.**

The gate has been purchased and is currently being manufactured to our specifications. Arrangements have been made for installation and the project should be completed within the next few weeks.



- 117/03-14.6 To consider approval of the URCAA bid to the Woodland Trust for additional hedging plants (infill) for the Meadow Road Allotment site.**  
The Woodland Trust require a letter to be signed by the landlord of all applicants for this initiative. URCAA have requested the approval of the Parish Council. Councillors were all in favour and the Chairman agreed to sign the letter on the Council's behalf.
- 117/03-14.7 To consider proposals for clearing the ditch between the "old" and "new" cemeteries.**  
Quotations have been obtained which address two different solutions. The Chairman noted that this project will cost a significant sum of money and asked that three like-for-like quotations are sought in keeping with the Council's Financial Regulations. Councillor Noble asked the Council to consider the purchase of portable boards to enable easier access to the cemetery. Wheelchair access is currently impossible beyond the paved area. It is envisaged that the work to the ditch will resolve this issue but Councillors agreed that this would be a good solution in the short term.
- 117/03-14.8 To review a proposal for renovation and renewal of Parish noticeboards.**  
Councillor Sisman has been unable to address this project to date but intends to present quotations at the next meeting. Gordon Slinn has asked that if the Council decide to relocate the Parish noticeboard, St. Peter's Church would like to place a church noticeboard at the current location. Councillors noted that the reason for considering relocation was for visibility. Councillors agreed that this should be addressed once plans have been confirmed for the Parish noticeboards. All agreed that noticeboards placed in the churchyard should be traditional in style, and sympathetic to their historic surroundings.
- 117/03-14.9 To receive an update on Speedwatch.**  
Councillor Sisman reported that Speedwatch activity is problematic in high winds and wet weather. Councillors were informed that the traffic monitoring equipment costs in the region of £4,000.
- 117/03-14.10 To review draft of risk management procedures.**  
Councillor Noble noted that she had requested assistance to complete this project but this had not been forthcoming. The Chairman noted that the task is almost complete. Councillor Sisman and Councillor Shelford volunteered to assist and the team will report back at the next meeting.
- 117/03-14.11 To consider the upgrading/repair of road signs across the Parish.**  
Councillor Sisman has reported issues to Cambridgeshire County Council. Broken signs will be repaired or replaced as their budget allows.
- 118/03-14 County and District Councillors**
- 118/03-14.1** Councillor Tew advised that the County Council reviewed budget proposals in February and confirmed that it is necessary to meet almost £149 million in savings over the next five years including savings of around £88 million over the next year (2014/2015). This follows savings of £42 million last year (2012/2013), and a further £32 million this current financial year (2013/2014). The County Council will raise the Council Tax by 1.99% (increasing the tax on D rated properties by £21.60) to help to protect front line services. Councillors also agreed an amendment which would see around £1.4 million spent on transport improvements, children's centres, mental health services, adult social care and winter gritting. On a local level, Councillor Tew advised that the bus route between Upwood and Ramsey is under review.
- 118/03-14.2** Councillor Howe advised members that Huntingdonshire District Council will not increase Council Tax in 2014/2015. The District has saved £8 million over the last two years by maintaining and reducing costs in other areas. The Council expends c£75m per annum and receives gross income of c£54m pa. The forecast net expenditure for 2013/13 is £21.1m, £1.7m below the original budget. £4 million of additional savings are required to be made in 2016/17, of which £1.3m have already been identified. The "Facing the Future" initiative is a Council-wide programme to increase efficiency and customer service levels at a reduced cost and to date over 400 cost savings initiatives have been identified by Officers and these are currently being evaluated. It is the District Council's objective to achieve a balanced budget by 2016/17.
- 119/03-14 Planning Applications**

**119/03-14.1** 1400073FUL | Construction of three bedroom house | Land at 15 Meadow Road Upwood.  
Further to Mr Eaton's presentation, Councillor Perkins presented the planning documentation and outlined the changes made since the previously rejected application. Councillors considered that the original objections regarding size and massing; and the distance between neighbouring properties have been satisfactorily addressed. Councillor Shelford proposed that the Council approve the application. This was seconded by Councillor Hopkins. Councillor Slater abstained from voting and all other Councillors were in favour.

**119/03-14.2** 1400217S73 | Proposed variation of condition 2 of planning permission 1100568FUL to amend the design of the approved bungalow by replacing the drawings listed with drawings 162.3.02A, 162.1.03 and 162.1.04; proposed variation of condition 5 of planning permission 1100568FUL to replace the drawing listed with drawing 162.3.02A relating to vehicle parking/turning space and proposed removal of condition 7 of planning permission 1100568FUL relating to tree protection. | 69 High Street Upwood.

The Parish Council rejected the initial plans for this property in 2011. The developer and the applicant took the application to appeal and planning permission was granted. However, it was not technically possible to build the property as per the plans due to the differentiation in land height, hence the proposed variations. Councillors expressed concerns that this is a complex application and Mr Parfitt has raised questions which warrant detailed investigation. The Chairman offered to contact the District Council to ask for an extension to the consultation period, and for further clarification on the points raised. If an extension is not granted, Councillors agreed to re-convene prior to the next planned meeting in order to reach a decision.

**120/03-14 Finance**

**120/03-14.1** Members noted the financial report and bank reconciliation for February 2014 detailing all transactions to date for the financial year 2013 – 2014. The Chairman noted that although Councillors are provided with electronic documentation on a monthly basis, the bank reconciliations should be printed, signed and filed. The Clerk will produce paper copies of previous months for signature and in future these will be approved and signed by the Chairman at each meeting.

**120/03/14.2 To approve accounts for payment: 03 March 2014:**

The following accounts were unanimously approved for payment:

Date	Cheque no.	Payee	Description	Amount
10.02.14	101394*	The Iron Works & Gate Co. Ltd.	Gate for Meadow Road Allotments	500.00
03.03.14	101395	A.J. Papworth Ltd.	Arboreal Services. Phase One. St. Peter's Churchyard	1080.00
03.03.14	101396	Mrs C. Silverstone	Expenses: Postage & Travel	13.00
03.03.14	101397	CAPALC	Purchase of Publication: "Local Councils Explained"	49.99
03.03.14	101398	Mr B.C. Edwards	Cemetery Officer's Salary. Jan-Mar 2014	68.54
03.03.14	101399	HMRC	PAYE (Cemetery Officer)	17.00

*\*nb. Cheque no. 101394 was signed outside the Council Meeting to enable work to proceed in a timely manner. Purchase of "Local Councils Explained" was approved at the November meeting. "Standing Orders Part One" is still outstanding.*

**120/03/14.3 To note income received: 03 March 2014**

No income had been received.

**120/03/14.4 Year to date financial review**

The finance sub-committee had been unable to meet during February and a meeting will be arranged in March. The Chairman and the Clerk have however reviewed the financial situation and forecasted expenditure is below the budgeted level suggesting that the Council will be in a position to increase reserves for the next financial year.

**121/03-14 Correspondence and Communications**

- 121/03-14.1** The Parish Council has received a letter of thanks for their donation to the Woodlands Centre, Hinchingsbrooke Hospital.
- 121/03-14.2** The Parish Council has received a letter from Serjeant and Son, Solicitors, to confirm that payment has been received and that work is progressing toward completion on the new lease for Glebe Paddock.
- 121/03-14.3** Councillors had been invited to attend a workshop on "ShapeYourPlace". The Chairman was disappointed that there had been no volunteers for this initiative.

**122/03/14 Matters arising from Councillors**

- 122/03-14.1** Councillor Shelford confirmed that she would prepare a report for the newsletter.
- 122/03-14.2** Councillor Howe noted concerns regarding waterlogging on High Street.

The meeting was closed to allow Mr Parfitt to speak on this matter.

Mr Parfitt showed Members a drainage map of the village and confirmed that a surface water drain carries water from the village hall past the entrance to Helens Close to the entrance to Rose Cottage. He confirmed that Anglian Water and Huntingdonshire District Council diverted water into the main drain outside number 67 High Street but the drain is blocked from number 69 onwards. The land and surface water drains from Fishermans Close and the field next to Glebe Paddock need attention.

Mr Hunt, who has a Civil Engineering background, offered his support with a view to resolving this issue.

The Chairman re-opened the meeting. Councillor Perkins and Councillor Slater agreed to meet with Mr Hunt and Mr Parfitt and will report at the next meeting.

- 122/03/14.3** Councillor Hopkins noted that a quotation for preparation and printing of the Community Led Plan questionnaire has been requested from the District Council. The CLP will feature on the front page of the next newsletter.
- 122/03/14.4** Councillor Sisman notified Members that another road accident had occurred between the school and Fairmead yet Cambridgeshire County Council do not consider the road to be an issue. Councillor Paxton suggested that road users should accept and respect the challenges presented by rural roads. The Chairman confirmed that the proposal for development of 160 houses has been approved in principle and the Highways Department consider the roads suitable to support the increase in traffic. Councillors were interested to note that the statistics used to assess such initiatives do not include accidents or incidents which have taken place since 2009.

**123/03/14 Matters for future consideration**

There were no additional matters for future consideration.

**124/03.14 Date of next meeting**

07 April 2014, Upwood Village Hall, 7.00pm.

**CLOSE OF MEETING**

**125/03.14 Vacant Councillor Position**

Members of the public were asked to leave the hall to enable Councillors to discuss and vote on applications for the Councillor vacancy in a closed session.

Councillors were pleased with the level of interest in the position and impressed by the quality of applications received. It was decided unanimously to co-opt Mr Jason Edwards to the position.

The Chairman agreed to inform all three applicants of the decision.

*125/03.14*  
*J. Howe*  
*07-04-14*  
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