

Upwood and the Raveleys Parish Council

Parish Clerk – Mrs Carol Bilverstone. 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 02 February at 7.00pm at Upwood Village Hall.

Present: Councillors J. Edwards, R. Howe (Chairman), J. Noble, G. Shelford, J. Paxton, A. Perkins, K. Sisman, G. Slater.
In Attendance: Mrs. C. Bilverstone (Clerk) and 7 members of the public.

Minutes

164-02/15 To receive and approve apologies for absence.

Councillor Hopkins: Work commitment

The chairman welcomed the return of District Councillor Michael Tew who had been absent from several meetings due to a period of convalescence.

165-02/15 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: Church Farm Development.

166-02/15 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).

There was no public participation.

167-02/15 To receive and approve the minutes of the Parish Council meeting held on 05 January 2015.

Copies of the minutes of the open and closed meetings of Upwood and the Raveleys Parish Council held on 05 January 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 were in favour and it was **resolved** to do so. The chairman signed both sets of minutes.

168-02/15 Matters arising or carried forward from the last or previous meeting.

168-02/15.1 To receive an update regarding ownership of the fence/hedge/ditch boundary of Farm Close with Ramsey Road.

The Clerk has received further clarification regarding the boundary. Having conducted detailed research of records covering the last 100 years, The Asset Information Searches Officer, Cambridgeshire County Council is of the opinion that the fence line is still owned by the Ministry of Defence. The footpath was dedicated by MOD in 1960 and the plans for the deed show the footpath and a small area of verge up to the top side of the drain dedicated as highway. The surface would be subject to highway rights but the land remains with MOD, as does the fence. Maps and detailed explanations had been shared with councillors.

The Clerk offered to contact MOD to gain further clarification and to request assistance. Councillors agreed that a fence should be maintained to offer protection to young residents and families walking to and from the school. The Clerk will ask MOD to repair or replace the fence and will make enquiries about the ongoing maintenance of the land.

168-02/15.2 To review a quotation from Andy Davis to add the Farm Close boundary to his parish maintenance portfolio.

Councillors agreed that correspondence with MOD is not likely to achieve results in the near future, therefore it is necessary for the parish council to take action. Councillor Sisman proposed that councillors approve the quotation to clear the ditch of rubbish and undergrowth and dispose of the waste. Councillor Shelford seconded the proposal; all were in favour and it was **resolved** to do so.

168-02/15.3 To review three quotations for maintenance to the parish ditches.

Three quotations have been sought but had yet to be received. It is hoped to have quotations for the next meeting so that the project may be completed during the spring.

168-02/15.3 To receive a recommendation for the refurbishment of the old cemetery gates.

Councillors Edwards and Sisman proposed that the Cemetery Officer be asked to complete this work. It was agreed that he could not be expected to do this as part of his allotted time. Councillor Edwards proposed that the council approve additional hours for this purpose; Councillor Noble seconded the proposal; all agreed that it was not necessary to confirm the exact number of hours required and it was **resolved** on this basis.

168-02/15.4 To receive an update regarding a parish logo.

The newsletter committee have not had the opportunity to meet therefore the parish council has not received a definitive answer to its request. The general view however appears to be that the newsletter committee will not wish to make the logo more widely available and the chairman suggested that the council review other options. Esther Rowley had kindly provided samples of a potential new logo. Councillors debated several ideas and came to the conclusion that they would like a logo which incorporated the imagery of Upwood's village sign but at the same time ensuring inclusion of the Raveleys. The Clerk agreed to ask Mrs Rowley to prepare further samples for the next meeting.

169-02/15 To receive reports from County and District Councillors.

County Councillor Tew will update the parish council at the next meeting.

Councillor Howe has attended several briefings on Huntingdonshire District Council's Local Plan to 2036 which replaces its existing development plan documents. The plan will set out the strategy for development in the whole of Huntingdonshire, incorporating policies for managing development and site-specific proposals for different forms of development in the context of the new National Planning Policy Framework. The plan will include consideration of the Alconbury Enterprise Zone and other proposed development on the Airfield, as well as other opportunities that have arisen since the Core Strategy was adopted in 2009. The Council is conducting further stakeholder engagement from late January 2015 as part of the preparation for the pre-submission Local Plan to 2036, publication of which is currently targeted for June 2015. 66 development sites have been identified across the district for the construction of 21,000 new homes and the necessary accompanying infrastructure over the next twenty years. The majority of this development is earmarked for brownfield sites at RAF Alconbury, RAF Wyton and Bearscoft Park (Godmanchester). Residents are invited to participate in the consultation which runs until the end of March. Councillor Howe noted that this is the most rapidly growing area of the UK and development is therefore inevitable. Development of major routes across the district will not mitigate problems in local communities and although there will be no direct impact on Upwood and the Raveleys, there is significant unrest in some of our neighbouring parishes. Councillor Edwards added that the Middle Level Commissioners have expressed concern that further development at Alconbury will overload the drainage system with serious implications for Bury Brook.

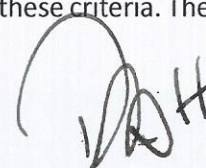
For further information, or to participate in the consultation, please see:

<http://www.huntingdonshire.gov.uk/Planning/Planning%20Policy/Pages/LocalPlanto2036>.

170-02/15 Notification of planning items.

170-02/15 15/00049/FUL | Seven 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 (Received after publication of agenda).

The chairman reminded members that the proposals presented for development of this site in September 2013 had been challenged by the District Council as they did not meet the requirements of the policy for inclusion of affordable homes. The current plans have been re-designed to fulfil these criteria. The chairman



asked councillors to consider whether or not they and local residents had been given sufficient time to study the plans. It was confirmed that neighbouring residents had received notification at the weekend. Councillors agreed that the plans are sympathetic to the site and to the parish; that significant regard has been shown to wildlife; and that the gardens and open spaces within the design should allow for reasonable views along Church Lane from Huntingdon Road.

The chairman closed the meeting to ask for the views of two Church Lane residents. They agreed with councillors and added that although they currently enjoy the open farmyard, they understood the need for development and that they were impressed by the variety and the imaginative architectural detail. They consider it to be a tasteful proposal and encouraged councillors to support the application.

The chairman re-opened the meeting. Councillor Sisman proposed that councillors support the application and Councillor Slater seconded the proposal. Councillor Paxton abstained from voting; all other councillors were in favour; and it was **resolved** to do so.

171-02/15 Finance

171-02/15.1 To approve accounts for payment: 02 February 2015:

Date	Ref. No.	Payee	Description	Amount
02.02.15	123254282	Mrs C. Silverstone	Clerk/RFO Salary. January 2015	676.24
			Clerk's Salary: To be reimbursed by Kings Ripton PC	175.52
			Expenses (Working from home + postage + stationery)	23.33
02.02.15	235280100	HMRC	Clerk's Salary: To be reimbursed by Kings Ripton PC	25.74
02.02.15	289157509	Upwood & the Raveleys Village Hall	Meeting Hall Hire (October – December 2014)	101.58
02.02.15	Ch.300001*	Mrs B. Oldale	Refund of cemetery fee	75.00
02.02.15	906713576	SLCC	CPD. Cemetery Legal Compliance (min. ref. 93-09/14)	150.00
02.02.15	296803803	Andy Davis	Allotment hedge cutting	125.00

*Cheque no. 30001 was approved by councillors and signed outside the meeting on the recommendation of the Clerk and the Chairman (see item 173-02/15.1).

Clerk's note: The cheque from the Barclays account to facilitate transfer of the balance of funds to Unity Trust Bank had been returned as the Barclays accounts had been closed following an electronic transfer which the council had been led to believe would not be possible. Unity Trust Bank debited the account with its standard charge of £6.00 but have since refunded it at the Clerk's request.

171-02/15.2 To note income received: 02 February 2015:

16.01.15	Cooperative Funeral Services	Cemetery Fee (Interment) (minute ref. 14.3-12/14.1)	75.00
28.01.15	Kings Ripton Parish Council	Refund of Clerk's salary (Nov/Dec 2014)	456.87

171-02/15.3 Review of Financial Regulations adopted January 2015: to receive an update.

Councillors Edwards, Noble and Slater and the Clerk/RFO reported on their observations and recommendations following the adoption of the new financial regulations. Having reviewed the Financial Regulations adopted by Upwood and the Raveleys Parish Council at its meeting on 05 January 2015, all agreed that financial procedures are robust and effective. Information currently provided by the Clerk/RFO is more detailed and more frequent than the regulations require.

To ensure full compliance with the regulations, the working party recommended review of the following items:

Item 2.2. The bank reconciliations should be reviewed and signed at each meeting of the finance working party. The working party should report to the parish council and the process be recorded in the minutes.

Item 3.1. The council should utilise the results of the Community Led Plan to form the basis of a three year financial forecast.

Item 4.4. Employee salaries should be reviewed on a yearly basis. The Clerk's salary should be reviewed (by the finance working party and with the approval of the full council) in June for implementation in August.

Item 5.1. The regulations state that credit references should be sought for all bank signatories.

Item 5.2 The approved payment schedule should be ruled off and initialled by the chairman of the meeting. This could be accomplished by the chairman initialling the list of payments on each meeting's agenda.

Item 5.5a. It was considered that this item (re. late payment of commercial debts) does not apply to a council of this size.

Item 6.5. Signatories should sign invoices presented for electronic payment (to replicate initialling of the cheque counterfoil).

Item 6.8. As the council does not meet in August, payment of the clerk's salary is not made until the following month. This impacts on personal PAYE and National Insurance payments. It is recommended that the council authorise a maximum payment to the clerk and to HMRC for the first Monday of August at its July meeting. The Clerk would then confirm the exact figures and present the payslip at the September meeting.

Item 6.11. The clerk will provide the chairman with a sealed envelope containing passwords for the parish council's laptop and electronic files (this was given to the chairman during the meeting).

Items 14.3/4. It is recommended that the parish council takes note of these items regarding the sale or purchase of assets should they become relevant in the future.

Items 17.1/2. It is recommended that the finance working party formally review risk management procedures on an annual basis.

The chairman agreed that the review had been thorough and proposed that councillors adopt the recommendations of the working party. Councillor Slater seconded the proposal; all were in favour and it was **resolved** to do so.

172-02/15

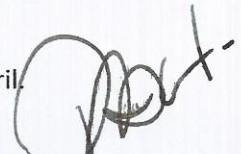
The Parish Clerk/RFO: Review of Continuing Professional Development: To consider the clerk's application to attend the Society of Local Council Clerks Regional Roadshow in Thetford on 15 April.

The clerk will attend "Cemetery Legal Compliance" training with SLCC in February as agreed at September's meeting. At that time the council also approved attendance on a course for allotments management. The Clerk has cancelled her place on this course as it would no longer seem to be beneficial.

The cost of the Regional Roadshow is £69 + VAT + travel expenses to Thetford.

As a member of the Institute of Local Council Management, the clerk is required to commit to continued professional development. Of the 18 annual CPD points required to fulfil membership criteria the Regional Roadshow qualifies for 2.5 points. All clerks whose councils seek a Local Council Award (formerly Quality Council Status), are required to demonstrate that they have achieved at least 12 CPD points in the 12 months immediately preceding the council's application for an award.

Councillors agreed unanimously that the clerk should attend the course on 15 April.



173-02/15 Correspondence and Communications.

173-02/15.1 Correspondence received from a parishioner regarding the regulations and fees for Meadow Road Cemetery.

The Clerk had received three e-mails from a parishioner relating to the regulations and fees for Meadow Road Cemetery. The first e-mail disputed the fee paid to the funeral director in respect of a recent interment and the parishioner demanded that the Parish Council refund half of the fee as the deceased was a family member (living outside the parish). The Clerk had provided the funeral director with a copy of the "Meadow Road Cemetery Rules, Regulations and Fees" booklet which had been approved and adopted by the parish council in February 2014. The parishioner argued that the regulations should reflect those in place at the time of purchase (in this case, July 2000). The parishioner threatened county court action should the parish council choose not to comply with his wishes. On the recommendation of the clerk and the chairman, a cheque had been written and signed outside the meeting (item 4.1 of the council's financial regulations authorises the clerk, in conjunction with the chairman to spend up to £200).

Councillors were extremely displeased that threatening correspondence had been received. One councillor added that he was offended and insulted at the content and advised that the council should respond accordingly. The chairman confirmed that a reply would be sent to the parishioner confirming that the parish council does not appreciate abusive and threatening correspondence and that gratuitous insults are unacceptable. He confirmed that this particular parishioner had consumed a great deal of parish council time in the past and that he was not willing for the council to waste time entering into protracted debate. Councillors supported the actions of the clerk and the chairman and their management of the situation.

Two further e-mails were received from the same parishioner concerning "contraventions" of regulation 4.11 (which states that kerbs, railings, posts, chains, foot-stones, chippings and similar will not be permitted for safety reasons).

Councillors agreed in February 2014 (minute reference: 104/02/14.10) that "the regulations had not been effectively enforced in the past but for the benefit of all users of the cemetery, they would be followed in the future". The chairman confirmed that it had never been the intention to apply the regulations retrospectively and that the parish council would certainly not consider asking families to remove memorials.

The clerk has confirmed that the primary responsibility to maintain memorials rests with the owner. The Cemetery in Meadow Road is in compliance with the articles of the Local Authorities' Cemeteries Order 1977; and it is subject to regular checks under the parish council's risk management procedures.

The chairman will write to confirm that it is not responsible for the compliance or non-compliance of prior regimes. The council intends that this will be an end to the matter.

173-02-15.2 Ramsey Extension Wind Farm Update.

173-02/15.3 Correspondence received from Strawsons Property to confirm resolution of a minor boundary dispute between adjacent parcels of agricultural land.

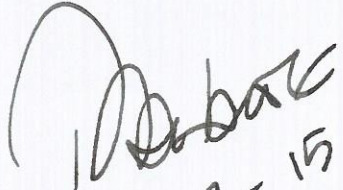
The correspondence confirms that since the boundary ditch was filled in many years ago, it has been difficult to observe the exact boundary. It was agreed that one farmer had encroached over the line at one end of the field and the other at the other end. Both farmers have agreed to adhere more closely to the boundary at the next harvest and therefore the matter has been amicably resolved.

173-02/15.4 Correspondence received from a parishioner regarding concerns for commercial activity on Upwood Airfield.

In addition to writing to this parish council, the parishioner had written to Ramsey Town Council, Bury Parish Council and to the District Councillor regarding heaps of chicken manure and willow branches.

The chairman and Councillor Tew offered to address this matter in conjunction with Councillor Bucknell (District Councillor for Warboys and Bury Ward) and Bury Parish Council.

- 174-02/15** To receive verbal reports from Parish Councillors on matters arising from their portfolio responsibilities.
No decisions can be made under this item.
Councillor Slater informed members that members of the Upwood and the Raveleys Community Allotment Association had been busy planting the hedging received from the Woodland Trust. He reminded the chairman that they had agreed to refurbish the Charters Spinney sign but suggested waiting for warmer weather – the chairman agreed!
- Councillor Shelford had distributed the Huntingdonshire Association for Community Transport (HACT) leaflets as agreed at the last meeting. She asked whether any volunteers had come forward for the community action day following her report in the parish newsletter. The clerk confirmed that no one had contacted her to date.
- Councillor Perkins suggested that the chairman write on behalf of the parish council to acknowledge Mr Manchett's exceptional contribution to this community. All were in favour.
- The chairman asked Councillor Sisman for an update on the salt bins. Councillor Sisman agreed that the salt needs replacing and he will address this with Cambridgeshire County Council at his earliest convenience. The parish council may decide to purchase new salt bins at a later date.
- Councillor Noble requested an update on the recent fly-tipping at two locations in the village. The clerk confirmed that she had requested assistance from the district council who had subsequently inspected both sites and cleared one; the rationale being that the rubbish left on Longholme Road was on the public highway whereas that in Meadow Lane was on private property. The district council ask that members of the public report these incidents but refrain from moving anything as inspectors are deployed to search for evidence which may lead to prosecution of offenders. The chairman offered to take this matter further with the operations department with a view to having the waste on Meadow Lane removed.
- The chairman reminded members that the Community Led Plan team will meet in February. The parish council will receive an update at the next meeting.
- 175-02/15** **Matters for future consideration.**
No decisions can be made under this item. There were no further matters for consideration.
- 176-02/15** **Date of next meeting:** 02 March 2015, Upwood Village Hall, 7.00pm.
- It is hereby resolved in accordance with section 1 (2) of the Public Bodies (Admission to Meetings) Act 1960 that as publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted at the next agenda item the Chairman asks that in the public interest the public and press are temporarily excluded from this meeting and are herewith instructed to withdraw.**
- Close of meeting: 8:40pm**
- 177-02/15** To consider a strategy for future management of parish land let for commercial use.


2-3-15!