



## Upwood and the Raveleys Parish Council

Parish Clerk – Mrs Carol Bilverstone. Kilimanjaro, 9 Meadow Road, Upwood, Huntingdon, Cambs. PE26 2QJ  
Telephone: 01487 812447. E-Mail: [parishclerk@upwood.org](mailto:parishclerk@upwood.org)

**A meeting of Upwood and the Raveleys Parish Council was held on Monday 06 March 2017 at 7.00pm at Upwood Village Hall.**

**Present:** Councillors J. Edwards, H. Nel, J. Noble, R. Howe (Chairman), J. Paxton, A. Perkins, G. Slater, H. Smith, M. Tew.  
**In Attendance:** Mrs. C. Bilverstone (Clerk). There were no members of the public.

### Minutes

**139-03/17 To receive and approve apologies for absence.** There were no apologies for absence.

**140-03/17 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 Edwards declared a personal interest in item 148-03/17.2, the quotations for work to the ash tree in Charters Spinney.

**141-03/17 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.

**142-03/17 To receive and approve the minutes of the parish council meeting held on 06 February 2017.**

Copies of the minutes of the meeting of Upwood and the Raveleys Parish Council held on 06 February 2017 had been circulated in advance following their informal approval by the chairman. Councillor Noble proposed acceptance of the minutes. Councillor Paxton seconded the proposal. All were in favour and it was resolved to do so. The chairman signed the minutes.

**143-03/17 Matters arising or carried forward from the last or previous meeting.**

**143-03/17.1** To receive an update regarding the proposed installation of a mobile phone mast in the parish.

Further to registering the parish council's objection, the clerk and the chairman have liaised with the district council and Harlequin Ltd. in an attempt to identify a site which would be more acceptable to this parish. The technical requirements of such an installation are many and complex and Harlequin Ltd. has shared documentation demonstrating extensive research into over 20 sites in Upwood. It seems that there are no other feasible options and it is likely that the Local Planning Authority (the district council) will allow the plans to proceed. Parishioners who had written letters of objection to this proposal have been kept informed of developments. The chairman expressed regret that the parish council must now accept that it can have no further influence and that it has been unable to do more to support its residents. He asked clerk to write to both families to this effect.

**144-03/17 To receive reports from neighbouring parishes.**

Councillor Perkins attended Bury Parish Council's open day in February. He reported that demolition work together with the construction of roads and drainage networks will commence in the spring of 2018 in preparation for the building of 160 new homes on the airfield site.

A handwritten signature in blue ink, appearing to be 'CBH'.



Councillor Nel and Councillor Smith attended new councillor training provided by CAPALC. Councillor Nel added that she had been very impressed with the course content and delivery. Councillor Tew had also attended as an observer.

Councillor Tew urged members to engage with and promote the transport survey which will be published in the next edition of "Ramsey Neighbourhood News".

**145-03/17 To receive reports from county and district councillors.**

There was nothing to report from Cambridgeshire County Council.

Councillor Howe reminded members that Huntingdonshire District Council has increased council tax by 2%. This will allow the council to reinstate the Tree Warden position which had previously been cut. It will also fund the district council's responsibility to the new government apprenticeship schemes (it will offer 20 apprenticeships). The balance of funds will be used to cover the cost of grass cutting (the reduced service offered last year was inadequate and had led to many disputes).

The proposal to build 4,500 new homes at Wyton-on-the-Hill has been removed from the district council's Local Plan due to problems in providing the necessary infrastructure for effective traffic management. In real terms this means that the district council will need to identify alternative sites to fulfil its requirement to build 21,000 new homes.

**146-03/17 Notification of planning items.** There were no planning items.

**147-03/17 Finance**

147-03/17.1 To approve accounts for payment: 06 March 2017:

| Date     | Ref. No.  | Payee               | Description   | Amount |
|----------|-----------|---------------------|---|--------|
| 06.03.17 | 411706603 | Mrs C. Bilverstone  | *Clerk/RFO Salary. February 2017  | 686.56 |
|          |           |                     | *Error in salary payment. Corrected by clerk's re-payment of £6.08 (paying in reference 000005) |        |
|          |           |                     | Expenses: Working from home allowance, stationery, postage.                                     | 26.19  |
| 06.03.17 | 967556966 | Mr B.C. Edwards     | Cemetery Officer Salary. January – March 2017   | 85.71  |
| 06.03.17 | 211496885 | HMRC                | PAYE/NI   | 27.28  |
| 06.03.17 | 710663351 | SALVUS Master Trust | Employee + Employer Pension Contributions. February 2017  | 72.26  |

147-03/17.2 To note income received: 06 March 2017:

| Date     | Ref. No. | Received from                 | Description   | Amount |
|----------|----------|-------------------------------|---|--------|
| 21.02.17 | 000003   | Woodwalton Parish Council     | Contribution towards Speedwatch Equipment (minute ref. 105-12/16.1)                               | 200.00 |
|          |          | Dignity Funerals Ltd.         | Cemetery Fee: Interment   | 75.00  |
| 28.02.17 | 000004   | Mrs C. Bilverstone            | Sale of "Arnold-Baker on Council Administration" 9 <sup>th</sup> Edition. Minute ref.: 87-11/16.7 | 10.21  |
| 06.03.17 | 000005   | Mrs C. Bilverstone            | *Correction to February salary payment  | 6.08   |
| 06.03.17 | 000006   | A.J. Mills Master Masons Ltd. | **Cemetery Fee: Memorial Stone  | 60.00  |
| 06.03.17 | 000007   | Dignity Funerals Ltd.         | Cemetery Fee: Interment   | 75.00  |

\*\* Approved by the clerk as per minute reference 71-11/13.5

Councillor Noble proposed that the accounts be approved for payment. Councillor Edwards seconded the proposal. All were in favour and it was **resolved** to do so. The chairman signed the agenda to this effect and he also signed the bank reconciliation.



147-03/17.3 To note the submission of the annual VAT return.

The clerk has submitted the annual return covering the financial year 2016-2017 and the parish council should expect a refund of £137.98.

**148-03/17 Parish Maintenance**

148-03/17.1 To consider scheduling the annual inspection of Bentley Close play area.

Councillor Noble proposed that the inspection be scheduled for April to enable the council to benefit from the standard cost of £65.50 + VAT. She also suggested that the council accept the invitation to become an "automatic client" to allow inspections to take place automatically (following notification) each year, unless instructed otherwise. Councillor Tew seconded the proposal. All were in favour and it was **resolved** that the clerk should make the necessary arrangements. Councillor Slater offered to pressure wash the play area to remove algae. Councillor Noble reported that two further hairline cracks have appeared on two of the plastic panels. Neither require immediate attention.

148-03/17.2 To consider quotations for remedial work to an ash tree in Charters Spinney.

The clerk had tendered for three quotations. Two had been received (and the third received shortly after the meeting).

Councillor Perkins proposed acceptance of the advice and quotation provided by Fenland Tree Care to fell the tree to ground level at a cost of £385. Councillor Slater seconded the proposal. Councillor Edwards abstained from voting. All other councillors were in favour and it was resolved to do so. Councillor Perkins will make arrangements to meet with the contractor prior to completion of the work.

**149-03/17 Community**

149-03/17.1 To consider the provision of a community defibrillator (a parishioner's suggestion).

The parish council had received a request from a parishioner to consider the purchase of a de-fibrillator for the community. The request was made together with an offer to coordinate fundraising efforts to support the project.

Initial research suggests that complete projects range in cost from approximately £1400 - £2200.

A budget would need to be allocated for maintenance and replacement parts (replacement pads every two years (and after a rescue) at approximately £30 and a battery every 4 years at £166 - £195. The cost of powering and heating an external cabinet would be in the region of £10 - £30 per annum.

The provision of a defibrillator also carries significant technical and administrative responsibilities.

Councillors agreed that there are many factors to consider but that this is now one of few parishes without such provision, and with a typical 15 – 20 minute wait for professional medical assistance, a de-fibrillator may make all the difference to someone in need. Councillors suggested that probably the only practical option for siting would be the outer porch of the village hall (although they questioned whether either Upwood Primary School or Manor House already has one and if so whether or not they could be made available to the wider community). Councillors agreed that they are positive to the idea; they would welcome further research; and would be interested to learn of the support such an initiative would have from the community. If the community is able to raise part of the cost, the parish council would consider granting financial support. Alternatively, it may be possible to raise the funds through a grant application. The clerk agreed to ask the parishioner to pursue the idea and to report back with further information.

**150-03/17 Correspondence and Communications**

150-03/17.1 Membership Agreement (draft for consultation) between Cambridgeshire & Peterborough Association of Local Councils (CAPALC) and its member councils.

**151-03/17 To receive verbal reports from Parish Councillors on matters arising from their portfolio responsibilities.**

*No decisions can be made under this item.*

Councillor Noble will remind Upwood Primary School about the Annual Parish Meeting in May and invite a group of children to present a report. She will also ask whether the school has a de-fibrillator (see item 149-03/17.1). The Community Speedwatch team plan to conduct another survey in March. The early flowering purple crocus corms donated by Rotary Club of Ramsey (see item 72-10/16.3) have yet to emerge. Lastly, Councillor Noble thanked all who volunteered for the working party in the old part of the cemetery. The team

plan to continue their work and all are invited to get involved. The chairman reiterated his thanks and noted that the work achieved so far has made a real difference.

Councillor Perkins asked on behalf of the village hall committee whether the parish council intended to replace the map which had been removed some time ago. The chairman agreed to acquire a new map and the clerk will obtain a quotation to have it mounted and framed. Councillor Perkins informed members that he would consider options for a new tree to replace the horse chestnut which had recently been felled in the churchyard. Councillor Nel noted that there is some evidence of the installation of broadband in Great Raveley.

Councillor Smith thanked the clerk for her support during his recent house move and associated lack of internet access.

**152-03/17 Matters for future consideration.**

*No decisions can be made under this item.*

The clerk will arrange a meeting with members of the Communications Working Party. The funding received from REG Ramsey Windfarm Community Benefit Fund for the ongoing elements of the communications project (the provision of Wi-Fi in the village hall and colour pages for the parish newsletter) will run out at the beginning of 2018 and the group will meet to review the success of the project and consider a further grant application.

**153-03/17 Date of next meeting:** 03 April 2017, Upwood Village Hall, 7:00pm.

**Close of meeting: 8:15pm**



03 April 2017.