



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 07 March 2016 at 7.00pm at Upwood Village Hall.

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

In Attendance: Mrs. C. Bilverstone (Clerk), County Councillor M. Tew and 2 members of the public.

Minutes

- 146-03/16 To receive and approve apologies for absence.**
Councillor Smith: Holiday
- 147-13/16 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 Perkins declared an interest in item 153-03/16.4 concerning Upwood Village Hall.
- 148-03/16 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.
- 149-03/16 To receive and approve the minutes of the parish council meeting held on 01 February 2016.**
Copies of the minutes of the meeting of Upwood and the Raveleys Parish Council held on 01 February 2016 had been circulated in advance following their informal approval by the chairman. Councillor Nel proposed acceptance of the minutes. Councillor Slater seconded the proposal. All were in favour and it was **resolved** to do so. The chairman signed the minutes.
- 150-03/16 Matters arising or carried forward from the last or previous meeting.**
- 150-03/16.1** To receive an update from the Highways Department regarding the issues reported after the last meeting. The receding verges on Meadow Road, High Street, Ramsey Road and Longholme Road have been investigated and the reports subsequently closed as the defects at present do not reach current intervention levels (150mm deep and over 5m in length in rural areas). The receding verges on Wennington Road and Raveley Road together with numerous pot holes along Wennington Road; one south east of White House Farm; one north of Grange Farm; and one opposite the entrance to Fairmead remain “live” on <http://my.cambridgeshire.gov.uk>.
The parish council has received a response from Cambridgeshire County Council following its bid to the Local Highway Initiative. The application was unsuccessful. Councillor Tew confirmed that 49 applications had been received from Huntingdonshire and the total budget available was £104,000.
- 150-03/16.2** To receive a presentation from Councillor Nel outlining strategies to fulfil her portfolio responsibilities as liaison with the Raveleys; Fairmead, Farm Close; and all outlying areas.
Councillor Nel asked that this item be deferred until the next meeting.
- 151-03/16 To receive reports from county and district councillors.**

Councillor Tew confirmed that the Ramsey Neighbourhood Trust community magazine will be delivered to homes in Ramsey, Bury, Upwood and the Raveleys in the next few days.

Cambridgeshire County Council is working closely with Cambridgeshire Fire Authority to assist vulnerable people. Parishioners are invited to contact Cambridgeshire County Council (0800 917 9994 or https://www.cambridgeshire.gov.uk/site/xfp/scripts/xfpforms_form.aspx?formID=243&language=en) to see if they qualify for a free home fire safety check.

The "Early Help Service", a multi-disciplinary support and advice service for older people with physical disability or sensory impairment and their carers will open at the County Council's contact centre in St. Ives on 11 April.

The electoral reviews (see items 156-03/16.1 & 16.2) will recommend changes to our ward boundary resulting in Kings Ripton and Wyton on the Hill being removed in favour of the Stukeleys. Bury will be linked to Ramsey. The new ward would comprise Upwood and the Raveleys, Abbots Ripton, Woodwalton, the Stukeleys (including Alconbury Weald) and Warboys. Nationally, the number of MPs will reduce to 600 from 2017 and all district and county councillors will stand for re-election.

Councillor Howe confirmed that Huntingdonshire District Council has achieved a balanced budget for this year and next but it will have a £3.5 million deficit thereafter. £2 million savings have been identified and will be achieved through shared services with South Cambridgeshire District Council and Cambridgeshire City Council. Discussion is taking place regarding devolution and the creation of a single economic and social unit covering East Anglia with the appointment of a mayor to oversee governance. The government hopes to make an announcement in the budget.

152-03/16 Notification of planning items. None received.

153-03/16 Finance

153-03/16.1 To approve accounts for payment: 07 March 2016:

Date	Ref. No.	Payee	Description	Amount
07.03.16	812965189 899038321	Mrs C. Silverstone	*Clerk/RFO Salary. January 2016	692.40
			Expenses: Working from home allowance, stationery, correction to underpayment of 51p in February 2016	32.51
			Reimbursement for purchase of 2 internal noticeboards for Upwood Village Hall re. the Communications bid to REG Ramsey Windfarm Community Benefit Fund	67.20
07.03.16	784533587	Mr B.C. Edwards	Cemetery Officer Salary. January - March 2016	80.54
07.03.16	476246012	HMRC	PAYE/NI	22.78
07.03.16	656561254	Goddard Perry Consulting Ltd.	Employer set up fee. SALVUS Mastertrust (Pension)	360.00
07.03.16	307822754	Society of Local Council Clerks	CPD course "Planning De-mystified"	174.00
07.03.16	664081478	Mr S.A. Howes	Reimbursement for purchase of telephone extension kit and handset for Upwood Village Hall re. the Communications bid to REG Ramsey Windfarm Community Benefit Fund	14.15
07.03.16	191879449	Upwood and the Raveleys Village Hall	Installation of Wi-Fi + running costs (broadband + line rental) for two years for Upwood Village Hall re. the Communications bid to REG Ramsey Windfarm Community Benefit Fund	898.19
07.03.16	212247972	Upwood and the Raveleys Newsletter	Colour printing of newsletter pages for two years re. the Communications bid to REG Ramsey Windfarm Community Benefit Fund	704.77
07.03.16	273911716	National Association of Local Councils	Local Council Award Scheme Registration Fee	60.00

153-03/16.2 To note income received: 01 February 2016. None received at the time of publication.

153-03/16.3 To note the submission of the annual VAT return.

The clerk has submitted a VAT return of £726.60 covering the financial year 2015/2016.

153-03/16.4 To note the submission of the payment claim form and completion statement to Grantscape for reimbursement of £3,000 (re. the Communications bid to REG Ramsey Windfarm Community Benefit Fund). The communications project is complete and the clerk has submitted the claim form and completion statement with a view to reimbursement prior to the end of the financial year. Financial support from the Windfarm Community Benefit Fund has covered the cost of: the relocation of two noticeboards (Upwood and Great Raveley); the purchase of two interior noticeboards for the village hall; the purchase of a new digital projector for the village hall; the purchase of a dedicated laptop and software for the newsletter editorial team together with funding for colour printing of four pages of the parish newsletter over the next two years; and the installation of a telephone line in the village hall enabled to receive incoming calls and to make outgoing emergency service calls together with the installation of Wi-Fi with running costs for two years. Each of these projects is aimed at improving communication and facilitating access to information to promote social inclusion within and beyond the parish boundaries; a direct response to the issues highlighted through the Community Led Plan consultation. Upwood and the Raveleys Parish Council Communications Working Party is grateful for the support of Ramsey Windfarm Community Benefit Fund. The grant of £3,000 has already made a huge difference to our community.

The chairman asked councillors for their approval of items 153-03/16.1, 2 & 3. Councillor Paxton proposed that councillors approve the accounts for payment; the VAT return and the payment claim form and completion statement for the Community Benefit Fund. Councillor Singleton seconded the proposal. All were in favour and it was **resolved** to do so.

The chairman confirmed that he had met with the clerk and the vice-chairman to review the financial status to date. He confirmed that the council will close this financial year having saved approximately £3,800 on its budget of £26,630 (exact figures will be made available after 31 March). Good governance and management combined with the financial support of the Ramsey Windfarm Community Benefit Fund has enabled the parish council to achieve a great deal this year. The savings made this year will remain in reserves and will help to offset the £5,000 shortfall between the precept and the forecasted expenditure in 2016/2017.

153-03/16.4 To consider an application for financial support for Upwood Village Hall (to support insurance costs). Councillors discussed this application in depth. The audited financial statements provided in support of the application date back to February 2015 and therefore do not reflect the village hall's current financial status. Councillor Perkins reminded members of the importance of the village hall to this community and of the significant commitment of a small team to raise funds; organise events; and manage the facility. Councillors agreed that a narrative to explain the declining balance together with an outline business plan and up to date financial statements would have been helpful; and that consideration of future applications will be dependent on the provision of this information. The chairman proposed that the council award a grant of £1000 in support of the insurance and running costs of the village hall. Councillor Singleton seconded the proposal. Three members abstained from voting; three were in favour and it was **resolved** to do so. Councillor Noble suggested that a member of the Upwood Village Hall Committee should attend parish council meetings when grant applications are to be discussed. Councillor Perkins noted that representation of the parish council at Upwood Village Hall committee meetings would be welcomed.

154-03/16 Parish Assets

154-03/16.1 To consider scheduling the annual inspection of Bentley Close play area.

Councillors were asked to approve the annual inspection. The cost to book a visit during April (when the inspection team are in the area) is £66.50 + VAT. There is an additional charge of £42 + VAT to schedule an accompanied inspection. Councillor Edwards proposed that an unaccompanied inspection be arranged. Councillor Noble seconded the proposal. All were in favour and it was **resolved** to do so.

155-03/16 Governance

155-03/16.1 To consider quotations for the renewal of the parish council's insurance policy (from 01 June 2016).

The clerk presented four options for the insurance renewal: The current policy has been held on a five-year agreement through Community Action Suffolk with Zurich (Renewal would be £718.73 for a three-year agreement or £680.90 for a five-year agreement). Three new quotations had been obtained through Came

and Company: (Hiscox (£449.63 for a single year or £427.15 for a three-year agreement), Ecclesiastical (£972.56 for a single year) and Aviva (£966.01). Despite sending an email and following up with a telephone call, the clerk has been unable to make contact with Aon. The clerk has spoken in depth with staff at Community Action Suffolk and at Came and Company. The Hiscox policy is by far the cheapest option but it is also the most comprehensive although the excess for accidental damage or theft with Zurich is more favourable at £100 rather than £250.

Councillors thanked the clerk for her efforts to compile this information. Councillor Nel proposed that the council accept the three-year policy with Hiscox at an annual cost of £427.15. Councillor Slater seconded the proposal. All were in favour and it was **resolved** to do so.

156-03/16 Correspondence and Communications.

- 156-03/16.1 Electoral Review of Huntingdonshire.
Please see: <http://www.lgbce.org.uk/current-reviews/eastern/cambridgeshire/huntingdonshire> & item 151-03/16.
- 156-03/16.2 Electoral Review of Cambridgeshire: Final Recommendations.
Please see: www.lgbce.org.uk
- 156-03/16.3 Invitation to Huntingdonshire neighbourhood planning workshop: 15th March, Huntingdon.
Councillor Nel hopes to attend.
- 156-03/16.4 Anglian Water: Launch of "Pollution Watch".
- 156-03/16.5 Invitation to the Cambridgeshire and Peterborough Neighbourhood Plan Roadshow. 21 March, Ely.
- 156-03/16.6 District Council town/parish council planning forum. 21 March, Huntingdon.
The chairman suggested that Councillor Perkins & Councillor Slater attend.
- 156-03/16.7 Notification of a new covenant uniting communities and hauliers.
- 156-03/16.8 Consultation letter from Middle Level Commissioners: Proposals for Amended Navigation Legislation.
- 156-03/16.9 Receipt of a free sample of HM Queen Elizabeth II 90th Birthday Commemorative Medal for schools and councils together with an order form for prospective purchases.
- 156-03/16.10 The Tour of Cambridgeshire. 04 & 05 June 2016: Notification of road closures.
Please see <http://www.tourofcambridgeshire.com/> for further information.

157-03/16 To receive verbal reports from Parish Councillors on matters arising from their portfolio responsibilities.

No decisions can be made under this item.

Councillor Nel reported that she has been coordinating concerns from Great Raveley residents regarding the building of the gateway on the land adjacent to "Highfields". Planning permission was granted by the district council following consultation with neighbouring properties and the parish council. The chairman confirmed that planning enforcement officers would intervene if the work is not in compliance with the approved plans.

158-03/16 Matters for future consideration.

No decisions can be made under this item.

The chairman requested that strategies to address the continuing problem of dog fouling be raised as an agenda item at the next meeting.

Clerk's note: A parishioner has witnessed and reported an incident of dog fouling. The clerk has forwarded this to the district council and the offender will receive a warning letter. Prosecution (a fine of £1,000) will follow if re-offending occurs. The parish council remain committed to eradicating this anti-social behaviour and any information provided to the clerk will be dealt with in the strictest confidence.

159-03/16 Date of next meeting: 04 April 2016, Upwood Village Hall, 7:00pm

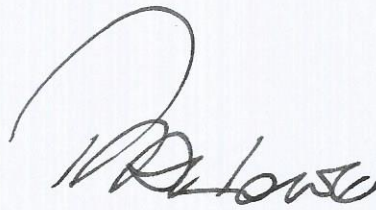
It is hereby resolved in accordance with section 1 (2) of the Public Bodies (Admission to Meetings) Act 1960 that as publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted at the next agenda item the chairman asks that in the public interest the public and press are temporarily excluded from this meeting and are herewith instructed to withdraw.

160-03/16 To consider the terms and conditions of a tenancy agreement for land let for commercial use (for implementation from 01 November 2016).

Further to advertisements, the parish council has one applicant, the long-standing tenant of neighbouring "3-2-20". The clerk presented a proposal for a simple three-year tenancy agreement for "Dockfields" and "3-

2-20" offering greater security both for the council and the tenant. Councillor Edwards proposed that the council adopt the three-year tenancy agreement for the two parcels of land, provided that the tenant is in agreement; and that the rent be fixed at £120 per acre per annum for the term of the agreement. Councillor Paxton seconded the proposal. All were in favour and it was **resolved** to do so.

Close of meeting: 8:50pm

A handwritten signature in black ink, appearing to read "W. R. Lowe". The signature is fluid and cursive, with a large initial "W" that loops back.

4 April 2016.