



## 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 04 April 2016 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.

**In Attendance:** Mrs. C. Bilverstone (Clerk), County Councillor M. Tew and 5 members of the public.

### Minutes

- 161-04/16 To receive and approve apologies for absence.**  
Councillor R. Singleton: Personal commitment.
- 162-04/16 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. There were no declarations of interest.
- 163-04/16 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.
- 164-04/16 To receive and approve the minutes of the parish council meeting held on 07 March 2016.**  
Copies of the minutes of the meeting of Upwood and the Raveleys Parish Council held on 07 March 2016 had been circulated in advance following their informal approval by the chairman. Councillor Slater proposed acceptance of the minutes. Councillor Perkins seconded the proposal. All who had been present were in favour and it was resolved to do so. The chairman signed the minutes.
- 165-04/16 Matters arising or carried forward from the last or previous meeting.**
- 165-04/16.1 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.  
Upwood and the Raveleys Parish Council acknowledges that it can best serve its community by engaging with and connecting to as many parishioners as possible. Councillor Nel's role is aimed at improving inclusivity, cohesion and communication between the geographically diverse areas of the parish (one of the issues raised through the Community Led Plan process). Councillor Nel plans to build a network of contacts throughout the parish; work with existing local groups to promote greater connectivity; and consider the use of social media and traditional communications such as the newsletter and local press. She will also liaise with Councillor Noble to promote engagement through Upwood Primary School. Councillor Nel is open to suggestions as her role develops. The chairman thanked Councillor Nel for her presentation and encouraged councillors to offer ideas to support this initiative.
- 165-04/16.2 To consider strategies to address the ongoing issue of dog fouling throughout the parish.  
The chairman apologised that the council has to continue to address this issue. Councillors debated again whether or not additional bins or signage would help but all agreed that this would be an expensive course of action when what is really required is a change to the attitudes and behaviour of the minority. The chairman suggested that the only real deterrent would be prosecution (and a fine of £1000) and although two warning letters have been issued by the district council, prosecution will not follow until an offender has

*[Handwritten signature]*

been identified for a second time. Parishioners are urged to contact the clerk, in the strictest confidence, with any information which could help to resolve this antisocial behaviour.

Councillors debated the legal and moral duties of dog owners (*Clerk's note: dog owners have a legal duty to clean up every time their dog messes in a public place. There are some exceptions for example to those people who are registered blind*). The chairman closed the meeting and asked Mr Racey for his view as a recently retired local farmer. Mr Racey confirmed that dog fouling is problematic to farmers both practically in terms of the inconvenient and unpleasant task of cleaning machinery; and also in terms of public health where crops are grown for human consumption. He added that dogs should not be allowed to run free across farm land. The chairman suggested that members of this community should be able to walk on all roads, pavements, public rights of way, grass verges and public areas without the fear of treading in (or the children in their care touching) dog excrement.

Councillors unanimously agreed to adopt an idea carried out by other councils: The clerk was asked to purchase 6 canisters of water soluble fluorescent spray paint together with 6 stencils with the intention of sending a clear message to offenders. It was agreed to act on this immediately as the issue could potentially be exacerbated as the weather improves.

#### 166-04/16 To receive reports from county and district councillors.

Councillor Tew reported that Cambridgeshire County Council and Cambridge City Council have rejected the government's proposal for devolution and the creation of a single economic and social unit covering East Anglia. Councillor Howe added that discussions are now taking place to combine Cambridgeshire and Peterborough (i.e. rejecting the initial proposal to include Norfolk and Suffolk) with the appointment of a mayor to oversee governance.

#### 167-04/16 Notification of planning items.

- 167-04/16.1 16/00460/TREE | Various tree works to be carried out as per the Tree survey | Fairmead Park, Upwood.  
Councillor Perkins proposed approval of the plans with an additional recommendation that tree number 76 (a silver birch on Liberator Road) would benefit from the removal of a branch which is encroaching on one of the properties. Councillor Slater seconded the proposal. All were in favour and it was **resolved** to do so. The chairman thanked Councillor Perkins for his attention to detail on this complex application.
- 167-04/16.2 16/00445/NMA | Amendment to Planning permission 15/00502/HHFUL to add two small windows; one to the downstairs toilet and the other to the upstairs en-suite. | 7 Longholme Road Upwood.  
Councillor Perkins proposed approval of the plans. Councillor Slater seconded the proposal. All were in favour; and it was **resolved** to do so.
- 167-04/16.3 16/00383HHFUL | Demolish existing garage and build a larger garage attached to the house, plus extend the current driveway | 18 Helens Close, Upwood  
Councillor Smith proposed approval of the plans. Councillor Noble seconded the proposal. All were in favour; and it was **resolved** to do so.

#### 168-04/16 Finance

- 168-04/16.1 To approve accounts for payment: 04 April 2016:

Date	Ref. No.	Payee	Description	Amount
04.04.16	851684140	Mrs C. Silverstone	*Clerk/RFO Salary. March 2016	692.40
			Expenses: Working from home allowance, stationery, postage.	18.54
04.04.16	397539513	HMRC	PAYE/NI	2.78
04.04.16	449927831	Upwood and the Raveleys Village Hall	Grant to support insurance and running costs (see item 153-03/16.4)	1000.00
04.04.16		Upwood and the Raveleys Village Hall	Meeting Hall Hire (January – March 2016)	77.55
04.04.16	785242573	Mr A. Davis	Parish grass cutting (no. 1) + cutting of allotments hedge	510.00

Councillor Noble proposed that the payments be approved. Councillor Edwards seconded the proposal. All were in favour; and it was **resolved** to do so.

168-04/16.2 To note income received: 04 April 2016 (Recorded as receipts for the financial year 2015/2016)

Date	Ref. No.	Description	Amount
10.03.16	BACS	REG Ramsey Windfarm Community Benefit Fund	3000.00
16.03.16	BACS	VAT Return: financial year 2015/2016	726.60

168-04/16.3 To receive an update regarding the provision of employee pensions.

The clerk confirmed that the automatic enrolment declaration of compliance has been completed for the parish council's staging date of 01 April 2016. Neither member of staff qualify for automatic enrolment but both have the right to join the pension scheme. Payments to the scheme will be made on a monthly basis for the clerk and on a quarterly basis for the cemetery officer (if they choose to participate in the scheme). Appropriate deductions will be made through payroll and coordinated through an online reporting system with the Salvus Mastertrust.

#### 169-04/16 Parish Assets

169-04/16.1 To receive an update following the council's offer of a new tenancy agreement for "Dockfields" and "3-2-20". The three-year combined tenancy agreement for "Dockfields" and "3-2-20" which was agreed at the last meeting is acceptable to the long standing tenant of "3-2-20", P. Harper and Sons. The agreement will be signed by Mr Harper and the clerk and will take effect from 01 November 2016. The chairman thanked the clerk for her work in producing a simple but effective agreement and for liaising with the tenant to secure a successful outcome.

#### 170-04/16 Correspondence and Communications.

170-04/16.1 Two independent letters from parishioners regarding the accessibility and management of the public right of way from Bentley Close (no. 243/4); plus a letter from the landowner responding to these concerns. Cambridgeshire County Council Highways Department (who is responsible for public rights of way) has confirmed that the landowners have complied with the law. They have fenced their land to define their boundary; to maintain their privacy; and to enable the introduction of livestock or horses whilst complying with the minimum statutory width requirement for the safe passage of walkers. Councillors reiterated concerns outlined in the correspondence that the resulting path has become very muddy and waterlogged and that grease or oil deposits remain on the fence and on the surface of the water. The chairman confirmed that the landowners are aware of the situation; that they are attempting to work with the drainage challenges presented by a new boundary within a traditional ridge and furrow field; and that they had made attempts to clear the grease or oil from the fence. He confirmed that despite popular belief, the landowners have not made a deliberate attempt to prevent access. The historic and recent damage to their property and invasion of their privacy is not acceptable and he supported their approach to the police regarding these matters. The chairman suggested that the council should offer its support to the landowners and asked the clerk to write to this effect, encouraging them to look for solutions to address the drainage problem; and to ask that they check for any residual grease or oil deposits and arrange for their removal. It is hoped that the landowners and the public can coexist amicably in future for the mutual benefit of all.

170-04/16.2 A request for financial support from Magpas Helimedix Air Ambulance.

As with previous similar requests, although the parish council has the power to offer financial support to the air ambulance (which all agreed offers a vitally important service), councillors decided that council funds should only be used to support specifically local issues.

170-04/16.3 Notification from the district council that weed treatment of adopted highways is due to take place on 11 April (subject to weather and environmental conditions).

170-04/16.4 Notification from the district council planning department that the development on the land adjacent to Highfields, Great Raveley is subject to investigation by planning enforcement officers.

170-04/16.5 Notification from Unity Trust Bank that a charge of £6 per month will be applied to the parish council's bank account and that interest will cease to be paid from 04 June 2016.

The clerk explained that if the council doesn't take action, it will effectively lose approximately £24 per month (£6 in charges + approximately £18 in interest). She agreed to research alternative options and add this as an agenda item for the next meeting.

171-04/16 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 the district council has repaired two blocked drains and installed new piping to direct water into the ditch on Huntingdon Road.

Councillor Edward reminded members that the Annual General Meeting of Upwood and the Raveleys Allotments Association will take place on Wednesday 06 April.

Councillor Noble has been invited to talk to the School Council in May.

Councillor Perkins confirmed that the work planned for the Horse Chestnut trees in St. Peter's Churchyard will be completed in April. The Yew tree will be addressed towards the end of the year.

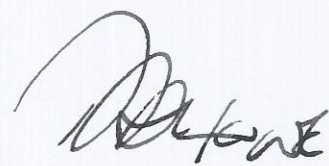
Councillor Nel reported back on her attendance at the district council's workshop on neighbourhood planning. The notes from this event have been shared with councillors. Plans are in place to promote understanding of the community led plan and neighbourhood plan and the migration path.

Councillor Smith will convene a meeting of the community led plan team on 18 April.

**172-04/16** **Matters for future consideration.**  
*No decisions can be made under this item.*

**173-04/16** **Date of next meeting (the Annual Parish Council Meeting):** 09 May 2016, Upwood Village Hall, 6:00pm. This will be followed by the Annual Parish Meeting at 8:00pm

**Close of meeting: 8:45pm**



9 MAY 2016.