



## 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 09 April 2018 at 7.00pm at Upwood Village Hall.

**Present:** Councillors J. Edwards, R. Howe (Chairman) H. Nel, J. Paxton, G. Slater.

**In Attendance:** Mrs. C. Bilverstone (Clerk), County Councillor T. Rogers and 3 members of the public.

### Minutes

**152-04/18 To receive and approve apologies for absence.**

Councillor Noble & Councillor Perkins: Family Commitments. Councillor Smith: Holiday. Councillor Tew: Personal Commitment.

**153-04/18 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.

**154-04/18 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.

**155-04/18 To receive and approve the minutes of the parish council meeting held on 05 March 2018.**

The minutes of the meeting of Upwood and the Raveleys Parish Council held on 05 March 2018 had been circulated in advance following their informal approval by the chairman. Councillor Slater proposed that the minutes be approved. Councillor Paxton seconded the proposal. All were in favour and it was **resolved** to do so. The chairman signed the minutes.

**156-04/18 To receive reports from county and district councillors.**

Councillor Howe reminded members that he will retire from his position as district councillor at the time of the election on 03 May. Six candidates have been nominated for the district council election.

Councillor Howe referred to a report from Councillor Smith following his attendance at the meeting of parish councillors of the Ramsey and Warboys Divisions. Councillor Bull had been challenged on the methods for measuring the success of the regeneration of the 10 market towns in the county and Councillor Smith did not feel that a satisfactory answer had been forthcoming. Councillor Howe suggested that the narrative did not do justice to the master plan for St. Neots which will be used as a template for the other 9 towns. He confirmed that success will be measured by Gross Value Added (GVA) receipts, i.e. total economic output of the area, versus the cost of interventions introduced by the master plan. The Combined Authority has been charged with doubling GVA for St. Neots by 2040. The target GVA percentage increase for the other 9 towns will vary but success will be measured in the same way.

A handwritten signature in black ink, appearing to be 'R. Howe'.

Councillor Rogers informed members of the delays to plans for the Ely bypass. He also noted that increased demand for aggregates and minerals has resulted in 22,000 lorry movements between Colne, Haddenham and Ely and that mineral extraction from Needingworth which has averaged 500 tonnes over the past five years is forecast at 1.4 million tonnes this year.

**157-04/18 Matters arising or carried forward from the previous meeting.**

- 157-04/18.1 To receive an update on the maintenance work carried out in Glebe Paddock on 07 April. Work to trim and clear the vegetation along the boundaries of Glebe Paddock has been carried out using hand tools. The chairman thanked volunteers for their support. Councillor Edwards was asked to prepare a quotation to cut back the more challenging vegetation along the boundary adjacent to Ailwine Road using farm machinery. He will present this for consideration at the next meeting.
- 157-04/18.2 To consider plans for the repair/refurbishment of St. Peter's Church gates (ref. 149-03/18). This item was deferred until the next meeting.
- 157-04/18.3 To receive an update regarding strategies to address vandalism and anti-social behaviour in the parish. Following a re-structure, Huntingdonshire District Council now has a team of Community Protection and Enforcement Officers who are responsible for all issues relating to antisocial behaviour, fly tipping, littering, abandoned vehicles, stray dogs and other dog related issues. The clerk has arranged to meet with the Community Protection and Enforcement Officer for this area with a view to developing a holistic plan of action to tackle increasing vandalism and anti-social behaviour issues in the parish and this matter will be carried forward to the next meeting.
- 157-04/18.4 To review the work carried out to the surface of the public right of way leading from Bentley Close towards Upwood Meadows. Work was due to have been completed in March but the continuing wet weather has caused further delay.
- 157-04/18.5 To review the work carried out to the surface matting of Bentley Close play area and to consider options for renewing the graphics. The chairman thanked Councillor Slater for his sterling efforts to repair the matting and clean the play equipment. Mr & Mrs Rowley have been asked to re-paint the graphics on the matting and this matter will be carried forward to the next meeting.

**158-04/18 Notification of planning items.**

- 158-04/18.1 Proposed removal of Street light L1FEL in Wennington Road, Little Raveley. Consultation has taken place with residents of Wennington Road and all are in favour of the removal of this street light. No objections have been raised and on this basis parish councillors agreed unanimously to support its removal.

**159-04/18 Finance**

- 159-04/18.1 To approve accounts for payment: 09 April 2018.

Date	Ref. No.	Payee	Description	Amount
09.04.18	100735725	Mrs C. Silverstone	Clerk/RFO Salary. March 2018 Including £1683.61 re. consultancy work for Wyton on the Hill Parish Council for February & March 2018	2390.99
			Expenses: Working from home allowance, postage, stationery.	20.60
09.04.18	674179833	HMRC	PAYE/NI including £243.42 re. consultancy work for Wyton on the Hill Parish Council for February & March 2018	252.59
09.04.18	DD	SALVUS Master Trust	Employee + Employer Pension Contributions. February 2018 including £101.43 re. consultancy work for Wyton on the Hill Parish Council for February & March 2018	278.26
09.04.18	DD	Salvus Master Trust	Small Employer Fee	24.00

09.04.18	58369184	Mr A. Davis	Work to cemetery & allotments hedges	1980.00
09.04.18	131993560	Upwood and the Raveleys Village Hall	Meeting Room Hire. January – March 2018	85.88
09.04.18	191887711	Jolliffe Daking LLP	Glebe Paddock	200.00

£961.28 was received from Wyton on the Hill Parish Council for Clerk/Consultancy work for February 2018 on 15 March and is therefore recorded as income for 2017/2018. It is unfortunate that owing to the timing of parish council meetings, the salary payment could not be made to the clerk until 10 April and this is therefore recorded as an expense for 2018/2019.

An invoice for £1168.61 will be presented for payment to Wyton on the Hill Parish Council on 10 April 2018 for Clerk/RFO consultancy work for March 2018.

Councillor Slater proposed that the accounts be approved for payment. Councillor Nel seconded the proposal. All were in favour and it was **resolved** to do so. The chairman signed the list of payments on the agenda and he also signed the bank reconciliation dated 31 March 2018. This was countersigned by Councillor Nel.

The bank reconciliation confirms the closing balance for 2017/2018 and the opening balance for 2018/2019 as £46,026.16. Minute reference 143-03/18.7 confirms that a number of financial commitments planned for 2017/2018 will be carried over to 2018/2019.

Councillor Nel countersigned the bank reconciliation dated 05 March 2018. This had been carried forward from the last meeting (minute reference: 143-03/18.1).

159-04/18.2 To note income received: 09 April 2018 (financial year 2017/2018):

Date	Ref. No.	Payee	Description	Amount
15.03.18	000015	Wyton on the Hill Parish Council	Parish Clerk/RFO Consultancy. February 2018	961.28
20.03.18	BACS	HMRC	VAT Return 01.04.17 – 28.02.18	365.53

159-04/18.6 To consider the purchase of nets for the goal posts in Glebe Paddock.

Councillor Noble had provided a quotation for the purchase of two heavy duty, UV treated, 2.5mm thick nets with a 42mm mesh, plus hoops and heavy duty ties at a cost of £61.97 + postage. Councillor Nel proposed that Councillor Noble be authorised to spend up to £100 (to cover VAT and postage). Councillor Edwards seconded this proposal and it was **resolved** that arrangements are made for this purchase.

#### 160-04/18 Traffic, Highways & Road Safety

160-04/18.1 To receive updates from Cambridgeshire County Council regarding Local Highway Initiative plans (2017/2018) for traffic calming on Ramsey Road and (2018/2019) for a speed indicator device (SID).

The traffic calming works on Ramsey Road have commenced but continuing wet weather has impeded progress.

The parish council has received notification that its bid for a speed indicator device has been successful. £3920 has been awarded by the Local Highway Initiative which is 39% of the £6420 project cost. The parish council had allowed £2500 for this scheme and therefore will remain within its budget.

#### 161-04/18 Public Involvement & Engagement

161-04/18.1 To review plans for Huntingdonshire District Council's "Active Lifestyles" summer holiday provision.

Further to item 145-03/18.1 the clerk confirmed that the cost to provide one activity session per week for six weeks during the summer holiday would be £383.94 including VAT. The chairman proposed that the parish council supports this initiative using its "General Power of Competence". Councillor Nel seconded the proposal. All were in favour and it was **resolved** to do so.

Activity sessions will be offered free of charge for children aged between 6 and 12 years of age on each Friday of the summer holiday (27 July and 04, 10, 17, 24 & 31 August) from 10am - 12pm. The venue is to be confirmed.

161-04/18.2 To receive an update from the youth involvement and engagement working party.

This item was deferred until the next meeting.



**162-04/18 General Data Protection Regulation (GDPR)**

162-04/18.1 To receive an update from the Society of Local Council Clerks outlining the steps that must be taken prior to 25 May 2018 regarding Data Audit, Privacy Notices and Policies.

The clerk informed councillors that templates were published by SLCC on 29 March to assist parish councils to comply with the GDPR. The clerk confirmed that she has reviewed the information provided and confirmed that this parish council would need to prepare and adopt 14 new policies or procedures at the next meeting in order to be compliant by 25 May. A decision has yet to be made regarding whether or not the parish clerk may be the designated Data Protection Officer or whether this service will need to be sourced from outside the organisation. The clerk suggested that this initiative is likely to bring small parish councils to a standstill over the next few weeks. The chairman added that it was unreasonable to expect the clerk to prepare 14 new policies and procedures prior to the next meeting and he proposed that no action be taken at this time regardless of the law. He asked that further support be sought of Cambridgeshire and Peterborough Association of Local Councils (CAPALC) with a request for a simple policy template which would be accessible and manageable by small parish councils with limited time and resources. All were in favour and it was **resolved** to do so. The clerk will approach CAPALC for assistance and continue to operate using a common-sense approach to data management. This matter will be carried forward to the next meeting.

**163-04/18 Correspondence and Communications.**

163-04/18.1 Correspondence from Larkfleet Homes regarding the proposed development of approximately 100 new homes between Grenfell Road and Redebourne Lane, Bury.

Councillors noted that proposals are currently in place which could result in the building of approximately 1000 new homes which would impact Ramsey Road. The chairman suggested that this parish council should ask for the support of County Councillor Rogers as these plans would seriously impact an already struggling infrastructure both within Ramsey and Bury but also in the surrounding villages.

**164-04/18 To receive verbal reports from Parish Councillors on matters arising from their portfolio responsibilities.**

*No decisions can be made under this item.*

Councillor Edwards noted that the storm drains by the Church Farm Development are currently blocked and that the developer has contacted Anglian Water with a view to resolving this matter. Councillor Paxton suggested that the pavement between Church Farm and Huntingdon Road is in need of attention. Neither matter is a reflection on the Church Farm development. Councillor Paxton noted how impressed she has been that the team have managed to keep the road and pavements clean, particularly under the recent challenging weather conditions. The chairman noted that the Community Infrastructure Levy (see item 143-03/18.7) could be used to improve the pavements.

**165-04/18 Matters for future consideration.** *No decisions can be made under this item.* There were no further matters for future consideration.

**166-04/18 Date of next meeting:** 14 May 2018, Upwood Village Hall. The Annual Meeting of the Parish Council will take place at 6:00pm. This will be followed by the Annual Parish Meeting at 8:00pm


On closing the meeting, the chairman offered his sincere thanks to Councillor Tew and to Councillor Paxton both of whom have chosen not to stand for re-election.

Councillor Tew will leave Upwood and the Raveleys to join the board of CAPALC.

Councillor Paxton was elected to Upwood and the Raveleys Parish Council in May 1987 and has given 31 years continuous service as a parish councillor. This is an outstanding achievement. Councillor Paxton will continue to support this community through her work with The Trussell Trust Food Bank in Ramsey. She has also been invited to become a member of St. Peter's Parochial Church Council. Councillor Paxton said that she had seen the parish council go through some particularly challenging times over the years but that she was confident to be leaving it in safe hands.

The parish council will welcome Mr. Dan Hall and Ms. Jodie Twose as new councillors at the next meeting.

Close of meeting: 8:20pm

  
14.5.18