

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

A Meeting of Upwood and the Raveleys Parish Council was held on Monday 02 March 2015 at 7.00pm at Upwood Village Hall.

Present: Councillors J. Edwards, F. Hopkins, R. Howe (Chairman), G. Shelford, J. Paxton, A. Perkins, K. Sisman, G. Slater.
In Attendance: Mrs. C. Bilverstone (Clerk) and 6 members of the public.

Minutes

177-03/15 To receive and approve apologies for absence.

Councillor Noble was not in attendance. An apology was received after the meeting.

178-03/15 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 Slater: Planning application for 85 High Street.

179-03/15 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).

179-03/15.1 Mr Ned Fox, Town Planning Consultant, Barford & Co. had registered to speak about the proposed development of the site of the former USAF Upwood Clinic (see item 183-03/15.3).

Mr Fox noted that the District Council has approved the area as a brownfield site and as such development of any scale would be deemed appropriate. Objections have been received regarding concerns for privacy and for the proposed felling of trees. Mr Fox noted that 41 trees would be felled but the plans include the introduction of 91 new trees. The proposed new dwellings have gardens enabling separation distances of up to 50m. Concerns have been raised regarding asbestos and Mr Fox confirmed that demolition would be completed by approved contractors. Mr Fox suggested that this is an excellent brownfield location which meets sustainable development criteria of the National Planning Policy Framework and that new properties have been designed to complement the surrounding area.

Councillor Hopkins asked for clarification on the Community Infrastructure Levy benefits. Mr Fox confirmed that this would be determined by the district council.

Councillor Sisman expressed concerns for the inevitable increase in road traffic density and noted that he would like to see measures to steady traffic flow and manage speed of vehicles entering, leaving and passing the site. Councillor Paxton expressed concern that provision is made for pedestrian and cyclist safety both within the site (there is little provision for garage space therefore cars will be parked on the roads) and along the routes to schools and other services in Bury, Ramsey and Upwood.

Councillor Hopkins proposed that the council approve the plans subject to satisfactory solutions to the safety concerns discussed. Councillor Slater seconded the proposal; Councillor Edwards abstained from voting; all others were in favour; and it was **resolved** to do so.

180-03/15 To receive and approve the minutes of the Parish Council meeting held on 02 February 2015 Copies of the minutes of the open and closed meetings of Upwood and the Raveleys Parish Council held on 02

February 2015 had been circulated in advance following their informal approval by the chairman. Councillor Paxton proposed acceptance of the minutes. Councillor Slater seconded the proposal. All were in favour and it was **resolved** to do so. The chairman signed both sets of minutes.

181-03/15 Matters arising or carried forward from the last or previous meeting.

- 181-03/15.1 To receive an update from the Ministry of Defence regarding the fence/hedge/ditch boundary of Farm Close with Ramsey Road.
The Clerk has received confirmation from the Ministry of Defence that the land, including the fence line, was sold to Bedfordshire Pilgrims Housing Association. The Clerk has asked BPHA, Muir Housing, Cambridgeshire County Council and Huntingdonshire District Council to re-visit their archives with a view to identifying the legal owner.
- 181-03/15.2 To review three quotations for maintenance to the parish ditches.
Quotations had not been received and this matter was deferred for the second time. Councillor Edwards confirmed that Upwood and the Raveleys Community Allotments Association (URCAA) have arranged to clear litter and debris from the Meadow Road/Huntingdon Road ditch on Sunday 15 March in preparation for this work. The chairman insisted that quotations be made available for the next meeting to enable a decision to be made and for the work to proceed.
- 181-03/15.3 To receive an update regarding a parish logo.
The parish council has received a favourable response from the newsletter committee regarding adoption of their logo as a brand image for the parish. The newsletter committee have invited two members of the council to join them and the logo's designer, Mrs Rowley to discuss this further. Councillors were grateful to Mrs Rowley for her drawings of the village sign and her proposals for a new parish council logo but agreed that the well-established newsletter logo would be their preferred option. The Chairman and Councillor Sisman were nominated to take this further.
- 181-03/15.4 To review a quotation from Andy Davis for additional grass cutting work around the village sign.
The chairman confirmed that Cambridgeshire County Council has previously tended this area but in future it will be cut only once a year. Councillor Sisman proposed that this area is added to Mr Davis's portfolio to provide an additional two cuts per annum (Mr Davis will continue to cut the grass in the immediate vicinity of the sign 12-14 times per year. This additional work extends from the area opposite the entrance to Royal Oak Close to the entrance to the cricket field). Councillor Slater seconded the proposal; all were in favour and it was **resolved** to do so. (Councillor Edwards noted the recent damage to the verge by the village sign and asked that the Clerk make enquiries regarding its repair. She agreed to do so).

182-03/15 To receive reports from County and District Councillors.

County Councillor Tew informed members about the UCI (Union Cycliste Internationale) World Cycling Tour (UWCT). The Tour of Cambridgeshire Gran Fondo which will be held on Sunday 07 June is one of a series of UCI - sanctioned races held across the world. The 132km race will result in road closures across the county during this weekend. Please see the following for further information: <http://www.tourofcambridgeshire.com/Tour of Cambridge Gran Fondo.php>
Councillor Tew has made enquiries regarding heaps of biomass and willow branches reported at the last meeting. He confirmed that the biomass plant is in compliance with its environmental health licence and that the willow branches have depleted. The complainant has been notified.

183-03/15 Notification of planning items.

- 183-03/15.1 15/00001/FUL | Alterations to main roof and garage roof & internal alterations | 79 High Street Upwood PE26 2QE
Councillor Sisman proposed approval of this application. Councillor Paxton seconded the proposal. All were in favour and it was **resolved** to do so.
- 183-03/15.2 15/00169/FUL | Proposed extensions to the front and sides | 85 High Street Upwood Huntingdon PE26 2QE
The chairman closed the meeting to ask for clarification from the applicants regarding the scale of the proposed front extension. The applicants confirmed that plans had been amended to reduce the front projection following advice of the district council. The chairman re-opened the meeting. Councillor Sisman proposed approval of this application. Councillor Hopkins seconded the proposal. Councillor Slater abstained from voting; all other councillors were in favour and it was **resolved** to do so.

183-03/15.3 15/00029/FUL | Development of 60 houses following demolition of former USAF clinic building | Clinic RAF Upwood Road Bury.
See item 179-03/15.1 above.

183-03/15.4 To consider supporting the proposed join statement prepared by Houghton & Wyton Parish Council regarding the potential development of the RAF Wyton site.

Currently ten local councils have offered support to the following statement issued by Houghton and Wyton Parish Council and sent to Huntingdonshire District Council and the local members of parliament:

(10 local councils) "are anxious to ensure that the Local Plan is not found unsound by an inspector at the Examination as a result of not taking into account significant recent changes in circumstances. These include the announced decision to close the American bases at Alconbury and Molesworth which will substantially affect the Strategic Market Housing Assessment and the Strategic Housing Land Availability Assessment. Combined with uncertainty about appropriate road proposals in the County Council's Long Term Transport Strategy this requires a thorough re-examination of a number of key strategic sites including the scale of development at RAF Wyton. We consider that HDC should now make these issues the subject of full public consultation and accordingly delay the submission of the plan to the Secretary of State".

The chairman explained that the building of 4500 new homes is proposed in the preliminary local plan (the original plan was for 3500). Plans are now in the final consultation stage. He reminded members that 22,000 new homes will be built across the district by 2036 (mainly in Wyton, Alconbury and St. Neots together with 1000 in Ramsey). He suggested that councillors be aware that if homes are not built at Wyton then planners may look to Upwood airfield as an alternative.

Councillor Slater proposed that councillors support Houghton and Wyton Parish Council. Councillor Shelford seconded the proposal. The Chairman abstained from voting; all other councillors were in favour and it was **resolved** to do so.

183-03/15.5 15/00168/FUL | Rear and side extension, new roof front lobby and garage conversion | Braecote Raveley Road Great Raveley Huntingdon PE28 2QX (received after publication of the agenda).

Councillor Edwards proposed approval of this application. Councillor Paxton seconded the proposal. All were in favour and it was **resolved** to do so.

184-03/15 Finance

184-03/15.1 To approve accounts for payment: 02 March 2015:

Date	Ref. No.	Payee	Description	Amount
02.03.15	743975041	Mrs C. Silverstone	Clerk/RFO Salary. February 2015	676.24
			Clerk/RFO Salary to be reimbursed by Kings Ripton PC	565.17
			Expenses: Working from home, postage, travel	24.03
02.03.15	TBC	Mr B.C. Edwards	Cemetery Officer Salary. January-March 2015	100.93*
02.03.15	693017067	HMRC	Clerk/RFO Salary to be reimbursed by Kings Ripton PC + Cemetery Officer Salary	98.87
02.03.15	837818214	Huntingdonshire District Council	Printing Services. CLP Posters	27.60

*includes a single non-consolidated payment of £4.05 (minute ref: 143-12/14)

184-03/15.2 To note income received: 02 March 2015:

16.02.15	Dignity Funerals Ltd.	Cemetery Fee (Memorial)	60.00
----------	-----------------------	-------------------------	-------

The Clerk reminded councillors that the finance working party will meet during March in preparation for the internal and external audit.

184-03/15.3 To consider a request for financial support from Upwood and the Raveleys Newsletter Committee. The council had received a comprehensive financial report and projection from the newsletter committee. Continued financial support from the parish council of £525 per year should secure production of the

newsletter until August 2017. Councillors agreed that the newsletter is vital to community life. Councillor Shelford proposed that a grant of £525 is awarded to the newsletter committee. Councillor Hopkins seconded the proposal. All were in favour and it was **resolved** to do so. An electronic payment would be made after the meeting.

184-03/15.4 To consider scheduling the annual inspection of the Bentley Close play area. RoSPA Playsafety annual inspections in Cambridgeshire need to be booked during March for inspection in April. Inspections carried out at other times are significantly more expensive. An April inspection will cost £65 + VAT. The chairman proposed that the Clerk makes the necessary arrangements for inspection in April. Councillor Shelford seconded the proposal. All were in favour and it was **resolved** to do so.

184-03/15.5 To consider a request to support volunteer expenses: lawn mower servicing. Councillors were asked to consider covering the cost of lawn mower servicing (£80 + VAT) for Mr Brown. Councillor Sisman proposed that this expense be covered. Councillor Perkins seconded the proposal. Councillors agreed that Mr Brown works tirelessly to maintain the grass verges along Huntingdon Road on an entirely voluntary basis. All were in favour and it was **resolved** to do so.

185-03/15 Community Led Plan: to receive an update.

The Community Led Plan (CLP) team met in February and agreed that the questionnaire has resulted in three key areas for consideration. Most of the issues raised are inextricably linked to parish council responsibilities and it was proposed that three working parties comprising councillors, CLP team members and members of the public be formed to take these projects forward. All were in favour. The following working parties were established:

185-03/15.1 Roads and Road Safety: Councillors Sisman, Shelford and Slater.

185-03/15.2 Housing and Planning: Councillors Edwards and Perkins.

185-03/15.3 To consider formation of a working party for Communications: The parish clerk.

Councillor Hopkins asked for further support from councillors and offered to distribute contact lists for each of the working parties.

186-03/15 Correspondence and Communications.

186-03/15.1 Highways Agency: Notice of acceptance of an application for the development consent order for the A14 Cambridge to Huntingdon Improvement Scheme together with an invitation to comment.

Please see: <http://infrastructure.planningportal.gov.uk/legislation-and-advice/advice-notes>

The A14 Cambridge to Huntingdon improvement scheme involves the improvement and upgrading of a 23-mile length of strategic highway between Cambridge and Huntingdon, the widening of a 2-mile stretch of the A1 between Alconbury and Brampton, and the modification and improvement of the associated local-road network within this corridor.

186-03/15.2 The council has received a request from Dignity Funerals Ltd. to place a memorial headstone in the cemetery. The clerk has approved this request on the council's behalf (re. minute ref: 71-11/13.5).

186-03/15.3 The clerk has received written complaints of dog fouling from three parishioners.

Correspondence has been received detailing the anti-social behaviour of some dog owners who are persistently allowing dogs to foul pavements, private drives and the allotments. The Clerk enlisted the support of the District Council Dog Warden. The Pest Control Officer has visited the parish; added further notices; and designated "surveillance areas". The Parish and the District Council are committed to eradicating this behaviour and offenders will be prosecuted.

186-03/15.4 The Bobby Scheme: The council has received an update on this service.

186-03/15.5 The council has received a letter offering restoration of its bier, together with concerns for the maintenance of the chapel of rest in Meadow Road Cemetery (received after publication of the agenda).

Ramsey Town Council are in the process of refurbishing their cemetery chapels. One will be used for services, the other as a small museum. Upwood and the Raveleys Parish Council has been asked to consider loaning its bier to Ramsey Town Council for refurbishment and display as part of this initiative. Councillors agreed that providing ownership remains with Upwood and the Raveleys Parish Council and that this is acknowledged in the display that they would be pleased support this initiative. Councillor Sisman proposed that the clerk makes the necessary arrangements. Councillor Shelford seconded the proposal. All were in

favour and it was **resolved** to do so. Further discussion on the maintenance of the Meadow Road Chapel was deferred but the Cemetery Officer will be asked to make recommendations for its preservation.

187-03/15 To receive verbal reports from Parish Councillors on matters arising from their portfolio responsibilities. No decisions can be made under this item.

Councillor Perkins informed members that phase two of the tree works in St Peter's Churchyard is in progress. The work to the tree in Glebe Paddock will be addressed when the land is dry enough for access.

188-03/15 Matters for future consideration.

No decisions can be made under this item.


The chairman informed members that the CLP team had expressed concerns for the Cross Keys public house. It is evident from the CLP questionnaires that the re-opening of the pub was of great importance to the majority of parishioners yet local people in general are not supporting the pub on a regular basis. The chairman met with the proprietors to offer support from the parish council and the CLP. It is proposed to survey the local community to find out what it would like from its local pub; how the pub can better serve its local community and therefore how the community can better support its pub.

Date of next meeting: 13 April 2015, Upwood Village Hall, 7.00pm.

189-03/14 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: 9:00pm

189-03/14.1 To review tenancy agreements and to consider rents for parish land let for commercial use (for implementation from 01 November 2016).


13 April 2015.