

Upwood and the Raveleys Parish Council

Parish Clerk – Mrs Carol Silverstone. 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 13 April 2015 at 7.00pm at Upwood Village Hall.

Present: Councillors J. Edwards, F. Hopkins, R. Howe (Chairman), J. Noble, G. Shelford, J. Paxton, A. Perkins, K. Sisman, G. Slater.

In Attendance: Mrs. C. Silverstone (Clerk) and 1 member of the public.

Minutes

190-04/15 To receive and approve apologies for absence.
Councillor Tew: Attendance required at another meeting.

191-04/15 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 & the letter from a parishioner regarding access to Glebe Paddock.

192-04/15 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).
There was no public participation.

193-04/15 To receive and approve the minutes of the Parish Council meeting held on 02 March 2015.
Copies of the minutes of Upwood and the Raveleys Parish Council held on 02 March 2015 had been circulated in advance following their informal approval by the chairman. Councillor Hopkins proposed acceptance of the minutes. Councillor Perkins seconded the proposal. All were in favour and it was **resolved** to do so. The chairman signed the minutes.

194-04/15 Matters arising or carried forward from the last or previous meeting.

194/04/15.1 To review three quotations for maintenance to the parish ditches.
The parish council has received one quotation for £960 to clear the ditches along Huntingdon Road, Meadow Road and in the cemetery. Sourcing contractors to undertake this type of work has been problematic and although the council would have preferred to receive three quotations, its financial regulations allow for a decision to be made as long as it has "strived to obtain three". As this has been on the agenda for the last three meetings the chairman asked that the matter be resolved. Councillor Slater queried the deposit of waste on the spare allotment and noted that approval would need to be sought from Upwood and the Raveleys Community Allotments Association. Councillors queried whether the quotation includes the clearing of two culverts (on Huntingdon Road and Meadow Road. Councillor Hopkins proposed that the quotation be accepted provided a satisfactory solution is found for the disposal of waste; and that the price quoted includes clearance of the two culverts. Councillor Noble seconded the proposal; Councillor Perkins abstained from voting; all other councillors were in favour and it was **resolved** to do so.

194/04/15.2 To receive an update regarding the adoption of a parish logo.
The chairman confirmed that he has spoken with Esther Rowley and representatives from the newsletter committee. Mrs Rowley is in the process of preparing samples of the five newsletter logo images in

alternative formats which might be better suited as a letter heading. She will circulate these ideas for discussion at the next meeting.

195-04/15 To receive reports from County and District Councillors.

Councillor Tew has invited two representatives from Upwood and the Raveleys Parish Council to join a three-monthly forum of neighbouring councils (including Wistow, Bury, Ramsey and Warboys) to review developments (e.g. infrastructure, highways, community planning and other areas of common interest) in the locality. Meetings will take place at alternate locations and they will be chaired by the host chairman. Councillors agreed that this is a welcome initiative but asked that nomination of two councillors be deferred until after the election.

196-04/15 Notification of planning items.

- 196-04/15.1 15/00337/TREE | Reduction of a horse chestnut | Ailwyn House, High Street, Upwood. PE26 2QE.
All agreed that the plans were in the best interests of the tree and its surroundings. Councillor Perkins proposed that the parish council support this application. Councillor Noble seconded the proposal. All were in favour and it was **resolved** to do so.
- 196-04/15.2 15/00490/EXTDET | Single storey rear extension (extends beyond the rear wall by 4.6 metres, maximum height of 3.35 metres and height of 2.9 metres to eaves) | 85 High Street Upwood Huntingdon PE26 2QE (received after publication of the agenda).
Following the approval of extensions to the front and sides of this property at the last meeting, councillors agreed that additional plans to extend to the rear were acceptable. Councillor Perkins proposed that the parish council support this application. Councillor Paxton seconded the proposal. Councillor Slater abstained from voting. All other councillors were in favour and it was **resolved** to do so.
- 196-04/15.3 15/00333/FUL | Erection of a 1.8m high traditional Hazel Hurdle Fence, mounted on 100mm round treated fence posts at 1.8m intervals. Linear length of fence to be approx. 40m set in front of and running parallel with one side of the post and rail boundary fence of St. James Church. | Land Adjacent St James Wennington Road Little Raveley (received after publication of the agenda).
Notification of this application was received after close of business on the day of the meeting and no further information was available on the district council website. The chairman suggested that as this is unlikely to be controversial the district council could make its decision without comment from the parish council.
Clerk's note: the district council has since granted an extension to enable this to be discussed at the next meeting.

197-04/15 Finance

197-04/15.1 To approve accounts for payment: 13 April 2015:

Date	Ref. No.	Payee	Description	Amount
13.04.15	194881086	Mrs C. Bilverstone	Clerk/RFO Salary. March 2015	676.24
			Clerk/RFO Salary to be reimbursed by Kings Ripton PC	253.45
			Expenses: Working from home, postage, travel	10.53
13.04.15	291182115	HMRC	Clerk/RFO Salary to be reimbursed by Kings Ripton PC	36.37
13.04.15	19689868	Mr R. Sisman	Reimbursement for lawn mower servicing charge paid to Mr R. Brown.	96.00
13.04.15	291833772	Upwood & the Raveleys Village Hall	Meeting hall hire (January – March 2015)	117.75
13.04.15	713420378	Society of Local Council Clerks	Regional Conference Delegate Fee	41.40
13.04.15	917717481	CAPALC	Annual Membership Fee 2015/2016	324.46
13.04.15	446496831	Jolliffe Daking	Rent: Glebe Paddock	200.00

197-04/15.2 To note income received: 13 April 2015:

17.03.15	000008	Kings Ripton Parish Council	Clerk's services (January & February 2015)	845.30
10.04.15	000009	Dignity Funerals Ltd.	Interment of cremated remains & purchase of exclusive right of burial	110.00

Councillor Noble proposed approval of items for payment. Councillor Shelford seconded the proposal. Councillor Sisman abstained (as a beneficiary) from voting. All other members were in favour and it was **resolved** to do so.

Clerk's notes:

- The Parish Council has received a letter from the Pensions Regulator. Under the Pensions Act 2008, every employer with staff in the UK must automatically enrol those who meet certain criteria into a workplace pension scheme and contribute towards it. The staging date for Upwood & the Raveleys Parish Council is 01 April 2016. The Clerk has registered as a nominated contact thereby complying with the legal requirements to date. Further correspondence will be received in the coming months.
- The Clerk has submitted a VAT return covering the period 01 April 2014 to 31 March 2015. The Parish Council expects to receive a refund of £727.57.

The chairman confirmed that the finance working party had met, reviewed and approved all financial statements to date. At the end of the financial year 2014/2015 the council had spent approximately £20,300 of its £24,350 budget and therefore the excess has transferred to reserves. The council spent less than budgeted on the refurbishment of noticeboards; tree maintenance; and the clerk's salary. Final financial statements and the annual return will be presented at the next meeting (work on the trees is progressing. The council has yet to receive an invoice therefore payment will be made in the 2015/16 financial year).

198-04/15 Community Led Plan: to receive an update on the Cross Keys Public House.

The chairman reminded members that he had met with the landlady of the Cross Keys (minute reference: 188-03/15) with a view to offering the parish council's assistance to facilitate a dialogue with residents and to re-launch the pub. Councillors agreed that the parish council could not offer financial support to such an initiative but that it should offer support in kind to the production, delivery and analysis of a questionnaire. Councillor Hopkins reported that no members of the public have expressed an interest in joining the proposed working parties for Roads and Road Safety; Housing and Planning; and Communications. Councillor Hopkins will continue to promote this opportunity and confirm meeting dates in the near future.

199-04/15 Correspondence and Communications.

- 199-04/15.1 Department for Communities and Local Government: Transparency Code for smaller authorities. The Transparency Code takes effect from July 2015 and requires the parish council to publish its policies and procedures; details of its assets; and the responsibilities of its councillors online. The Clerk is working with the webmaster for the parish website to ensure that this responsibility is met.
- 199-04/15.2 Concerns from a parishioner regarding the road closures for the Tour of Cambridgeshire Gran Fondo. The clerk has responded to these concerns. Information regarding the Gran Fondo is available at http://www.tourofcambridgeshire.com/Tour_of_Cambridge_Gran_Fondo.php
- 199-04/15.3 Concerns from a parishioner in Great Raveley regarding the quality and reliability of broadband provision. Councillors agreed that there is inequity in the provision and reliability of broadband services across the parish. All agreed that Councillor Tew (County Councillor and IT specialist) would be best placed to address these concerns. The clerk agreed to request his support.
- 199-04/15.4 A request from a parishioner to re-consider the exclusion of dog walkers from Glebe Paddock. Councillors debated this request. Councillor Sisman proposed that dog walkers be allowed access to the paddock for a trial period of six months. Councillor Paxton seconded the proposal. Councillor Noble voted against the decision. Councillor Slater abstained from voting. All other councillors voted in favour; and it was **resolved** to do so. It is hoped that dog owners will exercise the utmost care in clearing up after their dogs so that the parish council may have the confidence to make this a permanent arrangement. The chairman and the clerk agreed to make enquiries about the provision and servicing of bins at each entrance to the field; and regarding the alteration of signage.
- 199-04/15.5 The Council has received a Temporary Traffic Order advising of the closure of the High Street from 09:00 to 16:00 hours on 19 May 2015. The road closure (from a point 28m north of the junction of Ailwine Road and High Street for 30m north) will enable the replacement of a manhole cover. Diversions will be in place which will cause some disruption to High Street, Ailwine Road, Huntingdon Road and Church Lane.
- 199-04/15.6 Notification of the introduction of parking charges for the Guided Busway sites at St. Ives and Longstanton.

- 199-04/15.7 An update on the National Plant Monitoring Survey.
- 199-04/15.8 An invitation from Cambridgeshire Acre to attend Cambridgeshire Community Fair 2015.
- 199-04/15.9 Huntingdonshire District Council is inviting applications to the Community Chest fund. Huntingdonshire District Council has launched its second Community Chest Fund, specifically targeted towards helping small organisations which otherwise might go unfunded. The Community Chest Fund has doubled and now totals £60,000. The maximum award is £5,000 and the closing date for applications is 11th May 2015.
- 200-04/15 Annual review of Parish Councillors' portfolio responsibilities.**
As this was the last meeting of the council year, and the last prior to the election, the chairman invited councillors to reflect on their achievements. The chairman thanked councillors for their commitment. Councillor's reports will be synthesised and form part of the chairman's annual report at the next meeting. The chairman noted with regret Councillor Sisman's decision not to stand for election. He thanked him for his outstanding service over many years and added that the parish council will miss his sense of humour and quirky personality. Councillor Sisman confirmed that he will miss his work with the council but currently needs time for additional personal responsibilities.
The chairman councillors well as they compete for their seats in the election (there are 10 applicants for 9 positions) and noted that a firm foundation is in place for the new council in the coming years. Prospective councillors were invited to submit a short resume for publication on the village website.
- 201-04/15 To receive verbal reports from Parish Councillors on matters arising from their portfolio responsibilities.**
No decisions can be made under this item.
Councillor Slater reported that he had attended the AGM of Upwood and the Raveleys Community Allotments Association. The association is under sound management and the meeting reflected good progress to date and positive aspirations for the future. He noted that the letter boxes will be painted within the next few weeks; and that he has refurbished the Charters Spinney Sign. The chairman thanked him and noted that his work on the sign had been noted and is much appreciated.
Councillor Hopkins asked when the verge on Meadow Road will be restored. The chairman confirmed that the contractor will address this when the building work is complete.
Councillor Edwards asked about the restoration of the verge on Huntingdon Road. The chairman confirmed that he and the clerk had decided not to approach the company thought to be responsible for the damage in favour of the council doing the work themselves. This has yet to be completed.
Councillor Shelford noted that the bulbs along the high street verges are emerging and asked that they are not damaged when the grass is cut. She asked that thanks be recorded to Mr Edwards, the Cemetery Officer for his work to refurbish the cemetery gates.
Councillor Perkins noted that work to the black hybrid poplar in Glebe Paddock will commence as soon as the field is dry enough for access. He also mentioned that a horse chestnut tree in the churchyard may need attention in the autumn. He asked the clerk to place a request for the road to be swept by the church wall and she agreed to make enquiries with the district council.
- 202-04/15 Matters for future consideration.**
No decisions can be made under this item. There were no further matters for consideration.
- 203-04/15 Date of next meeting:** Annual Parish Council Meeting: 11 May 2015, Upwood Village Hall, 6.00pm followed by the Annual Parish Meeting at 8:00pm.

Close of Meeting: 9:00pm


11 May 2015.