



## 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 06 June 2016 at 7.00pm at Upwood Village Hall.**

**Present:** Councillors J. Edwards, J. Noble, J. Paxton, A. Perkins, R. Singleton (from item 27-06/16), H. Smith.

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

### Minutes

In the absence of the chairman and the vice chairman (see item 21-06/16), former vice chairman, Councillor Paxton opened the meeting and invited members to appoint a councillor to preside. Councillor Noble nominated Councillor Paxton; Councillor Nel seconded the proposal and all were in favour. Councillor Paxton accepted the nomination; and it was **resolved** that she would preside at this meeting.

**21-06/16 To receive and approve apologies for absence.**

Councillor Howe (Chairman): District Council Commitment.

Councillor Slater (Vice Chairman): Holiday.

**22-06/16 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.

**23-06/16 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. A member of the public asked if the council had planned to offer financial support to HM the Queen's 90<sup>th</sup> birthday celebrations planned by the Cross Keys for 11 June. The clerk confirmed that no correspondence had been received from the Cross Keys regarding this event and that the council may only decide upon matters published on the agenda.

Mr Robert Brown informed councillors that he has cut the grass verges at Fairmead Park for 11 years at a personal cost of approximately £200 per year plus the expense of replacing a lawnmower every two to three years (at an approximate cost of £400-£500). He asked if the parish council could offer any financial assistance. Councillors thanked Mr Brown for his commitment to this area of the parish and noted that his support is much appreciated. The clerk invited Mr Brown to complete a grant application for review at the next meeting. Councillor Paxton suggested that Mr Brown should also approach Bury Parish Council as both parishes benefit from his services.

**24-06/16 To receive and approve the minutes of the parish council meeting held on 09 May 2016.**

Copies of the minutes of the meeting of Upwood and the Raveleys Parish Council held on 09 May 2016 had been circulated in advance following their informal approval by the chairman. Councillor Smith proposed acceptance of the minutes. Councillor Nel seconded the proposal. All who had been present at the meeting were in favour and it was **resolved** to do so. The chairman signed the minutes after the meeting.

**25-06/16 Matters arising or carried forward from the last or previous meeting.**



25-06/16.1 To review progress on the action points agreed for the Bentley Close play area.

- I. The bench inside the play area is in need of refurbishment: The cemetery officer will refurbish all the parish benches during the summer months
- II. There is an area of ground erosion at one of the entrances: Councillors Slater and Smith plan to complete this work prior to the next meeting.
- III. The "wet pour graphics" (the number 7 specifically) needs attention: Councillor Noble had offered to find out what it would cost to have this professionally repaired. She will address this prior to the next meeting.
- IV. One loose fixture needs attention: Councillor Nel confirmed that this has been rectified by Mr. Joe Murray. The parish council is grateful for his assistance.
- V. The play equipment is in need of cleaning: There is evidence of algae growth and bird droppings. Councillor Noble has carried out some preliminary cleaning and Councillor Slater will clean the whole area with a pressure washer prior to the next meeting.
- VI. Councillor Noble suggested that the council should revisit previous discussions regarding minimising the trip hazard created by the shrinkage of the rubber matting. Councillor Smith offered to look at this with Councillor Slater.

25-06/16.2 To review progress on the action points resulting from the risk assessment dated April 2016.

Mr Ward has agreed to secure the loose tiles on the base of the village sign but having inspected the roof of the chapel of rest, he has suggested that it requires more specialist work than first thought. The cemetery officer agreed that quotations should be sought from professional builders. Councillor Paxton suggested that although it remains water tight, the parish council has a duty to take care of the building and it would be prudent to act now to prevent further deterioration. The clerk will invite quotations from three local builders for review at the next meeting.

**26-06/16 To receive reports from county and district councillors.**

Councillor Tew reported that the "Early Help Services" which provide support to families is having a positive impact and is enabling social workers to be more effective.

Cambridgeshire County Council Highways department has completed the majority of the work to the pot holes in the parish.

Two volunteers from this parish joined fifteen others from neighbouring parishes to complete Community Speedwatch training. The shared equipment (see item 15-05/16.3) has been ordered by Wistow Parish Council who will forward an invoice to this parish council in due course. Councillor Noble reminded members that three volunteers are required for each team and that further volunteers from this parish would be welcomed. The county council has drafted proposals to encourage volunteers to support its work enabling local people to practically address local issues. Councillor Tew offered to keep the council informed as this initiative develops.

**27-06/16 Notification of planning items.**

27-06/16.1 16/01142/TRCA | Large Ash: 5 metre reduction to remove cavities and weak points | St James, Wennington Road, Little Raveley. PE28 2NF

Councillor Noble proposed that the council supports this application. Councillor Smith seconded the proposal. All were in favour; and it was **resolved** to do so.

Councillor Singleton joined the meeting at this time.

**28-06/16 Finance**

28-06/16.1 To approve accounts for payment: 06 June 2016:

Date	Ref. No.	Payee	Description	Amount
06.06.16	359470895	Mrs C. Bilverstone	Clerk/RFO Salary. May 2016	660.43
			Expenses: Working from home allowance, stationery, postage	37.30
06.06.16	332663597	Mr B.C. Edwards	Cemetery Officer Salary. April-June 2016	80.54
06.06.16	262135853	HMRC	PAYE/NI (see minute ref. 14-05/16.1)	20.00
06.06.16	725578666	SALVUS Master Trust	Employee + Employer Pension Contributions. April + May 2016 (see minute ref. 14.05/16.1)	139.00
06.06.16	185033104	Mr A. Davis	Parish grass cutting (no. 4 & 5)	770.00



28-06/16.2 To note income received: 06 June 2016. None received at the time of publication.  
Councillor Nel proposed that the council authorises the financial transactions. Councillor Noble seconded the proposal. All were in favour and it was **resolved** to do so. Councillor Paxton signed the agenda and the bank reconciliation to this effect.

28-06/16.3 To confirm arrangements for the opening of a deposit account with Unity Trust Bank with the following resolutions:

1. The council wishes to open an account with Unity Trust Bank plc ("the bank") and produced to the meeting a copy of the Bank's Terms and Conditions for operating an account.
2. The Bank's Terms and Conditions are approved and we appoint the Bank as its Bankers.
3. The Bank's Terms and Conditions may vary from time to time and we agree to be bound by them.
4. The mandate for the operation of the bank account, payment instructions and banking services be approved and be provided to the Bank by persons authorised to do so in accordance with the Bank's procedures.
5. The Bank is entitled to rely upon this Mandate until it receives a later Mandate amending it.

Councillor Smith proposed that the council agrees the five resolutions above in order to open the new account. Councillor Edwards seconded the proposal. All were in favour and it was **resolved** to do so. The signatories signed the form and the clerk will progress the application.

28-06/16.4 To consider authorising single authority for internal transfers (retaining triple authority on external payments) to enable the clerk to optimise the interest earning capacity of the council's funds.

Councillor Smith proposed that the council authorises the clerk to make internal transfers between the current and the deposit account. Councillor Noble seconded the proposal. All were in favour and it was **resolved** to do so.

28-06/16.5 To receive an update following the internal audit.

The clerk is still waiting to receive the internal auditor's report.

28-06/16.6 To consider a request for financial support from the webmasters of Upwood and the Raveleys website.

Councillors reviewed a grant application to support the cost of the annual domain registration and hosting fees for the parish website at a cost of £46.44.

Councillor Smith proposed that the council support this application. Councillor Edwards seconded the proposal. All were in favour and it was **resolved** to do so. It was agreed unanimously that the website is a valued resource.

## 29-06/16 Correspondence and Communications.

29-06/16.1 Cambridgeshire County Council. News for Parishes. Issue 4.

29-06/16.2 Electoral Review of Cambridgeshire: New draft recommendations.

29-06/16.3 A request to support a joint approach with neighbouring parishes to Huntingdonshire District Council regarding the Local Plan and the proposed development at RAF Wyton.

Councillors agreed that although development at RAF Wyton would greatly impact the wider area, they did not have enough information to make an informed judgement. Councillor Nel asked that this matter be deferred until the next meeting when Councillor Howe could offer guidance.

29-06/16.4 Correspondence regarding "The Centenary Fields Programme" and "Fields in Trust"

29-06/16.5 Invitation to attend a new "Local Joint Forum for Rural Parishes". 24 May 2016.

29-06/16.6 Notification of Cambridgeshire Highways Depot Open Days 2016.

29-06/16.7 An update regarding the provision of broadband to Great Raveley.

29-06/16.8 A financial update from Upwood and the Raveleys Newsletter following its AGM.

29-06/16.9 An invitation from Luminus to attend its conference "We care: do you?". 23 July, 2016.

29-06/16.10 Concerns from a parishioner regarding parish maintenance:

The clerk received the following concerns from a parishioner after publication of the agenda: that the churchyard is in a "rather embarrassing state"; that overgrowing vegetation from the spinney and no. 66 High Street is obstructing the pavement; that the grass has not been trimmed around the gravestones in the cemetery; and that grass throughout the parish is mown and not collected.

The correspondence promoted lively debate embracing views ranging from: "nettles and cow parsley growing in areas of the churchyard don't hinder accessibility"; and that it is a "haven for wildlife"; versus concerns for its "unsightly appearance".

The clerk offered to find out what it would cost to have the "conservation areas" strimmed (councillors were unanimous in their views that these areas should not be sprayed); to find out what it would cost for the mown



grass to be collected throughout the parish; and to request greater attention to detail around the gravestones. Councillor Paxton will ask for the views of the Parochial Church Council and those who attend church services. Grass and hedge cutting throughout the parish currently account for approximately one third of the council's budget so there could be a significant financial implication if the council were to consider an enhanced service. Councillor Paxton suggested that the parish is in need of younger volunteers to ensure sustainable support of the village hall, the church and its myriad clubs and societies. The clerk confirmed that registered volunteers for the parish council would be warmly welcomed, and covered by its insurance.

Councillor Nel suggested that the voice of one person is often representative of others and that the council should gather further information and raise the matter as an agenda item at the next meeting.

All agreed that letters from the parish or the county council regarding overgrowing vegetation from private property would be unwelcomed by residents. Councillors agreed to address such matters informally through personal connection.

**30-06/16 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 the Ramsey and Warboys Informer, the Ramsey and Warboys Reporter and the Ramsey Neighbourhood News are now being made available to residents of Great and Little Raveley. Distributors are still required however if this is to be sustainable.

Councillor Noble reported back on her visit to Upwood Primary School where she met with the School Council (representatives from years three to six). Councillor Noble talked about the work of the parish council; she invited the children to attend the next annual parish meeting; and she invited them to return to their classrooms to discuss whether there are issues that they would like to see addressed by the parish council. Councillor Tew asked whether the school would like to contribute to the Ramsey Neighbourhood News and Councillor Noble will make the suggestion.

**31-06/16 Matters for future consideration.**

*No decisions can be made under this item.* There were no additional matters for future consideration

**32-06/16 Date of next meeting: 04 July 2016, Upwood Village Hall, 7:00pm.**

**Close of meeting: 8:15pm**

*M Paxton  
4-7-2016*