

Upwood and the Raveleys Parish Council

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A meeting of Upwood and the Raveleys Parish Council was held on Monday 02 June 2014 at 7.00pm in Upwood Village Hall.

Present: Councillors, R. Howe (Chairman), J. Noble, A. Perkins, G. Shelford, K. Sisman

In attendance: Mrs. C. Bilverstone (Parish Clerk) and 4 members of the Public.

Minutes

44-06/14 To receive and approve apologies for absence.

Councillor Edwards: Medical Reasons
Councillor Hopkins: Medical Reasons
Councillor Paxton: Work Commitment
Councillor Slater: Family Commitment

Councillors offered sincere good wishes both to Mrs Paddy Slater and to Councillor Edwards both of whom have recently sustained serious injuries.

45-06/14 To receive declarations of interest.

There were no declarations of interest.

46-06/14 Public participation.

No members of the public had registered to speak in the public address.

47-06/14 To receive and approve the minutes of the annual meeting held on 12 May 2014.

Copies of the minutes of the meeting of Upwood and the Raveleys Parish Council held on 12 May 2014 had been circulated in advance following their informal approval by the Chairman. Councillor Shelford proposed that the minutes be accepted. Councillor Noble seconded the proposal. All were in favour and it was **resolved** to do so.

48-06/14 To consider adoption of the Huntingdonshire District Council updated Code of Conduct.

Copies of this document had been circulated in advance of the meeting. Councillor Noble proposed the Code of Conduct be adopted. Councillor Sisman seconded the proposal and it was **resolved** to do so.

49-06/14 Matters arising or carried forward from the last or previous meeting.

49-06/14.1 To receive an update regarding installation of a new litter bin.

Further to the resolution at the last meeting, an order has been placed with Huntingdonshire District Council for a "Glasdon" bin to be installed on a concrete base at the junction of Ailwine Road and Huntingdon Road. The installation date has yet to be confirmed.

50-06/14 To receive reports from County and District Councillors.

Councillor Tew (County Councillor) noted that:

- Cambridgeshire County Council have invited proposals for Local Highway Improvements. The closing date for applications is 12 September 2014.
- "E Cops" will hold an open forum on 05 June at the Methodist Church in Ramsey. Councillor Sisman will be in attendance.
- Cambridge City Park and Ride sites (Trumpington, Madingley, Newmarket Road and Milton) will charge £1 per day (up to 18 hours) for car parking in addition to the bus fare with effect from January 2015. The sites will operate a number plate recognition scheme.
Councillor Howe (District Councillor):
- Informed Councillors of personnel changes in Huntingdonshire District Council. The Senior Management Team had been asked to re-apply for their positions and several were unsuccessful. New appointments

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include Heads of Finance, Planning, Housing, Community Health, and Leisure. Significant savings have been made to the payroll of the District Council but this has resulted in a lengthy appeals process and discord and turbulence across the staff team. Councillor Howe suggested that although in the long term this will lead to a positive outcome for the Council, it has created challenging times for individuals in the short term.

- Representatives from Upwood and the Raveleys Ward (comprising Upwood, Great Raveley, Little Raveley, Wennington, Abbots Ripton, Kings Ripton, Woodwalton and Wyton-on-the-Hill) met on 19 May to discuss Community Led Planning. Councillor Hopkins represented this Parish. The Managing Director of Huntingdonshire District Council gave an overview of the Local Plan; and the Managing Director of ACRE shared ideas for resources. The event enabled networking and sharing of best practice across the local community.

51-06/14 Notification of planning items.

No items had been received.

52-06/14 Community Land

52-06/14.1 Glebe Paddock: To receive an update regarding renovation/repair of the gate (Huntingdon Road Entrance).

A new gate has been purchased and is ready for installation. Councillor Edwards will also make arrangements to straighten the gate post at the Ailwine Road entrance. This will enable the existing gate to close effectively.

53-06/14 Bentley Close Play Area and Glebe Paddock: To consider authorisation of the annual inspection.

The Clerk notified Councillors that RoSPA Playsafety offer a rolling programme of inspections on a county by county basis. Inspections were carried out in Cambridgeshire in April and therefore the council should have made arrangements for this in March. An out of sequence inspection will cost £218 + VAT. The British and European safety standard BS EN1176 and the Health and Safety Executive strongly recommend that all play areas have at least one inspection every year from an independent suitably qualified body such as RoSPA. Councillor Shelford proposed that the inspection be approved. Councillor Noble seconded the proposal. All were in favour and it was **resolved** that the Clerk would make the necessary arrangements and that Councillor Noble would accompany the inspector.

RoSPA Playsafety recommend 3-4 yearly inspections of playing fields. This was inspected in 2011 by "Wicksteads Playscapes". Councillors agreed to consider further inspection in 2015.

54-06/14 Speedwatch: To consider the purchase of permanent signs for the parish.

Further to previous discussions, Councillor Sisman recommended the purchase of six Speedwatch signs (for the approach from Bury; the approach from Huntingdon; the northbound approach to the school; the approach to the village on Longholme Road; at the 30mph sign on Meadow Road; and the 40mph sign on Longholme Road). The signs are supplied and installed by Cambridgeshire County Council at a cost of £70 each. Councillors agreed that although this is a significant investment, signage has proved successful elsewhere in slowing traffic and is thus a small price to pay for increased road safety in the parish. Councillor Perkins proposed that the signs be purchased. Councillor Shelford seconded the proposal. All were in favour and it was **resolved** to do so. Councillor Sisman will make the necessary arrangements.

55-06/14 Finance

55-06/14.1 To approve accounts for payment: 02 June 2014:

02.06.14	101416	The National Allotment Society	Membership Renewal	£66.00
02.06.14	101417	Mrs C. Silverstone	Expenses (Stationery & Postage)	£20.55
02.06.14	101418	Mr B.C. Edwards	Cemetery Officer Salary	£75.88
02.06.14	101419	HMRC	PAYE (Cemetery Officer)	£18.80
02.06.14	101420	Information Commissioner	Data Protection Registration	£35.00
02.06.14	101421	Business Services at CAS Ltd.	Insurance Renewal	£819.17
02.06.14	101422	Serjeant & Son	Legal Fees. Glebe Paddock Lease	£640

The cash book, budget and bank reconciliation had been shared with Councillors prior to the meeting.

The invoices for cheque numbers 101420/421 & 422 had been received after publication of the agenda. The Chairman asked that in future, payments which have not been published on the agenda be held until the next meeting.

Councillor Hopkins advised that there would be a discrepancy in the amount of the invoice from Huntingdonshire District Council for the CLP questionnaire. Expenditure of £406.35 (£350.44 for the 550 A5 booklets and £55.91 for the A4 booklets) were approved at the meeting on 12 May, but the cost had increased (following the addition of a map) and the total amount invoiced will be £437.70 (£377.47 and £60.23).

The Clerk has received confirmation from Serjeant & Son that the lease for Glebe Paddock was completed on 27 May (cheque no.101422).

The Clerk notified Councillors that, following advice from the Internal Auditor, she had made arrangements with the Insurance Company to increase the Fidelity Guaranteed to £30,000. There was no charge for this.

55-06/14.2 To note income received: 02 June 2014:

15.05.14	100168	Dignity Funerals Ltd. (Swearers Funeral Services)	Interment	£75.00
20.05.14	BACS	HMRC	VAT Repayment	£811.54

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

The Chairman reminded Members that the finance sub-committee are due to meeting in June.

55-06/14.3 To approve the Annual Governance Statement 2013/2014.

The Clerk had shared the annual return for 2013/2014 with Councillors prior to the meeting having signed a statement declaring that the "accounting statements in this annual return present fairly the financial position of this council and its income and expenditure, or properly present receipts and payments, as the case may be".

The Chairman was asked to confirm and sign that these accounting statements were approved by the council on 02 June 2014; and that this declaration be recorded as minute reference **55-06/14.3.1**. All were in agreement and it was **resolved** to do so.

The Clerk had also signed the Annual Governance Statement 2013/2014. The statement had been shared with and reviewed by Councillors. The Chairman was asked to confirm and sign that the Annual Governance Statement is approved by the Council and recorded as minute reference **55-06/14.3.2**. All were in agreement and it was **resolved** to do so.

Councillors were asked to note the report of the Internal Auditor (which accompanies the Annual Return). The Clerk noted that great progress had been made since the previous audit but there are still two ongoing concerns:

- The need for separate bank accounts for the two allotment charities. The Clerk met with Ian Dewar, CEO of CAPALC to discuss a strategy for the management of the charities. This will be taken forward as an agenda item at the next meeting.
- The question of whether or not the Council should be paying for tree maintenance in St. Peter's Churchyard. The Clerk asked for clarification regarding the status of the churchyard and its formal

relationship with the Parish Council. The Chairman closed the meeting to allow Mr Tony Place to speak. Mr Place explained that he has documentation dating from 1947 when the churchyard was closed. He agreed to share this with the Clerk. The Chairman re-opened the meeting. It is hoped that this document will clarify the situation.

The Chairman and the Clerk are committed to achieving 100% compliance on all policies and procedures and this is well underway. The Council should aspire to achieving "Quality Council Status" within the next two years.

55-06/14.4 To approve payment to Abbots Ripton Parish Council for the services of their Clerk for minuting and subsequent preparation of minutes for 07 July 2014.

The Clerk estimates that the time involved should not exceed 12 hours. Travelling expenses at 45p per mile should not exceed £10. Councillor Sisman proposed that this should be approved. Councillor Shelford seconded the proposal. All were in favour and it was **resolved** to do so.

56-06/14 Correspondence and Communications.

- Cambridgeshire County Council: An invitation for applications for the Local Highway Improvement Initiative.
- Huntingdonshire District Council: Surface Dressing Programme 2014/2015

57-06/14 To receive verbal reports from Parish Councillors on matters arising from their portfolio responsibilities.

No decisions can be made under this item.

Councillor Noble shared the concerns of a parishioner that a speed limit of 20mph be considered on High Street. Councillors are sympathetic to this concern and noted that such issues will be reviewed as part of the analysis of data resulting from the CLP questionnaire.

Councillor Perkins informed Councillors that he would be meeting with Mr Papworth and the residents of Mill Cottage regarding phase two of the tree works in St. Peter's Churchyard.

Councillor Sisman reported back from the residents' meeting with Balfour Beatty regarding street lighting. There had been two positive outcomes: a proposed street light for Moss Close would now be located in High Street; and the proposed street light at the end of Bentley Close would be located closer to the footpath leading to High Street.

Councillor Sisman and Councillor Slater are working closely with Mr Place and Cambridgeshire County Council regarding the installation of a memorial for two WWI pilots (as discussed at the previous meeting). Swearers Funeral Services have agreed to donate a granite memorial. Councillors are grateful to Swearers for supporting this initiative.

58-06/14 Matters for future consideration.

No decisions can be made under this item.

- Councillor Sisman asked that the proposed memorial for two WWI pilots be an ongoing agenda item until the project is completed.
- The Editorial Team of the Newsletter have asked that pictures and a short biography of each of the Councillors be included in a future edition.

59-06/14 Date of next meeting: 07 July 2014, Upwood Village Hall, 7.00pm.

60-06/14 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.

The meeting was closed at 8:10pm

To review and shortlist applications for the position of Parish Clerk and Responsible Financial Officer and to make arrangements for interview.

An advertisement had been placed with CAPALC with a closing date of 01 June. Two applications had been received.


Councillors had reviewed the applications and agreed that both were strong contenders for the position. It was resolved that both be interviewed during June with a view to confirming an appointment at the meeting in July for a start date of 01 August.

Councillor Shelford and Councillor Sisman agreed to make arrangements and to sit on the interview panel. It was proposed that Councillor Hopkins and Councillor Slater also be invited. It was agreed that a panel of three would be preferable but if this were not possible that interviews would proceed with two Councillors.

The meeting was re-opened at 8:10pm

There being no further business, the meeting was closed at 8:11pm

CLOSE OF MEETING


07-07-2014.