



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 04 July 2016 at 7.00pm at Upwood Village Hall.

Present: Councillors: H. Nel, J. Noble, J. Paxton, A. Perkins, R. Singleton, G. Slater.

In Attendance: Mrs. C. Bilverstone (Clerk), County Councillor M. Tew and 7 members of the public.

Minutes

33-07/16 To receive and approve apologies for absence.

Councillor Edwards: work commitment; Councillor Howe (Chairman): District Council commitment; Councillor Smith: work commitment. In the absence of the chairman, Councillor Slater, Vice Chairman presided at this meeting.

34-07/16 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.

35-07/16 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. Mr Ian Ward offered an apology for his conduct and departure from the previous meeting. Councillor Slater accepted on behalf of the council and noted that Mr Ward's observations had been welcome and had initiated an ongoing review of parish aesthetics (see item: 41-07/16.1 & 41-07/16.2).

Mr Kevan Robinson and Mr Christian Robinson introduced themselves as the applicants for the proposed new single storey dwelling in Great Raveley (see item: 39-07/16.1).

36-07/16 To receive and approve the minutes of the parish council meeting held on 06 June 2016.

Copies of the minutes of the meeting of Upwood and the Raveleys Parish Council held on 06 June 2016 had been circulated in advance following their informal approval by Councillor Paxton who had presided at that meeting. Councillor Nel proposed acceptance of the minutes. Councillor Singleton seconded the proposal. All who had been present were in favour and it was **resolved** to do so. Councillor Paxton signed the minutes.

37-07/16 Matters arising or carried forward from the last or previous meeting.

37-07/16.1 To review progress on the action points agreed for the Bentley Close play area.

- Councillor Slater has addressed the area of ground erosion by one of the gates by topping up the gravel.
- Councillor Noble confirmed that the "wet pour graphics" (the number 7 specifically) could be resolved by the purchase of a "DIY wet pour" kit costing approximately £75 + VAT.
- Councillor Slater has cleaned the whole area with a pressure washer.
- Councillor Noble confirmed that the current cost to address the trip hazard created by the shrinkage of the matting (i.e. professional removal of a strip approximately 520mm around the perimeter of the matting re-fill it to a depth of 50mm) would cost £2394 + VAT. All agreed that this is not necessary at this time. The annual inspection and the regular local inspections consider this as a "low risk" item and on the advice of its insurers

G. Slater

funds have been identified in the budget to allow the work to be addressed when it becomes necessary. Councillor Slater offered to procure a stainless steel threshold which could be secured into the ground if the council would authorise him to spend up to £100.

Councillor Singleton proposed that Councillor Noble purchases the wet pour kit and makes arrangements to have the number 7 secured; and that Councillor Slater makes arrangements for the purchase and fitting of the threshold. Councillor Nel seconded the proposal. All were in favour and it was **resolved** to do so.

38-07/16 To receive reports from county and district councillors.

Councillor Tew confirmed that a proposal to form a Combined Authority for Cambridgeshire and Peterborough is being submitted to Government and the bid includes:

- A new £20 million annual fund for the next 30 years (£600 million) to support economic growth, development of local infrastructure and jobs.
- £170 million for affordable housing, including £100 million for affordable, rent and shared ownership – particularly in response to housing issues in South Cambridgeshire and Cambridge City.

Further details can be found at: <http://www.cambridgeshire.gov.uk/devolution>. Members and parishioners are urged to participate in the consultation which will be published in the near future.

The Community Speedwatch equipment has been purchased (in partnership with Wistow and Bury Parish Councils) and is currently being stored in Wistow. Arrangements are underway to coordinate its use. The clerk confirmed that an invoice for £800 from Wistow Parish Council will be presented at the next meeting.

Councillor Tew confirmed that work to patch the roads is ongoing.

39-07/16 Notification of planning items.

39-07/16.1 16/01175/FUL | Single storey dwelling with double garage, and amenity space including parking and garden | Land Including, and rear of, Highfield, Raveley Road Great Raveley.

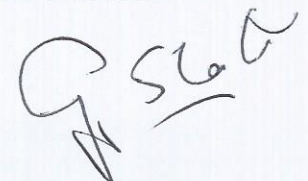
Councillors reviewed the application and asked Mr Robinson to confirm that the historic drainage problems associated with “Highfield” and the adjacent field had been addressed. He confirmed that it had. Councillor Perkins therefore proposed that the council supports the application. Councillor Noble seconded the proposal. Councillor Nel abstained from voting. All other councillors were in favour and it was **resolved** to do so.

40-07/16 Finance

40-07/16.1 To approve accounts for payment: 04 July 2016:

Date	Ref. No.	Payee	Description	Amount
04.07.16	487408982	Mrs C. Bilverstone	Clerk/RFO Salary. June 2016	660.43
			Expenses: Working from home allowance, stationery, postage	10.55
04.07.16	n/a	HMRC	PAYE/NI (see minute ref. 14-05/16.1). (Credit balance = £10.06)	0.00
04.07.16	712417128	SALVUS Master Trust	Employee + Employer Pension Contributions. June	69.50
04.07.16	759499825	Mr A. Davis	Parish grass cutting (no. 6 & 7)	770.00
04.07.16	800818089	Mr S. Howes	Annual domain registration & hosting fees for the parish website (s.142).	46.44
04.07.16	377088272	Upwood & the Raveleys Village Hall	Meeting Hall Hire. April – June 2016	75.63
04.07.16	362200053	MiJan Ltd.	Internal Audit Fee	57.20
04.07.16	211221560	Mr I. Ward	Reimbursement for materials re. refurbishment of goal posts, Glebe Paddock	24.47
01.08.16	332588266	*Mrs C. Bilverstone	Clerk/RFO Salary. July 2016	660.43
			Expenses: Working from home allowance	10.00
01.08.16	553904376	*SALVUS Master Trust	Employee + Employer Pension Contributions. July	69.50
01.08.16	n/a	*HMRC	PAYE/NI (see minute ref. 14-05/16.1). (Credit balance = £7.28)	0.00

*As the parish council does not meet in August, it was asked to authorise these payments in advance.



Councillor Noble proposed that the council authorise the above payments. Councillor Perkins seconded the proposal; all were in favour and it was **resolved** to do so. Councillor Slater signed the agenda to this effect. Having reviewed the financial documentation he also signed the bank reconciliation.

40-07/16.2 To note income received: 04 July 2016.

21.06.16	000034	Central England Co-Operative Limited. Funeral Services	Cemetery Memorial Fee	60.00
04.07.16	000035	Central England Co-Operative Limited. Funeral Services	Cemetery Memorial Fee (Additional Inscription)	30.00

40-07/16.3 To receive an update following the internal audit.

Councillors were pleased to learn that the internal auditor's report records the highest level of assurance in every aspect of the council's financial responsibilities. Councillor Slater noted that this was an excellent report.

40-07/16.4 To consider a request for financial support to assist with the cost of voluntary grass cutting services.

Mr Robert Brown submitted a request for £200-£250 per annum to assist with the cost of fuel and the maintenance of his grass cutting equipment. He maintains approximately 1 mile of grass verges (often twice a week in the summer) between Upwood and Bury. Councillor Singleton proposed that the council supports this initiative with a payment of £250. Councillor Nel seconded the proposal. All were in favour; and it was **resolved** to do so. Councillor Slater commended Mr Brown's commitment to the community.

40-07/16.5 To consider a request for financial support from Upwood Community Orchard.

Upwood Community Orchard requested financial support to assist with the cost of grass cutting. The committee aspire to twelve cuts per year at a cost of £360.00 and asked that the parish council consider awarding a grant for £180.00 i.e. 50% of the cost, the remainder would be met through fundraising events. All agreed that the orchard is an asset to the community. Councillor Singleton proposed that the council support this application by awarding £180.00. Councillor Paxton seconded the proposal. All were in favour and it was **resolved** to do so.

40-07/16.6 To confirm arrangements for annual appraisal and salary review of the clerk and the cemetery officer (due 01 August).

It was agreed that the chairman should appraise the clerk and the clerk and Councillor Paxton should appraise the cemetery officer. Recommendations for salary reviews should be presented at the next meeting.

40-07/16.7 To acknowledge notification of the 2016-2018 National Salary Award (for implementation in August 2016 & April 2017).

Councillors acknowledged this notification which in real terms equates to a rise of £83.30 per annum for the clerk in August 2016 with a further £84.35 per annum from April 2017; and a rise of £16.95 per annum for the cemetery officer in August 2016 with a further £8.11 per annum from April 2017. Provision for this, together with the corresponding pensions increase had been made within the budget.

40-07/16.8 To consider authorising the clerk to make arrangements to have the council's laptop serviced prior to the next meeting.

County Councillor Michael Tew, IT specialist has offered to service the laptop for approximately £20. The laptop is three year's old and would benefit from professional attention. Councillor Tew confirmed that the laptop should have a lifespan of approximately five years.

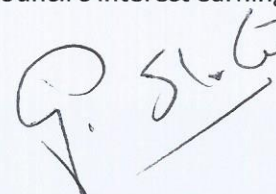
40-07/16.9 To consider preparation of a bid to Cambridgeshire County Council Local Highways Initiative.

Councillor Slater reminded members that bids will be invited in November and that the parish council should consider this matter over the summer. Councillors debated the pros, cons and costings of several aspirations with a view to slowing traffic; promoting safety; and improving amenity. All agreed that following his attendance at Cambridgeshire County Council Highways Open Day, Councillor Slater should present a proposal or proposals to the council for consideration on 05 September. The parish council has allowed for a contribution of £1000 in its budget for 2016/2017.

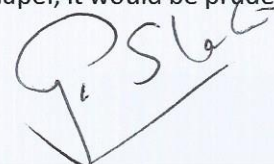
40-07/16.10 To receive an update following the application to open a deposit account with Unity Trust Bank (minute ref. 28-06/16.3).

The application has been approved and the account will be open soon. The clerk will make arrangements on a monthly basis to transfer funds between the two accounts to maximise the council's interest earning capacity.

41-07/16 Parish Maintenance



- 41-07/16.1 To consider the parish council's duty to promote biodiversity and the adoption of a Biodiversity Statement. In an attempt to define and embrace the disparate views on what is and what is not aesthetically pleasing or environmentally friendly expressed at the previous meeting, the clerk has produced a "biodiversity statement" for consideration. The council is required to recognise its responsibilities for biodiversity and adopt a biodiversity statement as part of a future application for the Local Council Quality Gold Award so the document serves two purposes at this time. The clerk has considered the duties of the parish council alongside district and national policy and applied these to our local community. The document does not address specific details, and deliberately allows for flexibility and evolution, but it does address specific areas under parish council control and celebrates the achievements and efforts made by the whole community to support biodiversity across the parish. Councillor Paxton proposed that the council adopt this statement. Councillor Singleton seconded the proposal. All were in favour and it was **resolved** to do so.
- 41-07/16.2 To review the current parish maintenance contract, and to consider opportunities for volunteering, to address aspirations to maintain an aesthetically pleasing environment for all. With reference to the parishioner complaint received at the last meeting the clerk has taken advice from Mrs Sheila Wells, resident botanist. Mrs Wells has confirmed that there is nothing of intrinsic ecological value which could be harmed by clearing the overgrowing vegetation in the churchyard. She expressed concern for the gravestones and the medieval wall and suggested that the ivy should at least be cleared from these areas to prevent further deterioration. The clerk also met with Mr Andy Davis (parish maintenance contractor) to explore options and costings to "enhance" the service he currently provides. These options were explored by councillors in some detail. Councillors appreciate that Mr Davis does his best to please everyone (an impossible task!). He is conscious of his responsibilities to the flora and fauna and will often avoid an area for a short period of time then mow it once the wild flowers have died down for example around the stump of the felled yew tree beside the church path. Primroses often grown alongside gravestones and he will deliberately avoid these. As a professional, Mr Davis follows his training in countryside management and his instinct to do the right thing for the environment. Councillor Howe had forwarded his comments prior to the meeting: "I agree with those who see the High Street area of the churchyard as an unkempt wilderness. This is the curtilage of an iconic Grade 1 Listed building and regardless of the rainy summer we are having, has been in a sorry state for years. I recommend that after taking due regard to the biodiversity of the area, and when the growing season ends, a voluntary team agrees to clear back the area to a respectable state, which thereafter allows regular maintenance to preserve the well maintained look the area deserves. The graves which have been covered for decades should be revealed and the area could be planted with spring flowers to enhance the appearance further". Councillor Paxton had enlisted the views of the church congregation. The consensus is that providing those plants and bulbs which have been donated and tended by volunteers are allowed to remain and flourish, "the church" would appreciate a tidier churchyard. Following lengthy debate, councillors agreed that residents should not be asked to pay (through their council tax) to tidy the churchyard or other areas of the parish, but they could be asked to volunteer for a working party scheduled for a Sunday in October or November. Councillor Howe had agreed to support such an initiative prior to the meeting. Mr Ward offered his support and the support of at least four other parishioners. Councillor Slater asked Mr Ward together with Councillor Noble to coordinate a small group of volunteers to gather the views of parishioners (via a notice in the newsletter and through personal connections) and to formulate a proposal for future parish management which will satisfy the parish council's responsibilities for biodiversity together with the myriad views of what the parish should look like. He invited them to report back to the next meeting with their proposals; together with plans for a community action day to address the overgrowing vegetation in the churchyard. Councillor Noble offered to contact the Diocese of Ely's Environment Committee and the Wildlife Trust for further advice. Parishioners wishing to contribute to this debate or join the working party in the churchyard should contact Councillor Noble at nimusmum@gmail.com / 01487 814356 or Mr Ian Ward at ianmacartneyward@hotmail.com / 01487 812838.
- 41-07/16.3 To review quotations to address repairs to the chapel of rest. Four local builders had been invited to tender but only one provided a quotation. Mr Glyn Pilkington has quoted £250 to remove the ridge tiles; replace the damaged tiles; and reinstate the ridge. The clerk has made significant efforts to obtain multiple estimates but finding a local builder to undertake a relatively small task has proved difficult and it is acceptable for the council to approve the quotation on this basis. Councillors agreed that although there is no provision in this year's budget for the chapel, it would be prudent to complete



the work to preserve the integrity of the building. Councillor Singleton proposed that Mr Pilkington's quotation be accepted. Councillor Perkins seconded the proposal. All were in favour and it was **resolved** to do so.

42-07/16 Correspondence and Communications.

42-07/16.1 To revisit the request to support a joint approach with neighbouring parishes to Huntingdonshire District Council regarding the Local Plan and the proposed development at RAF Wyton (deferred from the last meeting).

The clerk informed members that the letter the council had been asked to support at this time has since been sent. However, this is a regular request and councillors might consider this for the future. Councillors agreed that they would wish to take advice from Councillor Howe prior to making a decision.

42-07/16.2 Cambridgeshire County Council: Rights of Way Improvement Plan.

http://www.cambridgeshire.gov.uk/info/20006/travel_roads_and_parking/66/transport_plans_and_policies.

42-07/16.3 Network Rail: Public consultation regarding closure of 33 level crossings across Cambridgeshire. <http://www.networkrail.co.uk/anglialevelcrossings/>

42-07/16.4 Application for a cemetery memorial (the clerk approved this application on the council's behalf (re. minute reference: 71/11-13.5).

42-07/16.5 Application for an additional inscription to a cemetery memorial (the clerk approved this application on the council's behalf (re. minute reference: 71/11-13.5).

42-07/16.6 Further concerns from a parishioner regarding parish maintenance; criticism directed at individual councillors; an observation that there had been no parish council representation at a specific community event; and a suggestion that the figures on the village sign would benefit from the addition of colour.

The concerns regarding parish maintenance were addressed under items 41-07/16.1 & 16.2.

The correspondence included criticism directed at individual councillors and an observation that there had been no representation from the parish council at a specific community event. Councillor Slater noted that parish councillors are free to express their own opinions both as councillors and as parishioners and these form the basis of healthy debate. Resolutions or decisions are made by councillors as a corporate body. He added that although councillors should be supportive of their local community, unless a councillor is invited to attend an event in his or her formal capacity, it is for them to decide for themselves which, if any parish events they support or attend. With respect to the village sign, Councillor Slater asked the parishioner to produce some visual proposals for the council's consideration.

42-07/16.7 Notification of changes to bus service no. 22 (Ramsey to St. Ives).

42-07/16.8 Parishioner concerns re. accessibility of the public rights of way from Upwood via Rolts Wood towards Wistow; and from Wennington Road via "The Butts" towards Woodwalton.

The clerk received notification of two overgrown public rights of way. Cambridgeshire County Council Highways has confirmed that work has been delayed due to the wet weather and that both areas will be addressed within the next few weeks. The clerk also confirmed that the district council spray roadside weeds three times per year. The second spray is due within the next few weeks.

42-07/16.9 Notification of the Electoral Review of Huntingdonshire.

42-07/16.10 Correspondence from Community Roadwatch (UK) C.I.C. regarding the accuracy and use of CRW statistics.

43-07/16 To receive verbal reports from Parish Councillors on matters arising from their portfolio responsibilities.

No decisions can be made under this item.

Councillor Noble reminded members that she had invited the school council to forward issues that they would like to see addressed by the parish council. She had also invited them to contribute to the Ramsey Neighbourhood News. Nothing had been received to date although it was noted that the school would be approaching the end of term.

Councillor Perkins suggested that the clerk be asked to write letters of thanks to Mr Roger Peckover and Mr Peter Haddon for their continued commitment to the visual appeal of the churchyard. All agreed and it was **resolved** to do so. The clerk added that she would like to record thanks in the minutes to all those parishioners who support the work of the parish council and contribute to the amenity of this parish.

44-07/16 Matters for future consideration.

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

45-07/16 **Date of next meeting:** 05 September 2016, Upwood Village Hall, 7:00pm. **Close of meeting:** 9:00pm

G. Slater
5/9/2016