

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 07 July 2014 at 7.00pm at Upwood Village Hall.

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

In Attendance: Mrs. V. Pryce (Acting Clerk) and 2 members of the public

Minutes

- 61-07/14 To receive and approve apologies for absence.**
None.
- 62-07/14 To receive declarations of interest.**
Cllr. F. Hopkins declared an interest in the Allotments and the trees in Glebe Paddock.
- 63-07/14 Public participation.**
No member of the public attended to speak in the public address.
- 64-07/14 To receive and approve the minutes of the Parish Council meeting held on 02 June 2014.**
Copies of the minutes of the meeting of Upwood and The Raveleys Parish Council held on 2nd June 2014 had been circulated in advance following their informal approval by the Chairman. Councillor Perkins proposed that the minutes be accepted. Councillor Noble seconded the proposal. All were in favour and it was **resolved** to do so.
- 65-07/14 To confirm the appointment of Parish Clerk and Responsible Financial Officer.**
- 65-07/14.1 To review and approve the contract of employment.
The Council reviewed the contract of employment for the Parish Clerk and Responsible Financial Officer. Councillor Sisman proposed that the contract be agreed and Councillor Slater seconded the proposal. All were in favour and it was **resolved** to do so.
- 65-07/14.2 To consider inclusion of payment of a “working from home allowance” to the Clerk (re. CAPALC guidance).
Councillor Howe discussed the working from home allowance where a payment, under the CAPALC guidelines, of £10 per month could be made to the Clerk. Councillor Shelford proposed that the payment be made, Councillor Slater seconded the proposal. All were in favour and it was **resolved** that Clerk would be paid the working from home allowance.
- 65-07/14.3 To consider a retrospective payment of a “working from home allowance” to the Clerk for the 12 months August 2013 – July 2014 (re. CAPALC guidance).
Councillor Perkins proposed the Clerk should be eligible for a retrospective payment for the previous 12 months work, Councillor Shelford seconded the proposal. All were in favour and it was **resolved** that the Clerk would be paid £120, the working from home allowance for the previous year.
- 66-07/14 Matters arising or carried forward from the last or previous meeting.**
- 66-07/14.1 To receive an update on the status of St. Peter’s Churchyard.
Councillor Howe informed the Council that Carol Bilverstone had requested that this item be deferred until the next Parish Council Meeting
- 67-07/14 To receive reports from County and District Councillors.**
Councillor Tew (County Councillor) noted that:
- Cambridgeshire County Council put in a bid to receive £2million for pothole funding and received £1.9million on top of the £1.5million already received.

- An Older Persons roadshow is visiting the County, looking to engage more with the public by providing information for carers regarding assessments and benefits. The three roadshows are currently planned will be held at the Ramsey Community Centre on 22nd July, 23rd August and a date in September and also times to be advised.

Councillor Howe (District Councillor) noted that:

- South Cambridgeshire District Council have a similar profile to Huntingdonshire District Council and are looking at sharing services such as: Joint Planning, Building Control and joining with Cambridge City to make savings. CCTV network for Cambridge city is currently running from Huntingdon Control room to avoid cutting front line services.

68-07/14 Notification of planning items.

- 68-07/14.1 Ref. No: 1400946FUL | Erection of dry store building and addition of kiln/boiler plant to existing facility. 3 Upwood Air Park. PE26 2RA.
Councillors expressed concern that this would appear to be a retrospective application and that construction of the building is already underway. Councillors agreed approval of this application.
- 68-07/14.2 Councillor Perkins informed Councillors that the new development on Meadow Road would be known as 15A Meadow Road.
- 68-07/14.3 Councillor Tew informed Councillors that there is a proposal for the building of 90 houses on Blenheim Road. A roadshow for residents would be held on 15th July.

69-07/14 Community Land

- 69-07/14.1 **Allotments:** To consider appointment of all sitting Councillors as trustees to the two allotment charities (232893: Great Raveley & 264373, Upwood) with a view to removing all allotment business and finances from the Parish Council to comply with the Audit Commission Act (1998) and the Accounts and Audit (England) Regulations (2011).
Councillor Howe referred to the notes on Google Drive which were available to all Councillors prior to the meeting and advised he felt it a natural step that all sitting Councillors be appointed trustees to the two allotment charities of Great Raveley and Upwood to enable compliance with the Audit Commission Act (1998) and the Accounts and Audit (England) Regulations (2011). Councillor Sisman proposed, Councillor Slater seconded the proposal. All were in favour and it was **resolved** that all sitting Councillors would be appointed as trustees to the two allotment charities. All business relating to the two allotment charities will thus be removed from the remit of the Parish Council. A meeting of the trustees will be held in September.

70-07/14 WWI Memorial: To receive an update.

Councillor Sisman referred to a web link he had sent regarding the proposed area prior to the meeting. There has been no objection to the War Memorial. Councillor Sisman proposed that the Parish Council gave a donation for the Memorial to be used as a contingency fund of £350. Councillor Slater seconded the proposal. Four councillors were in favour and it was **resolved** the council would allow a contingency of up to £350 approved by a majority of 6 to 2. Councillor Hopkins requested that Councillors be updated with details of expenditure and the organisers should make a link with the school. Councillor Howe confirmed that the County Council has approved the use of the land.

Clerks note: Financial support for the memorial will be recorded as "section 137" expenditure in accordance with section 137(4)(a) of the Local Government Act 1972.

71-07/14 Speedwatch: To receive an update.

Councillor Sisman reported that yellow speedwatch signs will be going up in the next couple of weeks and advised that the local Speedwatch team is actively recording traffic speed throughout the parish. He also advised he would be receiving speeding statistics in due course.

72-07/14 Street lighting: To receive an update.

Councillor Slater informed Councillors he had received an email from Keeley Russell informing him that work will be complete by 9th July. He reported that Balfour Beatty had had some problems moving

lighting and there was also a mess left from broken lights. Councillor Slater requests that the item remain on the agenda.

73-02/14 Floodlighting on the airfield industrial estate: to revisit concerns raised at previous meetings.

Councillor Howe advised that the previous issues had not been taken care of as the lights were still on all night, he reported that the supposed dimming had had no effect. Councillor Hopkins suggested that the company were invited to the Parish Council meeting to discuss the lights and the kiln. The Clerk was asked to write to the company concerned.

74-07/14 Community Led Plan: To receive an update.

Councillor Hopkins reported that 162 out of 550 questionnaires had been received, there was a 32% return from Great Raveley which was good. She reported peaks and troughs throughout different streets and was setting up a spreadsheet to start inputting and analysing data which will be up and running in September. Councillor Howe suggested that the Councillors attend resident meetings at Fairmead and Farm Close to try for more engagement.

75-07/14 Finance

75-07/14.1 To approve accounts for payment: 07 July 2014:

Date	Cheque no.	Payee	Description	Amount
07.07.14	101423	Micromac Printers Ltd.	Colour page for newsletter	45.00
07.07.14	101424	Francis Carne Associates	"Pick it up" Stickers	32.58
07.07.14	101425	Jolliffe Daking LLP	Glebe Paddock rent. 06.04.13 - 05.04.14	389.16
07.07.14	101426	Anglian Water	Water Supply 11.03.14 - 09.06.14	15.77
07.07.14	101427	MiJan Limited	Internal Audit Fee	65.63
07.07.14	101428	Mrs C. Bilverstone	Expenses (Postage & travel)	20.13
07.07.14	101429	Andy Davis	Grass & Hedge cutting. Invoice no. 64	375
07.07.14	101430	Andy Davis	Grass & Hedge cutting. Invoice no. 64	830

The cash book and budget had been shared with Councillors prior to the meeting. The bank reconciliation will be distributed after receipt of the bank statements.

An invoice for grass cutting had been received from Andy Davis after publication of the agenda. The Council agreed that this invoice be paid. Note that two cheques were written to pay this invoice (cheques no. 101429 & 101430)

75-07/14.2 To note income received: 07 July 2014:

Date	Reference	Received from	Description	Amount
07.07.14	100169	Allotment Tenant	Allotment Rents (Charities)	5.00

Councillor Howe advised that he and the Clerk had reviewed the financial documentation and was pleased to report that the Parish Council is in good financial health.

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

76-07/14 Correspondence and Communications.

76-07/14.1 To review concerns from a parishioner regarding the disposal of garden waste in roadside ditches. The concerns were duly noted, Councillor Howe requested that people were reminded of the importance of keeping ditches clear.

76-17/14.2 To review concerns from a parishioner regarding a tree in Glebe Paddock. Councillor Hopkins reported that the tree became listed in 1998. Branches are falling into her garden. Huntingdon District Council advised that they would look at the tree again after 10-15 years. She

reported there was a danger from being hit by falling branches. Her house had been monitored for subsidence and she was advised that all trees should be removed from within 50 metres. Councillor Hopkins has requested that an arborist be appointed to look at the tree and see if any work needs to be done. Councillor Perkins take advice from Andy Papworth and will report back to the Parish Council.

- 76-17/14.3 To review concerns from a parishioner regarding fly-tipping in Bentley Close.
Councillor Slater will investigate with Balfour Beatty. Councillor Noble raised concerns regarding a triangular piece of land in Bentley Close, which has no owner but requires upkeep. Councillor Slater and Councillor Howe proposed somebody should be mowing it.
- 76-17/14.4 To consider a retrospective request for the installation of a small (A4) noticeboard on St. Peters Churchyard wall.
Item deferred to next meeting.
- 76-17/14.5 Rural Services Network: Rural Housing Policy Review Questionnaire.
The Deadline for the questionnaire is 25th July. Councillor Hopkins will complete.
- 76-17/14.6 Local Highways Initiative. 2015/16
Councillor Howe advised that it requires proper consideration, the deadline is 12th September with 10% of the cost to be funded by the Parish Council. Councillor Howe and Councillor Hopkins will discuss and return.
- 76-17/14.7 Receipt of 100 "Please pick it up" self-adhesive stickers
Distributed amongst Councillors for actioning.

77-07/14 To receive verbal reports from Parish Councillors on matters arising from their portfolio responsibilities.

No decisions can be made under this item.

Councillor Slater shared concerns regarding the lack of mowing in Fairmead and Farm Close. Councillor Hopkins also shared concerns with regard to the management of the trees in Farm Close. Councillor Noble advised that the residents pay a maintenance charge to the housing associations. Councillor Howe suggested that the Parish Council approach the Residents Association. Councillor Slater also advised the Council that a gentleman had voluntarily been mowing verges and asked if there was anything the Parish Council could contribute towards the costs the gentleman incurs. Councillor Sisman and Councillor Slater are to discuss in further detail and return to the Parish Council with a proposal.

Councillor Shelford met with the Cemetery Officer and had the opportunity to show him the holes a parishioner had complained about. These have now been filled in by the Officer.

Councillor Noble reported that some issues had been highlighted following the annual inspection of the Bentley Close play area and requested that this be added to the next agenda.

Councillor Perkins advised of overhanging vegetation throughout the village and requested that a note is added to the newsletter requesting that residents take additional care during the summer months to keep pavements clear.

Councillor Paxton suggested that the children of the parish be invited to attend the opening of the war memorial. She also requested that the Parish Council work with the Resident Associations with regard to grass cutting and to consider holding a meeting with the Housing Associations for Fairmead and Farm Close.

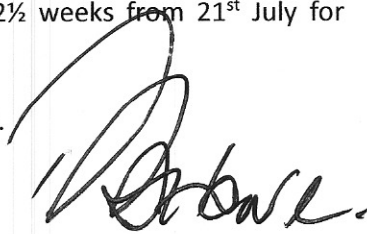
78-07/14 Matters for future consideration.

No decisions can be made under this item.

Councillor Tew reported that Ramsey High Street will be closed for 2½ weeks from 21st July for resurfacing work.

79-07/14 Date of next meeting: 01 September 2014, Upwood Village Hall, 7.00pm.

THIS MEETING WAS CLOSED AT 9.10PM



22-9-14