

Upwood and the Raveleys Parish Council

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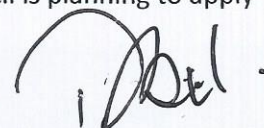
A Meeting of Upwood and the Raveleys Parish Council was held on Monday 07 September 2015 at 7.00pm at Upwood Village Hall.

Present: Councillors J. Edwards, F. Hopkins (until item 58-09/15), J. Noble, R. Howe (Chairman), R. Singleton, G. Slater.

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

Minutes

- 52-09/15 To receive and approve apologies for absence.**
Councillor Hopkins (after item 61-09/15, brought forward to enable her participation): Work commitment
Councillor Huskinson: Personal reasons
Councillor Paxton: Holiday
Councillor Perkins: Holiday
- 53-09/15 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.
There were no declarations of interest.
- 54-09/15 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.
- 55-09/15 To receive and approve the minutes of the parish council meeting held on 06 July 2015.**
Copies of the minutes of the meeting of Upwood and the Raveleys Parish Council held on 06 July 2015 had been circulated in advance following their informal approval by the chairman. Councillor Edwards proposed acceptance of the minutes. Councillor Slater seconded the proposal. All were in favour and it was **resolved** to do so. The chairman signed the minutes.
- 56-09/15 Matters arising or carried forward from the last or previous meeting.**
56-09/15.1 To receive an update regarding replacement signs for Glebe Paddock and the Bentley Close play area. Councillor Noble presented the new signs. Councillors Edwards and Slater will arrange for installation.
- 57-09/15 To receive reports from county and district councillors.**
57-09/15.1 To receive an update from County Councillor Michael Tew and parish council representatives following the first meeting of the “five-parish forum”.
Councillor Tew reported on the success of the first meeting which was attended by representatives of four of the five parishes. Agenda items included Community Speedwatch (see item 64-09/15); the Local Highway Initiative; and the registration of a Neighbourhood Plan by Bury Parish Council (see item 68-09/15.5). The next meeting will be hosted by Warboys Parish Council on 21 October 2015. Brian Robins, Cambridge Police Force Speedwatch Coordinator and Amanda Mays, Road Safety Manager, Cambridgeshire County Council will be in attendance.
Councillor Tew reported that the path between Upwood and Bury has been marked in preparation for repairs. The crossing sign will be moved slightly to improve visibility. Bury Parish Council is planning to apply



for three speed bumps along Ramsey Road as far as Valiant Square under the Local Highway Initiative. Councillor Tew is hoping to overturn a decision for the street lights along this road (within the parish of Bury) to be switched off between midnight and 6:00am.

Councillor Howe asked Councillor Tew to consider Upwood and the Raveleys in Bury Parish Council's Neighbourhood Plan as proposals for infrastructure and development will impact on the surrounding area. Councillor Tew agreed and will keep neighbouring parishes informed.

Councillor Howe informed members that the district council is conducting a public review of its new website which clearly reflects a tangible move toward better customer service. The district council has also strengthened resources in its planning department. A new manager and four new planning officers have been recruited which will greatly improve efficiency.

The chairman and the clerk agreed that item 61-09/15 be brought forward to enable the participation of Councillor Hopkins:

61-09/15 Community Led Plan:

61-09/15.1 To receive an update regarding the launch of the plan.

Councillor Hopkins reported that further to a meeting of the CLP committee on 02 September the plan together with its accompanying action points has been finalised and signed. It will be launched at an event in the village hall on 24 October. All local stakeholders (parishioners; representatives from community groups; local businesses; landowners; prospective developers; and service providers) will be invited. The final plan is a 36-page colour document in A4 format. The plan will be posted on the parish website. Discussions surrounding its distribution provoked strong feeling amongst committee members (see item 68-09/15.7). Huntingdonshire District Council has provided a quotation of £720 to print 600 copies (enabling distribution to every household). Abbots Ripton Parish Council has very recently received multiple quotations for a similar service with the district council being most competitive. It was therefore considered unnecessary to obtain further quotation. Two thirds of responding members of the CLP committee were in favour of distribution to every household feeling strongly that this is the only way to ensure that all residents have the opportunity to read it, thereby doing justice both to its content and to the significant effort of the project team. The remaining third expressed concerns for environmental impact and financial cost, considering that the majority of copies may be recycled. This group favoured placing the plan in publicly accessible areas (the telephone box, the Cross Keys Public House, the village hall, the church etc.) and inviting those who would like a personal copy to request one. Councillors debated this at length. The chairman then proposed that the sum of £1000 be approved to cover the cost of publicity and display materials for the launch event and the printing of 600 A4 colour copies. Councillor Noble seconded the proposal; three councillors were in favour; two abstained from voting and it was **resolved** to do so. The chairman noted that the plan has been expertly choreographed by Councillor Hopkins and that the result is a high quality document which rightly deserves to be in the public domain.

Councillor Hopkins gave her apologies and left the meeting (see 52-09/15).

61-09/15.2 To receive an update from the three working parties:

- Communications

The communications working party has submitted a bid to the Ramsey Windfarm Trust for £2915 to "enhance communication networks across the parish" as outlined in the minutes of the meeting of 06 July 2015. The parish clerk acknowledged the support of members of the newsletter and village hall committees and in particular Doug and Pauline McLeod who have both spent a significant amount of time and energy on this project. The working party continue to work toward addressing all of the action points raised in the plan. The parish council had been asked to consider holding an 'open forum' session at each meeting to encourage greater participation from parishioners. Current standing orders allow 10 minutes for public participation relating to agenda items. Councillor Hopkins therefore proposed that the restriction requiring registration prior to the meeting be lifted. Councillor Slater seconded the proposal. All were in favour and it was **resolved** to do so.

- Housing & Planning

The housing and planning working party have reviewed land ownership within the parish with a view to identifying areas which could hypothetically be used for future development should the parish be

forced to identify land for future housing stock. It is understood that this is a potentially controversial exercise and therefore it is not intended to produce or publish documentation. The group have merely considered and collated the views expressed in the CLP questionnaires.

- Roads & Road Safety

Councillor Slater reported that the overriding concerns expressed via the CLP questionnaires relate to speeding traffic. He noted that the closing date for applications to the Local Highway Initiative is 02 November and all agreed that an application should be made for speed reducing measures in Great Raveley and Upwood. The chairman noted that it is important to gain further clarity from residents regarding acceptable measures. Councillor Slater agreed to formulate a proposal for discussion at the next meeting.

58-09/15 Notification of planning items.

58-09/15.1 15/01346/S73 | Removal of agricultural occupancy condition imposed by planning permission 7700383CCC | The Bungalow Common Farm Chapel Road Ramsey Heights Huntingdon PE26 2RS.

Further to the review of a significant amount of documentation provided by the district council; and with consideration to correspondence received from a parishioner (see item 68-09/15.8), councillors agreed unanimously that the agricultural occupancy condition on this property remains relevant. It was **resolved** that the council objects to its removal.

58-09/15.2 15/01322/FUL | Installation of a cable along Biggin Lane | and between the proposed solar farms at land south of New Fen Road Lane and land south of Biggin Lane. | Land Adjacent Bury Green Farm Biggin Lane Ramsey. Having supported the applications for the creation of two solar farms at the last meeting, all were in favour of approving installation of the connecting cable and it was **resolved** to do so.

59-09/15 Finance

59-09/15.1 To approve accounts for payment: 07 September 2015:

Date	Ref. No.	Payee	Description	Amount
07.09.15	149624797	Mrs C. Silverstone	Clerk/RFO Salary. August 2015	676.24
			Clerk/RFO Salary. July 2015 (to be reimbursed by Kings Ripton Parish Council)	190.77
			Expenses: Travel & working from home allowance	31.02
07.09.15	204070782	Mr B.C. Edwards	Cemetery Officer Salary (July-September 2015)	77.68
07.09.15	826789379	HMRC	PAYE/NI (Clerk & Cemetery Officer Salary)	45.79
07.09.15	946531189	Upwood & the Raveleys Village Hall	Meeting hall hire (April – June 2015)	65.68
07.09.15	827351417	Society of Local Council Clerks	Membership Renewal. SLCC & ILCM	171.00
07.09.15	325442376	Andy Davis	Parish grass. Cut 7 with additional cut around village sign & Cut 8.	775.00
07.09.15	90508861	PKF Littlejohn LLP	Audit Fees	120.00

59-09/15.2 To note income received: 07 September 2015:

16.07.15	000013	Central England Co-Operative Ltd. Funeral Services	Cemetery Fee	75.00
		Mrs C. Silverstone	Sale of asset: "Beats" Headphones (part of laptop package purchased 2013)	73.00

Councillor Slater queried the cost of membership of the Society of Local Council Clerks and the Institute of Local Council Management. The clerk confirmed she utilises the services of both on a regular basis and that although the fees are considerable, the resources and services provided are invaluable. Councillor Noble proposed that the council approve the list of receipts and payments. Councillor Singleton seconded the proposal. All were in favour and it was resolved to do so.

59-09/15.3 To acknowledge receipt of the Annual Return for the year ended 31 March 2015.

The notice of conclusion of the audit and the right to inspect the annual return was received by councillors and posted on the noticeboards and website on 11 August 2015. The chairman confirmed that the audit process reflects positively on the management and governance of this parish council.

- 59-09/15.4 To receive an update following a meeting of the finance working party.
The finance working party met on 07 September. The group reviewed actual against budgeted income and expenditure for the financial year to date. The parish council has currently spent approximately £3500 less than anticipated as savings have been made in a number of areas. The clerk will review each line item prior to the next meeting and present an updated forecast for the year end. This will be utilised in the preparation of the budget for 2016/2017.
- 60-09/15 **To receive an update regarding the appraisal of the Cemetery Officer and the Parish Clerk. To receive a recommendation from the finance working party following a salary review for both employees.**
Appraisals of both employees took place during August. The chairman conducted the clerk's appraisal and the clerk together with Councillor Paxton conducted the cemetery officer's. Both were very positive. The finance working party had not had the opportunity to review salaries but will do so prior to the next meeting.
- 62-09/15 **Meadow Road Cemetery:**
- 62-09/15.1 To consider refurbishment of a wooden bench (currently in storage) and its installation in the cemetery for the use of visitors.
Councillors agreed that the cemetery officer should be asked to refurbish the bench for use in the cemetery. Councillor Noble asked if he could also refurbish the wooden slats from the bench at the junction of Longholme Road and Huntingdon Road. All agreed that the council should fund additional hours for these projects and delegated responsibility to the clerk to facilitate this.
- 62-09/15.2 To consider restoring the grassed area around the ditch (following the clearance work earlier in the year).
Councillor Edwards offered to seed the area with a wildflower mix which would provide a colourful display in the spring. All were in favour.
- 63-09/15 **Parish Maintenance:**
- 63-09/15.1 Review of grass cutting responsibilities (Huntingdonshire District Council Environmental Maintenance Request).
The district council had requested information regarding grass cutting responsibilities in the parish. The clerk will forward a map and schedule detailing the responsibilities of the grass cutting contractor and showing those areas currently tended by volunteers.
- 63-09/15.2 To make arrangements to obtain three quotations for a new grass cutting contract (to take effect from spring 2016).
The chairman suggested that the district council's request for grass cutting information is with a view to it tendering a quotation for a parish maintenance contract. Mr Andy Davis is coming to the end of his three-year contract and has asked that the parish council consider renewal from the spring of 2016. It was agreed that the parish council should request quotations from the district council and from Mr Davis together with one further quotation for a three-year contract. This will be discussed further at future meetings.
- 64-09/15 **To receive an update on plans to reinstate Community Speedwatch in the parish.**
Councillors were pleased to learn that Mr Keith Sisman has been appointed as a coordinator for Speedwatch in this area. All agreed that Mr Sisman should continue to attend the St. Ives Road Safety Committee on the council's behalf. Parishioners are invited to volunteer to support the Speedwatch initiative. Full training will be provided.
- 65-09/15 **To review a strategy for the replacement, refurbishment and servicing of grit bins.**
Councillor Slater and the clerk have reviewed the provision of grit bins across the parish. All except one remain in good condition but the existing salt needs to be removed and the bins cleaned prior to refilling. The bin outside the cemetery gates is in need of replacement at a cost of approximately £95. Councillor Slater agreed to coordinate the process to ensure that the parish is prepared for winter weather. All were in favour of his proposals and it was **resolved** that he should proceed.
- 66-09/15 **To consider adoption of a revised Health and Safety Policy.**

The clerk has been unable to find evidence that the existing health and safety policy was adopted. Councillors were asked to consider adoption of a new policy based on current Society of Local Council Clerks recommendations. Councillor Edwards proposed adoption of the new policy; Councillor Slater seconded the proposal. All were in favour and it was **resolved** to do so.

67-09/15 To receive an update on progress towards the Local Council Award Scheme.

The clerk is confident that the council fulfils almost all criteria of governance, community and development for both the foundation and the quality awards. Following the launch of the community led plan in October and the corresponding launch of the new website, the clerk will be able to confirm online access to documentation. The publication of the community led plan will form the basis of a multi-year action plan and budget. It is hoped that the council will be in a position to qualify for an award by the spring of 2016.

68-09/15 Correspondence and Communications.

68-09/15.1 Cambridgeshire County Council: Local Highway Initiative.

68-09/15.2 Cambridgeshire Community Reuse and Recycling Network's offer of free paint through the Community Re-Paint's "Get Painted" scheme.

68-09/15.3 Concerns from a parishioner regarding the use of Bentley Close Play Area.

68-09/15.4 Concerns from a parishioner regarding the path leading from Upwood to Bury.

68-09/15.5 Invitation to view Bury Parish Council's application for designation of a Neighbourhood Area. Please see: (<http://consult.huntingdonshire.gov.uk/portal/pp/nps/bury-na>)

68-09/15.6 Cambridgeshire County Council. News for Parishes. Issue 1

68-09/15.7 Concerns from a parishioner and member of the CLP team regarding proposals to print a copy of the plan for every household.

68-09/15.8 Correspondence received from a parishioner concerning proposals to remove the agricultural occupancy condition on a property in Common Lane (see item 58-09/15.1)

69-09/15 To receive verbal reports from Parish Councillors on matters arising from their portfolio responsibilities.

No decisions can be made under this item.

Councillor Edwards asked if the clerk had received any communication from the commercial land tenants following the council's rent review of March 2015. The clerk confirmed that she had written to the tenants at the time but that she had not received any replies.

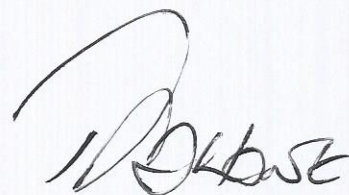
70-09/15 Matters for future consideration.

No decisions can be made under this item.

There were no further matters for consideration.

71-09/15 Date of next meeting: 05 October 2015, Upwood Village Hall, 7:00pm

Close of meeting: 9:00pm


5 Oct 2015.