



## 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 01 October 2018 at 7.00pm at Upwood Village Hall.

**Present:** Councillors J. Edwards, D. Hall, R. Howe (Chairman), H. Nel, J. Noble, A. Perkins, G. Slater.

**In Attendance:** Mrs. C. Bilverstone (Clerk), Councillor Rogers (County Council), Councillor Taverner (District Council). There were no members of the public in attendance.

### Minutes

The chairman opened the meeting and thanked Councillor Nel for deputising for him during his absence.

**72-10/18 To receive and approve apologies for absence.**

Councillor Smith, Councillor Twose, Councillor Bull (District Councillor): Holidays

**73-10/18 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.

Councillor Perkins: Item 78-10/18.4 regarding planning application number 18/01857/LBC

Councillor Slater: Items 78-10/18.2 & 78-10/18.3 regarding planning application numbers 18/01896/TREE, 18/01950/TREE & 18/01894/TREE

**74-10/18 To receive and approve the minutes of the parish council meeting held on 03 September 2018.**

The minutes of the meeting of Upwood and the Raveleys Parish Council held on 03 September 2018 had been circulated in advance following their informal approval by the vice-chairman. Councillor Slater proposed that the minutes be approved. Councillor Noble seconded the proposal. All who had been present were in favour and it was **resolved** to do so. The vice-chairman signed the minutes.

**75-10/18 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. There was no public participation.

**76-10/18 To receive reports from county and district councillors.**

Councillor Rogers reported that Cambridgeshire County Council's planning committee have approved controversial plans for a waste facility and a power plant to be sited in Warboys. Local committees are expected to write to the Secretary of State for the Environment and the Chief Executive of Cambridgeshire County Council to request a review of this decision.

Councillor Rogers suggested that he alternates his attendance between Upwood and the Raveleys and The Stukeleys rather than trying to attend both meetings on the same evening. He offered to provide a briefing note for those meetings when he is unable to be present but assured councillors that should his presence be required for a particular item he would endeavor to attend.

Councillor Slater reflected on residents' concerns for the continued delay to advertised works in Bentley Close and Helens Close. Councillor Rogers suggested seeking clarification from the District Highway Manager.

Councillor Rogers reminded members that the next meeting of the parish forum will take place on 29 October at Bury Village Hall.

Councillor Taverner noted that she covers seven parishes and that there are several clashes of meeting dates. The Huntingdonshire Local Plan to 2036: Proposed Submission and its supporting documents has been submitted for independent examination to the Secretary of State for Communities and Local Government via the Planning Inspectorate. Please see: <http://www.huntingdonshire.gov.uk/media/3007/core01-final-local-plan-for-submission.pdf>. The district council is waiting for a response.

**77-10/18 Matters arising or carried forward from the previous meeting.**

All matters were addressed under specific agenda items.

**78-10/18 Notification of planning items.**

- 78-10/18.1 18/01810/HHFUL | Proposed bay windows to kitchen and lounge | 2A Helens Close, Upwood. PE26 2QN  
Councillor Perkins proposed that the plans would offer a sympathetic addition to this property. Councillor Hall seconded the proposal. All were in favour and it was **resolved** to support this application.
- 78-10/18.2 18/01896/TREE | Remove closest x2 Oak trees (TG2) to rear of garage. No work to remaining Oak trees in group | 39 Bentley Close, Upwood. PE26 2QW  
18/01950/TREE | Oak (T1) - fell and treat Oak (T2) - fell and treat Oak (T3) - fell and treat | 39 Bentley Close, Upwood. PE26 2QW  
Huntingdonshire District Council has confirmed that the two applications are effectively the same (T1, T2 and T3 relates to individual trees and TG2 relates to a “tree group”). It is unclear why two separate planning applications have been submitted therefore the parish council was asked to consider these as a single application. Councillors considered these applications in conjunction with the related 18/01894/TREE in item 78-10/18.4.
- 78-10/18.3 18/01894/TREE | Oak (T1) - Fell and treat. Mixed Species Group (Hawthorn x2, Pear) (TG1) - Fell and treat. | 41 Bentley Close, Upwood. PE26 2QW  
Councillors considered each of the three related applications (18/01896/TREE, 18/01950/TREE and 18/01894/TREE) which have been submitted as a proposed solution to subsidence of the two properties. Councillors expressed concern for the removal of mature trees when residents have been led to believe that a technical alternative in the form of a physical barrier between the tree roots and the properties may be a viable alternative. All agreed that they would wish to defer this application to allow further investigation to take place. Councillors would wish to preserve the trees if at all possible.
- 78-10/18.4 18/01857/LBC | Introduction of replacement doors and windows including minor changes | 11 High Street Upwood Huntingdon PE26 2QE  
Councillor Nel proposed that this application would improve insulation and security and enhance the visual appeal of this property. Councillor Noble seconded this proposal. Councillor Perkins abstained from voting. All other councillors were in favour and it was **resolved** to support this application.
- 78-10/18.5 18/01905/FUL | To supply and install a new 30m x 7.32m fully enclosed non-turf cricket practice area (overall footprint 30.6m x 7.92m) | Cricket Ground, Huntingdon Road, Upwood.  
Councillor Nel proposed that this installation would enhance the sporting and social opportunities offered by this popular facility. Councillor Edwards seconded the proposal. Councillor Noble expressed concerns that the netting could cause harm to wildlife, but all others were in favour and it was **resolved** to support this application.
- 79-10/18 Finance**
- 79-10/18.1 To consider joining the CAPALC General Data Protection Membership Scheme at a cost of £50 for the period to 31 March 2019 (\*payment is included under item 79-10/18.2 but is subject to resolution).  
The clerk explained that whilst the National Association of Local Councils has confirmed that there is no requirement for parish councils to employ a data protection officer, this is only applicable until such time as a data breach occurs. Whilst Upwood and the Raveleys Parish Council holds a minimal amount of personal data, it might be prudent to join this scheme as an “insurance policy” should assistance ever be required. Councillor Hall proposed that the parish council joins the CAPALC scheme. Councillor Nel seconded the proposal. All were in favour and it was **resolved** to do so.
- 79-10/18.2 To approve accounts for payment: 01 October 2018

The payment to Upwood and the Raveleys Village Hall was incorrectly recorded on the agenda and with Unity Trust Bank as £95.00. The correct figure of £95.20 is recorded below and an additional payment of 20p was lodged with Unity Trust Bank after the meeting.

Date	Ref. No.	Payee	Description	Amount
01.10.18	460847342	Mrs C. Silverstone	Clerk/RFO Salary. September 2018	728.57
			Expenses: Working from home allowance, stationery, travel.	34.78
			Reimbursement for paint & signs for refurbishment of Upwood Book Exchange	172.48
01.10.18	N/A	HMRC	PAYE/NI. September 2018	Nil
01.10.18	DD	SALVUS Master Trust	Employee + Employer Pension Contributions. September 2018	76.70
01.10.18	DD	Salvus Master Trust	Small Employer Fee	24.00
01.10.18	94696437	Mr A. Davis	Parish Maintenance: Grass cutting (cut no. 7 & 8)	790.00
01.10.18	932989336 34687115	Upwood and the Raveleys Village Hall	Grant to assist with operational costs (minute ref. 63-09/18.3)	1000.00
			Meeting Room Hire (July-September 2018) inc. hire of hall for summer activities @ £10 per session.	95.20
01.10.18	937039276	Upwood and the Raveleys Newsletter	Grant to assist with production costs (minute ref. 63-09/18.7)	1254.00
01.10.18	560806912	Serjeant and Son Client Account	Legal Fees: Upgrade of the land registry title to Charter's Spinney	45.00
01.10.18	921968920	Somersham Parish Council	Councillor Training (Cllr. Hall & Cllr. Twose)	150.00
01.10.18	363176158	*CAPALC	GDPR Membership Scheme (to 31 March 2019)	50.00

Councillor Nel proposed that the accounts be approved for payment. Councillor Slater seconded the proposal. All were in favour and it was **resolved** to do so. The chairman signed the list of payments on the agenda and two signatories signed each of the invoices and authorised the online payments after the meeting. The chairman signed the bank reconciliation and this was counter-signed by Councillor Nel.

79-10/18.3 To note income received: 01 October 2018:

Date	Ref. No.	Payee	Description	Amount
25.09.18	000021	Dignity Funerals Ltd.	Interment Fee	75.00

79-10/18.4 To consider budget requirements for 2019/2020 (to include agenda items below where appropriate) and to review the business plan for the next three years (the finance working party will meet in October and present recommendations for the budget and precept at the next meeting).

The chairman asked the clerk to prepare a forecast by budget code to the end of the financial year for consideration by the finance working party later this month and presentation to the parish council at the next meeting.

Councillors agreed that additional consideration should be given to the revised Community Led Plan action plan (see item 81-10/18.3).

The chairman expressed concern that the parish council did not apply to the Ramsey Community Benefit Fund this year and reminded members that £8,000 is allocated specifically to support community projects in this parish each year. The clerk will add this as an agenda item for future annual parish meetings.

### 80-10/18 Traffic, Highways & Road Safety

80-10/18.1 To consider plans for traffic calming measures in Great Raveley (Local Highway Initiative 2019/2020).

Cambridgeshire County Council has considered the need for traffic calming measures in Great Raveley. The Local Highway Officer has expressed concern that the "build-outs" requested in the initial application may spoil the aesthetics of the village but has suggested an alternative that would improve the entrances to the village and

reduce vehicle speeds on entry which would potentially stay reduced through the village. The aesthetics of the village would be untouched:

- Install pinch point/give way features at the eastern entrance to the village. It is not possible to include a give way feature at the western entrance due to severely reduced visibility on the bend. A 40mph buffer zone on approach with improved signing, lining (dragon's teeth) etc. is therefore proposed on the western approach.
- Improve the existing signs and include (where possible) white village gates
- Improve existing lining and include dragons' teeth.

The cost to the parish council would be £3,374.

Councillor Rogers offered to liaise with the Highway Department to request a site visit with councillors followed by the production of detailed diagrams to confirm and illustrate the exact positioning of the proposed pinch points and signage. The chairman suggested that councillors should be more concerned for safety than aesthetic appeal. Councillors agreed that the site visit and accurate maps and diagrams would enhance understanding to enable meaningful consultation with residents prior to making a final decision.

- 80-10/18.2 To receive an update from Cambridgeshire County Council regarding completion of the refurbishment of the public right of way leading from Bentley Close towards Upwood Meadows (minute ref. 64-09/18.1).  
The parish council has confirmed its intention to cover the cost of this refurbishment but has not received a response from Cambridgeshire County Council.

### 81-10/18 Public Involvement & Engagement and Parish Council Development

- 81-10/18.1 To receive an update from the youth involvement and engagement working party.  
Councillor Hall, Councillor Noble and Councillor Smith met during September and suggested that an open evening be offered during October half-term as a taster event with a view to finding out what our younger residents would like. Councillors agreed that it would be very optimistic to organise and promote this in such a short time. The chairman suggested that the working party should consider a strategic plan for youth provision and that whilst the parish council would fully support the provision of positive activities for young people, it should not aspire to running a youth club. Councillor Nel suggested making contact with Upwood Cricket Club who have a successful youth programme. Councillor Hall and Councillor Noble agreed to conduct further research into the logistics and legalities of the parish council offering youth activities with a view to reporting back at the next meeting.
- 81-10/18.2 To receive a review of the success of the "Active Lives" summer activity programme from Huntingdonshire District Council and to consider future provision.  
There has been no tangible review from the district council although it is keen to promote and offer future provision in Upwood. Councillor Taverner agreed to pursue this with "One Leisure".
- 81-10/18.3 To consider adoption of an action plan to address outstanding items from the Community Led Plan.  
Councillor Nel has reviewed and ranked the original action plan based on those items most often raised; those that have most attention and those which have not been addressed to date. The document had been shared with councillors prior to the meeting and their comments recorded. All agreed that some items are beyond the scope of the parish council but that the plan reflects all points raised by residents through the questionnaire. All agreed that a great many items have been accomplished and that this document will continue to guide the parish council's decision making in the coming years. Please see:  
<http://www.upwood.org/images/ParishCouncil/Documents/CLP%20Action%20Plan%20-%20Reviewed%20October%202018.pdf>

### 82-10/18 Parish Council Management and Governance

- 82-10/18.1 To consider adoption of a Crime and Disorder policy statement.
- 82-10/18.2 To consider adoption of a statement to illustrate how the parish council ensures value for money.
- 82-10/18.3 To consider adoption of a statement on performance management.
- 82-10/18.4 To consider adoption of a statement on leadership in planning for the future.  
The four documents above had been shared with councillors prior to the meeting. Councillor Hall proposed that they be adopted by the parish council. Councillor Nel seconded the proposal. All were in favour and it was **resolved** to do so.
- 82-10/18.5 To review the requirements of the Local Council Quality Gold Award and to consider confirming by resolution that the parish council continues to meet all requirements of the Foundation and Quality Awards and that (subject to the adoption and subsequent online publication of the four policies considered above) it also meets all requirements of the Quality Gold Award.

The chairman confirmed that he has reviewed the requirements of the quality gold award and the application form very carefully and he considers that this parish council is in full compliance. He confirmed that if this parish is successful in its application, it would be the second to gain quality gold status in Cambridgeshire (Somersham Parish Council is the only other Cambridgeshire council to have achieved this prestigious award). The chairman proposed that the parish council confirms by resolution that it continues to meet all requirements of the Foundation and Quality Awards and that it now also meets all requirements of the Quality Gold Award. Councillor Noble seconded the proposal. All were in favour and it was **resolved** to do so.

82-10/18.6 To consider authorising the clerk to apply for the Quality Gold Award at a cost of £50 + VAT payable to NALC and £200 + VAT to CAPALC.

Councillor Hall proposed that the clerk proceeds with the application. Councillor Nel seconded the proposal. All were in favour and it was **resolved** to do so.

### 83-10/18 Parish Land and Assets.

83-10/18.1 To receive an update from Cadent Gas Limited regarding the refurbishment and ongoing maintenance of the building at Charter's Spinney.

The building has been refurbished to a good standard. The clerk is pursuing assurance of its ongoing maintenance.

83-10/18.2 To receive an update from Serjeant and Son Solicitors on progress to upgrade the title of Charter's Spinney and on the proposed lease agreement from DLA Piper LLP for the parcel of land hosting the building.

The clerk has completed the initial documentation in preparation for this work. Payment of £45 has been requested for official copies (see finance above) and the parish council is waiting for further instructions from the solicitor.

*Clerk's note: On 02 October Serjeant and Son received notification from DLA Piper that it no longer wishes to enter into a lease agreement with the parish council and that it intends to pursue a claim for adverse possession. The clerk was advised to make a statutory declaration immediately and an application was subsequently submitted to Land Registry to upgrade the title from possessory to absolute thereby offering greater security from such unscrupulous claims.*

83-10/18.3 Further to the purchase of a new laptop for use by the clerk in June 2018, to consider the "disposal" of the previous laptop which has been re-formatted to factory settings.

The laptop is surplus to parish council requirements. The new laptop has transformed the work of the parish clerk and its purchase has already saved time and increased productivity. Councillors considered advertising the laptop for sale on Ebay Councillor Perkins offered a personal donation of £50 and all were in favour of accepting this.

### 84-10/18 Parish Maintenance

84-10/18.1 To review and confirm parish maintenance requirements for a new contract to take effect from Spring 2019. Councillors reviewed the current schedule of works and agreed that no changes were necessary.

84-10/18.2 To consider inviting maintenance contractors to tender for a new contract to take effect from Spring 2019.

The parish council is required to consider three quotations and the clerk suggested that it would be prudent to tender for a three-year contract. Andy Davis has decided not to tender for this work at this time having served as the maintenance contractor for eight years. Councillors offered their thanks for his long and dedicated commitment to this parish. The clerk was asked to approach other local councils for recommendations and to tender for a number of quotations based on the current schedule of works.

84-10/18.3 To consider a councillor's donation of a memorial tree to be planted in St. Peter's Churchyard.

Councillor Perkins offered to purchase a Hornbeam to fill the space where two trees had been previously felled. All were in favour of accepting this thoughtful gesture.

84-10/18.4 To receive an update on the refurbishment of the telephone kiosk (Upwood Book Exchange).

Work to refurbish the telephone kiosk is almost complete. The team from RamShed have renewed the interior and exterior paintwork; replaced the "telephone" signs; adjusted the existing shelving; and hope to connect the interior light to a solar panel. Their commitment to this project and the quality of their workmanship has been exceptional.

The chairman proposed that the team be asked to construct bespoke floor standing shelving units to optimise the available space. Councillor Noble offered a supply of black MDF. The clerk and Councillor Slater offered to liaise with Ramshed regarding this project. Councillors agreed that an additional donation should be made to the organisation and approved a budget of up to £150 to cover the cost of materials and a donation of £50.

The chairman suggested that the parish council should consider the re-glazing of the kiosk at a later date. This would cost between £195 and £525 + VAT and could potentially form part of a bid to the Ramsey Community Development Fund.

**85-10/18 Correspondence and Communications.**

85-10/18.1 Statement of Community Involvement (SCI): This document sets out how and when the County Council will consult with people and organisations, and how members of the public can get involved in the land use planning processes undertaken by the County Council. This includes the process of preparing new planning policy (local plans and supplementary planning documents); the local enforcement plan; and the consideration of planning applications. Cambridgeshire County Council is required to review its SCI every five years; and a new draft SCI has been published for public consultation from 1 October to 12 November 2018. Please see: <https://www.cambridgeshire.gov.uk/business/planning-and-development/planning-policy/emerging-cambridgeshire-statement-of-community-involvement/>

**86-10/18 To receive verbal reports from Parish Councillors on matters arising from their portfolio responsibilities.**

*No decisions can be made under this item.*

Councillor Noble advised members that two new volunteers will undertake Community Speedwatch training later this week. An additional volunteer will undertake training at a later date.

**87-10/18 Matters for future consideration. No decisions can be made under this item.**

There were no further matters for future consideration.

**88-/10/18 Date of next meeting:** 05 November 2018, 7:00pm. Upwood Village Hall.

**Close of meeting: 9:15pm**