

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 September 2014 at 7.00pm at Upwood Village Hall.

Present: J. Noble, A. Perkins, G. Shelford, K. Sisman, F. Hopkins, J. Edwards, G. Slater, J. Paxton (from 84-09/14)

In Attendance: Mrs. C. Bilverstone (Clerk) and 9 members of the public

Minutes

80-09/14 To receive and approve apologies for absence.

Councillor Howe: Holiday. This meeting was led by the Vice Chairman, Councillor Slater.

81-09/14 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 Hopkins: Allotments and the trees in Glebe Paddock. Councillor Shelford: Allotments.

82-09/14 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).

Mr Colin Silvester (a Speedwatch volunteer) had registered to speak. Mr Silvester informed the Council that in general Speedwatch has a positive impact particularly in "sensitive" areas (e.g. near schools). Mr Silvester expressed concern that the police in this area are now refusing to process details of speeding drivers, whilst continuing to process those elsewhere in the County. He urged councillors to continue their support and to resist moves by the police to downgrade the effectiveness of Speedwatch teams.

The Vice-Chairman thanked Mr Silvester for his comments and his commitment to promoting road safety and advised that his concerns would be addressed in item 89-09/14.

83-09/14 To receive and approve the minutes of the Parish Council meeting held on 07 July 2014.

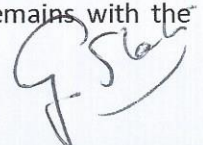
Copies of the minutes of the meeting of Upwood and The Raveleys Parish Council held on 07 July 2014 had been circulated in advance following their informal approval by the Chairman. Councillor Hopkins proposed that the minutes be accepted. Councillor Noble seconded the proposal. All were in favour and it was **resolved** to do so. Councillor Howe would be asked to sign the minutes on his return.

Councillor Paxton joined the meeting at this time.

84-09/14 Matters arising or carried forward from the last or previous meeting.

84-09/14.1 To receive an update on the status of St. Peter's Churchyard and to consider a written request from St. Peter's Parochial Church Council for the Parish Council to formally take responsibility for maintenance of the churchyard in accordance with the Local Government Act 1972, s.215.

St. Peter's Churchyard was closed by "Order in Council" in 1886. Section 215 of the Local Government Act 1972 states that the responsibility for maintenance of a closed churchyard remains with the



Parochial Church Council (PCC) unless a formal transfer of responsibility takes place. The Parish Council has, for many years, taken financial responsibility for the maintenance of the churchyard but despite extensive research, neither the Clerk, the PCC, or the Diocesan Registrar have been unable to locate evidence of the transfer.

The Clerk confirmed that the procedure simply creates a paper trail for both parties and reminded councillors that questions had been raised by the Internal Auditor. Should earlier evidence be found it would not matter that the procedure had been duplicated.

The Vice-Chairman suggested that a motion be proposed for the Parish Council to pass a section 215 resolution, formally accepting responsibility of the maintenance of St. Peter's Churchyard three months from receipt of the request (25 August 2014). Councillor Sisman proposed the motion. Councillor Paxton seconded the proposal. All were in favour and it was **resolved** to do so.

84-09/14.2 To receive an update from Councillor Sisman regarding the Parish Council's grass cutting responsibilities.

Councillor Sisman reminded Councillors that in addition to the services of a professional landscape gardener, the visual amenity of the parish is greatly enhanced by the work of volunteers. He reminded members that it had been agreed at the previous meeting to offer out of pocket expenses to registered volunteers. He suggested that more needs to be done to improve key areas. Overgrown foliage obstructs visibility of road users and impacts on the effectiveness of street lights.

The Vice-Chairman asked Councillor Sisman to consider whether the Council should recruit more volunteers or whether it should pay for additional professional services. Councillor Hopkins suggested the Parish Council meets with representatives of the housing associations. Councillor Sisman agreed to report back at the next meeting.

84-09/14.3 To receive an update following the annual inspection of Bentley Close Play Area.

Councillor Noble reported that shrinkage of the surfacing was highlighted for a second time but noted that although this presents a trip hazard, it is considered low risk as users would fall onto a suitable surface. The Vice-Chairman suggested that quotations be obtained for the repair of the surface matting. Councillor Noble agreed to present these at the next meeting.

Silicone sealant has been purchased to fill cracks in the plastic panels. Councillor Slater has repaired the worn area around the gate. The Clerk arranged the purchase and fitting of a replacement cap for one of the posts at a cost of £23.66 (see item 94-09/14.1). The inspector had highlighted this as a risk for limb entrapment hence the matter was addressed immediately.

85-09/14 To receive reports from County and District Councillors.

District Councillor Howe advised that he had spoken with Mr Les. Middleton (Local Infrastructure and Streets Manager, Cambridgeshire County Council) regarding the lack of information provided to residents prior to the recent road works. Mr Middleton suggested that residents had been informed but clearly this was not the case. Councillor Howe had also requested the removal of excess grit and was pleased to report that this had been resolved the following day.

County Councillor Tew mentioned that he had been asked for the views of Parish Councillors following the decision to make cuts of £31 million. He reminded members that £42 million had been cut in the previous financial year. It is not known at this stage which services will be impacted.

Councillor Tew confirmed that he had received a letter from residents of Helens Close regarding street lighting. Councillor Slater noted that Balfour Beatty are currently receiving 2,000 complaints per



month. Councillor Tew noted that legally, residential streets do not have to have street lighting. All complaints are being elevated to a senior level in the County Council.

Councillor Tew noted that Great Whyte, Ramsey is likely to be closed for at least two more weeks.

86-09/14 Notification of planning items.

86-09/14 1401205EXTDET | Proposed ground floor rear mono-pitch roof extension (extends beyond the rear wall by maximum of 4.3 metres, maximum height of 3.8 metres and height of 2.1 metres to eaves) | 1 Longholme Road Upwood Huntingdon PE26 2QD.

Councillor Perkins advised that he and Councillor Slater had visited the property. They confirmed plans to remove an existing extension and replace it with a slightly larger one of the same height. There have been no objections from neighbours. Councillor Perkins proposed that Councillors approve this application. Councillor Paxton seconded the proposal. All were in favour and it was **resolved** to do so.

87-09/14 Community Land

87-09/14.1 Allotments: To consider a request from Upwood and the Raveleys Allotments Association (URCAA) regarding purchase of a barrier gate for the Huntingdon Road entrance.

The Vice-Chairman confirmed that this will not only benefit allotment holders but also offer additional security to a large area of open land in the parish. He congratulated the Association on their successful bid to Huntingdonshire District Council's Community Chest Fund. URCAA presented a comprehensive expenditure plan requesting a total of £383.50 to cover 50% of the cost of purchase and installation of the barrier gate. The grant will cover the remaining 50% and enable the association to purchase water troughs and to arrange professional installation of a wooden bench donated by two parishioners. Councillor Noble proposed that Councillors approve the request for £383.50; Councillor Sisman seconded the proposal; two councillors abstained from voting; all others were in favour and it was **resolved** to do so.

88-09/14 WWI Memorial: To receive an update.

The memorial will be unveiled by the Padre of the Royal Air Force Association at a ceremony on 07 September. Team Rector, Canon Richard Darmody will offer closing prayers. All parishioners are invited to attend the ceremony. It is hoped that the Royal British Legion and 511 (Ramsey) Squadron Air Training Corps. will form a guard of honour. The Vice-Chairman noted that a prominent article had been published in the "Ramsey and Warboys Informer".

89-09/14 Speedwatch: To receive an update.

Councillor Sisman reported that the police are in contravention of the Data Protection Act by insisting that volunteers' surnames are now publicly recorded (rather than an ID number). Concerns have thus been raised regarding the privacy and safety of volunteers who had previously benefitted from relative anonymity. Speedwatch continues to operate in this parish but the police have suspended their involvement in the St. Ives and Ramsey areas and are no longer processing letters. Speedwatch have requested the support of Parish Councils.

The Vice-Chairman confirmed that the Parish Council continues to support Speedwatch but felt that it should refrain from formally entering the discussion at this time. He asked Councillor Sisman to report on further developments at the next meeting.

Councillor Edwards suggested that three Speedwatch signs in the village would have been sufficient. Currently there are three signs within a distance of 100m and multiple signs on some posts have created blind spots for van drivers. Councillor Sisman agreed and proposed moving two of the signs to the Raveleys. Councillors agreed that this would be the best course of action.

90-09/14 Street lighting: To receive an update.



The Parish Council has received several letters of complaint. Opinion is very much divided between those who consider the new lighting intrusive; and those who consider it ineffective.

The project is now complete as far as Balfour Beatty are concerned and residents are invited to request the installation of baffles (to direct light away from their homes and onto the street) if they wish. Councillors questioned the galvanised stumps and it was suggested that they may be junction boxes.

Letters of complaint received to date will be forwarded by Councillor Tew to the Highways Department. If Parishioners have further concerns they may address these in writing or by e-mail to the Clerk. Councillor Shelford will add a note to this effect in the next newsletter report.

It was suggested that in some instances, lighting could be improved by the removal of foliage. The Parish Council will address this within its area of responsibility and requests that overhanging foliage on private land is trimmed to assist in this matter.

91-09/14 Floodlighting on the airfield industrial estate: to revisit concerns raised at previous meetings.

The Parish Council wish to record their thanks to Ryan Lewis, Director of HLC Wood Products Ltd. for resolving this matter. Councillors added that they would wish to re-assess the situation in the winter months as it was felt that foliage may be playing a part in shielding the lighting at this time of year.

92-09/14 Community Led Plan: To receive an update.

Councillor Hopkins reminded members that the questionnaire achieved a 32% return. Farm Close and Fairmead gave particularly low returns. The data has been processed and the Community Led Plan team will meet with a representative from ACRE prior to taking the plan forward to the next stage.

93-09/14 The Parish Clerk: Review of Continuing Professional Development: To consider the Clerk's application for Associate Membership of the Institute of Local Council Management and attendance of two SLCC courses ("Cemetery Legal Compliance", February 2015 and "Allotments", June 2015).

The Clerk has passed the Certificate in Local Council Administration with Distinction. She is now eligible to receive an additional salary spine point and to apply to join the Institute of Local Council Management as an Associate Member on payment of an initial fee of £15. If the Clerk's application is successful, the annual membership fee is £40. ILCM is a respected professional body promoting continued professional growth.

Councillor Sisman proposed that the council supports the Clerk with the three opportunities outlined above. Councillor Paxton seconded the proposal. All were in favour and it was **resolved** to do so.

94-09/14 Finance

94-09/14.1 To approve accounts for payment: 01 September 2014:

Date	Cheque no.	Payee	Description	Amount
01.09.14	101431	Abbots Ripton Parish Council	Clerk's Salary + Travel Expenses	83.33
01.09.14	101432	Society of Local Council Clerks	Subscriptions	116.00
01.09.14	101433	Playsafety Limited	Play Area	261.60
01.09.14	101434	CAPALC	Employee Training	6.50
01.09.14	101435	Upwood and the Raveleys Village Hall	Meeting Hall Hire	138.80
01.09.14	101436	Huntingdonshire District Council	Community Led Plan	442.58
01.09.14	101437	Kompan Ltd.	Play Area	23.66
01.09.14	101438	Mr B. C. Edwards	Cemetery Officer Salary	75.88
01.09.14	101439	HMRC	Cemetery Officer Salary	18.80
01.09.14	101440	Mrs C. Silverstone	Clerk/RFO Salary	661.67
01.09.14	101441	Mrs C. Silverstone	Expenses	154.11
01.09.14	101442	Andy Davis	Grass Cutting	750.00
01.09.14	101443	Society of Local Council Clerks	ILCM Application (93-09/14)	15.00

94-09/14.3 To note income received: 01 September 2014: No income has been received. The finance working party have reviewed the year-to-date figures and have made a preliminary forecast to the year-end which suggests the out turn will show a positive balance.

94-09/14.4 To consider transferring the Parish Council Funds from Barclays to Unity Trust Bank to facilitate electronic banking (in accordance with the requirements of the Parish Council's Financial Regulations; and as recommended by CAPALC).

Councillors discussed the pros and cons of such a move. Councillor Shelford expressed concerns for the security of internet banking. Councillor Edwards expressed disappointment in what he had believed to be a council with traditional values considering a move away from a rural way of life. He asked councillors to consider the impact such a move would have on local business.

The Vice-Chairman suggested that the Clerk's time could be used more efficiently with such a move. The Clerk added that the Ramsey Branch of Barclays offer very limited services. The initial service offered by Unity Trust Bank during her enquiries had been first class and that this, combined with a recommendation by CAPALC and Somersham Parish Council has convinced her that this would be a positive move.

Councillor Noble proposed that the Council proceeds with the transfer of funds to Unity Trust Bank and the closure of the Barclays accounts; Councillor Sisman seconded the proposal; two councillors voted against the proposal; the remaining four councillors were in favour and it was **resolved** to do so.

The Clerk confirmed that she would make the necessary arrangements to enable her to "view and submit" payments with Councillors Paxton, Perkins and Sisman remaining as signatories (with "view and authorise access") on the account (with two of three authorisations required for each transaction). All other councillors, if they wish would be afforded "view only" access. In addition, the Clerk and the three signatories will have telephone access to the account. The Vice-Chairman suggested that this will give far greater transparency and thus security of the council's funds in the future.

95-09/14 Correspondence and Communications.

95-09/14.1 To review concerns of a parishioner regarding bonfires on the Meadow Road Allotments site. The new tenancy agreement will include a line which should address this matter. The agreement will be finalised at the meeting of the Trustees in October.

95-09/14.2 The Countywide Surface Water Management Plan Flooding History Questionnaire was received from Cambridgeshire County Council.

Councillor Edwards offered to complete the questionnaire on behalf of the Council.

95-09/14.3 To review concerns of parishioners regarding the repeated flooding of a sewer on the High Street.

Anglian Water has reported back to their customers stating that the blockages had been caused by inappropriate material such as wipes, sanitary items, fats, oils and grease. Anglian Water will arrange for a leaflet drop in an effort to raise awareness of what is and isn't acceptable. A CCTV inspection was carried out on 21 August and the sewer was found to be clear.

Councillor Edwards added that development in the village has exacerbated the problem with storm water overloading the sewerage system. Councillor Hopkins suggested that the Parish Council request confirmation from Anglian Water of their regular maintenance plans for the sewer.

Clerk's note: Anglian Water have confirmed that the sewer will be inspected on a three-monthly basis.

95-09/14.4 To consider a proposal for publicity of the Book Exchange.

Councillors noted that the book exchange is a successful initiative and suggested that publicity should remain local. Councillors agreed that an article in the "Ramsey and Warboys Informer" would be appropriate.

95-09/14.5 The consultation on Household Recycling Services was received from Cambridgeshire County Council.

Councillors had been invited to participate in this consultation on an individual basis.

- 95-09/14.6 To review concerns of a parishioner regarding the obstruction of a street light by an overhanging lime tree in the cemetery (see item 84-09/14.2). Received after publication of the agenda.

96-09/14 To receive verbal reports from Parish Councillors on matters arising from their portfolio responsibilities.

No decisions can be made under this item.

Councillor Shelford explained that she had received a query regarding the installation of a kerb stone in the cemetery. The Vice-Chairman advised that the query should be addressed to the Clerk who will reply on the council's behalf with reference to the cemetery regulations.

Councillor Edwards has spoken with the owners of the Spinney regarding the untidy foliage and fencing. The foliage has since been cut back. He is working on the repairs to the playing field gate and the issue of flooding in the cemetery.

Councillor Perkins is due to speak with a representative from the Parochial Church Council and the residents of Mill House regarding phase two of the tree works in the churchyard.

Councillor Paxton would like to arrange a meeting with representatives of the Farm Close and Fairmead housing associations (see item 84-09/14.2).

Councillor Sisman informed councillors that there is a pot hole at the junction with the road to Great Raveley. He also informed councillors that the noticeboards are currently being renovated. All agreed that they were pleased with the results so far.

The Vice-Chairman noted that he and the Clerk are due to meet with the allotments association regarding the renewal of tenancy agreements. They will report back at the next meeting.

97-09/14 Matters for future consideration.

No decisions can be made under this item.

- 97-09/14.1 To consider a retrospective request for the installation of a small (A4) noticeboard on St. Peters Churchyard wall.

- 97-09/14.2 To finalise the transfer of administration and finance from the Parish Council to the Trustees of the two allotment charities (232893: Great Raveley & 264373, Upwood) in accordance with the Audit Commission Act (1998) and the Accounts and Audit (England) Regulations (2011).

- 97-09/14.3 Quality Council Status: To consider the requirements, the process and the benefits.

98-09/14 Date of next meeting: 06 October 2014, Upwood Village Hall, 7.00pm.

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.

CLOSE OF MEETING: 21:15

- 99-09/14 To review the rents for 2014/2015 payable on three areas of parish land let for commercial use: "Dockfields", "Gravel Pits" and "3 2 20".**

G. Slati
6/7/14