



Upwood and the Raveleys Parish Council

Parish Clerk – Mrs Carol Bilverstone. Kilimanjaro, 9 Meadow Road, Upwood, Huntingdon, Cambs. PE26 2QJ
Telephone: 01487 812447. E-Mail: parishclerk@upwood.org

A Meeting of Upwood and the Raveleys Parish Council was held on Monday 07 November 2016 at 7.00pm at Upwood Village Hall.

Present: Councillors J. Edwards (from item 80-11/16), H. Nel, J. Noble, J. Paxton, A. Perkins, G. Slater, H. Smith.

In Attendance: Mrs. C. Bilverstone (Clerk), County Councillor M. Tew (co-opted to the parish council during item 81-11/16) and 8 members of the public.

Minutes

78-11/16 To receive and approve apologies for absence.

Councillor Howe (Chairman): District Council commitment.

In the absence of the chairman this meeting was presided over by Councillor Slater, vice-chairman.

79-11/16 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.

80-11/16 To receive the "Quality Award" of the Local Council Award Scheme.

Councillor Edwards joined the meeting during this item. A presentation was made by Mr Ian Dewar, CEO Cambridgeshire and Peterborough Association of Local Councils. The clerk and the vice-chairman accepted this prestigious award on behalf of Upwood and the Raveleys Parish Council. The award recognises the council's good practice in governance, community engagement, council improvement, openness and transparency. Moreover, that it goes above and beyond its legal obligations, leading its community and continuously seeking opportunities to improve and develop even further. The vice-chairman suggested that although the award is presented to the council, credit for its achievement is due to the superb work of the clerk who has spent at least two years cajoling councillors; keeping them in line; and ensuring sound management of all aspects of the council's business. Mr Dewar congratulated the council and the clerk, noting that under the previous scheme 670 of the 10,000 councils in England gained accreditation. He added that this really is a fantastic achievement as the new scheme is even more rigorous with only 38 councils achieving this to date with this being the first to be presented in Cambridgeshire.

The vice-chairman thanked Mr. Andrew Bilverstone for taking photographs for publication in the local press.

81-11/16 To consider applications for a casual vacancy with a view to appointing a new councillor.

Councillor Smith had requested that he take the public relations portfolio responsibility which had become vacant following the resignation of Councillor Singleton. The vice-chairman explained that the new appointee would therefore take responsibility for coordinating the completion of the Community Led Plan and the potential development of a Neighbourhood Plan over the coming years.

He asked councillors to consider whether or not applicants for this vacancy are able to offer previous experience or have transferable skills which would enable them to fulfil this complex and critical role in line with the council's business plan for the coming years. He advised that if necessary, councillors may choose to defer an appointment in favour of further advertising in light of Councillor Smith's change of position.

The council had received two applications for this position but one withdrew at this time. County Councillor Michael Tew gave a short but impressive resume of his extensive experience as a parish, town and county

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councillor before being asked to leave the room whilst councillors considered his application. Councillor Smith proposed Councillor Tew's appointment; Councillor Nel seconded the proposal. All were in favour and it was **resolved** to do so. The vice-chairman welcomed Councillor Tew to the council. Councillor Tew signed the declaration of Acceptance of Office in the presence of the clerk and joined members for the rest of the meeting.

82-11/16 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. There was no public participation.

83-11/16 To receive and approve the minutes of the parish council meeting held on 03 October 2016.

Copies of the minutes of the meeting of Upwood and the Raveleys Parish Council held on 03 October 2016 had been circulated in advance following their informal approval by the chairman. Councillor Slater proposed acceptance of the minutes. Councillor Paxton seconded the proposal. All who had been present at the meeting were in favour and it was **resolved** to do so. The chairman signed the minutes after the meeting.

84-11/16 Matters arising or carried forward from the last or previous meeting.

84-11/16.1 To receive an update on the renovation of the base of the village sign.

It is unfortunate that the work had not been carried out to the specification agreed at the last meeting. The clerk has made several attempts to resolve any misunderstandings with the volunteer concerned but it appears that an impasse has been reached. The clerk expects to receive an invoice for materials from the volunteer and she suggested that the council agree to pay this and put this episode down to experience. Councillor Noble proposed that that the repair work and creation of the gravel border for the crocus corms should now be carried out by a professional contractor. Councillor Perkins seconded the proposal. All were in favour and it was **resolved** that the clerk will strive to obtain three quotations for presentation at the next meeting. Councillor Noble offered to retrieve the crocus corms which have already been planted.

84-11/16.2 To review progress in the removal of two redundant highways posts.

Cambridgeshire County Council has confirmed that the posts are redundant and arrangements have been made for their removal.

84-11/16.3 To receive an update regarding the overgrown hedge in Glebe Paddock.

The vice-chairman thanked Councillor Edwards for trimming the hedge.

85-11/16 To receive reports from county and district councillors.

Councillor Tew reported that the county council continues to debate devolution and a vote will take place on 16 November. A new district hub will open in Ramsey in January providing a more cohesive support structure for professional carers. A further sixteen hubs will open across the county over the next six to eight months. County council elections will take place in May 2017 and Councillor Tew will stand for Ramsey Ward at this time. He will continue to support the successful multi-parish forum meetings in this ward. The vice-chairman suggested that councillors would benefit from attending other local parish council meetings. Councillor Nel offered to prepare a "rota" to connect councillors with specific parishes dependent on their interests.

86-11/16 Notification of planning items.

86-11/16.1 16/01869/OUT - The Cross Keys PH, High Street, Upwood - proposed staff and holiday accommodation.

To define the "planning grounds" leading to the decision to support this application (minute reference: 69-10/16.3).

The council supported this application at the last meeting by a majority vote (one objection; two abstentions and five supporting votes). Although individual councillors offered reasons for support, the district council had requested that the parish council as a corporate body must define a reason on "planning grounds". The planning department's initial assessment was to object to this development and if the parish council's assessment had been the same then the solution would have been a straightforward objection. As there is a discrepancy the case will go to the "Planning Committee" for further review.

Councillor Noble asked for clarification of the purpose of the proposed new dwellings and the applicant confirmed that they were intended for short-term holiday let and bed and breakfast accommodation. Staff would not be accommodated on a permanent basis. She added that she is considering revisions to the submitted plans to alter the position and orientation of the dwellings further to consultation with the district

council. Councillor Noble noted that she had received concerns from parishioners regarding vehicular access and concerns that this development might set a precedent for building behind other properties on High Street. Councillors agreed that the following planning criteria are pertinent to this application: “building a strong, competitive economy e.g. a new or expanding business” and “supporting a prosperous rural economy e.g. a new or expanding rural business”. They expressed concerns however that such statements could only be realistically supported by a business plan. The vice-chairman invited councillors to vote on this basis. Three councillors were in favour of supporting the application and three abstained from voting. The vice-chairman’s casting vote was a further abstention and it was **resolved** that the parish council would register an objection to the application. All agreed however that they would wish to see the business succeed, and that they would welcome the submission of a revised application accompanied by a business plan outlining the economic advantages of such a development. Councillor Edwards recommended that the applicant makes contact with Cambridgeshire ACRE who may be in a position to assist them.

86-11/16.2 Proposed Telecoms installation (mobile phone mast) at Upwood Cricket Club: Cell 75703o2

Councillors were disappointed that Harlequin Group Ltd. has provided the parish council with details of this proposal but made no attempt to consult with residents. The clerk has posted details on the Upwood Facebook page and the parish website. She has also shared information with the Ramsey and Warboys Informer and the parish newsletter but neither publication will be printed within the two week time-frame given by the company. Councillors were also disappointed to learn that Upwood Cricket Club (tenants) had not been consulted or informed by the land owner or their agent and that they only learned of this proposal through the parish council. Councillors expressed several concerns for this proposal and asked the clerk to write to the company with the following questions:

- What is the company’s objective? Why is it targeting this parish?
- What is the operating range of the proposed installation? Will it serve neighbouring parishes, if so which ones?
- Are other local parishes being approached, if so which ones?
- If it is deemed necessary to site an installation within this parish there are several brownfield sites outside the village envelope which might be more acceptable to residents. Are these being considered?
- The council would like to Harlequin Ltd. to consult with residents over a realistic period of time. The two-week time frame given to the parish council is insufficient and the parish council does not have the resources to consult effectively with every resident.

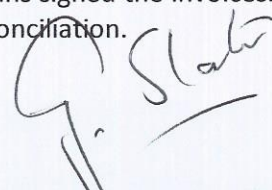
87-11/16 Finance

87-11/16.1 To approve accounts for payment: 07 November 2016:

Date	Ref. No.	Payee	Description	Amount
07.11.16	652004827	Mrs C. Silverstone	*Clerk/RFO Salary. October 2016	714.61
			Expenses: Working from home allowance	10.00
07.11.16	610718744	HMRC	PAYE/NI	11.02
07.11.16	285632969	SALVUS Master Trust	Employee + Employer Pension Contributions. October 2016	76.38
07.11.16	300683174	Mr A. Davis	Parish grass cutting (no. 11)	385.00
07.11.16	883369167	The Rotary Club of Ramsey	Donation to “Purple4Polio” (see item 65-10/16)	50.00
07.11.16	608855330	Upwood and the Raveleys Newsletter	Award of grant (see item 70-10/16.4)	525.00
07.11.16	657826952	Upwood and the Raveleys Village Hall	Award of grant (see item 70-10/16.5)	1000.00
07.11.16	806905834	Jolliffe Daking LLP	Glebe Paddock rent	200.00

*includes backdated salary to 01 August 2016 (item: 70-10/16.3)

Councillor Noble proposed that the accounts for payment be approved. Councillor Smith seconded the proposal. All were in favour and it was **resolved** to do so. Councillors Paxton and Perkins signed the invoices. The vice-chairman signed the list of payments on the agenda and the current bank reconciliation.



87-11/16.2 To note income received: 07 November 2016.

Date	Ref. No.		Description	Amount
01.11.16	78	P. Harper & Sons	*Commercial Land Rent: "Dockfields" & "3-2-20"	1416.00

*The clerk has received the signed Farm Business Tenancy Agreement from P. Harper & Sons re. 169-04/16.1

87-11/16.6 To receive an update from the finance working party following its review of budget requirements for the next three financial years based on revenue and capital plans for the council and its community in preparation for finalising the 2017/2018 budget and agreeing the precept prior to 16 December.

The finance working party has recommended a budget of £33,376.90 for the financial year 2017/2018; and provisional budgets of £46,000 for 2019/2020 and £35,690.95 for 2020/2021. The budget for 2017/2018 reflects an increase of £6,250 on the current year. In addition to making provision for inflation in almost all areas of the council's responsibilities, increased expenditure is predicted under four main headings: highways (£2,500 per year); the need to save for the purchase of land for a new or extended cemetery within the next 20 years (£2,000 per year); allocation of funds for the maintenance of the cemetery (£1,000 per year); and an additional £1,000 for parish maintenance in the next financial year, rising by £500 per year thereafter. The significant rise in 2019/2020 is intended to support the preparation of a Neighbourhood Plan. This was initially intended for 2018/2019 but the finance working party recommend delaying this for a year due to the recent changes to council membership and councillors respective portfolio responsibilities (the parish council would not be in a position to undertake this without the provision of a grant). A detailed breakdown of the budget had been shared with councillors prior to the meeting. The finance working party is mindful of the impact of the council's expenditure on residents. It suggested that the precept be raised by £1,000 to £23,000 (4.5%) in 2018/2019 and that the council draws on its reserves (predicted to be approximately £38,000 at the end of this financial year) to meet the shortfall. The vice-chairman added that as further services are devolved to parish councils, the precept will have to rise in future as the council cannot continue to draw on its reserves. Councillor Tew added that the precept may be capped at 2% in future (in line with district and county councils). The appointment of Councillor Tew will enable further research in this area. Councillors agreed that it is unfortunate that Bury Parish Council did not wish to work collaboratively on this, particularly as the proposed development of the airfield will impact greatly on both parishes. Councillor Nel proposed that the council accepts the budget and that the clerk requests a precept of £23,000. Councillor Noble seconded the proposal. All were in favour and it was **resolved** to do so.

87-11/16.7 To consider the purchase of "Arnold-Baker on Local Council Administration" Tenth Edition at a cost of £73.60 + £3.00 delivery.

This publication is an essential resource affectionately known as the "clerk's bible". The ninth edition was purchased in 2013 and potentially has second-hand value so the clerk will attempt to sell this on ebay. The tenth edition includes several significant updates particularly to the audit process. Councillor Smith proposed that the council authorise this purchase. Councillor Nel seconded the proposal. All were in favour and it was **resolved** to do so.

88-11/16 Parish Maintenance

88-11/16.1 To review a strategy for the future management of St. Peter's Churchyard.

Councillors noted that the volunteer team had agreed at the last meeting to remove several piles of vegetation left after their work during the summer yet this has still not been done. All agreed that this needs to be accomplished at the earliest opportunity with due regard for any hibernating mammals. All were in favour of the clerk asking Mr Andy Davis to take care of this.

At the previous meeting the chairman proposed that a motion be brought to this meeting outlining a strategy to ensure the churchyard is appealing to the eye and that it should support and sustain flora and fauna as a secondary function. He asked that within this, councillors must work to define how the churchyard should look and agree a maintenance specification for volunteers and professional contractors.

The clerk had received no further comments from councillors but she had received regular correspondence from a parishioner. With a view to bringing this matter to an expedient conclusion, the clerk, the chairman and the vice-chairman approached Mr Andy Davis, Parish Maintenance Contractor to ask him to prepare a maintenance specification both for St. Peter's Churchyard and the Old Cemetery. In accordance with the council's financial regulations, both the clerk in conjunction with the chairman have the authority to spend up

to a maximum of £200 and therefore exercised this authority to commission a professional, independent report which they hoped would be acceptable to the council.

Councillors were asked to approve the following motion: "St. Peter's Churchyard should be appealing to the eye and it should sustain flora and fauna as a secondary function". Councillor Smith proposed acceptance of this motion. Councillor Noble seconded the proposal. All were in favour and it was **resolved** to do so.

Councillors were then asked to adopt the parish maintenance schedule prepared by Mr Andy Davis. Councillor Noble proposed that the council adopt this maintenance schedule. Councillor Nel seconded the proposal. All were in favour and it was **resolved** to do so.

The clerk confirmed that the maintenance plan had been designed as a long-term proposal for sustainable management and gradual improvement in both areas. Some aspects of the plan are dependent on volunteer time and additional council funds. The clerk will ask Mr Davis to provide a pricing structure for each element of the plan so that councillors may consider priorities and timescales at the next meeting.

The vice-chairman suggested that volunteers could be asked to clear the ivy and brambles from gravestones in the old cemetery, allowing Mr Davis to take responsibility for the trees. Councillor Noble agreed to coordinate a working party within the next few weeks and promote this as widely as possible. The clerk offered to contact Upwood and the Raveleys Community Allotment Association to ask if it would be appropriate to take the vegetation to a nearby allotment to be burned. Councillor Noble proposed that the council pursues this initiative. Councillor Paxton seconded the proposal. All were in favour and it was **resolved** to do so.

88-11/16.2 To consider requesting a green waste bin for St. Peter's Churchyard.

The vice-chairman has suggested that provision of a green waste bin might prevent the future build-up of vegetation but noted that the intention would be for this to be used for churchyard waste only. The clerk has asked for the Parochial Church Council's views but she has not received a reply. Mr Roger Peckover, who regularly rakes the grass in the churchyard, and is responsible for unlocking the church had kindly volunteered to put a bin out for collection and return it to its base every fortnight. All were in favour and grateful for Mr Peckover's support. The clerk agreed to request a single green bin from the district council at no charge.

88-11/16.3 To review the success of the anti-dog fouling initiative implemented in April 2016.

The vice-chairman thanked Mrs Pat Smith for her diligence in spraying stencils across the parish over the last six months and asked councillors to consider whether or not to continue with this initiative. All agreed that it was difficult to know whether or not it had been successful. Although the majority of parishioners are supportive of the principle, some have not appreciated the red stencils some of which have remained for a considerable length of time due to the lack of rainfall over the summer. All agreed that the initiative should continue until the last of the paint is used. Councillors will review further strategies at a later date. Parishioners are reminded that the district council will send an initial warning letter to offenders but a second offence will trigger prosecution of £1,000. Offenders may be reported to the clerk in complete confidence.

89-11/16.4 To review quotations for the felling of the Horse Chestnut tree in St. Peter's Churchyard.

Councillor Edwards declared an interest in this item. Councillors reviewed four quotations for this work. Councillor Paxton proposed that Fenland Tree Care be asked to complete the work at a total cost of £650 (the company is not VAT registered). This company offered the cheapest quotation and comes with several recommendations. Councillors also noted that the company had recently carried out some work to a tree in Charters Spinney at no charge. Councillor Noble seconded the proposal. Councillor Edwards abstained from voting. All others were in favour and it was **resolved** to do so.

89-11/16 Traffic, Highways & Road Safety

89-11/16.1 To receive an update regarding Community Speedwatch.

Councillor Noble reported on a second survey which took place on a Thursday morning between 11:00am and 12:00pm. Councillor Noble was supported by two volunteers from the Wistow team and this was observed by Mrs Gemma Bonnett who has volunteered to join the team. Of the 112 cars observed travelling along Huntingdon Road from Ramsey towards Great Raveley, 4 were recorded as exceeding the 40mph limit but none of these met the 46mph limit (10% + 2mph) which would trigger a report. The team in Wistow are carrying out weekly surveys and have agreed to support this parish on a monthly basis whilst the team is re-established. Councillor Noble has received conflicting advice regarding the support of volunteers from outside the parish from the Community Speedwatch Coordinator and Councillor Tew will clarify this. The clerk will contact Cambridgeshire County Council with a view to reinstating the road signs now that the initiative is underway.

89-11/16.2 To review the bid to Cambridgeshire County Council Local Highways Initiative.

P. Slade
5/12/16

Councillor Slater had shared the narrative for the bid with councillors prior to the meeting. The bid (outlined in detail at the previous meeting, see item 73-10/16.2) has been prepared following significant research, and in consultation with Highways Officers to complement and support a similar bid by Bury Parish Council which, if successful, will be instrumental in slowing traffic along Huntingdon Road between and within the villages of Upwood and Bury. Councillor Edwards asked for a minor adjustment to be made to the wording and all agreed. Councillor Noble proposed that the bid be submitted. Councillor Smith seconded the proposal. All were in favour and it was **resolved** to do so.

89-11/16.3 To consider an invitation to participate in the Community Gritting Scheme and, if this is accepted, to define community gritting routes for the parish.

The parish council had received an application from Mr Robert Brown who has offered to grit the pavement between the entrance to Fairmead Park and the entrance to Farm Close (the roads and pavements within Fairmead Park and Farm Close are privately owned and do not come under the remit of the county council). The clerk has made enquiries of Bedfordshire Pilgrims Housing Association regarding this matter bearing in mind the volume of pedestrian traffic to and from the school. BPHA has confirmed that it does not apply winter grit to the Farm Close Estate). The vice-chairman has suggested that all other pavements within the parish should pertain to the community gritting scheme and volunteers are invited to contact the clerk if they wish to support the scheme which is managed by the county council. All were in favour of this initiative. The vice-chairman offered to take care of Bentley Close and Helens Close. Councillor Edwards volunteered to take care of High Street. Parishioners will be invited to support this scheme via a notice in the parish newsletter.

90-11/16 Community Led Plan

90-11/16.1 To receive an update.

In light of the change of portfolio responsibilities and the appointment of Councillor Tew there was no update. Councillor Smith will coordinate a handover with Councillor Tew and councillors look forward to the progression of the CLP in the coming months.

91-11/16 Correspondence and Communications.

91-11/16.1 Invitation to attend Cambridgeshire ACRE's Parish Council Conference. 18 November, St. Ives.

Councillor Nel and the clerk will attend this conference.

91-11/16.2 Update on the Parish Planting Scheme.

91-11/16.3 Invitation to participate in a Police and Crime Plan Survey (<https://www.surveymonkey.co.uk/r/FKLCWJY>).

91-11/16.4 Winter Gritting Routes update 2016 (www.cambridgeshire.gov.uk/wintergritting)

91-11/16.5 "Neighbourhood Plans Roadmap Guide" & Powerpoint presentation
(<http://mycommunity.org.uk/resources/neighbourhood-plan-roadmap-guide/>)

91-11/16.6 An update regarding changes to the District/Town/Parish election cycle.

91-11/16.7 Invitation to attend the CAPALC AGM. 15 December 2016, Histon.

91-11/16.8 Consultation on the Enforcement Plan for Planning, Minerals and Waste
(planningdc@cambridgeshire.gov.uk)

91-11/16.9 Consultation on the Draft Supplementary Planning Document: Huntingdonshire Design Guide, 2016
(<http://consult.huntingdonshire.gov.uk/portal/pp/spd/dg>)

91-11/16.10 An invitation to join the Cambridgeshire Energy Switch Scheme
(www.cambridgeshire.gov.uk/cambsenergyswitch)

92-11/16 To receive verbal reports from Parish Councillors on matters arising from their portfolio responsibilities.

No decisions can be made under this item.

Councillor Noble suggested that the bars on the path between the village hall and Bentley Close would benefit from refurbishment. The vice-chairman volunteered to address this.

93-11/16 Matters for future consideration.

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

94-11/16 Date of next meeting: 05 December 2016, Upwood Village Hall, 7:00pm.

Close of meeting: 9:20pm

Slater
5/12/16