

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 06 October 2014 at 7.00pm at Upwood Village Hall.

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

In Attendance: Mrs. C. Bilverstone (Clerk) and 3 members of the public.

Minutes

- 99-10/14 To receive and approve apologies for absence.**
Councillor Perkins: Holiday
Councillor Hopkins: Work Commitment
Councillor Tew: Attendance required at another meeting.
- 100-10/14 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.
No declarations of interest were made.
- 101-10/14 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).
There was no public participation.
- 102-10/14 To receive and approve the minutes of the Parish Council meeting held on 01 September 2014.**
Copies of the minutes of the meeting of Upwood and The Raveleys Parish Council held on 01 September 2014 had been circulated in advance following their informal approval by the Chairman. Councillor Sisman proposed that the minutes be accepted. Councillor Shelford seconded the proposal. All were in favour and it was **resolved** to do so.
- 103-10/14 Matters arising or carried forward from the last or previous meeting.**
- 103-10/14.1 To receive an update from Councillor Sisman regarding the Parish Council's grass cutting responsibilities. Councillor Sisman confirmed that a meeting will be held in October with Andy Davis, Councillor Slater and the Clerk to review the grass cutting plan. The Clerk has written to the two housing associations with responsibility for areas of Farm Close inviting them to attend this meeting with a view to improving the visual amenity of the whole parish. Items for discussion include cutting versus mowing; and utilisation of volunteers (the results of the Community Led Plan Questionnaire suggest that several parishioners would be willing to volunteer). Councillor Sisman will report back to the next meeting with a strategy for improvements for implementation in the spring of 2015.
- Councillor Noble expressed concerns of overhanging vegetation inhibiting access to the pavement in Ailwyn Road. The Clerk agreed to look into the matter.
- 103-10/14.2 To consider quotations for repair/maintenance of Bentley Close Play Area. Councillor Noble presented an estimate for repair of the surface matting of the Bentley Close play area (the matting has started to shrink away from the concrete surround). This has been highlighted by RoSPA as a "trip hazard with low risk" (as users would fall onto a suitable surface). The estimate for supply of materials

and repair is for £1595 + VAT. It is possible to purchase a DIY kit but the cost is virtually the same. Councillors agreed that they would prefer any work to be carried out professionally. Councillor Noble recommended that as RoSPA do not consider this a priority in the short term, that Councillors consider building this sum into the precept for 2015/2016 so that funds are available when the work becomes necessary. All were in agreement and it was **resolved** to do so.

104-10/14 To receive reports from County and District Councillors.

Councillor Howe reminded members that he is to sit on a committee with responsibility for awarding grants resulting from the Ramsey Windfarm Extension which is due to go live in February 2015. £40,000 (index linked) will be managed through "Grantscape" for the benefit of the local community. Community groups and worthy causes in Upwood and the Raveleys will be eligible for a 20% share i.e. £8,000 per annum. Joint projects with Bury or Ramsey will also be considered. Councillor Howe will attend the first meeting in December.

105-10/14 Notification of planning items.

105-10/14.1 1301553FUL | Proposed change to previously approved roofing material: The council is requested to consider approval of slate instead of pantiles | 96 High Street, Upwood, Huntingdon PE26 2QE.

Huntingdonshire District Council have consulted the immediate neighbours and no objections have been raised. Councillor Noble proposed that the Parish Council support the use of slate; Councillor Paxton seconded the proposal; all were in favour and it was **resolved** to do so.

106-10/14 Community Land

106-10/14.1 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).

Following a meeting of the Trustees held on 06 October, formal agreements have been signed between the Trustees and Upwood and the Raveleys Allotments Association. The agreements fulfil the requirements of the Audit Commission Act (1998); the Accounts and Audit (England) Regulations (2011); and The Charity Commission. They also provide greater autonomy for URCAA to take care of the operational management of the two allotments sites on behalf of the Trustees. The Chairman thanked the Clerk and Councillor Slater for their efforts which have created a firm basis for the future strategic and operational management of the allotments. He confirmed that the Trustees will meet annually on the first Monday of March and that the day to day business of the allotments charities has been delegated to Councillor Slater (as the Councillor with a portfolio responsibility for the allotments), with the support of the Clerk.

106-10/14.2 To approve transfer of the funds held by the Parish Council on behalf of Upwood and the Raveleys Community Allotments Association (URCAA) to URCAA.

The Parish Council currently holds £1031.99 on behalf of URCAA. Further to item 106-10/14.1 Councillor Sisman proposed that the funds be transferred. Councillor Paxton seconded the proposal; all were in favour and it was **resolved** to do so (see item 112-10/14).

107-10/14 St. Peter's Churchyard. To consider a retrospective request for the installation of a small (A4) noticeboard on St. Peters Churchyard wall.

St. Peter's Church is a grade one listed building and the wall is "protected in curtilage". Councillors understood the need for a noticeboard and agreed that it is a subtle fixture, albeit not in keeping with a 12th century building. Members also suggested that the existing blue and white noticeboard is inappropriate and that they would prefer to see a traditional structure in wood and glass. Councillors were asked to consider whether they would have given permission had it been requested prior to installation and the consensus was that they would not. The Chairman closed the meeting to invite comment from a member of the Parochial Church Council. He considered the noticeboard to be an inappropriate fixture. The Chairman re-opened the meeting. Councillor Sisman proposed that the noticeboard be removed. Councillor Shelford seconded the proposal. Three members were in favour of its removal; two were against and one abstained. Members appreciated that a traditional noticeboard would be more expensive but suggested that funding could be sought to support this. It was **resolved** that retrospective permission for the

noticeboard would not be granted and the Clerk was asked to write to the PCC to request its careful removal.

108-10/14 Speedwatch: To receive an update.

Councillor Sisman announced that he wished to record his presentation to the council before reiterating concerns addressed previously regarding the breakdown in communication between Speedwatch and the police.

Members are fully supportive of Speedwatch; they are appreciative of the efforts of volunteers; and they are committed to the improvement of road safety in this parish. They expressed concern at cuts across the emergency services.

The Chairman proposed that rather than addressing this matter from parish level, he take this forward strategically in his capacity as District Councillor. He offered to write to Shailesh Vara, Member of Parliament for North West Cambridgeshire in the first instance. Councillors agreed that this would be an appropriate way forward and are hopeful that the issues will be resolved in the near future.

109-10/14 Street lighting: To receive an update.

Councillor Slater reported that installation is complete and that all lights are supposed to be dimmed at 10:00pm. Residents who are disturbed by the new lighting may request baffles and masks. An article had been published in the parish newsletter inviting residents to address concerns to the Clerk. A further notice inviting comments will be placed in the December issue of the newsletter and the council will review this matter again in January. All correspondence received to date has been escalated to a strategic level within Cambridgeshire County Council via County Councillor Tew.

110-10/14 Community Led Plan: To receive an update.

The Community Led Plan team will meet on 24 October to review the results of the questionnaire.

111-10/14 Quality Council Status: To consider the requirements, the process and the benefits.

Quality status requires a council to show that it: is representative of the whole community; communicates with its residents; and is properly managed and responsible. In addition to being able to demonstrate to local communities that minimum standards have been met, Quality councils are also be in a better position to influence the decision making process and/or take on additional services and areas of responsibility from their principal local authorities. The scheme benefits the community; the parish council itself; and the principal local authority. Less than forty Parish Councils in Cambridgeshire have achieved this status. The Chairman explained that there are a number of tests to be completed, some of which are quite onerous. For a council such as this, with a chequered history, it would be good way to show that it is rehabilitated and now performing in an exemplary manner. The Clerk will study the requirements of the scheme in detail and assess what the council would need to do to meet the required standards.

Clerk's note: On 07 October, it was announced that "Quality Council Status" is being replaced with the "Local Council Award Scheme". This will be piloted over the winter and it has been suggested by CAPALC that the council defer registration (at a cost of £50) until after the pilot is complete and any changes confirmed, hopefully by the spring of 2015.

112-10/14 Finance

112-10/14.1 To approve accounts for payment: 06 October 2014:

Cheque no.	Payee	Description	Amount
101444	Anglian Water	Water Supply	18.75
101445	B.E. Cox	Repair & Maintenance of noticeboards	422.00
101446	Society of Local Council Clerks	ILCM Subscription	40.00
101447	The Iron Works and Gate Company Ltd.	50% of purchase of barrier gate (shared expense with URCAA)	272.50

101448	Mrs C. Silverstone	Clerk/RFO Salary. September 2014	661.67
101449	Mrs C. Silverstone	Expenses (Working from home, postage)	14.63
101450	Upwood and the Raveleys Community Allotments Association	Payment of funds held on behalf of URCAA	1,031.99
101451	PKF Littlejohn LLP	External Audit of Annual Return	120.00
101452	Mrs C. Silverstone	Clerk's Salary: To be reimbursed by Kings Ripton PC	124.94
101453	HMRC	Clerk's Salary: To be reimbursed by Kings Ripton PC	16.85
101454	Abbots Ripton Parish Council	Replacement for lost (& cancelled) ch. no. 101431	83.33

112-10/14.2 To note income received: 06 October 2014:

Reference	Received from:	Description	Amount
CR003321	Huntingdonshire District Council	Precept	10,000.00
100170	Dignity Funerals Ltd. (Swearers Funeral Services)	Memorial Fee	60.00
100171	Nationwide Building Society	Closure of "Upwood Playing Field Fund" Account	194.72
100172	C Holmes and Son	Parish land. Rent: 01.11.14 - 31.10.15	112.00

The Clerk has been asked to take on additional but temporary duties on behalf of Kings Ripton Parish Council. Remuneration for this work has been routed through Upwood and the Raveleys payroll (in consultation with CAPALC). The Clerk has added a line to the budget indicating that funds (see cheque numbers 101452 & 101453) will be received from Kings Ripton Parish Council to cover these costs.

Cheque number 101431 for £83.33 was received by Abbots Ripton Parish Council but has subsequently been lost and a replacement requested (see cheque no. 101454). The Clerk confirmed that cheque number 101431 was cancelled by Barclays Bank, Ramsey, on 30 September 2014.

Paying-in reference 100171 refers to the closure of a dormant building society account (minute reference: 56/10-13.6).

The Clerk reminded members and parishioners that it is a legal requirement to publish the agenda "three clear days" prior to a Parish Council meeting. The agenda will therefore always be published on the Tuesday prior to the meeting. Parishioners are asked to forward items for payment (and other items) at least 7 working days prior to the meeting to guarantee inclusion on the agenda.

113-10/14 Correspondence and Communications.

- 113-10/14.1 The Clerk has received a request for installation of a kerbstone in Meadow Road Cemetery. The Clerk sent a sensitive reply confirming that although the cemetery regulations had not been enforced in the past, it had been resolved at the Parish Council meeting in February 2014 that for the benefit of all users, they would be adhered to in the future. The cemetery was intended to be a "lawn cemetery" and permission will no longer be given for the installation of kerbstones.
- 113-10/14.2 To acknowledge receipt of a letter of appreciation for the Council's support of the WWI memorial. The Chairman expressed regret that he was unable to be present for the ceremony but offered his appreciation to Mr Place for his efforts which have resulted in a tremendous memorial for the parish.
- 113-10/14.3 To review concerns of a parishioner regarding the strategic management of Speedwatch. Please see item 108-10/14
- 113-10/14.4 To review a letter of application for funding from Citizens Advice Bureau. Upwood and the Raveleys Parish Council do not have the General Power of Competence and therefore do not have the facility to offer financial support to organisations seeking assistance.
- 113-10/14.5 To review a letter of application for funding from Cambs. Home Improvement Agency (CHIA). Please see item 113-10/14.4.
- 113-10/14.6 To review a questionnaire received from Huntingdonshire District Council regarding play provision. Councillor Noble volunteered to complete and return the questionnaire.
- 113-10/14.7 To review concerns raised by URCAA regarding drainage ditches surrounding the allotments site.

URCAA have worked hard to address drainage problems on the Meadow Road allotments site. Improvements to the site will result in water flowing into the roadside drains. URCAA area concerned that the ditch along Meadow Road is blocked with vegetation and litter and that heavy rain could potentially overflow at the bottom of the hill. This could be particularly hazardous in freezing conditions. Councillors discussed options for clearing the ditch. The Chairman closed the meeting to allow a member of the public to inform members that they should exercise caution as there are underground electrical cables in or beside the ditch. The Chairman re-opened the meeting and suggested that as the results of the Community Led Plan indicate that many residents would offer their time, a "Community Action Day" be coordinated to undertake some preliminary clearing of debris from the ditches across the parish. This would enable an assessment to be made of the need for further work. Councillor Paxton suggested that refreshments be provided for volunteers in the village hall. The Chairman suggested that a date be fixed for November and that he would coordinate the printing of posters and fliers. All were supportive of this initiative.

113-10/14.8 To review concerns of a parishioner regarding Speedwatch on Huntingdon Road.
Please see item 108-10/14

114-10/14 **To receive verbal reports from Parish Councillors on matters arising from their portfolio responsibilities.**
No decisions can be made under this item.

Councillor Slater reminded members that Upwood is due to be connected to High Speed Broadband by the end of September. Members were reminded that Connect Cambridgeshire's website is misleading and he confirmed that the whole village will be connected. Once the work has been completed residents will need to organise installation of a compatible modem to benefit from the new service.

Councillor Shelford asked why hedge trimmings had been left in the "old" cemetery. Members were not aware of this so further investigation is necessary.

Councillor Noble thanked Councillor Edwards for his work on the gate to Glebe Paddock (completed earlier in the day). She also praised the work done to refurbish the noticeboards and asked that members consider allowing for refurbishment of benches around the parish as the new budget is prepared.

115-10/14 **Matters for future consideration.**
No decisions can be made under this item.

To consider a request from Upwood and the Raveleys Village Hall Management Committee for financial support towards operating expenses. The request was received on 06 October.

To consider financial requirements for 2015/2016 in preparation for the precept request.

116-10/14 **Date of next meeting:** 03 November 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. 8:50pm



Handwritten signature and date: 07/11/2014