



## 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 04 December 2017 at 7:00pm at Upwood Village Hall.

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

**In Attendance:** Mrs. C. Bilverstone (Clerk), Mr M. Jones (Community Protection and Enforcement Officer, Huntingdonshire District Council) and 1 member of the public.

### Minutes

**92-12/17 To receive and approve apologies for absence.**

Councillor Smith: Personal Commitment

Councillor Tew: Personal Commitment

Councillor Rogers (County Councillor): County Council Commitment

**93-12/17 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.

**94-12/17 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.

**94-12/17.1 Presentation on Community Resilience by Mr Mark Jones, Community Protection and Enforcement Officer Officer, Huntingdonshire District Council.**

Mr Jones outlined the role of the newly formed Community Protection and Enforcement team which comprises four officers and a pest controller. The team deals with issues of fly-tipping, abandoned vehicles and some dog related incidents for example if a dog attacks another dog (note that if a dog attacks a human that would be a police matter). Mr Jones explained that fly-tipping is a huge problem but the new team is starting to make a difference. It is hoped that covert cameras with a live feed to officer's mobile devices will soon be in place. Mr Jones reminded members that a Public Space Protection Order PSPO entered into force on 20 October 2017 to help manage irresponsible dog ownership across the district. Details may be found at:

<http://www.huntingdonshire.gov.uk/environmental-issues/dog-related-issues/#PSPO>

The chairman asked if a database of fly-tipping and other such incidents could be made available to the parish council. Mr Jones confirmed that the team reports to the Department for Environment, Food and Rural Affairs (DEFRA) but that there is currently no reporting mechanism in place for parish councils.

Mr Jones stressed the importance of members of the public reporting anti-social behaviour. If a case were to go to court then a witness would be asked to provide signed statements but this is not always necessary and information can often be dealt with in the strictest confidence. The team are very keen to gather intelligence (snippets of information which could be given anonymously, and may come from several sources which when combined serve to help officers build a bigger picture). The Community Protection and Enforcement Officers work closely with the police and other agencies such as DVLA.

**95-12/17 To receive and approve the minutes of the parish council meeting held on 06 November 2017.**

The minutes of the meeting of Upwood and the Raveleys Parish Council held on 06 November 2017 had been circulated in advance following their informal approval by the chairman. Councillor Paxton proposed acceptance of the minutes. Councillor Slater 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.

**96-12/17 To receive reports from county and district councillors.**

Councillor Howe reported that the Greater Cambridge Greater Peterborough Enterprise Partnership, which operates from Alconbury Weald, has had its £35 million budget frozen due to a challenge to its governance although neither the National Audit Office, nor the Department for Communities and Local Government (DCLG) have found evidence of malpractice. The Local Enterprise Partnership (LEP) is focused on helping to drive forward sustainable economic growth in this area – with local business, education providers, the third sector (charity, not for profit and voluntary) and the public sector working together to achieve this. The LEP hosts a number of globally significant business clusters, world class research capacity linked to universities, a number of thriving market towns, and it is the UK's leader in agriculture, food and drink. The area boasts 700,000 jobs, 60,000 enterprises and it generates £30 billion per annum. The chairman of the LEP has resigned and Councillor Howe has been tasked with appointing the new board.

**97-12/17 Matters arising or carried forward from the previous meeting.**

- 97-12/17.1 To review actions taken with regard to matters arising from the November risk assessment (item 89-11/17):
- Removal of a post propping up a leaning fence along the path from Ailwine Road to Glebe Paddock. Councillor Smith will report back at the next meeting.
  - Removal of dead branches overhanging the churchyard. Councillor Perkins confirmed that this work has been completed.
  - Repair/renovation of two numbers in the Bentley Close play area matting. Councillor Slater confirmed that work is in hand and he will report back at the next meeting.

**98-12/17 Notification of planning items.**

- 98-12/17.1 17/01800/FUL | Proposed erection of a detached chalet bungalow with parking facilities | Land at Highfield Raveley Road, Great Raveley.

A letter of objection had been received from a near neighbour.

The clerk had gained clarification from the planning department that the development does not encroach upon countryside land; the planned utility room would cause minor impact on a neighbouring property; in planning terms the parking and turning arrangements are adequate; and that the applicant has complied with previous urban design comments.

The chairman proposed that the parish council supports this application, Councillor Edwards seconded the proposal. Two councillors voted against the proposal and one abstained from voting. It was **resolved** to support the application on this basis.

- 98-12/17.2 17/02326/REM | All 5 reserved matters (access, appearance, landscaping, layout, scale) | 65 High Street, Upwood PE26 2QE.

The parish council had received a letter of objection from a parishioner immediately prior to the meeting and councillors were therefore unable to consider it in detail. The letter expressed concerns for the surface water drainage of this development but councillors did not consider this to be one of the five reserved matters relevant to this application. The chairman will meet with the parishioner and liaise with the district council directly if necessary.

Some councillors were concerned that they did not have sufficient information regarding the reserved matters. They found the plans overly complicated and they were unable to identify significant changes from the original application. The chairman proposed that the parish council supports this application. Councillor Perkins seconded the proposal. One councillor abstained from voting. All others were in favour and it was **resolved** to support the application on this basis.

**99-12/17 Finance**

- 99-12/17.1 To approve accounts for payment: 04 December 2017.

Date	Ref. No.	Payee	Description	Amount
04.12.17	307532990	Mrs C. Silverstone	Clerk/RFO Salary. November 2017	707.38
			Expenses: Working from home allowance, travel, postage	43.26
04.12.17	588137953	Mr B.C. Edwards	Cemetery Officer Salary. October-December 2017	89.23
04.12.17	719193380	HMRC	PAYE/NI	31.07
04.12.17	DD	SALVUS Master Trust	Employee + Employer Pension Contributions. November 2017	75.40
04.12.17	273153776	Rotary Club of Ramsey	Donation. Purple Crocus Appeal (minute ref. 72-10/17.10)	50.00
04.12.17	124721841	Canalbs Ltd.	Internal Audit. Mid-Year Review	136.50
04.12.17	75024416	SLCC, Cambridgeshire	Branch Meeting & Data Protection Training	10.00

Councillor Nel proposed that the accounts be approved for payment. Councillor Noble seconded the proposal. All were in favour and it was **resolved** to do so. The chairman signed the list of payments on the agenda. He also signed the bank reconciliation and this was countersigned by Councillor Nel.

99-12/17.2 To note income received: 04 December 2017:

Date	Ref. No.	Payee	Description	Amount
21.11.17	000011	Dignity Funerals Ltd.	Exclusive Right of Burial x 2 + Interment Fee x 1	355.00

99-12/17.3 To receive the internal auditor's mid-year report.

The internal auditor was clearly impressed by her first visit. She made positive and complimentary remarks on her initial findings and highlighted the following points for consideration:

- A typing error (stating that this was the "Annual General Meeting") was found on the agenda for the meeting held on 05 June 2017. This has been corrected.
- Four councillors did not completed the relevant section on their "Declaration of Interest" forms regarding the tenancy or ownership of land within the parish (although the district council who require the forms has never questioned this). The clerk will undertake to ensure that forms are correctly completed on renewal in May 2018.
- The auditor informally questioned access for grave diggers and the issues of lone working in the cemetery. The clerk has addressed this with Swearers Funeral Directors and they have provided a copy of the grave digger's public liability insurance and his risk assessment. The clerk has confirmation from the parish council's insurers that they do not have a problem with grave diggers working alone. Accident or injury caused by a "defect on parish council land" would be covered by the parish council's insurance policy. Accident or injury caused in any other way would be the responsibility of the grave digger and his own insurance policy. Along the same lines, the clerk has asked for a copy of the parish maintenance contractor's public liability insurance. As he employs less than five people the law does not require him to provide written risk assessments (although risk assessments are carried out for all activities). The clerk suggested that it would be prudent in future for the parish council to obtain proof of public liability insurance and assurance of risk assessment for all contractors.

The auditor suggested that the council adopts an Equality and Social Inclusion Statement. The clerk presented a draft statement for consideration. Councillor Nel proposed that the parish council adopt this statement. Councillor Paxton seconded the proposal. All were in favour and it was **resolved** to do so.

The auditor also suggested that current replacement costs could be added to the asset register. The clerk presented the revised asset register for consideration. The chairman proposed that the parish council approve the revision. Councillor Nel seconded the proposal. All were in favour and it was **resolved** to do so. The chairman noted that the points raised were of very minor concern. He thanked the clerk and offered the council's appreciation for her work, noting that this report serves to confirm the continued sound management and governance of this parish council.

100-12/17 Traffic, Highways & Road Safety

100-12/17.1 To receive an update from Cambridgeshire County Council regarding Local Highway Initiative plans (2017/2018) for traffic calming on Ramsey Road.

Cambridgeshire County Council has confirmed the target cost for traffic calming measures on Ramsey Road at £7031.72. This figure includes the supply and installation of all six parish boundary signs which will be funded by the grant from the Ramsey Wind Farm Community Development Fund. The project will be funded from three sources: £4250 from the Local Highway Initiative, £1229.88 from the Ramsey Windfarm Community Development Fund and the remaining £1551.84 from the parish council. The parish council had budgeted £2500 for this purpose. It is hoped that the work will be completed in January. The chairman thanked Councillor Slater and the clerk for their commitment to this project.

100-12/17.2 To receive an update on the council's application to the Local Highway Initiative 2018/2019 for a speed indicator device (SID) and to review details of a draft memorandum of understanding which would need to be adopted at a later date to enable the application to proceed.

Councillors agreed in principle that the content of the draft memorandum would be acceptable.

### 101-12/17 Youth Involvement & Engagement

101-12/17.1 To consider a proposal from Huntingdonshire District Council for the provision of their "Active Lifestyles" summer activity programme for young people.

Councillors agreed in principle that they would wish to support this initiative. Councillor Paxton asked whether a flier could be distributed via the newsletter to ascertain the level of interest. Councillor Nel offered to talk with Upwood Cricket Club with a view to this being a potential venue. The clerk offered to seek further information from the district council regarding proposed timing and frequency and also to find out about provision for different age ranges.

101-12/17.2 To consider strategies to promote youth involvement and engagement in its broader sense.

The chairman felt that this item should be deferred until after the election and that it should become a portfolio responsibility for a new councillor.

### 102-12/17 Correspondence and Communications

102-12/17.1 General Data Protection Regulations: An update from NALC/CAPALC.

The clerk will attend training on 08 December although there are still outstanding issues regarding strategies for compliance of local councils. These continue to be debated at government level.

102-12/17.2 A letter of concern from a parishioner regarding a disturbance caused by the Fitzwilliam (Milton) Hunt on 02 December.

A significant disturbance was caused as dogs from the Fitzwilliam (Milton) Hunt progressed cross-country from Wistow directly through Upwood village in the direction of the Great Fen. Many parishioners have expressed concern not just for the legality of the activity but also for the safety of residents, the distress to domestic pets, and the protection of private property. The police were called but did not attend the incident.

The district council has advised that the clerk writes to the master of the hunt in the first instance to advise of the distress caused and to ask that if the hunt intends to visit the parish in future, advance notice is given to the parish council so that residents may be notified. The district council suggested that if the master of the hunt is informed of these concerns, he or she may choose to go to other areas in the future.

Councillors agreed that the clerk should write on this basis and the chairman added that the parish council will expect to receive a response.

### 103-12/17 To receive verbal reports from Parish Councillors on matters arising from their portfolio responsibilities.

*No decisions can be made under this item.*

Councillor Noble asked that parishioners be reminded that ball games are not permitted in Bentley Close Play Area. Councillors were concerned to learn that sections of fence from private residences adjacent to the play area have been removed by children in order to retrieve balls.

Councillor Edwards noted that the public rights of way crossing the fields from Meadow Lane to Great Raveley and from High Street to Longholme Road will be re-instated by the farmer.

### 104-12/17 Matters for future consideration. *No decisions can be made under this item.*

There were no additional matters for future consideration.

105-12/17 **Date of next meeting:** 08 January 2018, Upwood Village Hall, 7:00pm. **Close of meeting: 8:50pm**