

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 03 November 2014 at 7.00pm at Upwood Village Hall.

Present: Councillors J. Edwards, F. Hopkins, J. Noble, G. Shelford, A. Perkins, K. Sisman, G. Slater (Chairman).

In Attendance: Mrs. C. Bilverstone (Clerk) and 5 members of the public.

Minutes

- 118-11/14 To receive and approve apologies for absence.**
Councillor Howe: Attendance required at another meeting.
Councillor Paxton: Work commitment.
- 119-11/14 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: Proposed tree works in Glebe Paddock
Councillor Perkins: Upwood and the Raveleys Village Hall
- 120-11/14 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.
- 121-11/14 To receive and approve the minutes of the Parish Council meeting held on 06 October 2014.**
Copies of the minutes of the meeting of Upwood and The Raveleys Parish Council held on 06 October 2014 had been circulated in advance following their informal approval by the Chairman. Councillor Noble proposed that the minutes be accepted. Councillor Sisman seconded the proposal. All were in favour and it was **resolved** to do so. Councillor Howe would be asked sign the minutes after the meeting.
- 122-11/14 Matters arising or carried forward from the last or previous meeting.**
122-11/14.1 To receive an update from Councillor Sisman regarding the Parish Council's grass cutting responsibilities. Councillor Sisman and Councillor Slater met with the Clerk, Andy Davis and representatives from Muir Group Housing Association. Apologies had been received from BPHA. The meeting was productive and helped to clarify responsibility for the open spaces within Farm Close. All parties are keen to work together with a view to improving the visual amenity of the close. It remains unclear who owns and therefore has responsibility for the fence/hedge/ditch boundary alongside Ramsey Road. The Clerk will investigate this and a further meeting will be arranged in an attempt to manage this area effectively in the future. In the short term this will be added to the list of projects to be undertaken on the "Community Action Day" (see item 129-11/12).

Councillors are grateful for the grass cutting work carried out by Mr Manchett (and other volunteers) and are conscious that plans need to be in place when he moves from the village. Andy Davis suggested that he would be able to include these areas in his work at no additional cost per cut, if the Parish Council would agree to fund one additional cut per year plus one further discretionary cut. The additional cut(s) would result in the parish grass being tidy throughout the year. Additional cuts will mean that the grass is shorter every time it is cut; less grass will be left; the work will be easier and less time consuming enabling coverage

of a larger area. The total additional cost to the Parish Council would be £750 per year. Councillors were in favour of the proposal. The cost will be considered under item 128-11/14.5.

123-11/14 **To receive reports from County and District Councillors.**

Councillor Tew gave further updates on the impact of Cambridgeshire County Council budget cuts:

- Winter Maintenance: CCC is planning to cut £750,000 from its current £2.2 million budget. Gritting of roads will be cut from 45% to 30%. The main roads will be cleared but there will be an impact on villages.
- Street lighting: It is proposed that lights will be dimmed earlier (currently 22:00) and switched off completely between midnight and 06:00. Parish Councils will be given the option to retain lighting at a cost of £15 per year per column. Councillor Tew advised that this should feature in budget (and therefore precept) planning for 2015/16.
- Waste management and recycling: It is proposed that two sites will close (it is hoped that Alconbury and Bluntisham will remain) and all other sites be open for only 2/3 days per week.
- Library Services: Some rural libraries will close and some mobile services will be cut. The only solution is to recruit volunteers.

Councillor Tew noted that localism and volunteering will be key to the provision of future services. Discussions are currently taking place regarding a move toward unitary authorities. Wistow Parish Council have set up a committee to review and manage the provision of local services. Councillor Tew suggested that parishes should consider working more closely with a view to sharing services in the future.

Councillor Slater thanked Councillor Tew for keeping the parish informed.

124-11/14 **Notification of planning items.**

124-11/14.1 1401761FUL | Confirmation and approval of measured boundary positions following demolition of existing outbuildings relating to previously approved new two storey rear extension | 96 High Street Upwood Huntingdon PE26 2QE

The plans initially approved were drawn based on Ordnance Survey data. Accurate physical measurements could not be made as there was an outbuilding along the boundary. Now that the building has been demolished, the architect has calculated that the nearest point of the new extension will sit 53cm from the boundary whereas it was previously thought to be just under 1m away. There have been no objections from neighbours. Councillors reviewed the plans. Councillor Sisman proposed that they be approved. Councillor Noble seconded the proposal. All were in favour and it was **resolved** to do so.

124-11/14.2 1401734PACOU | Prior approval for change of use of agricultural building to dwelling house | Agricultural Buildings Red House Farm Raveley Fen Road Great Raveley.

Councillor Perkins outlined plans for re-development of the site and suggested that there are three choices: to leave it as it is; to demolish the redundant farm buildings; or to re-develop them as barn conversions.

Councillor Edwards suggested that the brick building lends itself to a residential conversion but that the steel barn might be better suited as an adjoining workshop for a cottage industry otherwise future residents of the two proposed homes would be commuters. Councillor Perkins agreed that this was a valid point.

Councillor Slater asked councillors to consider the list of planning considerations and all agreed that no objections could be made on these grounds. Councillor Noble asked that the District Council offer consideration to wildlife at the site.

Councillor Sisman proposed that the council approve the plans, Councillor Hopkins seconded the proposal. Three councillors were in favour, one against and two abstained. It was **resolved** that the plans be approved.

125-11/14 **Community Led Plan: To receive an update.**

The CLP team have analysed the data resulting from the questionnaires and are in the process of producing an action plan which will be published in the spring of 2015.

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126-11/14 Parish Trees:

- 126-11/14.1 To receive an update and consider a quotation for phase two of the tree works in St. Peter's Churchyard. Councillor Perkins outlined plans for work to be undertaken over the winter months:
- Sycamore: lateral reduction of mid canopy branches overhanging the road and crown lift to clear 8m.
 - Horse Chestnut: lateral reduction over the road and removal of extending branches (Permission would be required from the PCC/Diocese and the Local Planning Authority).
 - Leylandii: fell one but retain lower half of the secondary stem to maintain neighbour's privacy. Fell a second tree to ground level allowing the nearby maple tree to flourish.

The intended goal is for a smaller, healthy stock of quality trees with open spaces to allow more light and better views of the church from various angles.

The total cost of the work would be £540 + VAT. Mr. Papworth has not added a charge for re-planting work as he is prepared to cover this cost himself. He has suggested however that others may like to contribute. Two parishioners have already made enquiries about planting commemorative trees and these will be incorporated in the re-planting plans.

- 126-11/14.3 To receive an update and consider a quotation for re-pollarding of a tree in Glebe Paddock. The Clerk queried responsibility for the trees in Glebe Paddock with Jolliffe Daking. The Council was referred to a letter dated 28 July 1998 which confirms the position regarding liability for the cost of tree surgery when this question arose at the time. The relevant clause in the present lease is now 2.8 "Repair". The trees have not been reserved by the Diocese, so the Parish Council is responsible for the necessary works.

Councillors agreed that this work is necessary although they queried the cost, £680 + VAT (in comparison with the work for the churchyard). The tree overhangs Councillor Hopkins property and she offered to make a financial goodwill gesture without setting a precedent. Councillor Perkins agreed to talk with Mr Papworth and Councillor Hopkins regarding costs.

Councillor Noble proposed that the work be progressed, Councillor Shelford seconded the proposal. It was agreed that negotiations with Councillor Hopkins and Mr. Papworth would potentially reduce the cost to the Parish Council and it was **resolved** to proceed on this basis.

127-11/14 The Local Council Award Scheme: To consider the requirements, the process and the benefits.

The "Local Council Award Scheme" is currently being piloted and it has been suggested by CAPALC that the council defer registration (at a cost of £50) until completion of the pilot, in the spring of 2015. The Clerk has mapped the current position of the council against the requirements of the scheme. Councillor Slater confirmed that the Parish Council is already in a good position and that the Awards are well within reach. Councillor Shelford proposed that the Parish Council should pursue this and defer registration until the spring. Councillor Sisman seconded the proposal. All were in favour and it was **resolved** to do so.

128-11/14 Finance

- 128-11/14.1 To approve accounts for payment: 03 November 2014:

Date	Ch. No.	Payee	Description	Amount
03.11.14	101455	Mr A. R. Place	Reimbursement for WWI Memorial hospitality	284.00
03.11.14	101456	Upwood & the Raveleys Village Hall	Hall Hire: July-September 2014	64.95
03.11.14	101457	Jolliffe Daking LLP	Glebe Paddock rent.	200.00
03.11.14	101458	Huntingdonshire District Council	Purchase & Installation of litter bin. Ailwyn Road	548.42
03.11.14	101459	Andy Davis	Grass Cutting x 2 + Cemetery Hedge	875.00
03.11.14	101460	Mrs C. Silverstone	Clerk/RFO Salary. October 2014	661.67
03.11.14		Mrs C. Silverstone	Clerk's Salary: To be reimbursed by Kings Ripton PC	48.68
03.11.14		Mrs C. Silverstone	Expenses (Working from home, postage)	14.35

03.11.14	101461	HMRC	NI payment: To be reimbursed by Kings Ripton PC	6.46
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Councillor Noble queried the payment to Mr Place as she understood that funds had been made available to meet a potential shortfall on the cost of the installation of the WWI memorial, and not for hospitality. Councillors agreed that they had been under the same impression.

A resolution had been made at the meeting of 07 July for the Parish Council to make a "donation for the memorial to be used as a contingency fund of £350". Councillor Hopkins had requested that "councillors be updated with details of expenditure". The Clerk was unable to clarify this further as she has not been present at this meeting and the minutes had been prepared by another Clerk.

All agreed that there had been a misunderstanding but that this should not detract from the success of the initiative or from Mr Place's efforts on behalf of the community. Councillors agreed that payment would be made but that it must not set a precedent. It was also agreed that the council has a duty to consider spending of public money with the utmost care.

Clerk's note: Local Councils may spend a limited amount of money for purposes which they have no other specific statutory expenditure under Local Government Act 1972, s.137. "the power of well-being". The Parish Council does not have a statutory power to support such initiatives but as the event was open to all parishioners, it is commensurate with the principles of section 137 and a legitimate expense.

128-11/14.2 To note income received: 06 October 2014:

Date	Ref.	Received from	Description	Amount
13.10.14	100173	Commercial Land Tenant	Commercial Land Rent	240.00
23.10.14	100174	Parishioner	Grant of Exclusive Right of Burial	140.00
03.11.14		Commercial Land Tenant	Commercial Land Rent	601.00

The Clerk noted that the cheque for £601 had not been paid into Barclays Bank but would be paid into the new account with the Unity Trust Bank. The account is open and the transfer of funds will take place as soon as the cheques noted above have been cashed. It is hoped that the transition will be complete in time for the next meeting.

128-11/14.3 To consider an application for financial support from Upwood and the Raveleys Village Hall Committee. The committee requested financial support of £1000 to assist with the cost of insurance. The Parish Council supported this request last year and has budgeted for the same amount this year. Councillors are very supportive of the efforts of the Village Hall Committee and all agreed that the hall is a superb facility. Councillor Hopkins asked if accounts had been made available for inspection, and also for confirmation of the actual cost of insurance. Councillor Perkins agreed to ask for these to be made available for the next meeting. Councillors agreed that a decision should be deferred until then.

128-11/14.4 To approve and adopt updated Financial Regulations for Upwood and the Raveleys Parish Council. The Clerk requested deferral of this item. She believes there is an error in the document produced by NALC and has been waiting for clarification. The changes are minor and Councillors agreed to wait until the document has been ratified.

128-11/14.5 To consider budget requirements for 2015/2016 in preparation for the parish council's precept request in December 2014

The finance working party will meet in November to prepare the budget and the precept request for presentation to the council in December. Councillors suggested that the following items be reviewed.

- Repair of matting. Bentley Close Play Area (£2000)
- Renovation of parish benches (4 benches + 1 circular seat)
- New noticeboard near (or on) the phone box and re-location of Great Raveley noticeboard
- St. Peter's Churchyard. Phase 3 of tree works (£800)

- St. Peter's Churchyard. Phase 4 of tree works (£440)
- Election. May 2015 (£135 or £750 should it go to poll (fixed fees applied by the District Council)
- Cost of street lighting (see item 123-11/14)
- Two additional cuts to the parish grass (£750)
- Volunteers' expenses (e.g. for grass cutting etc.)

128-11/14.6 British Government Stocks: to receive an update.

The Parish Council receives a quarterly dividend of 6p (directly into its bank account) but there are no records on file relating to these transactions. In preparation for the changes to the banking arrangements, the Clerk has located a document in Huntingdon archives dating back to 1937 confirmed that the Parish Council is the registered holder of £13.86 2 1/2% Consolidated Stock. The Clerk has updated the address and the banking details and requested a new share certificate. It is worth noting that the cost of selling this stock could be greater than its value (the minimum charge would be £12.50)!

129-11/14 To review plans for the "Community Action Day" to be held on 07 December.

Posters have been displayed around the parish. The Clerk has prepared an action plan and risk assessment. There are a number of areas of responsibility yet to be filled. Councillors agreed to promote the initiative and to confirm their availability and preferences for the day.

130-11/14 Correspondence and Communications.

130-11/14.1 Electoral Review of Cambridgeshire. The Local Government Boundary Commission have opened its consultation inviting proposals for a new pattern of electoral divisions for Cambridgeshire. Councillors and members of the public are invited to participate in the consultation via www.lgbce.org.uk.

131-11/14 To receive verbal reports from Parish Councillors on matters arising from their portfolio responsibilities.

No decisions can be made under this item.

- Councillor Shelford will prepare an article for the next parish newsletter.
- Councillor Perkins expressed concern that building work appears to have started at 69 High Street, Upwood and he asked if the Parish Council had been kept informed following its previous concerns. The Clerk confirmed that she had received an automated e-mail relating to "condition information" on 31 October regarding this development. Having found no apparent updates on the planning portal she had telephoned the District Council to ask for further information. She was informed that the Case Officer was out of office until 10 November. His colleagues were unable to clarify the purpose of the automated e-mail until his return. The Clerk will pursue this further.
- Councillor Edwards noted that despite recent heavy rain, the gateway to the allotments on Meadow Road and the culvert has not caused any problems (this area will form part of the Community Action Day on 07 December).
- Councillor Noble expressed ongoing concerns for an overflowing drain on Longholme Road. Councillor Sisman will address this with the Highways Department.
- Councillor Slater confirmed that Superfast Broadband is now available in the village.

132-11/14 Matters for future consideration.

No decisions can be made under this item.

There were no further matters for consideration.

133-11/14 Date of next meeting: 01 December 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 21:00

134-11/14 To consider a strategy for future management of parish land let for commercial use.

G. Slater
01 December 2014