

## 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](mailto:parishclerk@upwood.org)

**A Meeting of Upwood and the Raveleys Parish Council was held on Monday 01 December 2014 at 7.00pm at Upwood Village Hall.**

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

**In Attendance:** Mrs. C. Bilverstone (Clerk) and 7 members of the public.

### Minutes

**135-12/14 To receive and approve apologies for absence.**

Councillor Hopkins: Work Commitment

Councillor Tew: Medical

**136-12/14 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 Perkins: Upwood and the Raveleys Village Hall.

**137-12/14 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).*

**137-12/14.1 Mr Brian Robins, Cambridgeshire Police Speedwatch Coordinator, has registered to speak in the public address.**

Mr Robins outlined developments to the Community Speedwatch scheme (CSW) and explained that there are no legitimate alternatives. CSW is an educational and awareness initiative (law enforcement is the remit of the police force). Parishes are encouraged to manage their own schemes by recruiting a minimum of four local volunteers who would be required to undergo training. Mr Robins' role is one of support and coordination.

Incremental letters sent by the police advising members of the public that they have been observed exceeding the speed limit by CSW volunteers will result in prosecution of persistent offenders.

Speedwatch signs may only be displayed in participating parishes. CSW was suspended in Upwood and the Raveleys in July 2014 but Mr Robins is keen to re-build the programme. The Chairman offered his support and confirmed that Councillor Sisman is committed to restoring the service although further discussion is necessary to determine the way forward.

Councillor Sisman offered to spend a day working alongside Mr Robins to observe the practical application of the CSW guidelines and report back to the Parish Council in the new year. The Chairman noted that although the guidelines are lengthy, they are not ambiguous and it is necessary for teams to adhere to the guidelines. Please visit <http://www.cambs-police.co.uk/roadsafety/speedwatch/> for further information.

Councillor Edwards reiterated his concerns about the distribution of CSW signs and the creation of a blind spot for van drivers. Councillor Sisman noted that CSW volunteers had not been forthcoming from Great or Little Raveley and therefore signs had been clustered in Upwood. Mr Robins confirmed that the signs had been installed prior to his appointment but that they could be relocated on receipt of a letter from the parish council confirming the required changes.

**138-12/14 To receive and approve the minutes of the Parish Council meeting held on 03 November 2014.**

Copies of two sets of minutes of the open and closed meetings of Upwood and the Raveleys Parish Council held on 03 November 2014 had been circulated in advance following their informal approval by the



chairman. Councillor Shelford proposed that the minutes of the public meeting be accepted. Councillor Noble seconded the proposal. Councillor Edwards proposed that the minutes of the closed meeting be accepted. Councillor Shelford seconded the proposal. All who were present were in favour and it was **resolved** to do so. Councillor Slater signed both sets of minutes.

**139-12/14 Matters arising or carried forward from the last or previous meeting.**

139-12/14.1 To receive an update regarding ownership of the fence/hedge/ditch boundary of Farm Close with Ramsey Road.

The Clerk had received confirmation in the form of a definitive map from Cambridgeshire County Council that the fence/hedge/ditch area alongside Ramsey Road is registered to Cambridgeshire County Council Highways. The area is an anomaly as the usual presumption is that the highway extent will be up to the boundary feature of a hedge, fence or the top carriageway side of the drain or ditch. However, for this area adjacent to the Farm Close estate, additional land has been dedicated as highway up to the footpath that runs by the grass and parking spaces of the estate. However, Les Middleton, Highways Officer for CCC has asked for further research as he believes that the map provided does not illustrate the required level of detail. The Clerk will request further clarification from CCC based on records dating back to 1901. The area in question is the fence line. Mr Middleton confirmed that if the fence were to be removed, the area from Ramsey Road to the pavement inside Farm Close could be maintained as a verge by the highways department. The cost of removing the fence will be significant. It is also important to ascertain the views of the residents regarding the fence. Most importantly it is necessary to prove ownership beyond doubt as the parish council would not wish to create potential problems for the future.

The Clerk, Councillor Sisman and Councillor Slater are working closely with the Highways Department, Muir and BPHA Housing Associations with a view to improving the visual amenity of this area. In the short term the chairman suggested that the parish council authorise for the grass to be cut and the area tidied. Councillor Sisman agreed that this area should be added to Andy Davis's portfolio.

Councillor Shelford suggested that attention should be given to a tree overhanging the pavement by the junction with Longholme Road. Councillor Slater confirmed that this could be easily accomplished. The chairman asked that the work be completed.

The Community Housing Officer from Muir Housing has offered to apply for a grant from the charitable side of Muir Housing to pay for its replacement. It is hoped that matched funding will be offered from BPHA. The noticeboard will be made of aluminium and glass and keys will be made available to interested parties. The Parish Council have been asked to assist with installation and maintenance of the noticeboard. Although the existing posts are adequate, the parish council should consider whether it could be more effectively located.

**140-12/14 To receive reports from County and District Councillors.**

Councillor Howe reported that the community led planning process has gained momentum in neighbouring parishes. The District Council have agreed to sponsor community led planning to facilitate greater integration with the local plan. Upwood and the Raveleys needs to complete its community led plan and then review the local plan in the spring. This parish is too small to embark on a neighbourhood plan but Councillor Howe is keen to establish a master plan for Ramsey and its environs.

**141-12/14 Notification of planning items.**

141-12/14.1 1401890FUL | Creation of new access and improvement to drainage. Land at The Paddock, Great Raveley. The Chairman noted that this site has been part of a complex development cycle. He asked councillors to consider whether the design of the entrance gate is suitable for a countryside site (the land is, by definition in the countryside); to consider rural restraint policies; and decide whether or not it would conform with the street scene of a rural village.

Councillor Perkins proposed that the council support the application with the proviso that the hawthorn hedge (previously removed) be reinstated to restore the street scene. Councillor Slater seconded the



proposal. Two councillors were in favour, three were against and it was **resolved** that the application be approved on this basis.

**142-12/14 St. Peter's Churchyard. To finalise the s215 agreement with the Parochial Church Council.**

At its meeting of 01 September 2014, Upwood and the Raveleys Parish Council **resolved** to pass a section 215 resolution (Local Government Act 1972, s.215), formally accepting responsibility of the maintenance of St. Peter's Churchyard three months from receipt of the request (25 August 2014). Members are advised that the three months have now passed and formal transfer of responsibility has therefore taken place. The Clerk will write to the Parochial Church Council to this effect.

**143-12/14 Finance**

143-12/14.1 To approve accounts for payment: 01 December 2014:

Date	Ref. No.	Payee	Description	Amount
01.12.14	945796613	Mrs C. Silverstone	Clerk/RFO Salary. November 2014	661.67
			Clerk's Salary: To be reimbursed by Kings Ripton PC	187.32
			Expenses (Working from home)	10.00
01.12.14	931922998	Mr B.C. Edwards	Cemetery Officer Salary: October - December 2014	75.88
01.12.14	270512348	HMRC	PAYE/NI payment (Clerk & Cemetery Officer)	44.16

143-12/14.2 To note income received: 01 December 2014: Income received since publication of the agenda.

27.11.14	Kings Ripton Parish Council	Clerk's Salary (Oct/Nov 2014). Reimbursed	196.93
27.11.14	Cooperative Funeral Services	Cemetery Fee (Interment)	75.00

*Clerk's note: The payment from Cooperative Funeral Services should have been for £150. They will send a second cheque for £75 to cover this.*

143-12/14.3 To consider an application for financial support from Upwood and the Raveleys Village Hall Committee.

Financial support has been made available to the village hall for many years and all agreed that it is a superb resource for the parish. Councillors recognised the efforts of the committee in maintaining an excellent facility; providing high quality entertainment; and demonstrating a huge commitment to fund raising. The committee had provided copies of its accounts and projected expenses based on a three year plan. Councillors recognised that the loss of revenue from the pantomime will have a significant impact. The Chairman confirmed that the parish council had budgeted £1200 to support the village hall this year. Councillor Sisman proposed that £1200 be awarded to the village hall committee. Councillor Shelford seconded the proposal. Two councillors were in favour and three abstained from voting. The payment was **resolved**.

143-12/14.4 To approve and adopt updated Financial Regulations for Upwood and the Raveleys Parish Council  
Regrettably this item was deferred for the second time. CAPALC have yet to receive a response from NALC regarding a suspected error in their document.

143-12/14.5 To confirm the parish council's precept request for 2015/2016.

The finance working party met in November to prepare a budget for 2015/2016. This had been shared with councillors prior to the meeting. The chairman gave a detailed review of the budget planning process and outlined the proposed figures. The working party proposed that provision is made for maintenance of ditches in 2015/2016. The chairman noted that county and district councils are cutting back and increasingly delegating services to parish councils. He also reminded councillors that Mr Manchett's voluntary grass cutting services will be missed and that the council had agreed at the last meeting that funds must be allocated to cover this. The council's total predicted expenditure is £25,630. The chairman reluctantly proposed that the council increases its precept from £20,000 to £22,000 to give a predicted total income of £23,268 (the shortfall of £2,362 could be met from reserves). Councillor Noble proposed that the budget and the precept request be accepted. Councillor Edwards seconded the proposal. All were in favour and it



was **resolved** that the Clerk would request a precept of £22,000 for 2015/2016. The Chairman thanked the Clerk for the management of this complex piece of work and informed the council that County Councillor Michael Tew had commented that Upwood and the Raveleys Parish Council has the most robust financial planning processes of all of his parishes.

Councillors were advised that the transfer of funds to Unity Trust Bank is progressing. The new bank account is active and the electronic payments listed above will be approved online by account signatories after the meeting.

*Clerk's note: The National Joint Council (NJC) for Local Government Service has reached agreement on rates of pay applicable from 01 January 2015. This will result in an increase to the Clerk's monthly salary of £14.56. The Cemetery Officer's quarterly salary will increase by £2.20. Additional non-consolidated payments of £26.20 are to be made to the Clerk in December 2014 and £10.22 in April 2015 and a single payment of £4.05 is to be made to the Cemetery Officer in December 2014.*

**144-12/14 To review plans for the "Community Action Day" to be held on 07 December.**

This initiative was stimulated by offers of voluntary support to the parish through the Community Led Plan questionnaire. Sadly, only one parishioner had offered a firm commitment. The Chairman recognised that this is not the best time of year and suggested postponement until the spring due to insufficient interest. All were in favour.

Councillor Perkins noted that the culvert at the entrance to the allotments on Meadow Road needs clearing. Councillor Edwards agreed to complete the work to the cemetery ditch as previously agreed.

**145-12/14 To explore ideas for a Parish Council logo.**

The Clerk has apologised to the newsletter committee for inadvertently using their logo to advertise the Community Action Day. The Chairman noted that branding for the parish is weak and that in the spirit of unity he would welcome adoption of a parish-wide logo. Councillor Shelford suggested a competition for younger residents. Councillor Perkins suggested that the parish council approach Esther Rowley (designer of the newsletter logo). The Chairman noted that the newsletter logo is an excellent and familiar representation of the parish. He added that the historical gap between the newsletter and the parish council is now closed and that it would be magnanimous of the newsletter committee to share this image with the wider community. He offered to write to the newsletter committee and all were in favour.

**146-12/14 Correspondence and Communications:** There was no further correspondence.

**147-12/14 To receive verbal reports from Parish Councillors on matters arising from their portfolio responsibilities.**

*No decisions can be made under this item.*

Councillor Slater informed members that installation of the barrier gate on the Huntingdon Road entrance to the allotments is imminent.

Councillor Shelford noted that the next parish newsletter will be published in February.

Councillor Noble informed members that the plastic coating on the sign in Chartres Spinney is deteriorating and that the cemetery gates need cleaning and re-painting.

Councillor Perkins expressed concerns for safety at the junction of High Street and Longholme Road. Councillor Slater confirmed that discussions regarding this junction were underway with Les Middleton (CCC Highways).

Further to concerns expressed at the last meeting regarding the suggestion of disproportionate costs of tree work in the churchyard and Glebe Paddock, Councillor Perkins confirmed that Andy Papworth has offered a very favourable quotation for the work in the churchyard as a goodwill gesture to the parish.

Councillor Sisman asked to address Community Speedwatch at the next meeting. The Chairman confirmed that he will welcome feedback on the actions agreed in item 137-12/14.1.

Councillor Perkins suggested that seasonal good wishes and thanks are recorded in recognition of the many volunteers who support our community. All were in favour.

**148-12/14 Matters for future consideration.** There were no further matters for consideration.



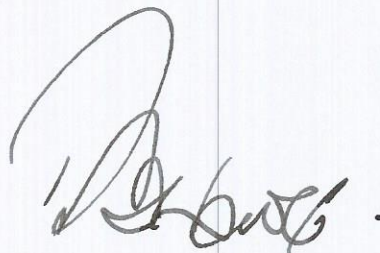
*No decisions can be made under this item.*

**149-12/14** **Date of next meeting:** 05 January 2015, 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: 9:20pm**

**150-12/14** **To consider a strategy for future management of parish land let for commercial use.**

  
5-1-15.