

## Upwood and the Raveleys Parish Council

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**A Meeting of Upwood and the Raveleys Parish Council was held on Monday 05 January 2015 at 7.00pm at Upwood Village Hall.**

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

**In Attendance:** Mrs. C. Silverstone (Clerk) and 4 members of the public.

### Minutes

**151-01/15 To receive and approve apologies for absence.**

Councillor Tew: Medical

**152-01/15 To receive declarations of interest.**

Members were 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.

**153-01/15 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).*

**153-01/15.1** Mr I. Dubock, had registered to speak about a proposed planning application in Great Raveley (see item 157-01/15.2).

Mr Dubock presented his plans for a garden room extension to offer greater appreciation of his garden and the view from an exposed and often windy location. The property is adjacent to agricultural buildings and the nearest neighbours are over 200m away. The proposed extension would not be visible to neighbours due to existing vegetation. The garden room has been designed to complement both the house and its agricultural surroundings. The Chairman thanked Mr Dubock for his comprehensive presentation and complemented him and his architect on their imaginative design. The Chairman suggested that item 157-01/15.2 be brought forward for discussion at this point. Councillor Hopkins proposed that the council support the application; Councillor Sisman seconded the proposal; all were in favour and it was **resolved** to do so.

**153-01/15.2** Ms J. Philpott had registered to speak on behalf of Huntingdonshire Association for Community Transport. Ms Philpott outlined the service provided by HACT and noted that only 7 of our parishioners use the facility. She asked for the council's support in promoting the scheme which offers a free bus service to holders of a Cambridgeshire bus pass; a "ring and ride" service to its members (membership costs £15 per annum); a variety of day trips to places of interest; and luncheon outings to various locations. The Chairman thanked Ms Philpott for her presentation and noted that this is an excellent service and one which many of our residents would benefit from. Councillor Hopkins added that issues of public transport were a key part the Community Led Plan and agreed that the council should assist with promotion of the scheme. Councillor Shelford offered to distribute leaflets to the organisers of local clubs and societies; and to provide information to the newsletter team and the webmaster.

**154-01/15 To receive and approve the minutes of the Parish Council meeting held on 01 December 2014.** Copies of two sets of minutes of the open and closed meetings of Upwood and the Raveleys Parish Council held on 01 December 2014 had been circulated in advance following their informal approval by the Chairman. Councillor Paxton proposed that both sets of minutes be accepted. Councillor Perkins seconded the

proposal. All who were present were in favour and it was **resolved** to do so. The Chairman signed both sets of minutes.

**155-01/15 Matters arising or carried forward from the last or previous meeting.**

155-01/15.1 To receive an update regarding ownership of the fence/hedge/ditch boundary of Farm Close with Ramsey Road.

The Clerk has requested further information from the Asset Information Searches Officer and will update the council when she has received a response.

155-01/15.2 To consider adding the Farm Close boundary to Andy Davis's remit.

The Chairman proposed at the last meeting that this area is added to Andy Davis's portfolio, Councillor Sisman agreed but the item had not been resolved. Councillor Sisman formally proposed this item and agreed to ask Mr Davis for a quotation for this work. Councillor Shelford seconded the proposal and it was **resolved** to do so.

155-01/15.3 Community Speedwatch: to receive an update from Councillor Sisman.

Further to the meeting on 01 December, Councillor Sisman has met with Mr Robins and observed Community Speedwatch procedures on one occasion but plans to meet with him again prior to making recommendations to the parish council.

155-01/15.4 To review the location of Community Speedwatch signs.

Councillor Edwards has asked at two previous meetings that Community Speedwatch signs be relocated but the council has not made a resolution for this to take place. It was agreed that Councillor Edwards should remove the sign which is causing a blind spot for van drivers. It will be relocated at a later date.

155-01/15.5 To review plans for maintenance of the culvert at the entrance to the allotments on Meadow Road.

Councillor Edwards agreed that this could be accomplished as part of the work to the roadside ditches across the parish (to include the ditch in the cemetery). He offered to obtain three quotations for this project and present them at the meeting in February with a view to the work being completed in April/May.

155-01/15.6 To consider the refurbishment of the ("old") cemetery gates.

Councillor Sisman agreed to assess the work required to refurbish the gates and report back at the next meeting.

155-01/15.7 To consider the refurbishment of the sign at Charters Spinney.

The Chairman suggested that there were two options: to have the sign professionally stripped and re-coated; or to clean it with a wire brush and paint it with Hammerite. All agreed that the sign was not subject to close inspection and that the second option would be cheaper yet just as effective. The Chairman offered to complete this work himself noting that any offers of assistance would be welcome. He also offered to re-paint the post box near the WWI memorial. All were in agreement and several councillors offered assistance. Councillor Shelford offered to contact the Local History group regarding refurbishment of the sign as she believes that they were responsible for its design and installation as part of the millennium celebrations.

155-01/15.8 To receive an update regarding a parish logo.

The Chairman wrote to the Chairman of Upwood and the Raveleys Newsletter Committee and has received a reply. The committee will meet to discuss the parish council's request and hope to be in a position to respond prior to February's parish council meeting.

**156-01/15 To receive reports from County and District Councillors.** There were no reports.

**157-01/15 Notification of planning items.**

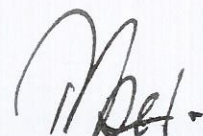
157-01/15.1 1401918AGDET | Erection of barn to house sheep | Red House Farm Raveley Fen Road Great Raveley Huntingdon PE28 2QY. For information only. (Comments cannot be accepted by the District Council for this type of application (Agricultural Determination)).

157-01/15.2 Planning item received after publication of the agenda:

1402128FUL | Construction of garden room extension to rear of property | Old Manor Farm House Raveley Road Great Raveley Huntingdon PE28 2QX. See item 153-01/15.1.

**158-01/15 Finance**

158-01/15.1 To approve accounts for payment: 05 January 2015:



Date	Ref. No.	Payee	Description	Amount
05.01.15	256734324	Mrs C. Bilverstone	Clerk/RFO Salary. December 2014	687.88
			Clerk's Salary: To be reimbursed by Kings Ripton PC	211.90
			Expenses (Working from home + Postage)	11.06
05.01.15	158476903	HMRC	Clerk's Salary: To be reimbursed by Kings Ripton PC	32.29
05.01.15	314882362	Farcet Parish Council	Councillor Training (Councillor Edwards)	70.00

The Clerk asked signatories to initial each invoice to indicate authorisation of electronic payment.

158-01/15.2 To note income received: 05 January 2015: No income has been received.

158-01/15.3 To approve and adopt updated Financial Regulations for Upwood and the Raveleys Parish Council. The Clerk has requested clarification from NALC and CAPALC for the need to update the financial regulations as there are no significant changes to the content. She has also queried an error in the notes (a reference to point 11.1L which does not exist but should probably read 11.1K). The Clerk has not received a satisfactory response (despite several attempts since October 2014) so suggests that the council adopts the regulations on this basis. Councillor Noble proposed that the regulations be adopted; Councillor Sisman seconded the proposal; all were in favour and it was **resolved** to do so.

The Chairman asked for volunteers to review financial procedures with the Clerk. Although procedures are robust and annual budgeting in this parish is comprehensive, the regulations now require a three-year plan. The Chairman suggested that the information gathered from the Community Led Plan would form the basis of the council's longer term financial planning. Councillor Hopkins added that the CLP team would meet later in the month to review the draft action plan. She hopes to be in a position to update the council in February and in doing so the council would be able to develop a multi-year financial strategy. Councillor Edwards and Councillor Noble volunteered to review the procedures as independent councillors. Councillor Slater agreed to join the team as a member of the finance working party. They will meet with the Clerk and report back at the next meeting.

Clerk's note: The transfer of funds from Barclays to the Unity Trust Bank continues to be problematic. Both institutions have suggested that the issue could be resolved more efficiently by writing a cheque for the balance on the two Barclays accounts to the new Unity Trust account. The Clerk suggested that the most effective way to close the two Barclays accounts would be for the two signatories to deliver the mandate to a High Street branch and request closure. Councillor Noble proposed that a cheque for the balance (£28,593.97) be written; Councillor Sisman seconded the proposal; all were in favour, it was **resolved** to do so and the cheque was signed during the meeting. Councillor Sisman and Councillor Paxton agreed to visit Barclays Bank with the mandate to close the account once the cheque has cleared.

Clerk's note: with reference to item 143-12/14.1, Cooperative Funeral Services have yet to forward a second cheque for £75.

#### 159-01/15 Correspondence and Communications.

159-01/15.1 Mary Elizabeth Mawdesley Will Trust: Notification of dates and times for collection of the Widows' Benefit received from Serjeant and Son Solicitors.

159-01/15.2 Letter from a parishioner expressing concerns of disrespect for the WWI memorial. Councillors were saddened to hear of what is hoped will be an isolated incident. The Clerk had replied to the parishioner to thank her for her letter, and also for cleaning the memorial.

159-01/15.3 Huntingdonshire Local Plan to 2036 - Targeted Consultation and Seminars.

159-01/15.4 Results of the Parish Rural Sounding Board Survey (<http://www.rsonline.org.uk/best-practice/rural-sounding-board>)

160-01/15 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 the new gate and fencing on the Huntingdon Road entrance to the allotments has been installed.

Councillor Shelford will prepare an article for the parish newsletter to update residents on council matters. She added that there has been a recent increase in anti-social behaviour of some dog owners not clearing up after their dogs. Councillors had been pleased that this issue seemed to have been resolved but its recurrence is exasperating. The Chairman reminded members that if offenders are identified they will be prosecuted. All agreed that another article on this subject in the newsletter would not be effective.

Councillor Noble informed members that the plastic covering on a chain supporting a swing on the Bentley Close play area appears to have been melted (with a cigarette lighter or similar). The play area is due for annual inspection in the spring and this may be highlighted then. There is no need for the council to take immediate action.

Councillor Perkins will speak with Mr Papworth regarding timings for the tree work in St Peter's Churchyard and Glebe Paddock. He reminded councillors that two commemorative trees would be donated to the churchyard by parishioners.

Councillor Edwards informed councillors that the Anglian Water Sewage Treatment Plant has been experiencing technical problems since August 2014 and this has resulted in a recent increase in heavy (and often very fast) traffic to and from the site. The Clerk will contact Anglian Water to request that contractors respect the speed limits and to ask for an estimate of when the work will be completed.

**161-01/15 Matters for future consideration.**

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

**162-01/15 Date of next meeting:** 02 February 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: 8:30pm**

**163-01/14 To consider a strategy for future management of parish land let for commercial use.**

*[Handwritten signature]* 02-02-15