



## 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

**A Meeting of Upwood and the Raveleys Parish Council was held on Monday 06 February 2017 at 7.00pm at Upwood Village Hall.**

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

**In Attendance:** Mrs. C. Bilverstone (Clerk) and 6 members of the public.

### Minutes

**125-02/17 To receive and approve apologies for absence.** There were no apologies for absence.

**126-02/17 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.

Councillor Perkins and Councillor Slater declared an interest in item 132-02/17.2 (Councillor Perkins as a member of the Upwood Village Hall Management Committee; and Councillor Slater as a close neighbour to the applicant).

**127-02/17 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. Mr Colin Racey volunteered to take care of overgrowing vegetation along the public right of way between St. Peter's Church and Ailwine Road (see item 134-02/17.2); to join Councillor Noble's working party in the old part of the cemetery; and to assist with other parish projects from time to time. The chairman and councillors thanked welcomed this offer and thanked Mr Racey for his continued commitment to the parish.

Mr Neil Seabridge reminded councillors that he had written to the parish council to express strong objections to the plans to site a mobile phone mast on Huntingdon Road (see item: 132-02/17.1). He re-affirmed his objections and added that he felt such a development to be incongruous with this rural environment.

**128-02/17 To receive and approve the minutes of the parish council meeting held on 09 January 2017.**

Copies of the minutes of the meeting of Upwood and the Raveleys Parish Council held on 09 January 2017 had been circulated in advance following their informal approval by the vice-chairman. Councillor Tew proposed acceptance of the minutes. Councillor Smith seconded the proposal. All who had been present at the meeting were in favour and it was **resolved** to do so. The vice-chairman signed the minutes.

**129-02/17 Matters arising or carried forward from the last or previous meeting.**

**129-02/17.1 To receive an update regarding Cambridgeshire County Council's "Community Gritting Scheme".**

The county council has confirmed that the equipment is now in stock and due to be delivered to volunteers during the next few days.

**129-02/17.2 To receive an update regarding the launch of the parish council's Facebook page.**

The clerk has launched the parish council's Facebook page which already has 30 followers. Posts are shared with the Upwood community Facebook page (which currently has 339 followers) and a link has been added to the home page of the parish website.



**130-02/17 To receive reports from neighbouring parishes.**

Councillor Tew reported that Bury Parish Council expects Larkfleet Homes Ltd. to submit a planning application for 80 new homes on the land opposite Grove Way. Bury Parish Council will host a community event at Bury Village Hall on Saturday 11 February from 3:00pm to 5:00pm. A presentation will be given by Strawsons Property regarding proposals to build 160 new homes on the Upwood Airfield site.

**131-02/17 To receive reports from county and district councillors.**

Councillor Tew informed members that the county council is considering a 2% - 5% increase to council tax. This would equate to an additional £35 - £40 per annum for band D properties.

Councillor Howe added that the district council have yet to finalise its council tax proposal but is working to a 2% guideline. Councillor Howe explained that there have been some changes to the organisation of the combined authority and that he has been appointed as interim chairman for three months.

**132-02/17 Notification of planning items.**

**132-02/17.1 17/00044/TELDET** | The installation of a 21m Lattice Tower with six antennae and two 0.6m dishes within a 55.5m compound; equipment cabinets and ancillary development. | Land North Of Upwood Cricket Ground, Huntingdon Road, Upwood.)

The parish council has received three items of correspondence regarding this application. One is a letter from a parishioner offering knowledge of the technical requirements of such a scheme; the other two offer strong objections based on environmental; aesthetic; social; health and safety grounds. The chairman confirmed that this proposal is described by the planning authority as "permitted development" which means that the siting of a mobile phone mast within the parish of Upwood and the Raveleys is a statutory requirement. On that basis he explained that the parish council and the district council may comment on the proposed location but that ultimately a mast will have to be accommodated somewhere within the parish. Councillors agreed that mobile phone signal is poor but that aesthetically the proposed location would be in the line of sight of everyone entering and leaving the village. Councillor Edwards expressed concern for the proposed access to the site on the bend of Huntingdon Road opposite Charters Spinney. All considered this to be a potentially dangerous location. Based on the letters received from parishioners and on the concerns expressed by councillors, the chairman suggested that the parish council should compose a strongly argued and well-articulated letter to the planning department to confirm its objection to the proposed development at this location. Councillor Smith proposed a motion to this effect. Councillor Slater seconded the proposal. One councillor abstained from voting; all others were in favour and it was **resolved** to do so. The clerk and the chairman will compose a letter on the council's behalf.

**132-02/17.2 17/00080/HHFUL** | Erection of a single storey side extension to the house and an extension to the garage. Erection of small porch enclosing the front door under the existing roof. Replacement of windows with a high performance UPVC window of a colour sympathetic to the existing. | 61 High Street Upwood. PE26 2QE

Councillor Perkins suggested that this development would restrict light to the village hall but that the village hall committee had been made aware of the application and had not forwarded an objection. Councillor Smith proposed that the council supports this application. Councillor Nel seconded the proposal. Four councillors abstained from voting; five were in favour of supporting the development therefore it was **resolved** to do so.

**132-02/17.3 17/00141/ADV** | Replacement noticeboard | St Peters Church. Church Lane, Upwood. PE26 2QF

The parish council had offered its support of this initiative prior to the submission of a planning application (minute reference: 72-10/16.2). All agreed that the new noticeboard would be a welcome improvement. Councillor Perkins proposed that the council support this application. Councillor Noble seconded the proposal. All were in favour and it was **resolved** to do so.

**133-02/17 Finance**

**133-02/17.1** To approve accounts for payment: 06 February 2017:

Date	Ref. No.	Payee	Description	Amount
06.02.17	976620147	Mrs C. Bilverstone	Clerk/RFO Salary. January 2017	680.48
			Expenses: Working from home allowance, postage.	11.30
06.02.17	35003966	HMRC	PAYE/NI	6.08



06.02.17	24771044	SALVUS Master Trust	Employee + Employer Pension Contributions. January 2016	72.26
06.02.17	913254849	Mr B Fryer, Fenland Tree Care	Tree work in St. Peter's Churchyard	650.00
06.02.17	397883117	Mr A Davis	Parish Maintenance: Cutting of allotment and cemetery hedges	530.00

133-02/17.2 To note income received: 06 February 2017:

Date	Ref. No.	Received from	Description	Amount
09.01.17	000002	A J Mills Master Masons Ltd.	*Cemetery memorial stone	60.00
20.01.17		J G Cross Monumental Mason	*Cemetery memorial stone	35.00

\*Approved by the clerk as per minute reference: 71-11/13.5

Councillor Paxton proposed that councillors approve the accounts for payment. Councillor Slater seconded the proposal. All were in favour and it was **resolved** to do so. The chairman signed the agenda to this effect. He also signed the bank reconciliation and invited two of the three signatories to sign the invoices and to approve the electronic payments.

#### 134-02/17 Parish Maintenance

134-02/17.1 To review and confirm the permitted dimensions of memorial stones in Meadow Road Cemetery with a view to correcting an anomaly in the cemetery rules, regulations and fees document.

The cemetery rules, regulations and fees document (updated in February 2014) states that the base of a headstone should not be greater than about 200mm (8") wide. However, the clerk has received confirmation from a stonemason that the base of headstones are usually about 30mm (12") wide and this is in accordance with the majority of headstones already in the cemetery. The chairman proposed that the document should be corrected. Councillor Slater seconded the proposal. All were in favour and it was **resolved** to do so.

134-02/17.2 To consider an application from a parishioner to participate in the Community Highways Volunteering Scheme. Please see item: 127-02/17 As the public right of way between St. Peter's Church and Ailwine Road is the responsibility of the county council, the clerk will register Mr Racey as a volunteer for the Community Highways Volunteering Scheme.

#### 135-02/17 Correspondence and Communications

135-02/17.1 Notification from the district council of changes to the household waste collection schedule (please see: [www.huntingdonshire.gov.uk/bins](http://www.huntingdonshire.gov.uk/bins)). Collection days vary across the parish so parishioners are advised to refer to the district council's website or to the information which will be provided to each household.

135-02/17.2 Two items of correspondence from parishioners regarding the proposed installation of a mobile phone mast (Please see item 132-02/17.1).

135-02/17.3 A complaint via telephone from a parishioner regarding dog fouling and inconsiderate parking in Bentley Close.

The clerk explained the ongoing measures taken by the parish council in an effort to address the dog fouling problem and invited the parishioner to be vigilant as offenders will be prosecuted (parishioners are reminded that they may report offenders to the parish clerk or to the district council in complete confidence).

The clerk has received several complaints about inconsiderate parking in Bentley Close. The parish council has no jurisdiction on such matters but the district council will take responsibility for abandoned vehicles and advise that other vehicles contravening the Highway Code should be reported to the police.

*(Rule 242 of the Highway Code states that "you MUST NOT leave your vehicle or trailer in a dangerous position or where it causes any unnecessary obstruction of the road; Rule 243 states that "you MUST NOT stop or park on a bend"; and Rule 244 states that "you MUST NOT park partially or wholly on the pavement in London, and should not do elsewhere unless signs permit it. Parking on the pavement can obstruct and seriously inconvenience pedestrians, people in wheelchairs or with visual impairments and people with prams or pushchairs").*

Councillor Slater has spoken with residents of Bentley Close and it is hoped that this matter is now resolved.





135-02/17.4 An invitation to participate in the "Keep Britain Tidy: Great British Spring Clean" weekend. 03–05 March 2017. (please see: <http://www.greatbritishspringclean.org.uk/home/2684#home>).

135-02/17.5 Information regarding The Plunkett Foundation Rural Co-operatives' Programme "Call to Action".

**136-02/17 To receive verbal reports from Parish Councillors on matters arising from their portfolio responsibilities.**

*No decisions can be made under this item.*

Councillor Noble volunteered to clear litter from the car park on Meadow Lane and confirmed that she would coordinate a working party to clear ivy and brambles from untended graves in the old part of the cemetery on Saturday 25 February between 10:00am and 2:00pm. Volunteers wishing to support this initiative are welcome to give as much or as little time as they are able and are asked to bring gloves and hand tools such as secateurs, loppers etc.). Councillor Edwards will arrange for the disposal of waste from the site. The chairman thanked councillors for their continued efforts to improve the visual appearance of the parish.

Councillor Noble also noted that former councillor, Ms. Robin Singleton has completed training for the Community Speedwatch initiative. Parishioners are reminded that further volunteers are required if the scheme is to be effective.

Councillor Tew plans to re-invigorate the community led plan team in the coming weeks and has prepared a draft questionnaire aimed at increasing awareness and cohesion within and between the outlying areas of the parish.

Councillor Edwards suggested that a tree in Charters Spinney is in need of professional attention. The chairman reminded him that the council should strive to obtain three quotations prior to any work being undertaken.

Councillor Paxton suggested that the floodlights on the airfield have become problematic again. The chairman asked the clerk to write to the director of HLC Wood Products Ltd. to ask that the lights are re-adjusted to light the working area but to minimise light pollution of the local environs.

**137-02/17 Matters for future consideration.**

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

**138-02/17 Date of next meeting: 06 March 2017, Upwood Village Hall, 7:00pm.**

This will be preceded by a meeting of parish councillors in their role as Trustees of Upwood and the Raveleys Allotments (Charity no. 264373) at 6:30pm.

**Close of meeting: 8:15pm**

*[Handwritten signature]*  
06.03.17