

## Upwood and the Raveleys Parish Council

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A meeting of Upwood and the Raveleys Parish Council was held on Monday 06 July 2015 at 7.00pm at Upwood Village Hall.

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

**In Attendance:** Mrs. C. Bilverstone (Clerk), County Councillor M. Tew and 1 member of the public.

### Minutes

- 35-07/15 To receive and approve apologies for absence.**  
Councillor Huskinson (Medical)
- 36-07/15 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.  
No interests were declared.
- 37-07/15 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).*  
There was no public participation.
- 38-07/15 To receive and approve the minutes of the parish council meeting held on 01 June 2015.**  
Copies of the minutes of the meeting of Upwood and the Raveleys Parish Council held on 01 June 2015 had been circulated in advance following their informal approval by the chairman. Councillor Perkins proposed acceptance of the minutes. Councillor Slater seconded the proposal. All were in favour and it was **resolved** to do so. The chairman signed the minutes.
- 39-07/15 Matters arising or carried forward from the last or previous meeting.**  
39-07/15.1 To receive an update regarding replacement signs for Glebe Paddock and the Bentley Close play area.  
Councillor Noble confirmed that she has made enquiries and the matter is in hand.
- 40-07/15 To receive reports from county and district councillors.**  
County Councillor Michael Tew reported that the county council propose saving around £1.6 million over three years through a comprehensive review of library provision and structure. Controversial plans have not been approved to reconfigure parts of the central library in Cambridge. Library services in rural areas across the county are also under threat.  
The “five parish forum” will meet on 22 July, hosted by Bury Parish Council. The agenda includes the integration of new developments with existing infrastructure; traffic calming; and other commonly shared issues. The chairman suggested that this could be an effective forum to share experience of community led planning. Councillor Tew agreed and confirmed that Bury and Wistow are expected to embark on their respective community led plans in the near future.  
District Councillor Robin Howe informed members that pressure is mounting for a decision to be made on the proposed development at Wyton. The infrastructure plan has yet to be confirmed and the district council is unable to make an informed decision without it. If the development is significantly delayed then another site would need to be identified to fulfil the quota of 4,500 new homes. Firm proposals must be with the

commissioner by the end of the year otherwise the district will be in danger of reducing its current housing stock which would provide developers with an “open season”.

#### 41-07/15 Notification of planning items.

41-07/15.1 15/00768/FUL | Proposed mixed use of land involving the installation of a solar farm together with continued agricultural use | Land South East of Bury Green Farm and South of Biggin Lane, Ramsey.

41-07/15.2 15/00790/FUL | Proposed mixed use of land involving the installation of a solar farm together with continued agricultural use | Land North of Bury Green Farm and South of New Fen Road, Ramsey Heights

Councillors considered both applications and agreed that there were no criteria to recommend refusal. They expressed concern for the residents of Bury Green Farm but the council has received no letters of complaint. The chairman suggested that a solar farm was preferable to wind turbines. Councillor Slater asked if these developments would be subject to S106 payments (whereby the developer is obliged to make a financial contribution to the local community). Councillor Tew offered to find out. Councillor Paxton proposed that the council approve both applications. Councillor Perkins seconded the proposal; all were in favour; and it was **resolved** to do so.

41-07/15.3 15/00972/FUL | Garden shed (retrospective) | Upwood Manor High Street Upwood Huntingdon PE26 2QE  
Councillor Perkins proposed that the council approve this application. Councillor Noble seconded the proposal. All were in favour and it was **resolved** to do so.

#### 42-07/15 Finance

42-07/15.1 To approve accounts for payment: 06 July 2015:

Date	Ref. No.	Payee	Description	Amount
06.07.15	739822340	Mrs C. Silverstone	Clerk/RFO Salary. June 2015	675.73
			Working from home + Postage + Stationery expenses	20.05
06.07.15	578091171	HMRC	National Insurance	0.51
06.07.15	75864092	Mr A. Davis	Parish grass. Cuts 5 & 6 + lift of cemetery tree canopy	780.00
06.07.15	496901700	Kompan Ltd.	Bentley Close play area. Spare part.	7.68
03.08.15	642632831*	Mrs C. Silverstone	Clerk/RFO Salary. July 2015	675.73
			Working from home allowance	10.00
03.08.15	322211269*	HMRC	National Insurance	0.51

\*As the parish council does not meet in August, it was asked to approve this payment in advance.

42-07/15.2 To note income received: 06 July 2015:

03.07.15	000012	HM Treasury	2 ½% Consolidated Stock (Interest)	0.06
03.07.15			2 ½% Consolidated Stock Redemption (see minute ref. 13-05/15.4)	13.86
06.07.15	BACS	HMRC	VAT Repayment (see minute ref. 29-06/15.2)	680.23

Councillor Noble proposed approval of the above payments and receipts. Councillor Edwards seconded the proposal. All were in favour and it was **resolved** to do so.

The chairman added that the finance working party will meet prior to the next meeting.

#### 43-07/15 Community Led Plan: To receive an update from the three working parties:

Councillor Hopkins announced that a review meeting for the three working parties has been set for 02 September with the proposed launch of the CLP taking place on 24 October. It was unfortunate that there were not enough volunteers available for a stall at the Cross Keys “Family Fun Day”. Councillor Hopkins has issued each “team leader” with a proforma to record progress. It was suggested that all community stakeholders (social and recreational groups/businesses/service providers) be invited to celebrate the launch of the community led plan. Councillor Hopkins agreed to coordinate plans for the event.

- **Communications**

The communications team reviewed the compilation of comments relating to communication in the parish. They reflected on improvements made to date and created an action plan for the future:

**Noticeboards:** Although work to refurbish the existing noticeboards has been carried out by the parish council, it was felt that improvements could still be made. All agreed that each of the five areas of the parish would benefit from a joint parish council/community noticeboard accessible to a community representative in each area. Contact details of the representative and the parish logo should be displayed in each one.

The team suggested that:

- The noticeboard in Little Raveley should be moved to a central and accessible position.
- The noticeboard in Great Raveley would be more effective if it were located by the post box.
- Upwood's noticeboard (currently in the churchyard) should be located on the grassed area by the book exchange.

**Action:** The clerk has requested a quotation for the relocation of three noticeboards.

A new noticeboard for Farm Close has been provided by Muir Housing Association and its installation by BPHA is imminent. It will be located in a more prominent position than the existing one. Its management and maintenance has been devolved to the parish council.

The noticeboard at Fairmead is owned by "Upwood Estate Management Company Limited". The owner has made arrangements to renovate the noticeboard. She has also appointed a local resident to post items with her prior approval.

**Parish Newsletter:**

Although some residents have asked for, and receive a digital copy of the newsletter, a paper copy will continue to be delivered to every household in the parish. It would be too complicated for the delivery teams to be selective especially as households change. The newsletter is also available for download from the website and is sent electronically to those who have moved away from the parish, and to various local organisations and contacts.

The newsletter editors have been proactively addressing the issues raised in the CLP questionnaire. The parish council has a regular slot on page three and it has featured on the front page on several occasions. A comprehensive diary of events is posted in every issue and "Who's who" is on the back page every time. It was suggested that a correspondent be appointed for each area of the parish. It was also suggested that the newsletter's contacts page should be posted in each of the noticeboards.

**Action:** The newsletter committee will consider appointing a correspondent for each of the five areas of the parish.

The "who's who" page has been updated with e-mail addresses since the meeting and this will be displayed in the noticeboards and on the website (it is unlikely that there will be space for e-mail addresses in the newsletter).

**The parish website:**

Steve Howes and Doug McLeod (webmasters) are currently trialling a new website and it is hoped that this will go live within the next couple of months with a formal launch on 24 October. The new site will be fluid (tablet and mobile phone friendly); it will be easier to manage; and will have a more contemporary feel. The website is promoted in every edition of the newsletter. The website now has a direct link to the Upwood Facebook page.

**Action:** The webmaster will investigate ways to count and monitor visitor activity.

The new website will provide the option of signing up for automatic mailings of e.g. newsletters, agendas, minutes etc. as they are posted (the parish council is registered with the Information Commissioner for data protection so the gathering of personal contact details will not be an issue).

**Facebook:**

Approximately 220 people "like" the "Upwood" Facebook page and there is always a flurry of activity when photographs are posted of various local events. Historically there have been three site administrators.

**Action:** Since the meeting, the page has been opened to all users and it is hoped this will add to the variety and frequency of posts. The Facebook page is promoted in every edition of the newsletter and there are links from and to the website.

**Parish Council:**

Although it is disappointing that only a few members of the public attend parish council meetings, in some ways this could be construed as a good thing. It is appreciated that people generally only approach the council with problems. There is typically greater attendance when contentious issues are on the agenda and people do attend if there is an item pertinent to them. It was suggested that an "open forum" at each meeting might encourage participation. It was also suggested that a young persons' open forum might help to engage younger members of the community. The team would also like to see a young persons' representative at parish council meetings.

**Action:** The parish council will consider holding an open forum at each meeting. It will also consider hosting a young persons' open forum; and recruiting a young persons' representative to attend each meeting. Councillor Noble has spoken with Mrs Whitelaw, Headteacher of Upwood Primary School and they will address the school council in the autumn term with a view to inviting some of the older children to attend part of a parish council meeting.

**Broadband:**

All are disappointed with "Superfast Broadband". Great Raveley residents have enlisted the support of County Councillor Michael Tew but were not aware that much of the rest of the parish are also dissatisfied with the service. It was suggested that complaints via Twitter @btcare had resulted in visits from engineers. The webmaster suggested that a Facebook/website/newsletter survey asking "what's your broadband speed" could provide helpful evidence.

The group discussed the need for Wi-Fi in the village hall. Cambridgeshire Acre are currently offering to support the installation costs. Consideration would need to be given to the ongoing cost. A representative from the village hall committee suggested that the availability of Wi-Fi might open access to a broader range of users.

**Action:** The webmaster has launched a survey on the Facebook page. Responses were received almost instantly and local subject matter experts have joined the debate. The clerk has invited County Councillor Michael Tew to follow/join the conversation. Arrangements will be made to connect the Great Raveley group with this working party. The chairman of the village hall committee is currently exploring the possibility of installing Wi-Fi in the village hall.

**Infrastructure:**

A parishioner asked the group to consider the location of the "Upwood" sign by the school which clearly but inadvertently excludes Fairmead.

**Action:** The group suggested that "Welcome to Upwood and the Raveleys" signs be installed at the parish boundary on each of the four approach roads (from Woodwalton, Huntingdon, Ramsey Heights and Bury) to demonstrate inclusivity. Unfortunately "parish" signs are not permissible under the TSRGD (Traffic Signs Regulations and General Directions 2002 & 2015). The clerk has approached Cambridgeshire County Council to ask about the practicalities and the cost of moving the sign.

**Conclusion:**

Communication in this parish is good but there are always areas for improvement.

The team proposed that a combined bid is submitted by the parish council to the Ramsey Windfarm initiative to include the following:

- Newsletter: £600 to cover the provision of four colour pages in 12 issues + the purchase of a dedicated newsletter laptop at approximately £500.
- Website: Approximately £100 to cover the renewal of the domain.
- Noticeboards: Relocation of three noticeboards. Cost to be determined.
- Village Hall: Wi-Fi provision. Cost to be determined + a new, more powerful digital projector for community use (cost to be determined)

(Note that the cost of relocating the "Upwood" sign would not be included in the bid as this is considered a statutory responsibility which could not be supported by the initiative).

The chairman noted that the closing date for applications falls before the next parish council meeting in September. He proposed that the council delegate responsibility for the submission of this bid to the Clerk and



Councillor Huskinson together with the members of the communications working party. Councillor Noble seconded the proposal. All were in favour and it was **resolved** to do so.

- **Housing & Planning**  
The housing and planning working party met to discuss strategies for sensitive and sustainable development and to protect the parish from unwanted future development. The team wish to meet again prior to making any conclusions.
- **Roads & Road Safety**  
The roads and road safety working party will meet on 07 July.

**44-07/15 To confirm arrangements for the appraisal and salary review of the Cemetery Officer and the Parish Clerk.**  
The clerk and the cemetery officer are due to have annual appraisals and a salary review prior to 01 August. The chairman will conduct the clerk's appraisal. The clerk and Councillor Paxton will make arrangements to appraise the Cemetery Officer.

**45-07/15 Meadow Road Cemetery: to receive an update on its administration.**  
The clerk has transcribed the hand-written burials register and reviewed all documentation regarding interments since the cemetery opened in 1966. She has also produced a digital cemetery plan. The transcript and the plan are now available on the parish website and will be updated as necessary. Not only is this data now securely backed up, it is hoped that in years to come it will provide a valuable resource to those researching family history. The chairman thanked the clerk for her industrious commitment to completing this extensive piece of work.

**46-07/15 To receive an update on progress towards the Local Council Award Scheme.**  
The clerk is gradually progressing through the requirements of the scheme. The majority of the required documentation is now available on the parish website. A significant amount of time has been spent reviewing the minutes and financial documentation from the last five years in an attempt to locate information for the asset register. In the process, the clerk has produced an index outlining key purchases and resolutions to facilitate easier location of information in the future. Further information is still required for the asset register and this will involve another visit to the archives in Huntingdon. The clerk's list of tasks for the next couple of months also include the production of a calendar; an action plan for the council's current year (the clerk reminded councillors that they should start to address a three-year action plan); compiling and demonstrating evidence of consulting the community; producing a grant awarding policy; and reviewing the health and safety policy. The chairman thanked the clerk for her attention to detail and for her efforts in pursuit of the award.

**47-07/15 To consider adoption of a parish council logo.**  
Upwood and the Raveleys Newsletter Committee have agreed to the wider use of its logo, provided that the font adopted by other community groups is different to its own (Verdana). The hand-drawn images by local artist Mrs Esther Rowley have been digitally enhanced by Huntingdonshire District Council staff at no cost. The clerk and the chairman have spent a good deal of time selecting a font which they believe portrays a professional yet stylish image which is respectful of a traditional institution. AR Essence has the approval of the newsletter committee and the chairman proposed that the council adopt the logo for use on all its documentation. Councillors agreed unanimously that the new logo be adopted and launched as part of the community led plan on 24 October.

**48-07/15 Correspondence and Communications.**

48-07/15.1 Annual Review: Community Speedwatch fixed notices.

48-07/15.2 Submission of Huntingdon & Wyton's Neighbourhood Development Plan (please see: <http://consult.huntingdonshire.gov.uk/portal/pp/nps/hwnp>)

48-07/15.3 Update from the "Ramsey and Warboys Informer".

48-07/15.4 Update from Cambridgeshire County Council regarding grass cutting on public rights of way.

48-07/15.5 Four items of correspondence from "Speed Check Services"/"Community Roadwatch".

Councillors debated the merits of Community Speedwatch/Speed Check Services/Community Roadwatch. All agreed that the data provided by SCS/CRW is informative and valuable as evidence particularly to the roads

and road safety working party. Members felt however that the parish council must align itself with Community Speedwatch which is a police initiative rather than one established by volunteers. Councillor Slater proposed that the clerk should write to Brian Robins, Community Speedwatch to confirm the council's commitment to the scheme; and also to Dave McCandless, SCS/CRW to confirm willingness to cooperate with his initiative on an informal/ad hoc basis. He suggested that the council review the situation after six months. Councillor Singleton seconded the proposal. All were in favour and it was **resolved** to do so. Councillor Slater agreed to remove the Community Speedwatch signs until such time as the scheme can be re-established in the parish.

**49-07/15 To receive verbal reports from Parish Councillors on matters arising from their portfolio responsibilities.**

*No decisions can be made under this item.*

Councillor Slater reported on a productive meeting with Les Middleton (Cambridgeshire County Council Highways) and County Councillor Michael Tew. Mr Middleton is confident that a bid for a 40mph speed limit between Bury and Upwood would be acceptable (although it would probably cost the parish council 10% of a successful bid to the Local Highways Initiative).

He also noted that a complaint had been received from a parishioner regarding the condition of the path between Fairmead and Bury. Councillor Tew, Mr Middleton and Councillor Slater agreed that it is not in the best condition however, it is subject to inspection on a three-monthly basis; and remedial measures are taken to address defects in excess of 15mm. The path was last re-surfaced in 1997 and the cost to renew the path now would be in the region of £60,000. The path is due to be addressed as part of the infrastructure plan which accompanies the proposals for development of the airfield.

Councillor Slater asked whether the proposed development at the former USAF clinic would be subject to the Community Infrastructure Levy (CIL) and if so, he suggested that funds could be used to address traffic calming. Councillor Tew confirmed that Bury Parish Council is also keen to slow traffic along the Huntingdon Road and that there may be opportunities to work together on this.

Councillor Noble reported that the end cap to the top bar of the swing in Bentley Close had been replaced. She also noted that she had filled the plastic panel as advised on the play area inspection report. She presented a booklet and a sticker outlining the dangers of dog faeces to children. The chairman reminded members that the council will review the issue of dog fouling and the access to dog walkers in Glebe Paddock in October (after the six month trial agreed in minute reference:199-04/15.4 ).

Councillor Edwards reported on the success of the Upwood Open Gardens/Scarecrow Festival and St. Peter's Church Flower Festival. Councillors were pleased to note two allotments featured as "open gardens" and that two of the three winning scarecrows were located on the allotments.

Councillor Paxton noted that she plans to meet with the clerk to learn about the management of the cemetery. She also mentioned that she has sponsored the planting of a tree in St. Peter's Churchyard in memory of Mr Gordon Parsons. The tree is identified by a small wooden plaque.

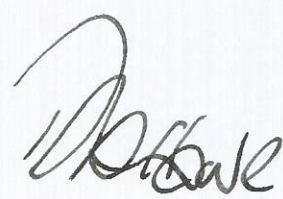
Councillor Perkins added that he has also sponsored a tree in memory of his mother, Mrs Elizabeth Perkins. Both trees were planted as part of the second phase of tree works. There is scope to add another two or three trees in this phase.

**50-07/15 Matters for future consideration.**

*No decisions can be made under this item.*

**51-07/15 Date of next meeting: 07 September 2015, Upwood Village Hall, 7:00pm**

**Close of meeting: 9:10pm**

  
7 Sept 2015