

Upwood and the Raveleys Parish Council

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

Present: Councillors J. Edwards, J. Noble, R. Howe (Chairman), J. Paxton, A. Perkins, R. Singleton.

In Attendance: Mrs. C. Bilverstone (Clerk), County Councillor M. Tew, and 3 members of the public.

Minutes

72-10/15 To receive and approve apologies for absence.

Councillor Hopkins: Work Commitment

Councillor Slater: Holiday

The clerk has received a formal letter of resignation due to business commitments and ill health from Councillor Huskinson. The clerk has written to thank Councillor Huskinson for the contributions she has made to the parish in her short time as a councillor and to wish her well for the future. The chairman and councillors echoed these sentiments. Councillor Noble proposed that a casual vacancy be advertised. Councillor Singleton seconded the proposal; all were in favour and it was **resolved** to do so.

73-10/15 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.

There were no declarations of interest.

74-10/15 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.

A parishioner expressed concerns regarding speeding vehicles in High Street. The chairman explained that the community led plan process has led to the formation of a working party for roads and road safety; and that traffic calming had been identified as a priority through the consultation process. An application to the Local Highway Initiative had been prepared (see item 81-10/15.2) although this doesn't address High Street. Councillors recognise that this is an issue and the chairman suggested that tangible evidence could be provided by Community Speedwatch once it is in operation. The chairman noted that it would be important that residents are consulted and in agreement with any proposed traffic calming measures, noting that the scheme in Kings Ripton has resulted in controversy. He suggested that simply implementing a 20mph speed limit might be effective. The matter will be forwarded to the CLP working party for further investigation.

75-10/15 To receive and approve the minutes of the parish council meeting held on 07 September 2015.

Copies of the minutes of the meeting of Upwood and the Raveleys Parish Council held on 07 September 2015 had been circulated in advance following their informal approval by the chairman. Councillor Singleton proposed acceptance of the minutes. Councillor Edwards seconded the proposal. Councillors Paxton and Perkins were not present at the meeting. All other councillors were in favour and it was **resolved** to do so. The chairman signed the minutes.

76-10/15 Matters arising or carried forward from the last or previous meeting.

The cemetery officer has refurbished the bench at the junction of Huntingdon Road and Longholme Road; and the bench for the cemetery. Councillor Edwards and Councillor Perkins agreed to assist with siting the cemetery bench. Councillor Noble proposed that all the parish benches be refurbished. Councillor Paxton seconded the proposal and it was **resolved** that the cemetery officer be asked to complete the work.

Councillor Edwards asked about responsibility for the fence line between the cemetery and the field, noting that it would benefit from some maintenance.

Clerk's note: The conveyance dated 1962 states that the parish council is responsible for the erection and maintenance of a stock-proof fence along the south and east boundaries of the land.

77-10/15 To receive reports from county and district councillors.

Councillor Tew confirmed that a Temporary Traffic Order had been received regarding maintenance of a manhole cover outside 74 High Street. The work will be carried out on 08 December. Detailed impact of the road closure is yet to be confirmed but some disruption and a diversion is likely to affect Ailwine Road, Huntingdon Road, Meadow Road and High Street.

78-10/15 Notification of planning items.

78-10/15.1 15/01148/FUL | To subdivide one, 8 bed dwelling into 2 x 4 bed dwellings | Providence Place 71 Huntingdon Road Upwood Huntingdon PE26 2QQ

The chairman closed the meeting and invited the applicants to speak. They explained that the rear extension had originally been built as an independent four-bedroom house with its own gardens and parking area before the two were linked together as a bed and breakfast establishment. Attempts to sell the eight-bedroom property had been unsuccessful so they took the decision to restore it to two individual dwellings. They were not aware that planning permission would be required therefore this is a retrospective application. The chairman re-opened the meeting. Councillor Perkins proposed support of this application. Councillor Singleton seconded the proposal. All were in favour and it was **resolved** to do so.

78-10/15.2 15/01588/FUL | The installation of an anaerobic digestion facility for the production of renewable energy. To include 1 x partially buried twin tank with conjoined centre partition, 1 x gasholder, 2 x gas membranes located on tank roof, 1 x process building to house process controls and CHP unit, 1 x feeder, 1 x digestate separator, 1 x digestate drier, 1 x transformer and associated works. | Bury Lane Farm Bury Lane Ramsey Heights.

Councillor Perkins noted that this facility would operate on ryegrass and maize, all of which would be grown in-house. He suggested therefore that it is an environmentally clean and sustainable initiative which would not impact on its surrounding infrastructure. He proposed support of the application. Councillor Edwards seconded the proposal. All were in favour and it was **resolved** to do so.

78-10/15.3 15/01689/TREE | Fell dead Horsechestnut. Alterations to leaning Beech. | 56 High Street Upwood Huntingdon PE26 2QE

Councillor Perkins proposed support of this application. Councillor Noble seconded the proposal. All were in favour and it was **resolved** to do so.

78-10/15.4 Notification of address: The barn conversion (barn 1) at Upwood Road, Little Raveley will be known as "The Dairy".

79-10/15 Finance

79-10/15.1 To approve accounts for payment: 05 October 2015:

Date	Ref. No.	Payee	Description	Amount
05.10.15	541845010	Mrs C. Silverstone	Clerk/RFO Salary. September 2015	675.72
	490534399		Expenses: Working from home allowance	10.00
05.10.15	979526172	HMRC	PAYE/NI	0.51
05.10.15	943125825	Upwood and the Raveleys Village Hall	Meeting hall hire: July-September 2015	62.10
05.10.15	369180341	A.J. Papworth	Arboreal Services. St. Peter's Churchyard. Phase 2	192.00
05.10.15	583335845	Huntingdonshire District Council	Electoral Services	1138.96
05.10.15	805060669	Mrs J. Noble	Reimbursement for purchase of new signage (from Michael Murray Signs Ltd.) for Bentley Close Play Area & Glebe Paddock	144.00
05.10.15	657427004	Mr A. Davis	Cuts 9 & 10 to parish grass	750.00

79-10/15.2 To note income received: 07 September 2015:

21.09.15	000026 *	Central England Co-op Ltd. Funeral Services	Cemetery Memorial **	60.00
22.09.15	000027	Kings Ripton Parish Council	Reimbursement of Clerk's Salary (July 2015)	217.36

*Clerk's note: The sort code for Unity Trust Bank has changed and new stationery has been issued. Paying in slips 000014 – 000025 are therefore void.

** The clerk has approved installation of this memorial (minute reference: 71/11-13.5).

The clerk explained that the cost of the election (payment reference: 583335845) greatly exceeds the £750 estimate provided by the district council prior to the event. She confirmed that she had queried the invoice and had been told that this parish bordered on receiving an automated estimate of either £750 or £1500. It is unfortunate that it received the former. The clerk has been advised that payment must be made. She has asked that the district council offer greater clarity in future.

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

79-10/15.3 To receive a recommendation from the finance working party following a salary review for the parish clerk and cemetery officer.

The finance working party recommended that an additional spine point is awarded both to the Clerk (from NJC point 36 to 37) and to the Cemetery Officer (from NJC point 10 to point 11). The chairman suggested that both awards were parsimonious (but in line with public sector workers in general), in real terms awarding an additional 45p per hour to the clerk and 28p per hour to the cemetery officer. Councillor Noble proposed that the salary awards be granted. Councillor Perkins seconded the proposal. All were in favour and it was **resolved** to do so.

Clerk's note: Neither employee will benefit greatly from the monetary value of this award but both are appreciative of their outstanding appraisals and the council's recognition of their services.

79-10/15.5 To acknowledge receipt of the precept request from Huntingdonshire District Council and to consider budget requirements for 2016/2017 and beyond.

The clerk has reviewed the budget and prepared an initial draft of financial requirements for the next three years. She has compiled budget information from 2012/2013 into a single document to enable an overview of the council's financial responsibilities over multiple years. She urged councillors to review this document and add their thoughts and aspirations to enable development of a sound and strategic financial plan. The chairman added that the council has healthy reserves and that it should consider drawing on those reserves rather than increasing the precept for 2015/2016. The finance working party will meet during October to finalise a budget and determine the precept with a view to adoption at the next meeting.

79-10/15.6 To consider the council's responsibilities for staff pensions and automatic enrolment.

The staging date for Upwood and the Raveleys Parish Council is 01 April 2016. By this time the council must have a pension scheme in place and ensure that eligible staff are enrolled.

The clerk has received a letter asking for confirmation of the council's chosen pension scheme by 01 December 2015 therefore a resolution must be made at the next meeting to enable a declaration of compliance to be made. The default pension scheme for parish council employees is the Local Government Pension Scheme and the opportunity to join this scheme is written into the clerk's contract. Both the clerk and the chairman agreed that the LGPS requirement for an employers' contribution of 22.2% (negotiated by the clerk from 31%!) is excessive and the clerk has agreed to continue to research other options. Support has been requested of SLCC and CAPALC but to date this has been very limited and councils have been left to resolve this issue in isolation.

80-10/15 To receive an update from CAPALC'S "Clerk's & Chairman's Annual Catch up Day" held on 2nd October 2015 and to consider a retrospective request for the clerk to attend.

Although the conference was advertised at short notice, it was attended by more than 100 delegates from across the county and the agenda was distributed to councillors. The cost of attendance was £25 + travel

expenses and the council was asked to approve the clerk's attendance retrospectively. Topics ranging from finance, governance and accountability; insurance; neighbourhood planning; and community resilience were addressed and the day was very worthwhile. A copy of the NALC publication "Local Councils Explained" was issued with instructions to circulate to every councillor. The chairman will start this process. Councillor Paxton proposed that the council approve attendance. Councillor Noble seconded the proposal. All were in favour and it was **resolved** to do so.

81-10/15 Community Led Plan:

81-10/15.1 To receive an update regarding the launch event planned for 24 October.

Councillor Hopkins confirmed via e-mail that plans are underway for the launch event. The chairman will collect the documentation and posters. The event has been advertised in the local press; in the parish newsletter; and on the website and local social media forums. Councillor Hopkins has written to local stakeholders and will confirm the full delegate list nearer the time. The chairman confirmed that Shailesh Vara, MP, County Councillor Michael Tew and Mr Adrian Sail, Strawsons Property will attend.

81-10/15.2 To receive an update from the three working parties:

- Communications
To consider installation of a new "Upwood" sign on the approach from Bury to Fairmead. Councillors were all in favour of this initiative and the clerk will confirm this with the county council.
- Housing & Planning
There was nothing to report from this group.
- Roads & Road Safety
To consider an application to the Local Highway Initiative. Councillor Slater had prepared an application designed to address the issue of speeding traffic across the parish (specifically along the Ramsey to Huntingdon Road and through Great Raveley). Councillors agreed that although the issue had been identified through the CLP, the residents of Great Raveley must be consulted on the detail of the application prior to its submission. The chairman volunteered to facilitate this. He proposed that the council approve the application (subject to consultation of Great Raveley residents) so that it may be submitted before the closing date on 02 November. Councillor Noble seconded the proposal. All were in favour and it was **resolved** to do so.

82-10/15 To consider the award of a new grass cutting contract (to take effect from spring 2016).

The clerk has requested quotations from Mr Andy Davis (current contractor); from the district council; and from County Grounds Maintenance (recommended by Sawtry and Great Gidding Parish Councils).

83-10/15 To receive an update regarding the replacement, refurbishment and servicing of grit bins.

Councillor Slater has recommended that the "Glasdon Slimline" bin in green to replace the bin by the cemetery gates. The council made a resolution to spend approximately £95 at the last meeting but this particular model will cost £129 + VAT. The council was asked to consider the additional cost. All were in favour and it was **resolved** that the bin be purchased.

84-10/15 To review access for dog-walkers in Glebe Paddock following the six-month trial; and to consider the district council's response to the request for litter bins at the two entrances.

Councillor Noble reported that litter has not been an issue and only two incidents of dog fouling have been brought to her attention during the trial period. Councillor Paxton proposed that access to dog-walkers be granted on a permanent basis (subject to review should the need arise). Councillor Edwards seconded the proposal. All were in favour and it was **resolved** to do so. The district council inspector who carried out monitoring and site visits did not consider that there is a suitable location on Huntingdon Road for the siting of a bin with safe access for servicing crews; and the suggested location in Ailwine Road would block access. He also considered that the area was clean and tidy during the monitoring process. Councillors agreed that no further action need be taken at this time.

85-10/15 To receive an update on progress towards the Local Council Award Scheme.

The clerk has a relatively short list of tasks to complete prior to applying for assessment. Councillors were asked for assistance however with compiling a multi-year action plan and accompanying budget; and also with compiling a record of training and Continue Professional Development.

Nationally, 656 councils have registered for the scheme since its launch in January 2015. Over 550 have achieved the Foundation Award (many as a result of transferring credit from Quality Council Status) and 5 have achieved Quality Gold. In Cambridgeshire and Peterborough, 34 councils have registered and of these 29 have achieved the Foundation Award.

86-10/15 Correspondence and Communications.

86-10/15.1 An update regarding ongoing concerns for the provision of broadband particularly to the outlying areas of the parish.

Councillors agreed that this issue is beyond the scope of the parish council and requested the support of County Councillor Michael Tew. He agreed to pursue this and to keep the council informed of his progress.

86-10/15.2 Concerns regarding the safety of pedestrians crossing Huntingdon Road near Valiant Square.

Councillor Slater had responded to this letter to explain that Bury Parish Council would be better placed to address this issue as part of the supporting infrastructure to the new development on the site of the former USAF clinic.

86-10.15.3 Concerns regarding planning decisions for "The Paddock", Great Raveley.

Councillor Perkins wished for it to be recorded that the tone of the letter received was unacceptable and the author appeared to be unaware that this parcel of land has been subject to debate by councillors numerous times over many years. The chairman has attempted to visit the parishioner on four occasions and will continue to make every effort to make contact with him.

87-10/15 To receive verbal reports from Parish Councillors on matters arising from their portfolio responsibilities.

No decisions can be made under this item.

The chairman confirmed that three applications from Upwood and the Raveleys had been received by the Ramsey Windfarm Trust. The panel is due to meet in October.

Councillor Paxton noted that she is pleased with the way in which the cemetery is being maintained.

Councillor Singleton asked the clerk to report the poor condition of the pavement on Huntingdon Road between the junction with Meadow Road and Manor House.

88-10/15 Matters for future consideration.

No decisions can be made under this item.

Councillor Perkins asked that phase three of the tree work in St. Peter's Churchyard be added to the next agenda.

Councillor Noble asked that the council consider the replacement of two plastic panels on the play equipment in Bentley Close at the next meeting.

89-10/15 Date of next meeting: 02 November 2015, Upwood Village Hall, 7:00pm

M Noble
3/11/15