

UPWOOD AND THE RAVELEYS PARISH COUNCIL

Minutes of the meeting of Upwood and The Raveleys Parish Council
held in the Village Hall on Monday 4th July 2011.

Councillors present: Mr. R. Brown, Mr. C. Bryce, Mr. M. Horwood, Mrs. J. Paxton (Chairman), Mr. A. Perkins, Mrs. P. Rignall, Mrs. G. Shelford and Mr. K. Sisman.
Also present: Mrs. D. Benham (Acting Parish Clerk), and 8 members of the public.

1. Apologies for absence: Received from District Cllr. R. Howe and County Cllr. V. Lucas. The Clerk advised that Cllr. D. Paine had resigned his position as Parish Councillor following a meeting held with Cllr. Paxton, Cllr. Sisman and the Clerk on 1st July 2011. The Clerk had advised the Elections Officer at HDC and passed notices advising the “Vacancy in office of Parish Councillor” to Cllr. Sisman for the notice boards. KS

2. To receive declarations of interest: Cllr. Bryce declared a prejudicial interest in item 7, Provision of water supply to the allotments in Great Raveley, being an allotment holder in Great Raveley. Cllr. Bryce confirmed that he wished to give information to the Parish Council on this item during public participation.

3. Public participation: Cllr. Bryce requested that councillors consider a quotation that he had obtained from Anglian Water to provide a water connection to the allotments at Great Raveley.

4. Update by the Clerk on two Code of Conduct complaints made by parishioners to the Monitoring Officer at HDC concerning ex – Cllr. David Paine.

Case No. 45 – Complaint received alleging that Cllr. Paine failed to declare a personal and prejudicial interest at meetings of Upwood and The Raveleys Parish Council when business relating to the letting of allotments arose on the Parish Council agenda. The Sub-Committee was of the view that Cllr. Paine did have a personal and prejudicial interest given that the applicant and subsequent holder of an allotment was employed as a gardener by a member of Cllr. Paine’s family. Cllr. Paine was instructed to undergo training in the Code of Conduct but has since resigned.

Case No. 44 – Complaint received alleging that Cllr. Paine had used Parish Council resources without authority, in disregard of the procedures for the regulation of Parish Council expenditure and conferred advantage upon the Parish Clerk by agreeing an advance of salary. This complaint was referred to the Monitoring Officer for investigation. However, as Cllr. Paine has since resigned, the case may be closed.

5. To approve the minutes of the meeting held on 6th June 2011:

Cllr. Horwood proposed that the minutes be accepted as a true record and signed by the Chairman. Seconded by Cllr. Bryce, unanimously agreed. The Chairman signed the minutes.

6. Matters arising from the minutes:

a. Standing water on the highway in Great Raveley.

Cllr. Bryce advised that this problem was being investigated by Highways.

b. Maintenance of the closed churchyard at St. Peters Church.

The Clerk had been passed copies of documents relating to the closure of the churchyard but still awaited a copy of the Order transferring responsibility for maintenance to the Parish Council. In the meantime, Councillors agreed that the Clerk should arrange a meeting between Cllr. Paxton and Cllr. Shelford and 2 members of the P.C.C. to discuss arrangements for future maintenance. **DB**

c. Freedom of Information request.

The Clerk met with Cllr. Sisman at the Village Hall on 9th June and discovered a number of large boxes containing Parish Council papers. The Clerk had gone through all but 1 of the boxes but had not found the minutes from 1996 to 2004 which were the subject of the FOI request. The Clerk had kept the member of public who made the request, informed of the progress of the search. **DB**

d. Fence between Glebe Paddock and Manor House Nursing Home.

Clerk e-mailed and later spoke to David Buttery of Jolliffe Daking regarding the missing fence. Mr. Buttery advised that the Diocesan solicitor had confirmed that there is a covenant on that boundary which states that the Nursing Home must maintain a fenced boundary. Mr. Buttery will write to BUPA in the next week.

e. Glebe Paddock gate.

Mr. Paine had reported at the last meeting that the gate was old and not fit for purpose. The Clerk had discussed the gate with Mr. Buttery and had been advised that the three other boundaries including the gate were the responsibility of the tenant. Hence, if the gate needs replacing, the Parish Council must pay for it. Cllr. Sisman and the Clerk will examine the gate and if necessary obtain quotations. **KS/DB**

f. Dog excrement on the footpath next to Ramsey Road.

Councillors had previously agreed that owners needed to be named and reported to the police but no further reports had been received.

g. Repairs to hydrant cover at the junction with Meadow Road and High Street.

The Clerk had reported the broken cover to Anglian Water and been advised that a replacement cover had been ordered.

h. Possibility of use of notice boards at Farm Close and Fairmead to display Parish Council notices.

Cllr. Brown confirmed that this had been agreed.

i. Adoption of red telephone kiosk.

The Clerk confirmed that the completed contract had been returned by BT. A parishioner confirmed that the telephony equipment had been removed and the broken panes replaced. Cllr. Rignall volunteered to assist District Cllr. Howe in repainting the kiosk. **RH/PR**

7. Provision of water supply at the allotment in Great Raveley.

Cllr. Bryce left the room having declared a prejudicial interest in this item.

Councillors considered the quotation from Anglian Water to provide a water connection to the edge of the allotments. The Clerk advised that there would be additional expenditure to provide a service pipe and tap. Councillors agreed that there was no provision in the budget for 2011/12 and that this item would be considered at the budget meeting in November when expenditure for 2012/13 would be discussed.

Cllr. Bryce rejoined the meeting.

8. Cemetery.

a. Grant of Exclusive Right of Burial of the cremated remains of Ivan Youlds.

The Clerk advised that the cremated remains of Ivan Youlds, who had died on 23rd March 2011 at Hinchingsbrooke Hospital, had been buried in the cemetery on 22nd June in Bay B, No. 15.

A cheque for £150 - £56.25 (purchase of cremation plot), £43.75 (interment fee) and £50 (Memorial fee paid – details to follow) had been received and banked.

The Clerk advised that several visits to the cemetery, including a meeting with Swearers Funeral Service had been required because the cremation plots had been incorrectly recorded on the cemetery map by the previous Clerk.

b. To consider a request to erect a memorial in memory of Joan Caroline Hempstead. Cllr. Bryce proposed that the Parish Council approve the memorial request. Seconded by Cllr Brown, unanimously agreed.

9. Planning.

a. To consider and agree the Parish Council's recommendation for the following planning application:

1100943TREE Felling and removal of one Yew tree. Upwood Manor, High Street, Upwood.

Cllr. Brown proposed that the Parish Council recommend approval of the application provided that the Tree Officer at HDC felt that no other option, such as propping, would be appropriate. Seconded by Cllr. Perkins, unanimously agreed.

b. Update on previously discussed applications.

1100569CAC & 1100568FUL (Amended plans) Demolition of derelict bungalow and erection of bungalow with parking and gardens. 69 High Street, Upwood, PE26 2QE. The amended drawing now shows the site boundary to include the means of vehicle access from Rushmere Close. Refused by HDC.

1100515FUL, Proposed conversion of loft to create bedroom and ensuite. 35 High Street, Upwood, PE26 2QE. Pending decision by HDC.

1100691FUL, Extension to provide disable access bathroom and opening to connect to downstairs bedroom. 7, Farm Close, Upwood, PE26 2QB. Pending decision by HDC.

1100660FUL, Erection of 6 bay modular building for use as Pre-school and Out-of-hours school club. Upwood Primary School. Pending decision by HDC.

1100765S73, Variation of condition 2 of planning permission 0901675FUL for erection of agricultural storage building, to read: - roof of the building shall be finished in Goosewing Grey colour or with PV cells to the southern aspect. Colwyn, Upwood Road, Ramsey Heights. Pending decision by HDC.

10. Financial report.

a. Payment of outstanding debts;

Cllr. Bryce proposed approval of payment of items (1) to (6). Seconded by Cllr. Sisman, unanimously agreed.

(1) Mrs. D. Benham - £265.13 – Services of Acting Parish Clerk 1/6/11 to 30/6/11 and expenses. Cq. No. 101222

(2) Mrs. D. Benham - £200.00 – 10 hours work on financial investigations as agreed. Cq. No. 101223

(3) Mr. B. C. Edwards - £61.68 – wages of Cemetery Maintenance Officer 1/4/11 to 30/6/11. Cq. No. 101224

(4) Inland Revenue - £15.41 – PAYE. Cq. No. 101225

(5) Anglian Water - £70.28 – Water supply to Upwood allotments. Cq. No. 101226

(6) Mr. A. Davis - £825.00 – Village grass cutting 11/5, 9/6 & 30/6 Cq. No. 101227

b. Current position.

The Clerk handed copies of the receipts and payments to each councillor. A copy to be annexed to the minute book.

It was 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 transacted at the next agenda item, the Chairman asked that in the public interest, the public and press were temporarily excluded from the meeting and were instructed to withdraw.

10c. To receive an update from the Acting Parish Clerk, Mrs. D. Benham, on the actions taken following the resignation of the previous Clerk, Jane Haggard. The Clerk gave an update on the actions taken. Details will remain confidential until the issues that were discussed are resolved.

10d. To consider a request for a donation to the Upwood and The Raveleys Newsletter.

Councillors agreed that they wished to continue to support the Newsletter. Clerk to liaise with members of the Newsletter Committee to establish how this might best be achieved.

Members of the public were invited back in to the room to observe the remainder of the meeting.

11. Correspondence:

a) Street naming and numbering – New dwelling adjacent to 19 Bentley Close will be known as 19a Bentley Close.

12. Reports from councillors:

Cllr. Sisman advised that he was still waiting to hear further details about his role as Highway Warden.

Clerk to contact Highways about the uneven surface on the road to Wistow and the investigations into a blocked drain outside the Church.

Cllr. Bryce requested that the Parish Council discuss their responsibilities and aims at the next meeting.

13. Recruitment of a permanent Parish Clerk.

Mrs. Benham was contracted to supply the services of Acting Parish Clerk for three months ending on 27th July 2011. Cllr. Brown proposed that Mrs. Benham should be engaged for a further 3 months at the appropriate hourly rate as advised by CPALC. Seconded by Cllr. Bryce, unanimously agreed. Mrs. Benham agreed to continue as Acting Parish Clerk until 27th October 2011.

Councillors agreed that Cllr. Paxton and Cllr. Bryce should be responsible for preparing an advert to be placed on the notice boards, in the Newsletter and on the CPALC website, to recruit a permanent experienced Parish Clerk.

14. Date of the next meeting: Monday 5th September 2011 starting at 7.30pm in the Village Hall. The Chairman declared the meeting closed at 9.40pm

Signed.....

Date.....