

UPWOOD AND THE RAVELEYS PARISH COUNCIL

Minutes of the meeting of Upwood and The Raveleys Parish Council
held in the Village Hall on Monday 6th June 2011.

Councillors present: Mr. R. Brown, Mr. C. Bryce, Mr. M. Horwood, Mr. D. Paine, Mrs. J. Paxton (Chairman), Mr. A. Perkins, Mrs. P. Rignall, Mrs. G. Shelford and Mr. K. Sisman.

Also present: County Councillor V. Lucas, District Councillor R. Howe, Mrs. D. Benham (Acting Parish Clerk), and 7 members of the public.

1. Apologies for absence: None received.

2. To receive declarations of interest: Cllr. Paine declared a prejudicial interest in item 5a, being the editor of the Newsletter, item 6, being the subject of the letter and item 11d., having signed cheques as one of the co-signatories on the Parish Council bank account. Cllr. Bryce declared a personal interest in item 6, being an allotment holder. Cllr. Shelford declared a personal interest in item 6, being both the mother and aunt of allotment holders.

3. Public participation: No issues were raised.

4. To approve the minutes of the Annual General Meeting held on 9th May 2011: Cllr. Bryce proposed that the minutes be accepted as a true record and signed by the Chairman. Seconded by Cllr. Shelford, unanimously agreed. The Chairman signed the minutes.

5. Matters arising from the minutes:

a. Request for a donation to the Upwood and The Raveleys Newsletter.
Cllr. Paine left the room having declared a prejudicial interest. Cllr. Sisman proposed that a decision on whether the Parish Council wished to make a donation to the newsletter be postponed until the next meeting. Seconded by Cllr. Perkins, unanimously agreed. Cllr. Paine was asked to rejoin the meeting. The Chairman advised councillors that the accounts provided by Cllr. Paine in support of his request for a donation were unclear and asked Cllr. Paine to provide precise costs of a print run to the Clerk before the next meeting. **DP**

b. Appointment of Tree Warden and Police Liaison/Highways Warden.
Cllr. Horwood proposed that Cllr. Brown should become Tree Warden. Seconded by Cllr. Sisman, unanimously agreed. Mr. Racey agreed to brief Cllr. Brown on the duties involved. **RB**

Cllr. Perkins proposed that Cllr. Sisman should become Police liaison/Highways Warden. Seconded by Cllr. Bryce, unanimously agreed. Clerk to inform C.C.C. **DB**

c. Standing water on the highway in Great Raveley.
There has been an historic problem of standing water on Raveley Road. A parishioner had recently contacted County Cllr. Lucas complaining that sewage was running off a field onto the road but it is not clear whether the two are connected. District Cllr. Howe has discovered that there may be a drainage problem with a septic tank situated close to the road. Working with the Environmental Officer at HDC, the land owner

has agreed to remove a hawthorn hedge and dig out a ditch and it is hoped that this might alleviate the problem. To be monitored by Cllr. Howe. RH

d. Overgrown hedge at the corner of Ailwine Road and the High Street.

Cllr. Paxton and the Clerk had examined the hedge prior to the meeting and found that it had been partly cut back. To be monitored.

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

The Clerk advised that there appeared to be some confusion over responsibilities regarding the maintenance of the closed churchyard. The Clerk had made contact with Mr. Bibby (PCC Treasurer) and Mr Douglas (ex-PCC Secretary) and had requested a copy of the order transferring responsibility for maintenance to the Parish Council. Once this is received and responsibility therefore confirmed, councillors agreed that a more active and organised approach towards maintenance would be established. The Clerk advised that the Church remained responsible for insuring the churchyard and the church wall etc., irrespective of whether responsibility for maintenance had been passed to the Parish Council.

f. Freedom of Information request.

A member of the public had requested to view the Parish Council minutes from 1996 to 2004. The Clerk had established that these minutes were not included in the inventory of documents collected from the previous Clerk and were not stored at the County Records Office. The Clerk had contacted all current councillors and those who stood down in May, to ask if they were holding them but nothing had been found. The main attic in the Village hall had been searched twice and the Clerk will meet with Cllr. Sisman on 9th June to search two remaining small areas in the attic.

Councillors agreed that item 6 would be put back and discussed with item 11d, whilst press and public were excluded.

7. Cemetery.

a. Grant of Exclusive Right of Burial for Mrs. Doris Joan Mackey.

The Clerk advised that Mrs. Mackey, who had died on 12th May at Manor House, had been buried in the cemetery on 24th May in Row 17, plot no. 1.

A cheque for £187.50 - £125 (purchase of grave space) and £62.50 (interment fee) had been banked on 3rd June 2011.

b. To consider a request to sanction work on an existing memorial.

Cllr. Bryce proposed that the Parish Council approve the renovation work to the existing memorial of the Gaunt Family. Seconded by Cllr. Perkins, unanimously agreed. No fee due.

c. Drop bolt on the cemetery gates.

The Clerk and Cllr. Bryce had examined the drop bolt and socket, which was made free of charge by a parishioner. Both agreed that the socket did not constitute a trip hazard. No further action required.

8. Planning.

a. To consider and agree the Parish Council's recommendation for the following planning 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. Councillors agreed that they had no further comments.

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

Cllr. Brown proposed that the Parish Council should recommend approval. Seconded by Cllr. Paine, unanimously agreed.

1100692FUL, Extension to provide disable access bathroom and opening to connect to downstairs bedroom. 7, Farm Close, Upwood, PE26 2QB

Cllr. Brown proposed that the Parish Council should recommend approval. Seconded by Cllr. Paine, unanimously agreed.

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

Cllr. Sisman proposed that the Parish Council should recommend approval. Seconded by Cllr. Paine, unanimously agreed.

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.

Cllr. Sisman proposed that the Parish Council should recommend approval. Seconded by Cllr. Perkins, unanimously agreed.

Councillors thanked Cllr. Sisman for taking photographs of the application sites and agreed that this provided very useful additional information.

b. Update on previously discussed applications:

1100558FUL, Single storey extension. 1 The Fellowes, Little Raveley. Permission granted by HDC.

1100309FUL, Conversion and change of use of existing barn to dwelling for agricultural worker. The Granary, Wennington Road, Little Raveley. Permission granted by HDC.

1100568FUL, Erection of bungalow, 69 High Street, Upwood. Pending decision by HDC.

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

The Nursing Home had yet to reinstate the fencing. The Clerk had contacted Mr Buttery at Jolliffe Daking asking for his assistance.

10. Youth Club.

The Parish Council had agreed in principle to donating £500 towards the estimated £2500 p.a. needed to employ a Youth Worker. The Clerk had written to Mr. Child for an update but in the meantime the Youth Club Committee had disbanded and their plans put on hold. No further action required at present.

11. Financial report.

a. To agree the supplier of the Parish Council's insurance and to discuss affiliation to Cambridgeshire & Peterborough Association of Local Councils (CPALC).

Insurance - The renewal quote from Aon was £1337.89. The Clerk had obtained a quote from Suffolk ACRE Services of £963.74 with an option to choose a 3 or 5 year commitment which lowered the premium to £915.55 and £819.18 respectively. The cover was equal or better than Aon. The Clerk had also updated the list of assets covered. As the policy was due for renewal on 1st June, the Clerk had contacted the 6 councillors for whom she had e-mail addresses and canvassed opinion, subsequently changing insurer to Suffolk ACRE Services 5 year option. Cllr. Sisman proposed

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retrospective approval of the action taken by the Clerk. Seconded by Cllr. Brown, unanimously agreed.

CPALC – Cllr. Sisman proposed that the Parish Council should be affiliated to CPALC at a cost of £401.76 for the coming year. Seconded by Cllr. Bryce, unanimously agreed. The Clerk advised that this would give councillors access to information on the members part of CPALC's website and enable the Parish Council to receive training at a reduced rate. Councillors acknowledged that Ian Dewar had provided invaluable free advice over the past 6 weeks including attending 2 meetings.

b. Payment of outstanding debts;

Cllr. Bryce proposed approval of payment of items (1) to (9). Seconded by Cllr. Perkins, unanimously agreed.

- (1) Daval Electronics - £356.40 3 x toner cartridges for printer. Cq. No. 101213
- (2) Jolliffe Daking - £159.50 Rent for Glebe paddock. Cq. No. 101214
- (3) Mr. A. Davis - £550.00 Village grass cutting 7/4/11 & 21/4/11 Cq. No. 101215
- (4) RNW Plumbing and Heating - £66.00 Allotment tap. Cq. No. 101216
- (5) Arboreal Services - £60.00 Cutting the playing field hedge. Cq. No. 101217
- (6) Mrs.D.Benham - £374.04 – Services of Acting Clerk 27/4/11 to 31/5/11 and expenses. Cq. No. 101218
- (7) Mr. B. Edwards - £77.09 – Wages of Cemetery Maintenance Officer 1/1/11 to 31/3/11. Cq. No. 101219
- (8) Suffolk ACRE Services - £819.18. Parish Council insurance. Cq. No. 101220
- (9) CPALC - £401.76. Affiliation fees. Cq. No. 101221

c. 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.

Cllr. Paine left the meeting having previously declared a prejudicial interest in item 11d and 6.

11d. To receive an update from the Acting Parish Clerk, Mrs. D. Benham, on the actions taken following the resignation of the previous Clerk, Jane Haggar.

The Clerk gave an update on the actions taken. Details will remain confidential until the issues that were discussed are resolved.

The Clerk advised that Jane Haggar had responded to a marketing e-mail from a company offering to supply PAYE services. The company had subsequently listed themselves with HMRC as the contact address for the Parish Council but the Clerk had since amended this to her own address. Councillors confirmed that Ms. Haggar did not have the Parish Council's permission to enter into any such agreement and instructed the Clerk to inform the company that their services were not required. **DB** Cllr. Paxton and Cllr. Bryce agreed to contact Ian Dewar from CPALC to discuss and agree the correct terms and conditions to be offered when recruiting a permanent Parish Clerk for Upwood and The Raveleys.

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6. To consider a letter received from Mr. Oldale and agree any actions to be taken.

The Clerk had supplied copies of Mr. Oldale's letter to all councillors with the agenda. The letter concerned the allocation of allotments and whether Cllr. Paine had a prejudicial interest that he should have declared when one particular application was considered.

Cllr. Rignall proposed that the Parish Council did not wish to remove any of the existing allotment holders who live outside of the parish and that allotment policy should be reviewed at the September meeting. Seconded by Cllr. Brown, unanimously agreed.

Cllr. Paine was asked to return to the meeting. The Chairman asked Cllr. Paine "Do you think that you had a prejudicial interest in the discussions on Mrs. Johnson's request for an allotment?" Cllr. Paine replied "I had no interest at all."

The Chairman asked Cllr. Paine if he would be happy for the Parish Council to seek advice from the Monitoring Officer on his reply. Cllr. Paine had no objections. Clerk to write to the Monitoring Officer. **DB**

District Cllr. Howe and 1 member of the public returned to the meeting.

12. Correspondence:

- a) e-mails from Ladywell Accountancy Services – discussed under 11d.
- b) Quote from A. Davis to repair the village sign. Councillors confirmed that the quote had been accepted at a previous meeting. Clerk to contact Mr. Davis. **DB**
- c) Contract for adoption of the telephone kiosk – completed and sent to BT.
- d) e-mail from parishioner complaining about dog excrement on the footpath next to Ramsey Road on the way to the school. Councillors agreed that the owners needed to be reported and fined. Clerk to contact parishioner for further details. **DB/KS**
- e) Letter from parishioner asking how much Freedom of Information requests cost to answer. Clerk to reply. **DB**
- f) Letter from parishioner complaining about non-delivery of Parish Newsletter. Clerk had contacted the parishioner advising that this was not a Parish Council newsletter and that the complaint should therefore be made to the editor, Mr. Paine.

13. Reports from councillors:

District Cllr. Howe advised that he would be attending a meeting about the proposed new Government guidelines for Gypsy and Traveller sites and would update councillors at the next meeting. **RH**

Cllr. Paine reported that the Glebe Paddock gate was very old and not fit for purpose. Clerk to contact Jolliffe Daking. **DB**

Cllr. Paine reported that the hydrant cover at the junction of Meadow Road and High Street needed attention. Clerk to investigate. **DB**

Cllr. Bryce requested that that water supply at the Great Raveley allotments is an agenda item for the next meeting.

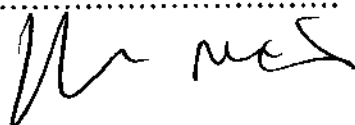
Cllr. Sisman advised that very high speeds were being recorded by the Speedwatch teams during sessions held in Upwood, Bury and Kings Ripton.

Cllr. Brown agreed to investigate the possibility of putting Parish Council information on the notice boards at Farm Close and Fairmead. **RB**

14. Date of the next meeting: Monday 4th July 2011 starting at 7.30pm in the Village Hall. The Chairman declared the meeting closed at 10.20pm.

Signed.....

Date.....



4-7-11