

UPWOOD AND THE RAVELEYS PARISH COUNCIL

Minutes of the Annual General Meeting of Upwood and The Raveleys Parish Council held in the Village Hall on Monday 9th May 2011.

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

Also present: District Councillor R. Howe, Mrs. D. Benham (Acting Parish Clerk), Mr. I. Dewar (Cambridgeshire & Peterborough Association of Local Councils) and 8 members of the public.

1. Apologies for absence: Apologies were received on behalf of Cllr. M. Horwood who is recovering from illness.

2. To receive declarations of interest: Cllr. Paine declared a prejudicial interest in item 9, having signed cheques as one of the co-signatories on the Parish Council bank account. Cllr. Paine declared a prejudicial interest in item 12, having requested a donation from the Parish Council to the newsletter that he edits.

3. Result of Parish Council and District Council elections.

Parish Council – there were 9 nominations for the nine seats available. The election was therefore uncontested. The 9 councillors taking office were: Mr. Robert Brown, Mr. Colin Bryce, Mr. Michael Horwood, Mr. David Paine, Mrs. Jo Paxton, Mr. Andrew Perkins, Mrs Pauline Rignall, Mrs Gillian Shelford and Mr. Keith Sisman. District Council – Mr. Robin Howe was elected as District Councillor.

4. Election of Chairman and Vice-Chairman.

The outgoing Chairman, Cllr. Paine, called for nominations for Chairman. Cllr. Sisman proposed Cllr. Paxton for Chairman. Seconded by Cllr. Paine, unanimously agreed. There being no other nominations, Cllr. Paxton was duly elected Chairman. Cllr. Paxton called for nominations for Vice-Chairman. Cllr. Perkins nominated Cllr. Sisman. Seconded by Cllr. Brown, unanimously agreed. There being no other nominations, Cllr. Sisman was duly elected Vice-Chairman.

All councillors signed a Declaration of Acceptance of Office which was witnessed by the Clerk as Proper Officer. The Clerk handed each councillor a Registration of Financial and Other Interests form to be completed and sent to the Monitoring Officer at HDC.

5. To adopt the Model Code of Conduct for Parish and Town Councils.

All councillors had received a copy of the Code of Conduct prior to the meeting. Cllr. Bryce proposed that Upwood and The Raveleys Parish council should adopt the Model Code of Conduct for Parish and Town Councils including paragraph 12 (2). Seconded by Cllr. Sisman, unanimously agreed. Copy document held by the Clerk.

6. To adopt Model Standing Orders for Local Councils produced by the National Association of Local Councils.

All councillors had received a copy of Model Standing Orders prior to the meeting.

Cllr. Bryce proposed that Upwood and The Raveleys Parish Council should adopt the Model Standing Orders for Local Councils produced by NALC. Seconded by Cllr. Brown, unanimously agreed. Copy document held by the Clerk.

7. To adopt Financial Regulations.

All councillors had received a copy of Financial Regulations prior to the meeting. Cllr. Bryce proposed that Upwood and The Raveleys Parish Council should adopt Financial Regulations. Seconded by Cllr. Sisman, unanimously agreed. Copy document held by the Clerk.

8. Public participation.

A parishioner supplied information regarding his objection to planning application reference 1100568FUL.

Clerk to deal with a request to view historic minutes.

Appointment of councillors to become Tree Warden, Highway Warden and Police Liaison to be on the agenda for the next meeting.

Councillors agreed that item 11 would be brought forward and discussed next.

11. To consider and agree the Parish Council's recommendations for the following planning applications:

a. Application ref. 1100558FUL, Single storey extension to existing dwelling, 1 The Fellowes, Little Raveley, PE28 2NG.

Cllr. Brown proposed that the Parish Council should recommend approval. Seconded by Cllr. Perkins, unanimously agreed. No objections had been received by the Parish Council from neighbours of the site.

b. Application ref. 1100309FUL, (Amended plan) Conversion and change of use of existing barn to dwelling for agricultural worker, The Granary, Wennington Road, Little Raveley, PE28 2NF.

Councillors agreed that they had no objections to the amended plan.

c. Application ref. 1100569CAC, Demolition of derelict bungalow, 69 High Street, Upwood, PE26 2QE.

Cllr. Brown proposed that the Parish Council should recommend refusal as this application was retrospective, the bungalow having already been demolished.

Seconded by Cllr. Paine, unanimously agreed.

d. Application ref. 1100568FUL, Erection of bungalow with parking and gardens, 69 High Street, Upwood, PE26 2QE.

Cllr. Brown proposed that the Parish Council should recommend refusal. Seconded by Cllr. Paine, unanimously agreed. Reasons given - the proposed development was too large for the site and would be out of character in the conservation area. The proposed access would be over a private road. The proposed drainage soak-away would be inadequate as water already collects on the nearby junction and there are also back up problems with grey water sewerage in the village. The foundations of the proposed development would be too close to neighbouring properties that had no foundations, especially on the southern side of the site.

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, except Mr. Dewar who provided advice to the Parish Council and District Cllr. Howe, who provided information.

9. To approve the minutes of an Extraordinary Parish Council meeting held on 27th April 2011 and 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 minutes of the Extraordinary Parish Council meeting held on 27th April 2011 were read to councillors by the Acting Clerk. Cllr. Paxton proposed that the minutes be accepted a true record. Seconded by Cllr. Sisman and unanimously agreed by those councillors who were present on 27th April. The minutes of the meeting will remain confidential until the issues that were discussed are resolved.

The Acting Clerk gave an update on the issues surrounding the resignation of the former Clerk. Cllr. Paine was temporarily invited back in to the meeting and answered a number of questions posed by the Chairman, Mrs. Paxton. Mr. Paine's answers were recorded by the Clerk. Cllr. Paine was then asked to leave the meeting whilst discussions continued. Details of this item will remain confidential until the issues that were discussed are resolved.

Cllr. Paine and members of the public were invited to return to the meeting.

10. To approve the minutes of the Parish Council meeting held on 4th April 2011.

The minutes of this meeting were produced by Cllr. Sisman from handwritten notes made by the former Clerk Jane Haggar. Cllr. Paine proposed that the minutes of the meeting held on 4th April 2011 be accepted as a true record and signed by the Chairman. Seconded by Cllr. Paxton, unanimously agreed.

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

The Chairman explained that the Parish Council were in the process of changing Clerks and bank signatories, and clarifying the accounts. It would therefore not be possible to consider such a request at the present time. To be carried forward.

13. Matters for future consideration:

Appointment of councillors to be Tree Warden, Police Liaison and Highways Warden.

Letter received from the vicar regarding maintenance of the closed churchyard.

Overgrown hedge on the corner of Ailwine Road and High Street.

Standing water on the highway in Great Raveley.

Request to view historic minutes from a member of the public.

Request for a donation to the Upwood and the Raveleys Newsletter.

Cllr. Bryce requested that the Clerk give as much notice of receipt of planning applications as possible, so that a site visit could be made if necessary, before the Parish Council meeting is held to discuss it.

14. Date of the next meeting: Monday 6th June 2011 starting at 7.30pm in the Village Hall. The Chairman declared the meeting closed at 9.40pm.

Signed.....

Date.....