

## UPWOOD AND THE RAVELEYS PARISH COUNCIL

Minutes of the meeting of Upwood and the Raveleys Parish Council  
held in the Village Hall on Monday 7<sup>th</sup> November 2011

**Councillors present:** Mr R Brown, Mr C Bryce, Mr R Howe (Chairman), Mr A Perkins, Mrs P Rignall, Mrs G Shelford, and Mr K Sisman.

**Also present:** Mrs D Benham (former Acting Clerk), County Councillor V Lucas, Ms T Rogers (Clerk) and 13 members of the public.

1. **Apologies for absence:** Mrs J Paxton
2. **To receive declarations of interest:** Cllr Perkins declared a prejudicial interest in item 6 being a member of the village hall committee.
3. **Public Participation:** There were no issues raised.
4. **New Clerk:**
  - a) The Chairman introduced Tess Rogers who took up the position of Clerk to the Parish Council on the 1<sup>st</sup> November 2011
  - b) To agree the decision taken by the chairman in retaining the services of Mrs Benham until the 7 November in order to facilitate a handover of duties.  
**Proposed:** Cllr Trignall  
**Seconded:** Cllr Bryce  
**Unanimous:** Yes, motion accepted.
5. **To consider applications for the councillor vacancy and co-opt the successful candidate on to the Parish Council.**

3 people had expressed an interest – Mr Len Robson, Mrs Jane Kirkby and Mr K Dowdell. Mrs Kirkby and Mr Dowdell were present and each addressed the council expressing the reasons they wished to become a councillor. Mr Robson was unable to attend the meeting but had furnished the council with a letter of application which the Chairman read out. Chairman requested a show of hands for each candidate, Mrs Kirkby received 4 votes to 2 and was duly co-opted onto the council. Chairman thanked the unsuccessful candidates. The clerk will write to Mr Robson informing him of the council's decision and arrange for Mrs Kirkby to attend councillor training.

**TR**
6. **To consider a request for a donation for 2012/13 from the Village hall**

Mr Stephen Howes Chairman of the village hall committee, gave a presentation on the hall and requested a donation towards its upkeep during the forthcoming financial year. Chairman thanked him for his presentation and said his request would be given due consideration.
7. **To approve the minutes of the meeting held on 3<sup>rd</sup> October 2011**

Cllr Rignall proposed that the minutes be accepted as a true record and signed by the Chairman. Seconded by Cllr. Perkins, unanimously agreed.
8. **Matters arising from the minutes:**
  - a) **Standing water on the highway in Great Raveley** – The Chairman gave an update on the situation informing those present that the property owner had agreed to have a site survey done following which the existing septic tank will be

located to a new position providing better drainage than the present arrangement which uses an adjacent drainage ditch.

**b) Maintenance of the closed churchyard**

Mrs Benham gave an update of the situation. She had written to Mr Peckover thanking him for his work in cutting the grass on a volunteer basis and advising that a donation of £275.00 had been made to the church in recognition of his work during the current year. Mr Peckover thanked Mrs Benham for her comments regarding his work and offered his thanks for the donation. He confirmed that he would not be cutting the grass next year. Mr Davis who currently has a grass cutting contract with the council has quoted an additional £30.00 per cut to include the churchyard, this will be discussed under budget and precept.

Trees – HDC has responded to the application made to carry out necessary tree works in the churchyard by stating there are no objections. Steve Douglas from the parochial parish council has applied to the Diocese for a faculty for this to go ahead. 2 quotations have been received for this work and the clerk needs to source a third. The Parish Council will decide if they intend having the work done and if so when as none of it is urgent.

**c) Missing fence at Glebe paddock**

To be carried forward to the next meeting.

**d) Arrangements for Parish Councillor training sessions**

6 councillors will attend training at Ellington on the 14<sup>th</sup>, 21<sup>st</sup> and 28<sup>th</sup> November. Cllr Paxton will attend at Ely on 3<sup>rd</sup>, 10<sup>th</sup> and 24<sup>th</sup> November. The Chairman will attend at Bretton on the 19<sup>th</sup> and 26<sup>th</sup> January 2011.

**e) Requests under the Freedom of Information (FOI) and Data Protection (DPA) Acts**

FOI - Minutes and accounts detail for the financial years 2004 to 2007 inclusive have been deposited at the archive office in Huntingdon. The clerk will pass this information to the member of the public enquiring about the information.

Accounts information from that date is currently not available for public scrutiny.

DPA – Chairman is dealing with this following advice received from the Cambridge and Peterborough Advice for Local Councils (CPALC) office received the day of this meeting.

**f) Salt bin for Farm Close**

Mrs Benham has secured a salt bin free of charge from the Highways Department, which will be filled free of charge. Permission to site the bin at Farm Close has been obtained from Bob Bridle at Bedford Pilgrims Housing Department and it should be installed in the near future.

**g) Maintenance of the National Grid building on Longholme Way**

No response has been received following an e mail sent via their website therefore a letter was sent to their office on the day of this meeting.

**h) To discuss and agree the Parish council's response to the removal of subsidised bus service funding.**

Cllr Shelford raised concerns that the people who would be most affected by this were quite possibly those who would have difficulty in responding to the county

council therefore it was suggested that the clerk would make a response on behalf of the Parish Council.

TR

## 9. Health and Safety

- a) As the new clerk lives outside of the village it would be sensible for councillors to accept responsibility for inspecting Parish Council assets, therefore Cllr Shelford agreed to inspect the 2 play areas. Noticeboards and benches, Cllr Kirkby the churchyard, Cllr Bryce the allotments and Cllr Rignall Charters Spinney. The clerk will produce check sheets and distribute accordingly.
- b) To discuss the possibility of a parish map showing ownership and responsibility for public areas showing ownership and responsibility for public areas  
The Chairman has obtained large scale maps of the village from HDC, a small team will take responsibility to annotate these maps to show village boundaries and which organisation is responsible for the different elements of the village (ie litter bins etc). A main schedule will then be produced and displayed in the village hall.
- c) To agree the wording for new signage at the play area in Bentley Close and Glebe Paddock  
The signs carry the incorrect contact details therefore small signs showing the correct details will be sought to cover the incorrect details.

## 10) Planning

### a) To discuss and agree the Parish Council's recommendation for the following planning applications.

1101782FUL, change of use of existing buildings from agricultural to B1 (office), Common farm. Chapel road, Ramsey Heights, Huntingdon. PE26 2QE, amended plans. This application had been discussed at the last meeting and the Council had recommended refusal. Since then the planning officer has visited the site and discovered that the old barn linking the 2 single height brick built buildings has been removed, including the base. The planning officer has said this part would not qualify as 'replacement' and must be removed from the application or it would be refused in its' entirety. Hence in the amended drawings the two storey central barn has been removed resulting in approximately one third less office space.

The Parish Council resolved to maintain their previous decision to recommend refusal on the same grounds as before that being the current infrastructure would not be able to support the proposal. Cllr Sisman proposed this seconded by Cllr Perkins. This was agreed unanimously.

H/05010/11/CW, the erection of a glass reinforced plastic (GRP) kiosk to house control and dosing equipment. Upwood Sewerage Treatment Works, Meadow Lane, Upwood, PE26 2QL. There was a concern that the equipment within the kiosk would produce a slight noise, Cllr Bryce being familiar with such workings said the noise would be in keeping with that of the rest of the site and that Anglian water would ensure that the kiosk would be clad correctly keeping any noise to a minimum. Cllr Brown proposed acceptance of the application seconded by Cllr Sisman, this was agreed unanimously.

### b) Update on previously discussed applications

1101513FUL, erection of two storey timber framed outbuilding for use as workshop and playroom, 1 Liberator Road, Upwood. Application withdrawn.  
 1101516FUL, erection of garage in front of house, 19a Bentley Close, Upwood, PE26 2QW. Pending consideration.  
 1101394CLED, Certificate of lawfulness for use of land to the rear of 15 Church Lane, Upwood, PE26 2QF. Consent given.  
 1100568FUL, Erection of bungalow with parking and gardens, 69 High street, Upwood. Appeal in progress.

**d) To agree the councillor responsible for researching and providing information on planning applications to be consulted on by the Parish Council.**

Chairman proposed Cllr Perkins, seconded by Cllr Brown, agreed unanimously, motion passed.

**11) Allotments**

**a)** Cllr Bryce updated the Parish Council with his findings to date relating to the allotments. These are considered a charity of which the Parish Council is the trustees, originally allotted in 1853. The Parish council need to put rules and regulations for managing the allotments into place and this needs to be considered at a future meeting. Cllr Bryce has further investigations to make into how the allotments have been administered over previous years however the Parish Council will co-opt with the two representatives from the allotments to form a group to better formalise the future management of the allotment. A discussion was held regarding the tap situated at the allotments and concerns of it freezing during the winter. Cllrs Bryce and Sisman volunteered to locate the stop cock and fill around it with polysterene and they will ensure the tap is turned off at source during the cold weather. Cllr Bryce will map out the allotments and report back to the next meeting regarding further findings. It is to be noted that allotment fees are now due.

**b)** To consider a request from Mr Peach to transfer his allotment into his daughter's name  
 Cllr Bryce reported that currently some allotments remain vacant and although Mr Peach's daughter lives out of the village she already does the majority of the work on the allotment. Cllr Sisman proposes agreement to this request suggesting that there is a two to five year review, seconded by Cllr Brown, agreed unanimously. The clerk will write and inform Mr Peach of the Council's decision.

**12) Financial report**

**a)** To consider a request for funding by HDC towards the cost of the CCTV service. A letter has been received from HDC asking that parishes consider offering a donation towards the continuation of the service in the market towns, after a brief discussion Cllr Sisman proposed against contributing to the scheme, seconded by Cllr Brown, agreed unanimously therefore a motion was passed not to send a donation.

**b) Payment of outstanding debts.**

Joliffe Daking, rental of Glebe Paddock	£159.50
Mr A Davis, grass cutting	£550.00
Mrs D Benham, services as Acting Clerk plus expenses	£830.78
Mrs D Benham, consultancy services	£200.00
Wicksteed Leisure repairs to Bentley Close Play area	£341.94

Stewards Hardware paint for refurbishment of the goal posts £ 23.73  
Cllr Sisman proposed the payment of the above, seconded by Cllr Bryce, agreed unanimously, a motion was carried to pay.

**c) Current position**

Copy of receipts and payments and bank reconciliation were handed to all councillors

**d) To agree bank signatory arrangements**

Currently 2 of 3 named Councillors (Paxton, Sisman and Perkins) to sign plus the clerk as a counter signatory. Cllr Sisman proposed this remained so and that the new clerk would take over as counter signatory, Mrs Benham will cease to be a signatory, this was seconded by the Chairman, agreed unanimously therefore a motion was passed to this end. The Clerk will arrange.

TR

**e) Preliminary discussions on budget and precept for 2012/13**

Copy of the draft budget prepared by the Acting Clerk in discussion with the Chairman was handed to all councillors for consideration prior to the next meeting, along with a copy of the predicted year end balance.

Chairman said that the budgets would be discussed over the next few weeks and all points would be brought back to the next meeting.

**13. Correspondence**

The following had been received and put into a folder for circulation between the councillors

- a) Agenda for the AGM of CPALC to be held on Saturday 3<sup>rd</sup> December at Bluntisham village Hall
- b) Public consultation – proposed redesign of Mental Health Services in Cambridgeshire and Peterborough
- c) Information on small grants for celebrations and events associated with the London 2012 Olympic and Paralympic Games
- d) Information on Press Release
- e) The Localism Bill update October 2011
- f) Information on textile recycling banks and paper banks
- g) Information on new permitted development rights for householders to install micro wind turbines and air source heat pumps on their premises and new permitted development rights to allow for the installation of electric outlets for recharging electric vehicles.
- h) Clerks and Councils Direct magazine.
- i) Invitation to the Chairman to the Ramsey Mayors Charity Barn Dance
- j) Letter received by Cllr Howe from a member of the public regarding outstanding Freedom of Information and Data protection Acts requests. Cllr Howe to respond.
- k) Letter received from a parishioner regarding donations to the Newsletter, the police investigations and the allotments – to be placed on the agenda for the December meeting, where it will need to be discussed with the press and public excluded. The letter has been acknowledged.
- l) Letter from resident regarding a potential request to have a piece of grass verge stopped up. To be placed on the agenda for the next meeting.

**14) Reports from Councillors**

Mr Lucas the County Councillor had left the meeting by this stage.

The District Councillor had nothing to report.

The Localism bill, due to come before parliament in December and likely to be passed through for implementation in January 2012, was discussed along with

possible implications to Parish Councils. Cllr Brown requested that the council consider the implementation of a Parish Plan. This will form part of the agenda for the next meeting.

**15) Date of the next meeting.**

This will be held on Monday 5<sup>th</sup> December 2011.

**It is hereby resolved in accordance with section 1 (2) of the Public Bodies (Admission to Meeting) act 1960 that as publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted at the next agenda item, the Chairman asks that in the public interest, the public and press are temporarily excluded from this meeting and are herewith instructed to withdraw.**

**16) To receive an update from the Acting Clerk on the actions taken following the resignation of the previous clerk, Jane Haggard.**

Mrs Benham gave an update on this matter to date. Any details not already in the public domain will remain confidential until the matter is fully resolved.

**The meeting was closed at 10.00 pm. The Parish Council offered their thanks to Mrs Benham for her assistance over the past 6 months.**

Signed:

Date: