

## UPWOOD AND THE RAVELEYS PARISH COUNCIL

A Meeting of Upwood & The Raveleys Parish Council was held at Upwood Village Hall, High Street, Upwood, PE26 2QE, on Monday 5<sup>th</sup> November 2012 at 7.00.pm.

Present: R Howe (Chairman); C Bryce; J Kirkby; J Noble; A Perkins; G Shelford & K Sisman.

In attendance: Cambridgeshire County Councillor Victor Lucas DL & Claire Tunnicliffe, (Parish Clerk) & four members of the public.

**121/11-12 To receive and approve apologies for absence**  
Apologies were received from Councillor J Paxton.

**122/11-12 Declaration of Interests**  
None were declared.

**123/11 -12 Public Participation**  
There was none.

**124/11-12 To approve the minutes of the meeting held on 01<sup>st</sup> October 2012**  
It was **RESOLVED** that the minutes be accepted as a true record of the meeting.

**125/11-12 Actions Report**  
The Chairman informed Members that the Actions Report would not be on future agendas as the report was very similar to the following item, 'Matters arising'. However an action report would continue to be circulated to Councillors.

**126/11-12 Matters arising or carried forward from the last or previous meeting(s)**

**126/11-12.1 Proposed Parish Plan**

Following the presentation by Mike Barnes of ACRE at the last meeting, Councillors had agreed that a Parish Plan was needed to provide a vision for the community for the next five years and beyond.

Members had before them a draft questionnaire which had been produced by Councillor Sisman that had a list of suggested topics that could be covered in the plan. The Chairman suggested that a Working Party should be formed to develop the questionnaire which would provide the formulation of the plan. It was

**RESOLVED** to appoint Councillors Bryce; Kirkby; Shelford; Noble & Howe to the Parish Plan Working Party.

Councillor Shelford also agreed to include news of the Parish Plan in the Parish Newsletter inviting residents to register their interest in working with the Council to develop the plan.

**126/11-12.2 Bentley Close Play Area**

No inspection had been carried out and it was

**RESOLVED** for Councillors Sisman & Shelford to arrange inspection of the Play Area, consider the advised maintenance requirements and circulate their findings to the other Councillors and the outcome brought back to the next meeting.

**126/11-12.3 Gritting Machines**

Councillor Sisman informed Members that in order to have a gritting machine(s) in the village, two operators would be required to undertake training and would be instructed by Cambridgeshire County the night before when the machine could be used (determined by weather reports). It was then suggested that in place of gritting machines, plastic wheel barrows could be used and it was

**RESOLVED** to approve a budget of £100 to purchase 2 wheel barrows. It was also

**RESOLVED** to pay for the maintenance of Councillor Bryce's wheelbarrow as this would be used for gritting in Great Raveley.

**126/11-12.4 Future Grass Cutting Costs**

A spread sheet being produced by Councillor Sisman, which identifies organisations responsible for grass cutting throughout the village, was yet to be finalised.

The Chairman advised Members that due to cuts in services at County and District level, the Council may have to undertake additional grass cutting services in 2013/2014 which would increase the Council's expenditure in this area. Also the Playing Field could benefit from an increase in the number of times that this was cut to encourage increased use by residents.

Next it was reported that the hedge at the High Street of the Longholme Road Junction required cutting back as this was becoming a hazard. Although not the responsibility of the Council it was

**RESOLVED** to approve the cutting of the hedge without prejudice to eliminate the risk.

**127/11-12 To receive reports from County and District Councillors**

Councillor Victor Lucas DL reminded Members that the 2013/14 submissions for the Local Highway Improvement Scheme were due by December 21<sup>st</sup>. Members were then advised of the selection process for each application received by Cambridgeshire County Council.

Members were advised that in the absence of the Local Joint Committees a monthly rolling programme of Police surgeries had been published on the Cambridgeshire Constabulary website which ensured that the Police maintained face to face contact with the public. The Police had also committed to one patrol a month to support Speed Watch, the location to be identified by Speed Watch as the most problematic area.

Finally Councillor Lucas DL reminded Members that voting for the new Police and Crime Commissioners across England and Wales would take place on 15<sup>th</sup> November.

*Clerk's Note – Councillor Lucas DL left the meeting at 8.20pm.*

**128/11-12 Matters for information only**

There were none.

**129/11-12 Planning**

**129/11-12.1 Review of planning applications received since the previous meeting.**

Application Ref: 1200887FUL, erection of a two story rear extension following demolition of existing rear extension and outbuildings.

Previously recommend **REFUSAL** by the Council the application is currently under appeal and it was resolved that the Council's comments do not change.

Application Ref: 1201553TREE, reduce 3 lime trees on land adjacent to 66 High Street.

It was resolved to recommend **APPROVAL** and no further comments made.

**129/11-12.2 To review and action any relevant planning items**

Members had before them a letter from Sara Anderson, Senior Management Surveyor, Cambridgeshire County Council, regarding land for sale at Upwood Common Depot. The letter stated that County Council were offering the Council the opportunity to purchase the land at market value (as determined by an independent valuer), prior to any formal marketing. Members questioned the size the land, access to the land and the rights of way. It was agreed that the decision could not be made at the is meeting as further information from Cambridgeshire County Council was required and it was

**RESOLVED** for the Chairman to discuss the matter with Ms Anderson and report back to the next meeting.

**129/11-12.3 To receive any further information available regarding the new local plan**

There was none.

**130/11-12 Parish Council Matters**

**130/11-12.1 A review of the charges, as currently laid down, for the renting of Parish Council land used for agricultural use**

Members had before them a spread sheet to show those tenants who were renting council land for agricultural use and their annual fee and the cost per acre. The Chairman informed Councillors that the current charge of cost per acre was below the cost of agricultural land in Cambridgeshire and proposed that this should be looked at in further detail. Members heard that the Chairman would be happy to discuss this issue with the tenants and advise of possible of rent increase in twelve months' time. It was therefore

**RESOLVED** to do so.

**130/11-12.2 Rent Request to all Allotment Holders**

It was **RESOLVED** to send invoices for 2012/2013 rent request to all allotment holders.

**130/11-12.3 Dogs being allowed on/off lead on Playing Field**

Members discussed the health and safety implications of allowing dogs on the Playing Field and it was

**RESOLVED** that dogs should not be allowed on the Field and the information would be placed in the Parish Newsletter.

**130/11-12.4 Street Lighting at Farm Close**

The matter is now closed.

**130/11-12.5 Local Highway Improvement Initiative 2013/2014 (deadline 21.12.2012)**

Members discussed possible applications for the above mentioned scheme and discussed areas such as The Raveley Junctions / Wellington Road. However it was noted that no residents had requested any road safety improvements in the villages and it was

**RESOLVED** not to submit an application at this time.

**130/11-12.6 Allotment Hedge**

It was **RESOLVED** to approve payment to cut the hedge.

**130/11-12.7 Code of Conduct Training**

Upwood & the Raveleys Parish Council  
Minutes of the meeting held on 05.11.2012

No report was given as no Members attended the training session offered.

**130/11-12.8 Outreach Training Session hosted by Hemingford Abbots Parish Council**

Members were asked if they wished to attend the following training sessions to be held in January / February 2013;  
Session 1: Meetings, Meeting Procedures & Code of Conduct  
Session 2: Budgets, Precepts, Statutory Powers & Standing Orders  
Session 3: Planning, Section 106 Agreements & Risk Management.

After a short discussion it was agreed that the sessions had been covered by previous training sessions attend by Members and it was

**RESOLVED** to decline the invitation.

**130/11-12.9 Resolution required to co-opt any successful candidate having applied for the vacant Councillor position (should any be received)**

Members were advised the Council may co-opt whom it wishes to the fill the vacancy as no candidates had come forward. Names were put forward to the Clerk and those individuals would be asked if they would like to register their interest. The Council would then take a vote at the next meeting. Members were advised that the person co-opted must receive a majority of votes of those councillors present at the next meeting.

**131/11-12 Correspondence and Communications**

All matters had been previously been addressed in the meeting.

**132/11-12 Finance and Procedure**

**132/11-12.1**

The following accounts were approved for payment;  
Cheque No 101313: Payment to former Parish Clerk, Tess Rogers for wages and expenses £347.85  
Cheque No 101314: Payment to Parish Clerk, Claire Tunnicliffe for wages and expenses £198.40  
Cheque No 101315: Payment to Cambridgeshire Acre for five year membership fees £160.00  
Cheque No 101316: Payment to Michael Murray for signs for the Playing Fields £288.00  
Cheque No 101317: Payment to Andrew Davis for works to the allotment cemetery hedge and parish grass £505

It was

**RESOLVED** to approve payment and the cheques were duly signed by Councillors Perkins & Sisman. It was also

**RESOLVED** to approve the finance report to the 5<sup>th</sup> November 2012.

**132/11-12.2** Members had before them a draft of estimates of expenditure and income for 2013/14 for services under the responsibility of the Parish Council. The Chairman explained that he had proposed an increase of the precept from £17,000 approximately to £21,000 approximately to allow for an increase in expenditure in grass and hedge cutting, maintenance of parish amenities and building up the Council reserves which had been depleted.

It was

**RESOLVED** for Members to look in further detail at the estimates and income for 2013/14 before determination of the precept at the December meeting.

**132/11-12.3 Appointment of Internal Auditor**

Members considered the appropriateness of arrangements and the proposal to appoint Mijan Ltd as Auditor to the Council's system of internal control for the financial year 2013/14. It was

**RESOLVED** to recommend that the Council's arrangements for internal audit were appropriate and to appoint Mijan Ltd as the Council's internal auditors for the new financial year.

**132/11-12.4 Membership of Cambridgeshire ACRE**

Next Members were asked to consider whether to apply for a year's membership at a cost of £40 or five year at a cost of £160. It was

**RESOLVED** to apply for the five year membership.

**132/11.12.5 Magpas**

Members considered a funding request from the organisation Magpas towards their Helimedix team. Before any decision could be made Members asked the Clerk to request further detailed information and it was

**RESOLVED** to do so.

**133/10-12 Matters for future consideration**

To add to the December agenda the Great Fen Community Forum that was attended by Councillors.

**134/10-12 Date of next meeting(s)**

This will be held on Monday 3<sup>rd</sup> December 2012.

**Close of meeting**

The meeting was closed at 21.40

**CHAIRMAN**