

UPWOOD AND THE RAVELEYS PARISH COUNCIL

Minutes of the meeting of Upwood and The Raveleys Parish Council
Held in the Village Hall on Monday 01 October 2012

Councillors present: Mr C Bryce (CB) Mr R Howe (RH) Chairman, Mrs J Kirkby (JK), Mrs J Noble (JN), Mr A Perkins (AP), Mrs G Shelford (GS), Mr K Sisman (KS).

Also present: Ms T Rogers Clerk

- 105/10-12 To receive and approve apologies for absence**
Cllr C Bryce, County Councillor Mr V Lucas
- 106/10-12 Declaration of Interests**
Members are invited to declare pecuniary interests in items on the agenda
None
- 107/10-12 Public Participation**
Any member of the public wishing to speak on any matter should contact the Clerk or Chairman at least 24 hours prior to the meeting.
No members of the public were present
- 108/10-12 Presentation by Mike Barnes of ACRE on the purpose and construction of a Parish Plan**
Mr Barnes introduced himself and gave a brief presentation about Parish plans and their purpose. He explained that such a plan provides a vision for the community and would involve all sectors of the community. It would have a lifespan of 5 years after which it would need to be reviewed. It would require a steering group of between 8 and 15 people, perhaps only 2 of these being Parish Councillors. The 1st step would be to devise a questionnaire which would provide the formulisation of a plan. Completion of the plan would take around 18 months. ACRE would provide a great deal of help with completing the plan.
Following his presentation Mr Barnes left the meeting. JN proposed that a plan should be developed, KS seconded and all agreed. It was resolved this be done. The clerk will contact ACRE to apply for membership. Councillors were asked to give the plan some thought and to bring back their thoughts to the next meeting.
- 109/10-12 To approve the minutes of the meeting held on the 3rd September 2012.**
It was resolved that the minutes be accepted as a true record of the meeting.
- 110/10-12 Actions Report**
Items for action from the previous meeting.
- 110/10-12. To ensure all actions have been completed or feature within this agenda.
- 110/10-12.1 105/10.12.3 The meeting scheduled to take place at Pathfinder House on the 3rd October, regarding Neighbourhood Plans had been postponed and will take place at a later date.
- 110/10-12.2 105/10-12.5 It was resolved that the Parish Council would be willing to pay £350.00 for signage for the playing field. Therefore KS and AP will consider the viability of this cost and will proceed with acquiring signage at this cost.

- 111/10-12 Matters arising or carried forward from the last or previous meeting(s)**
- 111/10-12.1 95/09-12 Proposal required to accept the financial regulations as previously circulated to councillors.
It was resolved to accept the new financial regulations. The Clerk will make a note of those Councillors with older computer software and will ensure they receive a hard copy of the new regulations.
- 111/10-12.2 To accept the 2010 version of the Model Standing Orders as per the National Association of Local Councils (NALC) with any changes necessary regarding the new Code of Conduct.
All Parish councillors had had the opportunity to view this document and after a discussion where the Clerk made notes of any changes/additions necessary to ensure their relevance to this Parish Council, it was resolved to accept the documents with the amendments as necessary.
- 111/10-12.3 Grass cutting issues – discussion required surrounding the spread sheet produced by KS following the last meeting
It was resolved that KS will meet with the current grass cutting contractor to finalise areas in question after which the spread sheet will be completed and tenders sought for the coming financial year.
It has been noticed that the hedge running down Meadow Lane is in urgent need of cutting back. KS will ask the current contractor for a quote to have this work done as a one off job and will circulate this to all Councillors. It was resolved to agree a price by e mail for this work to be undertaken as soon as possible.
It was brought to the Council's attention that trees are overhanging the pavement at The Spinney. The Clerk was asked to contact the owner of the property upon whose land the trees grew, with a few to having these trimmed back.
- 112/10-12 To receive reports from County and District Councillors**
- 112/10-12.1 To receive verbal reports from district and county councillors
Cllr Lucas had requested that the following be brought to the parish Council's attention:
2With the Neighbourhood Forums in abeyance Sgt Savill is exploring ways of engaging with communities through the Parish Council. Experience to date with PCSO's attending the occasional Parish Council meeting has not been successful as through no fault of their own the PCSO's have not been sufficiently well informed or hold the authority to respond fully and constructively to queries from PC members.
- 112/10-12.2 RH raised the subject of the application for 3 more wind turbines to be erected alongside the 1 already standing at the food packing plant in St Marys Road Ramsey.
It was resolved that the application would be refused by the Parish Council
There are presently over 30 turbines visible to the north and east of Upwood and these dominate the landscape in all directions. The erection of three more very large turbines will dominate the local landscape and further harm the visual amenity of the area..
- 113/10-12 Matters for information only**
- 114/10-12 Planning**
- 114/10-12.1 Review of planning applications received since the previous meeting.
Application Ref: 1201274OUT, the development of RAF Upwood
It was resolved to reject this application on the grounds that the current infrastructure is not adequate to cope with the increased demand a development of this size would create.

- 160 houses will create up to 900 more traffic movements a day; more than doubling the daily movements on Upwood Road
- 114/10-12.2 Decision required regarding any applications received since the publication of this agenda.
Application Ref 1201456FUL, Erection of a bungalow adjacent 31 Ailwine Road, Upwood
It was resolved to reject this application on the grounds that the area where the building would be sited would be very cramped and the planned access would be inadequate.
- 114/10-12.3 To receive any further information available regarding the new local plan
No update currently

115/10-12 Parish Council Matters

- 115/10-12.1 A review of the charges, as currently laid down, for the renting of Parish Council land used for agricultural use.
This item was deferred to the next meeting.
- 115/10-12.2 Decision required regarding the type of fence to be erected on two boundaries of the site including the playing field boundary.along the Manor House site.
RH had met with Jonathan Hobday representing BUPA to discuss the fencing to the perimeter of their property. Two types of fencing were being recommended and the Parish Council was asked for its' preference. It was resolved to choose the green chain link fencing rather than the overlapping board. RH will relay this decision to Mr Hobday.
- 115/10-12.3 Inspection report received for the Bentley Close play area and the playing field. Decision required regarding any maintenance work advised.
KS and AP volunteered to visit the play area to consider the advised maintenance requirements and they will circulate their findings to the other Councillors, the outcome to be brought back to the next meeting.
- 115/10-12.4 To consider the acquisition of two gritting machines.
KS reported that these machines should be free of charge from the County Council, therefore the Clerk will investigate this.

116/10-12 Correspondence and Communications

- 116/10-12.1 Second Great Fen Community Forum – Any attendees to be notified to Kate Carver, the project manager.
JN, GS and KS would like to attend this forum. The Clerk will notify the Project Manager.
- 116/10-12.2 Quality Parish Scheme – information regarding the review of the scheme.
This was noted.
- 116/10-12.3 Cambridgeshire ACRE Autumn seminar Programme – any councillor wishing to attend should complete the attendance form.
JN and JK would like to attend the seminar taking place on the 21st November. JN would attend that taking place on the 23rd October. The Clerk will advise ACRE.

117/10-12 Finance and Procedure

- 117/10-12.1 To approve the finance report to the 1st October and sign the necessary cheques for payment.
It was resolved that the finance report be approved and the payments made as follows:-
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| Cheque 101303 Moore Stephens | £232.20 |
| Cheque 101304 Jolliffe Daking | £159.50 |
| Cheque 101305 Wicksteed Leisure | £108.00 |
| Cheque 101306 Cancelled | |

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| | Cheque 101307 Andy Davis | £310.00 |
| | Cheque 101308 HMRC period 6 | £ 15.80 |
| | Cheque 101309 Tess Rogers | £334.98 |
| | Cheque 101310 Upwood Newsletter | £525.00 |
| | Cheque 101311 Papworth Everard PC | £ 12.53 |
| | Cheque 101312 Upwood Village Hall | £ 46.70 |
- 117/10-12.2 Proposal from KS to purchase 3 hi vis jackets for the volunteer gritters at the approximate cost of £30.00. Final decision required.
KS said that these jackets should be provided with the gritting machines as at 115/10-12.4. The Clerk will investigate.
- 117/10-12.3 Final acceptance of the 2011/12 Annual Return upon the closure of the audit by Moore Stephens
The external auditors' comments were noted
- 117/10-12.4 To agree to pay the £525.00 allowed in the 2012/13 budget to the Newsletter Committee
This had already been approved as part of the 2012/13 budget therefore payment approved.

118/10-12 Matters for future consideration

JN reported that a parishioner had voiced her concerns regarding dogs running free on the playing field. This matter will be discussed at the November meeting.

119/10-12 Closed Session

- 119/10-12.1 To finalise the contract for the new Parish Clerk
- 119/10-12.2 Further communication received regarding the ongoing 'Freedom of Information' request, Councillors to consider any further action.

120/10-12 Date of next meeting(s)

This will be held on Monday 5th November.

Close of meeting

The meeting was closed at 21.35