

## UPWOOD AND THE RAVELEYS PARISH COUNCIL

**A Meeting of the Upwood and The Raveleys Parish Council was held on Monday 3rd<sup>th</sup> June 2013 at 7.00 pm in the Upwood Village Hall**

Present: Councillors: C Bryce; F Hopkins; J Noble; J Paxton (Chairman); A Perkins; G Shelford & K Sisman

**In attendance:** County Councillor Tew; 2 Cambridgeshire Constabulary PCSOs; 2 Members of the public & Claire Tunnicliffe, Parish Clerk.

01/06-13 **APOLOGIES**

Apologies were received from Councillor Howe and Bilverstone.

02/06-13 **DECLARATIONS OF INTEREST**

Councillor Sisman declared an interest in transport issues.

Councillor Shelford & Councillor Hopkins declared an interest in allotment issues.

03/06-13 **PUBLIC PARTICIPATION**

PSCO Vicki Docking indicated that she wished to address the meeting; the Chairman proposed that the meeting adjourn and it was

**RESOLVED** to do so.

The Chairman welcomed PSCO Docking to the meeting who informed Members that there had been two burglaries in the Parish, the latest one had been reported on 10<sup>th</sup> June 2013. With the warmer weather being experienced Members heard that windows were left open and extra caution should be taken.

The Chairman thanked PSCO Docking for her comments and proposed that the meeting reconvene. It was

**RESOLVED** to do so.

07/06-13 **MINUTES**

Copies of the minutes of Upwood & the Raveleys Parish Council meeting held on 13<sup>th</sup> May 2013 had been circulated in advance of the meeting following their informal approval by the Chairman.

A Member noted that the minutes stated that £20 had been paid to Councillor Sisman when the amount recorded should have been £12.00

It was proposed, seconded and

**RESOLVED** that these were a correct record and they were duly signed by the Chairman.

08/06-13 **MATTERS ARISING OR CARRIED FORWARD FROM THE LAST OR PREVIOUS MEETING**

08/06-13.1 Members were advised that the next meeting of the Community Lead Working Party would take place on 27<sup>th</sup> June 2013 and were working towards promoting the plan at the Summer Fete. A discussion was held regarding any costs that the Working Party may have to pay in order to produce the community lead plan. It was

**RESOLVED** that the cost of the Community Lead Plan would be met by the Parish Council.

08/06-13.2 The Clerk informed Members that the lease of the playing field would be for ten years at a cost of £400 per year. Solicitors and agents fees had not yet been obtained and these had been chased by the Clerk.

08/06-13.3 With regards to the tree works in the church yard Members were advised that Mr Papworth was currently putting a timetable of works together and would be in contact with Councillor Perkins in due course.

08/06-13.4 Members were advised that enquires had been made to obtain quotations regarding the shrunken edges on the wet pour surfacing area at the Bentley Close Play Area. Members were advised that the one of the founding members of The Children of Upwood Play Scheme had been contacted to enquire if they had any paperwork regarding the specification of the scheme as it was questionable if the wet pour had been laid correctly.

08/06-13.5 Members noted that enquiries had been made with Huntingdonshire District Council regarding a survey of dog bins in the parish and the possibility of installing another bin following the complaint of dog fouling on the High Street, Upwood. The Clerk advised that the District Council's Dog Warden had also been informed of the dog fouling complaint.

#### 09/06-13 **COUNTY AND DISTRICT COUNCILLORS**

Councillor Tew handed the Chairman a leaflet on a new charity called Huntingdonshire Association for Community Transport.

The charity offered a door to door service for people who could not access local bus routes, due to age and disability, people living in rural locations with limited or no access to local bus routes or those without a car.

A Member noted that there was an annual membership fee of £15.00, which would give members access to a pre-bookable service five days a week. The organisation also offered day trips to various locations around the country.

The Chairman thanked Councillor Tew for the information.

#### 10/06-13 **ALLOTMENTS**

10/06.13.1 Members were asked to consider if Parish Council should take responsibility for the insurance of the allotments. If the Council considered the allotment association as a sub-committee, then public liability for the allotments would be included on the current Parish Council policy at no extra premium.

If the Allotment Association were considered a separate organisation who were responsible for maintenance and safety of the allotments who had their own committee and finances, a stand-alone public policy could be offered with a limit of indemnity of £5million. The annual premium to the Association would be £141.00 from the Council's own insurance company. Separate quotations could also be sought for comparisons. It was

**RESOLVED** to include the public liability on the current Parish Council policy which would be at no extra cost.

#### 11/06-13. **PLANNING ITEMS RECEIVED SINCE PUBLICATION OF THE AGENDA**

There were none.

#### 12/06-13 **FINANCE**

12/06-13.1 Members noted the notice of appointment for the Exercise of Electors Rights Accounts for year ended 31 March 2013 which had been published around the parish. This would enable parishioners to view the accounts if they so wished.

11/06-13.2 Members were asked to approve the 2012/13 year end accounts which showed an end of year balance of £ 23366.01. It was

**RESOLVED** to do so.

It was further

**RESOLVED** to sign the Annual Return for the year ending 2013 & noted that Internal Auditor would carry out their annual inspection on 04.06.13.

12/06/-13.3 Members were asked to consider and approve the yearly risk assessment as recommended by the Internal Auditor during year ending 31 March 2012. As Members had not had an opportunity to view the risk assessment in detail, it was agreed that that the risk assessment was a good starting point but further work needed to done.

***Clerk's note: The auditor has advised that individual risk assessments are required, e.g. manual handling, and assessment of the Clerk's Office. Allotments need to be added to the yearly risk assessment.***

12/06-13.4 Members were asked to note the financial report for June 2013 and it was

**RESOLVED** to do so.

12/06-13.5 The following accounts as at 3<sup>rd</sup> June 2013 were approved for payment:

101349: Payment to National Allotment Society	£66.00
101350: Payment Claire Tunnicliffe (Salary)	£303.95
101351: Payment to HMRC	£100.30
101352: Payment to Mr Andy Davies (Grass Cutting)	£690

***Clerk's note: Cheque 101349 has been cancelled as this was dropped in water and became unreadable.***

### 13/06-13 **CORRESPONDENCE AND COMMUNICATIONS**

The following matters were brought to Members attention through emails;

- UKIP Advertising in the Parish
- Approval given for a Memorial of the late Hazel & William Hufford (attached)
- Approval given for a Memorial of the late Mr Brian Dunn
- Cambridgeshire County Council – Help and support with daily living.
- Huntingdonshire District Council – register of Members interest.
- CPRE's new transport toolkit.

### 14/06-13 **MATTERS ARISING FROM COUNCILLORS**

Members considered if car passes should be requested for the road closure through Kings Ripton on 25<sup>th</sup> July 2013. It was

**RESOLVED** to obtain passes and place information on the parish boards that they could be obtained from Councillors.

Following a discussion regarding the hedge at No 78, the High Street, the Chairman advised Members that she would go and speak with the owners.

Members were advised that a representative from HDC had visited the neighbouring gardens to the properties which housed the pigs. Neighbours had been asked to keep a diary and it had been acknowledged that there was unpleasant odour in the air.

The issue with the sewage was still an issue in Little Raveley and required the Parish Council to take action.

***Clerk's note: The Chairman has advised via e-mail that the matter needs to be taken forward by the residents with HDC's Environmental Health Officer.***

**15/06/13      MATTERS FOR FUTURE CONSIDERATION**

The following item was put forward as a future agenda item;

- Car parking on the High Street.

**16/06-01      DATE OF NEXT MEETING**

1<sup>st</sup> July 2013, Upwood village Hall, 7.00pm.

**CLOSE OF MEETING**