



Upwood and the Raveleys Parish Council

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A meeting of Upwood and the Raveleys Parish Council was held on Monday 01 April 2019 at 7.00pm at Upwood Village Hall.

Present: Councillors J. Edwards, R. Howe (Chairman) J. Noble, A. Perkins, G. Slater, J. Twose.

In Attendance: Mrs. C. Bilverstone (Clerk), Councillor Rogers (County Council), Councillor Taverner (District Council) and 4 members of the public.

Minutes

170-04/19 To receive and approve apologies for absence.

Councillor Bacon: Holiday

171-04/19 To receive declarations of interest.

Members are invited to declare disclosable pecuniary interests and other interests in items on the agenda as required by Upwood and the Raveleys Parish Council Code of Conduct for Members and by the Localism Act 2011. Councillor Slater declared a non-pecuniary interest in the planning application for 37 Bentley Close, 177-04/19.2 as decisions made regarding this application may have a direct impact on his own property.

172-04/19 To receive and approve the minutes of the parish council meeting held on 04 March 2019.

The minutes of the meeting of Upwood and the Raveleys Parish Council held on 04 March 2019 had been circulated in advance following their informal approval by the chairman. Councillor Slater proposed that the minutes be approved. Councillor Twose seconded the proposal. All who had been present at the meeting were in favour and it was **resolved** to do so.

173-04/19 Casual Vacancies

173-04/19.1 To consider applications two casual vacancies arising from the resignation of Councillors Dan Hall & Helen Nel. No applications had been received and this matter was therefore deferred until the next meeting.

174-04/19 Public participation.

To allow up to 10 minutes (2 minutes per person) for any members of the public and councillors declaring the existence and nature of a prejudicial interest to address the meeting in relation to the business on this agenda. The chairman invited the owner of 37 Bentley Close to address the council during agenda item 177-04/19.2 to enable constructive dialogue to take place.

175-04/19 To receive reports from county and district councillors.

Councillor Rogers noted that there has been a delay with the combined authority's survey on bus schedules but confirmed that there has been no change to policy regarding the funding of routes.

Further to concerns regarding the allocation of grants from Ramsey Windfarm Community Benefit Fund (see items 144-02/19.2 & 166-03/19.5), Councillor Rogers confirmed that the Chief Executive of Grantscape had asked the advisory panel to review its decision for the 2018 round as the only submission from Upwood and the Raveleys had been deemed to "meet the criteria" but "was not given priority on this occasion" yet £10,000 had been carried forward. Upwood Ukuleles has therefore re-submitted the application for funds to upgrade its sound system. The group has reduced the value of its bid from £1954 to £1429 as a higher specification system has been sourced at a lower price since the initial application was made. Councillor Rogers confirmed that four members of the panel have supported the application to date and although it would need the approval of the trustees, he is hopeful that the application will be successful.

The chairman added that he had also offered his support for Grantscape's review and for Upwood Ukuleles' application. It was unfortunate that this parish had not been represented when the initial decisions had been made but he was pleased to note that this has now been addressed.

The design for Cambridgeshire County Council's new headquarters at Alconbury Weald has been endorsed for submission to the planners in April. It is hoped that the work will be completed by December 2020 for relocation in January 2021.

Councillor Bull confirmed that the district council remains on schedule to adopt its Local Plan to 2036 in May. In the meantime the planning department is inundated with applications to take advantage of "tilted balance" whereby in the absence of up to date development plan policies, the balance is tilted in favour of sustainable development and the granting of planning permission except where the benefits are 'significantly and demonstrably' outweighed by adverse impacts or where specific policies in the National Planning Policy Framework indicate otherwise. He added that the district council "does not *apply* tilted balance; it is just *in* tilted balance".

The district council is continuing to develop its portal to enable transactions to be made online and council tax accounts will go live next month. He added that although the district council was told that the "old people" wouldn't want to use this, the first customer to register for the service is in his mid-80s!

Councillor Bull asked councillors for views on the present four-tier structure of local government in Cambridgeshire (Combined Authority, County Council, District Council, Town or Parish Council) and suggested that "Huntingdonshire" might re-define itself as a Unitary Authority (similar to a London Borough or the City of Peterborough) in the future. It was suggested that this may rationalise access to services and it may be more cost-effective but there may be resistance from those with residual loyalty to the traditional "Huntingdonshire".

Councillor Bull briefly outlined a proposal to develop a low-carbon, smart, sustainable village of 600 retirement homes on the former RAF Wyton site.

The chairman thanked Councillor Rogers, Councillor Bull and Councillor Tavener for their continued support of this parish and their commitment to attending multiple meetings on the same evening.

The chairman asked that item 177-04/19.2 be brought forward to allow Councillor Bull to participate. All were in favour.

177-04/19.2 19/00525/TREE | TREE T1, T2, T3, T4 Oak. T1, T2 & T3: Remove. T4: Reduce height by 3m and crown radius by 2.5m. Reason: The trees are considered responsible for root induced clay shrinkage subsidence damage to 37 Bentley Close, Upwood. PE26 2QW

The chairman invited the owner of the property to address the council. She outlined the ongoing issues which have led to the submission of this application noting that at least two neighbouring properties are also significantly affected by the roots of several trees, and that the problem has probably been exacerbated by the long period of dry weather. The arboricultural appraisal report classifies the damage to this property as severe and notes that a deep root barrier may provide an alternative to the removal of the trees. It has been informally suggested to residents that combined management of the trees together with the installation of a deep root barrier might be the preferred, albeit more expensive solution. The resident confirmed that further to her own extensive research she would like one or more of the trees to be removed in addition to the installation of a deep root barrier combined with management of any remaining trees. She is not convinced that a root barrier alone is a permanent and complete solution. Much as she would wish to preserve the trees (which are relatively young at approximately 100 years old) in other circumstances, her priorities must lie with the protection of her home.

The chairman suggested that this application is complex and that it should not be considered in isolation when there are currently two other properties and other trees involved. The three households are working closely together but between them they have two insurance companies who are working independently. He suggested that a holistic approach would be preferable, taking into account an earlier application for 39 Bentley Close (18/01950/TREE) which does not appear to have progressed since October 2018 when the parish council "expressed concern for the removal of mature trees when residents have been led to believe that a technical alternative in the form of a physical barrier between the tree roots and the properties may be a viable alternative. All agreed that they would wish to defer this application to allow further investigation to take place. Councillors would wish to preserve the trees if at all possible". Councillors remain anxious to preserve the trees if this is possible. The chairman suggested that it might be worth considering crowdfunding or similar as he felt that parishioners might also feel strongly about the preservation of the trees.

Councillors agreed that removing trees could cause additional problems with ground heave (the opposite of subsidence). The chairman proposed that the parish council object to this application and request that the district council coordinate a holistic application to address the best possible outcome for the three neighbouring

properties (37-41 Bentley Close) together with all the trees in the vicinity. Councillor Perkins seconded the proposal. Councillor Slater abstained from voting. All other councillors were in favour and it was **resolved** to do so. Councillor Bull offered his full support to the parish council for this course of action and to the residents. He asked to be kept informed and offered to liaise with the planning department as this matter progresses.

176-04/19 Matters arising or carried forward from the previous meeting.

176-04/19.1 To receive an update on future of The Cross Keys Public House.

The chairman confirmed that he had nothing further to report. He reiterated that the parish council would fully support the sale or lease of the property as a pub but that it would not support plans for a change of use.

177-04/19 Notification of planning items.

177-04/19.1 19/00308/HHFUL | Minor alterations to external construction materials and insertion of new joinery | Copperwood Great Raveley. PE28 2QY

Councillors queried the need to comment on these minor alterations and asked the clerk to address this with the district council. All were in favour of approving this application and it was **resolved** to do so.

178-04/19 Finance

178-04/19.1 To approve accounts for payment: 01 April 2019

Reference	Description	Payee	Amount
SO	Clerk/RFO Salary. March 2019	Mrs C. Bilverstone	737.49
DD	Employee & Employer Pension Contribution.	SALVUS Master Trust	*78.70
SO	Clerk/RFO Salary. PAYE/NI	HMRC	10.20
183221489	Clerk's Expenses: WFH, Stationery, Travel	Mrs C. Bilverstone	20.69
DD	Pension Administration Fee	SALVUS Master Trust	24.00
752094015	Parts. Bentley Close Play Area	Kompan Ltd.	52.80
959131277	Repair of path. St. Peter's Churchyard ref. 144-02/19.1	G. Pilkington Building	875.00
684607155	Glebe Paddock Rent	Jolliffe Daking LLP	200.00
788144662	Hall Hire. Jan-Mar 2019	Upwood and the Raveleys Village Hall	63.78
104367710	Parish Website & Domain Fees ref. 162-03/19.5	Mr S. Howes	85.06

*The direct debit to Salvus Master Trust was taken on 31 March and is therefore accounted for in the financial year 2018/2019

178-04/19.2 To note income received: 01 April 2019 (Financial Year 2018/2019):

Date	Reference	Received From	Description	Amount
19.03.19	BACS	HMRC	VAT Return 2018/2019	421.69
25.03.19	000037	Mr. A. Hollick	Cemetery Memorial Fee	35.00

Councillor Noble proposed that the accounts be approved for payment and the income be acknowledged. Councillor Perkins seconded the proposal. All were in favour and it was **resolved** to do so. The chairman signed the list of payments on the agenda and two signatories signed each of the invoices and authorised the online payments after the meeting. The chairman signed the bank reconciliation dated 31 March 2019 and this was counter-signed by Councillor Twose.

178-04/19.3 To review the Annual Governance and Accountability Return 2018/2019 and to consider approval of the Annual Governance Statement 2018/2019.

The Clerk/Responsible Financial Officer presented the Annual Governance Statement 2018/2019 and councillors were asked to confirm that they understand their responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the accounting statements. Councillor Slater proposed that the clerk and the chairman authorise the statement on the council's behalf. Councillor Perkins seconded the proposal. All were in favour and it was **resolved** to do so.

178-04/19.4 To consider approval of the Accounting Statements 2018/2019.

The clerk/responsible financial officer reported that the parish council ended the financial year 2018/2019 with a bank balance of £58,705.33. £4,000 of this is held as reserves for a future cemetery extension, with an additional £2,000 to be added to this fund in 2019/2020; and £5,000 is held for repair/replacement of play equipment with an additional £4,000 to be added in 2019/2020. The parish council is waiting for invoices from Cambridgeshire County Council totalling £5282 for two Local Highway Improvement projects (traffic calming between Upwood

and Bury and the purchase of the Speed Indicator Device). This leaves a general reserve of £27,914. £10,509.67 was received in Community Infrastructure Levy (CIL) in 2018/2019. This may only be spent on infrastructure and this will be carried forward into the next financial year. The parish council will operate with a budget of £51,104 in 2019/2020. The budget and business plan were published with the minutes of the meeting held in November 2018 and can be seen on the parish website at www.upwood.org.

The clerk/responsible financial officer presented the accounting statements 2018/2019 and had signed a statement to certify that statements have been prepared on a receipts and payments basis and present fairly the financial position of this authority. Councillors were asked to approve the following statement “we acknowledge as members of Upwood and the Raveleys Parish Council our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements”. Councillor Slater proposed that the chairman should sign the accounting statements on the parish council’s behalf. Councillor Perkins seconded the proposal. All were in favour and it was **resolved** to do so.

The chairman confirmed that the parish council is in a strong financial position and this has allowed for the reduction of the precept from £25,000 in 2018/2019 to £23,000 in 2019/2020. The chairman thanked the clerk for the preparation of the Annual Governance and Accountability Return 2018/2019 which is an excellent report demonstrating a clean bill of health once again to the external auditor.

178-04/19.5 To consider quotations for the renewal of the parish council’s insurance policy (due 01 June 2019).

The clerk has received a renewal notice from Came and Company who offer the services of three insurance companies: Inspire via Axa (£525.75 for a single year, £501.94 for a three-year agreement), Hiscox (the existing insurer) £689.70 for a single year; and Ecclesiastical £1024.05. All three policies provide comprehensive cover. The clerk had also invited quotations from two further companies: Zurich which quoted £520.72 for a single year policy and £492.44 for a three-year agreement; and Norris & Fisher which quoted £649.43 for a single year. The clerk suggested that although the three-year policy with Zurich would be slightly cheaper than Inspire via Axa (a difference of £9.50), it might be prudent to remain with Came and Company who continue to provide excellent customer service. The chairman proposed that the parish council accept the quotation for the three-year policy from Inspire by Axa at £501.94 per year through the services of Came and Company. Councillor Noble seconded the proposal. All were in favour and it was **resolved** to do so.

179-04/19 Councillor Portfolio Responsibilities.

179/04/19.1 To review councillor portfolio responsibilities for the coming year.

The chairman proposed that this matter be deferred until June by which time it is hoped that the parish council will have a full complement of councillors.

180-04/19 Traffic, Highways & Road Safety

180-04/19.1 To review data gathered from the Speed Indicator Device (SID) during March 2019.

The SID was located in Great Raveley from 01 to 31 March and recorded 6,159 vehicles travelling from Wood Walton towards Huntingdon Road. One vehicle was recorded travelling at 70pmh at 4:30pm on a Sunday afternoon. A further three vehicles were recorded travelling in excess of 60mph. 30% of vehicles recorded during this time were in violation of the 30mph speed limit. The chairman reminded members that the SID acts as a deterrent to speeding and is also providing valuable data to support future highway improvement applications. Further to minute reference 98-11/18.1, notification has been received from the county council that Upwood and the Raveley’s bid to the Local Highway Improvement Initiative for 2019/2020 has been successful. £10,000 of a total project cost of £16,619 has been awarded for the following traffic calming scheme in Great Raveley:

- Install a “give way”/“build-out” feature at the eastern entrance to the village and improve existing terminal signs, lining and gates.
- Install a 40mph buffer zone at the western entrance to the village and improve existing terminal signs, install dragon’s teeth, refresh existing lining/red surfacing.
- Install red surfacing patches with lining (2 sections) through village.

£6,619 has been allocated in the budget for this purpose and this money will derive from the Community Infrastructure Levy awarded to this parish from the Church Lane development.

The chairman thanked Councillor Slater for his continued commitment to managing the speed indicator device and congratulated him on his successful bid for LHI 2019/2020.

181-04/19 Community Involvement & Engagement

181-04/19.1 To receive an update on arrangements for the community litter-picking event which will take place on 06 April.

Councillor Twose confirmed that 15 people have volunteered to collect litter in Upwood village; 2 in Fairmead and 12 in Little Raveley. Equipment will be provided by the district council and volunteers will meet at 10:00am at Edwards Farm Shop, Upwood; 1 The Cottages, Little Raveley; or by the noticeboard at the entrance to Fairmead.

181-04/19.2 Further to minute ref. 164-03/19.2 to consider further the provision of “Active Lives” summer sports activities for children and to consider an invitation from Bury Parish Council to work in partnership to coordinate and fund these events.

The clerk has made provisional bookings with “One Leisure” and with Upwood Village Hall for the six Fridays of the summer holiday (26 July, 02, 09, 16, 23, 30 August) from 10:30am to 12:30am. Upwood Village Hall has confirmed a special inclusive rate of £10 per session. The first and the last sessions have been generously sponsored by William Hunt (minute ref. 164-03/19.2). Councillors considered an offer from Bury Parish Council to host and pay for two sessions. Each session will cost £129.24 + VAT. The chairman proposed that the first two and the last two sessions are offered in Upwood and that Bury Parish Council’s offer be accepted to fund and host the sessions on 09 and 16 August. Councillor Perkins seconded the proposal. All were in favour and it was **resolved** to do so.

181-04/19.3 To consider the merits of councillor and staff ID cards; to consider provision for new councillors; and revision of the design to include the Quality Gold logo.

Councillor Noble proposed that the ID cards had minimal impact or value and that this initiative should be discontinued. Councillor Twose seconded the proposal. All were in favour and it was **resolved** to do so.

181-04/19.4 To consider the preparation of an annual report for distribution with the parish newsletter.

Councillors agreed that the report produced last year was of value to the community. The chairman proposed that this should be a biennial initiative. All were in favour and it was agreed to re-visit this next year.

182-04/19 Parish Maintenance.

182-04/19.1 To consider strategies to combat fly-tipping, particularly with respect to the impact on private landowners.

There have been two incidents in Little Raveley within the last few weeks and the parish council has sought the support of the district council. Councillor Twose expressed concern that signage indicating that monitoring is taking place at The Butts may have diverted the problem to other areas. Whilst the district council will remove waste from public areas, fly tipping on private land becomes the problem of the landowner and Councillor Twose expressed concern for the significant financial impact this has on private individuals. Councillor Twose expressed concern that disreputable tradespeople are being employed to remove waste and that the general public are probably not aware of the need to engage registered waste carriers (see: www.environment.data.gov.uk to check whether a carrier is registered). She asked what the district council is doing to educate people on such matters. The chairman suggested that the district council should be able to utilise mobile CCTV cameras in problem areas and he agreed to pursue these matters with Councillor Bull.

182-04/19.2 To consider a quotation from CGM to include the cutting of the grass on the highway verge between the cemetery and the junction with the public right of way on Meadow Road.

This area of grass was cut by the previous parish maintenance contractor as a goodwill gesture. As such it was not included on the maintenance schedule and since changing the contractor it has become apparent that this area is no longer being tended. The cost of adding this to the regular schedule would be £18 + VAT per cut. Councillors suggested that this seemed expensive for such a small area but agreed that it needed to be done. Councillor Edwards proposed that the quotation be accepted, and that this area be added to the schedule. Councillor Slater seconded the proposal. All were in favour and it was **resolved** to do so.

183-04/19 Parish Land

183-04/19.1 Further to minute ref. 114-12/18.1 to receive an update from Serjeant and Son Solicitors regarding the upgrade to the title of Charter’s Spinney.

The clerk has received confirmation from the solicitor that the title to Charter’s Spinney has been upgraded to absolute possession; except for the footprint of the building which will remain possessory. Documentation has been returned from land registry with a previous address for the parish council. The clerk has made enquiries regarding updating the address and has been advised to write direct to Land Registry (see item 183-04/19.2).

183-04/19.2 To receive an update from the clerk and Serjeant and Son Solicitors regarding land registration documents for the “new” cemetery, “The Butts” and land in Bentley Close (the play area).

Further to minute ref. 183-14/19.1, it has become apparent that although the parish council holds a significant amount of conveyancing documentation regarding ownership of the “new” cemetery and the land in Bentley Close; and responsibility for “The Butts”; the land registration documents for these three areas are missing. The

clerk has approached Serjeant and Son with unresolved correspondence between a previous clerk and solicitor written in 1999 regarding this matter.

184-04/19 Correspondence and Communications.

184-04/19.1 Further correspondence from Airfields of Britain Conservation Trust (ABCT) regarding the proposed installation of a commemorative memorial at Upwood Airfield.

The Management Company responsible for Fairmead estate is currently liaising with Airfields of Britain Conservation Trust on this matter.

185-04/19 To receive verbal reports from parish councillors on matters arising from their portfolio responsibilities, and matters for future consideration. No decisions can be made under this item.

Councillor Noble expressed concern for the condition of the curtilage wall to Upwood House and the safety of pedestrians. The chairman agreed to speak with the owners.

Councillor Edwards confirmed that he had contacted the landowner regarding access to the public right of way leading from High Street to Longholme Road. The clerk noted that several public rights of way in the parish are in need of attention. Public rights of way and highway” issues may be reported directly to the county council at:

<https://highwaysreporting.cambridgeshire.gov.uk/>

Councillor Perkins offered to trim rogue saplings growing from tree stumps in St. Peter’s Churchyard.

Councillor Twose noted that a resident had expressed concern for dog fouling at Upwood Meadows and asked whether it would be possible to have a litter bin in the car park. The clerk offered to liaise with The Wildlife Trust for Bedfordshire, Cambridgeshire and Northamptonshire on this matter.

Clerk’s note: The Wildlife Trust BCN has considered the provision of a waste bin at Upwood Meadows National Nature Reserve but the cost to have this emptied by a private contractor is prohibitive (the district council will not empty bins on private land). The Wildlife Trust BCN manages its nature reserves for the conservation of special and important species and habitats. Dog fouling can cause problems for wildlife, by increasing nutrients in the soil and thus threatening important plant species and communities. It is unpleasant and potentially dangerous to other visitors as well as Trust staff and volunteers. Responsible owners and their dogs are welcome on almost all Trust reserves, but dog-related issues (dog fouling, wildlife disturbance and attacks on livestock or other site users) mean that dogs may be excluded from all or part of some reserves for part or all of the year. The Senior Reserves Manager for Cambridgeshire will re-visit the possibility of providing a waste bin but in the meantime reminds visitors that there are bins at the junction of Meadow Lane/Meadow Road/High Street and in Bentley Close.

The chairman reminded members that he is collating complaints from parishioners regarding broadband provision (minute ref. 167-03/19). He has received 15 responses to date which outline a variety of issues. A notice has been published in the parish newsletter and it is hoped that more residents will come forward. The chairman confirmed that he will take these complaints to the Director of Connecting Cambridgeshire who has promised to send the list to the Chairman of Openreach who operates a special portal for recording serious service complaints.

The parish council has received notification that the Parochial Church Council (PCC) has recently had an alarm installed to protect against the theft of lead from the roof of St Peter’s Church. The alarm is linked to a 24-hour manned monitoring centre which will send security personnel to investigate any disturbance. The system provides comprehensive protection by means of sensors linked to a blue strobe light and a siren in the bell tower plus a ‘voice alarm’. Notices have been placed in prominent locations at the church indicating that alarms are in place. Local churches, without alarms, have been targeted in the recent past and suffered damage to /and loss of their lead roofs not only in the hours of darkness but also in broad daylight. The PCC would appreciate residents reporting any suspicious activity to the church wardens on 01487 711169 or 01487 813742 or directly to the police for serious concerns.

186-04/19 Date of next meeting: 13 May 2019, 6:00pm. Annual General Parish Council Meeting, Upwood Village Hall. This will be followed by the Annual Parish Meeting at 8:00pm.

Close of meeting: 9:10pm