Upwood and the Raveleys Parish Council

Parish Clerk – Mrs Carol Bilverstone. Kilimanjaro, 9 Meadow Road, Upwood, Huntingdon, Cambs. PE26 2QJ

Telephone: 01487 812447. E-Mail: parishclerk@upwood.org

A meeting of Upwood and the Raveleys Parish Council was held on Monday 04 June 2018 at 7.00pm at Upwood Village Hall.

Present: Councillors J. Edwards, R. Howe (Chairman) H. Nel, J. Noble, A. Perkins, G. Slater, H. Smith, J. Twose.
In Attendance: Mrs. C. Bilverstone (Clerk), Councillor Rogers (County Council), Councillor Taverner (District Council) and 15 members of the public.

Minutes

23-06/18 To receive and approve apologies for absence.
Councillor Hall: Family Commitment

24-06/18 To receive declarations of interest.
Members are invited to declare disclosable pecuniary interests and other interests in items on the agenda as required by the Upwood and the Raveleys Parish Council Code of Conduct for Members and by the Localism Act 2011.
Councillor Nel declared an interest in item 30-06/18.1 and confirmed that she would not debate or vote on this item.

As several members of the public had attended specifically for item 30-06/18, the chairman asked that this together with item 26-06/18 (public participation) be brought forward.

26-06/18 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.
There was no public participation other than that regarding item 30-06/18.1

30-06/18 Notification of planning items.

30-06/18.1 18/00954/FUL | Proposed erection of two detached dwellings with garaging, paddock areas and access road | Land at The Paddock, Raveley Road Great Raveley.
The chairman closed the meeting at the appropriate times during this item to facilitate meaningful dialogue between members of the public, the applicant and councillors.
Councillor Perkins outlined the detail of this application and explained that the site has been subject to a number of planning applications over a sixteen year period, the most recent having been rejected at appeal in March 2013.
The applicant noted that since the last application the size of the plot concerned has been reduced, an entrance has been constructed; hedging has been removed; and that work has been completed to address problems with drainage. This application is for two large house both with double garages incorporating paddock land to the rear of each dwelling. He suggested that the proposed properties are in keeping with the size and standard of neighbouring properties and that they would be a sympathetic addition to the village.
The applicant referred to changes in planning law since 2013 and he quoted what he considered to be a comparative scenario within Huntingdonshire where planning consent was recently given to a development after appeal.

The chairman confirmed that planning law is constantly under review but that this site has consistently been regarded as "countryside land" and this designation remains current. He also confirmed that each planning application is be judged on its merits and decisions would not be based on similar developments in the district. He noted that planning is not only governed by rules and regulations but also by local opinion. He also expressed concern for the 80m of "beautiful" hawthorn hedge which had been removed and not replaced.
The parish council had received letters of concern from eight households in Great Raveley. The following is a precis of comments made both in those letters and made in person at the meeting:
Residents expressed reassurance following the most recent rejected planning application in 2013 where the inspector appointed by the secretary of state noted:

- The site is clearly in visual terms, part of the open countryside, having a strong connection with the open countryside behind it.
- The site serves to bring the countryside within the village at its centre, performing a valuable role in reinforcing the very close connection with the countryside behind it.
- The proposed development of two dwellings would cause significant harm to the character and appearance of the area.
- The site clearly does not fall within the built up area of the village and thus does not constitute appropriate residential infilling.
- The proposal would conflict significantly with development plan policy relating to the provision of new housing and would cause significant harm to the character and appearance of the area.

Residents suggested that these reasons for rejecting the previous application would appear clear and definitive with little scope for subjective interpretation unless there have been recent changes to planning rules or to the Local Plan.
In addition, there was significant objection to this development based on the lack of village infrastructure. Residents noted that there is no pavement; the road is narrow; road markings and signage are poor or non-existent. There is a lack of any effective traffic calming despite the documented persistent speeding (correspondence received includes that from parishioners who volunteer for Community Speedwatch) and two additional dwellings would significantly increase the amount of traffic turning onto Raveley Road. Lastly, residents have voiced environmental concerns as birds of prey and other wildlife is often seen on this site.
The chairman invited members to vote in favour or against supporting this planning application. There were no votes in favour; two members abstained from voting; and all other members voted against. The parish council **resolved** to register its objection with the planning department.

25-06/18 To review and confirm portfolio responsibilities of all councillors.
Portfolio responsibilities were confirmed. Please see the attachment to these minutes.

27-06/18 To receive and approve the minutes of the parish council meeting held on 14 May 2018.
The minutes of the meeting of Upwood and the Raveleys Parish Council held on 14 May 2018 had been circulated in advance following their informal approval by the chairman. Councillor Nel proposed that the minutes be approved. Councillor Slater seconded the proposal. All were in favour and it was **resolved** to do so. The chairman signed the minutes and added that he wished to record his thanks to the clerk for her consistent efforts to produce accurate and concise records of every meeting.

28-06/18 To receive reports from county and district councillors.
Councillor Rogers confirmed that he will attend a meeting with the Highways Department to discuss ongoing issues surrounding the removal of the street light in Little Raveley (minute reference: 158-04/18.1). He is also liaising with a parishioner regarding speeding traffic. Reinstallation of the Community Speedwatch signs which were removed over 12 months ago has finally been agreed after the parish clerk copied the county councillor on lengthy correspondence. The clerk will ask for the signs to be placed alongside each of the six "Welcome to Upwood and the Raveleys" parish boundary signs which are due to be installed at the same time as the traffic calming measures on Ramsey Road (please see item 32-06/18.1).
Councillor Taverner outlined her role within the structure of the district council. She has responsibilities for community and the environment (she is a member of the tree strategy sub group); and health and community

(with a position on the Overview and Scrutiny Panel for Hinchingbrooke Hospital). She confirmed that her role is to facilitate communications with all aspects of the district council's business (including: planning; waste; leisure; council tax; housing; streets, parking & transport; licensing; and business).
Councillor Noble asked why greater consideration had not been given to the condition of road surfaces prior to the Gran Fondo, a very high profile event with 10,000 cyclists racing on a significantly damaged and therefore hazardous route. Councillor Smith added that the edges of Longholme Road have crumbled beyond the white line and asked about the county council's policy for repair and renewal. Councillor Rogers urged councillors and parishioners to report all concerns regarding highways via: https://highwaysreporting.cambridgeshire.gov.uk/

29-06/18 Matters arising or carried forward from the previous meeting. There were no matters arising.

31-06/18 Finance

31-06/18.1 To consider the replacement of the clerk's laptop and to approve immediate payment of one of two proforma invoices (£646.80 or £742.80, both including VAT) dependent on availability shortly after this meeting.
The clerk's laptop which was bought in 2013 and runs on Windows 8 has become increasingly unreliable. Mr Steve Howes, IT specialist has spent a good amount of time keeping the laptop running over the last few months but he has now advised that the best course of action would be to replace it. He has kindly reviewed several options from several suppliers and recommended a laptop provided by Dell with Windows 10 and a solid state drive. The recommended machine is priced at £646.80 but there is limited availability of this model. The parish council was asked to approve the purchase of either this machine or the next model up (which has faster processing power) at £742.80. The clerk presented proforma invoices for both with a view to placing an order after approval at this meeting. Councillor Nel proposed that the parish council should purchase the faster model at £742.80. Councillor Smith seconded this proposal. All were in favour and it was **resolved** to do so.
The parish council offered its thanks to Steve Howes for his ongoing support. The laptop (and the clerk!) have had increasingly frequent "meltdowns" and his assistance is much appreciated.

31-06/18.2 To consider setting up an annual direct debit to The Information Commissioner for the Data Protection Fee (direct debit payments benefit from a £5 annual reduction).
Councillor Nel proposed the authorisation of an annual direct debit for this purpose. Councillor Slater seconded the proposal. All were in favour and it was **resolved** to do so.

31-06/18.3 To approve accounts for payment: 04 June 2018.

Date	Ref. No.	Payee	Description	Amount
04.06.18	10173634	Mrs C. Bilverstone	Clerk/RFO Salary. May 2018 Including a backdated payment of £12.97 (minute ref. 15-05/18.6). *Including consultancy work for Wyton on the Hill Parish Council for May 2018 & Northborough Parish Council for April/May 2018	1431.14
			Expenses: Working from home allowance, stationery	13.49
04.06.18	982986262	Mr B.C. Edwards	Cemetery Officer Salary. Quarter 1	93.78
04.06.18	518819548	HMRC	PAYE/NI. May 2018 & Quarter 1 *including £218.16 re. consultancy work for Wyton on the Hill Parish Council for May 2018 & Northborough Parish Council for April/May 2018	298.25
04.06.18	DD	SALVUS Master Trust	Employee + Employer Pension Contributions. May 2018 *including consultancy work for Wyton on the Hill Parish Council for May 2018 & Northborough Parish Council for April/May 2018	179.58
04.06.18	DD	Salvus Master Trust	Small Employer Fee	24.00

04.06.18	DD See item 31-06/18.3	The Information Commissioner	Data Protection Fee	35.00
04.06.18	25867766	Canalbs Ltd.	Internal Audit Fee	113.62
04.06.18	214192335	RoSPA Playsafety Ltd	Annual play area inspection	79.80
04.06.18	88932221	Mr A. Davis	Parish Grass Cutting (3 & 4)	790.00
04.06.18	573216662	Dell Products	Replacement laptop	£742.80

*An invoice for £849.93 will be presented for payment to Wyton on the Hill Parish Council on 12 June 2018 for Clerk/RFO consultancy work for May 2018. An invoice for £216.75 will be presented for payment to Northborough Parish Council on 13 June for Clerk/RFO consultancy work for April/May 2018 (minute ref. 15-05/18.7).

Councillor Smith proposed that the council approve the accounts for payment. Councillor Nel 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 the bank reconciliation. Councillor Nel who is not a signatory or a member of the finance working party countersigned the bank reconciliation. Councillors Perkins and Slater signed the invoices and authorised the online payments after the meeting.

31-06/18.4 To note income received: 04 June 2018:

Date	Ref. No.	Payee	Description	Amount
15.05.18	000017	Wyton on the Hill Parish Council	Parish Clerk/RFO Consultancy. March 2018	923.58

31-06/18.5 To review the Internal Audit report for 2017/2018.
The chairman noted that no issues were raised at the internal audit and that councillors should be confident that all areas of parish council business remain in good order. He reminded members that it takes a great deal of effort to maintain such high standards. He asked that his thanks to the clerk be recorded.

31-06/18.6 To consider the purchase of "Office 365" at £50.99 from Amazon (registration and a 12 month subscription) + an annual fee (currently £59.99).
The clerk has explored various options for this purchase. The cheapest option would be for the clerk to make a personal purchase via Amazon and then to claim this back as an expense at the next meeting. Councillor Nel proposed that the parish council authorises this purchase. Councillor Smith seconded the proposal. All were in favour and it was **resolved** to do so.

32-06/18 Traffic, Highways & Road Safety

32-06/18.1 To receive an update from Cambridgeshire County Council regarding Local Highway Initiative plans (2017/2018) for traffic calming on Ramsey Road.
Plans to complete the traffic calming measures (2017/2018) on Ramsey Road are still delayed and the parish council has been informed that delivery of the Speed Indicator Device (2018/2019 is likely to take another six months. The county council has cited the need for a rigorous and fair procurement process. The clerk and the chairman have expressed frustration with the Highways Department for the excessive delay to both projects.

32-06/18.2 To consider an application to the Local Highway Improvement Fund 2019/2020
Councillor Slater referred members to the action plan which resulted from the Community Led Plan (2015). (Please see: http://www.upwood.org/images/CLP/PrintfinalversionCLPActionPlan25August2015.pdf). And councillors debated several proposals from the action plan with consideration for cost-effectiveness, best value and optimum impact. The chairman reminded members that in addition to the Local Highway Improvement Fund, the parish council could also consider utilising the Community Infrastructure Levy (CIL) funding resulting from the Church Farm development as well as a grant application to the Ramsey Wind Farm Community Benefit Fund. Councillor Slater was asked to prepare a recommendation for consideration at the next meeting. The closing date for applications is 31 July.

33-06/18 Public Involvement & Engagement

33-06/18.1 To consider authorisation of a Service Level Agreement with Huntingdonshire District Council for the provision of its "Active Lifestyles" summer holiday programme.
Councillor Nel proposed that the parish council authorises this agreement. Councillor Smith seconded the proposal. All were in favour and it was **resolved** that the clerk should sign the document and make the necessary arrangements.

33-06/18.2 To receive an update from the youth involvement and engagement working party.
This item was deferred until the next meeting.

33-06/18.3 To consider the structure, design and content of parish council's first annual report for distribution with the parish newsletter (July 2018).
This item was deferred until the next meeting.

34-06/18.1 Parish Maintenance

To review the annual inspection of the Bentley Close play area.
Councillor Noble has reviewed the inspection report in detail. Most items are listed as having low risk and nothing requires immediate attention. There are two small items which have been assessed as having medium risk: the excess chain on the toddler swing should be reduced to two links; and the fastenings that attach the chains to the bar should be checked regularly and replaced when worn. Each component of the play area is classified as presenting "low risk". The play area in its entirety is classified as "medium risk" owing to the type of activity and experience it offers. Councillor Slater offered to look at the chains and the fastenings. If these can be easily and safely achieved he will make the changes. If they need professional attention he will make enquiries and report back at the next meeting.

35-06/18 Parish Land

35-06/18.1 To consider a proposed lease agreement from DLA Piper LLP for the parcel of land hosting the building at Charter's Spinney.
DLA Piper LLP approached the parish council in November 2017 (item 87-11/17.1) stating its intention to claim adverse possession of the legal title of the parcel of land which hosts operational equipment belonging to National Grid Gas PLC at Charter's Spinney. Ongoing correspondence has been reported in the minutes and this has resulted in the presentation of a proposed lease agreement for 999 years at a peppercorn rent. Councillors agreed to the lease in principle, providing all legal costs are covered, but suggested that the building should be refurbished (the brickwork cleaned and the wood re-painted with muted, sympathetic colours to enable it to blend with its environs) prior to the signing of a formal agreement. Councillors also asked that a clause be added to the agreement to ensure that ongoing maintenance, at least every ten years, is assured.

36-06/18 General Data Protection Regulation (GDPR)

36-06/18.1 To receive an update from CAPALC regarding the implementation of a county-wide service to facilitate compliance of parish councils with the General Data Protection Regulation.
There has been no further correspondence from CAPALC.

37-06/18 Correspondence and Communications.

37-06/18.1 An invitation to participate in a preliminary draft consultation on Cambridgeshire and Peterborough Minerals and Waste Local Plan (please see: www.cambridgeshire.gov.uk/mwlp)

38-06/18 To receive verbal reports from Parish Councillors on matters arising from their portfolio responsibilities.

No decisions can be made under this item.
Councillor Noble reported that no Community Speedwatch sessions had been held in May but that two are planned for June. She noted that the team now consists of only three volunteers and that additional support is urgently required. Parishioners are asked to consider offering approximately one hour per month to enable this initiative to extend its reach. Please contact Councillor Noble at 01487 814356 or nimusmum@gmail.com for further information.
Further to the meeting, a speedwatch session was conducted on 05 June to monitor traffic on Huntingdon Road coming from the direction of Bury. 474 vehicles were recorded between 8:00am and 9:00am and these resulted in a zero return. Eight vehicles exceeded the speed limit although their speeds were not excessive enough to

warrant reporting to the police. One vehicle which slowed rapidly to 42mph upon seeing the team was a local taxi.

Councillor Nel noted that she would review the Community Led Plan Action Plan prepared in 2015 with a view to identifying any outstanding issues.

Councillor Twose thanked the chairman for his offer to introduce her to the outlying areas of the parish.

Councillor Smith wished to advise the parish council of a recent incident whereby his dog had diverted from a public right of way into a privately owned field. The owner of the field berated Councillor Smith and subsequently made a complaint to the parish clerk regarding a dog fouling offence. Councillor Smith apologised unreservedly and added that he would not wish to do anything to bring the parish council into disrepute. The chairman thanked Councillor Smith for his apology. The chairman confirmed that the incident has been reported to the District Council and that the parish council will remain scrupulous. He noted that the parish council is consistently haranguing residents on this matter and wished to assure residents that councillors are not exempt.

The clerk was asked to make further enquiries regarding the telephone mast as there are concerns for its effectiveness.

39-06/18 **Matters for future consideration.** *No decisions can be made under this item.* There were no further matters for consideration.

40-06/18 **Date of next meeting:** 02 July 2018, 7:00pm. Upwood Village Hall.

Close of meeting: 9:20pm

Draft

LOCAL COUNCIL AWARD SCHEME QUALITY

Upwood and the Raveleys Parish Council

Councillor	Portfolio Responsibilities	Overall Objectives
Jason Edwards	• Parish boundaries, ditches, footpaths, grass and hedges	• To oversee the maintenance of the parish environment
	• Liaison with Upwood & the Raveleys Community Allotments Association	• To liaise with URCAA
	• CLP: Housing & Planning	• To represent the parish council on the CLP working party for housing and planning
Dan Hall	• Community Led Plan	• To manage the progression of the Community Led Plan
	• Member of the youth involvement & engagement working party	• To promote youth involvement & engagement
	• Liaison with Upwood Primary School	• To liaise with Upwood Primary School to promote awareness of local council matters with younger members of the community
Robin Howe	• Chairman	• To lead the parish council
	• Member of the finance working party	• To oversee the financial management of the council
	• CLP: Housing & Planning	• To represent the parish council on the CLP working party for housing and planning
Helen Nel	• Vice-Chairman	• To deputise for the chairman as required.
	• Community Led Plan	• To manage the progression of the Community Led Plan
	• CLP: Communication	• To represent the council on the CLP working party for communication
	• Communication & Public Relations	• To liaise with the parish newsletter and local press to ensure residents are fully informed about parish council matters
	• Liaison for Great Raveley	• To liaise with, and advocate for parishioners in Great Raveley
Jean Noble	• Play facilities	• To manage play facilities
	• Parish aesthetics	• To monitor the aesthetics of the parish environment making recommendations for action where necessary
	• Health & Safety and risk management	• To undertake regular risk assessments covering all parish assets and to maintain written reports
	• Community Speedwatch Coordinator	• To act as coordinator for Community Speedwatch
	• Member of the youth involvement & engagement working party	• To promote youth involvement & engagement
Andrew Perkins	• Planning	• To present planning applications to the council and to make recommendations where appropriate
	• Parish Trees	• To oversee the safety and well-being of parish trees and to make recommendations for their maintenance where necessary
	• Parish land	• To liaise with commercial land tenants
	• CLP: Housing & Planning	• To represent the council on the CLP working party for housing and planning
Garth Slater	• Member of the finance working party	• To oversee the financial management of the council
	• Traffic, highways and road safety	• To represent the council on traffic, highways and road safety forums and to liaise with the district and county councils and other bodies on related issues
		• To represent the council on the local parish forum
	• Liaison with the local parish forum	• To represent the council on the CLP working party for roads and road safety
	• CLP: Roads & Road Safety	
Howard Smith	• Member of the finance working party	• To oversee the financial management of the council
	• Liaison with St. Peter's Church PCC	• To liaise with St. Peter's Church PCC regarding the maintenance and appearance of the churchyard
	• Meadow Road Cemetery	• To monitor and revise where appropriate, the rules, regulations and fees for Meadow Road Cemetery
	• Liaison with the local parish forum	• To represent the council on the local parish forum
	• Member of the youth involvement & engagement working party	• To promote youth involvement & engagement
Jodie Twose	• Planning & related environmental matters	• To present planning applications to the council and to make recommendations where appropriate
	• Liaison for Little Raveley; Fairmead, Farm Close; and all outlying areas	• To liaise with, and advocate for parishioners in the outlying areas of the community