



## Upwood and the Raveleys Parish Council

Parish Clerk – Mrs Carol Bilverstone. Kilimanjaro, 9 Meadow Road, Upwood, Huntingdon, Cambs. PE26 2QJ  
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A meeting of Upwood and the Raveleys Parish Council was held on Monday 03 July 2017 at 7.00pm at Upwood Village Hall.

**Present:** Councillors J. Edwards, H. Nel, J. Noble, J. Paxton, A. Perkins, G. Slater, H. Smith, M. Tew.

**In Attendance:** Mrs. C. Bilverstone (Clerk), County Councillor T. Rogers and 1 member of the public.

### Minutes

**36-07/17 To receive and approve apologies for absence.**

Councillor Howe: District Council Commitment.

In the absence of the chairman this meeting was presided over by Councillor Tew, Vice Chairman.

**37-07/17 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.

There were no declarations of interest.

**38-07/17 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. Mr Steve Corney, Director, New Build & Renovations, introduced himself to members as the owner and developer of the Church Farm site. Mr Corney explained that he would wish to be a good neighbour and to keep parishioners informed of progress. The initial proposals for semi-detached properties across plots three and four will now be built as two detached properties; and there has been a review of the internal arrangements for some of the other properties. Other than that the building work will go ahead as planned and Mr Corney hopes the project will be complete within 18 months to 2 years.

(Further information may be found at: <http://publicaccess.huntingdonshire.gov.uk/online-applications/applicationDetails.do?activeTab=externalDocuments&keyVal=NI6470IKMPL00>).

**39-07/17 To receive and approve the minutes of the parish council meeting held on 05 June 2017.**

Copies of the minutes of the meeting of Upwood and the Raveleys Parish Council held on 05 June 2017 had been circulated in advance following their informal approval by the vice chairman. Councillor Slater proposed acceptance of the minutes. Councillor Smith seconded the proposal. All who had been present at the meeting were in favour and it was **resolved** to do so. The vice chairman signed the minutes.

**40-07/17 Matters arising or carried forward from the last or previous meeting.**

40-07/17.1 To consider a quotation for the purchase of photo-id cards and lanyards.

The clerk presented a quotation from Huntingdonshire District Council for the printing of 10 personalised plastic photo-identity cards and the provision of holders and lanyards at a cost of £31.45. Councillor Slater proposed that the council accept this quotation. Councillor Nel seconded the proposal. Two councillors abstained from voting. All others were in favour and it was **resolved** that the clerk would make the necessary arrangements.

40-07/17.2 To re-visit the proposal to hold parish council “surgeries”.

Councillor Tew had explored various options for the provision of parish council surgeries in Farm Close, Fairmead and the Raveleys but as there are no suitable venues in these locations, the only realistic solution would be to use the village hall or the Cross Keys public house. Councillors felt that the village hall would be most appropriate. Councillor Slater proposed that surgeries are held on the second Saturday of each month, from 2:00pm to 3:30pm, commencing on 09 September. Councillor Smith seconded the proposal. One councillor abstained from voting but all others were in favour and it was **resolved** to do so. A block booking has since been made with Upwood Village Hall for a trial period of six months. At least two parish councillors will be available at each session. All parishioners are welcome and encouraged to attend.

- 40-07/17.3 To receive an update on considerations for the provision of community defibrillators.  
Councillor Nel has met with Ms. Hayley Huskinson and Mrs Sue Elvis. It was agreed that, whilst the cost of providing for the whole parish is probably preclusive at this stage, it should be feasible for a small cost (to be determined) to locate the existing defibrillator at The Cross Keys to an outside wall for easier access. Mrs Elvis (School Governor) is liaising with Upwood Primary School regarding having a defibrillator on the school site. Councillor Nel is continuing to research the availability of grants and is considering the possibility of fund-raising. She also suggested that councillors may consider making provision for this in the budget for 2018/2019. The council has received offers from two parishioners to train those who would be interested in learning how to use a defibrillator. Councillor Perkins offered to approach the village hall committee at its next meeting to ask whether it would be appropriate to install a defibrillator in the porch. This item will be reviewed again at the next meeting.
- 40-07/17.4 To re-visit the concerns of Upwood and the Raveleys Allotments Association regarding the removal of a section of the boundary hedge from the Upwood allotments site.  
Councillor Edwards, Councillor Slater, Councillor Tew and the Clerk have re-visited the boundary. There is scant evidence of the historic presence of a ditch.  
Councillor Smith proposed that Upwood and the Raveleys Community Allotments Association should make arrangements to re-plant the mixed hawthorn hedge with plants provided by the Woodland Trust once Mr & Mrs Manton have completed the landscaping of the boundary. Councillor Perkins seconded the proposal. All were in favour and it was **resolved** to do so.  
Councillors agreed that they would prefer not to pursue legal definition of the boundary as this would be complex and costly. The clerk agreed to speak informally with residents of neighbouring properties with a view to maintaining good neighbourly relationships and an open dialogue so that issues or proposals which may impact on the boundary hedge may be addressed as and when the need arises. This item will be reviewed again at the next meeting.
- 41-07/17 **To receive reports from neighbouring parishes.**  
Councillor Tew confirmed that planning permission has not been granted for the building of 141 new homes on Biggin Lane and that a planning decision appeal has been lodged with the Planning Inspectorate.
- 42-07/17 **To receive reports from county and district councillors.**  
Councillor Rogers informed members of the following:
  - There is a significant funding gap in the Children, Families and Adults Directorate.
  - The Commerce and Investment Panel is exploring ways to improve the cost-effectiveness of the county council.
  - The Pensions Committee is pooling funds with other local authorities to optimise its investments.
  - Government legislation promoting greater joint working between emergency service organisations has led to a proposal that the Police and Crime Commissioner become the Police, Fire and Crime Commissioner with overall responsibility for the governance of both Cambridgeshire Fire and Rescue Service and Cambridgeshire Constabulary.
Councillor Rogers reminded members that The Stukeleys Parish Council meets at the same time as Upwood and the Raveleys. As he has agreed to divide his time between the two he asked if this agenda item could be brought forward at future meetings. All agreed that this was a sensible course of action.
- 43-07/17 **Notification of planning items.** No planning applications had been received.

44-07/17 Finance

44-07/17.1 To approve accounts for payment: 03 July 2017.

Date	Ref. No.	Payee	Description	Amount
03.07.17	748871877	Mrs C. Silverstone	Clerk/RFO Salary. June 2017	687.42
			Expenses: Working from home allowance	10.00
03.07.17	107452084	HMRC	PAYE/NI	5.99
03.07.17	*DD	SALVUS Master Trust	Employee + Employer Pension Contributions. June 2017	73.00
03.07.17	730827168	Mr A Davis	Parish Grass Cutting (no. 7 & 8)	790.00
03.07.17	484471352	Upwood and the Raveleys Village Hall	Meeting hall hire	61.50
03.07.17	396823778	Kompan Ltd.	Cradle swing for Bentley Close Play Area + spare parts. (inc. a 2% early settlement discount)	93.61
07.08.17	23981301	*Mrs C. Silverstone	Clerk/RFO Salary. July 2017	687.42
			Expenses: Working from home allowance	10.00
07.08.17	81997534	*HMRC	PAYE/NI	5.99
07.08.17	*DD	*SALVUS Master Trust	Employee + Employer Pension Contributions. July 2017	73.00

Councillor Paxton proposed that the payments for July and August be authorised. Councillor Noble seconded the proposal. All were in favour and it was **resolved** to do so. The invoices were signed by two signatories and the online payments were approved after the meeting. Councillor Tew signed the list of payments on the agenda and he also signed the bank reconciliation dated 03 July. Councillor Nel countersigned the bank reconciliation.

44-07/17.2 To note income received: 03 July 2017

30.06.17	000008	A.J. Mills Master Masons Ltd.	Cemetery Memorial Stone (approved by the clerk as per minute reference 71-11/13.5)	60.00
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44-07/17.3 To consider supporting the clerk's application to attend the SLCC Annual Regional Training Seminar (06 September) at a cost of £69 + VAT plus mileage (34 miles @ £0.45 per mile = £15.30).

Councillor Nel proposed that the Regional Training Seminars are invaluable and that members should support this application. Councillor Noble seconded the proposal. All were in favour and it was **resolved** to do so.

44-07/17.4 To confirm arrangements for the annual appraisal and salary review of the clerk and the cemetery officer (due 1 August).

The chairman had been asked prior to the meeting to appraise the clerk. The clerk (the cemetery officer's line manager) and Councillor Paxton (who has a portfolio responsibility for the cemetery) agreed to appraise the cemetery officer. Councillor Noble proposed that the council approves these arrangements. Councillor Nel seconded the proposal. All were in favour and it was **resolved** to do so.

44-07/17.5 To review the communication working party's draft application to the Ramsey Wind Farm Community Benefit Fund and to consider authorising the clerk to finalise and submit the application prior to the next meeting. The communications working party is continuing with the work they started two years ago in support of the findings of the Community Led Plan and propose placing a bid to the Ramsey Windfarm Community Benefit Fund to support the following:

- WiFi costs for the village hall. £28 per month = £672.00 for two years
- Parish Website Fees. £98.12 for two years.
- Parish Newsletter (to upgrade to full colour printing on glossy paper) @ £346 per edition = £4152.00 for twelve editions (two years).
- Six "Welcome to Upwood and the Raveleys" parish boundary signs @ £500.00 = £3000.00

**Total bid = £7922.12**

The clerk asked the council to approve the principles of this project and for authorisation to submit a bid prior to the closing date of 06 September. Councillor Nel proposed that the council supports this initiative. Councillor Slater seconded the proposal. All were in favour and it was **resolved** to do so.

**45-07/17 Traffic, Highways & Road Safety**

45-07/17.1 To receive an update from Cambridgeshire County Council regarding Local Highway Initiative plans for traffic calming on Ramsey Road.

The parish council has received the following estimated costings for the proposed traffic calming measures:

- Gateway features: Entry gates (wood effect), Upwood and Bury + Bollards (wood effect) – Bury (highlighting crossing point). Supply and install all items: **£5,560.05**
- Road markings: Dragon’s teeth + Speed limit roundels – 30mph entries and 50mph repeaters + Red colour anti-skid (or similar) + White lining refresh – between both villages. Supply and install all items: **£4,351.39**
- Speed limit changes: New 50mph signs and posts (repeaters and terminals) + Relocate 40mph limit – Upwood + Install new TRO for 50mph speed limit and relocation of 40mph limit. Supply and install all items: **£4,409.79**

Sub Total = **£14,321.20** + Road Safety Audits @ **£1,500.00** = **Total: £15,821.20**

The project has been holistically designed to promote traffic calming within and between Upwood and Bury and has been priced accordingly. Upwood and the Raveleys Parish Council has been awarded £4250 and Bury Parish Council £4500 from the Local Highway Initiative to support this project. This leaves a shortfall of £7071.20 which would need to be provided by the two parishes. Upwood and the Raveleys Parish Council has £2500 set aside in its budget for highways expenditure in 2017/2018. Councillor Tew confirmed that Bury Parish Council has £5000 set aside in its budget for this purpose.

Councillor Nel proposed that the parish council approves the project on this basis and that Councillor Slater be authorised to agree the detailed design of the signage. Councillor Paxton seconded the proposal. All were in favour and it was **resolved** to do so.

**46-07/17 Correspondence and Communications**

46-07/17.1 An invitation from the district council to consider hosting a textile recycling bank in support of “Planet Aid”.

**47-07/17 To receive verbal reports from Parish Councillors on matters arising from their portfolio responsibilities.**

*No decisions can be made under this item.*

Councillor Noble informed members that a Community Speed Watch session was carried out recently with the support of personnel from Wistow. She noted that Mike Brooks has been appointed as Force wide Watch Coordination Officer – Speed Watch and Neighbourhood Watch and that he has been exceptionally helpful. The clerk has added posters promoting the scheme to both the community and the parish council’s Facebook pages and it is hoped that this will encourage new volunteers to come forward. The group currently consists of two trained personnel and three observers who are waiting to undergo training.

Councillor Perkins updated members on the status of one of the yew trees in the churchyard which he had suggested would benefit from cosmetic attention at an earlier meeting. New growth on the tree in recent months has improved its appearance and Councillor Perkins will therefore monitor its growth with a view to postponing work for another year.

Councillor Perkins also commented on the pleasing appearance of the churchyard and in particular the newly seeded area to the right of the path.

**48-07/17 Matters for future consideration.**

*No decisions can be made under this item.* There were no further matters for future consideration.

**49-07/17 Date of next meeting:** 04 September 2017, Upwood Village Hall, 7:00pm.

**Close of meeting: 9:00pm**