



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 03 September 2018 at 7.00pm at Upwood Village Hall.

Present: Councillors J. Edwards, D. Hall, H. Nel (Vice-Chairman), 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

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

56-09/18 To receive and approve apologies for absence.

Councillor Howe: Holiday. Councillor Bull: Attendance at another meeting.

57-09/18 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: item 62-09/18.2: planning application no. 18/00954/FUL.

Councillor Perkins: item 63-09/18.6: Upwood and the Raveleys Village Hall

58-09/18 To receive and approve the minutes of the parish council meeting held on 02 July 2018.

The minutes of the meeting of Upwood and the Raveleys Parish Council held on 02 July 2018 had been circulated in advance following their informal approval by the vice-chairman. Councillor Slater proposed that the minutes be approved. Councillor Smith seconded the proposal. All were in favour and it was **resolved** to do so.

59-09/18 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. The vice-chairman invited those who wished to speak about item 62-09/18.2 planning application no. 18/00954/FUL to do so at that time.

Mr Tony Place presented a formal invitation for councillors and parishioners to attend a service in memory of 2nd Lieutenant A.E. Parks and 2nd Lieutenant A. H. Thompson in the old cemetery on 04 September at 4:00pm. Mr Place asked that the cemetery be tidied prior to the event and for access to the chapel of rest in case of inclement weather. It is unfortunate that this request was made at such short notice. Councillor Slater offered to lend the chapel key to Mr Place who will endeavour to recruit volunteers to assist with preparations for the service.

60-09/18 To receive reports from county and district councillors.

This item was deferred until after items 62-09/18.

Councillor Rogers informed members that Northamptonshire County Council's recently announced financial crisis will impact on the administration of some shared services.

He also reminded members to continue to report highway problems particularly as additional funding appears to have been made available for repairs and maintenance.

Councillor Taverner reported that changes to the “Stagecoach” bus timetables will take effect from 17 September. Please see: <https://www.stagecoachbus.com/>

61-09/18 Matters arising or carried forward from the previous meeting.

All matters arising were addressed under specific agenda items.

62-09/18 Notification of planning items.

62-09/18.1 16/01869/OUT | Proposed staff and holiday accommodation | The Cross Keys. High Street Upwood PE26 2QE. To receive an update from the district council in response to concerns raised by members of the public.

Notification has been received from Huntingdonshire District Council that this is a low-priority case but that enforcement officers will visit and assess the property in the near future.

62-09/18.2 18/00954/FUL | Proposed erection of two detached dwellings with garaging and hardstanding for parking and turning, paddock area including field shelters, and field access track | Land at The Paddock. Raveley Road, Great Raveley.

Councillor Nel opened the meeting to allow “public participation” on this item. Councillors considered the extensive views of parishioners and of the developer. Councillors reviewed the history of the site and the current planning application together with guidance on material changes from Huntingdonshire District Council which suggests that two dwellings on the frontage may be acceptable providing the footprints do not extend further into the countryside than neighbouring properties; that the field shelters are brought forward and that access is agricultural rather than highway; and that permitted development rights are removed for the paddocks.

Councillors were asked to ascertain whether or not they felt that the planning application incorporates the revised planning authority requirements; whether they felt that the concerns of parishioners are valid; and whether they consider the site to be “open countryside” or “infill”. Councillors debated these points at length and were given the opportunity to ask further questions of the developer and of parishioners. Two councillors abstained from voting. One voted in favour of approving the plans and five voted against. It was therefore **resolved** that the parish council would register its objection to the application on this basis.

62-09/18.3 18/01328/HHFUL | 2 storey side extension | 11 Lincoln Road, Upwood. PE26 2PP

Councillors considered this application to be in keeping with similar recent extensions on this estate all of which enhance the individual property and the street scene. Councillor Perkins proposed that the parish council supports this application. Councillor Twose seconded the proposal. All were in favour and it was **resolved** to do so.

63-09/18 Finance

63-09/18.1 To approve accounts for payment: 03 September 2018

Date	Ref. No.	Payee	Description	Amount
31.07.18	784200379	Mr A. Davis	Parish Grass Cutting (no. 6). Paid 31.07.18 re. minute ref. 58-09/17.1	395.00
03.09.18	86940206	Mrs C. Silverstone	Clerk/RFO Salary. August 2018 *Including consultancy work for Wyton on the Hill Parish Council for June/July 2018	815.69
			Expenses: Working from home allowance, postage, stationery, travel.	50.30
03.09.18	350807180	Mr B.C. Edwards	Cemetery Officer Salary. July-September 2018	93.78
03.09.18	555948141	HMRC	PAYE/NI. August 2018 *including clerk/RFO consultancy work for Wyton on the Hill Parish Council.	39.24
03.09.18	DD	SALVUS Master Trust	Employee + Employer Pension Contributions. August 2018 *including consultancy work for Wyton on the Hill Parish Council.	83.40

03.09.18	DD	Salvus Master Trust	Small Employer Fee	24.00
03.09.18	907852090	Mr A. Davis	Refurbishment of St. Peter's Church gates	245.00
03.09.18	683942791	Huntingdonshire District Council	Printing Services. Councillor ID cards x 2	15.71
			Printing Services. Annual Report 2018	72.52
03.09.18	869302645	Society of Local Council Clerks	Renewal of annual membership	128.00
03.09.18	283657775	PKF Littlejohn LLP	Limited Assurance Review of AGAR. 31 March 2018	240.00

An invoice for £67.11 will be presented for payment to Wyton on the Hill Parish Council on 11 September 2018 for Clerk/RFO consultancy work for June & July 2018.

Councillor Hall proposed that the accounts be approved for payment. Councillor Noble seconded the proposal. All were in favour and it was **resolved** to do so. The vice-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 vice-chairman signed the bank reconciliation and this was counter-signed by Councillor Twose.

63-09/18.2 To note income received: 03 September 2018:

Date	Ref. No.	Payee	Description	Amount
17.07.18	000020	Dignity Funerals Ltd.	Interment Fee	75.00

63-09-18.3 To review the annual appraisals of the clerk and cemetery officer; and to consider salary recommendations. Both members of staff have once again received outstanding appraisals. The council was asked to consider the clerk's proposal to increase the cemetery officer's salary by one spine point from point 13 to 14 at a cost to the parish council of an additional £9.85 per year with effect from 01 August 2018. The chairman proposed that the clerk's salary be increased by an additional spine point (from point 39 to 40) to take effect on the successful completion of the Quality Gold Award at a cost to the parish council of an additional £246.08 per year.

Councillor Smith proposed that the parish council supports both recommendations. Councillor Hall seconded the proposal. All were in favour and it was **resolved** to do so.

63-09/18.4 To acknowledge the successful completion of the Limited Assurance Review of the Annual Governance and Accountability Return for the year ended 31 March 2018.

Councillors acknowledged that the Limited Assurance Review is complete, and the Notice of Conclusion of Audit has been published in accordance with the Local Audit and Accountability Act 2014 and the Accounts and Audit Regulations 2015.

63-09/18.5 To consider the appointment of an internal auditor for the financial year 2018/2019.

Councillor Noble proposed that the parish council appoints Canalbs Ltd. as its internal auditor for the financial year 2018/2019 and that the recommended two visits are made as per the last financial year. Councillor Edwards seconded the proposal. All were in favour and it was **resolved** to do so.

63-09/18.6 To consider a grant application from Upwood and the Raveleys Village Hall for assistance with operational and insurance costs.

A grant application had been received from Upwood and the Raveleys Village Hall for £1,000. The parish council has historically offered financial support to the village hall on an annual basis and £1,000 had been set aside in the budget for this purpose. Councillor Smith proposed that the parish council approve this application. Councillor Edwards seconded the proposal. Councillor Perkins abstained from voting but all others were in favour and it was **resolved** to do so. On behalf of the village hall committee Councillor Perkins thanked members for their continued support.

63-09/18.7 To consider a grant application from Upwood and the Raveleys Newsletter for assistance with ongoing operational costs.

A grant application had been received from Upwood and the Raveleys Newsletter for £1254. The parish council has historically offered financial support to the parish newsletter on an annual basis. The council resolved in minute reference 85-11/17.3 to increase this support to cover the cost of continued provision of colour printing on the inside pages and the front and back cover following an unsuccessful bid to Ramsey Community Benefit Fund in September 2017. All were in favour and it was **resolved** to authorise payment at the next meeting.

64-09/18 Traffic, Highways & Road Safety

- 64-09/18.1 To consider options for completing the refurbishment of the public right of way leading from Bentley Close towards Upwood Meadows.

Earlier this year, Cambridgeshire County Council re-surfaced a significant length of the public right of way leading from Bentley Close towards Upwood Meadows. This work amounted to 1/10th of the budget allocated across 77 parish councils for maintenance and repair of public rights of way and it is therefore unlikely that further funding will be forthcoming from the county council. Councillor Slater proposed that the parish council should pay for the re-surfacing of the remaining section of path between the boundary of Mr & Mrs Evan's field and the gateway into Mr & Mrs Gowler's field and also the gateway between Mr & Mrs Gowler's field and Helen's Field at a cost of approximately £1500. Councillor Hall proposed that the parish council should pay for this work to be completed. Councillor Noble seconded the proposal. Councillor Edwards voted against the proposal but all other councillors were in favour and it was **resolved** to ask Cambridgeshire County Council to complete this work before the winter months.

65-09/18 Public Involvement & Engagement and Parish Council Development

- 65-09/18.1 To receive an update from the youth involvement and engagement working party.

This item was deferred until the next meeting.

Councillors reviewed the success of the "Active Lives" activity programme held during the summer holidays and all agreed that it had been a great success with participation ranging from between 15 and 40 children at each of the six sessions. Councillor Nel asked the clerk to request formal feedback from Huntingdonshire District Council for review at the next meeting. Councillor Smith suggested that as there had been regular attendees from neighbouring parishes that local parishes could be invited to collaborate and share the cost if this were to be offered in the future.

- 65-09/18.2 To receive an update on achievements and outstanding actions and to consider strategies to refresh the Community Led Plan.

Councillor Nel reminded members that she had asked for feedback from members and renewed this invitation. She will prepare a strategy for consideration at the next meeting.

- 65-09/18.3 To consider the professional development aspirations of members and staff.

The majority of councillors participate in a member development programme and achievements and aspirations are recorded by the clerk and published online. Councillors agreed to review and update this record on a continuous basis. Councillor Nel reminded councillors of the opportunity to attend the Cambridgeshire Local Councils' Conference to be held in November. She also reminded members that the clerk regularly forwards notification of training opportunities and encouraged members to ask for assistance in identifying and locating other specific professional development opportunities as required.

66-09/18 Parish Council Management and Governance

- 66-09/18.1 To consider adoption of a suite of documents and strategies designed to fulfil the requirements of the General Data Protection Regulation, 2018:

Data Audit Schedule | Data Breach Reporting Form | Privacy Notices: Data Protection; New Councillor; Exclusive Right of Burial; Information Data | Removable Media Policy | Retention of Documents Policy | Social Media Policy.

Councillor Twose proposed that adoption of these documents and strategies would fulfil the requirements of the General Data Protection Regulation, 2018. Councillor Smith seconded the proposal. All were in favour and it was **resolved** to do so.

67-09/18 Parish Land and Assets.

- 67-09/18.1 To receive an update from Cadent Gas Limited regarding the refurbishment and ongoing maintenance of the building at Charter's Spinney.

The clerk has received assurance from Cadent Gas Limited that the brickwork will be cleaned, and the doors painted in the near future. She is waiting for a formal agreement regarding ongoing maintenance. The parish council now has a local contact for the company and this will help to facilitate communication.

- 67-09/18.2 To receive an update on the proposed lease agreement from DLA Piper LLP for the parcel of land hosting the building at Charter's Spinney; and to consider advice from Serjeant and Son Solicitors regarding the title of the land and the parish council's options for the future of this piece of land.

Serjeant and Son has advised that the title of the land should be upgraded from possessory to absolute. It is not clear why it was registered as possessory in 2000 when all other parcels of land were registered as absolute

in 1997 following statutory declarations made by Councillor Freda Butler. The approximate cost to upgrade the title would be £250 + VAT.

The solicitor has asked whether the parish council would wish to consider selling the land rather than leasing it. She has assumed that the parish council would have no use for the land and that selling would produce a better return than entering into a lease agreement with a peppercorn rent. Note that she wasn't approached to consider the sale of the land, neither have DLA Piper indicated that Cadent Gas Limited would wish to purchase it. Members agreed that the parish council has no intention of selling the land. Councillor Smith suggested that the title should be upgraded without cost to the parish council as this should have been registered by Serjeant and Son in the same way as the other parcels of land in 1997. Councillor Slater proposed that the clerk be authorised to make arrangements for the upgrade of the title, preferably at no cost to the parish council but at a cost of approximately £250 + VAT if necessary. Councillor Perkins seconded the proposal. All were in favour and it was **resolved** to do so.

67-09/18.3 To consider the refurbishment of the telephone kiosk (Upwood Book Exchange).

Councillor Slater presented a proposal from RamShed, a local group of the UK Men's Sheds Association who carry out community projects in Bury and Ramsey. They have offered to refurbish the telephone box if the parish council is prepared to cover the cost of materials at approximately £115. Councillors agreed that the refurbishment of the telephone box in Bury is impressive. Councillor Hall proposed that the parish council accepts this proposal and offers a donation of £75 to RamShed. He also offered to store the books whilst work is underway. Councillor Edwards seconded the proposal. All were in favour and it was **resolved** to do so. Councillor Slater offered to arrange for purchase of the materials and to liaise with Ramshed. It is hoped that work may be completed prior to the winter months.

68-09/18 Correspondence and Communications.

68-09/18.1 Improving Transport Services in Ramsey: A research paper commissioned by Ramsey Neighbourhoods Trust

68-09/18.2 An invitation to attend Cambridgeshire Local Councils Conference 2018. 23 November 2018, 9.30am – 3.45pm. Marriott Hotel, Huntingdon.

68-09-18.3 An invitation to attend a service to commemorate the centenary of the end of WWI. Upwood Cemetery. 07 September, 4:00pm.

68-09/18.4 An invitation to comment on a proposal to extend the Gran Fondo Tour of Cambridgeshire from 80 miles to 100 miles (please see: <https://ridewithgps.com/routes/27899430>)

69-09/18 To receive verbal reports from Parish Councillors on matters arising from their portfolio responsibilities.

No decisions can be made under this item.

Councillor Twose reported that a member of the public is disappointed with the installation of the parish boundary signs which she regards as urbanisation of a rural area and not good use of public money. It was also noted that the sign in Little Raveley was vandalised with graffiti within a week of installation.

Councillor Perkins asked that an item be placed on the agenda for the next meeting regarding his wish to plant a memorial tree in St. Peter's Churchyard.

Councillor Noble appealed for assistance with Community Speedwatch. She is the only trained volunteer available for the next couple of months. Parishioners are urged to support this initiative which requires teams of three for hourly sessions held at mutually convenient times at various locations across the parish. Data gathered from these sessions contributes to the decision-making processes of the parish, district and county council with regard to planning and infrastructure developments. Please contact Councillor Jean Noble on 01487 814356 or at nimusmum@gmail.com for further information.

Councillor Slater congratulated the chairman, the vice-chairman and the clerk on the production and distribution of an excellent annual report for 2018.

70-09/18 Matters for future consideration. No decisions can be made under this item.

A new parish maintenance contract is required with effect from Spring 2019. This item will be on the agenda for the next meeting.

71-09/18 Date of next meeting: 01 October 2018, 7:00pm. Upwood Village Hall. **Close of meeting:** 9:00pm