



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 05 September 2016 at 7.00pm at Upwood Village Hall.

Present: Councillors J. Edwards, J. Noble, H. Nel, J. Paxton, A. Perkins, R. Singleton, G. Slater, H. Smith.

In Attendance: Mrs. C. Bilverstone (Clerk), County Councillor M. Tew and 8 members of the public.

Minutes

46-09/16 To receive and approve apologies for absence.

Councillor Howe: District Council commitment.

In the absence of the chairman, Councillor Slater, Vice-Chairman presided at this meeting.

47-09/16 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.

48-09/16 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.

49-09/16 To receive and approve the minutes of the parish council meeting held on 04 July 2016.

Copies of the minutes of the meeting of Upwood and the Raveleys Parish Council held on 04 July 2016 had been circulated in advance following their informal approval by the vice-chairman. Councillor Smith proposed acceptance of the minutes. Councillor Singleton 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.

50-09/16 Matters arising or carried forward from the last or previous meeting.

To acknowledge completion of the following work:

- The laying of paving slabs to address the ground erosion at one of the entrances to the play area. Councillor Noble suggested that she would have appreciated the opportunity for the council to discuss the solution to this matter but that she is content with the outcome.
- Repairs to the matting in the play area and the repair of the wet pour graphics (no. 7 specifically).
- The refurbishment and installation of a bench in the cemetery (minute ref: 62-09/15.1).
- The refurbishment of all parish benches.
- The replacement of broken tiles on the village sign.
This is an ongoing issue due either to vandalism or carelessness. Mr Ward (volunteer) suggested that the overhanging tiles be removed and replaced with pebbles. The vice-chairman asked for a detailed proposal to be presented at the next meeting.
- The repair and refurbishment of the roof of the chapel of rest.

51-09/16 To receive reports from county and district councillors.

Councillor Tew confirmed that the devolution consultation is now closed and a vote will take place in October. He also noted that adult social care in this and other counties has become unsustainable and that he has been involved with the submission of a joint statement to the government. He is continuing to lobby BT Connect regarding the provision of broadband (see item 58-09/16.6). Little progress has been made to date.

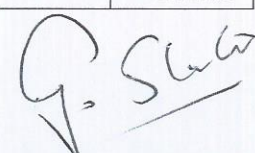
52-09/16 Notification of planning items.

- 52-09/16.1 16/01463/HHFUL | Erection of garage and garden store | 58 Huntingdon Road Upwood. PE26 2QQ
This application is under review and due to be re-submitted for consideration at the next meeting.
- 52-09/16.2 16/01458/FUL | Rebuilding and refurbishment of existing chapel to create a residential dwelling; erection of hobby workshop and garage | Land South of 67 Huntingdon Road, Upwood. PE26 2QQ
The vice-chairman invited the applicants to present their plans. They confirmed that the bridleway is part of this property and will also serve as a driveway. Councillors were confident that due regard had been afforded to neighbouring properties and that the plans are sensitive to the historic nature of the site. Councillor Paxton asked that the applicants keep a photographic record of the rebuilding of the property and proposed that the council support this application. Councillor Smith seconded the proposal. All were in favour and it was **resolved** to do so.
- 52-09/16.3 16/01449/HHFUL | Two storey extension on right hand side of semi-detached property. 9 Lincoln Road, Upwood. PE26 2PP
Councillors considered this extension to be in keeping with, and complementary to the existing street scene. Councillor Noble proposed that the council support this application. Councillor Singleton seconded the proposal. All were in favour and it was **resolved** to do so.
- 52-09/16.4 16/01582/S73 | Variation of the temporary permission date in condition 1 of Application No: 1100660FUL, from 31st October 2016 to 31st August 2021. Temporary mobile accommodation for the Pre-School (run by a private charity) and Out-of-School clubs. Upwood Primary School. Ramsey Road, Upwood. PE26 2QA
Councillors are supportive of both initiatives. Councillor Paxton proposed that the council supports this application. Councillor Smith seconded the proposal. All were in favour and it was **resolved** to do so.
- 52-09/16.5 16/01657/FUL | Installation of silage clamps for the storage of crops and digestate. Bury Lane Farm Bury Lane Ramsey Heights. PE26 2RU
Councillors agreed that this development is necessary to the work carried out on this site. Councillor Perkins proposed that the council supports this application. Councillor Edwards seconded the proposal. All were in favour and it was **resolved** to do so.

53-09/16 Finance

53-09/16.1 To approve accounts for payment: 05 September 2016:

Date	Ref. No.	Payee	Description	Amount
05.09.16	899828508	Mrs C. Silverstone	Clerk/RFO Salary. August 2016	699.50
			Expenses: Working from home allowance, stationery	40.00
05.09.16	598269087	Mr B.C. Edwards	Cemetery Officer Salary. July-September 2016	87.22
05.09.16	122920560	HMRC	PAYE/NI (see minute ref. 14-05/16.1). (Credit balance is now cleared)	22.30
05.09.16	640454410	SALVUS Master Trust	Employee + Employer Pension Contributions. August	73.68
05.09.16	934079881 701210322	Mr A. Davis	Parish grass cutting (no. 8 & 9)	770.00
05.09.16	419234297	Upwood Community Orchard	Grant for grass cutting services (minute ref. 40-07/16.5)	180.00
05.09.16	735282833	Mr R.H. Brown	Grant for grass cutting services (minute ref. 40-07/16.4)	250.00
05.09.16	424698161	Mr G. Pilkington	Repairs to the roof of the chapel of rest	250.00
05.09.16	453671770	The Society of Local Council Clerks	Membership Renewal*	131.00
05.09.16	15351111	Wistow Parish Council	Community Speedwatch Equipment (shared purchase with Wistow & Bury Parish Councils)	800.00
05.09.16	4972529	Fenland Leisure Products Ltd.	"Wet Pour" repair kit for Bentley Close Play Area	115.20
05.09.16	706713955	PKF Littlejohn LLP	External Audit Fee	240.00



05.09.16	31352981	Mr G. Slater	Reimbursement: materials for repairs of Bentley Close Play Area.	14.51
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- *The clerk has opted not to renew membership of the Institute of Local Council Management which is linked to SLCC membership. The additional cost of £40 per annum has not proved to be cost effective and the benefits of membership are limited.
- The clerk's laptop has been serviced free of charge by County Councillor Michael Tew (minute ref. 40-07/16.8). Members thanked Councillor Tew for his support. Councillors approved the accounts for payment. Two signatories signed the invoices and agreed to authorise the electronic transactions. The vice-chairman signed the list of payments and the bank reconciliation.

53-09/16.2 To note income received: 05 September 2016. No income had been received.

54-09/16.3 To review the annual appraisal and salary reviews of the clerk and the cemetery officer.

Councillors accepted the cemetery officer's appraisal. Councillor Nel proposed that the council accepts the recommendation of the clerk and Councillor Paxton by awarding an additional salary increment from NJC point 11 to point 12 resulting in an annual cost to the council of £8.54 (taking account of the nationally agreed salary scales which will be implemented in April 2017). Councillor Perkins seconded the proposal. All were in favour and it was **resolved** to do so. The salary increase will be backdated to 01 August 2016.

The chairman had offered to carry out the clerk's appraisal and salary review but this has not been accomplished. Councillor Smith proposed that this task be delegated to the vice-chairman in order to expedite the process. Councillor Singleton seconded the proposal. All were in favour and it was **resolved** to do so.

54-09/16.4 To acknowledge receipt of the Annual Return for the year ended 31 March 2016 and publication of the Notice of Conclusion of Audit.

The audit process has been successfully completed. The Annual Return has been published on the noticeboards and on the parish website. The original documentation was available for inspection during the meeting.

55-09/16 Parish Maintenance

55-09/16.1 To review the research carried out by Councillor Noble regarding aspirations for parish maintenance; and to review work undertaken by volunteers to address the overgrowing vegetation in St. Peter's Churchyard with reference to two items of correspondence (57-09/16.4 & 57-09/16.5).

The vice-chairman expressed regret that that the process agreed at the last meeting for Councillor Noble and Mr Ward to work together to formulate a strategy did not progress as planned. Councillor Noble's research has since been overtaken by the enthusiasm of a small group of volunteers who have spent considerable time and energy clearing the overgrown areas of the churchyard.

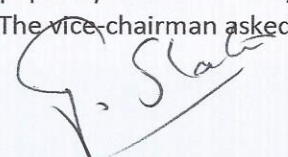
A letter of complaint had been received from a member of the public and a letter of concern had also been received from a parishioner. Three councillors expressed concerns since receiving these letters and since the work has been completed. No further correspondence had been received on the matter but informal comments from parishioners are favourable.

The vice-chairman noted that the controversy caused is regrettable. He suggested that the clerk should write to the three volunteers (Mr Ian Ward, Mr Robert Brown and Mr Kym Bannister) to thank them for all that they have achieved whilst at the same time explaining that their enthusiasm has seriously compromised the integrity of the council. He added that any future work must only be carried out with the council's express permission following established procedures for democratic decision making. The vice-chairman suggested that there had been no malicious intent, just over-enthusiasm which the council would wish to nurture but manage more stringently in future.

The vice-chairman also asked that a letter be written to Mr Stuart Bedford of AWO Bedford and Partners for assisting with the disposal of waste at no charge.

Councillor Edwards apologised to members for his role in transporting the waste from the site. Having not been present at the previous meeting, and by his own admission having not read the draft minutes, he was unaware that the work not been agreed by the parish council and therefore in hindsight felt that he was coerced into supporting this initiative.

The scenario was inflamed and members had been outraged by the publication of an article in the September issue of the Ramsey and Warboys Reporter which was factually incorrect and potentially damaging to the reputation of St. Peter's Church, the Parish Council and Mr Andy Davis, Parish Maintenance Contractor, in addition to undermining the efforts of the many volunteers who tirelessly work to maintain and improve the aesthetic appearance of this parish. Mr Tony Place was invited to read a letter written to the newspaper by Mrs Jean Place, Verger of St. Peter's Church, in response to this article together with the editor's reply. The vice-chairman asked



the clerk to write a letter of complaint to the newspaper on the parish council's behalf. The clerk also offered to write a letter of support to Mr Andy Davis.

Councillor Noble suggested that her efforts to enlist the views of parishioners for the future maintenance of the churchyard had been negated by the work which has already been carried out. She felt that she had personally let down the people who she had spoken to and who must presumably have felt that their views had been ignored. Councillor Paxton agreed with Councillor Noble's sentiments.

Councillor Edwards expressed concerns that the work had been carried out without reference to the tree officer and without consultation with the neighbouring property. Councillor Perkins assured members that the residents of Millstone Cottage had been kept informed and that they were complimentary of the work.

Lengthy debate ensued regarding future plans for the maintenance of the churchyard. The vice-chairman summarised this by asking that the remaining rubbish be removed from the site; that any precarious stones be laid safely on the ground; and he advocated that the area should not be allowed to return to its previous state. He invited Councillor Noble to present a strategy for its future management at the next meeting. He supported Councillor Tew's suggestion that procedures must be agreed to ensure that a similar scenario is not allowed to happen in the future; and he added his sincere hope that the parish council can move forward from this episode with clarity and cohesion.

- 55-09/16.2 To consider a recommendation from the Tree Officer regarding the safety of a tree in Charters Spinney
- Councillor Perkins has identified an ash tree in Charters Spinney which would benefit from the removal of some branches, one in particular is potentially hazardous. He has suggested that this work could be accomplished by himself and Councillor Slater. Councillors urged caution but agreed that they should remove the fallen branch and make the area safe with a view to making further recommendations for the tree's wellbeing at the next meeting.

56-09/16 Traffic, Highways & Road Safety

- 56-09/16.1 To receive an update from the Community Speedwatch team together with statistical data on activity across the three parishes of Upwood and the Raveleys, Wistow and Bury.

Councillors and parishioners were saddened to learn of the tragic and untimely death of Community Speedwatch Coordinator and former councillor, Mr Keith Sisman. Mr Sisman was a great advocate for road safety and was committed to making this community a safer place to live. The vice-chairman paid tribute to Mr Sisman's many and varied talents and interests and reflected on his wry sense of humour. Members of the council wished to offer their sincere condolences to Mr Sisman's family and the clerk agreed to write a letter on their behalf. Mr Sisman will be greatly missed.

Bury Community Speedwatch team have carried out three roadside surveys and report that these have drastically reduced traffic speed through the village. The team has four volunteers and hope to recruit more. Bury Parish Council will be asked to support the purchase of three speedwatch notification road signs for the entry roads into the village.

The Wistow team has conducted nine sessions and also report an overall decrease in traffic speeds especially by their "daily regulars". The team is pleased with what has been achieved so far.

Both the Bury and Wistow teams have offered their support as this parish works to re-build its own team. The clerk will assist in making the necessary connections. It is hoped that once parishioners can see that the scheme is in operation, further volunteers will step forward to support the initiative.

- 56-09/16.2 To consider proposals for a bid to Cambridgeshire County Council Local Highway Improvement Initiative.
- Councillor Slater reported on his attendance at Cambridgeshire County Council Local Highways Depot Open Day. In consultation with Mr Scott Parsons, Local Highways Engineer, Councillor Slater has considered three potential options to reduce speeding traffic in this parish:
1. Speed bumps in Great Raveley: although these are generally unpopular with residents and road users, they are the most effective method of reducing traffic speed.
 2. "Build-outs" (similar to those in Kings Ripton): these are also controversial and Councillor Slater explained that for this option to be successful in Great Raveley, three build-outs would need to be constructed at a cost of approximately £12,000. Councillor Nel suggested that the council should consider starting with one.
 3. Lowering of the speed limit from 60 to 50 mph between the de-restriction signs at Bury to the 40 mph signs at Upwood village; and the re-location of the 40mph signs approximately 50m closer to Bury to encourage traffic to slow as it approaches the entrance to Upwood Primary school. The cost of this initiative would be approximately £4,000. Councillors were not in favour of applying for the speed limit to be reduced to 50 mph as they felt this would do little to reduce the speed at which traffic entered the 40 mph section. However they were in favour of the relocation of the 40mph sign 50m towards Bury. Councillor Tew suggested that this, together with a village entrance gate (similar to that in Houghton and Wyton), would have a visual effect which has proved effective in

slowing traffic, and would be worth considering. Councillor Edwards suggested that the width of the verge and the location of the ditch might prove problematic.

Councillor Slater noted that if the parish council is serious about submitting a bid to the Local Highway Improvement Initiative, it would need to make a contribution of 40-50%. It would also need to be realistic about what would be acceptable (for example, there would be little point in requesting a 40mph limit between Bury and Upwood as there would need to be houses on both sides of the road before this would be considered). Councillors debated the pros and cons of the three options and based on Councillor Slater's advice, decided that option three is the one most likely to be approved. Councillor Slater offered to undertake further research regarding the entrance gate and prepare a bid for review at the next meeting (the closing date is 30 November).

57-09/16 Community Led Plan. To receive an update.

Councillor Smith apologised that he had nothing to report. He informed councillors that his anticipated retirement has been delayed due to various external pressures and he has been unable to dedicate time to this project. The vice-chairman suggested that the council cannot afford to lose momentum on this and asked that Councillor Smith report back to the council in November.

58-09/16 Correspondence and Communications.

58-09/16.1 Huntingdonshire District Council: update on the grass cutting programme for 2016.

The district council are responsible for the maintenance of a very small area of highway verge along Ailwyn Road (they are contracted by Luminus for this area) and the grassed area on Helen's Close.

58-09/16.2 Letter to Strawsons Property from Bury Parish Council regarding safety and security of the RAF Upwood site.

58-09/16.3 Notification from Upwood Village Hall regarding increased electricity charges from 01 October 2016.

58-09/16.4 Letter of complaint from a member of the public regarding the voluntary work carried out in St. Peter's Churchyard (see item 55-09/16.1).

58-09/16.5 Letter of concern from a parishioner regarding the voluntary work carried out in St. Peter's Churchyard (see item 55-09/16.1). The vice-chairman asked the parishioner if she was content with the outcome of the discussion and she agreed that she was.

58-09/16.6 Update from Connecting Cambridgeshire regarding Broadband provision to Great Raveley.

58-09/16.7 Invitation to assist in identifying areas of limited mobile network and broadband coverage (see www.cambridgeahead.co.uk/cambsnotspotter)

58-09/16.8 Invitation to attend Cambridgeshire ACRE's AGM & Open Afternoon. 27 September, 2:00pm – 5:45pm. Ely

58-09/16.9 Invitation to join the Community Highways Volunteering Scheme.

Councillor Paxton proposed that the council accept this invitation which would provide a formal structure for parishioners to undertake minor maintenance and repair projects under the supervision and insurance of Cambridgeshire County Council. Councillor Singleton seconded the proposal. Councillor Perkins voted against the proposal. All other councillors were in favour and it was **resolved** to do so.

59-09/16 To receive verbal reports from Parish Councillors on matters arising from their portfolio responsibilities.

No decisions can be made under this item.

Councillor Edwards offered to report a hole to Cambridgeshire County Council which has developed in the pavement on the High Street.

The clerk noted that the cemetery gates are sticking and agreed to ask the cemetery officer to look at them.

Councillor Perkins will contact Mr Papworth regarding phase three of the tree works to St. Peter's Churchyard (minute reference 111-12/15.2) which has yet to be completed.

60-09/16 Matters for future consideration.

No decisions can be made under this item.

The clerk announced that Upwood and the Raveleys Parish Council has been successful in its application for the "Quality Award" of the Local Council Award Scheme. The national register, dated August 2016 has yet to be updated, but this currently lists 38 local councils of the 9-10 thousand across England as having achieved the Quality Award. The clerk hopes to be in a position to provide further information at the next meeting. Councillors were delighted with this news and thanked the clerk for her efforts to ensure that the council continues to excel in all areas of its business.

61-09/16 Date of next meeting: 03 October 2016, Upwood Village Hall, 7:00pm.

Close of meeting: 9:10pm

G. Slater
3/10/2016