



Upwood and the Raveleys Parish Council

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A Meeting of Upwood and the Raveleys Parish Council was held on Monday 07 December 2015 at 7.00pm at Upwood Village Hall.

Present: Councillors J. Edwards (from item 107-12/15 to 113-12/15.7), J. Noble, R. Howe (Chairman), J. Paxton, H. Nel (from item 108-12/15), R. Singleton, G. Slater, H. Smith.

In Attendance: Mrs. C. Bilverstone (Clerk) and County Councillor M. Tew and 7 member of the public.

Minutes

106-12/15 To receive and approve apologies for absence.

Councillor Edwards: Work commitment (present from item 107-12/15 to 113-12/15.7).

Councillor Perkins: Family commitment.

107-12/15 To review applications for the casual vacancy

The clerk had received applications from five parishioners: Mr Robin Cutting, Mrs Helen Nel, Mr Keith Sisman Mr Neil Stewart and Mr Ian Ward. The chairman noted that he was delighted with the interest in this vacancy. Mr Ward was unable to attend the meeting but the remaining four candidates introduced themselves and gave a short resume of their strengths and motivation for applying. Candidates were asked to leave the room whilst councillors participated in a secret ballot. Councillor Perkins had provided his ballot paper in a sealed and signed envelope and this was opened and recorded by the clerk. Candidates were invited to return and the chairman announced that Helen Nel had received a majority vote. Mrs Nel was congratulated, asked to sign a declaration of acceptance of office and welcomed to the council. The chairman thanked all who had applied for the position and asked that they remain in touch and consider re-applying as vacancies arise in the future.

108-12/15 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.

109-12/15 Public participation.

To allow up to 10 minutes (3 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.

110-12/15 To receive and approve the minutes of the parish council meeting held on 02 November 2015.

Copies of the minutes of the meeting of Upwood and the Raveleys Parish Council held on 02 November 2015 had been circulated in advance following their informal approval by the chairman. Councillor Paxton proposed acceptance of the minutes. Councillor Slater seconded the proposal. All who had been present were in favour and it was **resolved** to do so. The vice-chairman signed the minutes.

111-12/15 Matters arising or carried forward from the last or previous meeting.

111-12/15.1 To address concerns for the increasing volume of large lorries moving through the parish.

RBH -

Councillors debated this issue at Councillor Paxton's request. The chairman reminded members that the parish is host to three businesses on the airfield who have legitimate access. However, there appears to be an increasing volume of illegitimate traffic using this parish as a through-route (possibly due to the use of satellite navigation systems) thereby breaching the weight restrictions (7 ½ Tonnes). All agreed that this presents a safety issue for all road users and that roadside verges are becoming increasingly damaged. The chairman suggested that adoption of a systematic approach to observe and record traffic is required. The following measures were agreed:

- Councillors Noble, Paxton and Singleton will prepare and implement a strategy to assess traffic use and identify offending vehicles across the parish.
- Councillor Smith will research low cost CCTV solutions to record lorry movements.
- The chairman will liaise with the three companies on the airfield to enlist their support and to ensure that this initiative does not prejudice their businesses.
- Parishioners will be invited (via the newsletter/website) to report details of vehicles in breach of the weight limit to the clerk.

The chairman noted that a similar initiative had been successful in Kings Ripton. It is recognised that most haulage companies take their responsibilities seriously and will not be supportive of drivers who deliberately breach traffic regulations.

The chairman asked members to report back to the next meeting with a conclusive action plan.

- 111-12/15.2 To consider a quotation and recommendations for phase three of the tree works in St. Peter's churchyard. The clerk had requested advice from Mr Papworth regarding the urgency of phase three. His advice was inconclusive as nature is almost impossible to predict. Councillor Edwards proposed that in the interests of public safety and the protection of the church, the council should overspend on this budget item to complete phase three. Councillor Singleton seconded the proposal. All were in favour and it was **resolved** to do so.
- 111-12/15.3 To consider a quotation for the purchase and installation of two "Upwood" signs (one as a replacement on Longholme Road, the other to be located on Huntingdon Road by Fairmead Park). The clerk has received an estimate (£438.29 + VAT for supply, erection and administrative charges) together with notification that the parish council could have added this to its Local Highway Initiative bid. The clerk has requested that it be added to the bid. If it is successful the parish council would pay 10% rather than the full cost. Councillors agreed that this was the best course of action. Councillor Edwards suggested that the sign on Longholme Road should be moved away from the road with a view to preventing further damage.
- 111-12/15.4 To receive an update regarding dog fouling in the parish. Three independent witnesses have provided information leading to the identification of an offender. Details have been passed to the district council and a warning letter has been sent. It is hoped that the warning will be sufficient to deter further transgressions (which will result in prosecution and a fine of £1,000). Parishioners are asked to continue to be vigilant and all information provided to the clerk will be dealt with in the strictest confidence. The parish council is sorry to be taking action against a parishioner but ongoing requests in local media have not been successful. The parish council is committed to eradicating this anti-social behaviour.
- 111-12/15.5 To receive an update regarding work to the path between Farm Close and Valiant Square. Councillor Slater updated members on this issue which has been ongoing since September. Parishioner complaints to senior district and county council officials and Shailesh Vara, MP have resulted in multiple visits and assessments. Some areas have been identified for minor repairs and these will be carried out in the near future. The route is designated as a "footpath" rather than a "pavement" and as such it is considered fit for purpose and safe. The chairman thanked Councillor Slater for his attention to detail on this matter which has been provoked by a personal crusade. He suggested that there is a limit to the amount of time, energy and money that should be spent on such projects and any further representations on this should be rejected.
- 111-12/15.6 To receive an update regarding the effectiveness of the street light at the junction of Thatchers Close and High Street. Balfour Beatty have confirmed that they have trimmed back the tree branches which obscure this street light but both the clerk and the chairman consider that their efforts have made no impact. The clerk has reported the issue to CCC Highways and is waiting for a response. Councillor Smith noted that the street light has recently stopped working. The clerk will consult with Balfour Beatty again. The chairman added that the recent street lighting project has been a catastrophe resulting in residents feeling less safe when walking at night than before.

112-12/15 To receive reports from county and district councillors.

Councillor Tew suggested that news of budget cuts should be announced in February. The county council plan to train a representative from each parish to carry out local highway maintenance and repair. Further to a request from the clerk (see item 115-5/15.5) Councillor Tew has gained access to maps demonstrating the parish maintenance responsibilities of the county council. He offered to forward these to the clerk for future reference.

113-12/15 Notification of planning items.

113-12/15.1 15/01892/S73 | Variation of condition 2 of planning permission 1100568FUL by replacing drawing 2824/100D with drawings 162-3-02A, 162-1-03, 162-1-04A and 162-2-07; variation of condition 5 of planning permission 1100568FUL by replacing drawing 2824/100D with drawings 162-3-02A and 162-1-03 and removal of condition 7 of planning permission 1100568FUL. | 69 High Street Upwood .

The chairman closed the meeting and invited the applicant Mr Parfitt (67 High Street) and Mr Day (the applicant) to speak. All agreed that the revised internal arrangements and associated elevations (conditions 2 & 5) would have a lesser impact (in terms of residential amenity) on the neighbouring property (67) than the original plans. All considered that the revised elevations would not have an adverse effect on the street scene or the public view. Councillor Smith proposed that the council registers its support of this application. Councillor Slater seconded the proposal. All were in favour and it was **resolved** to do so.

113-12/15.2 15/01944/HHFUL | 1. Front extension 2. Side and rear extension utilizing substructure and low level masonry of rear conservatory. | 78 High Street Upwood Huntingdon PE26 2QE

Although councillors were supportive in principle of the plans for the rear extension, they considered that the front extension would have a significant impact on the residential amenity of the neighbouring property (76 High Street) resulting in significant shadowing and loss of light. Councillor Slater proposed that the council registers its objections to this application. Councillor Nel seconded the proposal. All were in favour and it was **resolved** to do so.

113-12/15.3 15/02003/TRCA | Re-pollarding of trees overhanging the pavement. | 46 High Street Upwood Huntingdon PE26 2QE. This application was included for information. Approval has been granted by the district council.

113-12/15.4 15/020222/FUL | Barns north of 4 Fellowes, Upwood Road, Little Raveley.

Councillors agreed that this development will improve the visual amenity and the public view; and a single dwelling would result in fewer traffic movements. Councillor Noble proposed that the council supports this application. Councillor Slater seconded the proposal. All were in favour and it was **resolved** to do so.

113-12/15.5 Correspondence from Great Raveley residents concerning the land adjacent to "Highfields", Great Raveley. Residents of Great Raveley have received an unsolicited and coercive letter from the developer of the land adjacent to Highfields, Great Raveley. The letter, together with a coordinated response from residents has been forwarded to the district council. The land has been subject to several unsuccessful planning applications and is deemed by the planning department to be "countryside land". Councillor Edwards suggested that the land is situated in an area of diverse ribbon development and thus (in his opinion) lends itself to infill. The chairman warned members that although the district council are currently opposed to development on this site, planning regulations are subject to change. Councillor Edwards left the meeting.

113-12/15.6 Notification of re-numbering of properties: 71 (Providence Place) & 73 (Arlington Court), Huntingdon Road.

113-12/15.7 15/02001/OUT | Erection of new detached dwelling. Land at and including 65 High Street, Upwood.

Concerns were raised in respect to three material considerations and councillors requested that the district council and the applicant address these as the plans are developed: the potential exacerbation of existing drainage issues; the visibility and thus safety for vehicular access onto High Street; and the visual amenity of near neighbours. The two neighbouring properties in Rushmere Close have set a precedent for this development. Councillor Noble proposed that the council supports this application provided that the three material considerations are satisfactorily addressed. Councillor Slater seconded the proposal. One councillor registered an objection; all others were in favour and it was **resolved** to support the application.

114-12/15 Finance

114-12/15.1 To approve accounts for payment: 07 December 2015:

Date	Ref. No.	Payee	Description	Amount
07.12.15	651051084	Mrs C. Bilverstone	Clerk/RFO Salary. November 2015	692.40
			Expenses: Working from home allowance + travel	20.73

07.12.15	817996969	Mr B.C. Edwards	Cemetery Officer Salary (inc. 5 additional hours for refurbishment of benches)	111.66
			Reimbursement for materials re. refurbishment of benches.	38.13
07.12.15	977489391	HMRC	PAYE/NI	30.58
07.12.15	986466312	Upwood & the Raveleys Newsletter	Annual Grant (approved 02 November)	525
07.12.15	487554929	Kompan Ltd.	Replacement panels for play equipment	240.00
07.12.15	85192338	Mr G. Carrington	Reimbursement for purchases for Upwood and the Raveleys Newsletter re. the Communications bid to REG Ramsey Windfarm Community Benefit Fund	565.65
07.12.15	108301916 & 597614468	Huntingdonshire District Council	*Printing Costs re. the Community Led Plan	796.60

*This payment was published on the agenda as £788.73. The district council had made an error on its invoice. In the interests of expediency and to simplify record keeping, the clerk suggested that the council authorises the revised figure (an additional £7.87). Furthermore a line item had been omitted. Subsequently a second invoice has been received for £54.80. This will be presented at the next meeting. All councillors were in favour and it was **resolved** that payments be authorised.

114-12/15.2 To note income received: 07 December 2015:

06.11.15	000030	P. Harper & Sons	Commercial Land Rental	420.00
22.11.15	000031	Mr D.N. Perkins	Donation for logs resulting from tree works in St. Peter's churchyard	40.00
01.12.15	000032	C Holmes & Son	Commercial Land Rental	168.00

114-12/15.3 Staff pensions and automatic enrolment: to sign a declaration and complete the application to join the SALVUS Master Trust with effect from 01 April 2016.
Further to the resolution made at the meeting on 02 November, the declaration was signed by two authorised signatories.

115-12/15 Correspondence and Communications.

115-12/15.1 Invitation to attend the third Wyton Airfield Stakeholder Steering Group. 17th December 2015

115-12/15.2 Invitation to attend the CAPALC AGM. 10th December 2015

115-12/15.3 Concerns from a parishioner regarding the condition of the Footpath between Fairmead Park and Upwood Primary School.

Please see item 111-12/15.5

115-12/15.4 Invitation to attend Huntingdonshire District Council's Planning Forum/Training Event
This was attended by Councillor Perkins, Councillor Slater and the clerk.

115-12/15.5 An update to community transport provision in Huntingdonshire.

115-12/15.6 Cambridgeshire County Council News for Parishes. Issue 2

115-12/15.7 Electoral review of Cambridgeshire: further limited consultation for Cambridge

115-12/15.8 Wyton development update.

115-12/15.9 Update on Restorative Justice from the Office of the Cambridgeshire Police & Crime Commissioner.

115-12/15.10 Correspondence from V & N Gowler giving notice of their intention to terminate the lease of "Dockfields" with effect from 31 October 2016.


The clerk has been approached by a local farmer with an interest in taking on the tenancy of "Dockfields" (8.3 acres situated on Upwood Road). Councillors agreed that the opportunity should be advertised via the minutes; and in the newsletter and that the land be let at commercial market value. The clerk suggested that all new tenancies are subject to formal agreements. Interested parties should apply in writing/by e-mail to the clerk.

115-12/15.11 Correspondence regarding the "Connections Bus Project"

115-12/15.12 An update on the Tour of Cambridgeshire Gran Fondo scheduled for 05 June 2016.

Please see <http://www.tourofcambridgeshire.com/index.php> for further information. Details will be published in the newsletter and on the parish website.

- 115-12/15.13 Information regarding "Common Ground" and the creation of an "ABC for the locality".
The clerk suggested that this initiative may be helpful to Councillor Noble in her work with the school.
- 115-12/15.14 Notification from Huntingdonshire District Council regarding the implementation of a new "e-consultation" process for planning applications.
- 115-12/15.15 Concerns from a parishioner regarding the lack of maintenance to the verges between Fairmead and the Upwood sign.
Concerns have been forwarded to Cambridgeshire County Council Highways Department and a representative is due to visit the site. Councillor Tew has confirmed that the county council is responsible for maintenance of this area and that they are currently contracted to cut the grass three times per annum (although this is due to be reduced to twice per annum).
- 117-12/15 **To receive verbal reports from Parish Councillors on matters arising from their portfolio responsibilities.**
No decisions can be made under this item.
- 118-12/15 **Matters for future consideration.**
No decisions can be made under this item.
Councillor Noble suggested that the goal posts in Glebe Paddock would benefit from some refurbishment. The chairman confirmed that he and the clerk would review councillors' portfolio responsibilities following the appointment of two new members.
- 119-12/15 **Date of next meeting:** 04 January 2016, Upwood Village Hall, 7:00pm


04 Jan 2016.