

**CONFIDENTIAL MINUTES OF THE UPWOOD & THE RAVELEYS PARISH COUNCIL  
MEETING HELD ON THE 11<sup>TH</sup> JUNE 2012**

**75/06-12      Closed Session**

75/06-12.1      Probation period end – Tess Rogers, parish clerk.  
Tess Rogers advised the Council that following much deliberation she had decided to resign from the position of clerk due to professional and personal reasons. She said she would continue to help, following the end of her resignation period, until a new clerk was found. The position would be advertised as soon as possible.

**Close of meeting**

The meeting closed at 9.45 pm

72/06-12.4 KS will review the register and bring any comments to the next meeting  
To consider the purchase of a new printer (possibly Kodak around £125.00).  
RB proposed a new printer be purchased, JN 2<sup>nd</sup>, agreed unanimously. The clerk will look to purchase a new machine.

**73/06-12 Matters for future consideration**

73/6-12.1 The purchase of a Jubilee notice board will be considered when setting the precept.

73/06-12.2 CB said a further update regarding the sewerage problem in Great Raveley was required from the District Councillor at the next meeting.

73/06-12.3 Use of the playing field – is this used sufficiently for the rent which the Parish council pays to be viewed as a good use of public money?

At this point AP requested that the Parish Council's thanks to Robin Howe for the refurbishment and decoration of the old BT telephone box should be minuted, much of which was undertaken at Mr Howe's own expense.

**74/06-12. Date of next meeting(s)**  
Parish Council Meeting 2<sup>nd</sup> July 2012

At this point the meeting was closed to the public

70/06-12.1 Review of Neighbourhood Forums – Councillors views are required. This information was previously e mailed to Councillors, then formed part of the circulation documentation from the May meeting and again circulated by e mail from the clerk on the 25<sup>th</sup> and the 28<sup>th</sup> of May. To include request received from the Ramsey Town Clerk.  
Huntingdon District Council (HDC) had forwarded documentation showing the areas that they propose for each of the forums. The Parish Council had received a letter from the Ramsey Town Clerk asking that the council consider the Ramsey proposal that the forum for this parish including Ramsey (as proposed by HDC) was too big and it should only consist of Ramsey, Bury and Upwood. The meeting considered this and CB proposed that the Council should respond to HDC reporting that it would prefer to retain the current system as this works well, but if this wasn't possible it would accept the proposal as set out by HDC. JN 2<sup>nd</sup> this, one member abstained from the decision, the other councillors agreed to the proposal therefore the clerk will notify both HDC and Ramsey Town Council of this.

70/06-12.2 To consider the undertaking of a grass cutting survey  
This matter was carried forward to the next meeting.

### **71/06-12 Correspondence and Communications**

71/06-12.1 Parish Charter working group meeting  
The notes from the meeting had been received and e mailed to councillors. The next meeting will be held on the 28<sup>th</sup> May.

71/06-12.2 Request for a donation from Vitalise essential breaks for disabled people and carers  
The request was refused

71/06-12.3 Superfast Broadband, encouragement to ensure all residents register their demand for this service.  
Information received urging parishioners to visit the website and register their vote

71/06-12.4 Grass cutting, public rights of way, information required by CCC regarding prioritisation of paths to be cut and any paths that no longer need cutting to be advised to them.  
There appear to be no issues regarding uncut paths.

### **72/06-12 Finance and Procedure**

72/06-12.1 To approve accounts for payment as at 11<sup>th</sup> June 2012  
The finance report was circulated, payments listed for approval are:  
101285 T Rogers £322.65  
101286 A Davis £610.00  
101287 MiJan £36.00  
101288 B Edwards £63.24  
101289 J Dakin £159.50  
101290 PEPC £16.42  
101284 to D Smith for £300.00 towards the Jubilee celebrations required retrospective approval following the agreement to provide a donation at the previous meeting.

JN proposed the above received approval, CB 2<sup>nd</sup>, agreed unanimously.  
72/06-12.2 To review the Financial Regulations, copies to be circulated for Councillors review and discussion at the July meeting.

The clerk is to print/scan copies and forward to councillors  
72/06-12.3 To review the council's asset register, to add any items as necessary and sign off.

KS proposed the agreement be accepted, AP 2<sup>nd</sup>, all in agreement therefore a motion was passed that the agreement be accepted as the final document.

- 6) Allotment fee income  
This was briefly discussed but will be discussed at the July meeting.
- 7) Association agreement required to share water with the cemetery.  
This has been discussed previously and agreed that the water will be shared.
- 8) Allotments Constitution filed  
This was circulated.

#### **67/06-12 To receive reports from County and District Councillors**

To receive verbal reports from district and county councillors  
Neither Cllr Lucas or Cllr Howe were present

#### **68/06-12 Matters for information only**

- 68/06-12.1 Change of external auditors and audit fees
- 68/06-12.2 Suggested plan regarding the procedure for information circulation following each parish council meeting.
- 68/06-12.3 Notes of the Parish Charter working group meeting

It was decided that the current method of circulating information matters via a folder to be passed from Councillor to Councillor wasn't working, therefore JN volunteered to monitor all information matters highlighting any keynotes to councillors. KS offered to print any necessary documentation to be circulated to councillors.

#### **69/06-12 Planning**

- 69/06-12.1 To retrospectively approve the decision made at the previous meeting with regard to 1200623FUL, the removal of a conservatory and building a single storey lounge at 13 Church Lane, Upwood.  
Minute number 54/05-12.2 refers, KS proposed that the application be accepted on the grounds that the new building occupied the same footprint as the demolished building and maintained the same roof line. AP 2<sup>nd</sup>, agreed unanimously.
- 69/06-12.2 Planning application ref 1200626FUL, Demolition of existing pre-fabricated garage and construction of wooden frame garage St James Wennington Road. Little Raveley Huntingdon, PE28 2NF as sent to Cllr Perkins retrospective approval of any comments returned to HDC.  
The application plans had already been actioned and the new building is in place. AP reported that the garage blended in with the existing property and would have received Parish Council approval if the application had been received in advance.
- 69/06-12.3 Planning ref 1200737FUL proposed 1<sup>st</sup> floor side and rear extension, 3 Lincoln Road, Upwood (passed to Cllr Howe for circulation). Decision required.  
The parish council agreed that the proposal was in keeping with the surrounding area, JN proposed it be approved, CB 2<sup>nd</sup>, all were in agreement.
- 69/06-12.4 Planning application ref 1200646FUL, revised erection of double garage and formation of drive (alternative to that previously approved under planning permission 1001728FUL.approved  
KS proposed this be accepted, CB 2<sup>nd</sup>, JN and GS did not vote having declared a personal interest being neighbours to the property. The other councillors present approved.

#### **70/06-12 Parish Council Matters**

Minutes theUpwood & The Raveleys PC meeting  
11.06.2012

JN and KS had attended the meeting held on the 23<sup>rd</sup> May. JN reported on the meeting saying the main topic was the anticipated amount of extra housing needed in the next ten years. Once final figures resulting from the 2011 census are received current proposed figures will be finalised. Various areas will be affected however there will be very little effect on this parish. KS asked how the current infrastructure would cope with the new growth and that Huntingdon District Council should be contacted and details requested. It is considered that a parish/neighbourhood plan should be considered as a protection against developers who may be in a position to decide they wish to build in the vicinity and be given the necessary permission. RB proposed a plan be given priority consideration in the near future, CB 2<sup>nd</sup>, this was agreed unanimously.

66/06-12.4 Response required to the proposal by HDC to establish joint local forums in Huntingdon (to be discussed at 70/04-12.1).

66/06-12.5 Report by Mr Papworth local tree surgeon, and consideration to be given to revised quotes for necessary tree works in the churchyard (if any have been received). This item is to include reports back from Steve Douglas regarding the sycamore tree near the church door.

Mr Papworth was present at the meeting and reported that he had visited the churchyard and considered the comments made by Mr Douglas. His conclusions were that there were a number of factors that might be causing the drying out of the clay soil and he was not convinced this was due to the roots of the sycamore tree even though roots were present. He said that the roots could be reduced in size in order to reduce the amount of any moisture they may be drawing from the soil. He also suggested an engineer be called out to ascertain what kind of soil was underneath the church wall. Mr Papworth said he would read through Mr Douglas' reports to draw any necessary conclusions and report back to the council. KS proposed that Mr Papworth should meet with Mr Douglas to find a solution to the problem of the church wall cracking, CB 2<sup>nd</sup>, all agreed. The clerk is to e mail her contact details to Mr Papworth. AP said that several years of drought conditions have been experienced but the current weather is remedying any factors caused by this.

Mr Papworth had revised his former quote for the necessary tree works in the churchyard and would e mail this to the clerk. He said the first phase as laid out in his first quotation would cost approximately £345.00. AP proposed the council accept this price so the work can be commenced, CB 2<sup>nd</sup>, all agreed therefore a motion was passed to this effect. Mr Papworth will email the new quote to the clerk

66/06-12.6 Allotment matters to be reviewed

- 1) To approve the allotments association newsletter be included in the village newsletter  
This was agreed
- 2) To approve the return of any deposits paid by allotment holders when initially taking over an allotment.  
Once the association have a bank account set up this will issue will be resolved.
- 3) To clarify the allotment's association's remit  
CB handed round copies of the association's remit.
- 4) Allotment security.  
It was agreed that no further security measures would be implemented.
- 5) Allotment agreement

## UPWOOD AND THE RAVELEYS PARISH COUNCIL

Minutes of the meeting of Upwood and the Raveleys Parish Council  
Held in the Village Hall on Monday 11<sup>th</sup> June 2012

Councillors present: Mr R Brown (RB), Mr C Bryce (CB), Mrs J Noble (JN), Mr A Perkins (AP), Mrs G Shelford (GS), Mr K Sisman (KS).

Also present: Ms T Rogers (Clerk) and 2 members of the public.

In the absence of the chairman, RB proposed that KS chair this meeting, CB 2<sup>nd</sup> this was agreed unanimously.

**61/06-12 To receive and approve apologies for absence**

Apologies had been received from Cllrs Howe, Paxton and Kirkby and County Councillor Lucas

**62/06-12 Declaration of Interests**

Members are invited to declare personal and prejudicial interests in items on the agenda. It is a requirement that declarations from a member include the nature of the interest and whether it is personal or prejudicial.

Cllr Shelford declared a personal interest in 66/6-12.6

Cllrs Noble and Shelford declared a personal interest in 69/06-12.4

**63/06-12 Public Participation**

**Any member of the public wishing to speak on any matter should contact the Clerk or Chairman at least 24 hours prior to the meeting.**

No member of the public had showed an interest in speaking on any matter regarding the agenda.

**64/06-12 To approve the minutes of the meeting held on the 14<sup>th</sup> May 2012.**

Cllr Bryce requested that the report prepared by the allotment association for the Annual Parish Meeting was made mention of in the minutes and attached to them following which JN proposed they be accepted as a true record of the meeting, RB 2<sup>nd</sup>, unanimously agreed.

**65/06-12 Actions Report**

Items for action from the previous meeting.

All action points are covered at 66/06-12

**66/06-12 Matters arising or carried forward from the last or previous meeting(s)**

66/06-12.1

Cemetery working party to agree prices to be set

GS read through prices that she was suggesting the council adopt, however it was decided that she source some prices from other parishes before a final decision was made. GS agreed to do so and report back at the next meeting.

66/06-12.2

Report from KS regarding site visit made to the Wennington Road junction.

KS reported that the only changes the County Council would consider to alleviate the risk of accident at the junction was to remove the grass triangle which the residents didn't want and the Parish Council would have to fund the cost in full. It was decided that nothing would be done at the current time but consideration given to the issue when setting the 2013/14 precept.

66/06-12.3

HDC local plan to 2036, report from the meeting 23 May 2012.