

## UPWOOD AND THE RAVELEYS PARISH COUNCIL

Minutes of the Annual General meeting of Upwood and the Raveleys Parish Council  
Held in the Village Hall on Monday 14<sup>th</sup> May 2012

Councillors present: Mr R Brown (RB), Mr R Howe (Chairman) RH, Mrs J Kirkby (JK), Mrs J Paxton (JP), Mr A Perkins (AP), Mrs G Shelford (GS) and Mr K Sisman (KS).

Also present: County Cllr V Lucas, Ms T Rogers (Clerk) and 6 members of the public.

- 45/05-12 To elect the Chairman of the Council and to receive the Chairman's Declaration of Acceptance of Office**  
KS proposed Robin Howe, JN 2<sup>nd</sup>, this was agreed unanimously. RH accepted and signed the form of acceptance
- 46/05-12 To elect the Vice Chairman and to receive the Vice Chairman's Declaration of Acceptance of Office**  
KS proposed Jo Paxton, AP 2<sup>nd</sup>, this was agreed unanimously. JP accepted and signed the form of acceptance.
- 47/05-12 To receive and approve apologies for absence**  
Cllr Bryce
- 48/05-12 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.  
AP – planning, personal  
RH – planning, personal  
GS – allotments, personal  
JK – item 49/05-12.1, prejudicial
- 49/05-12 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.**
- 49/05-12.1 Telephone message received from a member of the parish. A Jubilee party is to be held in the paddock of the Cross Keys public house. The parishioner wishes to request a donation from the parish council towards this event. D Smith was present and requesting a donation towards the street party in order that it could be an event offered at no cost to attendees thus enabling every member of the community to attend if they so wished. She described the activities to take place and asked the parish Council to consider a donation of half of the estimated cost. RH proposed a donation of £300.00, KS 2<sup>nd</sup>, 1 member abstained therefore a motion was passed that a donation of £300.00 would be forwarded to Ms Smith.
- 49/05-12.2 Alison Miles to speak on behalf of the allotment holders on any issues required to be brought to the parish council's attention.  
This will be covered at agenda item 55/05-12.1
- 50/05-12 To approve the minutes of the meeting held on the 2<sup>nd</sup> April 2012.**  
50/05-12.1 JK made note that her apologies had not been minuted. Once the minutes were amended to include this GS proposed they be accepted as a true record

of the meeting, JN 2<sup>nd</sup>, 2 members abstained, a motion was passed to accept the minutes.

**51/05-12 Actions Report**

**Items for action from the previous meeting.**

- 51/05-12 36/04-12.1 Cemetery working party to agree prices to be set – this was carried forward to the next meeting.
- 51/05-12.2 40/04-12.1 Prices to be sought for the purchase of a ‘jubilee’ noticeboard – After much debate it was decided that there is no money in the budget to support a cost of £800.00 upward for a board therefore it was concluded to carry this forward to the next financial year when monies can be made available.
- 51/05-12.3 40/04-12.4 KS to revisit the proposal for small road improvements –Following the County Council’s refusal of the Parish Council’s requests for a ‘stop’ sign at the Wennington Road junction and a reduction to the 40 mph speed limit in Little Raveley KS, RH and Cllr Lucas will attend a site visit to the Wennington Road junction. A consideration for these improvements will be made when setting the 2013/14 precept.

All other issues on the action report had been completed

**52/05-12 Matters arising or carried forward from the last or previous meeting(s)**

- 52/05-12.1 Small road improvement at Little Raveley junction – any report following the bids heard by CCC on the 26<sup>th</sup> April – County Councillor Lucas to update. See 51/05-12.3

**53/05--12 To receive reports from County and District Councillors**

To receive verbal reports from district and county councillors

**54/05-12 Matters for information only**

- 54/05-12.1 Street Naming and Numbering – notification of confirmation of address to existing property adjacent Clover House, Wennington Road, Little Raveley. To be known as The Granary, Wennington Road, Little Raveley.

**54/05-12 Planning**

- 54/05-12.1 Application Ref: 1200591LBC. Alterations and extension and replacement of farm buildings to form office accommodation. Agricultural buildings 11 High Street, Upwood.  
This application applied to the inclusion of 3 extra windows, KS proposed this be allowed, JN 2<sup>nd</sup>. This was agreed unanimously therefore the application will receive the council’s approval.
- 54/05-12.2 A second application had been received by the clerk shortly before this meeting reference 1200623FUL which referred to removing a conservatory and building a single storey lounge at 13 Church Lane, Upwood. The plans were shown to the council, a discussion took place, KS proposed this be accepted as the new build would occupy the same footprint as that to be demolished thus not altering the roof line of the premises or taking any more land, AP 2<sup>nd</sup> this. It was agreed that subject to approval at the next meeting (as this had not been an item on this agenda) the application would receive the council’s agreement.

**55/05-12 Parish Council Matters**

**55/05-12.1 Allotments – report from Cllr Bryce to include:**

- 1) To approve the allotments association newsletter be included in the village newsletter

- Carried forward to the next meeting
- 2) To approve the return of any deposits paid by allotment holders when initially taking over an allotment.  
Carried forward to the next meeting.
  - 3) To clarify the allotment's association's remit  
It is agreed that at this time the allotments will not be self managing and the clerk will assist with some of the administration.
  - 4) To consider a proposal that £100 - £200 be paid into the allotment association's bank account as a 'float' to be used for immediate needs.  
Cllr Bryce had forwarded a proposal that a float be allowed, RH proposed £200.00, JK 2<sup>nd</sup>, 6 councillors were in agreement. A motion was passed that the money would be paid over once the allotments association had opened a bank account.
  - 5) Allotment security  
Carried forward to the next meeting
  - 6) Allotment agreement  
Carried forward to the next meeting
  - 7) Allotment fee income  
Carried forward to the next meeting.
  - 8) Association agreement required to share water with the cemetery.  
Carried forward to the next meeting.
  - 9) Allotments Constitution filed

55/05-12.2 A resolution is required to agree upon the action required to address the sewage problem occurring at Great Raveley Highfields  
It was reported that the resident of the premises from which the sewerage is seeping, had spent £10k re-routing the sewerage pipe but seepage was still occurring. On the 11<sup>th</sup> May the area surrounding the pipe had been excavated out and time will tell if this has had any effect in solving the problem. RH will report back in time for the next meeting.

55/05-12.3 Huntingdonshire local plan to 2036  
Huntingdonshire District Council has commenced preparation for a local plan to 2036 to replace its existing development plan documents and two representatives from the Parish Council are invited to a briefing session to be held to explain the key issues and decisions that will have to be taken over the coming months and how the parish councils can most effectively engage in shaping the new local plan. KS and JN will attend at Pathfinder House, Huntingdon on the 23<sup>rd</sup> May.

RB left the meeting

55/05-12.4 Parish Council's verbal apology to member of the public for the delay in responding to a freedom of information request.  
The chairman made a verbal apology to the individual for the Parish Council's delay in responding to her request for information regarding the ownership and heritage of the allotments. There were irregularities concerning the governance of the allotments and much of the delay was caused by the calamitous events occurring in the council at the time of the request. The Chairman hoped that following his apology past events could be now be left behind and the council be allowed to move on.

3 members of the public left the meeting at this point

## **56/05-12 Correspondence and Communications**

56/05-12.1 Street Lighting Briefing 11<sup>th</sup> June 2012, 7pm to 8.30pm Huntingdon Town hall –

Is any councillor able to attend on the parish council's behalf? (This is the date of the next parish council meeting).

JN will attend

- 56/05-12.2 Proposals to establish local joint committees in Huntingdonshire, response required to document  
Once councillors have taken the opportunity to familiarise themselves with this document a response is required by the 8<sup>th</sup> June. The document was placed in the circulation folder.
- 56/05-12.3 Cambs Acre News Digest  
Placed in circulation folder
- 56/05-12.4 Commemoration tree planting  
Placed in circulation folder
- 56/05-12.5 Superfast broadband brief 2  
Placed in circulation folder
- 56/05-12.6 Cambs Acre community oil buying scheme  
Placed in circulation folder
- 56/05-12.7 Clerks & Councils Direct  
Placed in circulation folder
- 56/05-12.8 Cambs Constabulary brief-advice to prevent burglary  
Placed in circulation folder
- 56/05-12.9 Stagecoach – notification of changes to services.  
Placed in circulation folder
- 56/05-12.10 St Peters churchyard –sycamore tree and damage to the church  
Communication had been received from the Church voicing concerns that a sycamore tree was absorbing much of the water around the church entrance causing the clay beneath the foundations to shrink thus causing damage to the church walls. RB had visited the site with Brian Ogden the HDC tree officer and they both considered the sycamore not to be to blame for the damage. A discussion took place and it was decided to invite Mr Papworth, a local tree specialist, to the next meeting to give his view and a quote for work he may consider necessary. In the meantime AP will assist RB with a suggested proposal to be brought to the next meeting. RB will also collaborate with Brian Ogden and then ask contractors to re quote for all of the necessary tree works. Quotes were previously sought in November 2011.

#### **57/05--12 Finance and Procedure**

57/05-12.1	To approve accounts for payment as at 2012		
	101278 Joliffe Daking		159.50
	101279 Moore Stephens		1548.00
	101280 Andy Davis		915.00
	101281 Suffolk Acre		819.17
	101282 Tess Rogers		364.98

Andy Davis requested a key to the church gate in order to get his ride on lawn mower on site, the clerk will ask the church warden.

- 57/05-12.2 To review the Financial Regulations  
This will be done at a future meeting.
- 57/05-12.3 To appoint Mr Michael Williams as the internal auditor for the 2011/12 financial year.  
JP proposed this, JK 2<sup>nd</sup>, agreed unanimously therefore a motion was passed to this effect.
- 57/05-12.4 To review the Council's asset register  
Carried forward to a future meeting
- 57/05-12.5 To approve and accept the 2011/12 Annual return

JP proposed this, GS 2<sup>nd</sup>, agreed unanimously therefore a motion was passed to this effect.

57/05-12.6 Resolution required to approve the purchase of a notice board to commemorate the Queens' jubilee.

See 51/05-12.2

57/05-12.7 To complete the new bank mandate  
KS will contact Barclays Bank to confirm current signatories on the account prior to a new mandate being prepared.

57/05-12.6 To agree the Parish Council's membership to N.S.A.L.C (Allotments) and to pay the annual membership fee of £55.00 plus VAT  
KS proposed this, JK 2<sup>nd</sup>, agreed unanimously therefore a motion was passed and a cheque raised.

**58/05-12 Matters for future consideration**

None other than those noted in these minutes

**59/05-12.3 Date of next meeting(s)**

Parish Council Meeting 11<sup>th</sup> June 2012

At this point the meeting was closed to the press and public to discuss the final two agenda items.

Signed: ..... Date: .....