

UPWOOD AND THE RAVLEYS PARISH COUNCIL

The general meeting of the Upwood and The Raveleys Parish Council was held on Monday 13th May 2013 at 6.45 pm in the Upwood Village Hall, High Street, Upwood.

Present: Councillors R Howe (Chairman); F Hopkins; J Noble; J Paxton; A Perkins; G Shelford; K Sisman & C Bilverstone.

In attendance: Cambridgeshire County Councillor M Tew and twelve members of the public.

01/05-13 **ELECTION OF CHAIRMAN**

It was proposed, seconded and

RESOLVED that Councillor R Howe be elected Chairman to Upwood & the Raveleys Parish Council for the local government year 2013-2014.

02/05-13 **APPOINTMENT OF VICE CHAIRMAN**

It was proposed, seconded and

RESOLVED that Councillor J Paxton be appointed Vice Chairman to Upwood & the Raveleys Parish Council for the local government year 2013-2014.

03/05-13 **APOLOGIES**

Apologies were received from Councillor Bryce.

04/05-13 **DECLARATIONS OF INTEREST**

Councillor Sisman declared an interest in transport issues.

Councillor Shelford & Councillor Hopkins declared an interest in allotment issues.

05/05-13 **PUBLIC PARTICIPATION**

A Member of the public having indicated that they wished to address the meeting, the Chairman proposed that the meeting adjourn and it was

RESOLVED to do so.

The Chairman welcomed Beatrice Brown, District Community Navigator Co-ordinator: Huntingdonshire Care Network Cambridgeshire.

Ms Brown began by providing a brief synopsis of the Community Navigator project which aimed to improve the health and wellbeing of older people by recruiting one or more local volunteers known as 'community navigators' in every village and town of Cambridgeshire to provide a signposting service to activities and services that older people might enjoy or find useful.

Members were advised that the project had been built on the premise that Cambridgeshire was well served in terms of activities and services but this was fragmented which could create issues for older people who were not always aware of where to go for information.

Ms Brown then introduced two volunteer community navigators from Upwood who would be working to start up the project in the parish. It was envisaged that the volunteers would work from the village hall for half a day a month.

Members heard that funding avenues were being explored to pay for the monthly rental such as working with existing user groups of the hall to discuss the possibility of opening a 'surgery' in the last half an hour / hour of the session.

Following a short discussion regarding funding the Chairman advised Ms Brown to put in writing an application for financial assistance for twelve months which would be considered at a future meeting.

The Chairman then thanked Ms Brown for her comments and it was

RESOLVED to reconvene the meeting.

06/05-13 **MINUTES**

Copies of the minutes of Upwood & the Raveleys Parish Council meeting held on 8th April 2013 had been circulated in advance of the meeting following their informal approval by the Chairman.

A Member highlighted that the figures recorded under item 200 /04-13.2, Grass Cutting, had been recorded incorrectly from Mr Davis's quotation. The minutes should have read as 'twelve grass cuts per year for a fixed price of £345 per cut for a total of 12 cuts per year and an additional fixed price of £685 per year for hedge cutting in the Parish'.

The Clerk was asked to amend the minutes accordingly and it was then proposed, seconded and

RESOLVED that these were a correct record and they were duly signed by the Chairman.

07/05-13 **MATTERS ARISING OR CARRIED FORWARD FROM THE LAST OR PREVIOUS MEETING**

08/05-13.1 The Chairman asked Councillor Hopkins if she would be able to provide an update on the Community Led Plan Working Party.

Councillor Hopkins informed Members that a second meeting had taken place on May 9th 2013. One of the issues that had arisen when discussing the constitution had been how expenses would be met and asked if the Parish Council would act as a rivulet for all the expenses occurred. A Chairman, Secretary and Treasurer had been appointed and a basic project plan had been agreed which members envisaged would take approximately eighteen months to complete.

Members heard that the first point of the initial contact with the public would be at the Village Fete to publicise the community plan and advertise the aims and mission statement. Visitors would be invited to the post their thoughts on a range of subjects such a crime, leisure and highways with post notes which they would attach to the board.

Councillor Hopkins advised that the questionnaire would be ready in Autumn after reviewing the responses received from the village fete.

The Chairman thanked Councillor Hopkins for her comments and for her work so far on the plan and stated it would be beneficial to the project if a representative from Fairmead could be persuaded to become part of the working party.

09/05-13.2 Members were advised that Joliffe Daking LLP had received authority to open negotiations of a new lease of the playing field (or for an extension to the old one if the Diocesan Solicitor confirms this order). A revised heads of terms would be sent to the The Clerk and as previous renewal the heads of terms would be passed to John Chrisp of Serjeant & Son to finalise.

The Chairman asked Members if they were happy for the Clerk to continue with the negotiation and it was

RESOLVED to do so.

09/05-13.3 Councillor Perkins informed Members that he had been liaising with St Peter's Church Council (PCC) to discuss the first phase of tree works in St Peter's Church Yard. Members were then given a detailed breakdown of the work required such as the Yew trees close to the north aisle and at the west end which required cutting back if the root systems were not to affect the masonry walls.

Councillor Perkins concluded that work to the first phase should begin soon and confirmed that the Council had budgeted for this work to take place in 2013/14. The Chairman then thanked Councillor Perkins for his comments.

- 09/05-13.4 Councillor Noble informed Members that she had meet with the RoSPA inspector on 25th April, who had confirmed the overall risk rating of the play area as low. A repair was required to the plastic panel on the multi toddler play as a crack had appeared which could be fixed with glue.

Members heard that the Inspector had recommended that the Council begin making enquiries into repairing the shrunken edges to the wet pour surfacing area. Councilor Noble advised that it would beneficial to look back at the history of the play area to see if the correct specification had been adhered to as a concrete plinth should have been laid.

A Member noted that that there was a telephone number on the signage secured to the fencing. A discussion followed as to who the telephone number belonged to and questioned if the signage should be changed.

The Chairman thanked Councillor Noble for her comments.

- 10/05-13 Members were advised that the annual accounts and annual return for the allotments had not been submitted to the Charity Commission since 2010. The Clerk had spoken with the Charities Commission who had advised that the Council could consider opting out of the Commission as the annual income was under £5000.

Members agreed that there was no benefit to the Parish Council being registered and until the Allotment Association could run independently it was proposed to opt out from the Commission. It was then

RESOLVED to do so.

- 11/05-13.1 **PLANNING**
Members considered the following planning applications;

Ref: 1300565FUL

Extension to dwelling to form annexe: Highfield Raveley Road Great Raveley Huntingdon PE28 2QX

Members recommended **APPROVAL** on the condition that the proposed build is kept as an extension and not used a separate dwelling in the future. The Council requested that a covenant is placed on the building so that the extension could not be sold separately.

Ref: 1300475FUL

Resubmission with revised design for erection of detached bungalow: Land adjacent 31 Ailwine Road, Upwood.

Members recommended **REFUSAL** on the grounds that the site was of an insufficient size to warrant a new build on the land. The proposed dwelling appeared to be over bearing and would not be in proportion to the surrounding properties. There was also inadequate space for parking of vehicles.

Ref: 1300525FUL

Single storey extension to side of dwelling: 10 Liberator Road, Upwood, PE26 2PY.

Members recommend **APPROVAL** and made no adverse comments.

- 11/05-13.2 Members were reminded that at the last meeting it had been agreed that comments regarding planning application 1300417OUT be postponed and authority delegated to the Clerk to submit a response on behalf of the Parish Council based on the majority view.

The Clerk informed Members that **REFUSAL** had been recommended with seven Councillors recommending refusal, Councillor Bryce had declared an interest and did not take part in the vote and one Councillor did not vote. The following comments were made to Huntingdonshire District Council.

Upwood & the Raveleys Parish Council object to the proposed build on the grounds that the land is in the countryside of the surrounding village. This would not be infilling but instead would extend the development of the village into the countryside. The Council believe that because there is an area of open pasture this does not suggest that the land should be developed but rather should be left in its natural state. The development of the land contravenes Huntingdonshire Local Plan 1995 EN17 & H23.

11/05-13.3 **PLANNING ITEMS RECEIVED SINCE PUBLICATION OF THE AGENDA**

None had been received.

12/05-13 **FINANCE**

12/05-13.1 Members noted the finance report for May 2013, a copy of which is attached to the original minutes of this meeting.

12/05-13.2 Members were asked to approve the following accounts for payment:

Claire Tunncliffe	101343	£323.45
Andy Davis	101344	£690.00
HMRC	101345	£80.80
Keith Sisman	101346	£20.00
Rospa	101347	£120.00
Zurich Insurance	101348	£819.17

It was **RESOLVED** to approve the accounts for payment.

12/05-13.3 Members were advised that the Clerk had requested a removal of signature mandate form from the Bank as the previous acting Parish Clerk, Mrs Denise Benham, was still a signatory on the account.

The Chairman confirmed that Councillors Sisman, Paxton and Perkins were signatories on the account and asked if they were happy to continue. All three Councillors confirmed that they were and it was

RESOLVED that no further action was required.

13/05-13 **CORRESPONDENCE AND COMMUNICATIONS**

Members had a list of correspondence that had been sent their information and comments;

The Chairman asked Members to consider the complaint regarding dog fouling and asked if additional signs would negate the issue. Members felt that there was sufficient signage and questioned if there were enough bins to encourage owners to pick up after their dog and place in a bin.

The Chairman suggested it would be appropriate to count the number of bins and survey their location to determine if they were in the correct position. The Clerk was asked to enquire with Huntingdonshire District Council if there would be a charge for additional bins or if they were installed free of charge.

Next the Chairman asked Councillor Shelford to place a strongly worded letter in the Parish Newsletter regarding the issue of dog fouling in the parish.

No further comments were made.

14/05-13 SEWAGE OUTLET / DRAINAGE IN GREAT RAVELEY

The Chairman reminded Members that the Environmental Health Officer at Huntingdonshire District Council, had previously visited the site but could not smell any evidence of sewage. A Member suggested that it would have been more appropriate for a swab sample to have been taken so that scientific evidence could be looked at.

Members heard that the developer had advised that the drainage would be updated and this should elevate the issue but in the interim the Chairman would speak with Huntingdonshire District Council about this matter again.

15/04-13 MATTERS ARISING FROM COUNCILLORS

The following items were discussed;

- Subsidence on the highway at Farm Close which Members agreed needed to be looked at immediately. The road to the school was also suffering. Councillor Sisman offered to discuss the matter with Cambridgeshire County Council.
- Notice Board at Little Raveley needed replacing and questioned if residents required the board at all. Councillor Hopkins stated that this question would be placed in the community led plan.
- The Public House at Upwood: A Member expressed concern that the public house would be used for development after the land lady and land lord had vacated the premise. The Chairman asked if the proprietors could be contacted to enquire if they would be willing to share any information and to contact Enterprise Inn's to enquire about future plans.
- A Parishioner had enquired if a bench could be installed in the cemetery. A Member noted that there used to be bench by the telephone box and questioned where the had been stored and placed in the Cemetery. Councillor Sisman stated that he would look into the matter.
- Children climbing trees in Helens Close: Following the last meeting Councillor Bilverstone had spoken with the complainants to ask for the names of the children who were climbing the trees and was advised that names would not be given. Members were asked to consider if signage should be installed warning of the danger of climbing trees and it was

RESOLVED this was not necessary.

210/04-01 MATTERS FOR FUTURE CONSIDERATION

The Chairman informed Members that the Clerk had suggested that the Council adopt new polices such as a complaints procedure and applications for financial assistance. Members agreed that a complaints procedure was not required as this would remove the personal contact that had been encouraged with the electors.

211/04-01 DATE OF NEXT MEETING

3rd June 2013, Upwood Village Hall, High Street, 7.00pm.
Apologies were given by Councillor R Howe.

CHAIRMAN