

UPWOOD AND THE RAVELEYS PARISH COUNCIL

Minutes of the meeting of Upwood and The Raveleys Parish Council
held in the Village Hall on Monday 3rd October 2011.

Councillors present: Mr. R. Brown, Mr. C. Bryce, Mr. R. Howe (District Cllr), Mrs. J. Paxton (Chairman), Mr. A. Perkins, Mrs. P. Rignall, Mrs. G. Shelford and Mr. K. Sisman.

Also present: Mrs. D. Benham (Acting Parish Clerk), County Cllr. V. Lucas and 10 members of the public.

1. Apologies for absence: None received.

The Acting Clerk advised that she had received the resignation of Cllr. Michael Horwood and passed notices provided by HDC to advertise the councillor vacancy, to Cllr. Sisman for the notice boards. **KS**

2. To receive declarations of interest: Cllr. Perkins declared a prejudicial interest in item 10d being a member of the Village Hall Management Committee.

3. Public participation: Ms. Alison Miles kindly offered to assist with any allotment matters.

4. To receive the resignation of the Chairman and Vice-Chairman and to elect a new Chairman and Vice-Chairman.

The Clerk advised that Cllr. Paxton and Cllr. Sisman had both decided to step down from their roles as Chairman and Vice-Chairman. Cllr. Paxton, as outgoing Chairman called for nominations for Chairman. Cllr. Paxton nominated Cllr. Howe. Seconded by Cllr. Sisman, 6 votes in favour with 1 abstention. Cllr. Howe was duly elected Chairman and signed a Declaration of Acceptance of Office which was witnessed by the Acting Clerk. The Chairman, Cllr. Howe, called for nominations for Vice-Chairman. Cllr. Sisman nominated Cllr. Paxton. Seconded by Cllr. Perkins, unanimously agreed. Cllr. Paxton was duly elected Vice-Chairman.

5. To discuss and agree councillor's responsibilities.

The Chairman addressed the meeting, saying that he wished to improve the Parish Council's image in parishioner's eyes by improving relationships with the entire village. The Chairman said that he would like to see individual councillors take responsibility for a number of portfolios. The first two of these would be Allotments and Community Relations/Assets. The Chairman stated that the allotments had been the subject of a lot of acrimony and emotion and he proposed that Cllr. Bryce should take on the Allotment portfolio and build a relationship with the allotment holders through open debate to develop policies for Parish Council approval. The proposal was seconded by Cllr. Perkins and unanimously agreed. The Acting Clerk confirmed that Cllr. Bryce was no longer an allotment holder. All documents held by the Acting Clerk pertaining to the allotments, were passed to Cllr. Bryce.

The Chairman proposed that Cllr. Sisman should take on the Community Relations & Assets portfolio and take responsibility for ensuring that roads, paths, hedgerows etc were kept in good order. This proposal was seconded by Cllr. Brown and

unanimously agreed. Both Cllr. Bryce and Cllr. Sisman will report to the Parish Council at each meeting. Cllr. Brown will remain Tree Officer.

6. To approve the minutes of the last meeting held on 5th September 2011.

Cllr. Rignall proposed that the minutes be accepted as a true record and signed by the Chairman. Seconded by Cllr. Bryce, unanimously agreed.

7. Matters arising from the minutes:

a. Standing water on the highway in Great Raveley.

The Chairman advised that the landowners were employing a design engineer to redesign, then reinstall, the septic tank. A meeting was being held with HDC tomorrow to agree a timetable for this to be completed.

b. Maintenance of the closed churchyard at St. Peters Church.

The Acting Clerk advised that she had completed an application for approval by HDC for the suggested tree works at the closed churchyard and had asked the PCC to apply for a faculty from the Diocese. One quotation for the proposed works had been received and 2 further quotes would be required. None of the work is considered urgent.

The Acting Clerk advised that in order to avoid any further confusion over matters concerning the maintenance of the closed churchyard, all communication would be through Steve Douglas of the PCC and the Clerk to the Parish Council.

The Acting Clerk had been advised by Mr Douglas that Mr. Peckover did not wish to continue to cut the grass on a voluntary basis after the end of this season and that the Parish Council should make arrangements to include the churchyard in its grass cutting contract. Mr. Peckover was unhappy that the Parish Council had not made a donation to the church in lieu of his work for the last three years. Councillors were unaware of why the donation had stopped. The Acting Clerk suggested that she should write to Mr. Peckover thanking him for all his hard work and asked whether the Parish Council would like to make a donation this year. Cllr. Howe proposed that the Acting Clerk should write to Mr. Peckover as suggested and that a donation of £275 should be made to the church. Seconded by Cllr. Shelford. 7 votes in favour and 1 abstention. **DB**

c. Glebe paddock.

The Acting Clerk had spoken to Mr. Buttery of Joliffe-Daking that morning and found that he had still not written to the manager of the nursing home regarding the missing fence. The Acting Clerk had asked for action to be taken and had sent an e-mail confirming the conversation. Clerk to obtain prices for a "playing field" sign. **DB**

d. Arrangements for Parish Councillor training sessions.

The Acting Clerk had arranged for 6 councillors to attend the three part training course along with Ellington councillors. The training sessions will be held on Monday 14th, 21st and 28th November, starting at 6.30pm in Ellington. Training for Cllrs. Howe and Paxton to be arranged. **DB**

e. Freedom of Information request.

The Clerk reported that she was dealing with a request from a member of the public under the Data Protection Act and was currently awaiting advice from NALC. A further Freedom of Information request received on 2nd September had been acknowledged on 23rd September. **DB**

f. Cemetery hedges.

The Acting Clerk had agreed a price of £200 with Mr. Davis to cut the right hand hedge and the work had since been completed satisfactorily. The repairs to the low wall had also been completed.

8. Results of the safety inspections carried out on the play areas on Bentley Close and Glebe paddock.

The Acting Clerk had e-mailed councillors with copies of the inspection reports and proposed repairs. The Acting Clerk had spoken to the inspector and confirmed that it was not necessary to replace the costly small Perspex porthole in the roof of the multi-play unit, reducing the total cost of the repairs to £284.94 plus VAT. Cllr. Sisman proposed that the repairs should be carried out by Wicksteed Leisure. Seconded by Cllr. Shelford, unanimously agreed.

Councillors agreed that the sign at the Bentley Close play area needed to be replaced with relevant information – to be on the agenda for the next meeting. **DB**

9. Planning.

a. To consider and agree the Parish Council's recommendation for the following planning applications:

1101513FUL, Erection of two storey timber framed outbuilding for use as workshop and playroom, 1 Liberator Road, Upwood.

Cllr. Brown proposed that the Parish Council should recommend approval. Seconded by Cllr. Shelford, total of 7 votes in favour, 1 abstention.

1101516FUL, Erection of garage in front of house, 19a Bentley Close, Upwood, PE26 2QW

Cllr. Sisman proposed that the Parish Council should recommend refusal. Seconded by Cllr. Rignall, unanimously agreed.

b. Update on previously discussed applications.

1100660FUL, Erection of 6 bay modular building, Upwood Primary School. Permission granted by HDC, subject to review after 5 years.

1001782FUL, Change of use of existing buildings from agriculture to B1 (office), Common Farm, Chapel Road, Ramsey Heights, Huntingdon, PE26 2RS.

Pending consideration by HDC.

1101352FUL, Proposed conversion of loft to create bedroom and ensuite, 35 High Street, Upwood, Huntingdon, PE26 2QE. Permission granted by HDC.

1101394CLED, Certificate of lawfulness for use of land to the rear of 15 Church Lane, Upwood, PE26 2QF. Pending decision by HDC.

1100568FUL, Erection of bungalow with parking and gardens. 69 High Street, Upwood. Refused by HDC. An appeal has now made by the developer. Appeal start date was 13th September and lasts 6 weeks. Further comments can be made via www.planningportal.gov.uk/pcs

10. Financial report.

a. Payment of outstanding debts;

Cllr. Sisman proposed approval of payment of items (1) to (7). Seconded by Cllr. Perkins, unanimously agreed.

(1) Mrs. D. Benham - £377.92 – services of Acting Parish Clerk 1/9/11 to 30/9/11
Cq. No. 101236

(2) Wicksteed Leisure - £108.00 – Play area inspections x 2. Cq. No. 101237

(3) Mr. A. Davis - £245.00 – cemetery hedge and repairs to wall. Cq. No. 101238

- (4) Upwood & The Raveleys Village Hall - £49.75 – Hire for meetings. Cq. No. 101239
- (5) Micromac Printers - £150.00 – Newsletter print run. Cq. No. 101240
- (6) Upwood & The Raveleys PCC - £275.00 – Section 137 donation. Cq. No. 101241
- (7) Upwood & The Raveleys Village Hall - £1050.00 – Donation towards insurance. Cq. No. 101242

b. Current position.

The Clerk handed copies of the receipts and payments to each councillor. A copy to be annexed to the minute book.

c. Request for a donation to Victim Support.

Councillors unanimously agreed that no donation should be made until the budget had been reviewed.

Cllr. Perkins left the room whilst item 11d. was discussed having previously declared a prejudicial interest.

d. Request for a donation from the Village Hall Management Committee.

Cllr. Howe proposed that a donation of £1050.00 as listed in the budget should be made to the Village Hall. Seconded by Cllr. Brown, unanimously agreed. Councillors agreed that The Village Hall Committee should be invited to address the Parish Council regarding a donation for 2012/13 at the next meeting. **DB**

Cllr. Perkins rejoined the meeting.

11. Correspondence.

a. Street naming and numbering – 2 properties in Meadow Lane to be known as Helens and Helens Farm.

b. Letter from the Charity Commission requesting new contact details – to be passed to Cllr. Bryce. **CB**

c. Precept forms for 2012/13

d. Ramsey Neighbourhood Forum – 18th October, starting at 7pm at Ramsey Library.
St. Ives Neighbourhood Forum – 5th October, starting at 7pm at The Corn Exchange.

e. CPALC AGM – 3rd December 10.30am to 12.30pm at Bluntisham Village Hall.

f. e-mail from Democratic Services at HDC advising that Upwood and The Raveleys Parish Council had been granted special dispensation to discuss the allotments for another year. Confirmation letter to follow.

12. Reports from councillors.

County Cllr. Lucas will report problems with Royal Mail deliveries at the next Neighbourhood Forum. Parliament had approved the appointment of Police and Crime Commissioners to replace the Police Authority. Council tax to be frozen next year. **VL**

District Cllr. Howe had attended the Open Day held by Urban and Civic at Alconbury Airfield and viewed the proposals to build 5000 homes and provide 8000 jobs. There will be improved transport links and areas of open and recreational land. The main concern was the increase in traffic and the implications for the surrounding areas.

Cllr. Sisman would like to approach HDC to get a salt bin installed at Farm Close. **KS**
Clerk to enquire whether salt spreading barrows were available free of charge from CCC for Highway wardens. **DB**

Cllr. Sisman would like to represent the views of the Parish Council with regards to Highways, at the Neighbourhood Forum meetings.

Cllr. Howe, Cllr. Sisman and Cllr. Paxton had attended the Fairmead Residents Association meeting. Cllr. Howe advised that he had persuaded Anglian Water to deal

with a water pressure problem affecting a number of properties on Farm Close, even though it was not Anglian Water's responsibility. Cllr. Howe had also obtained maps from Land Registry identifying ownership of the perimeter fence around the Fairmead Estate and repairs will now be undertaken by Muir Housing.

Cllr. Brown urged parishioners to respond to the consultation to review the proposals to remove all subsidised bus service funding. A questionnaire can be accessed via www.cambridgeshire.gov.uk/busreview.

Clerk to contact National Grid regarding refurbishment of the building on Longholme Road. DB

13. Recruitment of a permanent Parish Clerk.

Since the last meeting, Cllr. Paxton had placed an advert in The Hunts Post, which had been prepared by the Acting Clerk. The Acting Clerk had also placed an advert on the CPALC website and requested that it was circulated to all existing Clerks. A number of applications had been received and the 2 strongest candidates had been interviewed by Cllr. Paxton and Cllr. Bryce. Mrs. Rogers, who works as part time Clerk to Papworth Parish Council, had subsequently been interviewed by the Chairman and offered the position of part time Clerk to Upwood and the Raveleys Parish Council. It was hoped that Mrs. Rogers would take over the role from 1st November 2011.

Cllr. Paxton and Cllr. Bryce to prepare a Contract of Employment and offer letter, and to write to the unsuccessful candidates. JP/CB

14. Date of the next meeting: Monday 7th November 2011 starting at 7.30pm in the Village Hall.

It was resolved in accordance with section 1 (2) of the Public Bodies (Admission to Meetings) Act 1960 that as publicity would be prejudicial to the public interest by reason of the confidential nature of the business transacted at the next agenda item, the Chairman asked that in the public interest, the public and press were temporarily excluded from the meeting and were instructed to withdraw.

15. To receive an update from the Acting Parish Clerk, Mrs. D. Benham, on the actions taken following the resignation of the previous Clerk, Jane Haggar.

The Clerk gave an update on the actions taken. Details will remain confidential until the issues that were discussed are resolved.

The Chairman declared the meeting closed at 10 pm

Signed.....

Date.....