

JN proposed the above accounts be paid, RB 2nd, agreed unanimously.

101/09-12.2 To review the comments of both the internal and external auditors with regard to the 2010/11 Annual Return.

The clerk took the councillors through the report prepared by Mr Williamson, his comments were noted.

101/09-12.2 Final acceptance of the 2011/12 Annual Return upon the closure of the audit by Moore Stephens and consideration of the internal auditor's comments. This has not yet been returned due to auditors annual leave so will be brought to the next meeting.

102/09-12 Matters for future consideration

102/09-12.1 A review of the charges, as currently laid down, for the renting of Parish Council land used for agricultural use

102/09-12.2 Update on the positioning of a tree in recognition of Colin Racey's longevity as tree warden for the parish.

102/09-12.3 Necessary risk assessments to be drawn up

102/09-12.4 Proposal to accept the previously circulated Health & Safety Policy Statement.

It was decided this would not be discussed or accepted.

103/09-12 Closed Session

With reference to the Public Bodies (Admission to Meetings) Act 1960 the press and public are excluded from the meeting for this session as the matters for discussion relate to i) a contract and ii) a matter with relevance to individual's personal data.

104/09-12. Date of next meeting(s)

To be the 1st October 2012

Close of meeting

The meeting was closed at 21.45

Signed:

Date:

99/09-12 Parish Council Matters

- 99/09-12.1 Proposal required to accept the 2010 version of the Model Standing Orders as per the National Association of Local Councils (NALC) with any changes necessary regarding the new Code of Conduct.
The clerk has e mailed this document to councillors (03.09.12) and requested that they familiarise themselves with it with a view to adopting it at the next meeting.

- 99/09-12.2 Suggested signage for the playing field – decision required regarding the positioning of necessary signs, how many and the wording required. To include suggestions for promoting usage of the field
GS and AP were requested to find examples of signs and prices, to be brought to the next meeting

- 99/09-12.3 Grass cutting issues
Discussion and resolution required regarding any issues raised since the previous meeting.
KS was tasked with producing a spreadsheet detailing all the grassed areas in the parish that require maintenance by a public body, and details of by whom these are maintained. The parish council will then reconsider contracts for those areas for which it has a responsibility.

- 99/09-12.4 Decision required regarding an e mail received from a resident requesting permission to place skateboard ramps on the playing field
A discussion was held and the clerk was asked to write to the resident acknowledging the idea but informing him that due the insurance implications the parish council is unable to grant permission.

- 99/09-12.5 Land at Meadow Road
A brief discussion was held as GS had raised the subject that 6 acres of land is to be sold at an auction being held outside of the parish. There is a possibility that a number of residents might group together to purchase the land.

100/09-12 Correspondence and Communications

- 100/09-12.1 Gambling Act 2005, Draft Statement of Principles as reviewed by Huntingdon District Council. Should Parish Councillors have any comments regarding the content of this document these need to be with HDC by the 20th September 2012.

- 100/09-12.2 Cambridgeshire Acre News Digest
- 100/09-12.3 Notes of Parish Charter working party 28th May and the 16th July 2012.
- 100/09-12.4 Connecting Cambridgeshire, Broadband Champions – an update.
- 100/09-12.5 Council Tax Support Consultation
Will the Parish council respond collectively or encourage individual response?
Individuals should respond

- 100/09-12.6 Dispensation Procedure Guide
As per 97/09-12.1

101/09-12 Finance and Procedure

- 101/09-12.1 To approve the finance report to the 3rd September and sign the necessary cheques for payment.
Accounts for payment
- | | | | |
|------------|--------|------------|---------|
| Cheque no. | 101297 | T Rogers | £640.50 |
| | 101298 | B Edwards | 63.24 |
| | 101299 | CAPALC | 70.00 |
| | 101300 | A Davis | 610.00 |
| | 101301 | Cancelled | |
| | 101302 | Newsletter | 50.00 |

- 95/09-12.4 Parish Councillors to submit their completed Declaration of Pecuniary Interest forms to the Clerk for forwarding on to HDC.
The Clerk received 6 forms, KS will forward his by post. Councillor Paxton will be asked to forward hers directly to HDC.
- 95/09-12.4 87/07-12.2 Proposal required to accept the financial regulations as previously circulated to Councillors.
Again deferred to the next meeting as some Councillors have not had the time to familiarise themselves with the document.
- 96/09-12 To receive reports from County and District Councillors**
To receive verbal reports from district and county councillors
- 96/09-12.1 Councillor Lucas spoke on the subject of 'Connecting Cambridgeshire' the current initiative for bringing faster broadband to local communities. He said there are 2 broadband champions in Upwood but is unsure of who they are and will endeavour to find out and forward their details to the parish council. These champions are residents fighting hard for this initiative in their local area. He said that Cambs County council are putting pressure on BT and Virgin to improve the broadband speed in rural areas.
- 96/09-12.2 RH speaking on behalf of HDC, reported that HDC have not yet finalised their Local Plan and this is unlikely to happen for some 6 months or more. Until the Local Plan is finalised neighbourhood plans cannot be completed. RH has arranged a meeting to take place at Pathfinder House in Huntingdon on the 3rd October at 6pm, Steve Ingram of HDC will brief chairmen of local Parish Councils on the role of the neighbourhood plan within the local plan and where the Local Plan fits with Parish Plans. RH will ask Councillor Paxton to attend on behalf of Upwood & the Raveleys parish council. The question of a parish plan for Upwood & the Raveleys was considered and it was decided that the clerk invite a representative of Cambs ACRE to the next meeting to advise on the implementation of a plan. RH reported on the 'Alconbury Weald'. Planning application is being sought for the build of 5000 new homes along with a mix of office and commercial property. Briefing sessions regarding this along with a recent plan to divert the A14 are being held at local venues through September should councillors wish to attend.
- 97/09-12 Matters for information only**
- 97/09-12.1 Dispensation Procedure Guide
The Clerk circulated copies of these should councillors need to apply for a dispensation on any subject in the future.
- 98/09-12 Planning**
- 98/09-12.1 Review of planning applications received since the previous meeting.
None discussed
- 98/09-12.2 Decision required regarding any applications received since the publication of this agenda.
None received
RH advised that he and AP would get a copy of the plans for the 160 houses proposed to be built at RAF Upwood, numbered 1201274OUT. These were previously refused by HDC when planning was last applied for. It was considered the road infrastructure was insufficient to support the additional traffic. Although this development falls under the Bury parish council, Upwood & The Raveleys council needs to voice an opinion.

UPWOOD AND THE RAVELEYS PARISH COUNCIL

Minutes of the meeting of Upwood and The Raveleys Parish Council
Held in the Village Hall on Monday 03 September 2012

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

Also present: Ms T Rogers Clerk, Mr V Lucas County Councillor

90/09-12 To receive and approve apologies for absence
Received from Councillors Kirby and Paxton

91/09-12 Declaration of Interests
Members are invited to declare pecuniary interests in items on the agenda
None declared at this meeting

92/09-12 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 members of the public present

93/09-12 To approve the minutes of the meeting held on the 2nd July 2012.
RB proposed the minutes be accepted as a true record of the meeting, KS 2nd, agreed unanimously.

94/09-12 Actions Report
Items for action from the previous meeting.
81/07-12.3 RH reported that the sewerage problem at Great Raveley has not yet been solved to the satisfaction of residents, as there is still a prevailing smell despite the engineering changes to the system. The owner of the property and Richard Hollingsworth of HDC, believe the smell emanates from the soil into which the polluted water formerly drained and that this smell will eventually fade away. Residents remain sceptical and will keep this under close observation and report their conclusions to the District Councillor.

All other action points have been dealt with or are covered under agenda items in this meeting.

95/09-12 Matters arising or carried forward from the last or previous meeting(s)
95/09-12.1 81/07-12.1 Proposal required to accept the finalised fees for the cemetery.
RB proposed that the figures GS noted on her suggested list of charges dated June 2012 be accepted, KS 2nd, agreed unanimously.

95/09-12.2 81/07-12.2 Proposal required to accept any changes to the asset register following Cllr Sisman's review of same.
It was agreed that the Asset register should have added 3 noticeboards registered at a value of £2000.00 and the adopted BT phone box at a value of £2000.00.

95/09-12.3 86/07-12.3 Proposal required to adopt the new Code of Conduct as based on that of Huntingdon District Council.
JN proposed the HDC's example Code of Conduct adapted to meet the needs of this parish council, be adopted CB 2nd, this was agreed unanimously therefore a resolution was passed that this document be adopted.