



## Upwood and the Raveleys Parish Council

Parish Clerk – Mrs Jo Russel, 2 Hatchet Lane, Stonely, St Neots, Cambridgeshire PE19 5EG.  
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**A meeting of Upwood and the Raveleys Parish Council was held on Monday, 3 February 2025, 7.30pm at Upwood Village Hall.**

**Present:** Councillors J Burgess (Chair), D Awit (Vice Chair), R Mashford, J Edwards

**Also in attendance:**

Jo Russel – Clerk

Mark Tasker

One member of the public attended.

Members: 6 Quorum: 3

### Minutes

**114-02/25 To receive and approve apologies for absence.**

James Milner, Ian Ward, Adela Costella, Charlotte Lowe

**115-02/25 To receive declarations of interest.**

Members are invited to declare disclosable pecuniary interests and other interests in items on the agenda as required by Upwood and the Raveleys Parish Council Code of Conduct for Members and by the Localism Act 2011.

Nothing declared.

**116-02/25 To consider any applications received as a result of the advertisement for three casual vacancies.**

One application received from Mark Tasker. The parish council had reviewed his application and Councillor Burgess proposed he be co-opted to the Parish Council and Councillor Mashford seconded. All who were present were agreed and it was resolved to do so.

**117-02/25 To receive and approve the minutes of the meeting held on 6 January 2025.**

Councillor Mashford proposed the minutes be accepted as a true record of the meeting and Councillor Awit seconded. All who were present agreed and it was resolved to do so.

**118-02/25 Public participation**

To allow up to 10 minutes (2 minutes per person) for any members of the public and councillors declaring the existence and nature of a prejudicial interest to address the meeting in relation to the business on this agenda.

A member of the public raised the issue of repairs needed to the telephone box library. The Parish Council are not able to contribute to the repairs as ahead of additional fund-raising, parish funds have been set aside to purchase Glebe paddock. Alternative fund-raising avenues were suggested and Councillor Mashford indicated she would be willing to assist the member of the public with these applications.

**119-02/25 To receive reports from county and district councillors.**

No reports.

**120-02/25 Notification of planning items**

120-02/25.1 21/00572/FUL | Application for full planning permission for demolition of existing redundant building and infrastructure and residential development of 321 dwellings with associated highways, infrastructure and open space, Upwood Hill House and part of RAF Upwood.  
No report.

**121-02/25 Finance**

121-02/25.1 To approve accounts for payment: February 2025  
Councillor Burgess proposed that the accounts be approved for payment and Councillor Mashford seconded. All who were present agreed and it was resolved to do so.

Reference	Description	Payee	Amount
DD	Bank Charges	Unity Trust	£6.00
DD	Adobe Acrobat monthly payment	Lloyds debit card	£19.97
B/P	Clerk December 2024 home as office Travel 3 January 2025	Mrs J Russel	£25.30
	Employers NI Contribution (deducted from credit amount held by HMRC)	HMRC	£52.40
SO	Clerk/RFO Salary – January 2025 including back pay from 1 April to 31 December 2024 - £271.53 for NALC payscale increase.	Mrs J Russel	£1008.55
SO	Clerk/RFO PAYE – January 2025	HMRC	£129.18
DD	Commercial card monthly fee	Lloyds debit card	£3.00

121-02/25.2 To note income received:  
None received

121-02/25.5 Bank reconciliation dated 03 February 2025 was approved and signed by two councillors.

**122-02/25 Traffic, Highways and Road Safety**

122-02/25.1 To review data gathered from the Moveable Vehicle Activated Signs (MVAS) has been carried forward  
The MVAS devices have not yet been moved due to the weather conditions. Councillor Burgess indicated that permission from CCC may be required to locate the MVAS signs on the alternative posts. Councillor Burgess will draft an email to CCC and report back.

122-02/25.2 To receive an update on speed management strategies (privately funded LHI application and 20mph application).  
Work on the 20mph scheme will hopefully start on 13/14 February. It was also agreed that Councillor Tasker would take over the traffic portfolio and look into setting up Speedwatch. Volunteers would be needed as this requires community effort. The Parish Council co-owns a speed ‘gun’ jointly with Wistow Parish Council. Councillor Burgess has received an email from Speedwatch which she will forward to Councillor Tasker and then the Parish Council can discuss how to advertise this.

**123-02/25 Community**

123-02/25.1 To receive an update on plans to purchase Glebe paddock.  
The draft licence has now been received from Jolliffe Dakin. Councillor Burgess has responded with some suggested amendments. The draft licence was dated to commence from June 2024 which would mean that the Parish Council would have lost 6 months of fundraising opportunities. Councillor Burgess requested that the licence commence with effect from 1 February 2025. As a condition of the licence, the Parish Council are required to set up a separate insurance policy for the paddock jointly with the Diocese. Councillor Burgess explained that licensed land differs from leased land in that both parties will share occupancy.  
Although surveyed 12-18 months ago, it was agreed that a councillor inspection would be arranged to look at the trees in Glebe paddock to see if any needed attending to.

A discussion took place regarding trees in the village of Upwood generally. It was noted that the trees in the churchyard were looked at 2.5 years ago. Councillor Edwards suggested that an independent tree officer such as the one at HDC be asked to look at the trees in Charters Spinney. This costs in the region of £70-80 per tree. The Parish Council discussed first identifying which trees they would like the HDC tree officer to look at. Councillor Edwards agreed to contact the HDC tree officer.

123-02/25.2 To receive an update from the Glebe paddock grant planning working party.

Carried forward to the March meeting.

123-02/25.3 To receive an update from Councillor Awit on the new website

This is almost complete. Councillor Awit demonstrated to the Parish Council what the new website looked like so far and although there are still some pages to be filled, councillors agreed that it is much more user friendly. The plan is for the new website to go live on 26 February.

123-02/25.4 To discuss/agree new contractor for parish maintenance

Three quotes are required. Councillor Awit will also contact Garden Reclaim and CGM. He has one quote from Bradgate.

123-02/25.5 To discuss CCC verge maintenance

No report. Carried forward. It was mentioned that Councillor Costello may be able to assist with this issue and Councillor Mashford will contact her.

123-02/25.6 To discuss suggested closure of Bentley Close play area due to urgent work needed to trees.

Councillor Burgess reported that she had received information that a tree surgeon working on an adjoining property had commented that some trees near the Bentley Close play area were in urgent need of work for reasons of safety. It is known that the trees in question are subject to TPOs. The clerk has emailed the landowner and requested this work be carried out as a matter of urgency. It is understood that HDC are looking at the TPOs urgently. In the meantime it was agreed for safety reasons to close the playground. The clerk will post this information on the parish Facebook page and Councillor Mashford will prepare signs. Councillor Edwards will lock the playground. The Parish Council acknowledged that this would be disappointing for residents but considered it necessary for safety reasons.

#### **124-02/25 Correspondence and Communications**

124-02/25.1 To discuss Wildlife Trust's closure of Lady's Wood

Councillor Awit has concerns surrounding the closure of Lady's Wood. This is closed every year to allow for the woods to recover. Councillor Awit has concerns that the Wildlife Trust do not have the funds to run their sites and are closing them so they can rent the land to livestock holders; that they are using the land to generate income rather than allowing the public to enjoy the area. Councillor Mashford said she had emailed the Wildlife Trust; that it is closed for 6 months and will open again in mid to late April. It was agreed that Councillor Awit would write to the Wildlife Trust and ask for a meeting to discuss our concerns.

124-02/25.2 To discuss naming of new housing development at Manor Farm, Great Raveley

The councillors suggested The Pound, Edgar Drive and Wesleyan. The suggested names all have historic ties with the parish.

124-02/25.3 Email received from resident regarding upkeep to the telephone box

See above.

#### **125-02/25 Governance**

Nothing to consider.

**125-02/25 To receive verbal reports from parish councillors on matters arising from their portfolio responsibilities and matters for future consideration.** No decisions can be made under this item. Councillor Mashford reported that the saplings needed pulling out in the play area.

**125-02/25 Date of next meeting: Parish Council Meeting - Monday, 3 March 2025.** Councillor Burgess gave her apologies in advance for the next meeting. Councillor Awit will therefore chair this meeting.