



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 8 January 2023, 7.30pm at Upwood Village Hall.

Present: Councillors J. Burgesss (Chair), D. Awit (Vice Chair), J. Edwards, I Macartney-Ward, E. Staples, J. Milner

In attendance: Jo Russel – Clerk and Responsible Financial Officer and one member of the public.

283-01/24 To receive and approve apologies for absence.

Cllr Mashford

Cllr Adela Costello (holiday), Cllr Steve Corney and Cllr Charlotte Lowe (attendance at other meetings)

284-01/24 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.

Cllr Edwards declared an interest in agenda item 290-01/24.6

285-01/24 To consider any applications received as a result of the advertisement for two casual vacancies arising from the resignation of Councillor Howe and of Councillor Chatfield ceasing to be a councillor.

None received.

286-01/24 To receive and approve the minutes of the meeting held on 04 December 2023.

The minutes have been circulated in advance, following informal approval of the Chair. Cllr Macartney-Ward proposed the minutes be approved and Cllr Staples seconded. All who had been present were in favour and it was resolved to do so. Cllr Burgess signed the minutes.

287-01/24 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.

There was no public participation.

288-01/24 To receive reports from county and district councillors.

None received.

289-01/24 Notification of planning items

289-01/24.1 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.

There was a great deal of documentation produced in respect of this application which was timed to be released during the Christmas period. The parish council were concerned that this was a deliberate tactic to suppress awareness in the local community and that this had not given them the opportunity to comment. In the parish council's view there are a number of concerns raised by the latest application in relation to flooding, traffic overload, infrastructure overburden and community imbalance. It appears from a review of the documentation filed that the developer has not taken on board the concerns raised by the parish council some 3 years ago. The parish council also had concerns about bio diversity issues and lack of amenities and employment prospects for any residents on the proposed development. Cllr Burgess therefore proposed that the parish council raise objections to the application and Cllr Staples seconded. All who had been present were agreed. Cllr Staples will draft the response to Huntingdon District Council planning department and forward to the Clerk who will then send to the planning officer. A copy of the full response can be read on the HDC planning website or by contacting the clerk at parishclerk@upwood.org

290-01/24 Finance

290-01/24.1 To approve accounts for payment: January 2024

As regards to the previous clerk's October 2023 salary payment Cllr Burgess has written to Mrs Clowery again to request timesheets and explanations regarding her expenses claims. To date no response has been received. It was therefore agreed that Cllr Burgess would write to Mrs Clowery giving her one further opportunity to respond and the matter will be carried forward to the next meeting.

In relation to the Kompan invoice there was a query why this had been sent as the work was not complete. Work is due to start now on 18 January. The CIL agreement states that HDC will pay the grant upon evidenced completion of the project. The clerk will request further clarification from Kompan as to the payment schedule.

Reference	Description	Payee	Amount
B/P	Clerk/RFO Salary – October 2023 (pro rata until 23/10) c/f from previous meeting	Mrs L. Clowery	£478.70
B/P	Clerk/RFO Salary PAYE (pro rata until 23/10) c/f from previous meeting	HMRC	£119.80
B/P	Clerk December 2023 expenses to include Adobe Monthly fee (£19.97) for December 2023	Mrs J Russel	£51.41
B/P	Clerk/RFO Salary – December 2023 including extra hours worked in November 2023 approved on 4 December 2023	Mrs J Russel	£946.88
B/P	Clerk/RFO PAYE – December 2023	HMRC	£260.75
DD	Monthly fee	Lloyds debit card	£3.00
DD	Pension Administration Fee	SALVUS Master Trust	£24.00
DD	Unity Trust Quarterly bank fee period 3 month ending 4/9 to 12/12 – debited 31/12/23	Unity Trust	£18.00
B/P	New Play Equipment	Kompan	£40,038.43

290-01/24.2 To note income received: December 2023.

Reference	Description	Payee	Amount
B/P	Memorial Stone fees	AJ Mills	£35.00

290-01/24.3 Approve and sign bank reconciliation for December 2023.

Cllr Burgess signed the bank reconciliation.

2022/2023

290-01/24.4 To consider and discuss a new process for awarding grants.

This item will be carried forward to the February meeting.

290-01/24.5 To approve Clerk's expenses for December 2023.

Cllr Burgess proposed and Cllr Awit seconded. All who had been present were in favour and agreed.

290-01/24.6 To consider quotes received to pollard large tree on Glebe paddock.

Cllr Edwards had declared an interest in this item and was not involved in the discussions concerning which contractor to employ. Cllr Edwards had obtained two quotes but was unable to obtain a third. He had contacted BEAM but they do not undertake tree work. The councillors had considered the two quotes prior to the meeting and decided to go with the lower in price one, which is £900 plus VAT. Cllr Burgess therefore proposed that Ben Fryer be instructed to undertake this work and Cllr Staples seconded. All who had been present were in favour and it was resolved to do so. The work will hopefully be carried out in the next month, weather permitting.

290-01/24.7 Add another Councillor to Unity Trust mandate to authorise bank payments. Cllr Edwards will fill in the forms to be on the banking mandate. Cllr Burgess will send him the forms.

291-01/24 Traffic, Highways and Road Safety

291-01/24.1 To review data gathered from the Moveable Vehicle Activated Signs (MVAS) for December 2023.

40-mph limit	No. of cars	41–45 mph	46–50 mph	51–55 mph	>56 mph	Highest recorded speed (mph)
Huntingdon Road by the allotments	36135	2861	784	212	104	102
Huntingdon Road/Ailwine Road junction	25198	1637	285	51	12	81
Little Raveley	24359	2839	429	64	10	68
30-mph limit	No of cars	31–35 mph	36–40 mph	41–45 mph	>46 mph	Highest recorded speed (mph)
Great Raveley	4827	623	133	22	5	59

291-01/24.2 To receive an update on speed management strategies (privately funded LHI application and 20mph application).

Highways have confirmed it is now the plan to complete both schemes together (20mph and LHI) as this will hopefully save the parish council some money. The consultations for both projects will be carried out at the same time. In relation to the privately funded LHI application the speed sign will be put on a nearby streetlight as it needs to be lit. The side profile of the sign is all that the neighbouring property will see.

The 20mph scheme plans have now been received and reviewed by the parish council who have approved them subject to one query, which Cllr Staples shall raise. Meadow Road does not appear to have been included in the 20mph zone and the parish council want to know the rationale for this decision. It is the only 30mph road in the parish not to be reduced to 20mph under the proposed scheme.

292-01/24 Community

292-01/24.1 To receive an update on plans to purchase Glebe paddock.

Cllr Burgess had received a response from the surveyors. Unfortunately, the solicitors for the Diocesan Asset Committee are proposing costs that are outside of what the parish council can afford and had received no indication previously that they would need to budget for. The solicitors have suggested that

the Option to Purchase will cost £3500 plus VAT and the suggested lease, rather than a licence as was originally proposed, will cost £1500 plus VAT. There will also be a yearly fee payable on top of that and the surveyor fees are £1500 plus VAT. This is simply not affordable. It was agreed therefore that Cllr Burgess would respond by asking if it would be possible to return to the original position whereby the parish council is granted a lease for as long as possible, but not less than 5 years. And then to have a break clause so that in the event the parish council raise enough money to purchase the land they can be released early from that lease. During that time, the parish council will be working towards raising money via grants etc. to purchase the land, which will be subject to a formal valuation.

(Cllr Macartney-Ward left the meeting at 9.19pm as he was feeling unwell).

292-01/24.2 To receive an update from the Glebe paddock grant planning working party.

No update, see above.

292-01/24.4 To receive an update on the Bentley Close play area refurbishment.

The new work schedule has been received. Work will commence on 18 January. This is due to take two weeks. Cllr Staples will prepare a leaflet to circulate to the local residents to make sure they are aware of all the relevant dates.

292-01/24.5 To discuss maintenance required for the Parish Council noticeboards.

Carried forward to next meeting.

293-01/24 Correspondence and Communications

293-12/24.1 To provide an update on the bin placement between Upwood Primary Academy and Valiant Square after approaching the District Council to request additional bins.

Cllr Lowe has responded to the clerk, providing her with a contact at HDC. The clerk will make contact next week.

293-12/24.2 To consider correspondence received regarding flooding near Upwood School and overgrown verges.

Cllr Staples will now write to BPHA on behalf of the parish council raising all of the complaints that have been received from residents. The residents have the full support of the parish council. These issues have been ongoing for some time now without a satisfactory response.

294-01/24 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.

None received.

295-01/24 Date of next meeting: Monday 05 February 2024.

Close of meeting 9.50pm