



Upwood and the Raveleys Parish Council

Parish Clerk – Mrs Jo Russel, 2 Hatchet Lane, Stonely, St Neots, Cambridgeshire PE19 5EG.
Telephone: 07835 939547. Email: parishclerk@upwood.org

A meeting of Upwood and the Raveleys Parish Council was held on Monday, 1 July 2024, 7.30pm at Upwood Village Hall.

Present: Councillors D Awit, R Mashford, J Milner and J Edwards

In attendance: Jo Russel – Clerk and one member of the public

Members: 6 Quorum: 3

Minutes

- 31-07/24 To receive and approve apologies for absence.**
Councillor Janice Burgess (personal), Councillor Ian Macartney Ward
Councillors Costella, Lowe and Corney.
- 32-07/24 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.
None received.
- 33-07/24 To consider any applications received as a result of the advertisement for three casual vacancies.**
None received. The advert has now been updated. It is still the plan to prepare a leaflet to encourage applications. This will highlight projects that the parish council is working on.
- 34-07/24 To receive and approve the minutes of the meetings held on 3 June 2024.**
The minutes of the meeting were circulated in advance, following the approval of the chair. There was one small amendment. Subject to this Councillor Rebecca Mashford proposed the minutes be approved and Councillor Edwards seconded. All who were present were in favour and it was resolved to do so. The minutes will need to be signed by Councillor Burgess who chaired the meeting.
- 35-07/24 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.
A resident attended regarding concern that there is water run off from Glebe Paddock. The resident is concerned that water is then flowing into a pond in Rushmere Close that's unable to cope. The resident confirmed that CCC Highways are trying to arrange for the underground pipes on High Street to be flushed. A parish councillor highlighted the fact that part of the problem is that there has been such heavy rainfall this year. Councillor Awit noted that he had offered to attend the meeting with the resident and Anglian Water and Highways but that the resident had taken the meeting himself without the parish council being involved. It was agreed that the parish council would wait for the pipes to be flushed and then look at matters again. In relation to the resident's other issue of two parties wanting their surface water to flow into the pond. This was a planning issue and the resident would need to contact HDC Planning Department. The parish council will look into Glebe Paddock issue as soon as the licence is agreed (see below).
- 36-07/24 To receive reports from county and district councillors.**

There were no county or district councillors in attendance.

37-07/24 Notification of planning items

37-07/24.1 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 were no planning items received since the last meeting.

38-07/24 Finance

38-07/24.1 To approve accounts for payment: July and August 2024 (as the council do not meet in August)

Reference	Description	Payee	Amount
B/P	Grass cutting invoice URPC 2024 4, 5 &6 (May and June)	BEAM	£1350
DD	ICO Annual renewal fee debited June – annual renewal	ICO	£40.00
DD	Adobe Acrobat monthly payment July & August	Lloyds debit card	£39.94
B/P	Clerk July & August 2024 expenses - working from home allowance	Mrs J Russel	£20.00
SO	Clerk/RFO Salary – June 2024	Mrs J Russel	£774.43
SO	Clerk/RFO PAYE – June 2024	HMRC	£61.60
DD	Commercial card monthly fee July & August	Lloyds debit card	£6.00
DD	Pension Administration Fee July & August	SALVUS Master Trust	£48.00
B/P	CAPALC affiliation fee 24/25 and Data Protection Officer Scheme membership – additional payment as incorrect invoice submitted	CAPALC	£73.15
B/P	Grass cutting invoices July URPC 2024 7, 8, 9 – July cuts x 3	BEAM	£1350
SO	Clerk/RFO Salary – July 2024	Mrs J Russel	£774.43
SO	Clerk/RFO Salary – July 2024	Mrs J Russel	£61.60
DD	Bank charges – account number 20338655	Unity Trust Bank	£18.00

38-07/24.2 To note income received:

Reference	Description	Payee	Amount

38-07/24.3 Approve and sign bank reconciliation dated 25 June 2024.

Councillor Edwards proposed that the accounts be paid and Councillor Mashford seconded. All who were present were in favour and it was resolved to do so.
Councillor Awit signed the bank reconciliation.

38-07/24.4 To consider and discuss a new process for awarding grants.

Councillor Mashford has redrafted the policy and application form however the issue will be put on hold whilst considering how to purchase the land at Glebe Paddock as money will need to be saved for this project. The parish council will start to consider the budget and Precept in September/October time. It will need to consider whether it is necessary to raise the Precept, the amount of reserves and how much needs to be raised by way of grants. The parish council could make another application to the CIL fund.

39-07/24 Traffic, Highways and Road Safety

39-07/24.1 To review data gathered from the Moveable Vehicle Activated Signs (MVAS) for June 2024.

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	67962	5387	1392	398	189	99
Huntingdon Road/Ailwine Road junction	54351	3444	615	114	31	73
Little Raveley	42080	4253	672	112	24	69
30-mph limit	No of cars	31–35 mph	36–40 mph	41–45 mph	>46 mph	Highest recorded speed (mph)
Great Raveley	9675	1906	462	81	17	70

39-07/24.2 To receive an update on speed management strategies (privately funded LHI application and 20mph application).

The chairman and former councillor Bonnett-Kowlakowska met with CCC Highways to discuss the delays to the PFHI for Huntingdon Road. This is due to delays in CCC Highways progressing this project and the resulting need for CCC Highways to obtain new contractor quotations. The new quotations have now been received and an order has been placed with the contractor. CCC Highways will notify the council as soon as a date has been set for the programme of work. It is likely that the work will begin at the same time as the changes to 20mph for some of our parish roads, which is likely to reduce the overall cost to the parish council. The chairman had raised a concern with CCC Highways that due to the time it has taken for this programme of work to commence, there will be a cost increase from the contractor. CCC Highways have confirmed that due to the delays, they will absorb any increases.

At the meeting with CCC Highways, the chairman also raised the concern regarding the alarming increase in HGVs travelling through the parish. The destination for many is the industrial park on the old RAF Upwood airfield. The concern is that HGVs are using our parish (specifically Huntingdon Road, Upwood) as a quicker through route to the industrial park, which is in direct contravention of the 7.5t weight limit. CCC Highways agreed to go to the industrial park and remind contractors about the need to use the alternative routes for access to and from the industrial park. It was agreed that new signage for the 7.5t limits will be added and existing old signage will be replaced at the same time as the 30/20mph work.

40-07/24 Community

40-07/24.1 To receive an update on plans to purchase Glebe paddock.

Councillor Burgess sent an email report to confirm that we would shortly be receiving the Licence to approve. She does not want there to be a delay until the next meeting in September and so it was proposed by Councillor Edwards and seconded by Councillor Milner that Councillor Burgess and the Clerk would review this document and sign, if approved by them rather than wait until the September meeting. All who were present were agreed and it was resolved to do so.

Councillor Edwards left the meeting at 8.24pm due to him feeling unwell.

40-07/24.2 To receive an update from the Glebe paddock grant planning working party.

Discuss a possible application to Ramsey Windfarm Community Benefit Fund.

The application deadline for the Windfarm is 11 September. There was a concern that if the parish council made an application for a sum of money other smaller projects/applicants may miss out. The parish council would need to look at its finances and formulate a plan for fundraising. It would also be an opportunity to engage the community's help with this. The space could be used for mixed age groups but the parish council would need to consider how best to obtain the views of the young people in the village.

40-07/24.3 To receive an update from Councillor Awit on plans for the new website.

Councillor Awit has a meeting on Wednesday to discuss putting together a site map. He is currently looking at what will be transferred from the old website to the new one. He hopes to have a mockup website by September/October.

M4

40-0724.4 To discuss graffiti at Bentley Close playground.

On this occasion, thankfully Councillor Macartney Ward was able to remove the graffiti and the parish council is very grateful to him. It was agreed going forward, to formulate a post for Facebook stating how disappointing it was that given the work and cost involved in this project, individuals had felt that it was appropriate to vandalise our pre-school play area. If it happens again then the parish council will consider contacting the parents and if necessary, the police.

41-07/24 Correspondence and Communications

41-07/24.1 To provide an update on the bin placement between Upwood Primary Academy and Valiant Square after approaching the District Council to request additional bins. Councillor Edwards to provide an update. This will be carried forward to the next meeting.

41-07/24.2 To discuss email received from a resident regarding clearance of grass cuttings.

Councillor Edwards visited the area in question. The contract with BEAM says that risings can be left. It is likely on this occasion that the amount was larger than normal as they are cutting the grass more frequently this time of year. The parish council will ask the contractor to ensure that the risings are more evenly spread out along the perimeter in future.

42-07/24 Governance

42-07/24 Consider whether Risk Management Procedure document needs updating. Document has been circulated to all councillors for their comments. Councillor Burgess has emailed her suggested amendments. New signs will need to be purchased for the Glebe Paddock stating that dogs are not allowed on the playing field. Councillor Mashford stated that the allotments would need their own risk assessment. The parish council will consider who is best to prepare this document.

43-07/24 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.

Councillor Mashford reported that assessments are necessary for the play equipment warranty.

Councillor Milner reported that Fairmead Park Management has a new Director.

Clerk has received a letter about grass clippings in the cemetery and a rusty tap. Councillor Awit will speak to BEAM and Councillors Macartney Ward and Edwards about the tap.

44-07/24 Date of next meeting: Parish Council Meeting - Monday, 02 September 2024.