



## Upwood and the Raveleys Parish Council

Parish Clerk – Mrs Jo Russel, 2 Hatchet Lane, Stonely, St Neots, Cambs. PE19 5EG  
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A meeting of Upwood and the Raveleys Parish Council was held on Monday 13 May 2024, 7.30pm at Upwood Village Hall.

Present: Councillors J Burgess (Chair), D Awit (Vice Chair), J Edwards, I Macartney-Ward, J Milner, R Mashford  
Jo Russel – Clerk and Responsible Financial Officer

Members: 6 Quorum: 3

### Minutes

- 01-05/24 To elect the chairman of the council.**  
Councillor Awit nominated and proposed Councillor Burgess continue as Chair and Councillor Macartney Ward seconded. All those present were in favour and it was resolved to do so.
- 02-05/24 To elect the vice-chairman of the council.**  
Councillor Burgess nominated and proposed Councillor Awit continue as Vice Chair and Councillor Mashford seconded. All those present were in favour and it was resolved to do so.
- 03-05/24 To receive and approve apologies for absence.**  
Councillor Adela Costello (personal)
- 04-05/24 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.  
There were no declarations of interest.
- 05-05/24 To consider any applications received for the two casual vacancies**  
None received. Emma Staples has also resigned from the parish council so there are now three vacancies and the vacancy notice will be amended accordingly.
- 06-05/24 To receive and approve the minutes of the Parish Council meeting held on 08 April 2024.**  
The minutes were circulated in advance, following the approval of the vice chair. Councillor Edwards proposed the minutes be approved and Councillor Macartney Ward seconded. All who were present were in favour and it was resolved to do so. The minutes were signed by Councillor Awit who chaired the meeting.
- 07-05/24 To review all existing policy documents and to consider their re-adoption:**  
**Governance:** Standing Orders, Code of Conduct, Media Policy, Complaints Procedure, Equal Opportunities and Social Inclusion Policy, Management of Records Policy, Performance Management Policy Statement, Website Accessibility Statement.  
**Finance:** Financial Regulations, Ensuring Value for Money Policy Statement.  
**Insurance:** policy renewal – the renewal quote has been circulated to the councillors. There were a number of items on the policy which were not relevant to the parish. It was agreed that Councillor Burgess would review the policy and then contact the insurers to see if a cheaper quote could be offered.

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**Freedom of Information & Data Protection:** Data Protection Manual, Freedom of Information Publication Scheme, Data Audit Schedule, Data Breach Reporting Form, Data Protection Privacy Notice, Information Data Protection Policy, New Councillor Contact Privacy Notice, Removable Media Policy, Social Media Policy.

**Health & Safety & Risk Management:** Health & Safety Advice and Policy, Risk Management Procedures, Risk Management Policy.

**Community:** Community Engagement Action Plan and Policy, Grant Awarding Policy, Volunteer Policy, Crime and Disorder Policy Statement, Leadership in Planning for the Future Policy Statement, Emergency Plan.

**Parish Council Personnel:** Training and Development Statement of Intent, Disciplinary & Grievance Procedure.

**Parish Assets:** Schedule of Assets and Investments, Biodiversity Statement.

The clerk had reviewed the policies and procedures prior to the meeting. NALC had very recently issued new Financial Regulations 2024, which the clerk will review and report back to the parish council. This document will then be considered at the next meeting.

The clerk could not locate 4 policies (underlined above) so she will try again to locate these and they will be considered again at the next meeting, if deemed necessary.

The Risk Management Procedures will be adopted but the document will be circulated and then reviewed at the next meeting to see if it needs updating. In the meantime Councillor Macartney Ward will look at this and carry out a risk assessment as per the document.

Councillor Burgess proposed the above actions and Councillor Awit seconded. All who were present were in favour and it was resolved to do so.

**08-05/24 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.

**09-05/24 To receive reports from county and district councillors.**

Councillor Costello emailed the following report to the clerk prior to the meeting:

*"The major decision during the past year for HDC was the introduction of the charge for collecting green bins. This was vehemently opposed by the Opposition on the grounds that people would just use their grey bins for green refuse and would lead to greater fly tipping in our dykes/ditches. The Rainbow Coalition pushed it through and offered a discount for early payment plus 3 years hold on the price of the tax which was taken up by many households. As this only came in at the beginning of April, the consequences are yet to emerge. The question must be asked about the bins no longer required and where they will all go and be stored.*

*Both CCC and HDC put up their precept to the maximum, but the Mayor of the Cambridgeshire and Peterborough Combined Authority increased the precept he had introduced last year by 200%. There was no reason for the mayor to introduce taxation as the government provides many grants but his intention is to improve public transport, what did he manage last year and what is likely to happen in the future, in particular, in our rural areas. So far, his transport plan is in such early stages, that we may be waiting years to see an improvement.*

*The Planning Department at HDC is still an issue, with Officers not meeting the simple requirements of communication. It is sad to note that in a ballot undertaken by the Times newspaper, HDC ranked 243 out of 318 councils.*

*Finally, thankfully, our local councils have listened to the public regarding weed control and will be acting accordingly so hopefully our towns and villages will no longer look untidy.*

*Congratulations to Darryl Preston on his re-election as the Police and Crime Commissioner for Cambridgeshire, his knowledge and experience can only enhance the role.*



*I would always recommend that in any communication with either HDC or CCC you copy in the relevant Councillor/s. This reflects that there is cohesion in approach."*

**10-05/24 Notification of planning items.**

10-05/24.1 21/00572/FUL | Application for full planning permission for demolition of existing redundant buildings and infrastructure and residential development of 321 dwellings with associated highways, infrastructure and open space | Upwood Hill House and part of RAF Upwood. This item will remain on the agenda. There were no planning items received since the last meeting.

**11-05/24 Finance**

11-05/24.1 To approve accounts for payment: May 2024

Councillor Burgess proposed that the invoices below be paid and Councillor Awit seconded. All who were present were in favour and it was resolved to do so. The Standing Order payment for the clerk's April salary did not debit in the correct amount. The clerk is therefore due a further payment of £105.60 which will be paid in May and there is an overpayment to HMRC which will be corrected by deducting the amount from future payments to HMRC. In addition, the clerk's expenses last month of £10 (home as office) were not approved in time and so the clerk did not receive this payment. This payment has been set up again for May.

Reference	Description	Payee	Amount
SO	Clerk/RFO Salary. 30 April 2024	Mrs J Russel	£774.43
SO	Clerk/RFO Salary PAYE/NI	HMRC	£61.60
DD	Pension Administration Fee	SALVUS Master Trust	£24.00
BACS	Clerk's Expenses: Working from Home Allowance	Mrs J Russel	£10
Debit Card	Monthly Fee. Lloyds CC	Unity Trust Bank	£3.00
Debit Card	Monthly Subscription. Acrobat Pro DC.	Unity Trust Bank / store@adobe.com	£19.97
BACS	Parish Maintenance invoices 1 & 2	BEAM	£900.00
BACS	Meeting Hall Hire (Jan – Mar 24)	Upwood and the Raveleys Village Hall	£65.38
BACS	Annual Inspection: Bentley Close Play Area	RoSPA Play Safety	£108.00

11-05/24.2 To note income received: April 2024.

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Reference	Description	Received From	Amount
BACS	Precept 2024/2025 first instalment 26 April 2024	Huntingdonshire District Council	£15,500

11-05/24.3 To sign the bank reconciliation for April 2024.

Councillors Mashford and Edwards signed the bank reconciliation.

11-05/24.4 To consider and discuss a new process for awarding grants.

The clerk will email the current policy and application form to all councillors to review and amend if necessary. The parish council has budgeted £1000 per annum to award 4 or 5 grants each year. A grant funding committee will be set up once the policy is finalised and has been adopted by the parish council.

11-05/24.5 To review the Annual Governance and Accountability Return 2023/2024 (AGAR) and to consider approval of the of the Annual Governance Statement 2023/2024. Members acknowledged responsibility for ensuring a sound system of internal control, including arrangements for the preparation of the Accounting Statements. However, the previous clerk did not publish the required information on the website for AGAR 2022/2023 in accordance with the relevant legislation and did not correctly provide for a period for the exercise of public rights as is required by the Accounts and Audit regulations. This was noted in the Annual Governance Statement 2023/2024 accordingly. The chair proposed the approval of the Annual Governance Statement. Councillor Awit seconded the proposal. All were in favour and it was resolved to do so. The chair and the clerk signed the form.

11-05/24.6 To review, approve and sign the Accounting Statements for 2023/2024.

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Incorrect figures had been submitted by the previous clerk for AGAR 2022/2023. The external auditor, PKF Littlejohn, had confirmed to the consultant clerk in November 2023 that they did not require a resubmission of the 2022/2023 figures at that stage but that the correct figures needed to be restated on the AGAR form for 2023/2024. The clerk/RFO presented the accounting statements that had been prepared on a receipts and payments basis following the guidance in "Governance and Accountability for Smaller Authorities – A Practitioners Guide to Proper Practices" and that they present fairly the financial position of this authority. The chair proposed approval of the Accounting Statements. All were in favour and it was resolved to do so. The chair signed the form.

#### 12-05/24 Traffic, Highways & Road Safety

12-05/24.1 To review data gathered from the Moveable Vehicle Activated Signs (MVAS) during April 2024.

The data was not received in time to be considered at the meeting. The data will be added to the minutes once received.

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	38010	3362	891	236	117	84
Huntingdon Road/Ailwine Road junction	32933	2082	367	82	23	71
Little Raveley	24714	3431	621	107	22	68
30-mph limit	No of cars	31–35 mph	36–40 mph	41–45 mph	>46 mph	Highest recorded speed (mph)
Great Raveley	5976	1226	296	56	9	70

12-05/24.2 To receive an update on speed management strategies (LHi and 20mph scheme)

The 30mph on Huntingdon Road consultation has now concluded and all comments raising issues have been resolved. New legislation from the Department of Transport requires the new sign to be lit and Councillor Burgess has asked for confirmation from CCC Highways that this was included in the original quote in order to avoid any additional cost to the parish council.

#### 13-05/24 Community

13-05/24.1 To receive an update on plans to purchase Glebe paddock.

Councillor Burgess confirmed that the Diocese Asset Committee was due to meet on 24 May and it is expected that the Licence will then be prepared to run from June 2024. It is then hoped that a fund-raising committee will be set up and the parish council will be looking for volunteers from the parish to help fundraise so the land can be purchased.

13-05/24.2 To receive an update from the Glebe paddock grant planning working party.

No update. See above.

13-05/24.3 To receive an update from Councillor Awit on plan for the new website.

Councillor Awit has spoken to the website provider and he expects to receive a mock website in the next month.

#### 14-05-/24 Correspondence and communications.

14-05/24.1 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 met with the representative from HDC in April. HDC will not provide another bin but they would be prepared to move an existing bin from the layby to Fairmead Park. Councillor Edwards advised that this would be an easy task and was something that the parish council could do subject to the required approval from HDC. He will contact HDC to request this.

14-05/24.2 To discuss correspondence received regarding provision of green bins at St Peter's Church, Upwood and at the cemetery as requested by the Cemetery Officer. Councillor Awit advised that the village maintenance

contractor, BEAM, had agreed to remove the grass clippings when they cut the grass so the parish council decided that it was not necessary to pay for the green bin for the church. It was suggested that a composter may be sufficient for the cemetery and would be a 'one-off' cost to the parish council as opposed to an annual fee for a green bin. Councillor Edwards advised that he would speak with the Cemetery Officer to discuss whether a composter would be more appropriate for the cemetery rather than a green bin. Councillor Edwards will report back to the parish council at the next meeting for agreement to either purchase a composter through HDC or to request a green bin.

14-05/24.3 To discuss correspondence received from HDC regarding the option to request up to 10 green bins for community use. The Allotment Association have confirmed that they do not want these bins placed at the allotments as they do not wish to assume responsibility for them due to concerns about contamination nor have the responsibility for putting the bins out on collection day. The parish council agreed and confirmed that it was not possible for it to take on this responsibility for the same reasons.

15-05/24 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 Macartney Ward advised that he had received a report of a fallen tree, from Glebe Paddock, on the footpath into Fisherman's Close. Councillor Edwards will visit the site to see what needs to be done to clear this. He is also seeking advice of the Tree officer at HDC regarding a safety report for trees in the village that the parish council is responsible for. Councillor Macartney Ward also reported that the notice boards have all now been repaired. He also asked for an update on the defibrillator refresher course and it was agreed that the clerk would contact the village hall to see if they would be willing to waive their hire fees again.

16-05/24 Date of next meeting: Monday 03 June 2024.

Close of meeting 9.30pm

