



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 April 2024, 7.30pm at Upwood Village Hall.

Present: Councillors D Awit (Vice Chair), J Edwards, I Macartney Ward
Jo Russel – Clerk and Responsible Financial Officer
One member of the public was present.

Members: 7 Quorum: 3

322-04/24 To receive and approve apologies for absence.

Councillor J Burgess (personal), J Milner (work commitments)
Councillors A Costello (holiday), C Lowe, S Corney

323-04/24 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.

324-04/24 To consider any applications received as a result of the advertisement for two casual vacancies arising from the resignation of Councillors Howe and of Councillor Chatfield ceasing to be a councillor.
None received.

325-04/24 To receive and approve the minutes of the meeting held on 04 March 2024.

The minutes have been circulated in advance, following approval of the chair. Councillor Awit proposed and Councillor Edwards seconded. All who were present agreed. The minutes need to be signed by Councillor Burgess.

326-04/24 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.

327-04/24 To receive reports from county and district councillors.

None received.

328-04/24 Notification of planning items

328-04/24.1 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 - comments were submitted 12 January 2024. The parish council were notified on 19 March that amended details and documents were available for viewing on the planning portal. The parish council have been given an extension to reply until 12 April. It was agreed that further time was required for the Councillors to look at what had been filed and the clerk will send an email to the Councillors asking them to let her have any comments by email.

A handwritten signature in black ink, appearing to be a stylized 'D' followed by a long horizontal stroke.

M12

329-04/24 Finance

329-04/24.1 To approve accounts for payment: April 2024.

Councillor Awit proposed that the invoices below be paid and Councillor Edwards seconded. All who were present were in favour and it was resolved to do so.

Reference	Description	Payee	Amount
B/P	Purchase of trees for new play area	Mrs J Burgess	£378.80
B/P	Materials for repair of village noticeboards	Mr I Macartney Ward	£21.62
DD	Adobe Acrobat monthly payment	Lloyds debit card	£19.97
B/P	Clerk March 2024 expenses	Mrs J Russel	£10.00
SO	Clerk/RFO Salary – March 2024	Mrs J Russel	£668.83
SO	Clerk/RFO PAYE – March 2024	HMRC	£167.20
DD	Commercial card monthly fee	Lloyds debit card	£3.00
DD	Pension Administration Fee	SALVUS Master Trust	£24.00
B/P	Tree pollarding Upwood Playing Field	Fenland Countryside Services	£1080.00
B/P	Annual Membership fee 2024/25	Cambridgeshire Acre	£65.00
DD	Bank charges account number 20338655	Unity Trust Bank	£18.00

329-04/24.2 To note income received: March 2024.

Reference	Description	Payee	Amount
DD	CIL Grant – second instalment	HDC	£15,730.57

329-04/24.3 Approve and sign bank reconciliation for March 2024. Councillors Awit and Edwards signed.

329-04/24.4 To consider and discuss a new process for awarding grants. Carried forward to the May meeting.

329-04/24.5 To approve Clerk's expenses for March 2024. See above.

330-04/24 Traffic, Highways and Road Safety

330-04/24.1 To review data gathered from the Moveable Vehicle Activated Signs (MVAS) for March 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	34534	2651	716	189	71	89
Huntingdon Road/Ailwine Road junction	27867	1790	316	66	19	67
Little Raveley	26528	25621	4302	704	136	69
30-mph limit	No of cars	31–35 mph	36–40 mph	41–45 mph	>46 mph	Highest recorded speed (mph)
Great Raveley – data only from 1-18 Jan 2024	6141	49	8	2	2	58

330-04/24.2 To receive an update on speed management strategies (privately funded LHI application and 20mph application).
No update.

331-04/24 Community

331-04/24.1 To receive an update on plans to purchase Glebe paddock.

No update.

331-04/24.2 To receive an update from the Glebe paddock grant planning working party.

M12

See above.

331-04/24.3 To receive an update from Councillor Awit on plan for the new website.
Carried forward to the May meeting.

332-04/24 Correspondence and Communications

332-04/24.1 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 Lowe was emailed again and asked to assist with this issue. Further correspondence received from two parishioners.

Councillor Lowe has now contacted someone at HDC on behalf of the parish council and hopefully the matter will now be considered by them.

332-04/24.2 To discuss placement of the memorial bench in Bentley Close play area.

Councillor Edwards is dealing with this. The parishioners have kindly agreed to donate £250 for the new bench, which needs replacing and the Parish Council will make up the shortfall of £150. Councillor Macartney Ward proposed and Councillor Edwards seconded. All who were present were in favour and it was resolved to do so.

332-04/24.3 To discuss correspondence received regarding provision of green bins at St Peter's Church, Upwood Bins in the churchyard.

The church has asked whether the Parish Council can pay for the two green bins. It was agreed to first make enquiries as to whether the contractors would be able to take the grass cuttings and green waste away. Councillors Awit and Macartney Ward will speak to BEAM.

332-04/24.4 To discuss correspondence received from HDC regarding the option to request up to 10 green bins for community use.

The clerk will make enquiries to see whether the bins can be located at the allotments. Any bins obtained under the scheme must be kept at the same location. The Parish Council would also be responsible for putting the bins out on the correct day and for any contamination. This clearly needs careful consideration. The clerk will ask if the allotments would take responsibility for these. The cemetery officer could then also use the free green bins.

333-04/24 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 Ian Macartney Ward had been asked if the parish council could place a bin between Ladieswood and Bentley Close. This was not possible as there would be no one to empty the bin and access to that location was practically impossible. He also asked if there could be a refresher course for use of the defibrillator. Clerk will make enquires.

Councillor Edwards reported that he had now sowed the roadside flowers.

334-04/24 Date of next meeting: AGM and Annual Parish Meeting - Monday, 13 May 2024.

Close of meeting 8.25pm

