



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, 11 November 2024, 7.30pm at Upwood Village Hall.

Present: Councillors J Burgess (Chair), D Awit (Vice Chair), I Ward, J Milner

Also in attendance: Jo Russel – Clerk, Councillor Charlotte Lowe (HDC) and Councillor Adela Costello (CCC)

Members of the public were also present.

Members: 6 Quorum: 3

Minutes

- 72-11/24 To receive and approve apologies for absence.**
Councillors Rebecca Mashford, Jason Edwards
Councillors Adela Costello (CCC), Steve Corney (CCC)
- 73-11/24 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.
- 74-11/24 To consider any applications received as a result of the advertisement for three casual vacancies.**
None.
- 75-11/24 To receive and approve the minutes of the meetings held on 7 October 2024.**
The minutes have been circulated in advance, following approval of the chair. Councillor Milner proposed that they be accepted as a true record and Councillor Awit seconded. All who were present agreed and it was resolved to do so. The minutes were signed by Councillor Burgess.
- 76-11/24 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.
Residents attending re discharge of rainwater issues. See below.
- 77-11/24 To receive reports from county and district councillors.**
Charlotte Lowe reported the following:
- The HDC Showcase on 19 November at Burgess Hall, St Ives
 - The current CIL funding round closes on 19 January 2025.
 - The Huntingdon Local Plan Consultation closes on 27 November 2024.
 - The A141 St Ives Improvement scheme consultation closes on 27 November 2024.
 - The Bus Franchising Consultation closes on 19 December 2024.
 - Hinchingsbrooke Hospital are looking for committee members re the development of the hospital.

M7

- Capital Funded Highways Maintenance scheme can be used to fund new drainage systems, and repair footpaths and roads.

78-11/24 Notification of planning items

- 78-11/24.1 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. We are still waiting for the date of the DMC.
- 78-11/24.2 Huntingdon Local Plan Consultation – to discuss and decide a response to the local plan, which is due by 27 November 2024.
Councillor Burgess will draft a response on behalf of the parish council. All councillors are therefore asked to let her have any comments by 22 November.

79-11/24 Finance

- 79-11/24.1 To approve accounts for payment: November 2024
Councillor Burgess proposed that the accounts be approved for payment and Councillor Awit seconded. All who were present were agreed and it was resolved to do so.

Reference	Description	Payee	Amount
B/P	Grass cutting invoice 13 URPC 2024	BEAM	£450.00
B/P	Village Hall Hire	Upwood Village Hall	£35.63
DD	Adobe Acrobat monthly payment x 2	Lloyds debit card	£39.94
B/P	Clerk September and October 2024 expenses	Mrs J Russel	£20.00
	Employers NI Contribution (deducted from credit amount held by HMRC)	HMRC	£10.77
SO	Clerk/RFO Salary – October 2024	Mrs J Russel	£774.23
SO	Clerk/RFO PAYE – October 2024	HMRC	£61.80
DD	Commercial card monthly fee	Lloyds debit card	£3.00
DD	Pension Administration Fee (clerk has queried whether this fee still needs to be paid has it has not been debited since January 2024)	SALVUS Master Trust	£24.00
B/P	Website invoice	Aubergine	£1077.60
B/P	Summer play sessions	HDC	£508.68

79-11/24.2 To note income received:

Reference	Description	Payee	Amount
Credit	Commercial rent	Harper & Sons	£1416
Credit	Commercial rent	C Holmes	£168

79-11/24.3 Approve and sign bank reconciliation dated 25 October 2024.
Councillors Burgess and Milner signed this.

80-11/24 Traffic, Highways and Road Safety

- 80-11/24.1 To review data gathered from the Moveable Vehicle Activated Signs (MVAS).
The data will be incorrect as the MVAS signs need some adjustment so there will be no data published this month. The MVAS signs will be moved later this week hopefully.
- 80-11/24.2 To receive an update on speed management strategies (privately funded LHI application and 20mph application).
The 20mph scheme will be implemented week commencing 1 December.
- 80-11/24.3 To discuss and decide on temporarily moving the MVAS devices from The Raveleys to Huntingdon Road to monitor the effectiveness of the speed reduction to 30mph.
All agreed that the four MVAS signs will be moved for a period of 2 months.

81-11/24 Community



M7

- 81-11/24.1 To receive an update on plans to purchase Glebe paddock.
Councillor Burgess has received an email from David Buttery that we shall shortly receive the Licence.
- 81-11/24.2 To receive an update from the Glebe paddock grant planning working party.
Carried forward to the next meeting.
- 81-11/24.3 To receive an update from Councillor Awit on plan for the new website.
There are a number of documents that the clerk needs to provide to Aubergine. Councillor Awit will provide details. The website is almost ready to go live.
- 81-11/24.4 To discuss and approve a new Parish Council logo.
Councillor Mashford has drafted a new logo and circulated it. Councillor Awit has forwarded this to Aubergine.
- 81-11/24.5 To discuss and plan a new contract for parish maintenance.
Councillor Ward will discuss this with BEAM and discuss alternative contractors with Councillors Awit. It was agreed that previous tender documents can be adopted to speed up the process.
- 82-11/24 Correspondence and Communications**
- 82-11/24.1 To review and discuss a resident's letter regarding water discharge from 2a Fisherman's Close
Prior to the meeting, the residents had contacted the clerk to say that the issue had now been resolved and that they would no longer be attending the meeting. A resident attended to listen to the discussion, stating that they had previously been concerned about flooding to their garage. Councillor Burgess had looked at the planning consent to ascertain whether there were any conditions attached relating to surface water drainage, but none were found. The parish council had raised concerns in this regard, at the time the application was considered. The resident who attended the meeting confirmed that the surface water was now being satisfactorily directed off 2a Fisherman's Close and he required no assistance from the parish council.
- 82-11/24.2 To review and discuss a letter from CCC regarding verge maintenance.
Councillors discussed who would be best to complete a questionnaire from CCC regarding verge maintenance. The full extent of verges in the parish that were adopted by CCC was unclear to the parish council, as the parish council only had the schedule of maintenance provided to the current maintenance contractor before them. Councillor Burgess suggested Councillor Edwards may be able to assist and possibly the previous clerk due to her extensive parish knowledge. It was agreed that this be reviewed at the December meeting.
- 82-11/24.3 To review and discuss notification from Beam regarding not wishing to renew the maintenance contract.
See above
- 83-11/24 Governance – nothing to report.**
- 84-11/24 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 Ward:
- reported that the green grit bin outside the cemetery had a dog waste sticker on it - He has now removed this.
 - enquired about a brown bin outside the cemetery which is not a recognized HDC waste bin - the clerk will ask the cemetery officer about this.
 - asked the agendas and minutes be in larger print for the noticeboards.
- Councillor Milner:
- reported that Fairmead Park had a new management company.
 - the residents of Fairmead Park were pleased about the location of new waste bin at the entrance to Fairmead Park and wanted to pass on their thanks to Councillor Edwards for assisting them to obtain it.

85-11/24 Date of next meeting: Parish Council Meeting - Monday, 2 December 2024.

Meeting closed at 8.17pm.
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