



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, 7 October 2024, 7.30pm at Upwood Village Hall.

Present: Councillors J Burgess (Chair), D Awit (Vice Chair), J Edwards, I Ward, R Mashford
Jo Russel – Clerk
Councillor Charlotte Lowe (HDC) and Councillor Adela Costello (CCC)
Two members of the public were present.

Members: 6 Quorum: 3

Minutes

- 58-10/24 To receive and approve apologies for absence.**
Steve Corney, James Milner
- 59-10/24 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.
- 60-10/24 To consider any applications received as a result of the advertisement for three casual vacancies.**
Councillor Burgess is hoping to meet with a potential applicant from Great Raveley shortly.
- 61-10/24 To receive and approve the minutes of the meetings held on 2 September 2024.**
The minutes have been circulated in advance, following approval of the chair. Councillor Mashford 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.
- 62-10/24 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.
Two residents attending re planning application 24/80290/COND Discharge of Conditions – see below.
- 63-10/24 To receive reports from county and district councillors.**
Councillor Costello reported on:
- A public consultation ongoing regarding the pedestrianisation on the Great Whyte and Ramsey.
 - An email she received from a resident in Bury regarding the poor state of the footpath to Upwood school (overgrowth of weeds). Councillor Costello has reported the state of overgrowth on the footpath to the LHO and reported to the Parish Council (PC) that it is being dealt with but she cannot advise on how long it will take to clear. Councillor Costello stated that she would however continue to review it. In response, Councillor Burgess advised that the PC had asked CCC if they could adopt this section of highway verge alongside the footpath with the intention to could add it to our maintenance schedule and receive funding from CCC for this. Councillor Burgess also raised that the

- actual footpath in its current very poor state, is a safety hazard due to the risk of tripping on the broken sections of concrete. Councillor Costello said she would ask the LHO to visit the site with her.
- Councillor Burgess also mentioned that construction traffic and HGVs are ignoring the 7.5-ton weight limit and are driving through the restricted sections of the parish. She regularly counts 25 HGVs including construction traffic going past her house along Huntingdon Road on the way to and from the sites at RAF Upwood. Councillor Costello stated that she would contact CCC Highways Road Safety and ask them to visit the area and make recommendations. Much of this traffic relates to vehicles travelling to and from the industrial park and the Upwood Hill House building site and the MV Kelly site. The councillors questioned whether planning had been granted for this development yet. Councillor Lowe agreed to look into this on behalf of the PC.

Councillor Lowe reported that the Local Plan Consultation closes on 27 November. She strongly encouraged people to engage in this process as HDC needed to know if any sites were opposed by local residents. The Annual Town and Parish Conference is taking place on 23 October and the annual Climate Conference is on 6 November. Told the PC that she would email her report to the parish clerk after the meeting.

64-10/24 Notification of planning items

- 64-10/24.1 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 – no update. The PC are still waiting to be informed about the date of the DMC meeting.
- 64-10/24.2 24/80290/COND Discharge of Condition 6, 7 and 12 for 18/00742/S73 65 The High St, Upwood
Two residents (Residents A and B) made representations regarding this application. Resident A was objecting to the strategy proposed whereby surface water from the properties behind 65 High Street, Upwood, was being discharged into the pond in Rushmere Close. Resident B proposed that the PC instruct experts to advise on this application. Councillor Burgess explained this was simply not possible mainly due to the fact that the PC does not have the funds to do this. She explained that drainage experts had already been asked to advise on the application. Councillor Burgess explained that she had been to the property in question to speak to the residents and that the residents were content that they had done everything they could to ensure that their plans were appropriate and acceptable in all the circumstances; that the plans show that the residents have installed a very large attenuation tank to take away the surface water and the outlet pipe is of a small enough diameter such that it will regulate the flow to the required rate. It was noted that there had previously been some debris and tree roots in the drain at the bottom of Rushmere Close that had prevented the surface water draining correctly. Councillor Burgess reported that she had been informed that the tree and the associated debris have now been cleared and so it is hoped that the previous issues should now be resolved.
Resident A said that he wanted someone to confirm whether the pond could actually cope with the amount of surface water discharged into it. It was therefore agreed that Councillor Awit would draft a response to HDC stating that the PC could not support the application until they had evidence in this regard. This would mean that due to the limited options for PCs to choose from, the PC would refuse to support the application on this occasion. Councillor Awit proposed and Councillors Mashford seconded. All who were present were agreed and it was resolved to do so.
- 64-10/24.3 24/01569/TREE 54 High Street Upwood Huntingdon works to protected tree – there were no comments/objections. Councillor Burgess proposed and Councillor Edwards seconded. All who were present agreed and it was resolved to do so.
- 64-10/24.4 Huntingdon Local Plan Consultation - responses due by 27 November 2024. It was agreed to carry this matter forward to the 11 November meeting so that all councillors can read the large amount of information produced by HDC before making their comments.
- 64-10/24.5 Upwood Hill House Development
See above.

65-10/24 Finance

- 65-10/24.1 To approve accounts for payment: October 2024
Councillor Burgess proposed and Councillor Edwards seconded. All who were present agreed and it was resolved to do so.



Reference	Description	Payee	Amount
BACS	Grass cutting invoice 12 URPC 2024	BEAM	£450.00
BACS	New defib. Pads	Alison McCreedy	£71.94
BACS	Clerk September 2024 expenses	Mrs J Russel	£10.00
	Employers NI Contribution (deducted from credit amount held by HMRC)	HMRC	£10.77
SO	Clerk/RFO Salary – September 2024	Mrs J Russel	£774.43
SO	Clerk/RFO PAYE – September 2024	HMRC	£61.60
DD	Commercial card monthly fee	Lloyds debit card	£3.00
BACS	External Audit fee AGAR 2023/24	PKF Littlejohn	£378.00

65-10/24.2 To note income received:

Reference	Description	Payee	Amount
DD	Precept – 2 nd instalment - due end of Sept/beg Oct	HDC	£15,500

65-10/24.3 Approve and sign bank reconciliation dated 25 September 2024.
Councillors Mashford and Edwards signed this.

65-10/24.4 AGAR 2023/24

The clerk confirmed that the Notice of Conclusion of Audit had been posted on the website.

66-10/24 Traffic, Highways and Road Safety

68-10/24.1 To review data gathered from the Moveable Vehicle Activated Signs (MVAS) for September 2024.
It was agreed that September's data would not be published as the signs need adjustment following installation of the signage for the 30 mph section of Huntingdon Road.

68-10/24.2 To receive an update on speed management strategies (privately funded LHI application and 20mph application).

The 30mph section of Huntingdon Road has now been installed. The road markings (roundels) showing the 30mph will be installed at the same time that the 20mph signage and roundels are installed in Upwood. It was noted that there is still a 40mph repeater sign that needs to be removed – Councillor Burgess confirmed that CCC Highways have been informed of this. With regards to the 20mph scheme, all current 30mph signs will be changed to 20mph except on Meadow Road, Upwood, which will remain 30mph.

68-10/24.3 To discuss LHI funding for street furniture for Huntingdon Road 30 mph section.

Gemma Bonnett-Kolakowska will submit a letter of interest to CCC, as requested by CCC, on behalf of the PC. Councillor Burgess will update once this has been done.

67-10/24 Community

67-10/24.1 To receive an update on plans to purchase Glebe paddock.

The PC is still waiting for the Licence. There has been a delay to this as a number of urgent matters have arisen for the diocesan that have taken priority but it is hoped that the PC will receive the Licence before the end of November.

67-10/24.2 To receive an update from the Glebe paddock grant planning working party.

No update. See above.

67-10/24.3 To receive an update from Councillor Awit on plan for the new website.

Councillor Awit hopes that this be finished next month. Councillor Mashford has designed a new logo and adoption of this will be decided at the next meeting.

68-10/24 Correspondence and Communications

68-10/24 Discuss email received from HDC re CIL funding

Councillor Lowe has offered to help the PC complete the application for funding as the criteria have now changed. The next funding cycle opens on 4 November 2024.

69-10/24 Governance

Discuss model bio diversity policy issued by NALC.

M6

This looks at ways in which a parish council can increase biodiversity in the village. Councillors will continue to consider this when going forward with their projects.

70-10/24 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 has completed a health and safety check in the village and noted a number of points:

- The bench table in the new play area needs to be treated ahead of the winter and has offered to do this in the coming weeks.
- On the footpath towards Charters Spinney (along the Huntingdon Road section), he noted that the brambles are overgrown. Councillor Mashford stated that she has already reported this to CCC and also the state of the pavement.
- At the construction site at Upwood Hill House, he noted copious amounts of mud on the road. He has spoken to HDC saying they were non-committal about a solution but said they would look into it.
- Hedge cutting should start now and Councillor Ward will speak to BEAM. Councillors Mashford mentioned the possibility of purchasing some trees from Dobbies Garden Centre as it was closing down and they may have a sale on some taller trees that were needed for the playground area.

71-10/24 Date of next meeting: Parish Council Meeting - Monday, 11 November 2024.

Meeting closed at 9.20pm

