



## Upwood and the Raveleys Parish Council

Parish Clerk – Mrs Carol Bilverstone. Kilimanjaro, 9 Meadow Road, Upwood, Huntingdon, Cambs. PE26 2QJ  
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The Annual General Meeting of Upwood and the Raveleys Parish Council was held on Monday 13 May at 6.00pm at Upwood Village Hall.

**Present:** Councillors J. Edwards, J. Noble, A. Perkins, G. Slater (appointed as chairman of this meeting).

**In Attendance:** Mrs. C. Bilverstone (Clerk), Councillor Rogers (County Council), and four members of the public.

### Minutes

In the absence of the chairman members were asked to appoint a councillor to preside over this meeting. Councillor Noble proposed the appointment of Councillor Slater. Councillor Bacon seconded the proposal. All were in favour and it was **resolved** to do so.

**01-05/19 To elect the chairman of the council and to receive the chairman's declaration of acceptance of office.**

Councillor Perkins proposed that Councillor Howe be re-elected. The clerk confirmed that Councillor Howe would be willing to stand as chairman. Councillor Noble seconded the proposal. All were in favour and it was **resolved** to do so. Councillor Howe signed a declaration of acceptance of office after the meeting. This was countersigned by the clerk.

The election of the vice chairman to the council and all other appointments will be considered on 03 June in accordance with minute reference 179/04/19.1.

**02-05/19 To receive and approve apologies for absence.**

Councillor Howe: Holiday; Councillor Twose: Work Commitment; Councillor Bull: District Council Meeting.

**03-05/19 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.

**04-05/19 To receive and approve the minutes of the parish council meeting held on 01 April 2019.**

The minutes of the meeting of Upwood and the Raveleys Parish Council held on 01 April 2019 had been circulated in advance following their informal approval by the chairman (Councillor Howe). Councillor Bacon proposed that the minutes be approved. Councillor Perkins seconded the proposal. All were in favour and it was **resolved** to do so.

**05-05/18 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

**Finance:** Financial Regulations, Ensuring Value for Money Policy Statement

**Insurance:** (see item 178-04/19.5 regarding the policy renewal on 01 June 2019)

**Freedom of Information & Data Protection:** 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

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

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

The policies listed above are published on the parish website at [www.upwood.org](http://www.upwood.org). Councillors confirmed that they had reviewed each of the policy documents prior to the meeting. Councillor Bacon proposed that they be re-adopted. Councillor Edwards seconded the proposal. All were in favour and it was **resolved** to do so.

**06-05/19 To consider applications for two casual vacancies.**

The parish council had received a written application from Mr Ian Ward, and this had been shared with members prior to the meeting. Councillor Slater invited Mr Ward to address the council.

Mr Ward has been an Upwood resident for approximately 20 years. He is a retired aircraft fitter and a keen motor sport enthusiast. Mr Ward continues to be an active volunteer both in this parish and as a volunteer driver for the Volunteer Centre in Ramsey.

Councillors agreed that Mr Ward had not only been a regular observer at parish council meetings for many years and that he has consistently offered practical support to parish projects. Councillor Bacon proposed that Mr Ward be co opted to the parish council. Councillor Perkins seconded the proposal. All were in favour and it was **resolved** to do so. Councillor Slater invited Mr Ward to join the meeting. Councillor Ward signed a declaration of acceptance of office which was countersigned by the clerk and completed the Register of Members' Interests for Huntingdonshire District Council after the meeting.

**07-05/19 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.

After publication of the agenda the parish clerk had received correspondence from a parishioner expressing concerns for the maintenance of St. Peter's Churchyard in addition to several verbal complaints about the standard of grass cutting across the parish. The clerk had forwarded these concerns to the parish maintenance contractor and Mr Terence Quick, CGM Operations Manager West asked to address the meeting:

Mr Quick was very apologetic and understanding of residents' concerns. He explained that there had been some confusion with the new contract as this parish is on a three-weekly schedule whereas others are on a two-weekly or four-weekly rotation. The addition of a bank holiday and the vagaries of the spring weather had exacerbated the problem. Mr Quick promised that a team would be on site on Tuesday 14 May and that work would be audited by a manager on completion. He assured the council that the resulting long grass cuttings would be cleared to ensure that the parish is left neat and tidy. He will liaise with Councillor Edwards to ensure that this matter is brought to a satisfactory conclusion. Councillors thanked Mr Quick for attending the meeting and for his efforts to redress the issues in a timely manner.

**08-05/19 To receive reports from county and district councillors.**

Councillor Rogers congratulated the parish council on its successful bid to the Local Highway Improvement Initiative (please see items 180-04/19.1 & 13-05/19.1). He reported on a complaint received from a parishioner regarding overgrowing vegetation on highway verges of local B roads. Councillor Rogers is liaising with the contractor to resolve this matter. Councillor Rogers shared an extensive report relating to county council matters for presentation at, and inclusion in the minutes of the Annual Parish Meeting.

Councillor Bull had also forwarded a written report for the Annual Parish Meeting.

**09-05/19 Matters arising or carried forward from the previous meeting.** There were no matters arising.

**10-05/19 Notification of planning items.** None received.

**11-05/19 Finance**

11-05/19.1 To approve accounts for payment: 13 May 2019

Reference	Description	Payee	Amount
SO	*Clerk/RFO Salary	Mrs C. Silverstone	£754.42
DD	*Employee & Employer Pension Contribution	SALVUS Master Trust	£80.50

DD	Pension Administration Fee	SALVUS Master Trust	£24.00
SO	Clerk/RFO Salary. PAYE/NI	HMRC	£10.32
761388721	Clerk's Expenses: WFH, Stationery, Postage	Mrs C. Bilverstone	£18.10
282518825	**Insurance Renewal (ref. 178-04/19.5)	Came and Company	£451.94
163853976	Parish Grass Cutting (invoice 2 & 3 of 8)	CGM Group (East Anglia) Ltd.	£1211.40
769694599	Internal Audit Fee	Canalbs Ltd.	£145.50
669403798	Membership & Data Protection Scheme Renewal	CAPALC	£421.73
DD	Data Protection Fee	Information Commissioner's Office	£35.00
464741827	Annual Inspection Fee. Bentley Close Play Area	Playsafety Ltd.	£82.20

\*Payments reflect implementation of the revised NJC pay scales with effect from 01 April 2019 (minute ref: 130-01/19.4)

\*\* The invoice received from Came and Company is £50 less than the quotation accepted (£501.94) at the last meeting. The clerk has been advised by the company to make payment as per the invoice.

Councillor Noble proposed that the accounts be approved for payment. Councillor Bacon seconded the proposal. All were in favour and it was **resolved** to do so. Councillor Slater signed the list of payments on the agenda. Two signatories signed each of the invoices and authorised the online payments after the meeting. Councillor Slater signed the bank reconciliation, and this was counter-signed by Councillor Noble.

11-05/19.2 To note income received: 13 May 2019:

Date	Reference	Received From	Description	Amount
19.03.19	BACS	HMRC	VAT Return 2018/2019	421.69
25.03.19	000037	Mr. A. Hollick	Cemetery Memorial Fee	35.00
29.04.19	BACS	Huntingdonshire District Council	Precept 2019/2020	25,000.00
23.04.19	000028	A.J. Mills Master Masons Ltd.	Cemetery Memorial Fee	30.00

*Clerk's note: the two items crossed above had been recorded at the meeting on 01 April and should not have been re-listed on the agenda for this meeting.*

12-05/19.3 To review the Internal Audit Report for the end of the financial year 2018/2019.

The internal auditor congratulated the parish council on gaining the Local Council Award Scheme Quality Gold Award, and for being the only rural parish council in Cambridgeshire to have achieved this to date. Once again, the auditor concluded that this was a "very satisfactory report". Councillor Slater thanked the clerk for her ongoing commitment to the sound financial management and governance of this parish council.

12-05/19.4 To consider a request from the PTA of Upwood Primary Academy for the provision of a raffle prize for its "Summer Fayre" in June 2019.

Councillors debated this request at length concluding that although the parish council would wish to support the PTA, they were concerned both about setting a precedent; and for the ethics of using public money to support a raffle, particularly where its purpose was undefined. Councillor Slater proposed that the parish council should restrict its financial support of community organisations to specific projects in accordance with its grant awarding policy and invite the PTA to submit a formal application. He also suggested that the group should approach the Ramsey Wind Farm Community Fund. Councillor Bacon seconded this proposal. All were in favour and it was **resolved** to do so. The clerk agreed to write to the PTA on this basis.

### 13-05/19 Traffic, Highways & Road Safety

13-05/19.1 To receive an update regarding implementation of the traffic calming scheme for Great Raveley (LHI 2019/2020). Councillors reviewed draft plans for this project. It is unfortunate that these had been prepared without consultation with the parish council. Councillor Slater and Councillor Bacon agreed to meet with Cambridgeshire County Council Highways Officers prior to the next meeting.

13-05/19.2 To review data gathered from the Speed Indicator Device (SID) during April 2019.

The device was located on Huntingdon Road for the month of April. Of the 31,453 traffic movements recorded travelling towards Bury, 11.92% were in violation of the 40mph speed limit. 305 vehicles were recorded travelling in excess of 60mph and 8 of these were travelling in excess of 80mph. Councillors agreed that the SID is providing valuable data which will inform and support traffic calming strategies for the future. Councillor Slater will continue to provide a monthly update.

Councillors debated the possibility of reducing the speed limit on High Street and agreed on the need for data to support such an application. Councillor Slater suggested that the parish council might consider the purchase (independently of the Local Highway Improvement Initiative) of smaller speed indicator devices such as those employed in and around Ramsey. All agreed that the presence of SDs act as a reminder to motorists and are successful in slowing traffic to some extent. Councillor Slater will liaise with Ramsey Town Council and report at the next meeting.

#### **14-05/19 Community Involvement & Engagement**

- 14-05/19.1 To review the success of the community litter-picking event which took place on 06 April.  
Councillor Slater thanked Councillor Twose for organising this successful event. Approximately 50 residents volunteered to collect litter in Upwood, Little Raveley and Fairmead and a staggering 53 bags were collected. He also thanked the district council for its support in delivering bags and equipment prior to the event, and the collection and disposal of litter afterwards. Councillor Bacon suggested that this event should take place at least twice a year and noted the need to engage all geographic areas of the parish.

#### **15-05/19 Parish Maintenance.**

- 15-05/19.1 To consider strategies to combat fly-tipping, particularly with respect to the impact on private landowners. Several reports regarding fly-tipping and one regarding dog fouling have been submitted to the district council in recent weeks. This item will be discussed further at the next meeting.
- 15-05/19.2 To review the risk assessment report for April 2019.  
Councillor Noble noted that the plastic ties securing the nets to the goal posts continue to be snapped necessitating regular replacement. The brambles in the old part of the cemetery are in need of attention and the gate would benefit from being cleaned. Councillor Noble asked for clarification on the stability of the old wall in the churchyard and Councillor Perkins confirmed that no further action is required. It was agreed that Councillor Noble should purchase additional ties and hoops to secure the goal nets at a cost of approximately £10.
- 15-05/19.3 To review the annual inspection report for Bentley Close Play Area.  
Councillor Noble presented the annual inspection report. The shrunk and lifting edges of the surface matting are deemed to have medium risk of creating potential trip points. The advice to repair the surface is a recurring theme but all areas of the play area carry low or medium risk. Councillors noted that £2,500 is earmarked for this purpose on an annual basis and that it currently holds a reserve of £4,000 specifically for refurbishment/replacement of the play area. Councillor Slater agreed to carry out minor repairs and to assess the matting. The parish council has received conflicting advice regarding the maintenance of the swings. The inspector suggests that the fixings should be removed, greased and replaced but the manufacturers have confirmed that this isn't necessary and that the fixings should not be removed. Councillor Slater agreed to seek further clarification prior to the next meeting. Councillor Slater has approached the adjacent landowner regarding the removal of overhanging tree branches, and this was carried out shortly after the meeting.

#### **16-05/19 Parish Land**

- 16-05/19.1 To receive an update from Serjeant and Son Solicitors regarding land registration documents for the "new" cemetery, "The Butts" and land in Bentley Close (the play area).  
The parish council is waiting for further information. This item was therefore deferred until the next meeting.

#### **17-05/19 Correspondence and Communications.**

- 17-05/19.1 Correspondence regarding the lack of access to a defibrillator in the parish.  
A significant amount of research was carried out during 2017 regarding the provision of a defibrillator and this is well documented in the minutes. It was agreed at that time that the cost of purchasing a defibrillator was significant; and the ongoing maintenance, administration and responsibility would be onerous.
- 17-05/19.2 Correspondence from Connecting Cambridgeshire & Smart Cambridge acknowledging receipt of 16 complaints about the broadband service in this parish.  
Councillor Howe is continuing to liaise with Connecting Cambridgeshire and Openreach and a satisfactory response has yet to be received. Complainants have been asked to provide evidence of speed readings taken at various times of the day. Councillor Howe hopes to raise this matter as a service crisis to prompt a review of the whole village with a view to identifying new investments to fundamentally improve the service provided.
- 17-05/19.3 Subject Access Request from a member of the public with reference to item 167-03/19.  
The clerk and the chairman had sought the advice of CAPALC and the Data Protection Officer. This had been shared with councillors and the Subject Access Request dealt with prior to the meeting in order to meet the deadline of

one calendar month. The parish council has confirmed that the only personal data held on the subject is that which had been provided in the Subject Access Request. This had been shared outside the parish council only with CAPALC and the Data Protection Officer. The parish council has received an acknowledgement and confirmation from the subject that its response was satisfactory. The matter is closed, and this personal data was destroyed shortly after this meeting.

17-05/19.4 "Let's Get Moving Cambridgeshire" promotional material from Huntingdonshire District Council

17-05/19.5 "Disability Huntingdonshire: Achieving Independent Living" promotional material.

17-05/19.6 Notification of plans for the Tour of Cambridgeshire (ToC) annual cycling event on 01 & 02 June 2019. Please see: [http://www.golazocycling.com/Tour\\_of\\_Cambridgeshire/Road\\_Closures\\_at\\_tour\\_of\\_Cambridgeshire.php](http://www.golazocycling.com/Tour_of_Cambridgeshire/Road_Closures_at_tour_of_Cambridgeshire.php)

**18-05/19 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.**

There were no additional reports.

**19-05/19 Date of next meeting:** 03 June 2019 at 7:00pm

*Owing to the bank holiday weekend and the clerk's personal commitments, please note that the agenda for this meeting will be published one working day earlier than usual, on Friday 24 May.*

**Close of meeting: 8:00pm**