



## Upwood and the Raveleys Parish Council

Parish Clerk – Mrs Carol Bilverstone. Kilimanjaro, 9 Meadow Road, Upwood, Huntingdon, Cambs. PE26 2QJ  
Telephone: 01487 812447. E-Mail: parishclerk@upwood.org

A meeting of Upwood and the Raveleys Parish Council was held on Monday 04 March 2019 at 7.00pm at Upwood Village Hall.

**Present:** Councillors M. Bacon, J. Edwards, R. Howe (Chairman), J. Noble, G. Slater, J. Twose.

**In Attendance:** Mrs. C. Bilverstone (Clerk), Councillor Rogers (County Council), Councillor Taverner (District Council) and 4 members of the public.

### Minutes

**154-03/19 To receive and approve apologies for absence; and to acknowledge the resignation of Councillor Hall.**

Councillor Perkins: Personal Commitment

The chairman confirmed that he had received a letter of resignation with immediate effect from Councillor Dan Hall on 09 February. The chairman thanked Councillor Hall for his contribution since his election in May 2018.

**155-03/19 To receive declarations of interest.**

Members are invited to declare disclosable pecuniary interests and other interests in items on the agenda as required by the Upwood and the Raveleys Parish Council Code of Conduct for Members and by the Localism Act 2011. There were no declarations of interest.

**156-03/19 To receive and approve the minutes of the parish council meeting held on 04 February 2019.**

The minutes of the meeting of Upwood and the Raveleys Parish Council held on 04 February 2019 had been circulated in advance following the informal approval of the chairman. Councillor Bacon asked that item 141-02/19.1 be changed from “he was instrumental in the establishment of the youth club” to “he was part of the team that instigated the youth club”. The clerk made a hand-written amendment. Councillor Twose proposed that the amended minutes be approved. Councillor Slater seconded the proposal. All were in favour and it was **resolved** to do so.

**157-03/19 Casual Vacancies**

157-03/19.1 To consider applications for the casual vacancy arising from the resignation of Councillor Helen Nel.

There were no applications for this position.

157-03/19.2 To consider the advertisement of a casual vacancy arising from the resignation of Councillor Dan Hall.

Councillor Bacon proposed that the vacancy be advertised. Councillor Noble seconded the proposal. All were in favour and it was **resolved** to do so.

**158-03/19 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. There was no public participation.

**159-03/19 To receive reports from county and district councillors.**

Councillor Taverner confirmed that the Huntingdonshire District Local Plan should be passed on 15 May.

There will be a change to the pricing of collections of bulk waste from domestic properties. From 01 April prices will range from £35 for 1-3 items to £75 for 7-10 items. The cost of a second green bin will rise from £40 to £50 and the cost of delivery of a replacement bin will be £15.

As part of the Cambridgeshire and Peterborough Waste Partnership (RECAP), Huntingdon based company Charpak Ltd has led the development of a localised circular economy in conjunction with the district council, Amey (who sort the recycling) and Jayplas (who super-clean and re-process plastic) to reduce the amount of plastic going

to landfill. Charpak Ltd. re-manufactures recycled plastic into new packaging products. Councillor Tavener confirmed that Huntingdonshire diverts over 55% of its waste from landfill. The district council is preparing a survey to gather ideas for “better journeys” including ideas for new forms of transport and new ways to fund transportation.

An online benefits app has been added to the “myhuntingdonshire” portal which provides quick access for registered customers to planning, housing, waste collection and now, benefits. The service has proved successful as 500 new customers registered during its soft launch. 46 of these registered out of office hours.

Councillor Rogers noted that the results of the Local Highway Improvement Initiative will be published this month. He confirmed that the county council will relocate from Shire Hall to Alconbury Weald by 2020. It is hoped that this will promote improved transport links for Huntingdonshire. The county council is currently seeking offers for Shire Hall from organisations that recognise its heritage and who will provide local services for local people.

**160-03/19 Matters arising or carried forward from the previous meeting.**

160-03/19.1 To receive an update on future of The Cross Keys Public House.

There had been no further updates since the last meeting. Councillor Edwards confirmed that Upwood Cricket Club is currently offering a “Pop-Up” Pub once a fortnight on a Friday evening from 7:00pm to 11:00pm

**161-03/19 Notification of planning items.** There were no planning applications for consideration.

**162-03/19 Finance**

162-03/19.1 To approve accounts for payment: 04 March 2019

Date	Ref. No.	Payee	Description	Amount
04.03.19	110655000	Mrs C. Silverstone	Clerk/RFO Salary. February 2019	737.49
			Expenses: Working from home allowance, stationery, travel.	18.99
04.03.19	403403344	Mr B.C. Edwards	Cemetery Officer Salary. January - March 2019	93.78
04.03.19	847537397	HMRC	PAYE/NI. February 2019	33.60
04.03.19	DD	SALVUS Master Trust	Employee + Employer Pension Contributions. February 2019	78.70
04.03.19	DD	Salvus Master Trust	Small Employer Fee	24.00
04.03.19	506044402	Starboard Systems Ltd.	Scribe Accounts Annual Software Licence. 01.03.19	308.40
04.03.19	886043825	SLCC Cambs. Branch	Employee Training: SLCC Branch Meeting	5.00

162-03/19.2 To note income received: 04 March 2019:

Date	Ref. No.	Payee	Description	Amount
25.02.19	000036	The Memorial Craftsman Ltd.	Cemetery Fees. Memorial stones. Mr N. & Mrs R. Allpress	120.00

Councillor Edwards proposed that the accounts be approved for payment and the income be acknowledged. Councillor Noble seconded the proposal. All were in favour and it was **resolved** to do so. The chairman signed the list of payments on the agenda. One signatory signed each of the invoices and these were countersigned by the chairman in the absence of a second signatory. Two signatories (one of whom was not present at the meeting) authorised the online payments after the meeting. The chairman signed the bank reconciliation, and this was counter-signed by Councillor Twose. The chairman confirmed that the finance working party would meet prior to the next parish council meeting to review the end of year accounts.

162-03/19.3 Further to the resignation of Councillor Hall, to consider the appointment of a third signatory to the council’s bank accounts.

Councillor Bacon volunteered. Councillor Twose proposed that the council approve his appointment. Councillor Slater seconded the proposal. All were in favour and it was **resolved** to do so. The clerk will make the necessary arrangements with Unity Trust Bank.

162-03/19.4 To consider the implementation of standing orders to facilitate timely payment of employee salaries and associated tax and national insurance payments to HMRC.

Councillors agreed that the implementation of standing orders would allow salaries to be paid in a timely manner on the last day of each month as per employee contracts, rather than after approval at each meeting. Councillor Twose proposed that the clerk make the necessary arrangements. Councillor Noble seconded the proposal. All

were in favour and it was **resolved** to do so. All councillors may view the online bank accounts and payments will remain subject to publication on the agenda.

162-03/19.5 To consider supporting the hosting and domain fees for the parish website, [www.upwood.org](http://www.upwood.org) from January 2019 to January 2020 at a cost of £85.06 including VAT.

These costs were covered for several years by the webmaster, and more recently by the parish council as part of the communications grants from Ramsey Windfarm Community Benefit Fund. Councillor Bacon proposed that the parish council authorises reimbursement of the webmaster for these costs. Councillor Noble seconded the proposal. All were in favour and it was **resolved** to do so.

162-03/19.6 To acknowledge submission of a VAT claim to HMRC of £421.69 for the financial year 2018/2019. Councillors acknowledged submission of this claim.

### 163-03/19 Traffic, Highways & Road Safety

163-03/19.1 To receive an update on the implementation of the Speed Indicator Device (SID).

The device was located on Longholme Road from 01 to 28 February. Two vehicles were recorded travelling in excess of 80 mph; and a further 27 in excess of 70 mph. 6,104 vehicles (37.61%) recorded during this time were in violation of the 40mph speed limit. 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.

### 164-03/19 Community Involvement & Engagement

164-03/19.1 To consider the coordination of a community litter-picking event.

The clerk suggested that this could be promoted as part of the Great British Spring Clean which will take place between 22 March-23 April 2019 with the support of the district council. Councillor Twose proposed that volunteers form teams to cover each of the five areas of the parish and she agreed to coordinate a team in Little Raveley. All councillors were in favour and all agreed to support the initiative. Councillor Twose agreed to promote this initiative for the weekend of 06 & 07 April through the parish newsletter. Councillor Tavener offered to coordinate the supply of bags, high visibility jackets and litter picking tools from the District Council together with the collection of waste on 08 April. Residents are invited to contact Councillor Twose ([jodietwose@hotmail.com](mailto:jodietwose@hotmail.com)) for further information or to register interest in the event.

164-03/19.2 To consider the provision of "Active Lives" summer sports activities for children and to consider an invitation from Bury Parish Council to work in partnership to coordinate and fund these events.

Further to the success of the activity programme offered last summer, the district council has invited an application from the parish council to continue this initiative. The cost of a two-hour session run by two members of staff would be £129.24 + VAT (Total cost = £775.44 + VAT for 6 sessions). There would be an additional cost to hire the village hall for toilet facilities and in case of inclement weather (last year the village hall committee offered a special rate of £10 per session).

Councillors agreed that this event was popular not just with children from Upwood but also from outside the parish, particularly Bury. They agreed that they would wish to offer the programme again and were appreciative of the offer from Bury Parish Council to share the organisation and the cost. They would also consider a nominal charge for participation as councillors were conscious that not all residents would benefit from the initiative.

The chairman closed the meeting to allow a member of the public to speak. It was suggested that local businesses could be asked to sponsor this initiative and confirmed that William Hunt would wish to sponsor the full cost of two sessions (the first and last of the six proposed sessions). The chairman re-opened the meeting and thanked Mr Hunt for this generous offer. The clerk will liaise with the district council and with Bury Parish Council and report back at the next meeting. She will promote the sponsorship idea through the parish newsletter and the Ramsey and Warboys Informer.

### 165-03/19 Parish Maintenance.

165-03/19.1 Further to minute reference 149-02/19.1 to consider quotations for the additional collection and disposal (off-site and on-site) of arisings from St. Peter's Churchyard.

Councillors considered quotations from the parish maintenance contractor: The collection of arisings and disposal on site, in the green bin or in a designated area would cost £11 + VAT. Removal of arisings for disposal off-site would cost £21 + VAT. Councillor Edwards suggested that the parish council request a second green bin at a cost of £40 (noting that the price will increase to £50 on 01 April) and accept the quotation of £11 + VAT for collection and on-site disposal. Councillor Noble seconded the proposal. All were in favour and it was **resolved** to do so. *Clerk's note: the second bin will be delivered within 6 weeks. Schools and churches are exempt from this charge.*

165-03/19.2 Further to item 13-15/18.3 to consider further strategies to combat anti-social behaviour.

Bentley Close Play Area continues to be subject to vandalism. Councillor Slater is researching suitable options for the safe removal of graffiti. The area is being monitored. Residents are reminded that offenders may be reported in the strictest confidence either to the parish clerk or to the district council's Community Protection and Enforcement Team: 01480 388302 / [crm\\_communityprotectionand enforcement@huntingdonshire.gov.uk](mailto:crm_communityprotectionand enforcement@huntingdonshire.gov.uk)  
Councillor Noble wished to thank the children for notifying her of the damage whilst she was carrying out her inspection of the equipment; and the member of the public who sent an email to this effect.

**166-03/19 Correspondence and Communications.**

166-03/19.1 An invitation from Ministry of Housing and Communities Local Government (MHCLG) to participate in a consultation on the development of a communities framework. <https://www.surveymonkey.co.uk/r/Ryh7Wcl>

166-03/19.2 An Invitation from Huntingdonshire District Council to participate in a consultation on the Huntingdon Neighbourhood Plan Submission. <http://consult.huntingdonshire.gov.uk/portal/pp/nps/hnp2019>

166-03/19.3 Correspondence from Airfields of Britain Conservation Trust (ABCT) regarding the proposed installation of a commemorative memorial at Upwood Airfield.

The proposed memorial would be dedicated to all units and personnel (the two existing memorials commemorate a particular squadron and individual airmen). ABCT has suggested that it would pay for the memorial and associated costs, although it would welcome donations. ABCT has proposed two sites: either the grassed area to the left of Canberra Road (although this would need the permission of the Fairmead Estate Management Company rather than the parish council), or by the entrance to the Nene Valley Gliding Club on Longholme Road.

Councillors were supportive of the proposal and agreed that Fairmead would be a more prominent location. Councillor Bacon suggested that the guard room would be preferable, but all agreed that this could not be secured in the short term due to pending development of the site. The clerk agreed to liaise with Upwood Estate Management Company; the coordinator of the RAF Upwood website and ABCT and report to the next meeting.

166-03/19.4 An invitation from The Mayor of Godmanchester to attend a St. George's Day Service at St Mary's Church, Godmanchester, PE29 2NW at 3.00pm on Sunday 28th April 2019.

166-03/19.5 Further to minute ref: 144-02/19.2, the parish council had been copied on a letter of concern from a resident (representing multiple community organisations) regarding the allocation of grants from Ramsey Windfarm Community Benefit Fund.

The chairman confirmed that he had also challenged Grantscape on its governance and adherence to policy. The Chief Executive has responded confirming that a response will be issued in due course.

**167-03/19 To receive verbal reports from Parish Councillors on matters arising from their portfolio responsibilities.**

*No decisions can be made under this item.*

Councillor Noble noted that she had received a complaint from a resident regarding access along the footpath between High Street and Longholme Road. Councillor Edwards offered to address this with the landowner.

The chairman confirmed that he has been in touch with Connecting Cambridgeshire (who have responsibility for broadband connectivity) and Open Reach. Both organisations are sympathetic and understand that the broadband service in this parish is unacceptable for many households. They currently have only circumstantial evidence. Councillor Howe has offered to aggregate complaints and take them to the "Chairman's Portal" whereby if names and addresses are provided the issues should be resolved. Residents are invited to contact Councillor Howe at [robin.howe@blackfyne.com](mailto:robin.howe@blackfyne.com)/01487 814393 to register complaints. A notice to this effect will be published in the parish newsletter.

The chairman updated councillors on an ongoing issue which is not a matter for this parish council. He and the clerk have been subject to ongoing harassment from a representative of Community Roadwatch (UK) C.I.C. regarding an email sent in June 2018 from the Parish Clerk of Upwood and the Raveleys whilst she was working for Wyton on the Hill Parish Council. Upwood and the Raveleys and Wyton on the Hill councillors, district councillors, and the CEO of CAPALC have also received lengthy correspondence on this matter. Recently the clerk has been subjected to harassment and intimidation, with threats of a "right to appeal and to publish the full "story" in the public domain". The chairman of Wyton on the Hill Parish Council has confirmed that the June 2018 email was sent at her request and the chairmen and clerks of both councils have reiterated that no action will be taken by either council. Councillor Howe concluded that he had chosen to raise this for publication in these minutes simply because this parish is mentioned in correspondence. He added that if this campaign continues, he will seek legal advice. The clerk added that she is grateful for the ongoing support of both parish councils.

**168-03/19 Matters for future consideration.** *No decisions can be made under this item.* There were no further matters.

**169-03/19 Date of next meeting:** 01 April 2019, 7:00pm. Upwood Village Hall. **Close of meeting:** 8:40pm