



## Upwood and the Raveleys Parish Council

Parish Clerk – Mrs Carol Bilverstone. Kilimanjaro, 9 Meadow Road, Upwood, Huntingdon, Cambs. PE26 2QJ  
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A meeting of Upwood and the Raveleys Parish Council was held on Monday 02 March 2020 at 7.00pm at Upwood Village Hall.

**Present:** Councillors J. Edwards, R. Howe (Chairman), J. Noble, A. Perkins, G. Slater, J. Twose (until item 151-03/20.5), I. Ward.

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

### Minutes

**141-03/20 To receive and approve apologies for absence.**

Councillor Bacon: Family Commitment. Councillor Twose: from item 153-03/20.5: maternity leave. Councillor Tavener: Attendance required at other meetings.

**142-03/20 To receive declarations of interest.**

Members are invited to declare disclosable pecuniary 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.

**143-03/20 To receive and approve the minutes of the parish council meeting held on 31 January 2020.**

The minutes of the meeting of Upwood and the Raveleys Parish Council held on 31 January 2020 had been circulated in advance following the informal approval of the chairman. Councillor Slater proposed that the minutes be approved. Councillor Noble seconded the proposal. All were in favour and it was **resolved** to do so.

**144-03/20 To consider applications for one casual vacancy.**

No applications have been received to date, but two residents have expressed an interest and councillors hope to consider their applications at the meeting on 06 April.

**145-03/20 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.

**146-03/20 To receive reports from county and district councillors.**

Councillor Rogers confirmed that the county council will not receive a regional support grant in 2020/2021 but that other grants are confirmed (£8.4 million for social care; £6.3 million supplementary social care and winter benefits; £1.5 million increased business rates supplement; £3 million new homes grant). The county council is waiting for confirmation of its Highways Grant (£6.7 million was received in this financial year). The county council element of the council tax will increase by 3.59% (1.59% plus an additional 2% for adult social care)

**147-03/20 Matters arising or carried forward from the previous meeting.**

All items are included under specific agenda items.

**148-03/20 Notification of planning items.**

148-03/20.1 20/80003/COND | Conditional Information for 12/01274/OUT: C7 (Development Brief) | RAF Upwood. Ramsey Road, Bury. PE26 2RA



Please see item 148-03/20.2

148-03/20.2 20/00161/REM | Reserved Matters application for the approval of layout, scale, appearance and landscaping (including the discharge of condition 20) for the development of 160 new dwellings at RAF Upwood and Upwood Hill House. Ramsey Road, Bury. PE26 2RA

Both applications relate to a planning application dating back to 2012. Although Upwood and the Raveleys Parish Council registered its objection based on concerns for the inevitable increase in traffic movements; and the increased pressure on existing infrastructure; the application was approved by the district council.

The chairman reiterated well documented concerns for an holistic approach to traffic management, ultimately in the form of a relief road. He asked again for the support of the county and district councillors insisting that there needs to be some joined-up thinking to provide comfort to residents who are adversely affected by significant increases in traffic volume and speed. Councillors understand that this development forms part of the district council's Local Plan to 2036; and that their ongoing concerns will not be taken into consideration within the remit of the current applications (which seek only to address appearance, landscaping, layout and scale); but remain frustrated that significant measures have not been put in place to mitigate the effects of this development on the local community. Councillors also noted that this parish will receive no financial support to help mitigate the effects of this development through Community Infrastructure Levy (as the development is wholly within the parish of Bury). Councillor Rogers offered to add this as an agenda item to the next Local Parish Council Forum meeting.

148-03/20.3 20/00235/HHFUL | Single and two storey extension to rear. Single storey side extension | 30 Lancaster Road Upwood. PE26 2PX

Councillor Perkins proposed that the parish council approves this application as the extension would enhance the property and add variety to the street scene. The chairman added that the parish council would wish to support such initiatives which enable families to remain in the parish as their circumstances change over time. Councillor Twose seconded the proposal. All were in favour and it was **resolved** to do so.

148-03/20.4 Town and Country Planning Act 1990. Town and Country Planning (Tree Preservation) (England) Regulations 2012. Tree Preservation Order 20/002 (Land at Church lane Upwood) 2020 | A group of 5 Ash and 1 Cherry. Councillors agreed that the application of a Tree Preservation Order would help to protect this group of trees from future development. Councillor Perkins proposed that the parish council supports this application. Councillor Noble seconded the proposal. All were in favour and it was **resolved** to do so.

#### 149-03/20 Finance

149-03/20.1 To approve accounts for payment: 02 March 2020

Reference	Description	Payee	Amount
SO	Clerk/RFO Salary	Mrs C. Silverstone	£1,008.95
SO	Cemetery Officer Salary	Mr B.C. Edwards	£114.41
DD	Employee & Employer Pension Contribution	SALVUS Master Trust	£111.16
DD	Pension Administration Fee	SALVUS Master Trust	£24.00
SO	Clerk/RFO & Cemetery Officer Salary PAYE/NI	HMRC	£75.72
998651102	Clerk's Expenses: Working from Home Allowance,	Mrs C. Silverstone	£10.00
104466489	Website Accessibility Webinar (ref. 137-01/20.1)	SLCC Enterprises Ltd.	£144.00
56694205	Scribe Accounts. Annual Software Licence	Starboard Systems Limited	£308.40
810731904	Purchase of defibrillator cabinet & signage.	The Community Heartbeat Trust (Solutions) Ltd.	£924.00

149-03/20.2 To note income received: 02 March 2020.

Reference	Description	Received From	Amount
BACS	Legal Fees. Refund of Land Registry payment (re. upgrading the title of Charter's Spinney)	Serjeant and Son Solicitors	£178.00

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



149-03/20.3 To receive a summary of the clerk's hours of work during February 2020.

The clerk confirmed that she has worked 61 of 50 contracted hours during February. During this financial year she has worked 558.75 of 495.5 contracted hours. The chairman suggested that the finance working party should review the clerk's hours of work and present a recommendation at the meeting to be held on 06 April. All were in favour.

### 150-03/20 Traffic, Highways & Road Safety

150-03/20.1 To review data gathered from the Speed Indicator Devices (SIDs) during February 2020.

SID 1 was located in Great Raveley to record traffic approaching from Huntingdon road. Of the 14,507 vehicles recorded, 28.52% (4,137 vehicles) were in violation of the 30mph speed limit. 630 vehicles registered speeds ranging from 40 to 52 mph.

SID 2 was located on Huntingdon Road, by the allotments, to record vehicles approaching from Great Raveley. During the month 7.9% (3906) of the 49,446 vehicles recorded were in violation the 40mph limit. 126 vehicles were recorded at speeds between 61 and 84 mph.

150-03/20.2 To receive an update regarding the parish council's request for a police mobile speed camera presence and on plans to monitor traffic volume and speed (further to minute reference: 130-01/20).

Councillor Bacon confirmed prior to the meeting that he had spoken to the local police inspector and has been informed that local policing does not have the capacity for this request. He has also approached Roads Policing and the Camera Enforcement Unit and been informed that their remit is only for KSI (killed & serious incident) areas. The Community Speedwatch Coordinator has confirmed that Cambridgeshire Police is looking at another option for local speeding issues which is currently being trialled elsewhere in the country and may be implemented here. Councillor Tavener had confirmed prior to the meeting that she is working with Councillor Rogers to coordinate a site meeting with the County Highways representative.

150-03/20.3 To consider potential projects for the Local Highway Improvement Initiative for 2021/2022.

The application window for schemes to be delivered in the 2021/22 financial year will open on 01 April 2020 and close on 31 May 2020. Councillor Slater asked members to consider projects for discussion at the meeting on 06 April. He noted that his preference would be for the installation of buildouts and corresponding signage on Huntingdon Road but Cambridgeshire County Council has confirmed that although such measures are technically permissible within a 40mph restriction, the county council "would be very cautious in considering their use". It would also not be possible to reduce the speed limit further along this stretch of road as a 30mph limit will only be introduced in fully developed settlements (i.e. where 20 properties front onto a length of public highway over a distance of at least 600m). Councillors agreed that the purchase of an additional speed indicator device would assist in the gathering of data which is vital if this parish council's concerns are to be taken seriously.

### 151-03/20 Community Matters

151-03/20.1 Further to items 122-01/20.1 & 136-01/20.1 to consider plans for ongoing maintenance of the defibrillator; and to consider a training strategy for councillors and interested members of the public.

Councillors considered three quotations for the installation of the defibrillator at Upwood Village Hall. Councillor Ward proposed that members accept a quotation from T.E. Ramm & Co. for £55 + VAT. Councillor Twose seconded the proposal. All were in favour and it was **resolved** that Councillor Bacon should liaise with Upwood Village Hall Management Committee and the electrician for work to proceed on this basis.

Plans for ongoing maintenance and for defibrillator training of councillors and parishioners were deferred until the meeting on 06 April.

151-03/20.2 Further to item 122-01/20.2 & 136-01/20.2 to review Huntingdonshire District Council's service level agreement for the proposed "Active Lives" summer sports sessions; and to consider funding and partnership opportunities. Bury Parish Council has confirmed that it would wish to collaborate on this project and has offered to host three sessions in Bury and initially to fund two of those sessions with a view to finding a sponsor for the third. If a sponsor is not forthcoming, Bury Parish Council has agreed to fund all three sessions. Councillors agreed that the first three sessions should take place in Upwood (24, 31 July, 07 August) and the last three in Bury (14, 21, 28 August) all from 10:30am to 12:30pm. These sessions will be provided free of charge to participants but both parish councils would welcome sponsorship to support the cost of this initiative.

151-03/20.3 Further to item 122-01/20.2, to consider plans for a "pop-up" style youth club.

Councillor Bacon has obtained a quotation from a local activity provider based on one two-hour session per month starting from May 2020. Coaches would deliver a mixture of dance, sport, exercise and arts. The council



will strive to seek two additional quotations. Councillor Perkins agreed to approach Upwood Village Hall regarding access to the funds which remain on hold since the closure of the youth club.

151-03/20.4 Further to item 136-01/20, to confirm arrangements for the parish-wide litter picking event on 21 March.

The event has been advertised on the parish website and on local Facebook pages. It was mentioned in the press release which was sent to the Ramsey and Warboys Informer. Councillor Edwards and Councillor Noble confirmed that the Upwood team will meet at Edward's Farm Shop and the Little Raveley Team will meet by "The Cottages". The parish council would welcome volunteers to coordinate teams for Great Raveley, Farm Close and Fairmead. Please register your interest with Councillor Jean Noble or Councillor Jason Edwards to enable the coordination of equipment and collection of rubbish after the event.

151-03/20.5 To consider ideas for a community event to tie in with the Gran Fondo Tour of Cambridgeshire Cycle event on 07 June 2020.

This item was deferred until the meeting on 06 April.

## 152-03/20 Governance

152-03/20.1 To receive an update from the clerk regarding compliance with The Public Bodies (Websites and Mobile Applications) (No.2) Accessibility Regulations 2018 and to consider the adoption of an Accessibility Statement. The clerk has attended training and liaised with the webmaster of the community website [www.upwood.org](http://www.upwood.org) which hosts the parish council's web pages. The clerk has undertaken an assessment of the parish council pages and confirmed that the webpages themselves exceed the requirements of the regulations. Much of the historic documentation does not meet modern accessibility standards but there is no legal requirement for it to do so. Some "active" documentation (for example the calendar) needs to be re-formatted by September 2020 but all new material will be fully compliant with the regulations with immediate effect. The clerk presented a draft "Accessibility Statement" and the council was asked to consider its adoption. The chairman thanked the clerk, noting that this had been a huge task. He proposed that the parish council adopt the statement. Councillor Edwards seconded the proposal. All were in favour and it was **resolved** to do so. The clerk will publish it in a prominent position on the website. The clerk added her thanks to the webmaster, Mr Stephen Howes for his continued advice and support.

152-03/20.2 Further to minute reference 17-05/19.3 which confirmed closure of a Subject Access Request (SAR), to consider a complaint submitted to the Information Commissioners Office (ICO) that the SAR had not been properly responded to. Further to advice from the ICO, to confirm steps to ensure the attendance of all staff on mandatory training which is routinely tested and refreshed; and to confirm that all policies and procedures reflect compliance with the obligations of the GDPR/DPA18.

When the complaint was first presented to Upwood and the Raveleys Parish Council in 2018, advice was sought from CAPALC who advised the complaint should be ignored as it did not concern this parish and this advice guided initial responses. However, since 13th February 2019 CAPALC and the Data Protection Officer Scheme Adviser has been instrumental in assisting the parish council to resolve this matter

A Subject Access Request (SAR) last year was made to Upwood and the Raveleys Parish Council (minute reference 17-05/19.3) and subsequently a complaint was submitted to the Information Commissioners Office (ICO) that the SAR had not been properly responded to. The ICO wrote to the parish council in November 2019 stating that the complaint had been upheld and as a result, further action by the parish council was required:

- i. to provide its organisation's retention policy for storing personal data;
- ii. to take steps to improve its information practices ensuring that: all staff attend mandatory training which is routinely tested and refreshed and that all policies and procedures are updated and revised to reflect the new obligations under the GDPR/DPA18.

The parish council's response to the ICO included an answer to point i but failed to confirm how the requirements of point ii were being met.

The complainant contacted CAPALC on 13 February with concerns that the actions required by the ICO were not being met and stating that a further complaint will ensue.

The chairman reminded members that the subject of this complaint relates to the period of time when he and the clerk were seconded to Wyton on the Hill Parish Council to guide it through a recovery period. The matter has never been the business of Upwood and the Raveleys Parish Council which has always considered this to be an unnecessary claim given that the whole process was acted out in another parish. The chairman suggested that Upwood and the Raveleys Parish Council is innocent of any malpractice but bodies such as the ICO are not interested in the circumstances, only whether or not a directive is being met. He confirmed that if this parish council does not comply then legal action will follow.



The chairman reminded members that the clerk is extremely conscientious, and he asked councillors to confirm that all policies and procedures prepared and subsequently adopted relating to data protection and the management of information reflect the council's compliance with the obligations of the GDPR/DPA18. Councillor Noble proposed that this be the case and that they be formally re-adopted. Councillor Ward seconded the proposal. All were in favour and it was **resolved** to do so.

The chairman confirmed that the parish council has been offered a refresher workshop covering GDPR, Subject Access Requests and Data Breaches by its data protection service provider and this would take place on Monday 09 March from 5:15pm to 6:45pm. The cost was confirmed at £225 plus VAT plus travel costs of approximately £80. The chairman proposed that this parish council ignored part of the ICO request in error and that all members and the clerk should attend this course. Councillor Noble seconded the proposal and it was **resolved** to do so.

**153-03/20 Correspondence and Communications.**

All correspondence and communications received at the time of publication are included under specific agenda items.

**154-03/20 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 Perkins confirmed that he and Councillor Edwards had inspected two Horse Chestnut trees in St. Peter's Churchyard. They noted that the trees are overhanging the highway and have some growths on the trunks. They asked that the clerk requests a visit from Huntingdonshire District Council's Tree Officer.

Councillor Ward reiterated concerns for the lack of progress regarding work to the hedges at the cemetery and on the allotments. The clerk confirmed that she has reminded the parish maintenance contractor on several occasions; that apologies are always received but they seldom result in action. Councillors are resigned to the fact that this work is unlikely to be completed prior to the start of the nesting season.

Councillor Ward reminded members that work needs to progress with the planting of wildflower seeds in Charter's Spinney. Councillor Edwards agreed to make enquiries and report at the meeting on 06 April.

Councillor Noble noted that a cracked panel may be highlighted on the forthcoming inspection of Bentley Close Play Area. She added that part of the metal fencing has been bent. Councillor Slater agreed to rectify this.

**155-03/20 Date of next meeting:** 09 March 2020 at 7:00pm (an extraordinary meeting primarily to review planning applications); 06 April 2020 at 7:00pm

Close of meeting: 8:55pm



9.3.20