



Upwood and the Raveleys Parish Council

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A meeting of Upwood and the Raveleys Parish Council was held on Monday 01 June 2020 at 7.00pm. The Local Authorities and Police and Crime Panel Meetings (England and Wales) Regulations 2020 came into force on 04 April enabling local councils to hold remote meetings (including by video and telephone conferencing) until May 2021. This meeting took place via "Zoom Meetings".

Present: Councillors M. Bacon, J. Burgess, P. Chegwiddden, R. Howe (Chairman), J. Noble, A. Perkins, G. Slater, I. Ward.

In Attendance: Mrs. C. Silverstone (Clerk), Councillor Bull & Councillor Tavener (District Councillors), Councillor Rogers (County Councillor). There were no members of the public in attendance.

Minutes

16-06/20 To receive and approve apologies for absence.

Councillor Edwards: work commitment.

17-06/20 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.

Councillor Perkins: Non-pecuniary (family) interest in item 22-06/20.1, planning application, 45 High Street.

18-06/20 To receive and approve the minutes of the parish council meeting held on 04 May 2020.

The minutes of the meeting of the meeting of Upwood and the Raveleys Parish Council held on 04 May 2020 had been circulated in advance following the informal approval of the chairman. Councillor Slater proposed the minutes be approved. Councillor Ward seconded the proposal. All were in favour and it was **resolved** to do so.

19-06/20 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.

20-06/20 To receive reports from county and district councillors.

20-06/20.1 To receive an update from Councillor Rogers regarding completion of works to footpath no. 4 leading from Bentley Close to Upwood Meadows (minute reference: 13-05/20.1)

Councillor Rogers confirmed that he is still negotiating with the highways department regarding this matter.

He noted that 25% of Cambridgeshire schools have remained open for children of key workers throughout the Covid-19 pandemic. On 01 June 60-70% of schools were opened for phased return.

Approximately 30,000 Cambridgeshire residents have been on the "shielded list" and the county council has actively supported 17,500 of these with provision of food and delivery of prescriptions.

Councillor Rogers was pleased to report that Upwood Cricket Club has passed the first stage of a bid to Cambridgeshire County Council's Communities Capital Fund with a view to making significant improvements to facilities. (<https://www.cambridgeshire.gov.uk/council/communities-localism/communities-capital-fund>).

Councillor Tavener noted that the district council has reached 98% of those needing support (food supplies, delivery of medication and transport for medical appointments) during "lockdown". "One Leisure" is now offering managed access to tennis facilities in St. Ives and delivering remote fitness classes (please see: <https://www.oneleisure.net/> for further details). Arrangements are in place for council tax support and for deferral of payments. Suspension of parking fees will be continued to support recovery of high street businesses.

Councillor Bull noted that a planning application for 50 new homes has been approved for Bury and a new application has been submitted for a further 90 dwellings. He confirmed that Cambridgeshire County Council Highways consider the existing infrastructure to be appropriate. Councillors expressed exasperation noting that "an accident is waiting to happen". The chairman asked that item 24-06/20.1 be brought forward:

24-06/20.1 To review data gathered from the Speed Indicator Devices (SIDs) during May 2020.

SID 1 was positioned by the cricket field entrance on Huntingdon Road to monitor traffic approaching from Bury. The traffic has increased almost to pre-pandemic restrictions with around 1400 vehicles per day. More than 6000 vehicles were in violation of the 40mph speed limit.

SID 2 was positioned by the allotments on Huntingdon Road to monitor traffic approaching from Great Raveley. Traffic volume has more than doubled since April. Speed violations have fallen from 43% to 13.72% which would indicate that the SIDs are making a difference when the graphics are illuminated (these had been turned off during April to save the batteries). However, more than 5000 vehicles were recorded travelling at speeds exceeding the 40mph limit, with several travelling at over 80mph and one at 97mph!

The chairman re-stated the parish council's strategy (10-05/20.1), to lobby the leader of the county council and Shailesh Vara MP for the installation of average speed cameras to control traffic speeds through this parish; although these would do nothing to mitigate the increased traffic volume brought about by excessive housing development in neighbouring parishes.

21-06/20 Matters arising or carried forward from the previous meeting:

21-06/20.1 To receive an update on the work of Upwood and the Raveleys Covid Help Group.

(Voicemail Helpline: 07483 281 656 or email: covidhelp@upwood.org to volunteer or request support).

Eleven requests for assistance in the village of Upwood had been supported by volunteers during the month of May. No requests had been received from the Raveleys, Fairmead or Farm Close.

The number of requests are declining as the government begins to ease "lockdown" restrictions and residents are beginning to complete more activities themselves. However, as there are widespread concerns for a second peak the Covidhelp volunteer group will remain active for the foreseeable future.

The administrators are grateful for the exemplary support of almost 100 volunteers and they acknowledge the informal neighbourly support network which has been phenomenal in this parish.

21-06/20.2 To acknowledge the resignation of Councillor Slater with effect from 05 August 2020 and to consider the advertisement of a casual vacancy (after 05 August 2020).

The chairman acknowledged with regret the resignation of Councillor Slater. He added that he would defer his eulogy but noted that the parish council and the wider community will sorely miss the great contribution made by Councillor Slater during his time as a councillor. The chairman proposed that the casual vacancy be advertised after 05 August. Councillor Chegwiddden seconded the proposal. All were in **favour** and it was resolved to do so. The chairman asked councillors to consider portfolio responsibilities and to confirm their preferences prior to the next meeting. He added that the parish council would need to elect a vice-chairman in September.

22-06/20 Notification of planning items.

22-06/20.1 20/00630/FUL | Construction of a new residential two-bedroom dwelling with one parking space | 45 High Street, Upwood PE26 2QE

Councillors agreed that this modern design proposal in a conservation area and in the heart of a traditional village is not sympathetic to the street scene. The site lies between two Victorian cottages and a medieval public house on the left, and an historic cottage and the parish church on the right. This development would remove the possibility off-road parking for no. 45; there is no off-road parking for no. 43; and with just a single parking space for this proposed dwelling not only would the ambience of the street scene would be adversely affected, but the inherent on-street parking so close to the junction of Church Lane (which already presents an awkward turn for the school bus) would be potentially hazardous. Councillors also expressed concern for the practical construction of this proposed dwelling which is literally on the boundary of Church Cottage. In addition, the two-metre access required to the rear of no. 43 means that this proposed dwelling would be squeezed into the available space adding to concerns for size and massing. The chairman proposed that the parish council objects to this application on the criteria listed above. Councillor Bacon seconded the proposal. All were in favour and it was **resolved** to do so.

22-06/20.2 20/00692/S73 | Variation of condition 2 (Plans) for 15/00049/FUL to include amended plans | Land at Church Farm, Church Lane, Upwood PE26 2QF

Councillor Perkins proposed that the addition of an orangery/sun lounge to the rear of "plot 4" would enhance this particular property with little or no impact on neighbouring properties or on the street scene. Councillor Burgess seconded the proposal. All were in favour and it was **resolved** to support this application.

23-06/20 Finance

23-06/20.1 To approve accounts for payment: 01 June 2020:

Reference	Description	Payee	Amount
SO	Clerk/RFO Salary. May 2020	Mrs C. Bilverstone	£1014.91
SO	Cemetery Officer Salary. April – June 2020	Mr B.C. Edwards	£114.41
DD	Employee & Employer Pension Contribution	SALVUS Master Trust	£111.16
SO	Clerk/RFO/Cemetery Officer Salary PAYE/NI	HMRC	69.76
DD	Pension Administration Fee	SALVUS Master Trust	£24.00
128177322	Clerk's Expenses: Working from Home Allowance, Postage	Mrs C. Bilverstone	£10.65
114819087	Parish Maintenance. Invoice 3 of 8.	The CGM Group (East Anglia) Limited	£918.30
25079849	Internal Audit Fee	Canalbs Ltd.	£128.15
BACS	*Management Fee. Multipay Card.	Unity Trust Bank	£50.00
BACS	*Multipay Card. Monthly Fee	Unity Trust Bank	£3.00

*Notification that payments had been taken was received after publication of the agenda. Minute ref. 174-04/20.8

Clerk's note: The clerk has subscribed for Adobe Acrobat Pro DC at a monthly cost of £15.17 including VAT as per minute reference 174-04/20.9, although the cost at that time was noted as £13.14 including VAT. The first payment will be recorded on the Multipay card statement for June and automatically debited from the parish council's current account.

Councillor Bacon proposed that the accounts be approved for payment. Councillor Noble seconded the proposal. All were in favour and it was **resolved** to do so. The chairman agreed to sign the list of payments on the agenda; Councillor Bacon and Councillor Slater agreed to sign each of the invoices and authorise the online payments. The chairman agreed to sign the bank reconciliation and Councillor Noble agreed to countersign this. (All documentation was signed and returned to the clerk after the meeting). The chairman confirmed that the finance working party would meet during June to review the first quarter and report back at the next meeting.

23-06/20.2 To note income received: 01 June 2020: None received.

23-06/20.3 To receive an update from HMRC regarding Employment Allowance Reform with effect from 06 April 2020. Despite several attempts, the clerk has been unable to contact with HMRC via "webchat" (its preferred method of communication) and has resorted to sending a letter in the post. A reply has yet to be received.

24-06/20 Traffic, Highways & Road Safety

24-06/20.1 To review data gathered from the Speed Indicator Devices (SIDs) during May 2020. Please see item 20-06/20.1.

24-06/20.2 To consider potential projects for the Local Highway Improvement Initiative for 2021/2022.

Councillors debated ongoing and exacerbating concerns for increasing traffic speed and volume (please see item 20-10/20.1). All agreed that the existing speed indicator devices provide invaluable data and do prompt many drivers to moderate their speed. As Cambridgeshire County Council Highways has recommended that this parish would benefit from three or four SIDs, Councillor Slater proposed that the parish council makes an application for a third, with a contribution from the parish council of £1,500. Councillor Burgess seconded the proposal. All were in favour and it was **resolved** to do so. Councillor Slater agreed to prepare and submit the bid.

25-06/20 Community Matters

25-06/20.1 To consider plans for a "pop-up" style youth club and to consider the submission of a grant to Ramsey Windfarm Community Benefit Fund to support the provision of youth activities in this parish.

Councillors further debated the need for a sustainable strategy for the longer term and expressed concerns for the necessary ongoing financial commitment of the parish council. Concerns were also expressed regarding planning for the provision of activities during this time of uncertainty. The chairman noted the need to ascertain current local appetite and aspirations for youth activities given the demands of electronic devices and the availability of other activities in the local area. Councillor Bacon agreed to prepare an electronic survey for promotion in the parish newsletter, on the website and on local social media networks.

26-06/20 Parish Maintenance

26-06/20.1 Further to item 14-05/20, to consider quotations for minor repairs and replacement parts for the Bentley Close Play Area and to consider a strategy and quotations for longer-term maintenance of the safety matting and the play equipment in general.

Councillor Noble noted that she and Councillor Slater had met with a representative from Kompan, the manufacturer of the play equipment in Bentley Close. A quotation has been requested for the replacement of three panels (although these were not highlighted as part of the annual inspection). Councillor Noble outlined a strategy to remove the concrete edging around the perimeter of the rubber matting; to fill the gap with soil, set with grass seed; and allow the grass to bridge the gap. The matting will continue to shrink but the grass would grow to fit the space. Gaps within the matting could be repaired with wet-pour solution. Councillor Noble suggested that this course of action may extend the useful life of the matting for another ten years. All agreed that this is financially preferable to repair or replacement of the matting with the concrete perimeter in situ (initial quotations range between £3,000 and £10,000). All agreed that removal of the concrete would enhance children's safety. Councillor Noble agreed to source three quotations from local contractors for consideration. Councillor Noble confirmed that a band of grass between the play area and the edge of the spinney is becoming increasingly overgrown. Mowing should resume to the ditch line and this may require trimming of the lower branches of trees and shrubs to enable access for grass cutting equipment. Councillor Slater and the Chairman agreed to strim this area and trim the branches. The parish maintenance contractor will be asked to pay attention to this area in future.

Further to the previous meeting, Councillor Noble proposed that the parish council purchase bird spikes from Amazon at a cost of £13.75 for installation on the swings. The chairman seconded the proposal and it was **resolved** to do so.

Further vandalism to the goal nets on Glebe Paddock had been reported. Councillors are tiring of the need to address this matter but agreed to make the necessary repairs on this occasion.

26-06/20.2 To consider a grant application from a local resident to support the costs of voluntary grass cutting activity between Fairmead and Farm Close.

The grassed highway verge between Farm Close and Bury is maintained by a volunteer who has approached Upwood and the Raveleys and Bury Parish Council with grant applications of £1,000 each to support the purchase of a ride-on lawn mower. The chairman proposed that the parish council supports this application with a financial contribution of £250 conditional on this being matched by Bury Parish Council, with the remainder raised through a bid to Ramsey Windfarm Community Benefit Fund. Councillor Bacon seconded the proposal. All were in favour and it was **resolved** to do so.

27-06/20 Governance

27-06/20.1 Further to item 177-04/20.1 to consider the adoption of a Data Protection Manual produced by the parish council's Data Protection Officer Scheme Adviser.

The Data Protection Manual has been produced to enable Upwood and the Raveleys Parish Council to comply with correspondence of 11 November 2019 from the Information Commissioner's Office. However, the document is generic and needs to be tailored to this parish council. The chairman and the clerk will address this and present a revised draft for consideration at the next meeting.

28-06/20 Correspondence and Communications.

28-06/20.1 Correspondence from NALC regarding the Annual Parish Meeting.

Initial advice received from NALC on 03 April 2020 was ambiguous. Parish Councils received further advice on 21 May to suggest that although there is no legal requirement this year to hold the Annual General Parish Council Meeting, there remains a requirement to hold the Annual Parish Meeting. Having informed local community groups that the meeting scheduled for 04 May had been cancelled, neither the clerk or the chairman believe that it is in anyone's best interests to re-schedule, particularly as the meeting is required to be held between 01 March and 01 June. All were in favour of this approach.

29-05/20 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. There were no reports.

30-06/20 Date of next meeting: 06 July 2020 at 7:00pm. Close of meeting: 9:00pm