



## 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 July 2018 at 7.00pm at Upwood Village Hall.

**Present:** Councillors J. Edwards, D. Hall, H. Nel, A. Perkins, G. Slater (until item 50-07/18), H. Smith, J. Twose.

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

**41-07/18 To receive and approve apologies for absence.**

Councillor Howe: Family Commitment, Councillor Noble: Holiday, Councillor Slater (after item 49-07/18): Family Commitment, District Councillor Bull: Conference.

In the absence of the chairman, this meeting was chaired by Councillor Nel, Vice-Chairman.

**42-07/18 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.

**43-07/18 To receive and approve the minutes of the parish council meeting held on 04 June 2018.**

The minutes of the meeting of Upwood and the Raveleys Parish Council held on 04 June 2018 had been circulated in advance following their informal approval by the chairman. Councillor Slater proposed that the minutes be approved. Councillor Smith seconded the proposal. All who had been present were in favour and it was **resolved** to do so. Councillor Howe (chairman) signed the minutes after the meeting.

**44-07/18 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.

**45-07/18 To receive reports from county and district councillors.**

Councillor Rogers confirmed that the future of the bus service (no. 30) from Huntingdon to Ramsey is still under review. The service is currently secured until the end of August.

The local parish forum will meet on 24 July at 7:30pm at Abbots Ripton Village Hall. This event is open to all parish councillors and Councillor Rogers agreed to forward an agenda.

Further to item 28-06/18, Councillor Smith asked for an update regarding refurbishment of local roads Councillor Rogers has requested that highway officers complete a survey of rural roads. He will share the results when they become available. In the meantime, councillors and parishioners are urged to continue to report highway issues via: <https://highwaysreporting.cambridgeshire.gov.uk/>

Councillor Taverner confirmed that the action plan for the district council's tree strategy has been extended to run until 2019. Tree services are now coordinated through the planning department, but a report was produced at the end of June to confirm the district council's holistic approach to tree management in the promotion of health and outdoor activity. The senior management team has started the process of engaging with local tree officers with a view to sharing local knowledge and good practice.

**49-07/18 Traffic, Highways & Road Safety (this item was brought forward at the request of County Councillor Rogers).**

49-07/18.1 To receive an update from Cambridgeshire County Council regarding Local Highway Initiative plans (2017/2018) for traffic calming on Ramsey Road.

The clerk has received confirmation that work is due to commence on 03 July. Cambridgeshire County Council has offered sincere apologies for the delay.

49-07/18.2 To consider an application to the Local Highway Improvement Fund 2019/2020

Councillor Slater gave a comprehensive overview of the process and the opportunities provided by the LHI for this parish with reference to highway concerns highlighted in the community led plan:

The closing date for applications for "small schemes" (costing no more than £11,000) is 30th July. This would therefore exclude suggestions for a pavement in Great Raveley (which would cost approximately £60,000 for 200 metres); or a Zebra Crossing at the Huntingdon/Ramsey Road junction (costing a minimum of £15-20,000 (2016 prices).

Councillor Slater offered the following financially viable proposals for consideration:

1. Great Raveley has potentially serious road safety problems. A pavement would be desirable but outside LHI cost parameters. Traffic calming strategies such as speed cushions (£3,500 per pair) or build outs, similar to those at Kings Ripton of which 3 would probably be needed, would cost £2-3000 each. Whilst everyone would agree traffic calming is necessary, it would be difficult to find places on the road where the continuous stopping and starting of vehicles would not inconvenience residents with the additional noise and pollution these measures produce. Local farmers have expressed concern that build outs are difficult to navigate and cause physical damage to the suspension of large agricultural machinery. Another possibility would be to use signage, similar to that recently installed in Wood Walton, in an attempt to reinforce the 30mph limit using "dragons teeth" and large white gates at the entrance and exit to the village with 30mph repeater signs in between.

Great Raveley residents have been consulted regarding potential traffic calming measures in the village and of the thirteen respondents, twelve are in favour of build outs, one is in favour of road markings.

2. The dangerous junction of the Woodwalton Road and Huntingdon Road was submitted two years ago to Cambridgeshire County Council's Highways Department and limiting speed through the dip was suggested. However, Cambridgeshire County Council's policy is to keep traffic moving and it is reluctant to consider further speed restriction in the absence of accident data.
3. The parish council's 2018/2019 bid for a mobile Speed Indicating Device (SID) was successful but this is unlikely to be operational before the end of 2018. The parish council will have control of its use and location (with agreement from the county council). The devices store data and can therefore provide an insight into speeding trends. There are six entrances/exits to the parish and 11 sites have been identified where a SID could be used. Westcotec offer SIDs with a 3-year warranty with options for smiley - green/angry- red faces or "Slow Down" graphics at a cost of £2,800 + an optional data collection unit at £250 or a data collection Bluetooth to android app at £350 (all prices are exclusive of VAT). Permanent signs (as in Bury) are about £250 cheaper than the mobile devices. Installations which are not within easy reach of a power supply (e.g. a street light) could cost several hundred pounds for a connection. Permanent signs may also be powered by solar panels at an additional cost of £1155.
4. Footpath "Number 4" leading from Bentley Close to Upwood Meadows and Lady's Wood has been improved by Cambridgeshire County Council, but lack of finances has prevented the completion of repairs (this work has accounted for 10% of the county council's annual budget for footpath repairs). Although in the summer months this is of little concern as soon as the wet weather arrives parts are still hazardous. The approximate cost of completing this work is £1500.

The parish council has budgeted £2500 for highways expenditure during this financial year. It has also received £3503.22 in Community Infrastructure Levy (CIL). The CIL Regulations 2010 (as amended) require the 'meaningful proportion' to be used to support the development of the local area by funding: 1. The provision, improvement, replacement, operation or maintenance of infrastructure; or 2. Anything else that is concerned with addressing the demands that development places on an area. CIL funding must be spent within five years of initial receipt (13 April 2023).

Councillor Rogers confirmed that he sits on the LHI panel but may not vote for applications from his parishes. He has previously expressed concern that larger communities which are in receipt of significant CIL funding are better able to attract funding for LHI projects. He has asked that a certain percentage of the total fund should be set aside for small parishes whereby the weighting attached to costs does not apply.

Councillors debated Councillor Slater’s recommendations and all agreed that whilst all have merit, traffic calming measures in Great Raveley would benefit the greatest number of parishioners on a daily basis. Councillor Hall proposed that Councillor Slater be authorised to proceed with the application with a financial commitment of £2,500. Councillor Smith seconded the proposal. All were in favour and it was **resolved** to do so. Councillor Slater agreed to enlist the support of highway officers to design a solution which is sympathetic to the needs of residents, local road users and the farming community.

Councillor Twose asked for clarification on strategies for highway improvements to Little Raveley. Councillor Nel confirmed that the council had not forgotten Little Raveley but that it is continuing to address and prioritise concerns raised through the Community Led Plan. (please see: <http://www.upwood.org/images/CLP/PrintfinalversionCLPActionPlan25August2015.pdf> and item 50-07/18.2).

**46-07/18 Matters arising or carried forward from the previous meeting.**

46-07/18.1 To receive an update regarding rudimentary work to the chains and fastenings to the swings in the Bentley Close play area.

With reference to the annual inspection reviewed at the last meeting, the excess chain on the swing has been removed and confirmation has been received from the manufacturer that the bearings on the swing should not be touched. Councillors are grateful for the support of Mr and Mrs Rowley who have repainted the missing numbers on the matting.

46-07/18.2 To receive an update from the clerk regarding concerns for the effectiveness of the mobile phone mast.

Confirmation has been received from Cornerstone Telecommunications Infrastructure Limited (CTIL) that the mast is providing improved coverage for O2 and Vodafone customers and that it is now taking 2G, 3G and 4G traffic.

**47-07/18 Notification of planning items.**

47-07/18.1 18/01136/HHFUL | Proposed single storey side/rear extension | 18 Liberator Road, Upwood. PE26 2PY  
Councillor Perkins proposed that these plans be approved. He suggested that there would be no impact on neighbouring properties and that the plans provide for a sympathetic extension which would enhance this property and the street scene. Councillor Twose seconded the proposal. All were in favour and it was **resolved** to do so.

**48-07/18 Finance**

48-07/18.1 To approve accounts for payment: 02 July 2018

Date	Ref. No.	Payee	Description	Amount
02.07.18	945427613	Mrs C. Silverstone	Clerk/RFO Salary. June 2018 *Including consultancy work for Wyton on the Hill Parish Council for June 2018	953.90
			Expenses: Working from home allowance, postage, stationery, travel.	35.82
			Reimbursement: Purchase of "Office 365" (minute ref. 31-06/18.6)	50.21
02.07.18	271301034	HMRC	PAYE/NI. June 2018 *including consultancy work for Wyton on the Hill Parish Council.	43.55
02.07.18	DD	SALVUS Master Trust	Employee + Employer Pension Contributions. June 2018 *including consultancy work for Wyton on the Hill Parish Council.	105.00
02.07.18	DD	Salvus Master Trust	Small Employer Fee	24.00
02.07.18	536854341	Mr A. Davis	Parish Grass Cutting (no. 5)	395.00
02.07.18	747379177	Huntingdonshire District Council	Election Fee (uncontested)	135.00
02.07.18	45620385	Upwood and the Raveleys Village Hall	Meeting room hire	67.23

\*An invoice for £297.18 will be presented for payment to Wyton on the Hill Parish Council on 10 July 2018 for Clerk/RFO consultancy work for June 2018.

48-07/18.2 To note income received: 02 July 2018:

Date	Ref. No.	Payee	Description	Amount
11.06.18	000018	The Memorial Craftsman Ltd.	Cemetery Memorial Fee	60.00
12.06.18	BACS	Wyton on the Hill Parish Council	Parish Clerk/RFO Consultancy. May 2018 (minute ref. 31-06/18.3)	849.93
18.06.18	000019	Northborough Parish Council	Parish Clerk/RFO Consultancy. April/May 2018 (minute ref. 31-06/18.3)	216.75

48-07/18.3 To approve accounts for payment: 06 August 2018

06.08.18	2499289	Mrs C. Silverstone	Clerk/RFO Salary. July 2018	720.78
			Expenses: Working from home allowance, stationery	13.49
06.08.18	843829	HMRC	PAYE/NI. July 2018	7.79
06.08.18	DD	SALVUS Master Trust	Employee + Employer Pension Contributions. July 2018	76.70
06.08.18	DD	Salvus Master Trust	Small Employer Fee	24.00

*In accordance with minute reference 58-09/17.1, invoices received from the parish maintenance contractor for grass cutting during July and August will be paid in a timely manner and reported on the agenda for the next meeting to be held on 03 September.*

Councillor Smith proposed that the accounts for payment be approved. Councillor Hall seconded the proposal. All were in favour and it was **resolved** to do so. The vice-chairman signed the list of payments on the agenda and authorised the bank reconciliation. Councillor Twose counter-signed the bank reconciliation.

48-07-18.4 To confirm arrangements for the annual appraisal and salary review of the clerk and cemetery officer (due 01 August).

Councillors agreed that the chairman should be asked to appraise the clerk and that the clerk should appraise the cemetery officer prior to the next meeting.

48-07-18.5 To retrospectively consider supporting the clerk's application to attend the CAPALC conference (29 June 2018) "Share the Vision: Shape the Future" at a cost of £30 + travel to Hemmingford Abbots.

The clerk confirmed that since publication of the agenda, she has accepted a consultancy role with CAPALC therefore there will be no cost to this parish council for her attendance at this conference. Councillor Hall proposed that Upwood and the Raveleys Parish Council should cover the clerk's travel expenses. Councillor Edwards seconded the proposal. All were in favour and it was **resolved** to do so.

### 50-07/18 Public Involvement & Engagement and Parish Council Development

50-07/18.1 To receive an update from the youth involvement and engagement working party.

This item was deferred until the next meeting.

50-07/18.2 To receive an update on achievements and outstanding actions and to consider strategies to refresh the Community Led Plan.

Councillor Nel presented a review of the action plan highlighting issues which have been completed and those identified for future consideration. She asked that this be added to the agenda of the next meeting for consolidation.

50-07/18.3 To consider the structure, design and content of parish council's first annual report for distribution with the parish newsletter (July 2018).

Councillors were asked to review the report which has been jointly produced by the chairman, vice-chairman and the clerk. Councillor Smith proposed that councillors approve the printing (at a cost of £92.79, please see: 72-10/17.3) and distribution of this document with the next parish newsletter.

50-07/18.4 To review the requirements of the Local Council Award Scheme "Quality Gold" standard and to consider preparing for an application in the near future.

The clerk outlined the requirements of the "Quality Gold" award and councillors agreed that this achievement is now within reach. The clerk offered to draft policy statements to demonstrate compliance with the criteria

(for example with regard to crime and disorder; leadership in planning for the future; and ensuring value for money). Councillors agreed to consider opportunities for further increasing community engagement and inclusivity; and their own professional development plans. This item will be reviewed again at the next meeting.

**51-07/18 Parish Land**

51-07/18.1 To receive an update on the proposed lease agreement from DLA Piper LLP for the parcel of land hosting the building at Charter's Spinney.

Further to item 35-06/18.1, the clerk has written to DLA Piper LLP to confirm the parish council's position regarding its requirement for 1. assurance that the building would be refurbished and that an ongoing maintenance programme would be put in place; and 2. that the parish council's legal costs would be covered. The clerk was then asked to provide an estimate of the cost of legal fees for consideration. Upwood and the Raveleys Parish Council has historically sought the advice of Serjeant and Son Solicitors and the company holds the original title deeds to land owned by the parish council. Serjeant and Son estimates that this work will take approximately four hours at a cost of £230 + VAT per hour. DLA Piper LLP has confirmed that these costs are acceptable, but it has also confirmed that its client is not willing to amend the current provisions relating to refurbishment or maintenance in the proposed lease. They have informed the parish council that maintenance issues should be raised directly with Cadent Gas Limited. The clerk has requested contact details for the relevant department.

**52-07/18 Correspondence and Communications.**

52-07/18.1 An invitation to participate in a preliminary draft consultation on Cambridgeshire and Peterborough Minerals and Waste Local Plan (please see: [www.cambridgeshire.gov.uk/mwlp](http://www.cambridgeshire.gov.uk/mwlp))

**53-07/18 To receive verbal reports from Parish Councillors on matters arising from their portfolio responsibilities.**

*No decisions can be made under this item.* There were no additional matters arising.

**54-07/18 Matters for future consideration. No decisions can be made under this item.** There were no additional matters.

**55-07/18 Date of next meeting:** 03 September 2018, 7:00pm. Upwood Village Hall.

**Close of meeting: 8:35pm**