



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 07 October 2019 at 7.00pm at Upwood Village Hall.

Present: Councillors J. Edwards, R. Howe (Chairman), J. Noble, A. Perkins, I. Ward.

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

Minutes

67-10/19 To receive and approve apologies for absence.

Councillor Bacon: holiday. Councillor Slater: family commitment. Councillor Twose: maternity leave.

68-10/19 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.

Councillor Perkins declared a personal interest in item 74-10/19.2 regarding development at 45 High Street. Councillor Edwards declared a pecuniary interest in item 77-10/19.2 regarding quotations for the clearance of undergrowth in Charter's Spinney.

69-10/19 To receive and approve the minutes of the parish council meeting held on 02 September 2019.

The minutes of the meeting of Upwood and the Raveleys Parish Council held on 02 September 2019 had been circulated in advance following their informal approval by the chairman. Councillor Noble proposed that the minutes be approved. Councillor Perkins seconded the proposal. All were in favour and it was **resolved** to do so.

70-10/19 To consider applications for one casual vacancy.

There were no applications. Residents are invited to apply to the clerk or seek further information from any member of the council.

71-10/19 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.

72-10/19 To receive reports from county and district councillors.

Councillor Rogers reported that the county council's budget should be formalised by 31 October.

Northamptonshire County Council is to be replaced by two unitary authorities, one serving the north and the other serving the west of the county. Both will join LGSS (Local Government Shared Services) alongside Cambridgeshire County Council and Milton Keynes Council.

Councillor Rogers invited members to attend the Local Parish Forum on 16 October. The chairman asked for a list of attending district and county council officers and speakers to be included with the agenda.

Further to re-surfacing works in the local area, the chairman also asked Councillor Rogers to liaise with Cambridgeshire County Council Highways regarding the reinstatement of the white lines. The sides of many

local roads are crumbling and littered with potholes requiring motorists to position themselves closer to the centre of the carriageway. Councillors consider the absence of the white lines to be a hazard.

Councillor Tavener reported on the district council's work to update its tree strategy. The current strategy, effective from 2015 may be seen at: <https://www.huntingdonshire.gov.uk/media/1171/tree-strategy-introduction.pdf>

73-10/19 Matters arising or carried forward from the previous meeting.

73-10/19.1 Further to minute reference 49-07/19.2, to receive an update regarding broadband provision in this parish. The chairman is continuing to liaise with a representative from "High Level Complaints – Customer Relations" and the Open Reach Contract Manager. He has received confirmation that corrective measures have been taken and that the migration process (which may take up to six weeks) is underway.

74-10/19 Notification of planning items.

74-10/19.1 19/01773/TREE | 1 Cherry - crown thin 25% | Ailwyn House, High Street, Upwood. PE26 2QE
Councillor Perkins proposed that the parish council approve this application as the work is required for safety reasons and it is also in the best long-term interests of the tree and its surroundings. Councillor Noble seconded the proposal. All were in favour and it was **resolved** to do so.

74-10/19.2 19/01913/FUL | Construction of a new residential three- bedroom dwelling with one parking space. | 45 High Street, Upwood. PE26 2QE
Councillors agreed that this proposal for a contemporary red brick dwelling would be more suited to a housing estate than one within a cluster of traditional whitewashed and muted cottages in a conservation area. The design is not sympathetic to the materials and finishes consistent with adjacent properties. All considered that the proposed height would dominate and be out of proportion with neighbouring properties. The windows proposed for the rear of the property would overlook the neighbouring cottage on Church Lane. Councillors expressed concern that only one parking space would be available for the proposed property and that no off-road parking would be possible for the existing cottage on the same site. Councillors agreed that they would have preferred to see an application for the modernisation and extension of the existing cottage rather than the building of an additional property in the garden. Councillor Noble proposed that the parish council objects to this application in terms of its colour, its footprint and height, and its potential for the parking of a significant number of additional cars on the High Street. Councillor Edwards seconded the proposal. Councillor Perkins abstained from voting, but all others were in favour and it was **resolved** to register an objection on the grounds that all these factors are out of keeping and would have a negative impact on the street scene in the heart of the village and in a designated conservation area.

75-10/19 Finance

75-10/19.1 To approve accounts for payment: 07 October 2019

Reference	Description	Payee	Amount
SO	Clerk/RFO Salary (including back pay from 01 August)	Mrs C. Silverstone	£1263.53
DD	Employee & Employer Pension Contribution	SALVUS Master Trust	£141.84
DD	Pension Administration Fee	SALVUS Master Trust	£24.00
SO	Clerk/RFO Salary. PAYE/NI	HMRC	£83.92
797475095	Clerk's Expenses: WFH, Mileage	Mrs C. Silverstone	£21.20
656969734	Parish Grass Cutting (Invoice 7 of 8)	The CGM Group (East Anglia) Ltd.	£605.70
869212031	LHI 2018/2019. Contribution to SID*	Cambridgeshire County Council	£1154.12
23821791	Glebe Paddock Rent	Jolliffe Daking LLP	£200.00
502109014	Hall Hire July-September 2019**	Upwood and the Raveleys Village Hall	£55.55

*An invoice for £2,500 had been expected but the county council has confirmed that the unit price was cheaper based on economies of scale thus saving £1345.88.

**The invoice received does not account for the hire of the hall for the summer activity sessions. The total amount should have been £84.05. A second invoice was received after publication of the agenda for presentation at the next meeting.

Councillor Ward 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 signed the list of payments on the agenda and Councillor Perkins signed each of the invoices. In the absence of a second signatory, the chairman countersigned the invoices. Two signatories were asked to authorise the online payments after the meeting. The chairman signed the bank reconciliation, and this was counter-signed by Councillor Noble.

75-10/19.2 To note income received: 07 October 2019: None received at the time of publication.

75-10/19.3 To consider the appointment of an internal auditor for the financial year 2019/2020.

Councillor Noble proposed that the parish council return to an annual internal audit and that it re-appoints Canabls for this financial year. Councillors agreed that the twice-yearly audit has been of little benefit. Councillor Ward seconded the proposal. All were in favour and it was **resolved** to do so.

75-10/19.4 To consider the joint payment (50% each?) with Bury Parish Council for LHI 2017/2018 at a revised total cost of £5042.33 rather than the expected £7031.72 (see minute ref.: 100-12/17.1).

In December 2017, Cambridgeshire County Council confirmed the target cost for traffic calming measures on Ramsey Road at £7031.72. This figure included the supply and installation of all six parish boundary signs which were funded by a grant of £1229.88 from the Ramsey Wind Farm Community Development Fund. An additional £4250 was awarded through the Local Highway Improvement Initiative leaving a balance of £1551.84 to be covered by the parish council. It was understood at the time that the total cost of £7031.72 was the proportion of the project cost allocated to Upwood and the Raveleys as part of a joint initiative with Bury Parish Council. Almost two years later, the county council has issued an invoice for £5042.33 for the entire project. Informal conversation between the chairman of Bury Parish Council, the Acting Vice-Chairman of Upwood and the Raveleys Parish Council and their respective clerks considered that both councils would benefit if the project cost is shared equally with both councils paying £2521.17 (the actual cost to Upwood and the Raveleys would therefore be £1291.85 after taking the grant from Ramsey Wind Farm Community Development Fund into account). The clerk confirmed that Bury Parish Council has resolved to accept this solution. Councillor Edwards proposed that this parish council also accepts and that the clerk requests that the two councils be invoiced for £2521.17. Councillor Ward seconded the proposal. All were in favour and it was **resolved** to do so.

75-10/19.5 To consider options for the appointment of a clerk to take the minutes of the meeting of 01 June 2020.

Councillor Noble proposed that a local clerk be approached to take and prepare the minutes of this meeting. The clerk agreed to make arrangements with a neighbouring council to facilitate payment of approximately 10 additional hours and provide an invoice to Upwood and the Raveleys Parish Council for this service. Councillor Ward seconded the proposal and it was **resolved** to do so.

The chairman noted that the finance working party would meet in October to update the three-year budget and prepare for the precept request. Councillors were asked to submit items for consideration.

The chairman had asked that the clerk present a summary of her hours of work at each meeting in future under a specific agenda item. She confirmed that in September she worked 49 of her 50 contracted hours. During this financial year she has worked 318.75 of 245.5 contracted hours to date. The clerk's contract was amended to increase her hours with effect from 01 August 2019 (please see minute reference 60-09/19.3).

76-10/19 Traffic, Highways & Road Safety

76-10/19.1 To receive an update regarding implementation of the traffic calming scheme for Great Raveley (LHI 2019/2020).

Further to item 61-09/19.1, the chairman and vice-chairman have met with a local farmer and are liaising with Cambridgeshire County Council with the aim of ensuring access for all users whilst curtailing speed. Work is expected to be completed between December 2019 and April 2020. The chairman confirmed that the parish council will ensure that the final design is appropriate and practical prior to allowing work to commence.

76-10/19.2 To receive an update regarding implementation of the traffic calming scheme for Little Raveley (LHI 2020/2021).

There had been no further update on this project since the last meeting.

76-10/19.3 To review data gathered from the Speed Indicator Device (SID) during September 2019.

The SID was located on Huntingdon Road, opposite the junction with Church Lane for the month of September, recording vehicles travelling towards Huntingdon. The device was out of action for four days. Of

the 18,256 vehicles recorded, 6.66% were in violation of the 40mph speed limit. 23 vehicles were recorded travelling at speeds between 55 and 60mph. Two SIDs are now in operation across the parish.

77-10/19 Parish Maintenance.

- 77-10/19.1 To review quotations for tree works in Charter's Spinney.
Councillors reviewed three very comprehensive quotations. Councillor Perkins confirmed that he had been impressed by all three companies and that selecting one would not be easy. Two of the quotations were comparable in price and one was significantly more expensive. Further to debate, Councillor Perkins proposed that the parish council accept the quotation of £550 + VAT provided by Global Tree Solutions on the proviso that councillors may review the exact specification prior to commencement of the work. Councillor Ward seconded the proposal and it was **resolved** to do so. The following work will be completed: 5 x Oak: Sever Ivy and remove major deadwood, raise crowns to circa 4m | 8 x Lime: Raise crowns to circa 3m and remove basal growth | 1 x Goat Willow: Prune back overhang from gas station | Sever all Ivy | Raise all smaller trees as necessary to improve aesthetics and allow more light to understory | Brush cut area to the left of the path to clear bramble and lower scrub | Clear all arisings to leave the site tidy.
- 77-10/19.2 To review quotations for the clearance of undergrowth in Charter's Spinney.
Councillors considered two quotations for work to clear the eastern side to allow for regeneration and to prepare the land behind the bench for planting. One amounted to £1650 + VAT, the other from J & H Edwards was for between £60 and £90. Councillor Perkins proposed that the council accept the quotation from J & H Edwards. Councillor Ward seconded the proposal. Councillor Edwards abstained from voting. All others were in favour and it was **resolved** to do so.
- 77-10/19.3 To consider a scheme of work and financial plan for the management of Charter's Spinney based on the quotations above.
All agreed that as the costs are not significant, work should proceed as resolved above.
- 77-10/19.4 To receive an update from the Diocese of Ely regarding the necessary permission for installation of a 6m x 6m hard standing or matting for the basketball area in Glebe Paddock.
Permission has been granted for a concrete, tarmacadam or paved installation provided that it is removed at the end of the lease if requested by the landlord. Specifications and quotations will be considered at the next meeting.
- 77-10/19.5 To consider the purchase of additional hoops for the football nets in Glebe Paddock.
Councillor Noble reported that four hoops are missing and four are bent but could possibly be straightened. The chairman proposed that the council authorise expenditure up to £100 for the purchase of the necessary number of hoops. Councillor Edwards seconded the proposal. All were in favour and it was **resolved** to do so. Councillors expressed concern for continued vandalism of the equipment and the time and expense the parish council is having to invest in repairs. It was suggested that if this continues the nets may be removed.
- 77-10/19.6 To review the effectiveness of the parish maintenance contract.
The hedges were due to be cut at the beginning of September. A short section of the cemetery hedge was partially tended at the beginning of October, but the work appears to have halted.
The area of the churchyard adjacent to Church Farmhouse is not being tended.
The parish council had received a complaint regarding the care of the cemetery, but this was followed by a second letter confirming that improvements had been made.
The chairman suggested that although this had been intended as a three-year contract that the company is clearly not fulfilling the terms of the agreement. The clerk confirmed that communication from the company is almost non-existent. All agreed that the clerk should raise the matters listed above. Councillors will review progress at the next meeting.

78-10/19 Parish Land & Assets

- 78-10/19.1 To consider entering into a formal agreement with Ramsey Rural Museum for the continued loan of the brass plaque commemorating the erection of the chapel of rest in 1894.
The brass plaque has been held by the Ramsey Rural Museum Community Trust for many years. The recent conversion from a Community Trust to a Charitable Incorporated Organisation (CIO) requires the museum to ensure that there is an agreed tenure in place for object loans. The museum has asked whether the parish council would wish the plaque to remain in its care, with a suggested review date of 31 August 2024. The chairman proposed that the plaque be reinstated above the door of the chapel. All were in favour and it was **resolved** that the clerk would arrange for its collection and that the chairman and Councillor Ward will arrange for its installation.

79-10/19 Correspondence and Communications.

79-10/19.1 A letter of concern regarding the standard of grass cutting in the cemetery (see item 77-10/19.5 above).

79-10/19.2 Two letters addressed to Huntingdonshire District Council and Cambridgeshire County Council and copied to the parish council “for information only” regarding the installation of a traffic mirror on Meadow Road. The chairman confirmed that this is not a matter for the parish council and whilst it is sympathetic to the wishes of its residents, Cambridgeshire County Council’s Highway Operational Standards and Enforcements (which are taken directly from The Department of Transport policy) state that “a mirror cannot be used to serve a private access onto the Highway”. Planning permission may be sought from Huntingdonshire District Council for the installation of traffic mirrors on private land.

79-10/19.3 An invitation to participate in consultation on Bury’s Neighbourhood Plan (see: <https://consult.huntingdonshire.gov.uk/portal/pp/nps/bynp>).

Upwood and the Raveleys Parish Council responded to Bury’s Neighbourhood Plan in July 2019 (please see item: 49-07/19.1) with the suggestion that the plan dealt too lightly with the traffic burden that will arise from the new homes proposed for Upwood Airfield; and that it didn’t mention that Ramsey and Bury combined will have almost 900 new homes by 2036 which will place immense pressure on local infrastructure. The Neighbourhood Plan has since been published without addressing this point. The chairman of Bury Parish Council confirmed that its consultant had advised that a relief road would be outside Bury’s Neighbourhood Plan area. All agreed that the chairman should write to the district council to re-iterate concerns. The chairman reminded members that our District Councillor, Graham Bull is also Leader of Huntingdonshire District Council and that he would write to him directly to ensure that the concerns of this parish are heard.

79-10/19.4 An update on procedures for burial authorities regarding the Children’s Funeral Fund.

Under the scheme which was introduced in April 2019, fees for the burial or cremation of those under 18 years of age are to be waived by all burial authorities and met instead by government funding.

79-10/19.5 An update from Huntingdonshire District Council on the success of the “Active Lives” children’s summer sports sessions.

Eight hours of sport and activity including cricket, hockey, football, golf, basketball, rounders and dodgeball were delivered to a total of 68 children in Upwood over four sessions. 266 children participated in this initiative across seven parishes. 95% of the children confirmed that they would wish to attend similar activities in the future and 72% rated the sessions as “Brilliant”.

80-10/19 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.

Councillor Perkins noted the achievements of the volunteer working party, comprising four residents and two councillors, who cleared overgrowing vegetation and brambles from the old part of the cemetery on 05 October. He noted that Councillor Edwards is worthy of special mention for providing transportation; arranging for the disposal of waste; and for the provision of tools and tuition. The chairman added his thanks to all who had been involved.

81-10/19 Date of next meeting: 04 November 2019 at 7:00pm

Close of meeting: 9:10pm