



## 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 November 2019 at 7.00pm at Upwood Village Hall.

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

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

### Minutes

**82-11/19 To receive and approve apologies for absence.**

Councillor Twose: Maternity Leave. Councillor Tavener (District Councillor): Attendance at another meeting.

**83-11/19 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: Item 90-11/19.4 (Management Committee Member of Upwood Village Hall).

**84-11/19 To receive and approve the minutes of the parish council meeting held on 07 October 2019.**

The minutes of the meeting of Upwood and the Raveleys Parish Council held on 04 October 2019 had been circulated in advance following their informal approval by the chairman. Councillor Ward proposed that the minutes be approved. Councillor Noble seconded the proposal. All those who had been present were in favour and it was **resolved** to do so.

**85-11/19 To consider applications for one casual vacancy.**

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

**86-11/19 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.

**87-11/19 To receive reports from county and district councillors.**

Councillor Rogers reported that there have been further delays to the signing of the county council budget. Savings of £1.5 million have been made in the last year but the county council needs to save a further £24-£28 million over the coming years.

The chairman asked for an update regarding the reinstatement of the white lines following re-surfacing work to local roads which he raised at the previous meeting. Councillor Rogers agreed again to pursue this with Cambridgeshire County Council Highways.

Councillor Bull reported that the district council is approaching the end of phase one of the new parking strategy. The next phase will include the upgrading of carparks with wider bays and electricity charging points. The district council is in the midst of its budget setting process and a management re-structure. The district council has received a positive report from Friends of the Earth reflecting efforts made to

incorporate a “green agenda”. Councillor Bull urged councillors and members of the public to participate in the Combined Authority’s consultation to help inform its bus strategy. Please see: <https://cambridgeshirepeterborough-ca.gov.uk/news/public-to-have-say-on-cambridgeshire-and-peterborough-radical-bus-reform/>.

Councillor Bull and Councillor Rogers noted that the forthcoming general election is impacting on the operations of both the district and the county council at this time.

**88-11/19 Matters arising or carried forward from the previous meeting.**

88-11/19.1 Further to minute reference 49-07/19.2, to receive an update regarding broadband provision in this parish. The chairman had received confirmation from the Open Reach Contract Manager that the migration (configuration of lines to the new DSLAM (green fibre cabinet)) is planned for 19 and 20 November. There may be some disruption to the broadband service during this time. Providing the migration is successful, those with fibre connections will see instant improvement on their broadband speed/reliability. Those not currently on a fibre service should also see improvement and they will be able to order an enhanced service from their chosen service provider within a couple of weeks of the migration.

**89-11/19 Notification of planning items.**

89-11/19.1 19/01954/LBC | Conversion of existing outbuilding (workshop) to provide a guest bedroom with en-suite facilities. | Townsend Farm 11 High Street, Upwood. PE26 2QE

89-11/19.2 19/01953/HHFUL | Conversion of existing outbuilding (workshop) to provide a guest bedroom with en-suite facilities. | Townsend Farm 11 High Street, Upwood. PE26 2QE

These applications relate to a single development. As the property is a listed building the works require both planning permission and listed building consent. (HHFUL stands for “Householder Full”, where considerations cover the effect of the proposal on all matters, including but not limited to the effect on the special architectural and historic interest of the building). LBC stands for “Listed Building Consent” and considerations relate only to the effect of the proposal on the special architectural and historic interest of the building.

Councillors agreed that the plans for conversion are sympathetic to the building itself and also in respect of its position in the grounds of a listed building. The intended re-use of the existing pantiles means that there will be no visual change to the street scene. All agreed that the conversion would enable residents to make better use of the building and thus enhance the property. Councillor Bacon proposed that the parish council support both applications. Councillor Slater seconded the proposal. Councillor Perkins abstained from voting. All others were in favour and it was **resolved** to do so.

**90-11/19 Finance**

90-11/19.1 To approve accounts for payment: 04 November 2019

Reference	Description	Payee	Amount
SO	Clerk/RFO Salary	Mrs C. Silverstone	£1008.95
DD	Employee & Employer Pension Contribution	SALVUS Master Trust	£111.16
DD	Pension Administration Fee	SALVUS Master Trust	£24.00
SO	Clerk/RFO Salary. PAYE/NI	HMRC	£47.12
91927671	Clerk's Expenses: Working from Home Allowance	Mrs C. Silverstone	£10.00
807145897	Cambridgeshire County Council	LHI 2017/2018 (ref. 75-10/19.4)	£2521.17
809856138	Huntingdonshire District Council*	4 x “Active Lives” sessions	£620.36
53468873	Hall Hire July-September 2019**	Upwood and the Raveleys Village Hall	£28.50

\*An invoice for £330.18 (2 x Active Lives sessions @ £310.18 + 2 x village hall hire @ £20) has been issued by the parish council to Mr William Hunt, sponsor of the first and last summer activity session (minute reference: 164-03/19.2).

\*\*Additional invoice to account for the hire of the hall for the summer activity sessions (minute ref. 75-10/19.1)

90-11/19.2 To note income received: 04 November 2019.

Reference	Description	Received From	Amount
000031	Annual Rent “Dockfields” & “3-2-20”	P Harper & Sons (Tenant)	£1416.00
BACS	Annual Rent “Gravel Pits”	C. Holmes & Son (Tenant)	£168.00

The chairman proposed that the accounts be approved for payment. Councillor Bacon 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 Noble.

90-11/19.3 To consider a grant application from Upwood and the Raveleys Newsletter for £1254 to support the continued provision of a free newsletter to every household in the parish.

The chairman suggested that the newsletter continues to provide a vital service to this parish. The parish council had increased its financial support last year to allow for partial colour printing and improved paper quality. Councillor Perkins proposed that the parish council supports this application. Councillor Bacon seconded the proposal. All were in favour and it was **resolved** to award a grant of £1254.

90-11/19.4 To consider a grant application from Upwood and the Raveleys Village Hall for £1000 to support ongoing operational expenses including insurance.

The chairman confirmed that financial support of the village hall forms part of the parish council's annual budget and that the hall is vital to this community. Councillor Edwards proposed that the parish council supports this application. Councillor Ward seconded the proposal. Councillor Perkins and Councillor Noble abstained from voting. All others were in favour and it was **resolved** to award a grant of £1,000.

90-11/19.5 Further to a meeting of the finance working party, to consider recommendations for budget and precept requirements for 2020/2021 and the update of the three-year business plan and budget to 2022/2023.

The finance working party had reviewed the financial forecast and confirmed that the parish council is predicted to end this financial year with a bank balance of approximately £57,750, having drawn £9,500 from its general reserves. This balance includes community infrastructure levy (CIL) of £11,569.89 plus earmarked reserves for the cemetery of £6000 and a further £9,000 for the play area. Predicted unallocated reserves therefore stand at approximately £31,200. The finance working party has prepared a lean draft budget for the next three financial years. If the precept is held at £25,000 per year, the parish council would expect to draw approximately £38,000 from its reserves by the end of the financial year 2023. This would leave a balance of just under £20,000. The chairman presented the proposed budgets and outlined the revised three-year business plan.

Councillor Edwards noted that although it is important to look forward, it is also relevant to look back in time. He highlighted the significant increase in staff, administration and training costs over the past few years and asked whether this is comparable to other local councils. The chairman confirmed that he had asked CAPALC to provide this data but had not received a response. The clerk added that local councils are required to publish financial information including their annual returns so it would be possible to source this information on council's individual websites.

The chairman proposed that the parish council adopts the budget of £39,167.11 together with a precept of £25,000 for the financial year 2020/2021. This would involve drawing approximately £12,000 from reserves. He also proposed that the parish council accepts in principle the revised three-year business plan and accepts the proposed budgets for 2021/2022 and 2022/2023. Councillor Bacon seconded the proposal. All were in favour and it was **resolved** to do so. The budget summary and business plan is attached to these minutes and published on the parish website at [www.upwood.org](http://www.upwood.org).

90-11/19.6 To receive a summary of the clerk's hours of work during October 2019.

The clerk confirmed that she has worked 52.5 of 50 contracted hours during October. During this financial year she has worked 371.25 of 295.5 contracted hours to date. The clerk's contract was amended to increase her paid hours with effect from 01 August 2019. (please see minute reference: 60-09/19.3). Since then the work hours and paid hours have been closely aligned and the chairman stressed that for budgetary reasons it was important to keep within the agreed limits.

### 91-11/19 Traffic, Highways & Road Safety

91-11/19.1 To receive an update regarding implementation of the traffic calming scheme for Great Raveley (LHI 2019/2020).

Revised drawings have been received but they do not address the issues raised (see item 61-09/19.1) to ensure access for all users whilst curtailing speed. Councillor Slater will continue to liaise with Cambridgeshire County Council Highways, and report back at the next meeting.

91-11/19.2 To receive an update regarding implementation of the traffic calming scheme for Little Raveley (LHI 2020/2021).

The parish council is unlikely to receive a further update on this project until the new year.

- 91-11/19.3 To review data gathered from the Speed Indicator Devices (SIDs) during October 2019.  
 SID 1 was positioned on Huntingdon Road, Little Raveley to record vehicles approaching Great Raveley/Upwood. Of the 13,681 vehicles recorded, 1,186 (8.67%) were in violation of the 40mph speed limit. Of these, 324 were travelling at speeds ranging between 50 and 68mph.  
 SID 2 was positioned by the junction of High Street and Longholme Road recording vehicles travelling towards Ramsey Heights. Of the 14,153 vehicles recorded 635 (4.49%) were in violation of the 40mph limit. 215 vehicles were recorded travelling at speeds between 50 and 69mph.  
 Councillors debated the effectiveness of the SIDS. Councillor Bacon suggested that they are an effective reminder for many but that they have no impact on those intent on breaking the speed limit. All agreed that they are providing valuable statistics which will be useful in making a business case for future road improvements.

**92-11/19 Parish Maintenance.**

- 92-11/19.1 To consider quotations for the installation of a 6m x 6m hard standing or matting for the basketball area in Glebe Paddock.  
 Councillor Bacon confirmed that he had obtained two informal quotations but suggested that the basketball area may be more attractive to young people if it were relocated. Councillor Noble reminded members that the basketball hoop had been purchased through the fundraising efforts of a group of parishioners and that relocation may not prove to be a popular decision. Further to debate, the chairman asked councillors to indicate their interest in improving the basketball area. Only two councillors felt this to be a worthwhile project and it was therefore agreed to defer this item for the time being.

- 92-11/19.2 To review the effectiveness of the parish maintenance contract.  
 The clerk and the chairman have met with the area manager of CGM Group Ltd. Payment of two invoices have been withheld as there are discrepancies in the paperwork as well as continued concerns for the quality of the work and compliance with the contract. The area manager has undertaken to produce a new schedule. The chairman and the clerk have arranged to meet with him on 18 November.  
 CGM Group Ltd has undertaken to ensure that the entire village is brought up to standard with extra visits as necessary until mid-December 2019. CGM Group Ltd. has also offered to remove the remaining brambles and tidy the old cemetery as a one off good-will gesture.  
 The chairman confirmed that although there have been a significant number of issues arising during the first year of this contract (including unpredictable weather conditions; and several changes and upgrades requested by the parish council which have impacted on the company's planning schedules), both the parish council and CGM Group Ltd. are keen to make this partnership work. Communication with the company has been problematic, partly because residents have been complaining directly to the work crews, thus in future the company will only take instruction from the chairman or the clerk.  
 The chairman suggested that councillors take responsibility for formally checking the work against the contract during the early part of the next season and reporting any issues to the clerk so that they may be rectified with immediate effect.  
 The chairman reminded members that CGM Group Ltd. was selected based on its reputation but also on its competitive quotation. Councillors are extremely concerned and disappointed that there are still unresolved issues, and all agreed that the village must be brought back up to standard by the end of the year. The situation will be subject to final review at the January meeting.

**93-11/19 Correspondence and Communications.**

- 93-11/19.1 A request from Cambridgeshire County Council for information about any local plans regarding Operation London Bridge (the protocol that will be followed to mark the death of the sovereign).  
 93-11/19.2 Guidance from the National Association of Local Councils regarding preparing for compliance with the Public Sector Bodies (Websites and Mobile Applications) (No. 2) Accessibility Regulations 2018.  
 93-11/19.3 An update from CAPALC on "Parish Online", a digital mapping package.  
 The clerk has registered the parish council for a free 30-day trial, and this has already proved helpful in determining the area of the matting in the play area to enable an accurate quotation to be sourced for its eventual replacement. The cost of the package after the trial is £100 + VAT per annum. Councillors agreed to trial the package and review the benefits of a subscription at the next meeting.

93-11/19.4 An update from Huntingdonshire District Council regarding the adoption of the Huntingdonshire Local Plan to 2036 in May 2019; and an invitation for councillors to attend Local Plan workshops to enhance practical understanding and application of the current policy position.

**94-11/19 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 Bacon presented an offer of a donation of Kompan play equipment from Ramsey Youth Centre. Whilst it was agreed that this was a generous offer, councillors agreed that the parish council should concentrate its efforts on the maintenance of the existing play equipment in Bentley Close. The chairman suggested that the youth centre might approach Upwood Primary Academy or the management companies for Farm Close and Fairmead.

Councillors raised concern for a rumour that the play equipment at Farm Close is only for use by Farm Close residents. The clerk agreed to clarify this with the two housing associations.

Councillor Bacon informed members of the opportunity to acquire community defibrillators through "Community Heartbeat". The chairman reminded members that a significant amount of research had been carried out during 2017 regarding the provision of a defibrillator and this is well documented in the minutes. It was agreed at the time, and again in May 2019 that the cost of purchasing a defibrillator was significant; and that ongoing maintenance, administration and responsibility would be onerous. The chairman did offer however to approach the owner of the Cross Keys public house regarding the possibility of the privately-owned defibrillator being made available for public use.

Councillor Bacon agreed to explore other avenues for youth involvement, and all agreed that he should pursue options for a community defibrillator. Both topics will be reviewed at the next meeting.

Councillor Noble thanked Councillor Edwards for making and installing substantial new fixings for the goal nets. They both reported on the need for attention to the trees and bushes in Glebe Paddock, particularly along the access path from Huntingdon Road. This will be added as an agenda item for the next meeting.

**95-11/19 Date of next meeting: 02 December 2019 at 7:00pm**

**Close of meeting: 9:00pm**

**Attached budget summary and business plan 2019/2020 – 2022/2023**