



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 06 January 2020 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 two members of the public.

Minutes

111-01/20 To receive and approve apologies for absence.

Councillor Twose: Maternity Leave. Councillors offered their congratulations to Councillor Twose and her partner on the birth of their baby boy.

Councillor Tavener: Attendance required at another meeting.

112-01/20 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.

113-01/20 To receive and approve the minutes of the parish council meeting held on 02 December 2019.

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

114-01/20 To consider applications for one casual vacancy.

There had been no applications. Residents are invited to apply to the clerk or to seek further information from members.

115-01/20 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.

116-01/20 To receive reports from county and district councillors.

Councillor Edwards asked for clarification on the cost implication of taking domestic waste to one of the three household recycling centres (HRCs) located in Alconbury, Bluntisham and St. Neots in a commercial vehicle. The clerk confirmed after the meeting that since October 2019 an e-permit is required to dispose of household waste at the HRCs using a commercial-type vehicle or any trailer in excess of 1.5m length (excluding the towing mechanism) or 570 litre capacity. E-permits are free of charge and are issued to Cambridgeshire residents on a per household basis. The e-permit allows a maximum of 12 visits to a site within a 12-month period. Further details may be found at: <https://www.cambridgeshire.gov.uk/residents/waste-and-recycling/household-recycling-centre-e-permit-scheme>. Concerns were expressed for the potential increase in fly-tipping which may occur as a result of this initiative.

Councillor Noble noted the concerns of a disabled resident regarding the condition of several pavements in the village. Councillor Perkins expressed ongoing concerns regarding damage to the edge of Ramsey Road and he

asked if Councillor Rogers had information on the number of people seeking compensation for the damage to vehicles. The chairman asked again for road signs to be removed in a timely manner after work is completed. Councillor Rogers confirmed that the most effective course of action is to record all highway matters on the online portal: <https://highwaysreporting.cambridgeshire.gov.uk/>. Councillor Rogers offered to seek information on the number of people seeking compensation.

Councillor Slater asked Councillor Rogers about the cost of a small average speed camera (similar to one seen recently in Whittlesey). Councillor Rogers agreed to make enquiries.

Councillor Rogers confirmed that the government has prepared its provisional "annual spending settlement" and further details will be made available early in 2020.

117-01/20 Matters arising or carried forward from the previous meeting.

All matters arising are addressed under specific agenda items.

118-01/20 Notification of planning items.

118-01/20.1 19/02313/HHFUL | Erection of two storey extension to western gable, replacing the existing single storey garage. Dormer window to front & rear | 2 Clover Close, Wennington Road, Little Raveley PE28 2NE
Councillors considered this application to be thorough with due consideration given to the surrounding area. All agreed that the plans are sympathetic to the style of the property and the addition of an upstairs bathroom would make the home more practical. The visual impact to the street scene would be minimal as the proposed extension is within the footprint of the existing garage. Councillors agreed that they would wish to support plans such as this which help to consolidate families within the parish. Councillor Perkins therefore proposed that the parish council supports this application. Councillor Noble seconded the proposal. All were in favour and it was **resolved** to do so. The chairman thanked the applicant for attending the meeting.

118-01/20.2 19/02443/TREE | T1 & T2 Yew - Fell to ground level and grind out stumps with the view to replant | Upwood House, High Street, Upwood. PE26 2QE
Councillors expressed concern for the removal of trees for what would appear to be aesthetic reasons. Further to debate, Councillor Perkins proposed that as there are a significant number of trees within this property, and that the application includes plans to replant, that the parish council supports this application. Councillor Bacon seconded the proposal. Councillor Noble abstained from voting. All other councillors were in favour and it was **resolved** to do so.

119-01/20 Finance

119-01/20.1 To approve accounts for payment: 06 January 2020

Reference	Description	Payee	Amount
SO	Clerk/RFO Salary	Mrs C. Bilverstone	£1,008.95
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
588902051	Clerk's Expenses: Working from Home Allowance, stationery, postage	Mrs C. Bilverstone	£11.22
419185828	Parish Online. Digital Mapping Subscription	Geosphere Ltd.	120.00

119-01/20.2 To note income received: 06 January 2020.

Reference	Description	Received From	Amount
0000033	Sponsorship of 2 x Active Lives sessions (164-03/19.2)	William Hunt	£330.18
BACS	Refund: Land Registry (Registration of Cemetery & Bentley Close Play Area. Minute ref.: 48-07/19.1	Serjeant and Son Solicitor	£20.00
000034	Cemetery Fees: Exclusive Right of Burial x 2 + Interment Fee	Central England Co-Operative Ltd. Funeral Disbursements	£355.00

The chairman proposed that the accounts be approved for payment. Councillor Ward seconded the proposal. All were in favour and it was **resolved** to do so. The chairman signed the list of payments on the agenda. 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.

119-01/20.3 To receive a summary of the clerk's hours of work during December 2019.

The clerk confirmed that she has worked 30.5 of 50 contracted hours during December. During this financial year she has worked 446.75 of 345.5 contracted hours to date.

120-01/20 Traffic, Highways & Road Safety

120-01/20.2 To review data gathered from the Speed Indicator Devices (SIDs) during December 2019.

SID 1 was positioned in Little Raveley to monitor vehicles approaching from Huntingdon Road. 0.32% of vehicles exceeded the 30mph speed limit. 8 of these were recorded travelling at speeds of 37 and 38 mph.

SID 2 was placed on Longholme Road to monitor vehicles approaching from Ramsey Heights. 19.57% (3,440 vehicles) were in violation of the 40mph speed limit. 53 vehicles were recorded travelling at speeds between 60 and 70mph.

Councillor Bacon agreed to follow up on his offer at the last meeting, to make arrangements for mobile speed cameras with Cambridgeshire Constabulary.

Councillor Slater noted his interest in an average speed camera recently seen in Whittlesey and agreed to make further enquiries.

122-01/20 Community Matters

122-01/20.1 Further to debate in 2017, to re-consider the provision of a defibrillator in the parish.

The Parish Council has been offered a donation of an automated external defibrillator (AED IPAD CUSP1) by the owner of the Cross Keys public house. The device has recently been serviced; its pads have been replaced; and there is currently a maintenance contract in place.

Councillor considered the benefits of a single defibrillator in this parish. The British Heart Foundation confirms that "for every minute someone is in cardiac arrest without CPR and access to a defibrillator, their chances of survival drops by up to 10%. Having a public access defibrillator (PAD) available in an emergency can be life saving, especially in rural areas". All agreed that a single AED will not be helpful for those more than a few minutes away, but that this should not stop the parish council from taking its first step toward such provision.

Councillors considered the costs over a four-year period, namely:

- Purchase, delivery and installation of an external secure AED case *CB* delivery: £770.00 + VAT.
- Electro Pad replacement: £120.00, (£60.00 every 2 years). These are consumable items which are replaced free of charge after each use.
- Battery: £200.00 (£50.00 each year).
- Power: approximately £10 per annum, (to maintain the case & AED to a constant 7°C).

The chairman suggested that although the use of an AED does not require particular skills or knowledge, to boost confidence, all councillors should commit to attending training in its use; and that the parish council would wish to provide training opportunities for all interested residents.

Councillor Bacon proposed that the parish council accepts the AED as a gift and that it commits to the purchase of the case with a view to confirming the location (the parish council has received an offer to install the unit on an outside wall of The Cross Keys but Councillor Perkins will also approach Upwood Village Hall Management Committee regarding installation in the porch); considering plans for ongoing maintenance (whether this can be carried out in-house or whether it would be preferable to outsource); and making arrangements for training at the next meeting. Councillor Ward seconded the proposals. All were in favour and it was **resolved** to do so. Thanks were extended to the owner of The Cross Keys for this generous donation to the parish.

122-01/20.2 To consider a strategy for youth involvement and engagement.

Councillor Bacon confirmed that the cost of a two-hour "Active Lives" sports session in 2020 is approximately £132 + VAT, an increase of 2% on 2019 costs.

The chairman proposed that the parish council agrees in principle to provide six sessions at a cost of nearly £800 but that it should seek funding and partnership opportunities (for example, working with Bury Parish Council, seeking sponsorship and making grant applications). He reminded members of the agreed budget restraints and that the parish council had made no provision to fund youth activities in 2020/2021. Councillor Noble seconded this proposal. All were in favour and it was **resolved** to do so.

Councillor Bacon reminded members that Upwood Village Hall Management Committee holds an amount of money further to the closure of the youth club. He also suggested that the parish council considers the provision of a "pop-up" style youth club. The chairman proposed that to ensure compliance with safeguarding procedures and sustainability, the parish council should actively pursue options to outsource provision with a view to launching a project in the spring or early summer. Councillor Bacon offered to source further information for discussion at the next meeting.

123-01/20 Correspondence and Communications.

123-01/20.1 An invitation to participate in a consultation regarding Cambridgeshire Fire and Rescue Service's Risk Management Plan.

124-01/20 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 Bacon confirmed that he had emailed existing members of the Community Speedwatch team with a view to reviving interest in this initiative. He offered to prepare an advert for inclusion in the parish newsletter and on the parish website and facebook pages.

Councillor Noble reported on her latest effort to collect litter around Upwood village. This resulted in two full black dustbin sacks containing crisp packets, sweet wrappers, cigarette packets, 3 wine bottles, 8 waxed cardboard drinks beakers with plastic lids (courtesy of a local fast food chain), 26 plastic bottles and 36 cans. She noted that additional litter has gathered in ditches which are beyond her reach. Councillors thanked Councillor Noble for her ongoing commitment, noting that such activity is above and beyond the responsibilities of a local councillor. The chairman suggested that further to the success of the last community litter picking event that the parish council coordinate another. The clerk suggested coordinating this with the Great British Spring Clean event which will take place from 20 March to 13 April 2020. This will be added as an agenda item for the next meeting.

125-01/20 Date of next meeting: 31 January 2020 at 7:00pm (please note that the meeting due to be held on 03 February was re-scheduled to meet a deadline for Local Highway Initiative plans for traffic calming measures in Great Raveley, please see agenda item 132-01/20.1).

Close of meeting: 8:35pm



31.1.20.