



Upwood and the Raveleys Parish Council

Parish Clerk – Mrs Carol Bilverstone. Kilimanjaro, 9 Meadow Road, Upwood, Huntingdon, Cambs. PE26 2QJ
Telephone: 07835 939547. E-Mail: parishclerk@upwood.org

A meeting of Upwood and the Raveleys Parish Council was held on Monday 06 December 2021 at 7.00pm.

Present: Councillors D. Awit, G. Bonnett-Kolakowska, J. Edwards, R. Howe (Chairman), N. Maddocks, R. Mashford, A. Perkins, M. Tew (from item: 78-12/21).

In Attendance: Mrs. C. Bilverstone (Clerk), Councillor Haines (from item 84-12/21) and two members of the public.

Minutes

75-12/21 To receive and approve apologies for absence.

Councillor Burgess: Personal

Councillor Bull & Councillor Haines, Huntingdonshire District Council: Attendance at another meeting (Councillor Haines attended from item 84-12/21).

76-12/21 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.

The chairman declared a personal interest in items 81-12/21.2 & 81-12/21.3.

77-12/21 To receive and approve the minutes of the parish council meeting held on 01 November 2021.

The minutes of the meeting of Upwood and the Raveleys Parish Council held on 01 November 2021 had been circulated in advance following the informal approval of the vice-chairman. Councillor Maddocks proposed that the minutes be approved. Councillor Awit seconded the proposal. All were in favour and it was **resolved** to do so. The vice-chairman signed the minutes after the meeting.

78-12/21 To consider applications for one casual vacancy.

Councillors considered an application from Mr. Michael Tew who had previously served as a parish councillor for Upwood and the Raveleys from November 2016 to April 2018. He is currently a serving councillor for Bury Parish Council; vice-chairman of Cambridgeshire and Peterborough Association of Local Councils (CAPALC); he has a seat on the National Association of Local Councils (NALC) National Assembly; and he is a member of Civic Voice. Mr. Tew outlined an impressive record of projects he has brought to fruition including the Bury Neighbourhood Plan, instigation of the Indoor Market in Ramsey; and the introduction of Carers' Hubs to Cambridgeshire and Norfolk, a scheme which has now spread countrywide. Mr. Tew confirmed that he has capacity to serve another parish council and noted the benefits of greater co-operation that he could foster between the two neighbouring parishes if he were to be successful in his application. The chairman proposed the co-option of Mr. Tew adding that he would bring a huge amount of experience and good judgement to this parish. He also reiterated the need for greater co-operation with Bury Parish Council, particularly in regard to traffic management. Councillor Edwards seconded the proposal. All were in favour and it was **resolved** to do so. Councillor Tew was welcomed back to Upwood and the Raveleys Parish Council and he signed a declaration of acceptance of office. This was countersigned by the clerk.

79-12/21 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.

80-12/21 To receive reports from county and district councillors.

The clerk shared an update from Councillor Haines regarding his successful bid for the installation of two new litter bins, one at each end of the path between Farm Close and Fairmead. The parish council had made several unsuccessful attempts to secure one litter bin along this path so councillors were delighted with this outcome. The bins should be installed within the coming weeks.

The chairman noted his disappointment that there was no representation from the district or the county council at this meeting (although Councillor Haines attended from item 84-12/21.2) but recognised the many and varied commitments of councillors.

81-12/21 Notification of planning items.

81-12/21.1 21/00572/FUL | Application for full planning permission for demolition of existing redundant buildings and infrastructure and residential development of 321 dwellings with associated highways, infrastructure and open space | Upwood Hill House and part of RAF Upwood (deferred from minute ref.: 154-04/21.1 & 10-05/21.2). This application remains in abeyance.

81-12/21.2 21/02559/TREE | Pollard Sycamore tree due to lean making it potentially dangerous | 56A High Street Upwood. Councillor Awit proposed that the parish council supports this application to safeguard the tree, and also to protect the property and its owners. Councillor Mashford seconded this proposal. The chairman abstained from voting. All other councillors were in favour and it was **resolved** to do so.

81-12/21.3 21/02572/TREE | Large Sycamore - fell in sections to a low stump | Ailwyn House, High Street, Upwood. Councillors agreed that whilst it is sad to see a tree condemned, the parish council must also be mindful of the safety of residents. It was noted that this particular tree is one of many in a large garden; and that it would be replaced with other trees which would be planted in more appropriate locations. Councillor Bonnett-Kolakowska proposed that the parish council supports the application on this basis. Councillor Perkins seconded the proposal. The chairman abstained from voting. All other councillors were in favour and it was **resolved** to do so.

82-12/21 Finance

82-12/21.1 To approve accounts for payment: 06 December 2021

Reference	Description	Payee	Amount
SO	Clerk/RFO Salary. November 2021	Mrs C. Silverstone	£1043.68
*SO	Cemetery Officer Salary. Oct. – Dec. 2021	Mr. B.C. Edwards	£117.75
SO	Clerk/RFO & Cemetery Officer Salary PAYE/NI	HMRC	£70.62
SO	Employer National Insurance November 2021	HMRC	£55.92
DD	Employee & Employer Pension Contribution	SALVUS Master Trust	£114.22
DD	Pension Administration Fee	SALVUS Master Trust	£24.00
426089069	Clerk's Expenses: Working from Home Allowance, stationery, printing costs (November).	Mrs C. Silverstone	£34.13
Debit Card	Monthly Fee.	Unity Trust Bank	£3.00
Debit Card	Mobile Phone Monthly Top-Up	Unity Trust Bank / Tesco.com	£7.50
Debit Card	Monthly Subscription. Acrobat Pro DC.	Unity Trust Bank / store@adobe.com	£15.17
964052432	Glebe Paddock Rent	Jolliffe Daking LLP	£224.00
477038561	Virtual Training Seminar (minute ref. 69-11/21.3)	SLCC Enterprises Ltd.	£54.00
671719826	Parish Online. Annual Subscription	Geosphere Ltd.	£120.00

*The clerk noted that the standing order for the cemetery officer's salary payment had been omitted from the agenda in error.

82-12/21.2 To note income received: 06 December 2021.

Reference	Description	Received From	Amount
BACS	Cemetery Fees (Memorial)	A.J. Mills	£60.00
000043	Cemetery Fees (Interment)	Dignity Funerals Ltd.	£50.00
000043	Donation to support re-wilding of highway verges	Donor has requested anonymity	£300.00

Councillor Mashford proposed that the accounts be approved for payment and that the income received be acknowledged. Councillor Awit seconded the proposal. All were in favour and it was **resolved** to do so. The chairman signed the list of payments on the agenda; Councillor Mashford and Councillor Perkins signed each of the invoices and agreed to authorise the online payments. The chairman signed the bank reconciliation and this was countersigned by Councillor Perkins.

- 82-12/21.3 To acknowledge receipt of an anonymous donation to support the re-wilding of highway verges.

Councillors acknowledged receipt of this generous donation (recorded above in item 82-12/21.2) and the chairman suggested that a working party be formed to take this initiative forward. Councillor Tew confirmed that Bury Parish Council could demonstrate that aside from the impressive visual impact of the project the colourful display of wildflowers had also resulted in slowing traffic. The chairman noted that he had had a fortuitous conversation with Mr. Paul Charman a resident (who has consented to be identified in these minutes) who is passionate about conservation management and has become something of an expert in the creation and protection of habitats. The chairman opened the meeting to allow Mr. Charman to address the council. The Chairman together with Councillors Awit, Edwards, Mashford and Mr. Charman agreed to form a working party to formulate a strategy for presentation in the new year. The chairman suggested that the working party might consider a crowd funding exercise to top up the existing anonymous grant rather than covering the cost of this project from parish council funds.

- 82-12/21.4 To consider the recommendations of the finance working party regarding the draft budget and business plan for 2022/2023 to 2024/2025; and to confirm the precept for 2022/2023.

The chairman proposed that further to the recommendations of the finance working party which were presented at the previous meeting, that the parish council adopt the budget for 2022/2023 with a precept of £27,000 (an increase of £1,000 on the current financial year) and the business plan to 2024/2025. He noted that the strategic plan allows for small increases year on year with the council aiming to achieve its goals within the scope of a modest budget. Additional sources of funding such as grant applications would be sought for major projects such as traffic calming and the refurbishment of Bentley Close Play Area. Councillor Bonnett-Kolakowska seconded the proposal. All were in favour and it was **resolved** to do so. The budget and business plan is attached to these minutes.

83-12/21 Traffic, Highways & Road Safety

- 83-12/21.1 To review data gathered from the Moveable Vehicle Activated Signs (MVAS) during October & November 2021.
October:

MVAS 1 was located on Huntingdon Road opposite the junction with Ailwine Road to monitor traffic approaching from Bury. Of the 28,255 vehicles recorded, 2,535 registered speeds in violation of the 40 mph speed limit. 2,059 registered speeds between 41–45 mph; 386 between 46-50 mph; 76 between 51-54 mph and 13 were travelling at speeds in excess of 55 mph. The highest recorded speed was 81 mph.

MVAS 2 was located by the allotments on Huntingdon Road to monitor traffic approaching from Great Raveley. Of the 39,480 vehicles recorded 4,529 registered speeds in violation of the 40 mph speed limit; 3,229 registered speeds between 41– 45 mph; 890 between 46-50 mph; 272 between 51-54 mph; and 139 were travelling at speeds in excess of 55 mph. The highest recorded speed was 98 mph.

MVAS 3 was located by the post box in Great Raveley to monitor traffic approaching from Wood Walton. The results are incomplete due to battery failure.

November:

MVAS 1 was located on Huntingdon Road opposite the junction with Ailwine Road to monitor traffic approaching from Bury. Of the 33,849 vehicles recorded, 2,944 registered speeds in violation of the 40mph speed limit. 2,381 registered speeds between 41–45 mph; 464 between 46-50 mph; 84 between 51-54 mph and 14 were travelling at speeds in excess of 55 mph. The highest recorded speed was 71 mph.

MVAS 2 was located by the allotments on Huntingdon Road to monitor traffic approaching from Great Raveley. Of the 36,546 vehicles recorded (note that data is missing for a four-day period for due to battery failure) 3,969 registered speeds in excess of the 40 mph speed limit. Of these 2,843 registered speeds between 41–45 mph; 795 between 46-50 mph; 222 between 51-54 mph and 110 were travelling at speeds in excess of 55 mph. The highest recorded speed was 87 mph.

MVAS 3 was located by the post box in Great Raveley to monitor traffic approaching from Wood Walton. Of the 4,584 vehicles recorded 1,162 registered speeds in violation of the 30 mph speed limit. 875 registered speeds between 31–35 mph; 234 between 36–40 mph; 44 between 41-45 mph; 6 between 46-50 mph and 2 were travelling at speeds in excess of 50 mph. The highest recorded speed was 63 mph.

- 83-12/21.2 To receive an update on speed management strategies.

Councillor Bonnett-Kolakowska confirmed that she is waiting for a response to the parish council's speed reduction application (minute ref. 56-10/21.2); the application process for Community Infrastructure Levy (CIL) will open in January (minute ref. 59-10/21.1); and that Community Speedwatch activity will resume in the spring. She also noted that she had met with Cambridgeshire County Council's new HGV Watch Coordinator.

84-12/21 Community

- 84-12/21.1 Further to minute reference: 57-10/21.2, to receive an update on strategies to improve the provision of play and recreation facilities for children and young people.
Councillor Mashford noted that she will present three quotations together with a fund-raising strategy at the next meeting.

85-12/21 Parish Maintenance

- 85-12/21.1 To consider quotations for a new parish maintenance contract to commence in the spring of 2022.
Councillor Awit reported that seven companies had been approached resulting in four quotations. Two are particularly competitive and the chairman suggested that face to face meetings be held with representatives from these two companies; and that references are followed up with a view making an appointment at the next meeting.
- 85-12/21.2 To consider quotations for remedial work to three horse chestnut trees in St. Peter's Churchyard.
Councillors considered three quotations from local tree surgeons. One of the companies advised against pollarding the trees due to the extra growth this would promote but this was not raised as an issue by the two others. Councillor Perkins therefore proposed that Ayres Tree Care be appointed to conduct work to rebalance the canopy of two horse chestnuts and reduce the lowest limb on a third. This company had also included a recommendation to reduce the canopy of the lime tree and remove deadwood for a total cost of £800. Councillor Awit seconded the proposal. All were in favour and it was **resolved** to do so. Councillor Perkins also recommended that a tree survey be commissioned during 2022 to assess the health of the parish trees and to provide the parish council with a strategic plan for the longer term.

86-12/21 Correspondence and Communications.

- 86-12/21.1 Correspondence regarding the management of Meadow Road Cemetery.
This matter was resolved. The chairman confirmed that the cemetery would be managed as a lawn cemetery in accordance with the rules and regulations which were last revised in October 2020 and readopted in May 2021. (<http://www.upwood.org/images/ParishCouncil/Cemetery%20Rules%20Regulations%20Fees.%20Updated%20October%202020.pdf>)
- 86-12/21.2 A letter of concern from a resident regarding traffic and road safety.
Councillors agreed that these concerns are addressed in detail at every meeting; and that the parish council's commitment to traffic management and road safety is well documented.
- 86-12/21.3 Notification from the trustees of the Will of Mary Elizabeth Mawdesley (deceased) Trust of the Poor Widows in the Parishes of Ramsey, Bury and Upwood, inviting beneficiaries to contact Mrs. Chapman on 01487 812769 to arrange a suitable time to collect the benefit due to them.

87-12/21 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 Tew noted that the district and county councils have proposed that parishes adopt an "Emergency Plan". He offered to share further details and councillors agreed to consider this at the next meeting.

88-12/21 Date of next meeting: Monday 10 January 2022.

Close of meeting: 8:40pm



10-1-22.

Budget Summary and Business Plan

2022/2023 2023/2024 2024/2025

	Budget 2022/2023	Proposed Budget 2023/2024	Proposed Budget 2024/2025
Income			
Precept	£27,000.00	£28,000.00	£29,000.00
Commercial Land Rents	£1,634.00	£1,634.00	£1,634.00
Cemetery Fees	£450.00	£450.00	£450.00
CIL	£2,000.00		
Grant			
Donations			
Interest	£0.00	£0.00	£0.00
Sale of assets			
Total Income	£31,084.00	£30,084.00	£31,084.00
Carried fwd. from 2020/2021			
VAT return	£2,000.00	£2,000.00	£2,000.00
Total Funds	£33,084.00	£32,084.00	£33,084.00
Staff Costs			
Clerk/RFO's Salary (Gross)	£14,577.01	£15,014.32	£15,464.32
Cemetery Officer's Salary (Gross)	£643.79	£683.10	£685.00
Pensions (Employer Contributions)	£728.85	£750.72	£770.00
Employment Allowance	£700.00	£700.00	£700.00
Total Staff Costs	£16,649.65	£17,128.14	£17,619.32
Admin. & Training			
Election Fee	£2,000.00	£0.00	£0.00
Employee Training	£200.00	£200.00	£200.00
IT Equipment	£150.00	£150.00	£500.00
Audit Fees - internal audit	£170.00	£170.00	£170.00
Audit fees - main audit	£260.00	£260.00	£260.00
Bank Charges	£150.00	£150.00	£150.00
Books & Publications	£100.00	£100.00	£100.00
Councillor Training	£260.00	£150.00	£150.00
Local Council Award Scheme	£100.00	£0.00	£0.00
Legal and Professional Fees	£200.00	£200.00	£200.00
Meeting Room Hire	£600.00	£600.00	£600.00
Pension Administration Fee	£288.00	£288.00	£288.00
Postage	£10.00	£10.00	£10.00
Stationery	£150.00	£150.00	£150.00
Telephone Expenses	£120.00	£120.00	£120.00
Travel Expenses	£130.00	£130.00	£130.00
Insurance	£650.00	£650.00	£650.00
Subscriptions (CAPAIC, SLCC etc.)	£800.00	£800.00	£800.00
Working from Home Allowance	£120.00	£120.00	£120.00
Total admin. & training	£6,458.00	£4,248.00	£4,598.00
Community Services			
Newsletter (S142)	£1,600.00	£1,600.00	£1,600.00
Parish Website (S142)	£85.00	£85.00	£85.00
Parish Grants (S137)/GPC	£0.00	£0.00	£0.00
Parish Grants	£1,000.00	£1,000.00	£1,000.00
Children's play	£300.00	£300.00	£300.00
Total Community Services	£2,985.00	£2,985.00	£2,985.00
Parish Asset Maintenance			
Grass & Hedge Cutting	£7,000.00	£7,000.00	£7,000.00
Tree maintenance	£600.00	£600.00	£600.00
Maintenance of ditches	£300.00	£300.00	£300.00
Cemetery/Churchyard Maintenance/Repair	£200.00	£200.00	£200.00
Purchase of land for cemetery extension.	£0.00	£0.00	£0.00
Play Area	£0.00	£0.00	£0.00
Glebe Paddock	£500.00	£500.00	£500.00
Miscellaneous	£250.00	£250.00	£250.00
Total Parish Asset Maintenance	£8,850.00	£8,850.00	£8,850.00
Projects			
Noticeboards	£0.00	£0.00	£0.00
Highways	£0.00	£0.00	£0.00
Neighbourhood Plan	£0.00	£0.00	£0.00
Community Led Plan	£0.00	£0.00	£0.00
Speed Control/MVAS/LHI (CIL)	£7,500.00	£962.89	£0.00
Total Projects	£7,500.00	£962.89	£0.00
Total Expenses	£42,442.65	£34,174.03	£34,052.32
Forecasted Net Balance / Impact on Reserves	£11,358.65	£4,090.03	£2,968.32



Action Notes / Business Plan, Updated December 2021	
Income	
Precept	
Commercial Land Rents	£1416 fixed for combined tenancy of Dockfields & 3-2-20 until October 2022. Gravel Pits currently £168 per annum. Finance working party recommend an increase of 3%.
Cemetery Fees	Cemetery Fee Structure last reviewed in 2013-2014. Finance working party recommend an increase of 10%.
CIL	Total CIL received £14012.89. Spent £11,550. Balance £2,462.89 allocated in 2022/2023 & 2023/2024
Grant	
Donations	
Interest	Interest rate currently zero.
Sale of assets	None predicted
Total Income	
Carried fwd. from 2020/2021	
VAT return	
Total Funds	
Staff Costs	
Clerk/RFO's Salary (Gross)	2020/2021 reflects increased hours (re. appraisal 2019). Added 3% per annum to account for NJC increase or salary review thereafter. NJC Pay award pending.
Cemetery Officer's Salary (Gross)	Added 3% to account for NJC increase or salary review. Additional misc. maintenance projects removed from 2019. NJC Pay Award Pending
Pensions (Employer Contributions)	Based on projected salaries (5% contribution rate). The cemetery officer is currently not opted in to the pension scheme but could choose to at any time.
Employment Allowance	Effective from 2020/2021.
Total Staff Costs	
Admin. & Training	
Election Fee	Next Election 2022. The parish council is advised to budget for £2,000
Employee Training	The clerk needs to accrue at least 12 CPD points per year re. Local Council Award Scheme (reduced from 18 on leaving ILCM). Virtual free training undertaken during the pandemic.
IT Equipment	Annual budget to allow for laptop servicing. Current laptop purchased in 2018. Provision to replace/update if necessary in 2023/2024. Adobe + Microsoft subscriptions
Audit Fees - internal audit	Fixed fee with annual increase to account for inflation
Audit fees - main audit	Fixed fee with annual increase to account for inflation
Bank Charges	Introduced during 2016/2017
Books & Publications	Provision for purchase of new editions of essential books
Councillor Training	Election in May 2022. Allow for training of new councillors
Local Council Award Scheme	Quality Gold status in 2018/2019. Re-certification required after 4 years (2022/2023).
Legal and Professional Fees	None predicted. Nominal figure for unforeseen eventualities
Meeting Room Hire	Annual increase to allow for inflation. Savings in 2021/2022 re. Covid-19.
Pension Administration Fee	Imposed after preparation of budget for 2018/2019
Postage	
Stationery	Savings made on printer ink with the clerk's personal subscription to HP Instant ink & a monthly contribution from the council
Telephone Expenses	
Travel Expenses	No travel during the pandemic - all training has been virtual
Insurance	3 year agreement with Hiscox. Increased premium allowed for 2022-2023
Subscriptions (CAPALC, SLCC etc.)	Best estimates: CAPALC £459 plus; SLCC £166; ICO £35; Parish Online £120; Cambs. Acre £57 = £837 minimum
Working from Home Allowance	Nationally agreed figure of £10 per month.
Total admin. & training	
Community Services	
Newsletter (S142)	Continued provision of partial colour printing @ £1254. Reduced contribution in 2020/21 (Covid-19 impact). Additional PC insert from Dec. 2021 @ £288 per annum (3 issues)
Parish Website (S142)	Provision for a small increase. Covered by Wind Farm Grant 2017
Parish Grants (S137)/GPC	To include provision of activities for young people. "Active Lives" @ £155 per session in 2019
Parish Grants	Annual support of the village hall (in support of insurance, operational and WiFi costs)
Children's play	No provision in the budget for this. The intention was to source funding but the cost in 2020/2021 has fallen to the parish council.
Total Community Services	
Parish Asset Maintenance	
Grass & Hedge Cutting	A new three year contract to take effect from the Spring of 2022.
Tree maintenance	Phase three completed 2016/2017. Proposal to map parish trees and prepare a new strategy in 2018/2019
Maintenance of ditches	Ditch maintenance last carried out in 2015/2016.
Cemetery/Churchyard Maintenance/Repair	Provision for replacement of boundary fence in 2017/2018. Maintenance/refurbishment of the chapel of rest in 2018/2019/2020/2021 (unbudgeted roof repairs carried out in 2016)
Purchase of land for cemetery extension.	£6,000 accrued in reserves at December 2020. It is predicted that the "new" cemetery will serve the community until approximately 2035.
Play Area	£9,000 accrued in reserves at December 2020. Provision of £2500 partial replacement of matting (£10,000 full replacement). Allow for other repairs/replacements.
Glebe Paddock	£448 per annum rent. Fixed fee (with retail price index increases) for 10 years (until 2023). Consider formal inspection. Legal fees for new lease in 2013/14 = £2296 (Review legal costs).
Miscellaneous	Provision for the servicing of volunteer's lawn mower. Purchase of paint, preservative & maintenance materials
Total Parish Asset Maintenance	
Projects	
Noticeboards	Cost of refurbishment and re-siting of the noticeboards covered by a grant from the Windfarm Trust, November 2015
Highways	See Speed Control/SIDs/LHI (CIL) Funding below
Neighbourhood Plan	Proposal for 2018 / 2019 Cancelled
Community Led Plan	Plan completed in 2015
Speed Control/MVAS/LHI (CIL)	Purchase of SID 1 2018/2019 pre-CIL; SID 2 in 2019/20, SID 3 in 2020/21. LHI Great Raveley contribution 2020/2021. LHI SID 4 application 2022/23 (pending)
Total Projects	
Total Expenses	
Forecasted Net Balance / Impact on Reserves	