



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 Friday 31 January 2020 at 7.00pm at Upwood Village Hall.

Present: Councillors J. Edwards, R. Howe (Chairman), J. Noble, A. Perkins, G. Slater, J. Twose (items 126-132 only), I. Ward.

In Attendance: Mrs. C. Bilverstone (Clerk), Councillor Tavener (District Council) and nine members of the public.

Minutes

126-01/20 To receive and approve apologies for absence.

Councillor Twose: Present for items 126-132 only: Maternity Leave

Councillor Bacon, Councillor Bull (District Councillor), Councillor Rogers (County Councillor): Prior commitments (note that this meeting had been re-scheduled to meet a deadline relating to item 132-01/20.1)

127-01/20 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.

128-01/20 To receive and approve the minutes of the parish council meeting held on 06 January 2020.

The minutes of the meeting of Upwood and the Raveleys Parish Council held on 06 January 2020 had been circulated in advance following the informal approval of the chairman. The clerk had since corrected two minor errors: one, to delete the word “delivery”, a grammatical/typing error in item 122-01/20.1; the second in item 119-01/20.3 where 345.5 was corrected to 395.5 contracted hours. Councillor Slater proposed that the minutes be approved. Councillor Ward seconded the proposal. All were in favour and it was **resolved** to do so.

129-01/20 To consider applications for one casual vacancy.

Despite continued promotion in the parish newsletter and the local press; and further to delivery of flyers to all homes in Great Raveley, no applications have been received to date. The chairman suggested that the parish council consider a further mail drop to homes in Farm Close and Fairmead.

130-01/20 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.

A resident addressed the parish council with concerns about increasing traffic volume and speed. Having lived on Huntingdon Road for almost twenty years, she has witnessed a significant increase in traffic volume and speed. She provided anecdotal evidence of numerous “near-misses”; statistical data evidencing excessive traffic speed and volume; and expressed her increasing concerns for the safety of both motorists and pedestrians. She suggested that in the short term there is an urgent need for the installation of average speed cameras and, with the inevitable exponential increase in traffic from additional local housing developments, she would like to see a relief road.

The chairman thanked the resident for her powerful presentation and suggested that this should stir the parish council into taking action. He agreed that Huntingdon Road (from the Bury parish border to the derestriction sign in Upwood) needs a more systematic speed control solution. He added that traffic levels and therefore speeding incidences are increasing at an accelerated rate and the building of between 400 and 600 houses on the airfield and environs will create an intolerable level of traffic in the coming years. The chairman suggested that in the past the parish council has perhaps looked too narrowly at the funding barrier (an average speed camera for example

would cost between £50 and £60,000 and such expense could never be met with a £25,000 annual precept) but that it must now look to district and county councillors to campaign for the necessary funding for significant traffic calming systems. Councillor Twose added that this issue is not confined to a single road and that the issue needs to be addressed holistically for the parish.

Councillor Tavener suggested that development of the new A14 may have affected local traffic movements but all agreed that when this is complete, the building of additional houses in the area will continue to have impact. She offered to consult with Councillor Rogers (County Councillor) with a view to arranging for monitoring.

Councillor Slater brought forward the latest results from the speed indicator device from item 135-01/20.1:

SID 2 was located by the entrance to the cricket field on Huntingdon Road to monitor traffic approaching from Bury. 62,919 vehicles - over 2000 per day were recorded. 12.39% (7,795) were in violation of the 40mph speed limit. 1,844 of these were travelling between 50-60 mph. 44 vehicles were travelling between 60-71 mph.

The chairman and Councillor Slater noted that the parish council needs to orchestrate a more effective campaign to ensure that the statistics sent to the district and county councils on a monthly basis are acknowledged and utilised to best effect. Councillor Bacon had offered at the previous two meetings to request the presence of Cambridgeshire Constabulary's mobile speed camera.

A member of the public was invited by the chairman to share potential plans for the future of The Cross Keys public house. He suggested that although the subject matter wasn't related to business on the agenda, it was relevant and of interest to the parish council and to residents. The resident outlined his long-term wish to purchase the pub; to undertake a high-grade renovation; and to bring in a catering and management team to raise its profile as a family-friendly eating and drinking establishment. A business agreement has recently been reached between the resident and the present owner of the pub, providing a planning application which is due to be lodged imminently by the present owner for residential dwellings on the adjacent paddock is successful. The resident asked that the parish council support the forthcoming planning application so that he may proceed with plans to turn the Cross Keys into a successful business and genuine community asset.

Councillor Ward asked for clarification on ownership of the paddock, noting that historically it has been known as the "Feast Field" and suggesting that it is owned by the parish. The clerk, the chairman and the resident confirmed that the land is not owned by the parish council and that ownership would be established between the vendor and purchaser with their respective solicitors. Councillors noted that all planning applications are assessed on their merits. No further discussion took place to avoid any suggestion of pre-determination.

131-01/20 To receive reports from county and district councillors.

Councillor Tavener noted the district council's investment in the health and well-being of residents with significant refurbishment and upgrading of the "One Leisure" complexes; and continued commitment to its "Healthy Open Spaces and Play Strategy".

132-01/20 Matters arising or carried forward from the previous meeting.

132-01/20.1 To receive an update on the cost of the proposed traffic calming scheme for Little Raveley (LHI 2020/2021), and to consider increasing the parish council's contribution from £1,500 (minute reference: 46-07/19.5) to £3,000.

Councillor Slater reminded members of the proposals (please see minute reference 46-07/19.5). The contribution of £1,500 agreed in July 2019 equated to 25% of the predicted total project cost of £6,000. The revised predicted total project cost (updated by Cambridgeshire County Council in January 2020) is £11,412.5 therefore a contribution of £1,500 equates to 13.1%. Councillors were asked to consider increasing the contribution to £3,000 (26.2%) to enable the project to be given serious consideration.

Councillor Slater and Councillor Twose outlined the following observations:

- Little Raveley is a small village comprising approximately 12 properties and 30 residents.
- Wennington Road is very narrow with no pavements (and thus no safe zone for pedestrians). Over 50% of residents have dogs and a nearly a quarter have children. Access to public rights of way are via the 30mph and 60mph zones.
- The road is not straight, vehicles appear around bends at speed, taking pedestrians and other road users by surprise.
- The road surface is very poor with several potholes.
- There are no official passing places along the narrow stretch of road, so drivers assume it is wide enough for two vehicles to pass and attempt the road in excess of the appropriate speed. Most residents have had wing mirrors clipped, and/or been forced into the ditches.

- Wennington Road is a through route to Huntingdon promoted by satellite navigation devices. The route is subject to an average of 100 vehicles per day. Drivers are inevitably in a rush to get home or to work with little regard to the risk they pose by the manner in which they drive. The only straight section of road is outside the core of the residential area and drivers take this as an opportunity to increase their speed, exacerbating the issue in the most critical part of the village.
 - In May 2019 160 (4.67%) of vehicles were in violation of the 30mph speed limit; and 48 of these were recorded travelling between 40-50 mph.
 - There has been a recent increase in the number of large goods vehicles using the road which is contributing to the damaged road surface. Perhaps the weight restriction signage is not obvious enough?
 - Improved signage, and a zonal reduction in speed would hopefully improve the village for residents especially as significant housing development in neighbouring villages is increasing the number of vehicles on the roads.
- Councillor Perkins thanked Councillor Slater for the time and effort invested in this initiative. The chairman proposed that the parish council approve the additional expenditure of £1,500 to increase the total contribution to £3,000. Councillor Twose seconded the proposal. Councillor Perkins abstained from voting. All other councillors were in favour and it was **resolved** to do so.

133-01/20 Notification of planning items.

- 133-01/20.1 19/02536/HHFUL | New flat roof to garage extending above external corridor to be part of the house with new front door and single storey rear extension | 4 Helens Close Upwood PE26 2QN
- Councillor Perkins proposed that the parish council supports this application on the basis that it would have little impact on the street scene or on neighbouring properties; but it would extend and enhance the living accommodation at this property. Councillor Noble seconded the proposal. All were in favour and it was **resolved** to do so.

134-01/20 Finance

- 134-01/20.1 To approve accounts for payment: 31 January 2020

Reference	Description	Payee	Amount
SO	Clerk/RFO Salary	Mrs C. Silverstone	£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
126715824	Clerk's Expenses: Working from Home Allowance,	Mrs C. Silverstone	£10.00
99642341	Meeting Hall Hire. October – December 2019	Upwood and the Raveleys Village Hall	£77.28
553620952	Membership Renewal	Cambridgeshire Acre	£57.00

Councillor Noble 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 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.

- 134-01/20.2 To note income received: 31 January 2020. None received.

- 134-01/20.3 To receive a summary of the clerk's hours of work during January 2020.

The clerk confirmed that she has worked 46.5 of 50 contracted hours during January. Hours worked on 31 January will be included in February's figures. During this financial year she has worked 493.25 of 445.5 contracted hours.

135-01/20 Traffic, Highways & Road Safety

- 135-01/20.2 To review data gathered from the Speed Indicator Devices (SIDs) during January 2020.

SID 1 was located in Great Raveley to record traffic approaching from Woodwalton. Of the 16,142 vehicles registered, 5272 (32.66%) were in violation of the 30mph speed limit. Approximately 50 vehicles were recorded travelling at speeds between 50 and 60mph.

Please see item 130-01/20 for the data gathered from SID 2.

136-01/20 Community Matters

- 136-01/20.1 Further to item 122-01/20.1, to determine the location of the defibrillator; to consider plans for its ongoing maintenance; and to consider a training strategy for councillors and interested members of the public.

Councillors were pleased that Upwood Village Hall Management Committee has approved the parish council's request to locate the defibrillator in the outside porch.

Further to item 122-01/20.1 the parish council had been informed that the inclusive purchase, delivery and installation cost of an external secure AED case from Community Heartbeat would be £770 + VAT. It has since been confirmed however that this figure does not include installation. Community Heartbeat have apologised and noted that had they have been a commercial organisation and not a charity they would have included the cost of fitting as a matter of courtesy. Community Heartbeat are able to coordinate installation, but this would be at an additional cost of £200. Councillors agreed that purchase of the case should proceed but that two additional quotations for its installation should be sought for consideration at the next meeting.

Councillor Bacon had suggested that Community Heartbeat offer a 10-year "Managed Solution" for a one-off cost of £100. This has VAT and insurance benefits, but the parish council re-claims its VAT and defibrillators and cabinets up to a value of £5,000, are automatically covered for all eventualities under the existing insurance policy. Councillors agreed that this package does not appear to offer any further benefits.

The clerk informed councillors that Magpas offer a combined community defibrillator/CPR course. This is free of charge, but a donation would be expected. This item will be carried forward to the next meeting.

136-01/20.2 Further to item 122-01/20.2 to review Huntingdonshire District Council's service level agreement for the proposed "Active Lives" summer sports sessions; and to consider funding and partnership opportunities.

The district council have confirmed availability of six Friday morning sessions from 10:30am to 12:30pm on 24 & 31 July; 07, 14, 21 & 28 August. A provisional booking has been made with Upwood Village Hall in case of inclement weather and for toilet facilities. If the hall is not required on the day, a flat rate of £10 will be payable as in previous years. If the hall is used, standard charges will apply.

Bury Parish Council will consider an invitation to work in partnership and a response should be received for consideration at the next meeting. Additional funding opportunities will also be reviewed at the next meeting.

136-01/20.3 Further to item 122-01/20.2, to consider plans for a "pop-up" style youth club.

This item was deferred until the next meeting.

136-01/20.4 Further to item 124-01/20, to consider the coordination of a parish-wide litter picking event.

The Great British Spring Clean will take place from 20 March to 30 April. Councillors questioned the timing of the event, favouring the sparse vegetation of the winter months. It was suggested that litter picking should be the responsibility of the district council and that parishioners should not be expected to volunteer for such tasks. All agreed but recognised that there is an appetite from some parishioners to get involved. Coordinating with The Great British Spring Clean would provide a structure for marketing and the parish could also benefit from the support of the district council in terms of the provision of tools and bags, and the collection of rubbish. Councillor Edwards and Councillor Noble agreed to coordinate this as a parish-wide event on Saturday 21 March from 10:00am and the clerk offered to promote the event via the parish newsletter, Ramsey and Warboys Informer, the parish website and Facebook pages.

137-01/20 Governance

137-01/20.1 To consider the clerk's attendance on the SLCC two-part webinar training course (at a cost of £120 + VAT) to with a view to addressing the parish council's responsibility to comply with The Public Sector Bodies (Websites and Mobile Applications) (No.2) Accessibility Regulations 2018.

The parish council must comply with these regulations by September 2020. This is a sector specific course which should provide the clerk with the skills and knowledge required to ensure that this parish council is compliant. Councillor Noble proposed that the parish council supports the clerk's attendance. Councillor Perkins seconded the proposal. All were in favour and it was **resolved** to do so.

137-01/20.2 To consider correspondence from CAPALC announcing an increase of 11.7% in the cost of affiliation fees for the coming year.

The cost of the affiliation fee for 2020/2021, based on 1,005 electors is £409.00 (excluding the data protection package which has yet to be determined). In 2019/2020 the parish council paid £371.73 + £50 for the data protection package; and the year before, £335.44. Membership of NALC is not possible without membership of a county association. Upwood and the Raveleys Parish Council took out the data protection package with CAPALC at a time when national advice suggested that parish councils must employ a suitably qualified Data Protection Officer. This is no longer the case and this task could be undertaken by the parish clerk. The parish council benefits from a reduced rate for training courses with CAPALC membership but in recent years the only training undertaken have been the "new councillor" courses. The clerk has highlighted concerns with CAPALC and received confirmation that an updated membership benefits publication will soon be made available. The chairman

suggested that the parish council could decide to cancel its membership for the time being with a view to renewing at a later date if required. This item will be reviewed on receipt of the renewal notice.

138-01/20 Correspondence and Communications.

138-01-20.1 Two letters of complaint regarding bird scaring devices together with a letter of apology from a local farmer. Councillors were satisfied that this matter is now resolved.

138-01/20.2 A letter from a parishioner expressing concern for litter and dog fouling; and requesting the provision of waste bins along the path between Farm Close and Valiant Square.

The clerk had contacted Huntingdonshire District Council regarding the potential provision of litter bins at this location. The initial response suggests that the path would be too narrow to accommodate a litter bin. Councillors agreed to accept the district council's offer of monitoring the area for a three-month period to identify the source of the litter in the first instance.

139-01/20 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 Perkins expressed concern for the health and safety of two Horse Chestnut trees in St. Peter's Churchyard. Councillor Edwards and Councillor Perkins will assess the situation and report back at the next meeting.

Councillor Ward expressed concern for the quality of work to reduce the height of the cemetery hedge. Councillors agreed and noted that work to all of the hedges must be completed to a satisfactory standard prior to the start of the bird-nesting season. The clerk agreed to address this with the parish maintenance contractor.

Councillor Noble expressed concern for the condition of several benches along the path between Farm Close and Fairmead. The chairman confirmed that these are not the responsibility of the parish council.

140-01/20 Date of next meeting: 02 March 2020 at 7:00pm

Close of meeting: 8:35pm