



## 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 02 November 2020 at 7.00pm. The Local Authorities and Police and Crime Panel Meetings) (England and Wales) Regulations 2020 came into force on 04 April enabling local councils to hold remote meetings (including by video and telephone conferencing) until May 2021. This meeting took place via "Zoom Meetings".

**Present:** Councillors, G. Bonnet-Kolakowska, J. Burgess, D. Chattaway, J. Edwards, R. Howe (Chairman), N. Maddocks, A. Perkins.

**In Attendance:** Mrs. C. Bilverstone (Clerk). Councillor G. Bull (Huntingdonshire District Council), Councillor T. Rogers (Cambridgeshire County Council) and no members of the public.

### Minutes

- 78-11/20 To receive and approve apologies for absence.**  
There were no apologies for absence.
- 79-11/20 To consider applications for two casual vacancies (further to the resignation of Councillor Chegidden & Councillor Ward).**  
No applications had been received.
- 80-11/20 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.
- 81-11/20 To receive and approve the minutes of the parish council meeting held on 05 October 2020.**  
The minutes of the meeting of the meeting of Upwood and the Raveleys Parish Council held on 05 October 2020 had been circulated in advance following the informal approval of the chairman. Councillor Burgess proposed that the minutes be approved. Councillor Maddocks seconded the proposal. All were in favour and it was **resolved** to do so.
- 82-11/20 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.
- 83-11/20 To receive reports from county and district councillors.**
- 83-11/20.1** To receive an update from Councillor Rogers regarding completion of works to footpath no. 4 leading from Bentley Close to Upwood Meadows (minute reference: 13-05/20.1).  
Further to item 68-10/20.1 and despite ongoing email correspondence no progress has been made on this matter. Councillor Edwards suggested that the parish council should consider the purchase of aggregate with a view to asking passing walkers to carry a small amount from Bentley Close along the footpath over the coming weeks. The chairman proposed that the parish council approve expenditure of up to £500 for this purpose. Councillor Burgess seconded the proposal. All were in favour and it was **resolved** to do so. Councillor Edwards agreed to coordinate this project and seek access for machinery to level and compact the surface.

83-11/20.2 To receive an update from Councillor Rogers on plans for the installation of traffic calming measures in Great Raveley (LHI 2019/2020).

Further to item 68-10/20.1 and despite ongoing email correspondence, no further progress has been made on this matter.

Councillor Bull and Councillor Rogers noted that the Covid-19 pandemic continues to have a huge financial impact on both the district and the county councils, and both are looking for an appropriate government settlement to prevent significant depletion of reserves.

**84-11/20 Matters arising or carried forward from the previous meeting.** Included as individual agenda items.

**85-11/20 Notification of planning items.**

85-11/20.1 Notification from Evera Homes regarding proposals for Phase 2 of the RAF Upwood development. Notification had been received from Evera Homes, regarding proposals to build 328 new homes under phase 2 (beginning in 2023) of the development of the RAF Upwood site. This is in addition to the 160 homes under phase 1 (due to commence in January 2021) for which planning permission has already been granted. Councillors from Bury, Upwood and the Raveleys and Ramsey have formed an alliance to create a knowledge base across the three parishes of all current and planned housing developments and their related traffic impact. The aim is to create a unified, robust case for the better matching of road infrastructure to the scale and location of new developments and better management and control of speeding motorists. Strategic objectives include the compilation of a powerful business case for a Ramsey bypass and for the installation of an average speed camera system on the C111 through Bury and Upwood; and to provide a strong evidence base to enable parish councils to critically review proposed housing developments on a more objective basis. Councillors agreed that the current transport assessments under-estimate the holistic impact of housing development in this area. In addition, they expressed ongoing concerns that the local schools have no spare capacity and that other local services will be overwhelmed. Councillor Edwards commented specifically on the construction of the bat box which he described as a "ridiculous carbuncle" in the middle of open countryside. He suggested that the bats are unlikely to re-locate. In addition to the new homes, Phase 2 of the development offers provision of a care home, bungalows, retail and hospitality outlets together with facilities and design features to commemorate the heritage of the site. Councillors were invited to share concerns with Councillor Bull ahead of a briefing for District Councillors on 09 November. All residents have been invited and are encouraged to participate in the consultation. Please see [www.everahomesupwood.co.uk](http://www.everahomesupwood.co.uk)

**86-11/20 Finance**

86-11/20.1 To approve accounts for payment: 02 November 2020:

| Reference  | Description   | Payee                               | Amount    |
|------------|---|-------------------------------------|-----------|
| SO         | Clerk/RFO Salary. October 2020  | Mrs C. Bilverstone                  | £1034.68  |
| SO         | Clerk/RFO Salary PAYE/NI  | HMRC                                | £50.42    |
| SO         | Employer National Insurance October 2020                                | HMRC                                | £56.61    |
| DD         | Employee & Employer Pension Contribution                                | SALVUS Master Trust                 | £114.22   |
| DD         | Pension Administration Fee  | SALVUS Master Trust                 | £24.00    |
| 416123563  | Clerk's Expenses: Working from Home Allowance, printing costs (October) | Mrs C. Bilverstone                  | £11.75    |
| 392611328  | Parish Maintenance. Invoice 8 of 8.                                     | The CGM Group (East Anglia) Limited | 918.30    |
| Debit Card | Monthly Fee.  | Unity Trust Bank                    | £3.00     |
| Debit Card | Monthly Subscription. Acrobat Pro DC. *                                 | Unity Trust Bank / store@adobe.com  | £15.17    |
| 381523330  | Grant (minute ref.: 71-10/20.5)   | Upwood and the Raveleys Newsletter  | £627.00   |
| 847860890  | Grant (minute ref.: 71-10/20.6)   | Upwood Village Hall                 | £1,000.00 |

\*Item removed. Two payments had been taken in September and recorded in minute reference: 71-10/20.1

86-11/20.2 To note income received: 02 November 2020.

| Reference | Description                                   | Received from    | Amount   |
|-----------|---|------------------|----------|
| 000036    | Commercial Land Rent: "Dockfields" & "3-2-20" | P. Harper & Sons | £1416.00 |
| BACS      | Commercial Land Rent: "Gravel Pits"           | C. Holmes & Son  | £168.00  |

The chairman proposed that the accounts be approved for payment and the income received be acknowledged. Councillor Chattaway seconded the proposal. All were in favour and it was **resolved** to do so. The chairman agreed to sign the list of payments on the agenda; Councillor Burgess and Councillor Chattaway agreed to sign each of the invoices and authorise the online payments. The chairman agreed to sign the bank reconciliation and Councillor Perkins agreed to countersign this. (All documentation was signed and returned to the clerk after the meeting).

86-11/20.3 To consider the purchase of an Android device to facilitate downloads from the Speed Indicator Devices. A second-hand android device had been purchased by Councillor Slater specifically to facilitate downloads from the SIDs. This has been offered to the parish council for £30. Councillor Burgess proposed that the parish council accept this offer. All were in favour and it was **resolved** to do so. Councillor Perkins seconded the proposal. The clerk will request an invoice and make arrangement for payment to be authorised at the next meeting.

86-11/20.4 To consider provision of a dedicated telephone number for the parish council by purchasing a simple “pay-as-you” go mobile phone with “top-ups” facilitated through the parish council’s debit card. The parish clerk is no longer able to offer her home telephone as an office contact number for the parish council. Since preparation of the agenda, further research suggests that a Vodafone SIM only contract for £11 per month inclusive of VAT would be more cost effective and also provide greater flexibility. Councillor Edwards proposed that the parish council authorise the clerk to set up the contract. Councillor Burgess seconded the proposal. All were in favour and it was **resolved** to do so.

*Clerk’s note: it proved impossible to set up contract as the company was unable to perform a credit check on the parish council. A mobile phone including a £10 top-up has therefore been purchased from Tesco (O2) for £16.99. Future top-ups will be made on a monthly basis as required (500 mins per month for £7.50) The contact telephone number for the parish council has been changed to 07835 939547 with immediate effect.*

86-11/20.5 To receive an update from the finance working party and to consider budget & precept requirements for 2021/2022 and beyond.

Councillors considered the financial statements together with a forecast for income and expenditure over the next three years. It is expected that the parish council will close the financial year 2020/2021 with a bank balance of approximately £53,734.15 which includes allocated reserves of £23,000 (Community Infrastructure Levy of approximately £8,500; £9,000 for the repair/replacement of play equipment; and £6,000 for a future cemetery extension) plus unallocated reserves of approximately £26,000. The budget for 2020/2021 was based on utilising £6,675 of reserves and it is likely that a modest saving will be made on this figure. The finance working party expressed concern that if the current spending pattern continues, reserves will be seriously depleted. Councillors were asked to consider the statements and various proposals for the increase of income (raising the precept (for the first time in three years) for 2021/2022 by £1,000 (4%) together with incremental rises in subsequent years) and decrease in expenditure (pausing investment provision and seeking grant opportunities for the cemetery and the play area; and continued careful scrutiny of spending in all areas) with a view to finalising the budget and precept requirements at the next meeting.

### 87-11/20 Traffic, Highways & Road Safety

87-11/20.1 To review data gathered from the Speed Indicator Devices (SIDs) during October 2020.

SID 1 was located by Upwood Cricket Club to monitor traffic approaching from Bury. Of the 60,042 vehicles recorded, 7,423 were in violation of the 40mph speed limit. 1159 vehicles registered speeds of 46-50 mph. 186 were travelling in excess of 51mph and 28 in excess of 55mph. The highest recorded speed was 71 mph. The average maximum speed recorded in the highest traffic volume periods identified as between 6-10am and 3-6pm each day is 51 mph.

SID 2 was located by the allotments on Huntingdon Road monitoring traffic approaching from Great Raveley. Of the 63,673 vehicles recorded, 7,543 were in violation of the 40mph speed limit. 1,416 were travelling in excess of 51mph and 187 in excess of 55mph. The highest speed recorded was 83mph. The average maximum speed recorded in the highest traffic volume periods identified as between 7-11am and 4-7pm each day is 54 mph.

87-11/20.2 To receive an update from the Speed Management Working Party and to review a strategy and associated budget requirements (see item 86-/20.3) for traffic speed control.

Councillor Bonnett-Kolakowska presented the following strategy:

**Aim:** To raise awareness of speed limits and to reduce traffic speed across the parish.

**Identified Hot spots:** Priority 1 Huntingdon Road (40 mph, both directions); Priority 2 Great Raveley (30mph) Secondary Longholme Road (heading toward Ramsey Heights 40mph); Ramsey Road (entering from Bury 40mph)

**Current Situation:** The speed data evidences significant and repetitive issues with volume and speed. There is also increased use of local roads by HGV drivers. The parish council cannot control traffic volume at present, but it can and should raise awareness of the existing speed limits and weight restrictions.

**Proposed Actions:**

- To increase the number of speed indicator devices in the parish from two to four.
- To initiate local awareness of speed issues and gain resident support.
- For the parish council to host a meeting for residents to outline action plans and gain support and feedback (and to gain written feedback from those unable to attend).
- To consider the addition of raised beds/planting to the highway verge by the Upwood Village sign (evidence suggests that a well-kept village creates a natural response to respecting an area).
- To use wheelie bin and lamp post stickers to encourage drivers to slow down.
- To communicate issues on a monthly basis to the County Council and Cambridgeshire Constabulary.
- To commence a drive for a speed reduction from 40mph to 30mph and for the installation of average speed cameras on Huntingdon Road.
- To share regular updates to raise awareness of traffic speeds in the local press and via social media.
- To work with Cambridgeshire County Council Highways to ensure road and pavement repairs are completed (to demonstrate a well-kept and safe village).
- To work with Cambridgeshire County Council Highways to replace damaged/missing HGV restricted zone signs and to increase speed limit and "slow down" signage.

Members thanked the speed management working party and asked that progress be reviewed at each meeting. Councillor Bonnett-Kolakowska proposed that the parish council purchase a third speed indicator device at a maximum cost of £3,500 using funds from the Community Infrastructure Levy as per the budget (the last SID was purchased for £2931.60 inc. VAT in June 2019). Councillor Burgess seconded the proposal. All were in favour and it was **resolved** to do so.

**88-11/20 Governance**

88-11/20.1 To consider the appointment of councillor portfolio positions.

The following appointments were confirmed:

**Gemma Bonnett-Kolakowska:** Road Traffic and Speed Control, SID Maintenance, Speed Management Working Party.

**Janice Burgess:** Vice Chairman, Planning & Ecology, Finance Working Party, Speed Management Working Party.

**Dianna Chattaway:** Communications & Public Relations, Governance and GDPR, Planning.

**Jason Edwards:** Grounds Maintenance, Parish Boundaries Footpaths and Ditches including winter path gritting for CCC. Liaison with allotment association, Charters Spinney maintenance & development.

**Robin Howe:** Chairman, Governance, Finance Working Party, Speed Management Working Party, Liaison with Upwood Primary Academy.

**Nick Maddocks:** Health & Safety, Parish Aesthetics, Play Facilities, Fairmead and Farm Close, Defibrillator.

**Andrew Perkins:** Grounds Maintenance, Parish Land including Cemeteries & St. Peter's churchyard, Meeting Hall opening/closing, Notice Boards.

**89-11/20 Parish Maintenance**

89-11/20.1 To consider plans & quotations to remove dead branches overhanging the path from Huntingdon Road to Glebe Paddock.

89-11/20.2 To consider quotations for the refurbishment of the windows in the chapel of rest.

89-11/20.3 To consider quotations for the refurbishment of the parish benches.

Quotations had not been presented for consideration, therefore the three items above were deferred until the next meeting.

**90-11/20 Correspondence and Communications.**

90-11/20.1 Correspondence regarding a proposal for sports holiday clubs.

90-11/20.2 Copy of a parishioner response to Evera Homes (see item 85-11/20.1).

**91-11/20 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 Edwards reinforced the need for councillors and members of the public to be proactive in reporting highway faults to Cambridgeshire County Council via:

<https://highwaysreporting.cambridgeshire.gov.uk/> and noted that the white lines have still not been reinstated at the junction of Longholme Road/Ramsey Road.

92-11/20 Date of next meeting: 07 December 2020 at 7:00pm.

Close of meeting: 9:00pm

*P. HOWE*

*8 DEC 2020*