



Upwood and the Raveleys Parish Council

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A meeting of Upwood and the Raveleys Parish Council was held on Monday 03 October 2022 at 7.00pm in Upwood Village Hall.

Present: Councillors, D. Awit (from item 66-10/22), J. Burgess (Chairman), W. Chatfield (from item 62-10/22) R. Howe, R. Mashford, J. Milner.

In Attendance: Mrs. C. Silverstone (Clerk) and two members of the public.

Minutes

58-10/22 To observe a minute's silence in memory of Her Majesty Queen Elizabeth II.

The parish council expressed sincere condolences to His Majesty King Charles III and the royal family on the death of Her Majesty Queen Elizabeth II. A minute's silence was observed.

59-10/22 To receive and approve apologies for absence.

Councillor Edwards: Work Commitment. Councillor Costello & Councillor Lowe (Huntingdonshire District Councillors), Councillor Corney (Cambridgeshire County Council): Attendance required at other meetings.

60-10/22 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.

There were no declarations of interest.

61-10/22 To consider applications for three casual vacancies (one further to the election on 05 May; one arising from the resignation of Councillor Bonnett-Kolakowska; and one arising from the death of Councillor Tew).

Councillors were pleased to receive an application from Mrs Wendy Chatfield. Mrs Chatfield was born in Upwood and has recently moved back into the village. Mrs Chatfield spoke of her active involvement in community life in Warboys and the local area. She was secretary of the Warboys under-fives playgroup; a member of the Warboys Parent Teacher Association, serving as treasurer and then as a governor. She was treasurer for the Warboys Horticultural Committee. Mrs Chatfield ran a family business and supported her husband in his role as a parish councillor. They were both founders of the Warboys Christmas Lighting Group.

The chairman proposed that Mrs Chatfield be co-opted into the vacancy which has been open since the election on 05 May. Councillor Howe seconded the proposal. All were in favour, agreeing that the parish council would welcome Mrs Chatfield's community spirit and experience and it was **resolved** to do so. Councillor Chatfield signed the declaration of acceptance of office and this was countersigned by the clerk.

62-10/22 To receive and approve the minutes of the parish council meeting held on 05 September 2022.

The minutes of the meeting of Upwood and the Raveleys Parish Council held on 05 September 2022 had been circulated in advance following the informal approval of the chairman. The chairman proposed that the minutes be approved. Councillor Howe seconded the proposal. All who had been present were in favour and it was **resolved** to do so.

63-10/22 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.

64-10/22 To receive reports from county and district councillors.

Written reports had been received from Councillor Costello and Councillor Lowe, and Councillor Milner conveyed a report from Councillor Corney. Whilst these provided an interesting background to matters arising at district and county level, councillors agreed that they would wish to see greater focus on issues which directly impact this local community and those which are aligned specifically with the business of this parish council. Members were concerned to learn of the recently announced plans to close Manor House Care Home.

65-10/22 Notification of planning items.

65-10/22.1 21/00572/FUL | Application for full planning permission for demolition of existing redundant building 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).

This application remains in abeyance although Councillor Howe noted that the district council expects to receive a revised application in the near future.

The following application was received after publication of the agenda: 22/01802/FUL | Replacement of agricultural barns with 5 dwellings | Agricultural Buildings, Old Manor Farm House, Great Raveley. The parish council has been informed that no time extension will be granted to enable this to be reviewed at the next meeting. Councillors agreed that an extra-ordinary meeting should be held on Monday 17 October to consider this. *Clerk's note: shortly after this meeting, correspondence was received from the district council confirming its intention to "streamline the planning system" and in doing so, planning officers will be less able to grant extensions to the statutory 21-day consultation time.*

66-10/22 Finance

66-10/22.1 To approve accounts for payment: 03 October 2022

Reference	Description	Payee	Amount
51-09/22.4	Replacement laptop. Purchase approved 05.09.22	Dell Corporation Ltd.	£599.40
SO	Clerk/RFO Salary. September 2022	Mrs C. Bilverstone	£1019.56
SO	Clerk/RFO Salary PAYE/NI	HMRC	£84.53
SO	Employer National Insurance. September 2022	HMRC	£60.83
DD	Employee & Employer Pension Contribution	SALVUS Master Trust	£116.22
DD	Pension Administration Fee	SALVUS Master Trust	£24.00
212013312	Clerk/RFO Expenses. September 2022	Mrs C. Bilverstone	£12.25
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
572700742	Limited Assurance Review/External Audit	PKF Littlejohn LLP	£240.00
769873007	Summer Activity Sessions	Huntingdonshire District Council	£319.68
72911131	Parish Maintenance (cuts 9 & 10)	BEAM	£900.00
620046583	Legal Fees. Renewal of Lease. Glebe Paddock	Serjeant & Son Solicitors	£45.00
397792903	LHI 2021/2022 contribution (MVAS Device)	Cambridgeshire County Council	£1,500.00

66-10/22.2 To note income received: 03 October 2022.

Reference	Description	Received From	Amount
000051	To support the re-wilding of highway verges	Anonymous Donation	£200.00

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

66-10/22.3 To consider budget and precept requirements for 2023/2024 and beyond (for resolution at the next meeting). Councillors were asked to consider budget requirements for projects within their portfolio responsibilities for consideration by the finance working party who will meet to draft the budget for 2023/2024 together with a three-year business plan for consideration at the next meeting.

Councillor Milner requested the purchase of a new battery for the MVAS devices at a cost of approximately £65.00. All agreed that the clerk should use the debit card for this purchase.

66-10/22.4 To consider a grant application from Upwood Village Hall Management Committee.

Members considered an application for £1,000 to support the operational costs of the village hall. Councillor Howe proposed that this application be granted. Councillor Awit seconded the proposal. All were in favour and it was **resolved** to do so.

67-10/22 Governance

67-10/22.1 To re-affirm continued eligibility for The Parish Councils (General Power of Competence) (Prescribed Conditions) Order 2012.

The chairman proposed that the parish council should re-affirm its eligibility for The Parish Councils (General Power of Competence) (Prescribed Conditions) Order 2012. Councillor Awit seconded the proposal. All were in favour and it was **resolved** to do so.

67-10/22.2 To acknowledge the conclusion of Audit, Annual Governance & Accountability Return for the year ended 31 March 2022.

Councillors were pleased to acknowledge successful conclusion of the audit for the 2021/2022 financial year. The clerk confirmed that the statutory notice has been published in accordance with legislation.

67-10/22.3 To consider the adoption of revised Grievance and Disciplinary Procedures policy documents in accordance with current legislation.

The chairman proposed that both documents be adopted. Councillor Howe seconded the proposal. All were in favour and it was **resolved** to do so.

67-10/22.4 To consider applying for re-accreditation of the Quality Gold Award with the Local Council Award Scheme.

Upwood and the Raveleys Parish Council is one of only 63 local councils nationally and one of just three in Cambridgeshire and Peterborough which holds the prestigious Quality Gold Award. Re-accreditation is required after four years and costs £200 plus a small fee to CAPALC. The chairman proposed that the parish council should apply for re-accreditation. Councillor Mashford seconded the proposal. All were in favour and it was **resolved** to do so.

67-10/22.5 To consider a request to replace two individual headstones in Upwood Cemetery with a single stone across two grave spaces.

Councillors considered this request and agreed that this is an emotive issue. However, the cemetery was designed as a lawn cemetery and grave spaces are purchased as individual plots. It is recognised that there are several historic deviations to the regulations and the parish council resolved several years ago not make any changes to these. All agreed however that the resolution to uphold the cemetery regulations moving forwards should remain in place.

68-10/22 Traffic, Highways & Road Safety

68-10/22.1 To review data gathered from the Moveable Vehicle Activated Signs (MVAS) during June, July, August & September 2022.

This item was deferred until the next meeting.

68-10/22.2 To receive an update on speed management strategies and to consider quotations for the purchase of a dedicated laptop and software to support data management.

This item was deferred until the next meeting. The parish council is waiting for a response from Cambridgeshire County Council regarding its speed reduction application for Huntingdon Road and Ramsey Road.

68-10/22.3 To consider renewing the parish council's commitment to Cambridgeshire County Council's Community Gritting Scheme.

The chairman proposed that the parish should renew this commitment. Councillor Chatfield seconded the proposal. All were in favour and it was resolved to do so. Residents are invited to register with Cambridgeshire County Council at <https://www.cambridgeshire.gov.uk/residents/travel-roads-and-parking/roads-and-pathways/gritting-roads-cycleways-and-paths/help-with-gritting-and-clearing-snow> if they wish to volunteer to grit local pavements through the winter months.

69-10/22 Community

69-10/21.1 To receive an update further to suggestions of planting of a tree to commemorate HM the Queen's Platinum Jubilee (minute reference: 39-07/21.2).

This item was deferred until the next meeting.

69-10/21.2 To receive an update on the re-wilding of the highway verges.

This item was deferred until the next meeting. Councillors were appreciative of the anonymous donation in support of the re-wilding of highway verges (see item 66-10/22).

69-10/21.3 To acknowledge correspondence from Upwood and the Raveleys Newsletter Committee confirming its intention to cease production at the end of 2022 and to dissolve the committee in accordance with its constitution. To consider the impact on the parish council's newsletter insert.

The parish council acknowledged the fantastic commitment of the newsletter team (comprising residents from 24 households), noting that 119 editions have been published over the last twenty years. Whilst councillors fully understand the reasons for ceasing production of the current publication; all agreed that there remains a need for effective communication. It was agreed that this is a timely opportunity to consider a digital strategy with a view to revitalising the parish website whilst incorporating a newsletter. A working party was established comprising the chairman, the clerk, Councillor Awit, Councillor Chatfield and Councillor Mashford. Mr. Stephen Howes (Parish Webmaster) and Mr. Doug McLeod (Chairman of Upwood and the Raveleys Parish Newsletter) were invited to join the group after the meeting.

70-10/22 Correspondence and Communications

70-10/22.1 Correspondence from the Commonwealth War Graves Commission to request permission for the installation of signage to indicate that war graves are located in Upwood Cemetery.

Councillors agreed that a sign should be placed on the "old" cemetery gates. The clerk agreed to liaise with CWGC. There is no cost to the parish council.

70-10/22.2 Notification from Cambridgeshire County Council of three draft transportation strategies for Fenland and Huntingdonshire. Please see: <https://consultcambs.uk.engagehq.com/>

Residents are invited to participate in this consultation. Councillor Howe offered to prepare a response on behalf of the parish council.

71-10/22 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 Mashford reported on the success of the children's summer activity programme. 35 children aged 5 – 11 years attended at least one of the three sessions. There were a total of 49 attendees. 94% of children rated the activity as "brilliant" or "good". 100% said they would attend again. 90% of parents were "very satisfied" and 100% said they would bring their child to the activity again.

Councillor Awit raised serious concerns for the increase in dog fouling on pavements and grass verges. Residents are reminded that under the terms of the current "Public Spaces Protection Order" it is an offence to allow a dog to foul and not remove the faeces from any public land in the district of Huntingdonshire. Witnesses are encouraged to report offenders to the parish clerk at parishclerk@upwood.org or direct to Huntingdonshire District Council at: <https://www.huntingdonshire.gov.uk/streets-parking/report-a-street-issue/> Residents are assured that any information provided will be dealt with in the strictest confidence.

Councillor Howe suggested that the parish council should re-consider the benefits of updating the Community Led Plan (a project which was in its early stages prior to the untimely death of Councillor Tew) as from a strategic perspective it would be better to have a Neighbourhood Plan which would attract CIL (Community Infrastructure Levy). Councillor portfolio responsibilities are due to be reviewed at a later date.

72-10/22 Date of next meeting: An extra-ordinary meeting will be held on Monday 17 October at 7:00pm, primarily to address the planning application (22/01802/FUL) noted in item 65-10/22.1. The next scheduled meeting will be held on Monday 07 November 2022.

Close of meeting: 8:45pm


18/10/22.