



## 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 04 July 2022 at 7.00pm in Upwood Village Hall.

**Present:** Councillors, J. Burgess (Chairman), J. Edwards, R. Howe, R. Mashford, M. Tew.

**In Attendance:** Mrs. C. Bilverstone (Clerk) and three members of the public.

**30-07/22 To receive and approve apologies for absence and to acknowledge the resignation of Councillor Bonnett-Kolakowska.**

Apologies had been received from Councillor Awit, Councillor Costello (Huntingdonshire District Council) and Councillor Milner, all for personal reasons.

Councillors acknowledged the resignation of Councillor Bonnett-Kolakowska with regret. Councillor Bonnett-Kolakowska joined the parish council in October 2020 and has worked tirelessly on speed reduction strategies and road safety initiatives alongside the operational management of the speed indicator devices and analysis of their data. The key reasons for Councillor Bonnett-Kolakowska's resignation relate to frustration with the lack of support from the district and county councils; the lack of a timely (or any) response to correspondence; and the feeling (shared by other councillors) that the parish council is fighting a losing battle in its bid to address issues that impact our community. Councillors wished to express their appreciation for the invaluable contribution that Councillor Bonnett-Kolakowska has made during her time serving on the parish council.

**31-07/22 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.

Councillor Tew declared an interest in item 37/07-22.4 (as a director of Cambridgeshire and Peterborough Association of Local Councils).

**32-07/22 To consider applications for the casual vacancy further to the election on 05 May; and to consider the advertisement of a casual vacancy arising from the resignation of Councillor Bonnett-Kolakowska.**

No applications had been received for the outstanding vacancy following the election. The chairman proposed that the vacancy arising from the resignation of Councillor Bonnett-Kolakowska be advertised. Councillor Tew seconded this proposal. All were in favour and it was **resolved** to do so.

**33-07/22 To receive and approve the minutes of the parish council meeting held on 06 June 2022.**

The minutes of the meeting of Upwood and the Raveleys Parish Council held on 06 June 2022 had been circulated in advance following the informal approval of the chairman. Councillor Tew proposed that the minutes be approved. Councillor Mashford seconded the proposal. All were in favour and it was **resolved** to do so.

**34-07/22 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. Mr. Paul Charman updated members on the re-wilding of highway verges project. Surveys of each site are underway with one square metre being observed for 10 minutes and the results reported to the UK Pollinator Monitoring Scheme (please see: [ukpoms.org.uk](http://ukpoms.org.uk)). Councillors were invited to observe and/or participate in the process. Mr. Charman offered to update the parish council again at the next meeting. The results of his surveys may be accessed at: <https://btcloud.bt.com/web/app/share/invite/DNWuJLPGEF> Councillors thanked Mr. Charman for his commitment to this project.



### 35-07/22 To receive reports from county and district councillors.

Councillor Lowe reminded members of the opportunity to apply to the district council's £50,000 "Community Chest Grant Scheme". This year applications are welcomed from groups who require financial assistance to deliver projects that deliver one or more of the following challenges: a 'Good' Place; a 'Good' Start; 'Good' Health; and 'Good' Work. (please see: <https://www.huntingdonshire.gov.uk/news/community-chest-grant-scheme-help-for-the-community/>).

Councillor Lowe congratulated the parish on its successful Platinum Jubilee celebrations

### 36-07/22 Notification of planning items.

36-07/22.1 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.

36-07/22.2 22/01254/TREE | miscellaneous works | Fairmead Park, Upwood.

A thorough tree survey has identified work to thirteen trees (felling and replacement of dead trees; crown reductions; and removal of overhanging limbs). Councillor Tew proposed that the parish council supports this necessary maintenance. Councillor Edwards seconded the proposal. All were in favour and it was **resolved** to do so.

Councillor Mashford suggested that Farm Close would benefit from a similar survey. The clerk agreed to contact the two housing associations.

### 37-07/22 Finance

37-07/22.1 To approve accounts for payment: 04 July & 01 August 2022

July			
Reference	Description	Payee	Amount
SO	Clerk/RFO Salary. June 2022	Mrs C. Bilverstone	£1047.95
SO	Clerk/RFO Salary PAYE/NI	HMRC	£56.14
SO	Employer National Insurance June 2022	HMRC	£60.83
DD	Employee & Employer Pension Contribution	SALVUS Master Trust	£116.22
DD	Pension Administration Fee	SALVUS Master Trust	£24.00
124725639	Clerk's Expenses: Working from Home Allowance, printing costs, travel (June).	Mrs C. Bilverstone	£18.93
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
Debit Card	Annual Subscription. Microsoft 365	Unity Trust Bank / Microsoft	£59.99
747158833 891521957	Parish Maintenance (invoices 5, 6 & 7)	BEAM	£1260.00
991665908	Reimbursement for bunting etc. (minute ref.: 24-06/22.4)	Mrs J. Burgess	£197.06
353515041	Charge for uncontested election	Huntingdonshire District Council	£162.58
August			
Reference	Description	Payee	Amount
SO	Clerk/RFO Salary. July 2022	Mrs C. Bilverstone	£1047.95
SO	Clerk/RFO Salary PAYE/NI	HMRC	£56.14
SO	Employer National Insurance July 2022	HMRC	£60.83
DD	Employee & Employer Pension Contribution	SALVUS Master Trust	£116.22
DD	Pension Administration Fee	SALVUS Master Trust	£24.00
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
*TBC	Parish Maintenance	BEAM	*TBC



\*in accordance with minute reference: 58-09/17.1, invoices received from the parish maintenance contractor during July and August will be paid in a timely manner and reported on the agenda for the September meeting.

37-07/22.2 To note income received: 06 June 2022.

Reference	Description	Received From	Amount
000048	Cemetery Fees (Interment x 1 + Grant of Exclusive Right of Burial x 2).	Dignity Funerals Ltd.	£355.00
BACS	Cemetery Fees (Memorial Tablet)	Fenland Stoneworks	£35.00

Councillor Mashford proposed that the accounts be approved for payment and the income received be acknowledged. Councillor Howe 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 Mashford.

37-07/22.3 To consider making an application for CIL (Community Infrastructure Levy) funding from Huntingdonshire District Council.

All agreed that despite its best efforts the parish council is unfortunately not yet in a position to apply for speed reduction measures on Huntingdon Road and Ramsey Road. The chairman, Councillor Howe, Councillor Mashford and Councillor Tew therefore agreed to form a working party to progress applications to both the district council and to the Ramsey Windfarm Community Benefit Fund for the re-furbishment of Bentley Close Play Area. Based on an estimated cost of £50,000, councillors were all in favour of approving a contribution of £5,000 (10%) bearing in mind that the parish council holds £9,000 in reserves for this purpose, and it was **resolved** to do so. All agreed that the application process particularly to the district council is onerous and that if necessary, the application could be deferred until the next round.

37-07/22.4 To consider the appointment of an internal auditor for the financial year 2022/2023.

The chairman proposed that the parish council engages the services of Cambridge and Peterborough Association of Local Councils (CAPALC) for the internal audit for 2022/2023. Councillor Howe seconded the proposal. Councillor Tew abstained from voting. All other councillors were in favour and it was **resolved** to do so.

37-07/22.5 To consider plans for the annual appraisals of the clerk and the cemetery officer (due in during August). Councillors agreed that the chairman should appraise the clerk and that the clerk and Councillor Edwards should appraise the cemetery officer.

### 38-07/22 Traffic, Highways & Road Safety

38-07/22.1 To review data gathered from the Moveable Vehicle Activated Signs (MVAS) during June 2022.

38-07/22.2 To receive an update on speed management strategies.

Both items were deferred until the next meeting.

Councillor Howe noted that Shailesh Vara MP has agreed to support the work of the RUB (Ramsey, Upwood, Bury) Alliance and an introduction will be made to the police and crime commissioner to discuss speed management strategies in these communities. Councillor Howe will prepare a briefing paper and follow up with Bury Parish Council and Ramsey Town Council. Councillor Howe will also meet with Huntingdonshire District Council's portfolio holder for planning and he will report back to the parish council in September or October.

### 39-07/22 Community

39-07/21.1 To consider a response from the Diocese of Ely regarding the potential purchase/the renewal of the lease for Glebe Paddock (due to expire in June 2023).

Confirmation has been received that in principle the Ely Diocesan Board of Finance (the DBF) is prepared to grant a new lease of the paddock, subject to contract and agreement of the terms. Previous requests for the DBF to consider a sale to the Parish Council have been rejected as the policy is to retain parcels of glebe which are within or close to the village settlement and which may have development potential. Renewed interest in the purchase would first need to be referred to the Assets Committee. It has been confirmed that sales for purchase prices of less than £50,000 (plus the DBF's costs, including any abortive costs if the purchaser withdraws from a transaction after solicitors have been instructed) will not be considered. Glebe sales also include overage clauses restricting the use of the land (in this case to playing field/agricultural) and for a further payment to be made to the DBF if the covenant is modified within 79 years to allow a more valuable use (e.g. residential development). The chairman proposed that the parish council seek to extend the lease for a further ten years. Councillor



Edwards seconded the proposal. All were in favour and it was **resolved** to do so. The chairman agreed to seek quotations for legal representation.

- 39-07/21.2 To consider suggestions for the planting of oak trees to commemorate HM the Queen's Platinum Jubilee. Discussions had previously taken place regarding the "Queen's Green Canopy" but no decisions had been made. The parish council has received an offer of home-grown oak saplings from a resident, together with a suggestion that one or more be planted in each of the five geographic areas of the parish as an enduring legacy to commemorate HM the Queen's Platinum Jubilee. Councillors thought it unlikely that appropriate land could be found within each of the five areas but Councillor Edwards agreed to undertake further research and report back at the next meeting.

- 39-07/21.3 To receive an update on the re-wilding of the highway verges.  
Please see item: 34-07/22.

**40-07/22 Correspondence and Communications.**

There was no additional correspondence or communications.

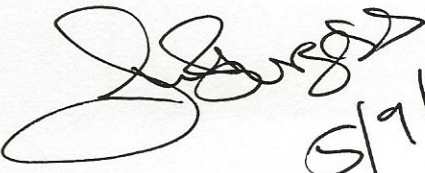
**41-07/22 To receive verbal reports from parish councillors on matters arising from their portfolio responsibilities and matters for future consideration.** No decisions can be made under this item.

Councillor Mashford reminded members that the children's summer sports sessions (minute reference: 124-03/22.3) will take place on Friday 29 July, Wednesday 03 August and Friday 05 August from 10am to 12pm on Upwood Playing Field. Details have been published on the parish website and on the parish council and community facebook pages.

The chairman and Councillor Mashford agreed to produce an insert for the next issue of the parish newsletter.

- 42-07/22 Date of next meeting:** Monday 05 September 2022 (the parish council does not meet during August).

**Close of meeting: 8:20pm**

  
5/9/22