



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 05 July 2021 at 7.00pm in Upwood Village Hall.

Present: Councillors G. Bonnett Kolakowska, J. Burgess, J. Edwards, R. Howe (Chairman), N. Maddocks, R. Mashford, A. Perkins.

In Attendance: Mrs. C. Bilverstone (Clerk), Councillor S. Corney (Cambridgeshire County Council), Councillor M. Haines (Huntingdonshire District Council) and one member of the public.

Minutes

- 18-07/21 To receive and approve apologies for absence and to acknowledge the resignation of Councillor Chattaway.**
Councillor Bull, Huntingdonshire District Council: Attendance required at another meeting.
The chairman acknowledged with regret, the resignation of Councillor Chattaway. He reflected on the impact that she had made during her short time as a councillor. All agreed that whilst her professional and family life must take priority, her resignation will be a great loss to this council.
- 19-07/21 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. There were no declarations of interest.
- 20-07/21 To receive and approve the minutes of the annual parish council meeting held on 04 May 2021.**
The minutes of the annual meeting of Upwood and the Raveleys Parish Council held on 04 May 2021 had been circulated in advance following the informal approval of the chairman. Councillor Burgess proposed that the minutes be approved. Councillor Bonnet-Kolakowska seconded the proposal. All were in favour and it was **resolved** to do so.
- 21-07/21 To consider applications for one existing casual vacancy and to consider the advertisement of a second further to the resignation of Councillor Chattaway.**
No applications for the existing casual vacancy had been received. Councillor Mashford proposed that the additional vacancy be advertised. Councillor Burgess seconded the proposal. All were in favour and it was **resolved** to do so.
- 22-07/21 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.
- 23-07/21 To receive reports from county and district councillors.**
Councillor Haines noted that further to a period of disarray the re-structuring of Huntingdonshire District Council's planning department is complete and that it is now fully staffed and operational. Councillor Corney similarly reflected on a period of significant operational disruption which has resulted in new administration and re-structuring within Cambridgeshire County Council. He noted that the closing date for Local Highway Improvement Initiative (LHI) applications will be confirmed shortly; and he encouraged members of the public to report highway faults at: <https://highwaysreporting.cambridgeshire.gov.uk/>

24-07/21 Notification of planning items.

- 24-07/21.1 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). The chairman confirmed that the meeting noted in minute reference: 10-05/21.2 had taken place. As a result, the developer has been informed of a number of deficiencies and has been asked to revise the transport study (which directly impacts infrastructure considerations). It is hoped that the speed indicator device (SID) data gathered in this parish will now be used to support traffic analysis. The application remains in abeyance.
- 24-07/21.2 21/01370/HHFUL | Proposed Rear Extension | 12 High Street, Upwood. Councillors agreed that this sympathetic and modest extension would have no impact on the street scene or on neighbouring properties; and that it would enhance the living accommodation with little impact on the generous garden space. All agreed that the impact on ecology and wildlife would be negligible. Councillor Burgess proposed that the parish council supports the application on this basis. Councillor Bonnett-Kolakowska seconded the proposal. All were in favour and it was **resolved** to do so.
- 24-07/21.3 To consider a proposal from Evera Homes for the naming of a new street in this parish, "Jubilee Close" (the close comprises 31 homes in phase one of the Upwood Airfield development). The chairman proposed that the parish council supports the proposed name. Councillor Burgess seconded the proposal. All were in favour and it was **resolved** to do so.
- 24-07/21.4 21/01416/S73 | Variation of Condition 2 (Plans) to 20/00898/FUL for minor changes to the approved plans | Agricultural Buildings, Grange Farm, Great Raveley. Councillor Burgess proposed that as the changes are minor, the parish council supports this application. Councillor Mashford seconded the proposal. All were in favour and it was **resolved** to do so.

25-07/21 Finance

- 25-07/21.1 To approve accounts for payment: 07 June, 05 July & 02 August 2021:

Payments made on 07 June 2021 in accordance with minute reference 17-05/21:

Reference	Description	Payee	Amount
SO	Clerk/RFO Salary. May 2021	Mrs C. Silverstone	£1043.68
SO	Cemetery Officer Salary. April – June 2021	Mr. B.C. Edwards	£117.75
SO	Clerk/RFO Salary PAYE/NI	HMRC	£70.62
SO	Employer National Insurance May 2021	HMRC	£55.92
DD	Employee & Employer Pension Contribution	SALVUS Master Trust	£114.22
DD	Pension Administration Fee	SALVUS Master Trust	£24.00
644430142	Clerk's Expenses: Working from Home Allowance, printing costs (May)	Mrs C. Silverstone	£12.75
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	Litter Picking Tools	Unity Trust Bank / Techno Tronics Ltd.	£89.75
984624500	Parish Maintenance (invoices 3 & 4 of 8)	CGM Group (East Anglia) Limited	£1841.40
17859636	Bentley Close Play Area Replacement Parts	Kompan Ltd.	£177.60
24757979	Glebe Paddock Rent	Jolliffe Daking LLP	£224.00

Payments for approval 05 July 2021:

Reference	Description	Payee	Amount
SO	Clerk/RFO Salary. June 2021	Mrs C. Silverstone	£1043.68
SO	Clerk/RFO Salary PAYE/NI	HMRC	£41.42
SO	Employer National Insurance June 2021	HMRC	£55.92
DD	Employee & Employer Pension Contribution	SALVUS Master Trust	£114.22
DD	Pension Administration Fee	SALVUS Master Trust	£24.00
50288182	Clerk's Expenses: Working from Home Allowance, printing costs (June)	Mrs C. Silverstone	£11.75
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	Play Safe Bark Chippings	Unity Trust Bank / Wickes	£25.95
*Deferred	Parish Maintenance (invoice 5 of 8)	CGM Group (East Anglia) Limited	£920.70
533912989	Materials for refurbishment of the cemetery gates (minute ref.: 158-04/21.1)	Mr. I. Ward	£50.68

Clerk's note: the parish maintenance invoice had not been received in time for inclusion with the July payments. It will therefore be deferred and included with the payments for 02 August.

****Payments for approval 02 August 2021:**

Reference	Description	Payee	Amount
SO	Clerk/RFO Salary. July 2021	Mrs C. Silverstone	£1036.48
SO	Clerk/RFO Salary PAYE/NI	HMRC	£41.42
SO	Employer National Insurance July 2021	HMRC	£55.92
DD	Employee & Employer Pension Contribution	SALVUS Master Trust	£114.22
DD	Pension Administration Fee	SALVUS Master Trust	£24.00
TBC	Clerk's Expenses: Working from Home Allowance, printing costs (July)	Mrs C. Silverstone	£11.75
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 (invoice 6 of 8)	CGM Group (East Anglia) Limited	£920.70

25-07/21.2 To note income received: 05 July 2021.

Reference	Description	Received from	Amount
000039	Cemetery Fees	Central England Co-Operative Ltd.	£220.00
000040	Cemetery Fees	Dignity Funerals Ltd.	£135.00
BACs	Precept	Huntingdonshire District Council	£26,000

The chairman proposed that the accounts be approved for payment and the income received acknowledged. Councillor Burgess 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 Perkins 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).

25-07/21.3 Further to the resignation of Councillor Chattaway, to appoint a signatory for the parish council's bank accounts. Councillor Mashford volunteered to join Councillor Burgess and Councillor Perkins as signatories. Councillor Burgess proposed that the clerk make the necessary arrangements. Councillor Perkins seconded the proposal. All were in favour and it was **resolved** to do so.

25-07/21.4 To review and consider amendments to the Annual Governance and Accountability Return, 31 March 2021. The clerk confirmed that a series of typing errors had resulted in the need for amendments. All were in favour of the amendments and it was **resolved** that the chairman and the clerk initial the document for re-submission.

26-07/21 Traffic, Highways & Road Safety

26-07/21.1 To review data gathered from the Speed Indicator Devices (SIDs) during May & June 2021.

May 2021:

SID 1 was located on Huntingdon Road opposite the junction with Ailwine Road to monitor traffic approaching from Bury. Of the 27,811 vehicles recorded, 2,700 were in violation of the 40 mph speed limit. 2,181 registered speeds between 41-45 mph; 416 between 46-50 mph; 83 between 51-54 mph; and 20 registered speeds excess of 55 mph. The highest recorded speed was 77 mph.

SID 2 was located by the allotments on Huntingdon Road to monitor traffic approaching from the Raveleys. Of the 38,158 vehicles recorded, 4,960 were in violation of the 40 mph speed limit. 3,613 registered speeds between 41-45 mph; 941 between 46-50 mph; 282 between 51-54 mph and 123 registered speeds in excess of 55 mph. The highest recorded speed was 87 mph.

SID 3 was located by the post box in Great Raveley to monitor traffic approaching from Woodwalton. Of the 5,959 vehicles recorded, 1,554 registered speeds in excess of the 30 mph speed limit. 1,198 of these registered

speeds between 31-35 mph (20%); 291 between 36-40 mph (4.9%); 54 between 41-45 mph; 9 between 46-50 mph; and 2 registered speeds in excess of 50 mph. The highest recorded speed was 61 mph.

June 2021:

SID 1 was located on Huntingdon Road opposite the junction with Ailwine Road to monitor traffic approaching from Bury. Of the 26,178 vehicles recorded, 2,637 were in violation of the 40 mph speed limit. 2,125 registered speeds between 41-45 mph; 407 between 46-50 mph; 86 between 51-54 mph; and 20 registered speeds in excess of 55 mph. The highest recorded speed was 84 mph.

SID 2 was located by the allotments on Huntingdon Road to monitor traffic approaching from the Raveleys. Of the 40,871 vehicles recorded, 4,700 were in violation of the 40 mph speed limit; 3,489 registered speeds between 41-45 mph; 864 between 46-50 mph; 233 between 51-54 mph; and 114 registered speeds in excess of 55 mph. The highest recorded speed was 93 mph.

SID 3 was located by the post box in Great Raveley to monitor traffic approaching from Woodwalton. Of the 5,808 vehicles recorded, 1,533 were in violation of the 30 mph speed limit. 1,192 registered speeds between 31-35 mph (21%); 278 between 36-40 mph (4.8%); 50 between 41-45 mph; 10 between 46-50 mph and 2 registered speeds in excess of 50 mph. The highest recorded speed was 58 mph.

26-07/21.2 To receive an update on speed management strategies.

Community Speedwatch training (a 90-minute online course) will take place in late July/August. Speedwatch activity is completely flexible dependent upon members' commitments. Sessions typically last for one hour. Councillor Bonnett-Kolakowska noted that she has registered for "HGV Watch", a new scheme backed by the police but led by local volunteers. Residents wishing to volunteer for either or both initiatives, or request further information are invited to contact Councillor Bonnett-Kolakowska (gemma.bk@upwood.org / 07885 764989). Cambridgeshire Constabulary has introduced a Safer Speeds Team who will identify hotspots of concern. SID data from this parish will be submitted to this taskforce on a monthly basis.

The traffic survey at: <https://forms.gle/VExffdE8YqnsXcv8> will remain live for four weeks after distribution of the parish newsletter. To date there have been 87 responses.

Councillors were pleased to note that the parish council's application to the Local Highways Improvement Initiative 2021-2022 for an additional SID has been successful. Councillor Bonnett-Kolakowska added that she plans to prepare an application for speed reduction on Huntingdon Road for review in September.

The chairman reminded members that Community Infrastructure Levy will be payable to this parish for the 31 new homes in Jubilee Close (please see item: 24-07/21.3 above).

27-07/21 Community

27-07/21.1 Further to minute reference: 13-05/21.2, to receive an update on strategies to improve the provision of play and recreation facilities for children and young people.

Councillor Mashford reminded members that the summer sports activities offered by One Leisure are scheduled to take place on 13, 20 and 27 August in Upwood; and on 30 July, 04 and 06 August in Bury. Attendance is limited to 20 children per session. There has been a positive response and Councillor Mashford is managing a waiting list (please contact her at rebecca.mashford@upwood.org for further information). Attendance is free of charge. The cost for three two-hour sessions to Upwood and to Bury Parish Councils is £391.68. Councillor Perkins will liaise with the parish maintenance contractor to ensure that the playing field is cut prior to the sessions.

Councillor Mashford reminded members that the children's competition to design their dream playground would be launched on 19 July to coincide with the beginning of the summer holiday. The judging committee (comprising parish council members and the clerk) will meet in September.

Councillor Mashford noted that quotations and ideas for revitalising Bentley Close Play area would be deferred until October. She added that grant funding is currently focused on Covid recovery and that a funding application might be best delayed until 2022.

The addition of bark chippings to the play area has been effective. Councillor Maddocks added that the "pigeon spikes" had been removed from the swings in an act of vandalism. He will seek to replace them.

27-07/21.2 To consider participation in "The Queen's Green Canopy". This item was deferred until October 2021.

28-07/21 Governance

28-07/21.1 To confirm arrangements for staff appraisals (due in August).

All agreed that the chairman and vice-chairman should appraise the clerk; and that the clerk and Councillor Perkins should appraise the cemetery officer prior to the September meeting.

29-09/21 Parish Maintenance

29-07/21.1 To consider support of "Plantlife" regarding the re-wilding of highway verges. This item was deferred until September 2021.

30-07/21 Correspondence and Communications.

30-07/21.1 A letter of concern regarding management of highway verges.

Councillors noted that the parish maintenance contract would be renewed in the autumn. Please also see item 29-07/21.1 above.

30-07/21.2 A letter of concern regarding the loss of and damage to footballs in the perimeter vegetation of Glebe Paddock. Councillor Edwards volunteered to flail the vegetation behind the goal posts. The chairman proposed that the parish council authorises reimbursement of up to £100 to Councillor Edwards for this purpose. Councillor Bonnett-Kolakowska seconded this proposal. All were in favour and it was **resolved** to do so.

31-07/21 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.

On behalf of the parish council, the chairman thanked Councillor Mashford for her commitment to producing a special edition of the parish newsletter. The newsletter will be distributed in the coming days.

Councillor Perkins thanked two members of the public for the refurbishment of the cemetery gates. Plans are underway to repair and re-paint the windows of the chapel of rest.

The chairman, Councillor Perkins and Councillor Edwards agreed to conduct a survey of parish trees in the autumn.

Councillor Edwards thanked councillors and a handful of residents for supporting "The Great British Spring Clean" and added that 10 bags of litter had been collected. The chairman thanked Councillor Edwards for coordinating the event but expressed disappointment in the extremely poor response from residents who had been hopelessly outnumbered by councillors. All agreed that the timing was not ideal and that it would have been more effective earlier in the year.

32-07/21 Date of next meetings: ~~Monday 02 August (to be confirmed)~~ and Monday 06 September 2021**

The chairman proposed that an August meeting would not be necessary if the council agreed to delegate power to himself, Councillor Burgess and the clerk to respond to the planning application for RAF Upwood (21/00572/FUL) should it be re-presented with a closing date prior to 06 September. Councillor Maddocks seconded this proposal. All were in favour and it was **resolved** to do so.

Close of meeting: 8:25pm