



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 October 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 J. Burgess (from item D. Chattaway, J. Edwards, R. Howe (Chairman), A. Perkins.

In Attendance: Mrs. C. Bilverstone (Clerk), Councillor T. Rogers (Cambridgeshire County Council), Councillor M. Tew (Bury Parish Council) and one member of the public.

Minutes

62-10/20 To receive and approve apologies for absence and to acknowledge the resignations of Councillor Chegwiddden and Councillor Ward.

Councillor Bull (Huntingdonshire District Councillor): Attendance required at another meeting.

The chairman thanked Councillor Chegwiddden for his commitment to the parish council since joining in May 2020 and confirmed that his resignation was necessitated by an unexpected promotion in the Royal Air Force. Councillor Ward joined the council in May 2019 and the chairman thanked him for his commitment to his parish maintenance portfolio. Councillors wished them both well for the future.

63-10/20 To consider applications for two casual vacancies (further to the resignation of Councillor Bacon & Councillor Noble).

Gemma Bonnet-Kolakowska has lived in the village for 4 years and she and her family are members of the village cricket club. She is a qualified marketer and Fellow of the Chartered Institute of Marketing. She has worked in global roles and more locally for Huntingdonshire District Council where she created the “One Leisure” brand. In 2019 she set up her own consulting company working from home. She is interested in all aspects of the parish council’s work, but she is particularly keen to support its strategies to reduce traffic speed and volume.

Nick Maddocks spent nearly 10 years in the Royal Air Force and most recently spent 12 years as a self-employed courier for solicitors and insurers. He has lived at Fairmead for 17 years. He has a broad range of interests including history and music. He is keen to preserve the environment and encourage wildlife and he can often be seen litter-picking on his village walks.

The chairman proposed the appointment of both applicants. Councillor Perkins seconded the proposal. All were in favour and it was **resolved** to do so. The chairman congratulated Councillor Bonnet-Kolakowska and Councillor Maddocks, welcoming them to the parish council. He confirmed that portfolio responsibilities will be revised in due course to reflect the skills and interests of individual councillors. In the meantime, further to the resignation of Councillor Ward, all parish maintenance matters (including grass and hedge cutting, boundaries, ditches, trees, the cemeteries and churchyard etc.) will be managed by Councillor Edwards and Councillor Perkins.

64-10/20 To consider the advertisement of two casual vacancies (reference: 62-10/20).

All were in favour and the clerk agreed to make the necessary arrangements.

65-10/20 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.

Councillor Howe (Chairman): item 71-10/20.7 regarding “Zoom” membership. Councillor Perkins: item 71-10/20.5 regarding Upwood Village Hall.

66-10/20 To receive and approve the minutes of the parish council meeting held on 07 September 2020.

The minutes of the meeting held on 07 September 2020 had been circulated in advance following the informal approval of the chairman. Councillor Burgess proposed that the minutes be approved. Councillor Chattaway seconded the proposal. All who had been present were in favour and it was **resolved** to do so.

67-10/20 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. Councillor Tew (Chairman, Bury Parish Council) confirmed that Bury Parish Council is approaching the second phase of the pre-application consultation for the development of 300 additional homes on Upwood Airfield. This process allows residents from surrounding communities to participate in the consultation process prior to its presentation to Huntingdonshire District Council in December or January. Councillor Tew reminded members that phase one of the scheme for the development of 160 new homes has already been approved.

68-10/20 To receive reports from county and district councillors.

68-10/20.1 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).

Councillor Rogers confirmed that the Vice Chairman of Cambridgeshire County Council's Highways and Transport Committee has been tasked to arbitrate this matter which has been ongoing since 2018.

Councillor Rogers confirmed that he has sought the support of Cambridgeshire County Council's Assistant Director of Highways in plans for a coordinated approach between Bury, Ramsey and Upwood and the Raveleys to combat the increasing volume and speed of traffic in this area.

Further to minute reference 56-09/20.2 regarding plans for the installation of traffic calming measures in Great Raveley (LHI 2019/2020), the chairman had enlisted the support of Councillor Rogers to seek a resolution at a senior level. Councillor Rogers confirmed that he has actioned the request and is currently waiting for a reply.

69-10/20 Matters arising or carried forward from the previous meeting. Included as individual agenda items.

70-10/20 Notification of planning items.

70-10/20.1 20/01666/HHFUL | Two storey front extension to create habitable space above and new garage area | 15 Church Lane, Upwood. PE26 2QF

Councillors agreed that the proposed extension would be a sympathetic addition, in keeping with the design and proportions of neighbouring properties on Church Lane. The materials have been chosen to match the existing structure. There is no environmental impact. Raising the garage roof will have minor impact on the neighbouring property's sunlight. Councillors noted that the design and access statement states that the existing parking would not be altered. The extension would actually remove one parking space, but ample parking would still be available. Councillor Burgess proposed that the parish council supports this application. Councillor Chattaway seconded the proposal. All were in favour and it was **resolved** to do so.

70-10/20.2 To consider a response to the government white paper consultation: "Planning for the Future: Proposals for reform of the planning system in England.

Councillors agreed that this is a complex and profound planning policy change which seeks to reduce the influence of local planning authorities in favour of a more centralised system. The centralised policy will pre-approve certain categories of development to speed the planning process and build more new homes. The chairman proposed that the parish council delegate the formulation of a response to himself and Councillor Burgess and that this would be shared with councillors prior to submission. Councillor Edwards seconded the proposal. All were in favour and it was **resolved** to do so

71-10/20 Finance

71-10/20.1 To approve accounts for payment: 05 October 2020:

Reference	Description	Payee	Amount
SO	Clerk/RFO Salary. September 2020*	Mrs C. Bilverstone	£1132.33
SO	Clerk/RFO Salary PAYE/NI	HMRC	£97.97
459806218	Employer National Insurance (April – September)	HMRC	£339.65
DD	Employee & Employer Pension Contribution	SALVUS Master Trust	£129.50
DD	Pension Administration Fee	SALVUS Master Trust	£24.00

153973540	Clerk's Expenses: Working from Home Allowance, printing costs (September)	Mrs C. Silverstone	£11.75
697090393	Parish Maintenance. Invoice 7 of 8.	The CGM Group (East Anglia) Limited	918.30
189249923	Attendance Fee: National Conference	SLCC Enterprises Ltd.	30.00
16186340	Notices for Bentley Close Play Area	Parrot Print Ltd.	84.00
Debit Card	Monthly Fee.	Unity Trust Bank	£3.00
Debit Card	Monthly Subscription. Acrobat Pro DC. Aug. 20	Unity Trust Bank / store@adobe.com	£15.17
Debit Card	Monthly Subscription. Acrobat Pro DC. Sept. 20**	Unity Trust Bank / store@adobe.com	£15.17

*includes back payment of £152.84, reference: 55-09/20.8

** Payment included on the latest debit card statement which was received after publication of the agenda.

Councillor Burgess proposed that the accounts be approved for payment. Councillor Bonnet-Kolakowska 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).

71-10/20.2 To note income received: 05 October 2020: None received at the time of publication.

71-10/20.3 To consider budget & precept requirements for 2021/2022 and beyond (for resolution at the next meeting).
The chairman confirmed that the finance working party (comprising the chairman, vice-chairman and the clerk with an open invitation to other interested councillors) would meet to prepare a draft budget for presentation at the next meeting.

71-10/20.4 To consider converting salary and associated PAYE/NI payments from standing orders to variable direct debits. Councillor Burgess proposed that this would be a more efficient process. Councillor Chattaway seconded the proposal. All were in favour and it was **resolved** to do so.

71-10/20.5 To consider a grant application in support of Upwood Village Hall.
Councillors considered an application for £1,000 to support ongoing operational and insurance costs. Councillor Burgess proposed that the parish council supports this application. The chairman seconded the proposal. Councillor Perkins abstained from voting. All other councillors were in favour and it was **resolved** to do so.

71-10/20.6 To consider a grant application in support of Upwood and the Raveleys Newsletter.
Councillors considered an application for £627 (half the amount usually requested owing to limited production and thus reduced expenditure during the Covid-19 pandemic. The committee envisage requesting the "full amount" of £1254 next year. The chairman proposed that the parish council supports this application. Councillor Perkins seconded the proposal. All were in favour and it was **resolved** to do so.

71-10/20.7 To consider reimbursing the chairman for the cost of "Zoom" membership for the period 27.09.20 to 26.10.20 @ £14.39 including VAT and to consider options to cover the cost of ongoing "Zoom" meetings.
The chairman confirmed that the parish council had benefitted from his personal "Zoom" subscription which is no longer required. Councillor Edwards proposed that the chairman be reimbursed for the current month and that the parish clerk be authorised to use the debit card to register a subscription. Councillor Burgess seconded the proposal. All were in favour and it was **resolved** to do so.

72-10/20 Traffic, Highways & Road Safety

72-10/20.1 To review data gathered from the Speed Indicator Devices (SIDs) during September 2020.
SID 1 was positioned on Longholme Road near the junction with High Street to monitor traffic approaching from Ramsey Heights. 24,855 vehicle movements were registered (an increase of 526 vehicle movements against the August total). 7,953 vehicles (32.03%) exceeded the 40mph speed limit, which broadly aligns with the August speed violation level. The highest speed recorded was 79mph just after 15:00hrs on 27 September.
SID 2 remained on Huntingdon Road, recording traffic approaching from Great Raveley. 54,146 vehicle movements were registered and 6,600 vehicles (12.19%) were in violation of the 40mph speed limit. The highest speed recorded was 91mph just after 19:10hrs on 09 September. Whilst the volume of traffic varies, the percentage of drivers exceeding the speed limit, together with the maximum speed recorded are comparable across the most recent 3 months thus illustrating the enduring level of speeding violations on Huntingdon Road. The chairman thanked Mr. Chegwiddden for providing this data and for his commitment to securing an effective handover of this responsibility.

72-10/20.2 To receive an update on plans for the installation of traffic calming measures in Great Raveley (LHI 2019/2020). Please see item 68-10/20.1.

73-10/20 Governance

73-10/20.1 To consider the adoption of revised cemetery regulations.

Councillor Perkins presented a draft revision of the document. In summary, the revisions reiterate that the cemetery is a "Lawn Cemetery" laid out to permit grass cutting between the headstones, so walled structures, kerbs, railings, posts, chains, foot-stones, chippings and similar are not permitted (Councillors agreed in February 2014 (minute reference: 104/02/14.10) that "the regulations had not been effectively enforced in the past but for the benefit of all users of the cemetery, they would be followed in the future". The chairman confirmed in February 2015 (minute reference: 173-02/15.1) that it had never been the intention to apply the regulations retrospectively and that the parish council would certainly not consider asking families to remove memorials). The parish council will now permit a maximum of two additional stone tablets per grave to mark the cremated remains of family members. Memorabilia and sentimental items may be placed on graves at the time of interment, but these must be removed by relatives within one month. The parish council reserves the right to remove such objects after that time. All were in favour of adopting the revisions and it was **resolved** to do so.

73-10/20.2 To consider strategies to promote adherence to the cemetery regulations.

All agreed that a notice should be procured and displayed in the cemetery and that the revised regulations should be shared with funeral directors. Councillor Chattaway offered assistance with raising local awareness. All were in favour of authorising Councillor Perkins to spend up to £100 to purchase and install a suitable notice.

73-10/20.3 To consider the appointment of a councillor to take responsibility for health and safety and risk management. The chairman thanked Councillor Maddocks for agreeing to accept this appointment.

74-10/20 Parish Maintenance

74-10/20.1 To consider plans to remove dead branches overhanging the path from Huntingdon Road to Glebe Paddock. Quotations will be presented for consideration at the next meeting.

74-10/20.2 Further to minute reference 57-09/20.2, to review the management strategy for Charter's Spinney.

Councillor Edwards and Councillor Perkins agreed to purchase and plant bulbs behind the bench. All were in favour of authorising expenditure up to £100 for this purpose.

74-10/20.3 To consider strategies to control the growth of ivy and brambles in the cemetery.

Councillor Perkins offered to spray the ivy and brambles. All were in favour and he was thanked for his offer.

74-10/20.4 To consider quotations for the adjustment of the cemetery gates.

Councillor Perkins suggested that there is no need for the parish council to take action at this time. All agreed.

74-10/20.5 To consider plans for the refurbishment of the windows in the chapel of rest.

74-10/20.6 To consider options for the refurbishment of the parish benches.

Councillor Edwards and Councillor Perkins noted that the parish council had agreed that the work to the chapel of rest should be completed over a year ago. They offered to seek quotations for work to the chapel and to the benches for consideration at the next meeting.

75-10/20 Correspondence and Communications.

75-10/20.1 A complaint from a parishioner regarding the use of the playing field.

Councillors considered the complaint which relates to the recreational use of remote-controlled vehicles. The parish council acknowledges that this activity can be noisy but confirmed that it has no jurisdiction over noise pollution and advised that this would be a matter for the district council (see: <https://www.huntingdonshire.gov.uk/environmental-issues/noise-nuisance-pollution/noise/>). The parish council would wish to encourage members of the community to use the field for recreational activity.

75-10/20.2 An update from Upwood Village Hall to confirm that it is open for bookings.

Councillors agreed that meetings will continue to take place remotely at least until the end of this year.

75-10/20.3 A letter of concern from a parishioner regarding the lack of progress with works to footpath no. 4 leading from Bentley Close to Upwood Meadows (please see item 68-10/20.1).

76-10/20 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 Burgess noted the enduring problems of littering and dog-fouling which seem to be burgeoning. Councillor Maddocks suggested that leading by example can be a successful strategy. The parish council is appreciative of the many residents who actively collect and dispose of litter on a daily basis.

77-10/20 Date of next meeting: 02 November 2020 at 7:00pm. Close of meeting: 8:55pm

A handwritten signature in black ink, followed by the date '04/11/20' written in the same ink.