



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 06 March 2023 at 7.00pm in Upwood Village Hall.

Present: Councillors J. Burgess (Chairman), W. Chatfield, J. Edwards (from item 141-03/23), R. Howe, R. Mashford, J. Milner, E Staples.

In Attendance: Mrs. C. Bilverstone (Clerk), Councillor C. Lowe (Huntingdonshire District Council) and three members of the public.

Minutes

136-03/23 To receive and approve apologies for absence.

Councillor Awit: Work Commitment.

Councillor Costello (Huntingdonshire District Council) & Councillor Corney (Cambridgeshire County Council):
Attendance required at other meetings.

137-03/23 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.

138-03/23 To consider applications for a casual vacancy arising from the death of Councillor Tew.

No applications had been received.

139-03/323 To receive and approve the minutes of the parish council meeting held on 06 February 2023.

The minutes of the meeting of Upwood and the Raveleys Parish Council held on 06 February 2023 had been circulated in advance following the informal approval of the chairman. Councillor Howe proposed that the minutes be approved. Councillor Milner seconded the proposal. All who had been present were in favour and it was **resolved** to do so.

140-03/23 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.

141-03/23 To receive reports from county and district councillors.

Councillor Corney had submitted a written report. He confirmed that the joint administration had voted to raise Cambridgeshire County Council's share of the council tax by 4.9% (the maximum allowed without a referendum). The same applied to Huntingdonshire District Council and along with the £12 per band D household agreed by the Combined Authority this will see a significant increase to all households.

The Greater Cambridge Partnership has proposed a congestion charge for Cambridge, amounting to £5 per visit with funds raised to be used for public transport, albeit more Cambridge centric. This proposal currently includes access to Addenbrookes and Papworth hospitals, but this could be refunded with evidence of a hospital appointment.

Cambridgeshire County Council is supporting the Easter HAF (Holiday Activities and Food) programme which is funded by the Department for Education. Children in receipt of income-related free school meals can access a holiday scheme for 16 hours and will be offered enriching experiences, a meal and snacks. Transport can be arranged for those families who would otherwise be unable to access the programme.

Councillor Lowe noted that Huntingdonshire District Council has formally recognised the climate crisis and ecological emergency with a plan to reach net zero emissions by 2040.

She reminded members of significant budget cuts to many County Council services (including winter gritting, spraying of weeds, mental health provision, family safeguarding and support for children with special educational needs). She also noted price increases to the district council's "One Leisure" service; and noted that the district council is considering making a charge for all green waste bins with effect from 2024/2025. Councillors questioned the logic of this proposal particularly in light of the aforementioned climate crisis and ecological emergency plans.

The chairman asked for an update on plans for the repair and maintenance of local pavements and Councillor Lowe offered to pursue this.

142-03/23 Notification of planning items.

142-03/23.1 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.

143-03/23 Finance

143-03/23.1 To approve accounts for payment: 06 March 2023

Reference	Description	Payee	Amount
SO	Clerk/RFO Salary. February 2023	Mrs C. Silverstone	£1116.35
SO	Clerk/RFO Salary PAYE/NI	HMRC	£42.87
SO	Cemetery Officer Salary. January - March 2023	Mr. B.C. Edwards	£129.93
SO	Cemetery Officer Salary PAYE	HMRC	£32.60
SO	Employer National Insurance. January 2023	HMRC	£63.79
DD	Employee & Employer Pension Contribution	SALVUS Master Trust	£122.02
DD	Pension Administration Fee	SALVUS Master Trust	£24.00
215573349	Clerk/RFO Expenses. February 2023	Mrs C. Silverstone	£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
34722192	Annual Membership Renewal	Cambridgeshire ACRE	£60.00
890345161	Privately Funded Highway Improvement application fee (minute reference: 56-10/21)	Cambridgeshire County Council	£500.00
694598860	Upwood.org website fees	Mr. Stephen Howes (webmaster)	£115.20

143-03/23.2 To note income received: 06 March 2023 (None received at the time of publication).

The chairman proposed that the accounts be approved for payment. 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.

Councillor Howe noted that the budget is running as forecast as the council approaches the end of the financial year 2022/2023. He thanked the clerk, as she prepares to "retire" at the end of March for her superb management of the parish council's finances over the last ten years.

144-03/23 Governance

144-03/23.1 To consider a proposal from Huntingdonshire District Council to undertake a community governance review to group Woodwalton with a neighbouring parish to allow the formation of a common parish council.

Councillor Howe offered insight into the historic governance of Woodwalton Parish Council which is currently inquorate and without a parish clerk. Councillors agreed that Woodwalton is geographically distant from Upwood and the Raveleys and that it might align more closely with other local councils (several others had also been approached). The chairman proposed in addition that as this parish council currently has a long-term vacancy and it is also undergoing the transition to a new parish clerk, the council simply would not have the capacity to extend its reach at this time. Councillor Staples seconded this proposal. All were in favour and it was **resolved** to do so.

145-03/23 Traffic, Highways & Road Safety

145-03/23.1 To review data gathered from the Moveable Vehicle Activated Signs (MVAS) for February 2023.

The chairman highlighted the following data gathered from the MVAS devices:

	No. of cars	41-45 mph	46-50 mph	51-55 mph	56 mph +	Highest recorded speed (mph)
40 mph limit						
Huntingdon Road by the Allotments	35,267	3,051	822	228	108	105
Huntingdon Road/Ailwine Road junction	25,947	2,131	361	60	12	74
Little Raveley	19,766	2,913	479	72	10	66
30 mph Limit						
Great Raveley	6,659	1,224	308	55	11	65

145-03/23.2 To receive an update on speed management strategies and to consider making an application to Cambridgeshire County Council's programme to install 20mph zones or limits in the parish.

The chairman noted that plans are underway for the PFHI (Privately Funded Highway Improvement) application. Upwood and the Raveleys Parish Council is working in consultation with Ramsey Town Council and Bury Parish Council with a view having the speed limit reduced to 30mph from the current 40mph limit on the approach from Great Raveley along Huntingdon Road and Ramsey Road, through to Bury.

Members discussed in detail the benefits of 20mph zones or limits across the parish (part of Upwood village is in a conservation area; the village hosts a church, village hall, playing field, pre-school play area, allotments and a cemetery all of which are accessed by roads currently limited to 30mph. There is a significant amount of on-street parking particularly on High Street and Ailwine Road; no pavements in Little Raveley, Great Raveley or on Longholme Road; and parts of the parish are on a bus route). The very short window for applications was noted (the closing date is 31 March); together with the requirement for consultation with residents. Councillor Howe proposed that the parish council makes an application to reduce all adopted 30mph zones to 20mph across the parish. The chairman seconded this proposal. Councillor Staples offered to coordinate consultation and prepare the application. All were in favour and it was **resolved** to do so.

146-03/23 Community

146-03/23.1 To consider a proposal from St. Peter's Parochial Church Council for the installation of a composting toilet system in St. Peter's Churchyard.

The Parochial Church Council (PCC) has been aware for some time of the need to provide toilet facilities for visitors to St Peter's Church. Whilst the internal layout of the church is not ideally suited, a compostable facility has been identified which could be installed in a wooden building in the churchyard, subject to planning considerations (the church is a grade 1 listed building situated in a conservation area); accessibility; and the approval of the Diocesan Advisory Board and the parish council). Councillors noted that the PCC is currently in the early stages of this project. The chairman proposed that the parish council should offer its support to this initiative. Councillor Chatfield seconded the proposal. All were in favour and it was **resolved** to do so.

146-03/23.2 To consider participating in The Great British Spring Clean 2023.

Councillor Edwards volunteered to coordinate this annual event and residents are invited to participate in a community litter-pick on Sunday 26 March from 10:00am to 12:00pm. Participants are advised to wear warm clothing and sturdy footwear. Litter-picking tools and bags will be provided. Please meet by St. Peter's Church. Councillor Edwards agreed to update the risk assessment for this event.

147-03/23 Correspondence and Communications

147-03/23.1 Notification from Serjeant and Son Solicitors of an increase to standard time rates.

The chairman asked the clerk to request that a member of staff working at the lower of the time rates be deployed to the task of renewing the lease for Glebe Paddock, particularly as the work simply involves renewal of an existing document.

147-03/23.2 A letter of concern from a resident following the road traffic accident on Huntingdon Road in January.

This was addressed under minute reference 145-03/23.2.

148-03/23 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 requested that an agenda item be raised at the next meeting to consider holding a residents' meeting to share plans for the refurbishment of Bentley Close Play area.

Councillor Howe advised members that he and the chairman had attended a meeting with representatives from Bedfordshire Pilgrims Housing Association regarding the development at Farm Close. He noted that cursory consultation has taken place with Upwood Primary Academy and Upwood Small to Tall. He expressed concern for the amount of disruption which residents will incur for two to three years as the development progresses and noted that a temporary pedestrian crossing has been requested to facilitate safe access from existing housing to the school.

The chairman noted that the noticeboard at Little Raveley is leaking. All agreed that a sealant should be purchased for its repair (at a cost of less than £10) and that the clerk should use the parish council's debit card for this purpose.

Lastly, the chairman offered thanks on behalf of the parish council to Carol Bilverstone for her ten years of service as Parish Clerk and Responsible Financial Officer; and good wishes as she approaches "early retirement" at the end of March. The parish council looks forward to formally welcoming Mrs Louise Clowery at the next meeting.

Clerk's note: Both clerks are aiming for a seamless transition. The parish council's postal address will change with effect from 01 April but the telephone number and email address will remain the same.

149-03/23 Date of next meeting: Monday 03 April 2023.

Close of meeting: 8:15pm