



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 September 2021 at 7.00pm in Upwood Village Hall.

Present: Councillors D. Awit (from item 36-09/21), G. Bonnett Kolakowska, J. Burgess, R. Howe (Chairman), N. Maddocks, R. Mashford, A. Perkins.

In Attendance: Mrs. C. Bilverstone (Clerk), Councillor M. Haines (Huntingdonshire District Council) until item 38-09/21 and one member of the public (from item 42-09/21).

Minutes

33-09/21 To receive and approve apologies for absence.

Councillor J. Edwards (Work Commitment). Councillor Bull (Huntingdonshire District Council) and Councillor S. Corney (Cambridgeshire County Council): Attendance at other meetings.

34-09/21 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.

Councillor Perkins declared a non-pecuniary interest in item 40-09/21.4 regarding Upwood Village Hall.

35-09/21 To receive and approve the minutes of the parish council meeting held on 05 July 2021.

The minutes of the meeting of Upwood and the Raveleys Parish Council held on 05 July 2021 had been circulated in advance following the informal approval of the chairman. The clerk noted that a correction to the clerk's salary payment, 31.07.21 (from £1036.48 to £1043.68) had been made further to publication of the draft minutes. Councillor Burgess proposed that the minutes be approved on this basis. Councillor Bonnett-Kolakowska seconded the proposal. All were in favour and it was **resolved** to do so.

36-09/21 To consider applications for two casual vacancies.

One application had been received and the chairman invited Mr. David Awit to address the council. Mr. Awit reflected on the warm welcome he and his family had received having re-located from London earlier in the year. He outlined his desire to share his extensive professional expertise and personal interests to contribute to the protection and evolution of this thriving community. The chairman proposed that Mr. Awit be co-opted to the parish council. Councillor Burgess seconded the proposal. All were in favour and it was **resolved** to do so. Councillor Awit signed the declaration of acceptance of office and was welcomed to the council.

37-09/21 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.

38-09/21 To receive reports from county and district councillors.

Councillor Haines reflected on the success of the traffic calming installation in Pidley. He noted that prior to installation 30-40% of vehicles were travelling at speeds in violation of the 30mph speed limit. Since installation this has dropped to 4-6%. Councillors welcomed his offer to share further information which may assist strategies for this parish.

39-09/21 Notification of planning items.

- 39-09/21.1 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). This application remains in abeyance.
- 39-09/21.2 21/01296/TREE | Assorted Works to Trees | Land for Residential Development. High Street, Upwood. Confirmation had been received from the planning department that this application does not reference land for development and the proposed works purely relate to standard tree management. Councillor Burgess proposed that the parish council supports this application with the proviso that measures are put in place to protect the flora and fauna (including the colony of bats and the great crested newts, badgers and hedgehogs) which are resident on this site. Councillor Bonnett-Kolakowska seconded the proposal. All were in favour and it was **resolved** to do so.
- 39-09/21.3 21/01434/FULTDC | Technical Details Consent for the construction of a 3-bedroom two-storey dwelling following approval of Permission in Principle application 20/02074/PIP. 29 Farm Close Upwood, PE26 2QB
This application was previously considered by the parish council in January 2021. The parish council registered its objection at that time considering "the construction of a detached three-bedroom/two-storey property in the garden/hardstanding space of no. 29 would have a detrimental impact on the dynamics and density of Farm Close as well as the aesthetics and symmetry of the street scene. Property numbers 29 and 40 are relatively equally balanced against the central grassed area) which is currently one of three/four-bedroom semi-detached properties with generous gardens and green space between properties. The proposed dwelling with a total area of approximately 152m² (9m x 17m) including a garden space of approximately 64m² (8m x 8m) would be in close proximity to no. 30 and less than 1m from no. 29, unacceptably impacting on two of its side windows and ultimately giving the appearance of congestion". Councillors reiterated that these concerns haven't been addressed since the initial application; that the footprint and location of the proposed dwelling remain the same; and that the size, massing, aesthetics, symmetry and impact on the street scene are simply inappropriate and undesirable in this location. The chairman proposed that the parish council objects to this application on this basis. Councillor Perkins seconded the proposal. All were in favour and it was **resolved** to do so.

40-09/21 Finance

- 40-09/21.1 To approve accounts for payment: 06 September 2021

Reference	Description	Payee	Amount
SO	Clerk/RFO Salary. July 2021	Mrs C. Silverstone	£1043.68
SO	Cemetery Officer Salary. July-September 2021	Mr B.C. Edwards	£117.75
SO	Clerk/RFO/Cemetery Officer Salary PAYE/NI	HMRC	£70.62
SO	Employer National Insurance August 2021	HMRC	£55.92
DD	Employee & Employer Pension Contribution	SALVUS Master Trust	£114.22
DD	Pension Administration Fee	SALVUS Master Trust	£24.00
734221441	Clerk's Expenses: Working from Home Allowance, printing costs (August).	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
76624998	Parish Maintenance (invoice 6 of 8)	CGM Group (East Anglia) Limited	£920.70
698715104	Membership Renewal	Society of Local Council Clerks	£166.00
849394822	Upwood and the Raveleys Village Hall	Meeting Room Hire. Jan-Mar 2020**	£98.65
402977358	*Create your Space competition flyers - printing	Micromac Printers	£78.00
398552427	Limited Assurance Review. AGAR. 31 March 2021	PKF Littlejohn LLP	£240.00
942758453	LHI 2019/2020. Great Raveley Traffic Calming	Cambridgeshire County Council	£6,619.00

*A budget of £30 was approved in item 13-05/21.2. The additional cost was approved by the chairman and the clerk as per the parish council's standing orders.

** Meeting room hire costs outstanding from the first quarter of 2020. Invoice received in August 2021.

40-09/21.2 To note income received: 06 September 2021.

Reference	Description	Received from	Amount
000041	Cemetery Fees. Memorial for cremated remains.	Central England Co-Operative Ltd.	£35.00
000041	Cemetery Fees. Interment of cremated remains.	Dignity Funerals Ltd.	£50.00

Councillor Burgess proposed that the accounts be approved for payment and the income received 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; Councillor Burgess and Councillor Perkins signed each of the invoices and agreed to authorise the online payments. The chairman signed the bank reconciliation and Councillor Perkins countersigned this.

40-09/21.3 To consider a grant application of £250 to support the cost of volunteer grass cutting alongside the path between Fairmead and Upwood Primary Academy whilst considering options for the future maintenance of this area. Councillors wished to record their thanks for the ongoing commitment of a volunteer who works tirelessly to maintain this area. Councillor Maddocks proposed that the grant of £250 be made to support this initiative. Councillor Perkins seconded the proposal. All were in favour and it was **resolved** to do so. Councillors reviewed a quotation from the parish maintenance contractor with a view to adding this area to the contract at a later date. All agreed that Cambridgeshire County Council should be approached to cover the cost of maintaining "highway land".

40-09/21.4 To consider a grant application of £1,000 to support the operational costs of Upwood Village Hall. All agreed that the village hall is a great asset to this community. Whilst councillors appreciate the financial commitment of maintaining the building and the challenges arising from the Covid-19 pandemic they did note that the village hall currently has a larger bank balance than the parish council. The chairman proposed that the parish council grant £1,000 on this occasion but that it should scrutinise the accounts and the business plan more closely next year. Councillor Bonnett-Kolakowska seconded this proposal. Councillor Perkins abstained from voting. All others were in favour and it was **resolved** to do so.

41-09/21 Traffic, Highways & Road Safety

41-09/21.1 To review data gathered from the Speed Indicator Devices (SIDs) during July & August 2021.

Councillor Bonnett-Kolakowska confirmed that the SID data (which is now to be known as MVAS or Moveable Vehicle Activated Signs) is currently unavailable as the android device required for download requires a new battery. All were in favour of spending £9.83 on a new battery.

41-09/21.2 To receive an update on speed management strategies and to consider an application to the Local Highway Improvement Initiative (LHI) 2022/2023.

Councillor Bonnett-Kolakowska reported on the success of the speed and traffic survey which generated 108 responses. In summary, 88% of respondents live in Upwood; 8.3% in Great Raveley; and 3.7% live in Little Raveley. The main concerns of residents are as follows: 74.1% speeding; 54.6% volume of traffic; 48.1%; safety; and 40.7% HGVs. The results will be used to develop speed reduction and traffic management initiatives; to support the parish council in Local Highway Improvement Initiative (LHI) applications, speed reduction initiatives; and to provide evidence for partner organisations. Councillor Bonnett Kolakowska thanked residents for supporting this initiative and confirmed that no personal data was collected during this process.

Councillor Bonnett-Kolakowska presented an application for speed reduction on Huntingdon Road and Ramsey Road, Upwood. The current speed limits are not conducive to Cambridgeshire County Council's key priorities for "A good quality of life for everyone; Thriving places for people to live; The best start for children". Data gathered from the MVAS clearly evidence increasing traffic volume; significant violations to the current speed limit; and regular illegal access by HGVs. Government guidance on local speed limits indicates that the speed limit on Huntingdon Road should be reduced from 40mph to 30mph; and on Ramsey Road from 50mph to 40mph. Councillor Bonnett Kolakowska proposed that the parish council support the application at a cost of £250 noting that the maximum cost of implementation is £1,000. Councillor Burgess seconded this proposal. All were in favour and it was **resolved** to do so.

Councillors considered an LHI application for the completion of the traffic calming measures in Great Raveley (with an additional build-out on the approach from Wood Walton). Councillor Bonnett-Kolakowska proposed that the parish council commit to spending a maximum of £6,000 to enable serious consideration of the bid. The chairman noted that Community Infrastructure Levy (CIL) will be forthcoming from the airfield development to support such installations. Councillor Burgess seconded the proposal. All were in favour and it was **resolved** to do so.

Further to an incident in August 2021 when a resident fell on the pavement alongside Huntingdon Road, a report was made directly to Cambridgeshire County Council Highways and an assessment of the pavements carried out. The full length of the Huntingdon Road pavement was due to be re-laid in 2024 but this is now to be brought forward for urgent attention.

Four additional MVAS post locations have been identified including one in Little Raveley.

It was agreed that the damaged speed limit signs across the parish will not be replaced whilst the speed reduction application is in progress.

42-09/21 Community

- 42-09/21.1 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. *(This item was deferred until October).*
- 42-09/21.2 To review the entries to the "Create your Space" children's competition to design their dream playground and to announce the winning entry. *(This item was deferred until October).*
- 42-09/21.3 To consider expanding the parish council's editorial in future editions of the parish newsletter. Further to the success of the parish council's "special edition" of the newsletter and the need to disseminate more information to residents on a regular basis, the newsletter committee had been approached with a request for additional editorial space. This was declined but it had been suggested that the parish council independently produce its own insert. The chairman proposed that Councillor Mashford and the clerk collaborate to produce an all-colour, four-page document at a cost of £96 per issue with effect from December 2021. Councillor Burgess seconded the proposal. All were in favour and it was **resolved** to do so.
- 42-09/21.4 To consider a proposal for the conservation of the parish funeral bier. Councillors wished to thank two volunteers for their work to refurbish the chapel of rest and for their offer to treat the funeral bier which has woodworm. Councillor Perkins proposed that the parish council accepts their offer and supports the purchase of preservative at a cost of £40. Councillor Burgess seconded the proposal. All were in favour and it was **resolved** to do so.

43-09/21 Governance

- 43-09/21.1 To review the appraisals of the clerk and cemetery officer and to consider salary recommendations. Councillors reviewed both (glowing) appraisals and agreed that both members of staff should remain on their respective spine points at this time.

44-09/21 Parish Maintenance

- 44-09/21.1 To consider support of "Plantlife" regarding the re-wilding of highway verges (deferred from item 29-07/21.1). Councillor Mashford agreed to contact Huntingdonshire District Council for further information. This will be reviewed at the next meeting.

45-09/21 Correspondence and Communications.


- 45-09/21.1 A complaint from a parishioner regarding the positioning of one the goal posts in Glebe Paddock and a request either for it to be moved or for a net to be installed behind it. Councillors considered this correspondence and decided to take no further action.

46-09/21 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.

Councillor Mashford reported on the success of the summer sports sessions. It is hoped that the district council will provide an evaluation for review at the next meeting.

47-09/21 Date of next meetings: Monday 04 October 2021.

Close of meeting: 9:05pm


06/10/2021.