



Upwood and the Raveleys Parish Council

Parish Clerk – Mrs Carol Bilverstone. Kilimanjaro, 9 Meadow Road, Upwood, Huntingdon, Cambs. PE26 2QJ
Telephone: 07835 939547. E-Mail: parishclerk@upwood.org

A meeting of Upwood and the Raveleys Parish Council was held on Monday 07 November 2022 at 7.00pm in Upwood Village Hall.

Present: Councillors D. Awit from item 87-11/22.3, W. Chatfield, J. Edwards, R. Howe, R. Mashford.

In Attendance: Mrs. C. Bilverstone (Clerk), Councillor A. Costello & Councillor C. Lowe (Huntingdonshire District Council), and no members of the public.

Minutes

In the absence of the chairman, this meeting was presided over by Councillor Howe, Vice Chairman.

80-11/22 To receive and approve apologies for absence.

Councillor J. Burgess & Councillor Milner: personal commitments. Councillor Costello forwarded apologies from Councillor S. Corney (Cambridgeshire County Council) who was required to attend another meeting.

81-11/22 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.

As secretary of "Small to Tall", Councillor Mashford declared an interest in item 87-11/22.4.

82-11/22 To consider applications for two casual vacancies one arising from the resignation of Councillor Bonnett-Kolakowska; and one arising from the death of Councillor Tew.

No applications had been received.

83-11/22 To receive and approve the minutes of the extra-ordinary parish council meeting held on 17 October 2022.

The minutes of the extra-ordinary meeting of Upwood and the Raveleys Parish Council held on 17 October 2022 had been circulated in advance following the informal approval of the vice chairman (who had presided over the meeting). Councillor Edwards proposed that the minutes be approved. Councillor Mashford seconded the proposal. All who had been present were in favour and it was **resolved** to do so. The vice chairman signed the minutes.

84-11/22 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. There was no public participation.

85-11/22 To receive reports from county and district councillors.

Further to minute reference 64-10/22, regarding the imminent closure of The Manor House Care Home, Councillor Costello confirmed that The Red House Care Home, in Bury Road, Ramsey, has been placed in "special measures" and will be kept under review by officials of the Care Quality Commission (CQC) for six months to ensure it makes substantial improvements. The healthcare provider, HC-One has been warned it could be prevented from operating the service. Cambridgeshire County Council has terminated its block bookings contract with the company.

Councillor Lowe reminded members that the Police and Crime Commissioner is hosting a rural crime round table on Wednesday 30th November at Lakeside Lodge, Pidley at 5:00pm. The event is open to local farmers, rural businesses, and residents and will be attended by the Constabulary's Rural Crime Action team, (RCAT), Countryside Watch and National Farmers Union. Residents are invited to register with nicola.goddard@cambs.police.uk

Councillor Lowe noted that she is looking for volunteers to trial the use of hydrogenated vegetable oil (HVO) as an alternative to kerosene with an 80% reduction in carbon emissions. The cost to homeowners to have their existing oil tanks cleaned and adapted is £600. The current cost of kerosene is between 80p and 94p per litre whilst HVO is £3.00 per litre. Huntingdonshire District Council is looking to reduce import duties and tax to make this an affordable proposition. For further information please see: <http://futurereadyfuel.info>, contact Councillor Lowe at: Charlotte.Lowe@huntingdonshire.gov.uk or visit her Facebook page at: www.facebook.com/CllrCharlotteLowe/

86-11/22 Notification of planning items.

86-11/22.1 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.

The parish council received notification on 04 November that due to an "internal technical error" on 26 September the parish council had not been invited to consider amendments to the following application:

"21/02139/FUL | Erection of 28 dwellings and associated infrastructure and works including new pick-up and drop-off spaces and footpath provision | Informal Open Space East Of 47 Farm Close Upwood".

The clerk confirmed that this application will be listed on the agenda for the next meeting (05 December 2022).

87-11/22 Finance

87-11/22.1 To approve accounts for payment: 07 November 2022

Reference	Description	Payee	Amount
SO	Clerk/RFO Salary. October 2022	Mrs C. Silverstone	£1077.76
SO	Clerk/RFO Salary PAYE/NI	HMRC	£26.33
SO	Employer National Insurance. October 2022	HMRC	£60.83
DD	Employee & Employer Pension Contribution	SALVUS Master Trust	£116.22
DD	Pension Administration Fee	SALVUS Master Trust	£24.00
485268505	Clerk/RFO Expenses. October 2022	Mrs C. Silverstone	£12.93
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	MVAS Battery	Tayna Ltd	£69.98
Debit Card	Stationery (Printer Paper & 2023 Planner)	Amazon.co.uk	£27.70
544311060	Parish Maintenance (cut 11)	BEAM	£450.00
105950586	Grant. Minute ref. 66-10/22.4	Upwood Village Hall	£1,000.00
3366216	Glebe Paddock Rent	Jolliffe Daking LLP	£224.00
684748249	Meeting Hall Hire (July-September 2022)	Upwood and the Raveleys Village Hall	£33.25
37287272	Parish Newsletter Insert	Parrot Print Ltd.	£84.00
135228022	Mid-year Internal Audit	CAPALC Ltd.	£183.90

87-11/22.2 To note income received: 03 October 2022.

Reference	Description	Received From	Amount
000052	Cemetery Fees (interment)	Dignity Funerals Ltd.	£75.00
BACs	Commercial Land Rent (Gravel Pits)	C. Holmes	£168.00
BACs	Commercial Land Rent (3-2-20 & Dockfields)	P. Harper & Sons	£1,416.00

Councillor Mashford proposed that the accounts be approved for payment and the income received be acknowledged. Councillor Chatfield seconded the proposal. All were in favour and it was **resolved** to do so. The vice chairman signed the list of payments on the agenda. Councillor Mashford (the only signatory present) signed each of the invoices and agreed to authorise the online payments. Councillor Milner was asked to authorise the online payments after the meeting. The vice chairman signed the bank reconciliation and this was countersigned by Councillor Mashford.

87-11/22.3 To consider budget and precept requirements for 2023/2024 and beyond (to be finalised at the next meeting). The chairman confirmed that members of the finance working party had undertaken a preliminary review of the parish council's financial position and that a meeting would be held on 16 November. Councillor Chatfield was invited to attend.

- 87-11/22.4 To consider a grant application from “Upwood Small to Tall”.
An application had been received for £,1000 to support staff training for the provision of children’s yoga and first aid refreshers; and to support the provision of breakfast for children attending the breakfast club. The vice-chairman noted that there was no provision in the parish council’s budget to support this. However, he proposed that this be re-visited at the next meeting after the finance working party have formally reviewed the financial forecast for the current year. Councillor Mashford abstained from voting. All other councillors were in favour and it was **resolved** to do so.
- 87-11/22.5 To consider the purchase of the thirteenth edition of “Arnold-Baker on Local Council Administration”, often referred to as “the bible” at a discounted rate of £131.99. To consider the sale of the twelfth edition on eBay or Facebook Market Place.
The vice-chairman proposed that the parish council supports this purchase and agrees to the sale of the previous edition. Councillor Awit seconded the proposal. All were in favour and it was **resolved** to do so.
- 87-11/22.6 To acknowledge notification from Huntingdonshire District Council on its Community Infrastructure Levy (CIL) award of £55,769.00 for the refurbishment of Bentley Close Play Area; and to confirm that the parish council would wish to accept the offer.
Councillors thanked Councillor Mashford for her initiative and hard work which has resulted in this substantial offer. Councillor Mashford agreed to prepare a strategy to progress the project and confirmed that she had already been in touch with Kompan regarding a revised quotation. She proposed that the parish council formally accepts the offer. Councillor Awit seconded the proposal. All were in favour and it was **resolved** to do so.
- 88-11/22 Personnel**
- 88-11/22.1 To acknowledge the resignation of the parish clerk/responsible financial officer with effect from 31 March 2023; and to appoint a working party to oversee the recruitment of a suitable replacement.
Councillors acknowledged the resignation of the parish clerk/responsible financial officer and the vice-chairman thanked her for her consideration for an effective transition. The chairman and vice-chairman will utilise the assessment criteria published by the Society for Local Council Clerks to define the requirements of this parish. This will enable the preparation of a person specification and job description which will then guide the terms and conditions of a new contract and remuneration package to be reviewed by the finance working party and presented to the parish council at the next meeting.
- 88-11/22.2 To re-consider the decision to apply for renewal of the Quality Gold Award at this time (minute reference: 67-10/22.4) as keeping the award would be dependent on the recruitment of a qualified clerk who has achieved 12 Continuing Professional Development points in the last year.
The vice-chairman reminded members that Upwood and the Raveleys Parish Council is one of only 63 local councils nationally and one of just 3 in Cambridgeshire and Peterborough to hold the prestigious Quality Gold Award. The parish council gained the award in 2018 and has maintained it largely through the determination and abilities of the current clerk. Whilst the parish council should aspire to uphold these standards, it could put a tremendous burden on a new clerk and/or considerably narrow the field of potential applicants. Councillors are mindful that there are currently several other local Clerk/RFO vacancies which remain vacant. It was agreed that the clerk should approach the National Association of Local Councils to ask for an extension of the Quality Gold Award until 31 March 2023 to enable the council together with the new clerk to consider renewal at that time.
- 89-11/22 Traffic, Highways & Road Safety**
- 89-11/22.1 To review data gathered from the Moveable Vehicle Activated Signs (MVAS) during June, July, August, September & October 2022.
The MVAS data had not been made available to councillors. Prior to the meeting, Councillor Milner reported that two of the MVAS devices may need servicing as the display appears to be temperamental. No further information had been provided so this was deferred for consideration at the next meeting.
- 89-11/22.2 To receive an update on speed management strategies and to consider quotations for the purchase of, and/or the re-purposing of the parish newsletter laptop and software to support data management.
No quotations had been provided. The vice-chairman suggested that the laptop currently used by the parish newsletter editors be re-purposed and that no further action need be taken at this time.
The vice-chairman noted that a meeting of the RUB (Ramsey, Upwood, Bury) Alliance is due to take place with Shailesh Vara MP and with the Police and Crime Commissioner. He noted the support of the deputy leader of Huntingdonshire District Council.

90-11/22 Community

90-11/21.1 To receive an update further to suggestions of the planting of a tree to commemorate HM the Queen's Platinum Jubilee (minute reference: 39-07/21.2).

Councillor Edwards agreed to arrange for the purchase of a tree to be planted by the commemorative bench on the edge of Charter's Spinney. The clerk confirmed that £108.52 was held by the parish council for this purpose (further to the purchase of two benches earlier in the year. Please see minute reference: 135-04/22.3). The vice-chairman proposed that Councillor Edwards be authorised to purchase a suitable tree and request an invoice to be paid using the parish council's debit card. Councillor Mashford seconded the proposal. All were in favour and it was **resolved** to do so.

90-11/21.2 To receive an update on the re-wilding of the highway verges.

Councillor Edwards noted that further to a period of sustained rainfall, several species of biannual plants were currently in flower. He confirmed that he would flail the sites over the winter months with a view to them flowering again in the spring. All agreed that the project had been successful despite the challenges of a hot, dry summer.

90-11/21.3 To consider an offer from a resident to provide a second bench in the cemetery (towards the top of the hill).

Councillors agreed that a second bench in the cemetery would be welcomed by visitors and asked the clerk to thank the resident and accept the kind offer on the parish council's behalf.

90-11/21.4 To consider the submission of an insert for the December issue of the parish newsletter.

All agreed that an insert should be produced for the final issue of the parish newsletter. Councillor Mashford agreed to coordinate this.

Further to minute reference: 69-10/21.3, a meeting of the digital strategy working party took place on 02 November. Ideas for a digital newsletter were considered alongside aspirations to update and/or re-design the parish website. Working party members are keen to understand where and how residents prefer to get their local news and updates and in what formats. An article will be published in the newsletter insert and feedback from residents would be most welcome. Please contact Councillor Awit (David.awit@upwood.org) or Councillor Mashford (Rebecca.mashford@upwood.org).

91-11/22 Correspondence and Communications

91-11/22.1 Notification from Anglian Water in partnership with Cambridge Water of a non-statutory consultation on a proposed reservoir in the Fens. Please see: www.fensreservoir.co.uk.

92-11/22 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.

There were no further reports.

93-11/22 Date of next meeting: Monday 05 December 2022.

Close of meeting: 9:00pm