



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 07 September 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 D. Chattaway (from item 48-09/20) J. Edwards, R. Howe (Chairman), A. Perkins, I. Ward.
In Attendance: Mrs. C. Bilverstone (Clerk) and two members of the public.

Minutes

- 46-09/20 To receive and approve apologies for absence and to acknowledge the resignations of Councillor Bacon & Councillor Noble.**
Apologies for absence: Councillor Burgess: Holiday; Councillor Edwards: Work Commitment; Councillor Bull (District Councillor); Councillor Tavener (District Councillor) & Councillor Rogers (County Councillor): Attendance required at other meetings.
The chairman acknowledged the resignations of Councillor Bacon and Councillor Noble. Councillor Bacon joined the parish council in February 2019 and was instrumental in coordinating the installation of the defibrillator at the village hall. Councillor Noble joined the parish council in 2012 and held responsibility for risk management; play facilities and parish aesthetics. Both will be greatly missed.
- 47-09/20 To consider applications for one casual vacancy (further to the resignation of Councillor Slater).**
Councillors reviewed an application from Mrs. Dianna Chattaway and she was invited to address the council. Mrs. Chattaway and her husband moved to Upwood in January 2013 and they now have two young children. Mrs Chattaway is a qualified solicitor specialising in employment law and currently Head of Employee Relations for Europe, Middle East & Africa (EMEA) for a US multinational. She has numerous hobbies and interests and has recently become well known in the parish as the coordinator of the Covid-Help Group. The chairman proposed the co-option of Mrs Chattaway. Councillor Perkins seconded the proposal. All were in favour and it was **resolved** to do so. The chairman congratulated Councillor Chattaway, noting that her skills and experience will add immeasurably to the team. The clerk confirmed that “Declaration of Acceptance of Office” forms and Huntingdonshire District Council’s (Disclosable Pecuniary Interests) Regulations 2012 had been forwarded in advance. Councillor Chattaway agreed to sign and return these after the meeting.
- 48-09/20 To consider the advertisement of two casual vacancies (reference: 46-09/20).**
The chairman proposed that the two casual vacancies be advertised. Councillor Chattaway seconded the proposal. All were in favour and it was **resolved** to do so.
- 49-09/20 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. There were no declarations of interest.
- 50-09/20 To receive and approve the minutes of the parish council meeting held on 06 July 2020.**
The minutes of the meeting held on 06 July 2020 had been circulated in advance following the informal approval of the chairman. Councillor Ward proposed that the minutes be approved. Councillor Perkins seconded the proposal. All were in favour and it was **resolved** to do so. The chairman signed the minutes after the meeting.

51-09/20 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. A member of the public expressed an interest in applying for one of the casual vacancies.

52-09/20 To receive reports from county and district councillors.

52-09/20.1 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 prior to the meeting that he hopes to have a solution within the coming week.

53-09/20 Matters arising or carried forward from the previous meeting.

53-09/20.2 To receive an update on the work of Upwood and the Raveleys Covid Help Group (suspended on 01 August until further notice).
Councillor Chattaway confirmed that the group is prepared to re-activate should it become necessary.

54-09/20 Notification of planning items.

54-09/20.1 20/01402/FUL | Conversion of redundant agricultural outbuilding to a residential dwelling and associated driveway and garden area. | High Holborn Farm. Upwood Road, Great Raveley. PE28 2QU.
Councillor Perkins proposed that the parish council supports this development which seeks to convert a redundant agricultural building into a family home on the same footprint enabling multiple generations of the family to live on the farm. He noted that such development is supported by Huntingdonshire District Council's Local Plan to 2036. Councillor Chattaway seconded the proposal. All were in favour and it was **resolved** to do so.

54-09/20.2 20/01520/HHFUL | Two storey rear and side extensions, single storey rear and side extensions and erection of replacement porch | Clover House Wennington Road Little Raveley. PE28 2NF.
Councillor Perkins proposed that the parish council supports this application which seeks to accommodate a growing family. He suggested that the design is sympathetic to neighbouring properties and it would enhance the street scene. Councillor Chegwiddden seconded the proposal. All were in favour and it was **resolved** to do so.

55-09/20 Finance

55-09/20.1 To approve accounts for payment: 07 September 2020:

Reference	Description	Payee	Amount
SO	Clerk/RFO Salary. August 2020	Mrs C. Silverstone	£1014.91
SO	Cemetery Officer Salary. July – September 2020	Mr. B.C. Edwards	£114.41
DD	Employee & Employer Pension Contribution	SALVUS Master Trust	£111.16
SO	Clerk/RFO & Cemetery Officer Salary PAYE/NI	HMRC	**£69.76
DD	Pension Administration Fee	SALVUS Master Trust	£24.00
Debit Card	Monthly Fee. August 2020	Unity Trust Bank	£3.00
Debit Card	Monthly Subscription. Acrobat Pro DC.	Unity Trust Bank / store@adobe.com	£15.17
Debit Card	*Annual Subscription. Office 365 (38-07/20.7)	Unity Trust Bank / Microsoft	£79.99
Debit Card	Locks for Bentley Close Play Area	Amazon	£25.98
Debit Card	Stationery: Document wallets	Unity Trust Bank / Amazon	£5.99
444933134	Clerk's Expenses: Working from Home Allowance, printing costs (July & August)	Mrs C. Silverstone	£13.49
73150144	Parish Maintenance. Invoice 6 of 8.	The CGM Group (East Anglia) Limited	£918.30
644196096	Annual Membership Fee	Society of Local Council Clerks	£161.00
21798799	Notices for Bentley Close Play Area	Parrot Print Ltd.	£84.00
206442197	Limited Assurance Review (External Audit)	PKF Littlejohn LLP	£240.00

**upgrade of the existing Office 365 subscription as agreed in item 38-07/20.7 was not possible. Payment was taken for a "new" subscription and it has not been possible to obtain a refund or to have meaningful dialogue with the company.*

***Deductions of PAYE/NI from staff salaries total £69.76. This was incorrectly recorded as £41.16 on the agenda.*

The chairman proposed that the accounts be approved for payment. Councillor Edwards 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 Perkins agreed to sign each of the invoices and authorise the online payments. Councillor Burgess had

agreed to countersign the invoices and approve the online payments on confirmation of this resolution. The chairman agreed to sign the bank reconciliation and Councillor Perkins offered to countersign this. All documentation was returned to the clerk after the meeting.

- 55-09/20.2 To note income received: 07 September 2020: None received.
- 55-09/20.3 To receive an update from HMRC regarding Employment Allowance Reform with effect from 06 April 2020. HMRC has advised that employers are unable to claim for Employment Allowance if they are a public body or business doing more than half of their work in the public sector such as local councils - unless they are a charity. The clerk will make the relevant adjustments to the payroll software and this will result in a charge of £52.39 per month backdated to 06 April 2020.
- 55-09/20.4 To acknowledge the completion of staff appraisals.
The chairman confirmed that annual staff appraisals had been completed and shared with councillors.
- 55-09/20.5 To acknowledge completion of the limited assurance review for the year ended 31 March 2020 and publication of the notice of conclusion of audit at: <http://www.upwood.org/index.php/8-parish-council/80-parish-council-minutes-archive-2020>
Councillors acknowledged the conclusion of audit and the chairman thanked the clerk for overseeing another successful financial year.
- 55-09/20.6 To consider supporting the clerk's attendance at the Society of Local Council Clerks Virtual National Conference at a cost of £30 inc. VAT.
All agreed that this is a cost-effective CPD opportunity and it was **resolved** to support the clerk's attendance.
- 55-09/20.7 To appoint a third signatory to the Unity Trust Bank account (further to the resignation of Councillor Bacon). The chairman proposed Councillor Chattaway; Councillor Edwards seconded the proposal. All were in favour, Councillor Chattaway was in agreement and it was **resolved** to do so.
- 55-09/20.8 To acknowledge receipt of the new pay scales for 2020-21 from The National Joint Council for Local Government Services (NJC) for implementation from 01 April 2020.
Councillors acknowledged receipt and noted that the financial impact on the parish council during the financial year 2020/2021 will be £432.36.

56-09/20 Traffic, Highways & Road Safety

- 56-09/20.1 To review data gathered from the Speed Indicator Devices (SIDs) during July and August 2020.
During July, SID 1 was positioned in Great Raveley adjacent to the postbox where it recorded 12,764 vehicle movements approaching from Woodwalton. 3,790 (29.7%) of vehicles were in violation of the 30mph speed limit, with 9 vehicles exceeding speeds of 50mph. The highest speed recorded was 57mph at 22:35 on 11 July.
During July, SID 2 remained by the allotments on Huntingdon Road monitoring traffic approaching from Great Raveley where it recorded 49,439 vehicle movements. 6,367 (12.88%) of vehicles were in violation of the 40mph speed limit, with 51 vehicles exceeding 70mph. The highest speed recorded was 90mph at 19:30 on 05 July.
During August, SID 1 was repositioned on Longholme Road near the junction with High Street where it recorded 24,329 vehicle movements approaching from Ramsey Heights. 7,600 (31.27%) of vehicles were in violation of the 40mph speed limit and the highest speed recorded was 78mph at 16:45 on 26 August.
During August, SID 2 remained by the allotments on Huntingdon Road monitoring traffic arriving from Great Raveley. It recorded 60,722 vehicle movements during the month, an increase of over 20% against July's data. 6,367 (13.02%) vehicles were in violation of the 40mph speed limit, which is roughly consistent with the July figures. The highest speed recorded was 88mph at 00:20 on 26 August.
Councillors reiterated the importance of this data agreeing that the parish council has an obligation to parishioners to do everything within its power to reduce the speed of vehicles travelling through this parish. The chairman closed the meeting to allow a member of the public to express serious concerns for the speed and volume of traffic on Huntingdon Road together with confirmation of her full support of the council's commitment to resolving this matter.
- 56-09/20.2 To receive an update on plans for the installation of traffic calming measures in Great Raveley (LHI 2019/2020). Notification has been received from Cambridgeshire County Council of the revised target cost for this project which includes new village entry gateway signs, a buildout, 40 mph buffer zone, red coloured surfacing and vegetation clearance. There has been an increase of £5,500 to the overall cost (now £22,119) contrary to that indicated during the feasibility stage. This has been attributed to: ornate village gateways (£3500); vegetation clearance (£1,000); and traffic management required to carry out the works safely. The county council agreed to contribute a maximum of £10,000 from the outset. The parish council initially agreed a contribution of £2,000 in July 2018 although this was increased to £6,619 in November 2018. The county council is now requesting a further contribution of £5,500 (increasing the total parish contribution to £11,619). Initial conversations with

the Highway Projects and Road Safety Department to reduce the cost by changing the style of the gateways and considering other arrangements for vegetation clearance have not been successful. All agreed that the parish council should enlist the support of the county councillor to seek a resolution at a senior level.

57-09/20 Community Matters

57-09/20.1 To consider government advice and the parish council's responsibilities regarding the re-opening of Bentley Close Play Area.

Further to the last meeting, Councillor Ward confirmed that he had undertaken a recent risk assessment of the play area and subject to completion of a minor repair to the bench and the securing of one of the bird spikes, the play equipment is sound. Councillors considered the parish council's responsibilities for re-opening during the Covid-19 pandemic and agreed to adopt the signage recommended by the National Association of Local Councils which reminds users of their responsibilities to others; the need for social distancing; and for personal hygiene. Councillors agreed that the parish council cannot undertake to manage usage of the area, nor can it undertake to sanitise the equipment. Users must take responsibility for their personal safety. Councillors agreed that the provision of hand-sanitiser should be the responsibility of the user. The parish council will complete a weekly risk assessment of the area which will encompass specific Covid-19 factors such as ensuring that signage remains in place. Councillors were all in favour of the re-opening and the purchase of new signage at a cost of £84 including VAT. The playground will be re-opened when the new signage has been installed.

57-09/20.2 To consider a strategy for the management of Charter's Spinney.

Councillor Edwards suggested that the canopy be opened to allow flowering plants to thrive. Removal of ivy has promoted an understory of cow parsley and stinging nettles and he proposed another cut to control this. Councillor Edwards suggested that he would like to encourage the growth of natural bluebells. The chairman proposed that a community event could be organised in October for the planting of bulbs in a cultivated area behind the bench. This item will be revisited at the next meeting.

58-09/20 Governance

58-09/20.1 To consider the adoption of minor adjustments to the wording of the parish councils Website Accessibility Statement to comply with legally required changes.

All were in favour of making the minor adjustments and it was **resolved** to do so.

59-09/20 Correspondence and Communications.

59-09/20.1 Concerns from a parishioner regarding the timing of the hedge cutting to the allotments and the cemeteries.

The chairman confirmed that the parish maintenance contractor had apologised for cutting the hedges during nesting season. The parish council is assured that this will not happen again.

59-09/20.2 Three letters of concern regarding the temporary closure of Bentley Close Play Area (see item 57-09/20.2).

59-09/20.3 An invitation to participate in the government white paper consultation: "Planning for the Future: Proposals for reform of the planning system in England. This item will be considered at the next meeting.

59-09/20.4 Information from Upwood Village Hall regarding potential plans for re-opening.

59-09/20.5 A letter of concern regarding the parish council's rules for the installation of memorial stones in the cemetery. The chairman, Councillor Perkins and the clerk agreed to review the cemetery rules and regulations for consideration at the next meeting.

59-09/20.6 An update from Upwood Cricket Club outlining its continued success and future aspirations.

59-09/20.7 A letter of concern from a parishioner regarding parking on Meadow Road and the quality of building materials selected for the Church Lane development.

The clerk has responded to confirm that neither matter fall within the remit of the parish council.

60-09/20 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 Perkins asked that dog walkers refrain from using the waste basket in the old cemetery for dog waste. Waste from this receptacle is emptied by the cemetery officer. There is a litter bin at the junction of Meadow Road, Meadow Lane and High Street.

Councillor Ward noted concerns for dead overhanging tree branches along the access path to the playing field from Huntingdon Road. This will be listed as an agenda item at the next meeting.

61-09/20 Date of next meeting: 05 October 2020 at 7:00pm. Close of meeting: 9:05pm