



Upwood and the Raveleys Parish Council

Parish Clerk – Mrs Jo Russel, 2 Hatchet Lane, Stonely, St Neots, Cambridgeshire PE19 5EG.
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A meeting of Upwood and the Raveleys Parish Council was held on Monday, 3 June 2024, 7.30pm at Upwood Village Hall.

Present: Councillors J Burgess, R Mashford, J Edwards, I Macartney Ward

In attendance: Jo Russel – Clerk and two members of the public.

Members: 6 Quorum: 3

Minutes

- 17-06/24 To receive and approve apologies for absence.**
D Awit (work commitments) A Costello provided apologies on behalf of Councillors C Lowe and S Corney
- 18-06/24 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.
- 19-06/24 To consider any applications received as a result of the advertisement for three casual vacancies.**
No applications received. Councillor Burgess will update the advertisement and send to the clerk.
- 20-06/24 To receive and approve the minutes of the meetings held on 13 May 2024.**
The minutes of the Annual Parish Meeting were circulated in advance, following the approval of the chair. Councillor Burgess proposed the minutes be approved and Councillor Mashford seconded. All who were present were in favour and it was resolved to do so. The minutes were signed by Councillor Burgess who chaired the meeting.
The minutes of the Annual General Meeting were circulated in advance, following the approval of the chair. Councillor Burgess proposed the minutes be approved and Councillor Edwards seconded. All who were present were in favour and it was resolved to do so. The minutes were signed by Councillor Burgess who chaired the meeting.
- 21-06/24 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 resident attended to discuss the surface water run-off onto the High Street.
A resident attended to discuss the village maintenance and green bins.
See below.
- 22-06/24 To receive reports from county and district councillors.**
Councillor Costello did not have much to report given the upcoming General Election but she wanted to highlight that voters now need a form of identification when attending to vote in person. The clerk will post on Facebook advising the parish about this and that if anyone needs assistance with this to contact the clerk and she will put them in touch with someone who can help. She also reported that she would be liaising with Ramsey, Upwood and Bury parish councils regarding the work of the R.U.B alliance. The plan is to begin work to lobby the Government, after the election, to fund a bypass to deal with the

traffic issues in the area. Councillor Burgess stated that she is fully in support of the R.U.B alliance being started up again as the speeding traffic in the area is now becoming very dangerous and action needs to be taken.

23-06/24 Notification of planning items

23-06/24.1 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.
There were no planning items received since the last meeting.

24-06/24 Finance

24-06/24.1 To approve accounts for payment: June 2024 and approve affiliation to CAPALC for 24/25. Councillor Burgess proposed that the accounts be paid and that affiliation to CAPALC be approved. Councillor Mashford seconded and all who were present were agreed and it was resolved to do so.

Reference	Description	Payee	Amount
B/P	Grass cutting invoice URPC 2024 3	BEAM	£450.00
B/P	Expenses for Noticeboard repairs	Mr I Macartney Ward	£15.25
DD	Adobe Acrobat monthly payment (there is an additional £19.97 payable this month – due to the way the billing dates fall.	Lloyds debit card	£19.97
B/P	Clerk June 2024 expenses - working from home allowance	Mrs J Russel	£10.00
SO	Clerk/RFO Salary – May 2024	Mrs J Russel	£774.23
SO	Clerk/RFO PAYE – May 2024	HMRC	£61.80
DD	Commercial card monthly fee	Lloyds debit card	£3.00
DD	Pension Administration Fee – this fee has not been debited since February 2024. The clerk is following this up but has had no response yet.	SALVUS Master Trust	£24.00
B/P	CAPALC affiliation fee 24/25 and Data Protection Officer Scheme membership	CAPALC	£444.35
SO	Cemetery Officer salary April to June 2024	Mr BC Edwards	£140.53
SO	Cemetery Officer PAYE/NI	HMRC	£35.00

24-06/24.2 To note income received: May 2024.

Reference	Description	Payee	Amount
DD	VAT reclaim 1 April 2023 to 31 March 2024	HMRC	£12,760.60

24-06/24.3 Approve and sign bank reconciliation dated 25 May 2024. Councillors Edwards and Mashford signed the bank reconciliation and invoices.

24-06/24.4 To consider and discuss a new process for awarding grants. The current grant document was circulated to all councillors after the meeting on 13 May. Councillor Mashford has updated the document which she will circulate prior to the July meeting so this can be adopted by the parish council. It was agreed that for year 24/25 the parish council would accept applications by 31 August. The parish council would then discuss in September and award grants in October. Going forward for the next year’s application process (2025) and in subsequent years, the deadline for applications will be 31 January 2025; for discussion and approval in April 2024 and then award in May 2025.

25-06/24 Traffic, Highways and Road Safety

25-06/24.1 To review data gathered from the Moveable Vehicle Activated Signs (MVAS) for May 2024.

M3

40-mph limit	No. of cars	41–45 mph	46–50 mph	51–55 mph	>56 mph	Highest recorded speed (mph)
Huntingdon Road by the allotments	41563	3427	839	247	122	95
Huntingdon Road/Ailwine Road junction	33805	2149	407	88	28	83
Little Raveley	25824	2905	483	82	20	71
30-mph limit	No of cars	31–35 mph	36–40 mph	41–45 mph	>46 mph	Highest recorded speed (mph)
Great Raveley	5862	1132	282	42	11	76

25-06/24.2 To receive an update on speed management strategies (privately funded LHI application and 20mph application).

Councillor Burgess is still waiting for an update regarding the private funded LHI application for a speed reduction to 30mph through a section of Huntingdon Road. The CCC Highways project officer is waiting on an estimate from the contractors and will report to the parish council once this has been received. There is no date for the 20mph speed limit yet although it's expected that the parish council will hear from CCC Highways soon as the date for closure of the legal consultation period has now passed.

26-06/24 Community

26-06/24.1 To receive an update on plans to purchase Glebe paddock.

Jolliffe Daking has now informed the parish council that the Diocesan Asset Committee have agreed to a licence and they will now draft this. Once the licence has been drafted, Councillor Burgess will review it and propose any amendments, if necessary. Once signed, the parish council will then need to pay the rent from 2023/2024, 2024/2025 and the fees associated with setting the licence up.

26-06/24.2 To receive an update from the Glebe paddock grant planning working party.
No update.

26-06/24.3 To receive an email update from Councillor Awit on plan for the new website.

Councillor Awit provided a written update ahead of the meeting stating that he will be meeting with the team at Aubergine to discuss a few points ahead of finalising the 'Scope of Work'. An invoice will then be raised, which will be considered by the council for approval next month. The parish council has already budgeted for this project. Councillor Awit will update further, including timelines and costs at the next meeting.

27-06/24 Correspondence and Communications

27-06/24.1 To provide an update on the bin placement between Upwood Primary Academy and Valiant Square after approaching the District Council to request additional bins.

No update from HDC. Councillor Edwards will chase a response.

27-06/24.2 To consider correspondence received regarding green bins and overgrown access to playing field and footpath. The parish council have already decided that it is not possible to provide the green bins for reasons already set out in the 13 May 2024 minutes. Regarding the overgrown access and footpath to the playing field, Councillor Awit will be asked to speak to the contractors to see if it can be added to our contract.

27-06/24.2 To discuss an email received from resident regarding surface water run-off onto High Street. The resident reported that there is run-off water from Glebe Paddock which runs into a pond in Rushmere Close and that this also receives water from two other properties. The resident is therefore concerned about flooding to his property. Councillor Edwards agreed to look into the issue to see what action can be taken, if any. One possibility may be to dam any excess water from Glebe Paddock into the watercourse that sits at the bottom of the hay field.

Councillor Macartney Ward left the meeting at 8.47pm.

28-06/24 Governance

M3

- 28-06/24 To consider and adopt the new Financial Regulations 2024 issued by NALC. The clerk will now finalise the documents and email to the councillors for final review.
- 28-06/24 To consider and adopt Community Engagement Action Plan, Leadership in Planning for the Future Policy Statement, Ensuring Value for Money Policy Statement and Performance Management Policy Statement. Councillor Burgess will review these policies as they are out of date and see whether they are in fact still necessary.
- 28-06/24 Insurance policy renewal quote. Councillor Burgess reported that although she had raised some queries regarding the policy, those items were standard clauses and could not be removed. Councillor Burgess proposed the policy premium now be paid and Councillor Edwards seconded. All who were present were in favour and agreed to do so.
- 28-06/24 Consider whether Risk Management Procedure document needs updating. Councillor Macartney Ward had to leave the meeting before this item could be discussed. He had agreed to review the risk assessment at the last meeting. This matter would now be deferred to the July meeting. The clerk will recirculate the document and ask for comments.
- 29-06/24 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 that there is overgrown grass on a section of land at the top of Ailwine Road, at the junction with Huntingdon Road. A resident who previously lived in the property that adjoins the land had previously maintained this patch of land. Councillor Burgess will speak to the current resident to see if they wish to maintain it or have it covered by our current contractor. It was also reported that there are overgrown hedges with brambles encroaching on the footpath from Church Lane heading to the cricket club. The encroachment appears to be coming from the property at the top of Church Lane (last house on the left hand side). It was noted that there is general hedge encroachment from residents' properties along the High Street. Although these hedges need cutting back, it was suggested that there might have been reluctance to do so due to the bird-nesting season. Councillor Mashford also reported that the track in Charter's Spinney was also overgrown and needed cutting back.

30-06/24 Date of next meeting: Parish Council Meeting - Monday, 01 July 2024.

Close of meeting 9.30pm