



Upwood and the Raveleys Parish Council

Parish Clerk – Mrs Louise Clowery, 6 Manor Farm Cottages, Warboys Road, Pidley, Cambridgeshire, PE28 3DA
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The Annual meeting of Upwood and the Raveleys Parish Council was held on Monday 15th May 2023 6.00pm at Upwood Village Hall.

Present: Councillors: Mrs. J. Burgess (Chairman), Mr. J. Edwards, Mrs. R. Mashford (from item 173-05/23), Mr. J. Milner, MR, D. Awit

In attendance: Mrs L. Clowery (Clerk), Councillor A. Costello and two members of the public.

Minutes

- 163-05/23 To elect the chairman of the council and to receive the chairman's declaration of acceptance of office.**
Councillor Awit nominated and proposed that Councillor Burgess continue as chairman, this was seconded by Councillor Edwards. This was resolved and Councillor Burgess signed the declaration of acceptance of office.
- 164-05/23 To elect the vice-chairman and to receive the vice-chairman's declaration of acceptance of office.** This item was discussed, with Councillor Burgess nominating Councillor Awit to take the new position of vice-chairman for the year, seconded by Councillor Edwards. This was resolved and Councillor Awit signed the declaration of acceptance of office.
- 165-05/23 To receive the declaration of disclosable pecuniary interests from all councillors.** The form was signed by all with no changes being declared.
- 166-05/23 To receive and approve apologies for absence.** Councillor Corney: meeting at Warboys, Councillor Lowe: meeting at Broughton, Councillor Staples: work commitment, Councillor Chatfield: personal.
- 167-05/23 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.
- 168-05/23 To receive and approve the minutes of the Parish Council meeting held on 04 April 2022.** This is to be presented at the next meeting along with the minutes for 03 April 2023.
- 169-05/23 To review all existing policy documents and to consider their re-adoption:**
Governance: Standing Orders, Code of Conduct (new code adopted under 136-04/22.1), Media Policy, Complaints Procedure, Equal Opportunities and Social Inclusion Policy, Management of Records Policy, Performance Management Policy Statement, Website Accessibility Statement.
Finance: Financial Regulations, Ensuring Value for Money Policy Statement.
Insurance: Renewal quote circulated to all councillors ahead of the meeting.
Freedom of Information & Data Protection: Data Protection Manual, Freedom of Information Publication Scheme, Data Audit Schedule, Data Breach Reporting Form, Data Protection Privacy Notice, Information Data Protection Policy, New Councillor Contact Privacy Notice, Removable Media Policy, Social Media Policy.
Health & Safety & Risk Management: Health & Safety Advice and Policy, Risk Management Procedures, Risk Management Policy.
Community: Community Engagement Action Plan and Policy, Grant Awarding Policy, Volunteer Policy, Crime and Disorder Policy Statement, Leadership in Planning for the Future Policy Statement, Emergency Plan.
Parish Council Personnel: Training and Development Statement of Intent, Disciplinary & Grievance Procedure.

Parish Assets: Schedule of Assets and Investments, Biodiversity Statement.

The Clerk confirmed that there were no updates recommended on the policies in place. Councillor Burgess proposed that they all be re-adopted. Councillor Awit seconded the proposal. All were in favour and it was resolved to do so.

170-05/23 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.

171-05/23 To receive reports from county and district councillors.

Councillor Costello report –

- County and district meetings are now held every three months due to the coalition. There is a meeting tomorrow regarding the highways issues and the reduction of the budget for the repair of the roads. Cllr Costello will update us in our next meeting. It was asked by one of councillors what the plan is for potholes. It was felt that there are many contributing factors to the reasons behind the potholes, poor workmanship, lack of funds, volume of traffic, size and weight of vehicles all of which will be raised in the meeting on our behalf. It was also noted that the road infrastructure is not adequate to deal with the significant new developments underway and those planned.
- There is some additional funding going to *be available* through Cultivate Cambs, Details will be on the Cambridgeshire County Council website soon, if they are not already on there.
- Councillor Corney was happy to support our application for the privately funded Local Highways initiative.

172-05/23 Finance

172-05/23.1 To approve accounts for payment: 15 May 2023

Reference	Description	Payee	Amount
SO	Clerk/RFO Salary- March (20 hours handover) April hours as per the contract		£881.68
SO	Clerk/RFO Salary PAYE/NI	HMRC	£222.20
SO	Employer National Insurance April 2023	HMRC	£7.62
BACS – 777645776	Clerk's Expenses: Working from Home Allowance, printing costs, postage, travel (April).	Mrs L Clowery	£79.10
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
BACS – 521595973	Grass cutting x 2 invoices URPC – 23 1 & URPC 23 2	Unity Trust Bank	£900.00
BACS – 927434588	Meeting Hall Hire (Jan – Mar 2023)	Upwood and the Raveleys Village Hall	£42.20
BACS – 709656924	CAPALC – Affiliation Fee – 981 Electorates	CAPALC	£496.30
BACS – TBC	Data Protection Renewal Fee	Information Commissioner's Office	£35.00
BACS – 565173367	Annual Inspection: Bentley Close Play Area	RoSPA Play Safety	£90.00
BACS - 833975433	Domain name renewal	Stephen Howes	£22.79

The Clerk noted that the Data Protection Renewal Fee is due to come out in June and not May, but the confirmation was received after the agenda had been posted.

172-05/23.2 To note income received: 15 May 2023

2023/2024			
Reference	Description	Received From	Amount
BACS	Precept 2022/2023	Huntingdonshire District Council	£28,000

172-05/23.3 To review and approve the Annual Governance and Accountability Return (AGAR) 2022/23. Following the approval of the Internal Auditor last week, The Clerk and Chairman received the report. They then went through the form, reviewing the sections where necessary and signing them ready to be sent to the external auditor.

Proposer – Councillor Edwards, with Councillor Burgess seconding this. All were in favour and it was resolved to do so.

172-05/23.4 To approve the training for the Clerk’s qualification of the CiLCA. The cost is to be split with Oldhurst Parish Council. The cost is £400 in total. £266 is the amount needing approval.

Comments – This had been previously been discussed and agreed. As the Clerk now had the official breakdown of the costs to be split between the two Parishes, she sought the Parish Council’s approval.

Proposer – Councillor Burgess, with Councillor Mashford seconding this request for approval.

173-05/23 Governance

173-05/23.1 To consider quotations for the renewal of the parish council’s insurance policy, due on 01 June 2023. This is a continuation of insurance which is already in place.

173-05/23.2 To consider councillor portfolio responsibilities and to appoint a councillor to take responsibility for health and safety and risk assessments. It was asked for this to be deferred until next month so that this can be re-allocated to a new councillor with the other portfolio responsibilities.

174-05/23 Traffic, Highways & Road Safety

174-05/23.1 To review data gathered from the Moveable Vehicle Activated Signs (MVAS) during March/April 2023.

Figures from the 4 MVAS devices showed top speeds through our parish of 70mph in Great Raveley, 77mph in Little Raveley, 91mph on Huntingdon Road heading towards Ramsey and 69mph on Huntingdon Road heading towards Great Raveley. All MVAS devices showed an increase in percentage speeding violations month on month.

174-05/23.2 To receive an update on speed management strategies.

174-05/23.3 To consider the changes and associated costs for the PFHI application. Cllr Burgess gave an update from the last meeting. There was one option suggested by the Highways representative with two costings provided. There was a mixture of feelings amongst the councillors as to the options with some feeling that the speed reduction needs to continue further. It was decided that this was a good outcome at this stage, with the lower costing of £8381.97 for just the signage being favoured and agreement to apply for a LHI bid in the next round of applications to cover the cost of the additional ‘dragon’s teeth’ road markings.

This was proposed by Councillor Burgess and seconded by Councillor Mashford.

175-05/23 Community

175-05/23.1 To review the annual inspection report for Bentley Close Play area and to consider matters arising.

Comments – Councillor Mashford reviewed the RoSPA report, and reported there were a number of medium risk items highlighted that needed addressing. It was asked if collectively members of the Parish Council could help to repair these items for now whilst the bigger refurbishment project is finalised. It was agreed that parish councilors would support and assist with these repairs.

175-05/23.2 To discuss the refurbishment of the Bentley Close Play area.



Comments – Councillor Mashford is working with Kompan to discuss options in order to ensure the budget is adhered to as closely as possible given the increase in materials, etc since the last quote was developed. Documentation from HDC to process the contract has been signed and will be submitted to the CIL department for processing. Discussion was had regarding the residents meeting to provide an opportunity to discuss the plans in more detail; this will be arranged in the coming months.

There was also discussion amongst Councillors regarding the potential purchase of the Glebe paddock and ideas as to how it could be further developed as a recreation space. It was noted that while there are a number of funding avenues available to help with the purchase, considerable work will be required from the parish council (together with input from the residents of the parish) in order to develop the necessary documentation to support any future application(s).

- 175-05/23 Correspondence and Communications.** Councillor Burgess read out an email that she and the Clerk had received in relation to renewal of the Glebe Paddock lease and/or purchase. An alternative to a lease was put forward as a potential way forward whilst the Parish Council sought funding to purchase the paddock. The suggestion was for a 4–5-year licence, which means that the Parish Council wouldn't incur legal costs and it could be extended easily, if required. Councillors discussed this and all agreed that this would give the Parish Council a realistic amount of time to raise the required funds to purchase the land. Councillors agreed that we should seek an independent valuation of the paddock.
- 176-05/23 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.
- 177-05/23** To discuss the Local plan in accordance with the information published so far. A meeting is to take place on 24 May 2023 where 4 councillors from each Parish are able to attend if they would like. This is the first meeting to raise concerns and ask questions following a presentation from HDC.
- 178-05/23** To appoint a new school liaison – Councillors asked for this item to be deferred until next month, together with item 173-05/23.2
- 179-05/23** To discuss the maintenance of the churchyard.

Comments – It has been brought to the attention of one of the councillors that there are concerns for the safety of some of the gravestones in the churchyard. Some are leaning and potentially unstable. Councillors discussed whether a safety sign could be purchased and displayed to warn people about the potential hazard, before they enter the area. It was agreed that this requires the approval of the Parochial Church Council which can hopefully be obtained, ready for our meeting in June.

Date of next meeting: Monday 5 June 2023.

Close of meeting

