



## 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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A meeting of Upwood and the Raveleys Parish Council was held on Monday 03 April 2023 at 7.00pm in Upwood Village Hall.

**Present:** Councillors J. Burgess (Chairman), R. Howe, R. Mashford, J. Milner, E Staples, D Awit.

**In Attendance:** Mrs. L. Clowery (Clerk), and eight members of the public.

### Minutes

**150-04/23 To receive and approve apologies for absence.**

Councillor Awit: Work Commitment (running late), Councillor Chatfield (personal), Councillor Edwards Councillor Costello & Councillor Lowe (Huntingdonshire District Council) & Councillor Corney (Cambridgeshire County Council): Attendance required at other meetings.

**151-04/23 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.

**152-04/23 To consider applications for a casual vacancy arising from the death of Councillor Tew.**

No applications had been received.

**153-04/23 To receive and approve the minutes of the parish council meeting held on 06 March 2023.**

The minutes of the meeting of Upwood and the Raveleys Parish Council held on 06 March 2023 had been circulated in advance following the informal approval of the chairman. Councillor Mashford proposed that the minutes be approved. Councillor Howe seconded the proposal. All who had been present were in favour and it was **resolved** to do so.

**154-04/23 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 great concern over the future of Glebe Paddock. The Chairman gave an update of the current situation as recorded in agenda item 159-04/23.2.

**155-04/23 To receive reports from county and district councillors.**

No reports were submitted to the Clerk prior to the meeting.

**156-04/23 Notification of planning items.**

142-03/23.1 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.

**157-04/23 Finance**

157-04/23.1 To retrospectively consider the clerk's attendance on a CAPALC training course for Cemetery Management and Compliance at a cost of \*£120. (Approved by the Chairman to enable the course to be completed prior to commencement of employment). The Chairman confirmed this to all councillors in the meeting. This was proposed by Cllr Burgess and seconded by Cllr Howe with all councillors in favour of approving the payment.

157-04/23.2 To approve the accounts for payment: 03 April 2023

2022/2023			
Reference	Description	Payee	Amount

SO	Clerk/RFO Salary. March 2023	Mrs C. Bilverstone	£1116.35
SO	Clerk/RFO Salary PAYE/NI	HMRC	£42.87
SO	Employer National Insurance. January 2023	HMRC	£63.79
DD	Employee & Employer Pension Contribution	SALVUS Master Trust	£122.02
<b>2023/2024</b>			
DD	Pension Administration Fee	SALVUS Master Trust	£24.00
553622442	Clerk/RFO Expenses. March 2023	Mrs C. Bilverstone	£20.69
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	Subscription	Survey Monkey	£99.00
244430716	Meeting Hall Hire (October-December 2022)	Upwood Village Hall	£78.38
280751691	Employee Training: Cemetery Management	CAPALC	£120.00

157-04/23.3 To note income received: 06 March 2023 (None received at the time of publication).

The chairman proposed that the accounts be approved for payment. Councillor Howe 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 Milner and Councillor Mashford signed each of the invoices with the Chairman and Councillor Mashford agreeing to authorise the online payments. The bank reconciliation was not produced as the new clerk does not yet have access to the bank accounts.

#### **158-04/23 Traffic, Highways & Road Safety**

158-04/23.1 To review data gathered from the Moveable Vehicle Activated Signs (MVAS) for March 2023.

158-04/23.2 To receive an update on speed management strategies and to consider making an application to Cambridgeshire County Council's programme to install 20mph zones or limits in the parish.

Councillor Staples confirmed that the application for the 20mph speed limit has been submitted. It was discussed as to how successful this may be. The Clerk informed all that Bury and Ramsey have been granted separate funding to create a 20mph zone which could work in the surrounding areas favour.

#### **159-04/23 Community**

159-04/23.1 To consider hosting a residents' meeting to share plans for the refurbishment of Bentley Close Play area. It was decided to add this to next month's agenda for consideration.

159-04/23.2 Further to an update from the Diocesan Asset Committee, to re-consider the purchase of Glebe Paddock The Chairman has been in consultation with the solicitors on this matter. This continues to be an ongoing matter.

159-04/23.3 To consider the provision of "Active Lives" summer sports sessions. Cllr Mashford would Bury like to put this in place again in conjunction with Bury Parish Council. Cllr Howe noted that there was £350 assigned in the budget for this. It was agreed by all to approve this contribution.

**Proposer – Cllr Burgess , Secoder – Cllr Staples**

#### **160-04/23 Correspondence and Communications**

161-04/23.1 Notification from Upwood and the Raveleys Village Hall Committee of an increase in electricity charges for hirers with effect from 01 April 2023. This was acknowledged and noted by all councillors.

**161-04/23 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.

Councillor Howe informed everyone that he is standing down with immediate effect. He has enjoyed his time on the Parish council and is leaving it in the capable hands of Councillor Burgess.

Councillor Burgess expressed thanks on behalf of the Parish Council and personally to Councillor Howe for his knowledge, dedication and support over the last 10 years.

**162-04/23 Date of next meeting:** Monday 15<sup>th</sup> May 2023, due to the Bank Holidays.

**Close of meeting: 19:44**