



## 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 13 November 2023, 7.30pm at Upwood Village Hall.**

**Present:** Councillors J. Burgess (Chair), D. Awit (Vice Chair), J. Edwards, R. Mashford, I. Macartney-Ward and E. Staples.

**In attendance:** Mrs J. Russel (Clerk) and one member of the public.

### 250-11/23 To receive and approve apologies for absence.

Councillor Milner (work commitment), Councillor C. Lowe (attending another parish council meeting)  
Councillor Costello forwarded apologies from Councillor S. Corney (Cambridgeshire County Council) who were attending a Ramsey lights meeting.

### 251-11/23 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.

### 252-11/23 To consider applications for a casual vacancy arising from the resignation of Councillor Howes and, consider advertisement of a casual vacancy arising out of Councillor Chatfield ceasing to be a councillor.

No applications had been received to date. Councillor Mashford proposed that an advertisement will now be placed to publicise the vacancies (Councillor Burgess has a template, which she will amend accordingly). Councillor Staples seconded the proposal. All were in favour, and it was resolved to do so.

### 253-11/23 To receive and approve the minutes of the parish council meeting held on Monday 02 October 2023 and the extra-ordinary meeting held on Thursday 02 November 2023.

The minutes of the parish council meeting of Upwood and the Raveleys Parish Council held on Monday 02 October 2023 had been circulated in advance following the informal approval of the vice chair (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 chair signed the minutes.

The minutes of the extra-ordinary meeting of Upwood and the Raveleys Parish Council held on Thursday 02 November 2023 had been circulated in advance following the informal approval of the chair. Councillor Mashford proposed that the minutes be approved with non-attendance text added. Councillor Staples seconded the proposal. All who had been present were in favour and it was resolved to do so. The chair signed the minutes.

### 254-11/23 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.

### 255-11/23 To receive reports from county and district councillors.

Councillor Costello Provided an update ahead of the meeting. The update can be summarised as follows:

- The Joint Administration of Cambridgeshire County Council has acknowledged that their weeding policy has proven ineffective and it is currently considering future options.
- Huntingdon District Council is proceeding with the 'green bin tax' and further details of the scheme and how it will operate are on their website: <https://www.huntingdonshire.gov.uk/bins-waste/garden-waste-subscription-service/>.

### 256-11/23 Notification of planning items

256-11/23.1 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 reference: 154-04/21.1).

This application remains in abeyance. Deferred until the December 2023 meeting.

### 257-11/23 Finance

257-11/23.1 To approve accounts for payment: 13 November 2023

Reference	Description	Payee	Amount
B/P	Clerk/RFO Salary – October 2023 (pro rata until 23/10)	Mrs L. Clowery	£478.70
B/P	Clerk/RFO Salary PAYE (pro rata until 23/10)	HMRC	£119.80
DD	Quarterly Fee	Unity Trust Bank	£18.00
17979369	Village Hall Hire (July and September) invoice 1143	Upwood and the Raveleys Village Hall	£43.55
Invoice	URPC 2023 H1 ref 684982775	BEAM	£320.00
Invoice	URPC 2023 Inv 13 ref 684982775	BEAM	£450.00
187979369	Grant for Upwood and the Raveleys Village Hall Minute ref 238-10/23.2	Upwood and the Raveleys Village Hall	£1000.00
Invoice	CAPALC – Cemetery training ref 503847020	CAPALC	£120.00
DD	Adobe Acrobat Pro monthly payment	Lloyds debit card	£19.97
DD	Monthly fee	Lloyds debit card	£3.00
DD	Pension Administration Fee	Salvas Master Trust	£24.00

257-11/23.2 To note income received: October 2023.

Reference	Description	Payee	Amount
Cheque 563058	no. Cemetery fees	Dignity Funerals, Ltd	£75.00
Cheque 553881	no. Cemetery fees	Central Co-op Funerals	£75.00

Councillor Ward proposed that the accounts be approved for payment (with the exception of Clerk/RFO salary and PAYE while HMRC questions are resolved; deferred until December 2023 meeting), and the income received be acknowledged. Councillor Awit seconded the proposal. All were in favour, and it was resolved to do so. The chair signed the list of payments on the agenda. Councillor Mashford and the chair signed each of the invoices and agreed to authorise the online payments.

257-11/23.3 Approve and sign bank reconciliation for October 2023.

The chair signed the bank reconciliation.

257-11/23.4 To consider budget and precept requirements for 2023/2024 and beyond (to be finalised at the next meeting).

A general discussion was had about the Precept potentially being increased for financial year 2024/25. Historically the parish council have either increased at a very low rate or have not increased it at all. The parish council have committed to a number of projects e.g. the purchase of Glebe Paddock (and possible new play equipment) and street furniture on Huntingdon Road, all of which have the strong support within the community and clearly these projects need funding. Councillor Burgess' view was that it was not unreasonable therefore to increase the Precept. It was important to note that any increase would be earmarked for community projects. Councillor Mashford also noted that the longer-term project to purchase additional land for the cemetery would also require significant funds. Clearly, the budget needs to be considered and Councillor Burgess stated she would be supportive of a £3000 increase this year. This would not be a significant increase for the lower band properties. Councillor Burgess reiterated that if the parish council were going to purchase Glebe Paddock, then it will be necessary for the parish council to be in the best financial position possible. Councillors Edwards, Staples, Awit, Mashford and Macartney-Ward all indicated an initial view that a £3000 increase would be appropriate, subject to the budget being considered at the December meeting. Councillors Burgess and Awit will arrange a meeting to discuss the 2024/25 budget to bring to the December meeting for consideration.

257-11/23.5 To consider and discuss a new process for receiving for and awarding grants. Councillor Staples has been looking into a more formal grant application process for the parish council grants and for this being better advertised to community groups in the villages. She had concerns that not many people knew about the parish council grant scheme. Any procedure needs to be fair to everyone and suggested an application deadline. Discussions also considered whether there should also be additional parameters, such as setting a maximum amount for each successful application and possibly limiting the number of applications made by each individual group within a certain time period. Councillor Staples will draft proposal for consideration at the January meeting.

#### 258-11/23 Traffic, Highways and Road Safety

258-11/23.1 To review data gathered from the Moveable Vehicle Activated Signs (MVAS) for October 2023.

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	43307	3717	985	267	143	102
Huntingdon Road* / Ailwine Road junction	25250	1150	190	35	8	85
Little Raveley	24398	2975	474	80	17	68
30-mph limit	No of cars	31–35 mph	36–40 mph	41–45 mph	>46 mph	Highest recorded speed (mph)
Great Raveley	6294	1154	291	51	13	72

\*There were roadworks with traffic lights on Huntingdon road during this period.

258-11/23.2 To receive an update on speed management strategies (privately funded LHI application and 20mph application). In relation to the 30mph speed reduction on Huntingdon Road, Councillor Burgess reported that discussions had been taking place regarding the location of the signs. The Project Manager has now suggested that a sign is located outside 108 Huntingdon Road. Councillor Burgess has a slight concern that this may interrupt the views of the owners of 108 Huntingdon Road and she will raise this with the Project Manager to enquire if the signage can be placed nearer to the hedge on the hay field. The Parish Council could then undertake to keep the hedge clipped back so the sign could be seen by road users.

Councillor Staples reported that she had receive no further updates regarding the 20mph scheme. She will however chase response and will report anything of note at the December meeting.

#### 259-11/23 Community

259-11/23.1 To receive an update on plans to purchase the Glebe Paddock. Councillor Burgess reported that she has received correspondence from the Chartered Surveyors. The Diocese Asset Committee had met in October and the proposal had been approved in principle. We will now wait to hear from the Diocese solicitors, Howes Percival. Councillor Burgess has kindly agreed to review the Option to Buy documents on behalf of the Parish Council.

259-11/23.2 To receive an update from the Glebe paddock grant planning committee. The Parish Council will await a formal response to their proposal before proceeding further with planning meetings.

259-11/23.4 To receive an update on over-wintering cutting plans for the wildflower beds and consider purchasing additional seed to enrich the current beds at a total cost of £48 (for 250g). Councillor Edwards will cut the flower beds over the next six weeks and then the seeds will be planted in March/April 2024. There was a discussion as to whether there was enough seed left from the previous year but it will be necessary to purchase more. Councillor Burgess very kindly agreed to donate the seed required for this year.

259-11/23.5 To receive an update on the Bentley Close play area refurbishment. Kompan have confirmed a date of 7 December 2023 for works to begin on the play area refurbishment. The work is expected to take 2 weeks (weather permitting) and Kompan will endeavour to keep disruption to a minimum. HERAS fencing will be put up around the site; the footpath will remain open. There will be a day or so each week where there will be some unavoidable noise where angle grinders will be required to remove the old equipment, and diggers to excavate the wet pour, underlying hardcore and sub-soil, for which we apologise in advance to our neighbouring residents.

In terms of payment, once the work is complete and been inspected, Kompan will issue us an invoice. Upon receipt of this invoice, HDC will transfer the CIL grant totalling £55,769. Councillor Mashford proposed to use the ear-marked reserves for the play area to pay for the remaining £5,721.36. The parish council will also need to temporarily cover the VAT (totalling £12,298.07) until the VAT reclaim is processed. Councillor Staples seconded the proposal. All those present were in favour and it was resolved to do so.

Councillor Mashford also raised the possibility of using some of the unspent funds earmarked for new play equipment to purchase some trees to aid with screening and noise reduction. Currently, there is £3,278.64 remaining. Councillor Mashford will put forward a proposal at the January meeting.

259-11/23.6 To discuss maintenance required for the parish council noticeboards. Whilst displaying parish council documents on the various noticeboards, Councillor Burgess has noticed that some of the noticeboards are in need of repair. The noticeboard in Farm Close has no back to it. The Great Raveley noticeboard is the only one which is fine. Councillor Macartney-Ward agreed to look at the noticeboards to see what would work would be needed on each.

#### 260-11/23 Correspondence and Communications

260-11/23.1 To consider correspondence received on the memorial bench request at the top of Church Lane, Upwood/Upwood Cricket Club.

Councillor Burgess has been communicating with the family who have requested the memorial bench and they have provisionally agreed a location. Councillor Burgess will now contact Gillian Mott (Cambridgeshire County Council Street Works) to obtain her approval.

260-11/23.2 To consider correspondence received on the bin placement between Upwood Primary Academy and Valiant Square and whether to approach the District Council for additional bins.

A resident has requested a further bin at Fairmead or near to the old Upwood Hill House site. Councillor Lowe will be asked to progress this. The Clerk will send her a map with the suggested location.

260-11/23.2 To consider correspondence received on updating contact information relating to the clerk on signage for the play area and the playing field. It has come to light (following an aggressive call from a resident)



that someone has removed the previous contact detail updates and an old home phone number has been left visible.

Councillor Staples agreed to cover up the previous clerk's contact details. It was agreed that in future, an email address for the Clerk would suffice rather than a telephone number.

**261-11/23 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 Edwards has obtained two quotes for tree maintenance (pollarding) on the border of Glebe Paddock. He will try to obtain a third and then this will be added to the agenda for December for consideration.

Councillor Mashford had received a report from Huntingdon District Council regarding the sports program that took place during Summer 2023. This was a great success and received very positive feedback from parents.

**262-11/23 Date of next meeting:** Monday 04 December 2023.

**Close of meeting – 9.15pm.**

A handwritten signature in black ink, appearing to read 'J. Jones', is written in a cursive style.