



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 02 October 2023, 7.30pm at Upwood Village Hall.

Present: Councillor Awit (Vice Chair), Councillor Mashford, Councillor Edwards, Councillor Macartney Ward, Councillor Milner, Councillor Staples

In Attendance: L. Clowery (Clerk), Councillor Costello, and five members of the public.

In the absence of the Chair, the meeting was presided over by Councillor Awit (Vice Chair)

226-10/23 To receive and approve apologies for absence

Councillor Corney, Councillor Lowe (attendance required at other meeting), Councillor Burgess (personal), Councillor Chatfield (none received).

227-10/23 To consider applications for one casual vacancy arising from the resignation of Councillor Howes
None were received.

228-10/23 To receive declarations of interest

Members were 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.

None were received.

229-10/23 Wildflowers

Resident Paul Charman provided his annual report, detailing the number and type of insects landing on the wildflower plots in Upwood. The report was provided to Councillors in advance of the meeting and given as read. Councillor Staples enquired as to how we were doing compared with others in the region. Paul reported that there are Annual Reports that can be downloaded from the Pollinating Website. Councillors also asked about cutting windows for the wildflower beds and were advised to cut in October/November and February/March to avoid the growing season. Councillors thanked Paul for his continued work on this project and for his detailed presentation.

230-10/23 To receive and approve the minutes of the parish council meeting held on 04 September 2023

The minutes of the meeting held on 04 September 2023 had been circulated in advance following informal Chair approval.

Proposer: Councillor Mashford, **Seconder:** Councillor Edwards, all were in favour and it was so resolved.

231-10/23 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.

232-10/23 To receive reports from County and District Councillors

Councillor Costello provided the following update:

- **Roadside weed management:** Cambridgeshire County Council (CCC) Highways implemented a change to their roadside weed management policy this year. It was designed to reduce the use of potentially harmful chemicals in the environment to help support nature recovery and to reduce operational costs. CCC Highways is assessing the impact of this policy change and would welcome your feedback through a short survey. Please respond by Friday 20 October 2023
https://docs.google.com/forms/d/e/1FAIpQLScur3ZPAuTuO7df29uYX6sooxUAfaX0sMAvTR4-cr-R8fcwlfq/viewform?usp=sf_link
- **Roadside weed management petition:** Residents who feel strongly that weed killing should be reintroduced are invited to sign the following petition. A total of 3,000 signatures are required before CCC will consider the petition at full Council meeting.
https://cambridgeshire.cmis.uk.com/ccc_live/ePetitions/tabid/115/ID/65/Reintroduce-weedkilling.aspx.
- **Winter gritting:** CCC will be looking to reduce their winter gritting programme this year. At present Councillor Costello doesn't have any further details of the proposed cuts, or how it will affect our parish.
- **Green bin tax:** An update was provided to the news that there will be a charge for having your green bin emptied by Huntingdonshire District Council (HDC). There will be a discount for early payment and HDC will not be taking back bins that are no longer being used by residents. HDC have provided several suggestions as to how residents could repurpose their green bins, including use as tool storage or a wormery.

233-10/23 Notification of planning items

233-10/23.1 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).

Comments – No updates on this application. Deferred until the November 2023 meeting.

233-10/23.2 23/010802/FUL – Variation of Condition 2 (Plans) of 22/01802/FUL. Site address: Old Manor Farm House, Raveley Road, Great Raveley.

Comments – Councillor Staples proposed that the parish council support this application given it has historically supported similar applications.

Proposer: Councillor Staples, **Seconder:** Councillor Mashford, all were in favour and it was so resolved.

234-09/23 Financial

234-09/23.1 To approve accounts for payment: September 2023.

Reference	Description	Payee	Amount
BACS	Clerk/RFO Salary – September 2023	Mrs L. Clowery	£615.70
BACS	Clerk/RFO Salary PAYE	HMRC	£153.80
01580 & 01611	BEAM – URPC (2023) – 9 & 10 – Grass cutting	BEAM	£900.00
70072319	Summer sports sessions	Huntingdonshire District Council	£498.74*
BACS	Clerk's expenses, stamps, WFH allowance and mileage	Mrs L. Clowery	£100.08
BACS	Fireproof box	Mrs L. Clowery	£35.89*

*VAT to be reclaimed from expenditures.

Proposer: Councillor Mashford, **Seconder:** Councillor Milner, all were in favour and it was so resolved.

The Vice Chair signed the list of payments on the agenda. Councillor Mashford and Councillor Milner signed each of the invoices and agreed to authorise the payments online following the meeting. The Vice Chair signed the bank reconciliation.

234-09/23.2 To note income received as of 2 October 2023.
None received.

235-10/23 **Traffic, Highways and Road Safety**

235-09/23.1 To review data gathered from the Moveable Vehicle Activated Signs (MVAS) during September 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*	37,549	3520	944	258	126	99
Huntingdon Road / Ailwine Road junction	24,765	1589	265	52	12	81
Little Raveley**	22,662	3540	612	98	23	73
30-mph limit	No of cars	31–35 mph	36–40 mph	41–45 mph	>46 mph	Highest recorded speed (mph)
Great Raveley	5500	1105	290	54	9	66

*There were roadworks with traffic lights during this period. **Road was closed for several days due to a water leak.

235-09/23.2 To receive an update on speed management strategies.

Councillor Staples was pleased to report that our 20-mph bid has passed the first stage of selection and is now subject to approval at the next Highways and Transport Committee meeting on 03 October 2023. Councillor Staples awaits news from the committee following this meeting; however, given the small budget assigned to this initiative, and anticipated high level of interest from other parishes, she feels our chances of success are low.

235-09/23.3 To receive an update on the privately funded LHI application.

Councillor Burgess circulated an update of her discussions with Karen Lunn (Assistant Project Manager, CCC) to Councillors in advance of the meeting. Karen has confirmed the new 30-mph sign will be placed at the beginning of Upwood Village on Huntingdon Road. The 40 roundel will be covered over with new red surfacing and a 30 roundel laid on top. The posts supporting the existing 40-mph signs will need to be replaced as they look to be deteriorating. Councillor Burgess is awaiting revised drawings from Karen for parish council approval but in the meantime, Karen has requested that the Policy & Regulation Team now commence the statutory process for the speed limit reduction.

236-10/23 **Defibrillator pads**

236-09/23.1 To approve the purchase of defibrillator pads

The Clerk updated the parish council with quotes she had sourced. Councillors expressed concern that they were notably higher than when the defibrillator pads were last purchased in March 2022. Councillors asked if the Clerk could check where they were last purchased and get alternative quotes. Councillors agreed that if costs were below £75, they approve their purchase.

Proposer – Councillor Awit, **Seconder** – Councillor Milner, all were in favour and it was so resolved.

237-10/23 Glebe Paddock

237-09/23.1 To receive an update on plans to purchase the paddock

No further update since September 2023 meeting. The next Asset Committee meeting will take place on 13 October 2023. Following this meeting Councillor Burgess will update the parish council on their decision at the 06 November 2023 meeting.

237-10/23.2 Grant planning

Councillor Staples and Councillor Milner agreed to join Councillor Mashford and Councillor Burgess, as part of the grant planning working party. Councillor Mashford reiterated that a business plan is required before the parish council can apply for any grant applications. These are a considerable amount of work, especially gathering research from the community regarding the playing field and gaining ideas as to how the parish council can improve the space once purchased, which is why the working party was formed. The next step is to arrange a kick-off meeting with the working party. If there are any parishioners who would like to join the grant planning working party, please contact Councillor Mashford at rebecca.mashford@upwood.org.

238-10/23 Correspondence and Communications

238-10/23.1 Boundary line to Upwood Road

The Clerk received correspondence (via the Clerk at Bury parish council) from a resident regarding the provision of a bin/dog waste bin along the footpath from Valiant Square to Fairmead Park. Previously there have been 'unofficial bins' that have been maintained by a local resident. The resident requests that a new bin be placed by the entrance to RAF Upwood, near the site entrance to the new housing development. This location is in the parish of Wistow (rather than Bury or Upwood and the Raveleys). The Clerk will follow-up with the Clerk of Wistow parish council and ask that they contact their district councillor to raise the resident's request.

238-10/23.2 To consider any other correspondence received

- Query from 7 Bentley Close regarding the removal of weeds next to their property: Confirmation was received of a 'buffer strip' between the property and the grass footpath, that is the ownership of 7 Bentley Close. Councillor Awit will examine the grass-cutting contract to see if anything was possible within the current scope, and follow-up with the resident directly.
- Application for a grant from Upwood Village Hall Management Committee: Councillors considered an application for £1,000 to support the operational costs of the village hall. Councillor Staples proposed that the parish council continue their support of the village hall and that this application be granted. Councillor Edwards seconded the proposal. All were in favour and it was so resolved.

238-10/23.3 For the Clerk to update on ownership of the boundary between the field and properties on Fisherman's Close and any actions arising

The Clerk updated that this wasn't clear on the ownership from the deeds in her possession and a search through the Land Registry website. In addition, the Clerk couldn't provide any further clarity as to the ownership of the land behind 76 and 78 High Street. In this regard, Councillor Ward offered to check with the former owner of 72 High Street as to whether the triangle of land behind 76 and 78 High Street was still under the ownership of 72 High Street.

239-10/23 Churchyard signs

239-10/23.1 To discuss and approve the wording for the signs

Councillor Mashford to share her research into possible wording for signage in the graveyard at St Peter's Church. Once Councillor Ward is happy with the wording, he will contact the PCC for their approval.

239-10/23.2 To consider and approve quotes for the purchase of the signs

Once the wording has been approved, the Clerk will seek quotes from Michael Murray Signs in Somersham (together with two other similar companies for comparison) for consideration.

240-10/23 Website update

Councillor Awit provided three quotes to the parish council but was particularly impressed by the quote from Aubergine (<https://www.aubergine262.com/parish-town-council-websites/>) in terms of look and functionality. Councillor Awit proposed that the Aubergine quote be accepted, Councillor Staples seconded the proposal; all were in favour and it was so resolved. Councillor Awit will update the parish council as to next steps and timelines.

241-10/23 Memorial bench

241-09/23.1 Following recent correspondence with Councillor Burgess, which was circulated to Councillors in advance of the meeting, the family would like to propose that their commemorative bench is placed on the opposite side of Church Lane from the existing bench (behind/aside of the road name sign) to have full view of the Oak tree. Councillors considered the new location and were in agreement there were no objections and suggested that CCC be approached for approval. Councillor Milner also confirmed that the Cricket Club would be happy to accommodate the request also. Councillors agreed that Councillor Burgess should follow-up to gain the family's preference on location.

In addition, Councillor Edwards suggested an online map be developed of the commemorative benches, providing their location and more information on the people they are commemorating.

242-10/23 Personnel

242-10/23.1 To acknowledge the resignation of the parish clerk/responsible financial officer with effect from 23rd October

Councillors acknowledged the resignation of the parish clerk/responsible financial officer and the Vice Chair thanked her for her service.

242-10/23.2 A working party of Councillor Burgess, Councillor Awit and Councillor Mashford was agreed to oversee the recruitment of the replacement new parish clerk/responsible financial officer. Given the crucial role the parish clerk/responsible financial officer plays within the parish council, Councillor Mashford suggested that there could be an opportunity for additional Councillors to meet with potential candidates in an informal setting prior to any formal appointment being made. At the time of the meeting a job advert had been published, however it would need to be amended by the Clerk with a deadline for applications to be received.

243-10/23 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 Mashford reported she is working with Kompan to agree an installation date for the new play equipment for the Bentley Close play area.

Councillor Ward raised a few concerns he has about grass cutting in the parish. Councillor Awit suggested they meet with BEAM for an end of year review, whereby his concerns (and concerns raised by other residents) could be resolved. Councillor Ward is also in discussions with Esther regarding repairs required to the book exchange. Men's Sheds were contacted but are extremely busy at the present time. Councillors suggested that labour and supplies could be sourced from willing volunteers in the village. Councillor Ward offered his services. Councillor Ward will bring a list of requirements for discussion at the next meeting on 06 November 2023.

Councillor Milner brought a post to the attention of Councillors from Policing Huntingdonshire. They had seen a post on the 'Spotted: Ramsey, Cambs' Group regarding young children who are with their parents being approached. Policing Huntingdonshire urged people to contact them via 101 or online to report this kind of behaviour. Councillors agreed this should be reposted on our account.

244-10/23 Date of next meeting: Monday 06 November 2023

Close of meeting – 9.17pm

