



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 4 September 2023, 7.30pm at Upwood Village Hall

Councillors present: Councillor Burgess (Chairman), Councillor Awit (Vice Chairman), Councillor Mashford, Councillor Edwards, L. Clowery (Clerk)

Public: 3 members of the public were also present.

Members: 8 Quorum: 3

206-09/23 To receive and approve apologies for absence

Councillor Corney (None received), Councillor Macartney Ward (Holiday), Councillor Chatfield (None received), Councillor Milner (Work commitments), Councillor Staples (Personal), Councillor Costello (Holiday), Councillor Lowe (Meeting conflict)

207-09/23 To consider applications for one casual vacancy arising from the resignation of Councillor Howes

None received.

208-09/23 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.

209-09/23 Wildflowers

This presentation was deferred to a date to be confirmed.

210-09/23 To receive and approve the minutes of the annual Parish Council meeting held on 05 July 2023

The minutes were approved.

Proposer – Councillor Burgess, **Seconder** – Councillor Mashford, all were in favour.

211-09/23 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.

A member of the public expressed his thanks to Councillor Edwards with his help in repairing part of the play area where he and Councillor Ward had been unable to do so.

212-09/23 To receive reports from County and District Councillors

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

- Huntingdonshire District Council (HDC) have approved a 'Green Bin Charge' which will come into effect from April 2024.
- Many residents have raised concerns regarding the unmanaged growth of weeds on our highways and footpaths. This is said to have occurred because of Cambridgeshire County Council's (CCC) budget cuts, at a budget meeting in February this year, resulting in an end to cyclic weed removal using chemicals. A petition has been set up to reintroduce weed removal on CCC's website. Residents who have concerns about the loss of weed removal by CCC can access the petition by searching 'petitions' on CCC's website at www.cambridgeshire.gov.uk which will bring up the link to the petitions page and then a link to the online petitions system.
- At the same budget meeting in February this year, it was proposed to cut the winter gritting programme. Confirmation of the roads to be gritted has yet to be announced.
- Closure of a further 3 care homes in Cambridgeshire has been announced, one of which is the Red House in Ramsey. Adult Social Care staff are working closely with residents and families to help with the re-location of residents and with employees to find alternative employment within the care sector.

213-09/23 Notification of planning items

213.1 – 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 October 2023 meeting.

213.2 – 23/0164/HHFUL – Erection of a two-storey rear extension at Grange Farm, Upwood Road, Great Raveley.

Comments – Councillors agreed to support this application.

Proposer: Councillor Burgess, **Seconder:** Councillor Mashford, all were in favour.

213.3 - 23/01380/FUL – Erection of a grain store with vehicular access and access drive, Agricultural Buildings, at Lodge Farm, Raveley Road.

Comments – Councillors agreed to support this application.

Proposer: Councillor Burgess, **Seconder:** Councillor Edwards, all were in favour.

214-09/23 Financial

214.1 To approve accounts for payment: August/September 2023.

Reference	Description	Payee	Amount
August Payments	Retrospective approval required (paid already)		
BACS	Clerk/RFO Salary - June 2023	Mrs L. Clowery	£615.70
BACS	Clerk/RFO Salary PAYE	HMRC	£153.80
BACS	Clerk/RFO Salary - July 2023	Mrs L. Clowery	£615.70



BACS	Clerk/RFO Salary PAYE	HMRC	£153.80
D/D	Monthly Fee	Unity Trust Bank	£3.00
Invoice	Upwood & The Raveleys Village Hall – April – June	Hall Hire	£41.38
Invoice	BEAM – URPC (2023) – 6 & 7 – Grass cutting	BEAM	£900.00
September Payments	Approval for payments submitted this month		
BACS	Clerk/RFO Salary - August 2023	Mrs L. Clowery	£615.70
BACS	Clerk/RFO Salary PAYE	HMRC	£153.80
BACS	Cemetery Officer Salary x 2 payments	Mr B C Edwards	£260.14
BACS	Cemetery Officer PAYE	HMRC	£65.00
Expenses	Microsoft 365 subscription – reimbursement to the Clerk	Mrs L. Clowery	£59.99
Invoice	CAPALC – Internal Audit Fee	CAPALC	£94.65
Invoice	CAPALC – Councillor Staples – Councillor training	CAPALC	£75.00
Invoice	BEAM – URPC (2023) – 9 & 10 – Grass cutting	BEAM	£900.00

There were some questions relating the wages of the clerk and cemetery officer that were unresolved in the meeting. Councillors agreed to support the payment of the invoices and defer to the Chair that once the questions were answered, the wage payments would be made.

Proposer: Councillor Mashford, **Seconder:** Councillor Edwards, all were in favour.

214.2 To note income received as of 4 September 2023 – none received.

215-09/23 Traffic, Highways and Road Safety

215.1 To review data gathered from the Moveable Vehicle Activated Signs (MVAS) during August 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	43930	4852	1346	379	181	102
Huntingdon Road/Ailwine Road junction	27215	2175	401	79	19	81
Little Raveley	25297	3141	518	88	24	76
30 mph limit	No of cars	31–35 mph	36–40 mph	41–45 mph	46 mph +	Highest record speed (mph)
Great Raveley	5451	1131	306	63	12	63

215.2 To receive an update on speed management strategies.

Please refer to the next item.

215.3 To receive an update on the privately funded LHI application.

Councillor Burgess was hoping to provide an update to the Parish Council regarding CCC Highways Project Officer's proposal of an alternate location for the 30-mph signage along Huntingdon Road. Councillor Burgess reported that despite promptly responding to the CCC Highways project officer's proposal after the July 2023 meeting, no response was received. A further email was sent to the project officer in late August to which a response was received on 30 August 2023. Councillor Burgess was informed that proceedings had been halted due to the Highways Project Officer having to concentrate efforts on another project. The Highways Project Officer assured Councillor Burgess that they would begin work again on the LHI projects



from mid-September 2023. Councillor Burgess will pursue progress on this project from mid-September and report back to the Parish Council at the October 2023 meeting.

216-09/23 Community

216.1 – Bentley Close play area

Following feedback from the resident's meeting on the Bentley Close play area, Councillor Mashford was keen to see if changes could be implemented to the design to further ensure the look and feel of the playground reflected the intended age group (1–6 years). Councillor Mashford suggested changing the swings to a 'cradle' style. This would reduce the swing height by a metre and would reduce overall costs of the project by enough to ensure that the overall cost sits just under the HDC CIL grant budget amount.

With the slight surplus in funds, Councillor Mashford suggested that trees (non-invasive, small such as hornbeam, paperbark maple, hawthorn) were planted in the available grass surrounding the play area. These would not only increase privacy for the surrounding properties, but it is hoped that they would also help to reduce noise to the surrounding residents. Councillor Awit reminded the Parish Council of unspent funds from the history group (minute reference: 135-04/22.3 confirms that £108.52 of the donation remains unspent) that it is keen to spend on a tree; Councillors agreed that the area surrounding the play area would be a suitable location given the open space available. A question was raised by Councillor Mashford as to the ownership of the triangle of land behind 76 and 78 High Street, Upwood. The Clerk agreed to review the land deeds and report back at the next meeting.

Proposer – Councillor Burgess, **Seconder** – Councillor Awit, all were in favour.

217-09/23 Glebe Paddock

217.1 – Councillor Burgess gave an update on a recent correspondence with those representing the Diocesan of Ely Asset Committee (DEAC) who currently leases the paddock to the Parish Council. In their response, those representing DEAC reported that a provisional offer of £50,000 had been made. Informal discussions had taken place with the Assets Committee's secretary/property Officer which had identified a potential problem with agreeing a price for the paddock now, but not completing a purchase on it for a further 3–4 years.

A possible way forward could be for the DEAC to grant the Parish Council a 4-year option to purchase the land for £50,000 (plus the Diocese's legal and surveyor's fees) at a rent of £1,500 per annum. The Diocese would then be no worse off financially than it would have been had it sold the land tomorrow and invested the proceeds at 3%. The Parish Council would know exactly what funds would be needed to purchase the paddock and could save rental payments if it is able to complete the purchase in less than 4 years. This potential solution was discussed by Councillors; all agreed that a 4-year option to purchase would be a suitable way forward and that Councillor Burgess relay this to those representing the DEAC at the next Asset Committee meeting on 13 October 2023. Councillor Burgess will provide an update to the Parish Council at the November 2023 meeting.

217.2 – Grant Planning to purchase Glebe Paddock from the DEAC – Councillors discussed the need to form a sub-committee to begin the process of researching available grants, preparation of a business case and all other actions and engagement required to purchase Glebe Paddock. It was agreed that this project would be too much work for one Councillor alone and as such, it was agreed to form a sub-committee to enable a split in resources to undertake the research, community engagement tasks and preparing a business plan. In addition to Parish Councillors, it was agreed to reach out to the community for support. Councillors in the sub-committee would welcome assistance of members of the Parish who have experience in these types of grant applications. It was agreed that if any members of the Parish are able to assist, they contact the Parish Clerk in the first instance (parishclerk@upwood.org).

The sub-committee will be formed of Councillor Mashford, Councillor Burgess, Councillor Staples (TBC) and Councillor Milner (TBC).



218-09/23 Correspondence and Communications

218.1 – To receive an update on the grass cutting by the footpath from the school to Fairmead Park – The Clerk has sent multiple emails to CCC on 13 June 2023, 06 July 2023, 08 August 2023 and 2 September 2023. The Clerk reported that she has since been given a new contact at CCC but that this person has been on holiday. The Clerk will send another email to the new contact and report back at the October 2023 meeting.

218.2 – To discuss the correspondence receive on the trees next to Bentley Close play area – Remedial work has yet to be completed. Councillors Edwards has spoken to the contractors who have confirmed this will be completed when they are next in the Upwood area.

218.3 – Correspondence received:

Hedgehog Highway – Correspondence was received inviting the Parish Council to purchase items to assist and encourage a community hedgehog highway. Councillors felt that the cost of the item package was high and agreeing that these items can be sourced individually, cheaper online, or through the Wildlife Trust.

Royal British Legion Unknown Tommy Soldier Statue – Correspondence was received notifying the Parish Council of the availability of statues and plaques for purchase. Councillors agreed that as the Parish already has a remembrance plaque, an additional purchase was not required at this time.

Ash Trees – Correspondence was received from a parishioner (property owner) regarding concerns with Ash trees that sit on the boundary of their property and the hay field. Councillor Edwards confirmed that no work has previously been carried out on these trees by the Parish Council and noted that the property owner has updated the boundary with a hedge. It was agreed that the Clerk would review the deeds for the hay field and report back to the Chairman and Councillor Edwards. If following a review of the deeds, the boundary is not specifically attributed to the Parish Council, Councillors agreed that the property owner has adopted the boundary (including the trees) by changing what was there before and as such, will be responsible for any remedial action required to the trees. Once this has been established, Councillor Burgess will respond to the property owner's email.

Memorial Bench – Correspondence was received regarding the placing of a memorial bench with line of sight of the Oak Tree in the paddock opposite the village sign on Huntingdon Road. Previous discussions had taken place, but no agreement had been reached due to safety concerns with the location sought at that time, due to having to cross the often busy, Huntingdon Road. Councillor Burgess agreed to respond to the author to discuss alternative locations.

219-09/23 Meadow Lane Cemetery

219.1 To discuss communication sent to Councillor Edwards – A member of the public contacted Councillor Edwards about ongoing discussions that have been had about the placement of a memorial plaque in the grass between two family headstones in the Upwood cemetery. Councillors discussed at great length, the need to abide by the cemetery plan and to only permit what was agreed in the plan. As disappointing as this will be for the person requesting this, to deviate from the plan would not be appropriate and would leave the Parish Council in a difficult position by setting a precedent outside of the agreed plan.

219.2 It was bought to the attention of the Parish Council that a number of the headstones in the graveyard at St Peter's Church have become unstable and it would be prudent to instal signage as a caution to anyone using the graveyard. It was agreed that as this is Councillor Ward's portfolio, it should await his return. This is item is deferred until next month.

220-09/23 Remembrance Sunday

There are no formal Parish Council plans to mark remembrance Sunday.

221-09/23 Fireproof Box



The Clerk submitted three firebox quotations for Councillors' consideration. Councillors agreed on a firebox and approved its purchase at a cost of £35.89.

Proposer – Councillor Burgess, **Seconder** – Councillor Awit, all were in favour.

222-09/23 Website update

Councillor Awit asked that this item be deferred until next month's meeting as he has identified an alternative source. The alternative source would use artificial intelligence to create the platform, at no cost to the Parish Council, but Councillor Awit still needs to obtain quotes for a yearly maintenance fee.

223-09/23 Defibrillator

The Clerk received notification from 'The Circuit' (the national defibrillator network) that the defibrillator located at the village hall, may have been used. At the meeting, Councillor Awit checked the defibrillator and confirmed that all was in working order. The Clerk will update the Circuit system online to show that the defibrillator is available to use again and will confirm when the current pads expire.

Councillors discussed the need to have a new contact, who lives within proximity to the defibrillator, should the defibrillator be activated again and need to be checked. Councillor Burgess agreed to approach Councillor Milner to ask him to add a monthly check of the defibrillator to his portfolio responsibility. Councillor Mashford agreed to reach out to a member of the parish who lives near the defibrillator should Councillor Milner be unable to take on this responsibility.

224-09/23 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

Summer sports update – Whilst the official evaluation report is still to be received from One Leisure, Councillor Mashford reported that the event was very well attended across Upwood and Bury and that adhoc feedback from parents of the children who attended was very positive.

225-09/23 Date of next meeting: Monday 02 October 2023

Close of meeting – 9.39pm

A handwritten signature in black ink, appearing to be 'J. Burgess', written in a cursive style.