



## Upwood and the Raveleys Parish Council

Parish Clerk – Mrs Carol Bilverstone. Kilimanjaro, 9 Meadow Road, Upwood, Huntingdon, Cambs. PE26 2QJ  
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A meeting of Upwood and the Raveleys Parish Council was held on Monday 03 June 2019 at 7.00pm at Upwood Village Hall.

**Present:** Councillors M. Bacon, J. Edwards, R. Howe (Chairman), J. Noble, A. Perkins, G. Slater, J. Twose, I. Ward.

**In Attendance:** Mrs. C. Bilverstone (Clerk), Councillor Rogers (County Council), Councillor Bull and Councillor Tavener (District Council) and three members of the public.

### Minutes

**20-06/19 To receive and approve apologies for absence.** There were no apologies for absence.

**21-06/19 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.

**22-06/19 To receive and approve the minutes of the Annual General Parish Council Meeting held on 13 May 2019.**

The minutes of the meeting of Upwood and the Raveleys Parish Council held on 13 May 2019 had been circulated in advance following their informal approval by Councillor Slater who had presided at that meeting. Councillor Noble proposed that the minutes be approved. Councillor Bacon seconded the proposal. All who had been present were in favour and it was **resolved** to do so. Councillor Slater signed the minutes.

**23-06/19 To consider applications for one casual vacancy.**

There were no applications. Parishioners are invited to apply to the clerk or to approach any member of the council for further information.

**24/06/19 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.

**25-06/19 To receive reports from county and district councillors.**

Councillor Rogers apologised for the late submission of his report for the annual parish meeting. Please find it attached to these minutes. He added that the County Council budget will be finalised during June.

Councillor Twose asked that signage for the Peterborough Festival of Antiques, held over the Easter weekend, be removed. Councillor Rogers offered to address this with the Highways Department.

Councillor Bull confirmed that the Local Plan to 2036 is now in operation, that tilted balance has been lifted and that standard processes for planning applications are resumed. Councillor Howe offered his congratulations on the adoption of the Local Plan, noting the impressive timing of the process. Councillor Bull confirmed that the district council is currently preparing its budget for 2021.

Councillor Tavener reported on her visit to Stagecoach and a demonstration of an autonomous (unmanned) bus. These should be in operation across the county within two years. The online portal is now fully operational ahead of the closure of three satellite offices. New parking arrangements offering a variety of payment methods are in place in St. Germain Street, Great Northern Street and Prince's Street, Huntingdon.

*R. BH*



Councillor Twose thanked Councillor Tavener for coordinating the district council's support of the parish "spring clean" event held on 06 April.

Councillor Howe asked county and district councillors for their assistance with an ongoing issue with Luminus Group. The clerk had written in January to ask that the hedge at the junction of High Street and Longholme Road be cut as it was impeding visibility of motorists and had become hazardous to pedestrians using the pavement. The same now applies to the grass. Councillor Howe suggested that the area is neglected and that if Luminus Group were to donate the land to the parish council then it could be added to the parish maintenance contract. He also noted that the island in Helens Close is the only area in this parish which is maintained by the district council (and owned by the county council). It could be more efficiently maintained by the parish council. Councillors discussed various matters arising from the new parish maintenance contract. Some areas have been missed completely; others are not being maintained as the parish council would wish. This will be reviewed in detail at the next meeting.

**26-06/19 Matters arising or carried forward from the previous meeting.** Please see individual agenda items.

**27-06/19 Notification of planning items.**

27-06/19.1 19/00900/HHFUL: Demolition of single storey part and erection of two storey extension | 6 Lincoln Road, Upwood. PE26 2PP

Councillors agreed that the proposed extension is in keeping with similar extensions to three other properties in close proximity. All agreed that the plans are sympathetic and unobtrusive; and that this development will enhance the street scene. The chairman added that the parish council would wish to support applications such as these as they enable families to remain in the parish as their circumstances change over time. Councillor Perkins proposed that the parish council supports this application. Councillor Twose seconded the proposal. All were in favour and it was **resolved** to do so.

27-06/19.2 19/00762/HHFUL: To erect a garden room/office in the rear garden | Upwood Manor, High Street, Upwood. PE26 2QE

Councillor Perkins highlighted errors in the Design and Access Statement, confirming that the new structure is not a replacement for an existing summer house; there is no access via "Back Lane"; and that it is not intended as a residential property. Councillor Twose suggested that there was insufficient information provided on the planning portal regarding the proposed location. Councillor Perkins confirmed that clarification had been sought from the applicants and that there had been no objections from neighbouring properties. On this basis he proposed that the parish council support this application. Councillor Twose seconded the proposal. All were in favour and it was **resolved** to do so.

**28-06/19 Finance**

28-06/19.1 To approve accounts for payment: 03 June 2019

Reference	Description	Payee	Amount
SO	Clerk/RFO Salary	Mrs C. Silverstone	£754.42
SO	Cemetery Officer Salary	Mr B.C. Edwards	£99.70
DD	Employee & Employer Pension Contribution	SALVUS Master Trust	£80.50
DD	Pension Administration Fee	SALVUS Master Trust	£24.00
SO	Clerk/RFO Salary. PAYE/NI	HMRC	£35.12
606005473	Clerk's Expenses: WFH, Stationery.	Mrs C. Silverstone	£14.49

Councillor Bacon proposed that the accounts be approved for payment. Councillor Noble seconded the proposal. All were in favour and it was **resolved** to do so. The chairman signed the list of payments on the agenda and two signatories signed each of the invoices and authorised the online payments after the meeting. The chairman signed the bank reconciliation, and this was counter-signed by Councillor Twose.

28-06/19.2 To note income received: 03 June 2019: None received.

28-06/19.3 To consider a grant application for £300+ from a volunteer to contribute to the cost of cutting the grass and hedges along the path between Farm Close and Fairmead.

Councillors agreed unanimously that the parish council is grateful for the ongoing commitment of Mr Robert Brown for his tireless maintenance of the grass and hedges between Upwood Academy and Valiant Square.



Councillor Bacon proposed that the parish council supports this application with a grant of £350. Councillor Twose seconded the proposal. All were in favour and it was **resolved** to do so.

**29-06/19 Traffic, Highways & Road Safety**

- 29-06/19.1 To receive an update regarding implementation of the traffic calming scheme for Great Raveley (LHI 2019/2020). Further to his meeting with Highway Officers, Councillor Slater presented revised plans for traffic calming measures in Great Raveley. On approaching the village from Huntingdon Road, it is proposed to add a "slow" sign on the road together with red bar markings, 400mm wide across the width of the road, together with a "Give Way 200 yds" sign from the existing 30mph speed limit signs. Additionally, there will be a further "Slow" sign with red 400mm bar markings and a "Give Way 100 yds" sign 100m from the existing 30 mph limit. At the present 30mph signage it is proposed that a build-out is installed, the existing 30 mph signage replaced with a new gateway incorporating 30mph signs, and a "Give way to oncoming vehicles" sign. The existing red surface at the present 30mph limit will be renewed. Approximately 250m from the 30mph sign travelling towards Woodwalton a painted red surface measuring 5m x 5m (across the full width of the road) will be installed. On approaching the village from Woodwalton it is proposed to install 50m of "Dragons Teeth" ending with a new 40mph "buffer zone" starting approximately 420m from the current 30mph signs. The existing Great Raveley signs will be replaced with new "gateway" style signs and the existing 30mph sign replaced with a 40mph sign. Approaching the 30mph limit a "Slow" sign with 400mm red bar markings will be installed reaching across the full width of the road. The current 30mph signs and red road markings will be renewed. Approximately 200m from the 30mph signs at the Woodwalton end of the village a 5m x 5m red square will be painted across the full width of the road. *Clerk's Note: Please see [www.upwood.org](http://www.upwood.org) (the home page) for detailed plans of this proposal.* Councillor Slater offered to consult with Great Raveley residents prior to the next meeting. All agreed that residents must decide whether to sacrifice the look and feel of the village in favour of measures designed to enhance road safety; and all agreed that this would not be an easy decision. The chairman reminded members that speeding traffic in Great Raveley was one of the biggest issues identified in the Community Led Plan. He thanked Councillor Slater for his continued commitment to improving road safety across the parish.
- 29-06/19.2 To review data gathered from the Speed Indicator Device (SID) during May 2019. The device was located in Little Raveley for the month of May. Of the 3,418 vehicle movements recorded travelling towards Huntingdon Road from Wennington, 4.67% were in violation of the 30mph speed limit and 48 vehicles were recorded travelling in excess of 40mph. Councillor Twose added that residents would like to see the speed limit reduced to 20mph through the village. All agreed that this would be desirable but that the results indicate that it could be difficult to justify significant investment. Councillor Slater, Councillor Bacon and Councillor Twose will formulate a potential future Local Highway Initiative Scheme for review at a later date.
- 29-06/19.3 To consider the principle of procuring an additional portable mini speed indicator device (miniSID). Councillor Slater confirmed that the miniSID records data in the same way as SID but that it doesn't have the graphics. All agreed that the SID is very effective, and that the graphics have great impact. Independent purchase of a miniSID would be £3025 + VAT. SIDs costs in the region of £6,000 through the LHI scheme but this may not be the most cost-effective purchasing solution. Councillor Slater will research costings in greater detail. The chairman noted that the council must consider such financial expenditure as part of its rolling three-year budget and added that this could be a consideration for the Community Infrastructure Levy (CIL) funding (£10,509.67) which has been received for the Church Farm development.

**30-06/19 Parish Maintenance.**

- 30-06/19.1 To consider strategies to combat fly-tipping, particularly with respect to the impact on private landowners (minute ref.: 15-05/19.1). Councillor Twose reported that several instances of fly-tipping have been reported to the district council recently and that this is an ongoing national and local concern. The chairman offered to liaise with district councillors with a view to identifying solutions to this growing problem.
- 30-06/19.2 To re-visit the annual inspection report for Bentley Close Play Area and to consider a strategy for maintenance of the matting (minute ref.: 15-05/19.3). Councillor Slater offered to repair a crack in the matting and estimated the cost at £100 + VAT. The chairman proposed that members authorise this expenditure and thanked Councillor Slater for his offer. Councillor Noble seconded the proposal. All were in favour and it was **resolved** to do so. The clerk confirmed that she has documentation relating to the initial purchase of the play equipment. The chairman suggested that the council re-visit a strategy for ongoing maintenance at a later date.



**31-06/19 Parish Land**

31-06/19.1 To receive an update from Serjeant and Son Solicitors regarding land registration documents for the “new” cemetery, “The Butts” and land in Bentley Close (the play area) (minute ref.: 183-04/19.2).

Serjeant and Son Solicitors has confirmed that the new cemetery and the land in Bentley Close were not registered on their respective purchases in 1962 and 1982. The clerk is waiting for clarification on the cost of registration. She is also waiting for further information on the status of “The Butts” which is registered as common land; and thus, the nature of the parish council’s responsibility. All agreed that the council would wish to register the cemetery and the land in Bentley Close but that a decision must be deferred until the actual cost is confirmed.

31-06/19.2 To consider updating the parish council’s address with Land Registry which would incur a cost of £100 + VAT for Serjeant and Son Solicitors to verify the parish council’s identity.

The clerk confirmed that the address held with Land Registry is that of a previous clerk. It would be prudent to update the contact details, but the clerk noted that this would be necessary every time there is a change in personnel. Councillors considered various options but agreed to retain the clerk’s home address as the registered address of the parish council. The chairman proposed that the parish council authorises payment to Serjeant and Son to verify the council’s identity and enable the details to be updated. Councillor Bacon seconded the proposal. All were in favour and it was **resolved** to do so.

**32-06/19 Councillor Portfolio Responsibilities.**

32-06/19.1 To review councillor portfolio responsibilities for the coming year (minute ref.: 179/04/19.1).

The following responsibilities were agreed:

Councillor	Portfolio Responsibilities
Mark Bacon	<ul style="list-style-type: none"> <li>• Promotion of youth involvement and engagement</li> <li>• Traffic, highways and road safety</li> <li>• Community Speedwatch Coordinator</li> </ul>
Jason Edwards	<ul style="list-style-type: none"> <li>• Parish boundaries, ditches, footpaths,</li> <li>• Liaison with Upwood and the Raveleys Community Allotments Association</li> </ul>
Robin Howe	<ul style="list-style-type: none"> <li>• Chairman</li> <li>• Member of the finance working party</li> </ul>
Jean Noble	<ul style="list-style-type: none"> <li>• Play facilities</li> <li>• Health &amp; Safety and risk management</li> </ul>
Andrew Perkins	<ul style="list-style-type: none"> <li>• Planning</li> <li>• Parish Trees</li> <li>• Parish land</li> </ul>
Garth Slater	<ul style="list-style-type: none"> <li>• Vice-Chairman (temporary appointment)</li> <li>• Member of the finance working party</li> <li>• Traffic, highways and road safety</li> </ul>
Jodie Twose	<ul style="list-style-type: none"> <li>• Planning &amp; related environmental matters</li> <li>• Liaison for Little Raveley</li> <li>• Liaison for Great Raveley (temporary appointment)</li> </ul>
Ian Ward	<ul style="list-style-type: none"> <li>• Parish Aesthetics: Grass and hedges</li> <li>• Maintenance and minor repairs to parish council property</li> </ul>

The chairman confirmed that the simplified list of responsibilities reflects the need to review the Community Led Plan. Additional tasks will be allocated as this is progressed.

Notable omissions include liaisons for Farm Close and Fairmead. The chairman noted that he would like to provoke a reaction from these communities, either for residents to join the parish council or to engage with it. Great Raveley residents should note Councillor Twose’ offer to act as their liaison in the short term. The responsibility for communication and public relations remains unresolved and the clerk will continue to fulfil this role for the time being.

32-06/19.2 To consider attendance at CAPALC's annual conference "Share the Vision: Shape the Future" on 28 June 2019 at a cost of £50 per person; and to consider covering the cost of travel (to Hemmingford Abbots) for the clerk (there is no conference fee for CAPALC staff).  
Councillor Twose proposed that the clerk's travel costs be approved for this event. Councillor Bacon seconded the proposal. All were in favour and it was **resolved** to do so.

**33-06/19 Community Engagement.**

33-06/19.1 To consider authorisation of Huntingdonshire District Council's Service Level Agreement Terms of Business for the "Active Lives" summer sports programme.  
The clerk confirmed that she had negotiated amendments to the agreement with the District Council. Councillor Noble proposed that the agreement be authorised on this basis. Councillor Slater seconded the proposal. All were in favour and it was **resolved** to do so.

**34-06/19 Correspondence and Communications.**

34-06/19.1 To consider a request for a refund for two Grants of Exclusive Rights of Burial purchased in 1975 and 2012 respectively at a total cost of £125.00 (less a transfer fee of £15.00).  
The current "Rules, Regulations and Fees" for the cemetery notes a transfer fee of £15 but doesn't account for refunds. The chairman proposed that the clerk should update the document to allow for the refund of fees subject to deduction of the £15 transfer fee. Councillor Slater seconded the proposal. All were in favour and it was **resolved** to do so. The clerk will liaise with the parishioner to secure the statutory declaration for renunciation of a grant of exclusive right of burial and to make arrangements for the refund to be made.

34-06/19.2 A letter from a parishioner with suggestions for improvements to play facilities in the parish.  
All agreed that the suggestions for water play features and a sunken trampoline might be beyond the means and the budget of a small parish. The addition of play equipment to Glebe Paddock is not impossible but complicated as the field is rented from the Diocese of Ely. It was agreed that it could be relatively easy to provide shaded areas. The parishioner also expressed concerns for the use of the playing field by dog walkers. Councillor Noble reminded members that further to a successful six-month trial in 2015, the exclusion of dogs had been lifted. All agreed that overall this had been a welcome decision.

34-06/19.3 A letter from a parishioner concerning planning application no. 19/80171/COND.  
The chairman confirmed that the parish council had supported the initial application for two new dwellings. There is ongoing discussion regarding planning conditions, but the parish council has not been invited as a consultee. He offered to close the meeting to allow a member of the public to speak on this matter, but his offer was declined.


**35-06/19 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 Bacon expressed concerns for the condition of the pavements particularly on Huntingdon Road. The clerk advised that the most effective method for reporting Highway matters is via the county council's portal at: <https://highwaysreporting.cambridgeshire.gov.uk/>  
Councillor Perkins noted concerns for overgrowing vegetation onto the pavement from several properties on High Street. Councillor Slater offered to approach residents in the first instance.

36-06/19 **Date of next meeting:** 01 July 2019 at 7:00pm.

**Close of meeting: 9:05pm**

Attached: County Councillor's Report, May 2019.



1/7/19.



Upwood and the Raveleys Annual Parish Meeting – County Councillor Report.

Warboys Bio-Mass Burner – Although planning permission has been granted by the County Council (C.C.) further progress is slow, mainly due to the applicant not completing the Section 106 Agreement. It would appear that delay has arisen due to questions on an option agreement between the land owner and the developer. As far as the C.C. is aware the applicant has yet to approach the environment Agency for a permit.

The Combined Authority has identified nine major infrastructure projects within Cambridgeshire over the next ten years. These include the construction of a third road bridge over the River Ouse south of Huntingdon which should relieve traffic congestion around St Ives, a Cross City cycle route for Cambridge and also the development of Cambridge Metro at a subjective cost of around £4 billion.

As regards Brexit the C.C. has established a working group which has already identified a number of issues and subsequent risks that might affect the County's economy. Impact assessments have already been developed to challenge most situations should they occur.

A number of ongoing surveys will end in May. These include Highways and Street Lighting, the new Transport and Investment Plan and the Minerals and Waste Development Plan. Councillors and Parishioners can contact the Council at [www.smartsurvey.co.uk](http://www.smartsurvey.co.uk).

The new Street Lighting Attachment Policy came into effect on 1<sup>st</sup> April this year. Anything such as a hanging basket, bunting or Christmas lights that require attachment to a Council owned street light will need a licence which can be obtained on line.

The C.C. Budget for FY 18/19 showed a deficit of £4.5 million, this would be found from reserves. The two main areas of concern were adult and child care where significant overspends had arisen. The final budget result would be published in June.

Finally the design and planning for new C.C. Headquarters at Alconbury Wield was progressing as was the proposed sale of Shire Hall. In the case of the latter thirty plus applicants had been whittled down to four. Any proposed use of the site would need to meet exacting requirements as to the preservation of access for the public to the Heritage aspects surrounding the Hall.

Signed County Councillor Terry Rogers