



Upwood and the Raveleys Parish Council

Parish Clerk – Mrs Carol Bilverstone. Kilimanjaro, 9 Meadow Road, Upwood, Huntingdon, Cambs. PE26 2QJ
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The Annual General meeting of Upwood and the Raveleys Parish Council was held on Tuesday 04 May 2021 at 6.00pm. The Local Authorities and Police and Crime Panel Meetings (England and Wales) Regulations 2020 came into force on 04 April 2020 enabling local councils to hold remote meetings (including by video and telephone conferencing) until 07 May 2021. This meeting took place via "Zoom Meetings".

Present: Councillors G. Bonnett Kolakowska, J. Edwards, R. Howe (Chairman), N. Maddocks, R. Mashford, A. Perkins.

In Attendance: Mrs. C. Bilverstone (Clerk) and no members of the public.

Minutes

- 01-05/21 To elect the chairman of the council and to receive the chairman's declaration of acceptance of office.**
Councillor Edwards proposed that Councillor Howe be re-elected as chairman. Councillor Perkins seconded this proposal. Councillor Howe confirmed that he would be willing to accept; all were in favour and it was **resolved** to do so. The chairman signed the declaration of acceptance of office and this was counter-signed by the clerk after the meeting.
- 02-05/21 To elect the vice-chairman and to receive the vice chairman's declaration of acceptance of office.**
The chairman proposed that Councillor Burgess be re-elected as vice-chairman. Councillor Bonnett Kolakowska seconded this proposal. The clerk confirmed that Councillor Burgess would be willing to accept; all were in favour and it was **resolved** to do so. The vice-chairman signed the declaration of acceptance of office and this was counter-signed by the clerk after the meeting.
- 03-05/21 To receive and approve apologies for absence.**
Councillor Burgess: Holiday; Councillor Chattaway: Personal; Councillor Bull (Huntingdonshire District Council): Family Commitment.
- 04-05/21 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.
- 05-05/21 To receive and approve the minutes of the parish council meeting held on 12 April 2021.**
The draft minutes of the meeting of the meeting of Upwood and the Raveleys Parish Council held on 12 April 2021 had been circulated in advance following the informal approval of the chairman. The clerk had since corrected a typing error to the SID statistics reported in item 156-04/21.1 Councillor Bonnett Kolakowska proposed that the corrected minutes be approved. Councillor Mashford seconded the proposal. All were in favour and it was **resolved** to do so.
- 06-05/21 To review all existing policy documents and to consider their re-adoption:**
Governance: Standing Orders, Code of Conduct, Media Policy, Complaints Procedure, Equal Opportunities and Social Inclusion Policy, Management of Records Policy, Performance Management Policy Statement, Website Accessibility Statement.
Finance: Financial Regulations, Ensuring Value for Money Policy Statement.
Insurance: (see item 11-05/21.1 regarding the policy renewal on 01 June 2021).

Freedom of Information & Data Protection: Data Protection Manual, Freedom of Information Publication Scheme, Data Audit Schedule, Data Breach Reporting Form, Data Protection Privacy Notice, Information Data Protection Policy, New Councillor Contact Privacy Notice, Removable Media Policy, Social Media Policy.

Health & Safety & Risk Management: Health & Safety Advice and Policy, Risk Management Procedures, Risk Management Policy.

Community: Community Engagement Action Plan and Policy, Grant Awarding Policy, Volunteer Policy, Crime and Disorder Policy Statement, Leadership in Planning for the Future Policy Statement.

Parish Council Personnel: Training and Development Statement of Intent, Disciplinary & Grievance Procedure.

Parish Assets: Schedule of Assets and Investments, Biodiversity Statement.

The clerk confirmed that no changes had been made since the formal adoption of these documents. The chairman proposed that all policies and procedures listed above be re-adopted. Councillor Bonnett-Kolakowska seconded the proposal. All were in favour and it was **resolved** to do so.

07-05/21 To consider applications for one casual vacancy. No applications had been received.

08-05/21 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.

09-05/21 To receive reports from county and district councillors.

09-05/21.2 To review progress to the work to footpath no. 4 (leading from Bentley Close towards Upwood Meadows) due for completion by 27 February 2021 (minute reference: 98-12/20.1).

Councillors were very pleased to note that this work has finally been completed.

There were no further reports from county or district councillors.

10-05/21 Notification of planning items.

10-05/21.1 21/00533/FUL | Installation of Concrete Cantilever over existing exposed gas pipe | Chapel Road, Ramsey Heights.

Councillors noted that although a small area of vegetation along the bank of the watercourse is likely to be affected there will be no impact on trees or hedgerows. Steps will be taken to mitigate the impact on the water vole population. The chairman proposed that the parish council supports this application on the basis that these are necessary works, required to prevent damage to the exposed high-pressure gas main. Councillor Edwards seconded the proposal. All were in favour and it was **resolved** to do so.

10-05/21.2 21/00572/FUL | Application for full planning permission for demolition of existing redundant buildings and infrastructure and residential development of 321 dwellings with associated highways, infrastructure and open space | Upwood Hill House and part of RAF Upwood.

Further to minute reference: 154-04/21.1 the chairman confirmed that Bury Parish Council and Ramsey Town Council had also asked to defer judgement. This application is thus in abeyance as insufficient data has been presented to enable councillors to make an informed decision. The chairman confirmed that a meeting of the three local councils together with Cambridgeshire County Council, Huntingdonshire District Council and the developer has been arranged for 10 May.

Councillors expressed concern for the missed communication opportunities during the Covid-19 pandemic. Under normal circumstances residents would have had access to the parish newsletter, the Ramsey and Warboys Informer, noticeboards and other social and personal connections. Councillors agreed that traditional communication channels remain crucial and fear that only those with the determination to seek information electronically are fully informed of the potential impact of this proposed development.

11-05/21 Finance

11-05/21.1 To approve accounts for payment: 04 May 2021:

Reference	Description	Payee	Amount
SO	Clerk/RFO Salary. April 2021	Mrs C. Bilverstone	£1036.48
SO	Clerk/RFO Salary PAYE/NI	HMRC	£48.62
SO	Employer National Insurance April 2021	HMRC	£55.92
DD	Employee & Employer Pension Contribution	SALVUS Master Trust	£114.22

DD	Pension Administration Fee	SALVUS Master Trust	£24.00
DD	Data Protection Renewal	Information Commissioner's Office	£35.00
67246243	Clerk's Expenses: Working from Home Allowance, printing costs (April)	Mrs C. Bilverstone	£11.75
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	Stationery. A4 printer paper. 2 reams	Unity Trust Bank / Amazon.co.uk	£11.25
Debit Card	Stationery. Document wallets	Unity Trust Bank / Amazon.co.uk	£6.24
306396157	Insurance Renewal (long-term agreement until 31.05.22)	Came & Company	£540.73
10914013	Parish Maintenance (invoice 2 of 8)	CGM Group (East Anglia) Limited	£920.70
624930119	Affiliation Fee & Data Protection Scheme	CAPALC Ltd	£472.57
13443853	Annual Inspection: Bentley Close Play Area	Playsafety Limited	£82.20
315742415	Internal Audit	Canalbs	£159.25

11-05/21.2 To note income received: 04 May 2021.

Reference	Description	Received from	Amount
BACS	Sale of book (ref. 129-02/21.3)	Carol Bilverstone	£20.20

The chairman proposed that the accounts be approved for payment and income received acknowledged. Councillor Edwards seconded the proposal. All were in favour and it was **resolved** to do so. The chairman agreed to sign the list of payments on the agenda; Councillor Perkins and Councillor Chattaway (asked after the meeting) agreed to sign each of the invoices and authorise the online payments. The chairman agreed to sign the bank reconciliation and Councillor Perkins agreed to countersign this. (All documentation was signed and returned to the clerk after the meeting).

11-05/21.3 To receive an update from the finance working party.

The chairman confirmed that the finance working party had met to review the financial forecast and budget comparisons. He was pleased to note that the accounts reflect the forecast made in November. The parish council finances remain healthy although he reminded councillors of the actions taken to restrict expenditure going forward and the need to source other revenue streams for projects. At the end of the financial year 2020/2021 the council's reserves total £48,617. Of this, £9,000 is held in reserve for the refurbishment of the play area; £6,000 for a future cemetery extension and £9,082 in Community Infrastructure Levy.

12-05/21 Traffic, Highways & Road Safety

12-05/21.1 To review data gathered from the Speed Indicator Devices (SIDs) during April 2021.

SID 1 was located opposite the Ailwine Road junction on Huntingdon Road monitoring traffic approaching from Bury. 32,029 vehicles were recorded. 3,081 registered speeds in violation of the 40 mph limit. 2,478 registered speeds of 41-45 mph; 480 between 46 and 50 mph; 100 between 51 and 54 mph; and 23 registered speeds in excess of 55 mph. The highest recorded speed was 70 mph. It is important to note that the high speeds recorded are not limited to night-time or low road usage times. For example, the 70 mph violation took place between 5 and 6am on a Wednesday; a vehicle travelling at 68 mph was recorded on a Monday between 1 and 2pm; another at 66 mph on a Thursday between 3 and 4pm; and one at 64 mph on a Monday between 12-1pm. Traffic volume and thus speed violations are increasing month on month as Covid restrictions relax.

SID 2 was located on Huntingdon Road by the allotments to monitor traffic approaching from the Raveleys.

38,964 vehicles were recorded. 4,494 registered speeds in violation of the 40 mph limit. 3,302 registered speeds of 41-45 mph, 835 between 46 and 50 mph, 245 between 51-54 mph and 112 registered speeds in excess of 55 mph. The highest recorded speed of 114 mph was recorded between 4 and 5pm on a Wednesday.

Other frightening examples include the following: a vehicle travelling at 97 mph on a Sunday between 4 and 5am; one travelling at 78 mph on a Saturday between 9 and 10pm; one at 76 mph on a Monday between 4 and 5am; and another travelling at 75 mph on a Tuesday between 8 and 9pm.

SID 3 was located in Great Raveley to monitor traffic approaching from Woodwalton. 7,148 vehicles were recorded, 25% of which registered speeds in violation of the 30 mph speed limit. 1,413 registered speeds between 31 and 35 mph; 326 between 36 and 40 mph; 63 between 41 and 45 mph. The highest recorded speed was 61 mph.

Councillor Bonnett-Kolakowska reported on her meeting with, and the positive feedback received from Cambridgeshire Constabulary regarding the parish council's strategies and actions. Councillor Bonnett-Kolakowska is actively recruiting for volunteers to support Community Speedwatch. Training involves attendance at a 90-minute online course and Speedwatch activity is completely flexible dependent upon members' commitments. Sessions typically last for one hour. Residents wishing to volunteer or request further information are invited to contact Councillor Bonnett-Kolakowska (gemma.bk@upwood.org / 07885 764989). The traffic survey is now open. Please make your views known at: <https://forms.gle/VExffdE8YqnzsXcv8>

13-05/21 Community

- 13-05/21.1 To review the annual inspection report for Bentley Close Play area and to consider matters arising. Four very minor issues were raised by the inspector and as these present "low risk" councillors agreed that no action is necessary at this time. Continuous monitoring is undertaken through regular risk assessments. The only matter rated as "Medium risk" is the gap between the wet pour surface and the grass where the surface has shrunk. The chairman proposed that the council authorises Councillor Maddocks to spend up to a maximum of £30 to fill the gap with bark or rubber chippings, and for the clerk to utilise the parish council's debit card for this purpose. Councillor Edwards seconded the proposal. All were in favour and it was **resolved** to do so.
- 13-05/21.2 Further to minute reference: 144-03/21.1, to receive an update on strategies to improve the provision of play and recreation facilities for children and young people. Councillor Mashford presented a detailed strategy which it is hoped will culminate in the refurbishment of Bentley Close Play Area in October 2022. The strategy includes research; identification of funding sources and the submission of bids; liaison with children through Upwood Primary Academy School Council; and a "Create Your Space" drawing competition for local children to design their dream playground. This will be launched in time for the summer holiday with a voucher of £20 for the winning entry. Councillor Mashford requested a budget of £30 to cover printing costs to advertise the competition. The chairman seconded this proposal, authorising the clerk to utilise the council's debit card for this purpose. All were in favour and it was **resolved** to do so. Councillor Mashford also proposed that the parish council engages Huntingdonshire District Council One Leisure to provide five "Active Lives" children's sports sessions during the summer holidays at a total cost of £652.80 (£130.56 per two-hour session). The chairman seconded this proposal and recommended that councillors agree to fund the full amount to allow the booking to progress whilst inviting Bury Parish Council to share the cost and hosting of the events as in previous years. All were in favour and it was **resolved** to do so. Councillor Mashford agreed to liaise with Bury Parish Council, One Leisure and Upwood Village Hall to coordinate these events.
- 13-05/21.3 To confirm plans for participation in "The Great British Spring Clean" between 28 May & 13 June 2021. Councillor Edwards proposed that this event takes place on Saturday 05 June. He asked the council to approve the purchase of 20 litter-picking tools for £100 on eBay to avoid the problem of securing their loan through the district council and to enable their use at other times. Councillor Maddocks seconded the proposal. All were in favour and it was **resolved** the clerk should make this purchase with the parish council's debit card. The event will be promoted via the website and the parish council's facebook page. It is hoped that all areas of the parish can be covered so volunteers are asked to register their interest with Councillor Edwards at: jedwards62@talktalk.net / 07719 922578.

14-05/21 Governance

- 14-05/21.1 To review the annual internal auditor's report. The chairman confirmed that once again the internal auditor's report reflects this parish council's clean bill of health. The chairman added his thanks to the clerk for her meticulous work in maintaining the standards of a "Quality Gold Council" and this was reiterated by councillors.
- 14-05/21.2 To consider expanding the parish council's use of social media. This item was deferred until a later date.

15-05/21 Correspondence and Communications.

- 15-05/21.1 Correspondence from a resident addressed to Bury Parish Council, Upwood and the Raveleys Parish Council and Ramsey Town Council outlining concerns for the impact on housing development on local infrastructure.

- 16-05/21 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 Perkins asked that appreciation be recorded for the commitment of a resident who has for many years looked after the grass at the entrance to footpath (no. 4) in Bentley Close. He confirmed that this responsibility will now be taken on at no additional cost by the parish maintenance contractor.

Councillor Edwards noted that he was pleased to see that the white lines have been reinstated at the junction of Ramsey Road and Huntingdon Road.


Councillor Bonnett-Kolakowska suggested that the parish council should consider supporting the national campaign by "Plantlife" regarding the re-wilding of highway verges to promote the growth of wildflowers. This will be considered at the next meeting.

Councillor Perkins agreed to inspect the trees in the churchyard further to recent high winds and a report of a fallen branch.

17-05/21 Date of next meeting:

The law enabling local councils to meet remotely will expire on 07 May 2021. The UK Government "Roadmap out of Lockdown" states that at the time of the next scheduled meeting (07 June), "the rule of six or two households" will still be in force. This meeting has therefore been cancelled and the next meeting will take place on 05 July providing the law permits. The chairman requested that to minimise disruption to the parish council and its suppliers, the council delegates power to the clerk and two bank signatories to settle accounts for payment in June with confirmation on the agenda for July. All were in favour and it was **resolved** to do so.

Close of meeting: 8:00pm


6 July 2021