



## 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 01 July 2019 at 7.00pm at Upwood Village Hall.

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

**In Attendance:** Mrs. C. Bilverstone (Clerk), and one member of the public.

### Minutes

**37-07/19 To receive and approve apologies for absence.**

Councillor Perkins: Holiday.

Councillor Bull & Councillor Rogers: attendance at the Local Government Association Conference.

Councillor Tavener: apology received after the meeting due to an extended commitment with another parish council.

**38-07/19 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.

**39-07/19 To receive and approve the minutes of the parish council meeting held on 03 June 2019.**

The minutes of the meeting of Upwood and the Raveleys Parish Council held on 03 June 2019 had been circulated in advance following their informal approval by the chairman. Councillor Bacon proposed that the minutes be approved. Councillor Twose seconded the proposal. All were in favour and it was **resolved** to do so.

**40-07/19 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.

**41-07/19 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.

A member of the public offered his assistance should councillors decide to organise a working party to manage the vegetation in Charter's Spinney. The chairman confirmed that this would be discussed in item 47-07/19.2 and thanked the resident for his support.

**42-07/19 To receive reports from county and district councillors.** There were no reports.

**43-07/19 Matters arising or carried forward from the previous meeting.** Please see individual agenda items.

**44-07/19 Notification of planning items.** No planning applications had been received.

**45-07/19 Finance**

45-07/19.1 To approve accounts for payment: 01 July 2019

Reference	Description	Payee	Amount
SO	Clerk/RFO Salary	Mrs C. Bilverstone	£754.42
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	£10.32
4424584	Clerk's Expenses: WFH, travel, postage, renewal of "Office 365"	Mrs C. Bilverstone	£101.40
401625491	Parish Grass Cutting (Invoice 4 of 8)	The CGM Group (East Anglia) Ltd.	£605.70
338428526	Mr. R. Brown	Grant to support voluntary grass cutting services (ref. 28-06/19.3)	£350.00
381722104	Mr R. Dean	Refund of cemetery fees (ref. 34-06/19.1)	£110.00
119286026	Mr G. Slater	Reimbursement for materials to repair the matting in Bentley Close Play Area (ref. 30-06/19.2)	£111.60
135976126	Serjeant and Son Solicitors	Verification of the parish council's identity for Land Registry purposes (ref. 31-06/19.2)	£120.00
169854007	Upwood and the Raveleys Village Hall	Meeting Room Hire: April – June	£85.08
273561907	Parish Grass Cutting (Invoice 5 of 8)	The CGM Group (East Anglia) Ltd.	*£605.70

\*Invoice 5 of 8 from CGM Group (East Anglia) Limited was received after publication of the agenda. Please see note below (minute reference 45-07/19.2).

45-07/19.2 To approve accounts for payment: 05 August 2019

Reference	Description	Payee	Amount
SO	Clerk/RFO Salary	Mrs C. Bilverstone	£754.42
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	£10.32

In accordance with minute reference 58-09/17.1, invoices received from the parish maintenance contractor for grass cutting during July and August will be paid in a timely manner and reported on the agenda for the next meeting on 02 September 2019.

Councillor Noble proposed that the accounts be approved for payment. Councillor Ward 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.

45-07/19.3 To note income received: 01 July 2019: No income had been received.

45-07/19.4 To confirm plans for the annual appraisal and salary review of the parish clerk and cemetery officer.

Councillors confirmed that the clerk should appraise the cemetery officer and that the chairman, together with Councillor Slater, should appraise the clerk. The appraisals and salary recommendations will be presented at the next meeting with any changes being backdated to 01 August.

The chairman noted that the finance working party would meet prior to the next meeting to review the council's year to date costs against its budget.

#### 46-07/19 Traffic, Highways & Road Safety

46-07/19.1 To receive an update regarding implementation of the traffic calming scheme for Great Raveley (LHI 2019/2020).

Further to the last meeting (minute reference: 29-06/19.1), the proposed plans for this scheme have been published on the parish website and the parish council and community facebook pages. Councillor Slater has also consulted with residents of Great Raveley. Highways Officers have confirmed, subject to a Road Safety Audit, that an additional 40 mph buffer zone could be provided on the approach from Huntingdon

Road with one advance warning sign highlighting the give-way feature ahead. A resident had enquired about the installation of a build out on the approach from Woodwalton, but this is unlikely to be permitted as visibility is restricted by the road alignment and the surroundings (the desirable minimum stopping sight distance for a 30mph road is 90m).

Two broadly favourable responses had been received from Great Raveley residents together with one from an Upwood resident who has expressed interest in the cost-benefit analysis of the scheme and concern for the potential burden to the council taxpayer.

Councillors debated the proposals and the responses at length. The chairman reminded members that these plans had been motivated by the concerns resulting from the community led plan together with the recent speed data confirming that 30% of vehicles travelling through the village were in violation of the speed limit. The chairman proposed that Councillor Slater be empowered to progress the application provided that he is content that Great Raveley residents have been adequately consulted to ensure that democracy has prevailed. Councillor Bacon seconded the proposal. All were in favour and it was **resolved** to do so.

- 46-07/19.2 To review data gathered from the Speed Indicator Device (SID) during June 2019.

A technical issue resulted in the recording of data for only 19 days in June. Of the 11,063 vehicles approaching Upwood village from Bury (by Farm Close), 16.87% (1,866 vehicles) were travelling in excess of the 40mph speed limit. 920 vehicles were travelling between 50 and 60mph and a further 51 were recorded at speeds between 60 and 72 mph.

- 46-07/19.3 Further to item 29-06/19.3, to receive an update on costings for a portable mini speed indicator device (MiniSID).

It was confirmed at the last meeting that the independent purchase (rather than through the Local Highway Improvement Scheme) of a MiniSID would be £2975 + VAT. The cost of a SID would be £2443 + VAT. Further to discussion at the previous meeting, Councillor Slater proposed that the parish council purchases one additional SID at £2443 + VAT from the Community Infrastructure Levy (CIL) resulting from the Church Farm development. This would leave a remaining CIL balance of £8066.67. Councillor Noble seconded the proposal. All were in favour and it was **resolved** to do so.

The clerk asked that the manual handling of SIDs be documented as part of the parish council's risk assessment. The chairman added that it would be advisable for all handling to be carried out by two people whenever possible.

- 46-07/19.4 To receive an update regarding a proposal to reduce the speed limit in Little Raveley (ref. 29-06/19.2).

Highways Officers have advised that changing the behaviour of drivers in scenarios such as this is complicated by the constraints to street lighting and availability of road space. They have confirmed that compliance to any given speed limit is difficult to achieve by merely changing the signs alone. The appropriateness of speed limits is determined on a case by case basis using best practice guidance from the Department for Transport which is reflected in Cambridgeshire County Council Highways Operational Standards. It may be possible to extend the 30mph zone by approximately 25-50m with the addition of a 40mph buffer zone with dragon's teeth. Councillor Twose asked for clarification on the role of the police, particularly as the data confirms that speeding traffic is a problem. Councillor Bacon confirmed that the police cannot serve as a sole solution but may be asked to enhance existing measures. Councillor Twose offered to consult with residents of Little Raveley during July.

- 46-07/19.5 To consider an application to the Local Highway Improvement Initiative (LHI) for 2020/2021.

Based on data gathered from the existing mobile speed indicator device (SID), Councillor Slater presented two proposals to promote traffic calming across the parish:

1: To upgrade the signage on the approach to Little Raveley from Wennington at an approximate cost of £6,000.

2: To purchase two additional speed indicator devices (SIDs) at a cost of approximately £10,000.

Further to debate in item 46-07/19.4, and with consideration for the purchase of a second SID under item 46-07/19.3, Councillor Bacon proposed that Councillor Slater be empowered to progress an application for Little Raveley, offering a contribution from the parish council of £1,500 (25%), provided that he is content that Little Raveley residents have been adequately consulted. Councillor Noble seconded the proposal. All were in favour and it was **resolved** to do so.

#### 47-07/19 Parish Maintenance.

- 47-07/19.1 To receive an update from Huntingdonshire District Council regarding strategies for dealing with fly tipping (minute reference: 15-05/19.1 & 30-06/19.1).

In Councillor Bull's absence, this item was deferred until the next meeting.

- 47-07/19.2 To review the effectiveness of the new parish maintenance contract and to consider any amendments. Councillors debated ongoing problems which have arisen since taking out the new contract. All agreed that the chairman, the clerk and Councillor Ward should meet with the contractor for a walk around the village with a view to resolving issues surrounding the quality of the service in general and in respect of requirements in the following areas:

- Inclusion of the grass verge at the junction of Longholme Road and Huntingdon Road by Farm Close.
- Upgrading the service to include the removal of arisings by the village sign on Huntingdon Road.
- Inclusion of the grass verge at the junction of Longholme Road and High Street.
- Attention to the area of the churchyard adjacent to Church Farmhouse.
- \*Charter's Spinney.
- \*\*Glebe Paddock (the playing field).

\*The chairman proposed that the management plan for Charter's Spinney should be re-defined to manage the growth of nettles and brambles in favour of more visually appealing wildflowers and grasses. Councillor Slater seconded this proposal. Councillor Edwards and Councillor Noble abstained from voting. All others were in favour and the chairman, Councillor Twose, Councillor Ward and a member of the public agreed to prepare a long-term strategy to develop this area to coexist as a natural habitat for wildlife whilst remaining visually appealing and welcoming to human visitors.

\*\*All agreed that the football pitch needs to be cut more frequently if it is to be effective.

The chairman proposed that councillors commit to spending up to £1,500 to enable any changes to be made to the contract with the minimum of delay. Councillor Ward seconded the proposal. All were in favour and it was **resolved** to do so.

- 47-07/19.3 To consider an offer from Councillor Ward to paint the entrance gates to the "old" cemetery and the windows of the chapel of rest.

Councillor Ward confirmed that he had liaised with cemetery officer. Councillor Ward suggested that having cleaned the cemetery gates no further action is necessary at this time. He suggested that it would cost approximately £50 for materials to effect minor repairs and to re-paint the windows of the chapel of rest. The chairman proposed that Councillor Ward be authorised to spend up to £50 for this purpose. Councillor Noble seconded the proposal. All were in favour and it was **resolved** to do so.

- 47-07/19.4 Further to minute reference 35-06/19, to consider solutions to the problem of overgrowing vegetation onto the pavement from private properties.

Residents are politely asked to manage overgrowing vegetation to maintain clear access to pavements (this is particularly important for wheelchair users and families with children) but technically this is a matter for Cambridgeshire County Council Highways and problem areas may be reported as highways faults at <https://highwaysreporting.cambridgeshire.gov.uk/>

#### **48-07/19 Parish Land**

- 48-07/19.1 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 & 31-06/19.1).

The clerk had sought the advice of a local estate agent to secure an estimated value of the "new" cemetery and the land in Bentley Close. Based on these estimates, the solicitor confirmed the cost of registration of each title at £400.00 + vat plus £4.00 for the application for an official search (SIM) plus £2.00 per land charge search and £40.00 Land Registry search. (VAT is not chargeable on the SIM, Land Charges or Land Registration Fee). The total cost to register both sites would be £892.00 + VAT of £160.00. Councillor Bacon queried the cost and the necessity to engage a solicitor for land registration. The clerk confirmed that she was advised that this is a lengthy process that requires some specialist knowledge, and that any errors could incur additional costs. The chairman proposed that the parish council engage a solicitor to complete this work. Councillor Bacon seconded the proposal. All were in favour and it was **resolved** to do so.

The clerk has been advised that there is no requirement to register "The Butts" but she has asked for clarification on the nature of the parish council's responsibility for this area of common land (if any).

- 48-07/19.2 To consider the renewal of a three-year tenancy agreement for "Dockfields" and "3-2-20".

Two parcels of land known as "Dockfields" and "3-2-20" have been jointly let for £996 and £420 respectively under a three-year tenancy agreement which is due to end on 31 October 2019. Councillor

Perkins had confirmed prior to the meeting that agricultural land values are now lower than they were three years ago and recommended that the tenant be invited to renew the agreement on the same terms. Councillor Noble proposed that the clerk approaches the tenant with a view to renewal on this basis. Councillor Slater seconded the proposal. All were in favour and it was **resolved** to do so.

- 48-07/19.3 To consider the introduction of a tenancy agreement for "Gravel Pits".

"Gravel Pits" is currently let on a commercial basis for £168 per year but with no formal tenancy agreement. Councillor Edwards proposed that all parish land let for commercial use should be subject to the same agreement. He proposed that the rent should remain at £168.00 per year. Councillor Ward seconded the proposal and it was **resolved** that Councillor Perkins should liaise with the tenant on this basis.

**49-07/19 Correspondence and Communications.**

- 49-07/19.1 Notification of the launch of the consultation period for Bury Village Neighbourhood Plan together with an invitation to provide feedback.

The chairman presented a draft response which was approved by all members:

The response congratulates Bury Parish Council and all those involved in the production of its Neighbourhood plan noting that this is an impressive piece of work. The response from Upwood and the Raveleys Parish Council suggests that the plan deals too lightly with the traffic burden that will arise from the new homes proposed for Upwood Airfield.

The plan emphasises the need for a sustainable solution and proposes improved bus services and cycleways, but all evidence from other development schemes point to a significant increase in traffic congestion, because it is almost impossible to reduce private car movements in a rural area.

The plan doesn't mention that Ramsey and Bury combined will have almost 900 new homes by 2036 and this will place immense pressure on local infrastructure. Without the building of a new bypass the roads from Upwood through Bury and Ramsey leading north, will be totally congested. It would be feasible to consider reopening the old Ramsey Road across the airfield which could carry traffic west of Fairmead into Ramsey Heights or alternatively a bypass could be built from the same entry point on the Huntingdon Road close to the school boundary to circumnavigate the perimeter of the airfield to join the B1040 to Ramsey St Mary's. The response suggests that in making no mention of the need for large-scale road development to mitigate the congestion problem, Bury will play into the hands of the district and county councils who are unwilling to invest new money in such a venture. The CIL funds raised from 900 homes would be £4-5 million, of which half would go to Bury. This Neighbourhood Plan therefore could address the traffic problem with much more creativity and conviction, secure in the knowledge that there will be considerable funding available.

- 49-07/19.2 Further correspondence between Councillor Howe and Openreach regarding the broadband provision in this parish (further to minute ref. 17-05/19.2).

Councillor Howe had requested that those affected by unsatisfactory broadband provision forward the results of line speed tests taken at various times of the day. Of the 26 initial complainants, 6 did not respond. 4 of the 9 "superfast" broadband users continue to have interrupted service and slow delivery from time to time. 6 of the 11 regular service respondents experience average speeds between three and 8mb/s, with an average speed of c.6mb/s as the 'norm'. These results have been forwarded to Openreach.

- 49-07/19.3 A letter of concern regarding the signage and non-compliance with the 7.5 tonne weight restriction through parts of the parish.

A parishioner has expressed concern for continued non-compliance particularly on Huntingdon Road despite reporting violations to five haulage companies and Cambridgeshire County Council. All agreed that it is not easy to determine whether vehicles are using this route legitimately. Councillor Slater agreed to check the effectiveness of the signs and liaise with Cambridgeshire County Council Highways as necessary. Councillor Bacon suggested reporting violations to the police as well as to the haulage companies.

- 49-07-19.4 Correspondence from a parishioner expressing concerns for the proposed traffic calming measures in Great Raveley (please see minute reference: 46-07/19.1).

- 49-07/19.5 An invitation to participate in a consultation on the Cambridgeshire and Peterborough Combined Authority Local Transport Plan. Please see: <https://cambridgeshrepeterborough-ca.gov.uk/about-us/programmes/transport/ltp-questionnaire/>

- 50-07/19 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 Noble proposed that she be authorised to spend up to £20 to replace the hoops to secure the goal nets in Glebe Paddock. Councillor Slater seconded the proposal. All were in favour and it was **resolved** to do so.

Councillor Noble presented a poster illustrating an “ABC of Upwood” which she has produced based on an idea from “Common Ground, England in Particular”, which promotes the celebration of diversity in communities. The poster had been on display during the village open weekend. Councillor Noble suggested that clubs or societies may consider using the design to produce calendars, tea towels etc. for fundraising purposes. Please contact Councillor Noble at [nimusmum@gmail.com](mailto:nimusmum@gmail.com) or on 01487 814356 for further information. The chairman suggested that the poster could be printed on acrylic and displayed on the outside of the telephone box/book exchange (facing the wall, so that it can be enjoyed by pedestrians). The chairman proposed that Councillor Noble be authorised to spend up to £100 for this purpose. Councillor Slater seconded the proposal. All were in favour and it was **resolved** to do so.

Councillor Bacon confirmed his plans to revive Community Speedwatch activity across the parish and he would welcome volunteers. A short training session will be coordinated within the parish once the group is established. Please contact Councillor Mark Bacon for further information at [ploddie2@gmail.com](mailto:ploddie2@gmail.com) or on 07710 625606.

Councillor Bacon is considering options to improve the basketball facility on Glebe Paddock, and he will report at the next meeting.

Councillor Slater confirmed that the repairs to the surface matting of Bentley Close Play Area will be carried out prior to the next meeting.

*Clerk's note: although “no decisions can be made under this item”, the parish council’s Financial Regulations allow for the clerk in conjunction with the chairman to approve the purchase of any item below £200.*

- 51-07/19 Date of next meeting:** 02 September 2019 at 7:00pm

(Please note that the parish council does not meet in August).

**Close of meeting: 9:10pm**