



## 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 04 April 2022 at 7.00pm in Upwood Village Hall.

**Present:** Councillors D. Awit, G. Bonnett Kolakowska, J. Burgess, J. Edwards, R. Howe (Chairman), R. Mashford, A. Perkins, M. Tew.

**In Attendance:** Mrs. C. Bilverstone (Clerk) and three members of the public.

### Minutes

**129-04/22 To receive and approve apologies for absence and to acknowledge the resignation of Councillor Maddocks with effect from 31 March 2022.**

Apologies had been received from Ms. C Lowe, Candidate Elect, Huntingdonshire District Council.

Councillors acknowledged the resignation of Councillor Nick Maddocks. Councillor Maddocks was co-opted in October 2020 and took responsibility for risk management and took care of the play equipment in Bentley Close. He has offered to continue to look after the defibrillator at the village hall. Councillors wished to record their thanks for his commitment.

The chairman noted that this would be the last meeting for Councillor Andrew Perkins who had chosen not to stand for re-election. It was noted that Councillor Perkins had served on this parish council for so long that no one, least of all Councillor Perkins himself, really knew when he started (the clerk confirmed after the meeting that he joined in May 2003). The chairman reflected on Councillor Perkins' commitment as a true public servant, not only as a councillor but also as a school governor and member of the village hall committee. Councillor Perkins has fulfilled many roles on the parish council over the years, most recently taking responsibility for grounds maintenance, parish trees and the cemetery. He has been a fantastic asset both to this council and to the wider community. Councillors, although sorry to see him go were pleased to learn that Councillor Perkins will continue to be involved as a volunteer.

**130-04/22 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.

**131-04/22 To receive and approve the minutes of the parish council meeting held on 07 March 2022.**

The minutes of the meeting of Upwood and the Raveleys Parish Council held on 07 March 2022 had been circulated in advance following the informal approval of the chairman. Councillor Burgess proposed that the minutes be approved. Councillor Awit seconded the proposal. All were in favour and it was **resolved** to do so.

**132-04/22 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 resident asked how members of the public could kept informed regarding local road closures. The clerk confirmed that Cambridgeshire County Council publishes regular bulletins which include works undertaken by Cambridgeshire County Council, as well as utility companies at: <https://www.cambridgeshire.gov.uk/residents/travel-roads-and-parking/roads-and-pathways/roadworks-and-faults/roadwork-and-traffic-information>. Councillor Tew noted that residents may sign up for notifications



from "One Network" at: <https://one.network/alerts> and the clerk offered to post these on the parish council's Facebook page.

**133-04/22 To receive reports from county and district councillors.** There were no reports.

**134-04/22 Notification of planning items.**

134-04/22.1 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 (deferred from minute ref.: 154-04/21.1).  
This application remains in abeyance.

134-04/22.2 16/01582/S73 CCC/22/020/VAR | Vary the temporary permission date in condition 1 of the application | Upwood Primary School, Ramsey Road, Upwood. PE26 2QA  
Councillor Burgess proposed that the parish council supports this application to extend permission to retain a temporary building for a further five years. Councillor Edwards seconded the proposal. All were in favour and it was **resolved** to do so.

**135-04/22 Finance**

135-04/22.1 To approve accounts for payment: 04 April 2022

2021/2022			
Reference	Description	Payee	Amount
SO	Clerk/RFO Salary. March 2022*	Mrs C. Silverstone	£1242.74
SO	Clerk/RFO Salary PAYE/NI*	HMRC	£70.21
SO	Employer National Insurance March 2021*	HMRC	£89.02
2022/2023			
DD	Employee & Employer Pension Contribution*	SALVUS Master Trust	£138.20
DD	Pension Administration Fee	SALVUS Master Trust	£24.00
141666456	Clerk's Expenses: Working from Home Allowance, printing costs, postage (March).	Mrs C. Silverstone	£12.91
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
628797455	Purchase of 2 benches (minute ref. 112-02/22.1)	TDP Limited	£1,245.17
259143953	Wildflower seed (minute ref. 125-03/22.1)	Boston Seeds	£197.99
731909349	Parish Maintenance	BEAM	£450.00

\*reflects implementation of NJC pay agreement (minute reference: 126-03/22.2)

135-04/22.2 To note income received: 04 April 2022.

2021/2022			
Reference	Description	Received From	Amount
000046	Community funded commemorative benches	Upwood & the Raveleys History Group	£1146.16

Councillor Burgess proposed that the accounts be approved for payment. Councillor Tew 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 Councillor Burgess and Councillor Perkins signed each of the invoices and agreed to authorise the online payments. The chairman signed the bank reconciliation and this was countersigned by Councillor Mashford.

The clerk confirmed that a balance of £108.52 remains further to receipt of funds from Upwood and the Raveleys History Group and the purchase of two benches (see above) as the parish council will re-claim £207.53 VAT. The balance will be used to purchase a commemorative tree.

135-04/22.3 To consider increasing the monthly credit and transaction limits (both currently £200) on the parish council's debit card.



Councillor Tew proposed that the monthly credit and transaction limits both be raised to £500. Councillor Burgess seconded this proposal. All were in favour and it was **resolved** to do so. The clerk confirmed that the card is only used with prior approval.

- 135-04/22.4 To review the Annual Governance and Accountability Return 2021/2022 and to consider approval of the Annual Governance Statement 2021/2022.

Members acknowledged responsibility for ensuring a sound system of internal control, including arrangements for the preparation of the Accounting Statements. The chairman proposed the approval of the Annual Governance Statement. Councillor Burgess seconded the proposal. All were in favour and it was **resolved** to do so.

- 135-04/22.5 To consider approval of the Accounting Statements 2021/2022.

The clerk/responsible financial officer presented the accounting statements 2021/2022 having signed to confirm that the statements had been prepared on a receipts and payments basis following the guidance in "Governance and Accountability for Smaller Authorities – A Practitioners Guide to Proper Practices" and that they present fairly the financial position of this authority. The chairman proposed approval of the Accounting Statements. Councillor Burgess seconded the proposal. All were in favour and it was **resolved** to do so.

- 135-04/22.6 To acknowledge submission of the annual VAT return for the financial year 2021/2022.

The clerk confirmed that that a VAT return of £1577.05 had been submitted to HMRC.

The chairman confirmed that the finance working party would meet to review the year end and start of the new financial year prior to the next parish council meeting.

### 136-04/22 Governance

- 136-04/22.1 To consider the adoption of the Local Government Association's Model Code of Conduct formally accepted by Huntingdonshire District Council on 23rd February 2022 (to take effect from May 2022).

Councillor Tew proposed that Upwood and the Raveleys Parish Council adopts the new Code of Conduct with effect from May 2020. Councillor Burgess seconded the proposal. All were in favour and it was **resolved** to do so.

### 137-04/22 Traffic, Highways & Road Safety

- 137-04/22.1 To review data gathered from the Moveable Vehicle Activated Signs (MVAS) during March 2022.

MVAS 1 was located on Huntingdon Road opposite the junction with Ailwine Road to monitor traffic approaching from Bury. Of the 32,256 vehicles recorded, 3,682 were travelling at speeds in violation of the 40 mph limit. Of these, 2,959 registered speeds between 41 – 45 mph; 573 between 46-50 mph; 123 between 51-54 mph; and 27 were travelling at speeds in excess of 55 mph. The highest recorded speed was 76 mph. (Note that the battery was dead for approximately 2 days).

MVAS 2 was located on Huntingdon Road by the allotments to monitor traffic approaching from Great Raveley. Of the 28,299 vehicles recorded, 3,812 were travelling at speeds in violation of the 40 mph limit. Of these, 2,740 registered speeds between 41 – 45 mph; 776 between 46-50 mph; 208 between 51-54; and 87 were travelling at speeds in excess of 55 mph. The highest recorded speed was 83 mph. Note that the battery was dead for 7 days.

MVAS 3 was located by the post box in Great Raveley to monitor traffic approaching from Woodwalton. Of the 6,818 vehicles recorded, 1,635 were travelling at speeds in violation of the 30 mph limit. Of these, 1,257 vehicles registered speeds between 31 – 35 mph; 306 between 36-40 mph; 58 between 41-45 mph; and 4 were travelling at speeds in excess of 50 mph. The highest recorded speed was 68 mph.

- 137-04/22.2 To receive an update on speed management strategies.

Councillor Bonnett-Kolakowska confirmed that she is waiting for confirmation from Cambridgeshire County Council regarding the location for the approved MVAS devices.

The chairman and Councillor Bonnett-Kolakowska are working closely with Bury Parish Council to coordinate traffic management strategies.

Some of the MVAS batteries are in need of replacement. Councillors considered the purchase of solar charging units at £495 + VAT versus replacement batteries (with the inherent environmental and financial cost of charging, together with the time taken to replace batteries on a regular basis) at approximately £65. Councillor Bonnett-Kolakowska proposed that the parish council purchase two standard replacement batteries in the short term. Councillor Burgess seconded this proposal. All agreed that the clerk should use the debit card for this purchase; and that the solar option is worth considering for one or more devices at a later date. All were in favour and it was **resolved** to do so. The chairman asked Councillor Bonnett-Kolakowska and Councillor Tew



to report back to the council with a strategy for speed measurement devices and power supplies, bearing in mind the rather opaque requirements of the County Council and the current debate about technologies. Further to Councillor Haines' request at the last meeting, Councillor Bonnett-Kolakowska forwarded an extensive report with supporting data for review at his meetings with the Police and Crime Commissioner and Shailesh Vara, MP. Councillors expressed regret that Councillor Haines has decided not to stand for re-election.

**138-04/22 Parish Maintenance**

- 138-04/22.1 To receive an update regarding plans for the re-wilding of highway verges. Councillor Edwards reported that the sites have been sprayed. The seedbeds will be prepared and sown in the coming weeks.
- 138-04/22.2 To consider plans for a community litter-pick. Residents gathered for the community litter pick on Sunday 03 April and filled approximately twenty refuse bags. Councillor Edwards confirmed that it had been a great success and that residents had suggested that such events should take place more frequently. The chairman thanked Councillor Edwards together with those residents who had supported the event; and those who collect litter on a regular basis across this parish.

**139-04/22 Parish Land**

- 139-04/22.1 To review the contracts of the parish council's agricultural land tenants prior to renewal on 01 November 2022. Councillor Burgess proposed that the current contracts be renewed on 01 November with no change. The chairman seconded the proposal. All were in favour and it was **resolved** to do so.

**140-04-/22 Correspondence and Communications.**

- 140-04/22.1 An update on the planning process for the combined district council and town/parish council elections to be held on 05 May 2022.
- 140-04/22.2 A letter of appreciation from a resident regarding the installation of the two new bins along the path from Farm Close to Fairmead but with a request for one of them to be re-located. Councillors agreed to celebrate the successful, long-awaited acquisition of the new bins and to take no further action.
- 140-04/22.3 An invitation to participate in Huntingdonshire District Council's Town and Parish Council Survey of playing pitch and outdoor sports facilities. Councillor Mashford agreed to coordinate the parish council's response.
- 140-04/22.4 Notification that the Landscape and Townscape Supplementary Planning Document (2022) was adopted by Huntingdonshire District Council on 17 March 2022 (replacing the Huntingdonshire Landscape and Townscape Assessment SPD (2007)).
- 140-04/22.5 Notification of Natural England's District Level Licencing scheme (DLL) which offers funding in certain parts of Cambridgeshire for the restoration and creation of clean water wildlife ponds capable of supporting great crested newts.

- 141-04/22 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. The chairman and Councillor Awit noted that they had reviewed the first cut of the new parish maintenance contract and that other than a few very minor issues which have been easily resolved, the work has been carried out to a good standard.

- 142-04/22 Date of next meeting:** Monday 09 May 2022.

Close of meeting: 8:30pm

*De Hove*  
*09/05/22*