



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 06 July 2020 at 7.00pm. The Local Authorities and Police and Crime Panel Meetings (England and Wales) Regulations 2020 came into force on 04 April enabling local councils to hold remote meetings (including by video and telephone conferencing) until May 2021. This meeting took place via "Zoom Meetings".

Present: Councillors M. Bacon, J. Burgess, P. Chegwiddden, J. Edwards, R. Howe (Chairman), J. Noble, A. Perkins, G. Slater.

In Attendance: Mrs. C. Bilverstone (Clerk), Councillor Bull (Huntingdonshire District Council).

Minutes

31-07/20 To receive and approve apologies for absence.

Councillor Ward: Medical; Councillor Tavener (District Council): attendance required at another meeting. The chairman noted with regret that this was Councillor Slater's last meeting. Councillor Slater joined the parish council in November 2013 and his commitment to the council and to this community has been exemplary. The chairman noted that three councillors will take on his responsibilities. Councillors agreed that his diligence and his humour will be greatly missed and all wished him well for the future. Further to item 21-06/20.2 a casual vacancy will be advertised after 05 August.

32-07/20 To receive declarations of interest.

Members are invited to declare disclosable pecuniary 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. Councillor Perkins: Item 37-07/20.3, planning at 45 High Street (family interest).

33-07/20 To receive and approve the minutes of the parish council meeting held on 01 June 2020.

The draft minutes of the meeting of the meeting of Upwood and the Raveleys Parish Council held on 01 June 2020 had been published following the informal approval of the chairman. Councillor Noble requested a minor change to the wording of item 26-06/20.1. Councillor Burgess proposed that the minutes be approved on this basis. Councillor Chegwiddden seconded the proposal. All were in favour and it was **resolved** to do so.

34-07/20 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.

35-07/20 To receive reports from county and district councillors.

Councillor Bull confirmed that he is waiting for a response to his request for traffic data models. The chairman re-iterated concerns that little traffic data is provided to accompany planning applications. Where such data is included, it is often outdated (e.g. a recent application included supporting traffic data from 2008).

35-07/20.1 To receive an update from Councillor Rogers regarding completion of works to footpath no. 4 leading from Bentley Close to Upwood Meadows (minute reference: 13-05/20.1). Councillor Rogers was not present at this meeting and the parish council has yet to receive an update.

36-07/20 Matters arising or carried forward from the previous meeting:

36-07/20.1 To receive an update on the work of Upwood and the Raveleys Covid Help Group. (Voicemail Helpline: 07483 281 656 or email: covidhelp@upwood.org to volunteer or request support). An extensive update regarding the Covidhelp Group's activities was published in the latest edition of the parish

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newsletter. During June, the group received only one request for assistance. As anticipated, many of those who previously requested support are now completing activities for themselves. The group continues to provide weekly support to one vulnerable resident and this will continue until community services are restored. The email and telephone support service will remain in place for the time being. The Covidhelp Administrators will re-evaluate the service in August.

37-07/20 Notification of planning items.

- 37-07/20.1 20/00898/FUL | Replacement of barns (with the benefit of Class Q Prior Approval to create 3 homes) with 3 new dwellings | Agricultural Buildings, Grange Farm, Upwood Road, Great Raveley.
Councillors were broadly supportive of this application which seeks to reflect the form of a traditional farmyard with spacious individual units sympathetically styled as barns and constructed with high quality traditional materials in keeping with its rural location. Councillors noted the addition of bat and owl boxes as biodiversity enhancement measures. Concerns were raised for the entrance/exit on a sweeping bend within a 60mph zone and councillors queried the lack of comprehensive traffic data (the data provided relates only to "wet weather speeds"). Councillors believe that there is scope to widen the entrance to allow for two-way traffic and that this combined with cutting back of hedges would mitigate safety concerns for access to and from the site. Councillor Perkins proposed that the parish council supports the application on this basis. Councillor Burgess seconded the proposal. All were in favour (although Councillor Bacon stressed his support is conditional to these mitigating factors being put in place) and it was **resolved** to do so.
- 37-07/20.2 20/00837/FUL | Retention of existing 930kw biomass boiler, flue and associated equipment | 3 Upwood Air Park, Ramsey Road, Bury. PE26 2RA
Councillors noted that this highly efficient system with no environmental or visual impact has been in use since 2014. Councillor Slater proposed that the parish council supports the application for its retention. Councillor Bacon seconded the proposal. All were in favour and it was **resolved** to do so.
- 37-07/20.3 20/00439/HHFUL | Proposed two storey side extension (Amended 16.06.20) | 45 High Street, Upwood. PE26 2QE
Councillors agreed that the amended proposed extension would be a sympathetic addition to this property, adding to and modernising the existing accommodation. Councillors considered that the positioning of the side extension closer to the road (as per the previous application) would have been more in keeping, however this proposal would still be sympathetic to neighbouring properties. Councillors would prefer that the proposed extension is finished in whitewash to preserve the street scene. There would be no detrimental impact on the conservation area or on wildlife, and the space for off-road parking will minimise impact on the street scene. Councillors noted that this application maintains the right of access for the adjoining property. Councillor Noble proposed that the parish council supports this application. Councillor Edwards seconded the proposal. Councillor Perkins abstained from voting. All others were in favour and it was **resolved** to do so.

38-07/20 Finance

38-07/20.1 To approve accounts for payment: 06 July 2020:

Reference	Description	Payee	Amount
SO	Clerk/RFO Salary. June 2020	Mrs C. Silverstone	£1015.11
DD	Employee & Employer Pension Contribution	SALVUS Master Trust	£111.16
SO	Clerk/RFO Salary PAYE/NI	HMRC	£40.96
DD	Pension Administration Fee	SALVUS Master Trust	£24.00
Debit Card	Monthly Fee	Unity Trust Bank	£3.00
Debit Card	Monthly Subscription. Acrobat Pro DC	Unity Trust Bank / store@adobe.com	£15.17
Debit Card	Annual Subscription. Office 365	Unity Trust Bank / Microsoft	£59.99
546393710	Clerk's Expenses: Working from Home Allowance, printing costs	Mrs C. Silverstone	£15.75
201354087	Parish Maintenance. Invoice 4 of 8.	The CGM Group (East Anglia) Limited	£918.30
881988926	Councillor Training (Cllrs. Burgess & Chegwidgen)	CAPALC Ltd.	£150.00
749479065	Reimbursement for bird deterrent spikes (minute ref. 26-06/20.1)	Mrs J. Noble	£16.45
15129751	Data Protection Review	PWE Group Ltd. (Priviness Ltd.)	360.00
952572736	Parish Maintenance. Invoice 5 of 8 *	The CGM Group (East Anglia) Limited	£918.30



* received after publication of the agenda but 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. Further invoices received during this time will be reported on the agenda for 07 September 2020.

38-07/20.2 To approve accounts for payment: 03 August 2020 (the parish council does not meet during August):

Reference	Description	Payee	Amount
SO	Clerk/RFO Salary. July 2020	Mrs C. Silverstone	£1014.91
DD	Employee & Employer Pension Contribution	SALVUS Master Trust	£111.16
SO	Clerk/RFO Salary PAYE/NI	HMRC	£41.16
DD	Pension Administration Fee	SALVUS Master Trust	£24.00
Debit Card	Monthly Fee	Unity Trust Bank	£3.00
Debit Card	Monthly Subscription. Acrobat Pro DC	Unity Trust Bank / store@adobe.com	£15.17
538551	Clerk's Expenses: Working from Home Allowance	Mrs C. Silverstone	£10.00

Councillor Bacon proposed that the accounts be approved for payment. Councillor Burgess 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 Bacon and Councillor Slater agreed to sign each of the invoices and authorise the online payments. The chairman agreed to sign the bank reconciliation and Councillor Noble agreed to countersign this. (All documentation was signed and returned to the clerk after the meeting).

38-07/20.3 To note income received: 06 July 2020: None received.

38-07/20.4 To receive an update from HMRC regarding Employment Allowance Reform with effect from 06 April 2020. The parish council is waiting for a response to a letter sent by the clerk on 13 May 2020.

38-07/20.5 To receive an update from the finance working party at the end of quarter 1.

The finance working party has reviewed the end of the financial year 2019/2020 and the first quarter of 2020/2021. The parish council continues to work within the parameters of its budget. The decision to return to spreadsheet-based accounting system has been welcomed. The finance working party considered notification from HMRC regarding an increase to the home working allowance (from £18 to £26 per month from 06 April 2020 for a full-time position). The clerk is employed for approximately one third of a full-time position therefore the finance working party recommends that the allowance of £10 per month implemented on CAPALC guidance in 2014 should remain unchanged.

38-07/20.6 To confirm arrangements for staff appraisals (due August 2020).

All agreed that the chairman and Councillor Burgess should appraise the clerk and that the clerk and Councillor Perkins should appraise the cemetery officer.

38-07/20.7 To consider upgrading the parish council's subscription to Office 365 to include access for councillors.

Download and analysis of the data from the speed indicator devices requires Microsoft Excel. The chairman proposed that the parish council should upgrade its subscription to allow for up to six users at an additional cost of £20 per annum. Councillor Slater seconded the proposal. All were in favour and it was **resolved** to do so.

38-07/20.8 To receive an update from PKF Littlejohn regarding changes to the reporting of staff costs for 2020 and the requirement to alter the figures on the Annual Governance and Accountability Return (AGAR) for 2019/2020.

"The Joint Panel on Accountability and Governance, Practitioners' Guide" published in March 2020 announced a change to the definition of staff costs in 2020/2021 together with an option for early adoption of the new definition. The document and the accompanying instructions for the AGAR are extremely lengthy and impenetrable. A letter had been received from PKF Littlejohn advising that early adoption would result in the parish council having to change the published figures for 2019/2020. The clerk and the chairman have therefore countersigned the report (cancelling early adoption) to reflect an increase to "staff costs" and subsequent decrease to "all other payments" of £179 on the AGAR for 2020/2021. The overall totals remain the same.

39-07/20 Traffic, Highways & Road Safety

39-07/20.1 To review data gathered from the Speed Indicator Devices (SIDs) during June 2020.

SID 1 was positioned on Huntingdon Road by the cricket field to monitor traffic approaching from Bury. Over 7,300 vehicles were registered exceeding the speed limit, and 1,518 registered speeds between 50 and 68mph. SID2 was positioned by the allotments to monitor traffic approaching from Great Raveley. 6,433 vehicles were in violation of the 40mph limit and 300 of these registered speeds between 60 and 90mph. The vehicle traveling at 90 mph was recorded at 13.16 hours on 26th June. Vehicle numbers have increased to pre Covid-19 levels.

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- 39-07/20.2 To address concerns for the increasing number of heavy goods vehicles travelling through Little Raveley. Correspondence has been received from a parishioner highlighting concerns that drivers of heavy goods vehicles are following satellite navigation routes regardless of the 7.5T restrictions. Councillor Chegwiddden agreed to report these concerns and request more effective signage through Cambridgeshire County Council's "Highways Reporting Tool".
- 39-07/20.3 To receive an update on plans to lobby Cambridgeshire County Council and Shailesh Vara MP regarding ongoing concerns for the increasing speed and volume of traffic through this parish. The parish council is waiting for a response from Councillor Bull (see item 35-07/20).

40-07/20 Community Matters

- 40-07/20.1 To consider the results of a survey regarding plans for a "pop-up" style youth club and to consider the submission of a grant to Ramsey Windfarm Community Benefit Fund to support the provision of youth activities in this parish. Councillor Bacon confirmed that the survey (see item: 25-06/20.1) had resulted in 12 responses of whom all agreed that they would wish to participate in youth activities. The chairman suggested that the parish council has insufficient data at this time to present a sound business case for this venture. He suggested that further research is required to ascertain the demand for child and youth provision in this parish; and to consider the success of current provision in neighbouring parishes. He proposed that this initiative be revisited at a later date but that the parish council should consider funding a pilot scheme when the challenges of the Covid-19 pandemic have receded. All were in favour and it was **resolved** to do so.
- 40-07/20.2 To consider government advice and the parish council's responsibilities regarding the re-opening of Bentley Close Play Area. Further to the change in the law to allow playgrounds to re-open on 04 July, the Government has published guidance containing practical advice on how playgrounds can be reopened and managed effectively whilst minimising the transmission risk of Covid-19. Owners and operators have discretion over when they consider it safe to open for activity permitted by legislation and may decide to keep areas closed should they feel unable to facilitate safe usage. Owners and operators must assess and manage the risk of potential Covid-19 transmission to users (children and accompanying adults), as well as staff tasked with the maintenance or cleaning of equipment. Councillors considered the parish council's responsibilities at length and agreed that it is unable to facilitate safe usage at this time. The parish council appreciates that this will be disappointing to families with young children. The situation will be reviewed in September. Notices will be placed on the equipment to this effect and the clerk agreed to purchase locks (to the value of £50 using the parish council's debit card) for the two gates. Routine inspections will continue. All were in favour and it was **resolved** to do so.
- 40-07/20.3 To consider government advice and the parish and district council's responsibilities regarding the provision of summer sports (scheduled for 24, 31 July, 07 August in Upwood and 14, 21, 28 August in Bury). The parish council has been waiting for a response from Huntingdonshire District Council further to confirmation that the village hall will remain closed over the summer due to the ongoing challenges of the Covid-19 pandemic. Councillor Bacon proposed that the parish council authorises him to confirm one of the following scenarios within the next week: i. that the activities may go ahead on the playing field without access to toilet and washing facilities, and with no wet-weather alternative; ii. that providing access is permitted to children from this parish and that Bury Parish Council is willing and able to host three additional sessions, that this parish council finances the three sessions at an alternative venue; or iii. that the events are cancelled for this summer. Councillor Perkins seconded the proposal. Councillor Noble voted against this course of action but all others were in favour and it was **resolved** to do so. An announcement will be made on the parish website at www.upwood.org and shared on the parish council and community facebook pages on or before 13 July.
- 40-07/20.4 To receive an update on the installation of a defibrillator in the outside porch of Upwood Village Hall. The cabinet has been installed and it is hoped that the defibrillator will be operational within the next few weeks.

41-07/20 Parish Maintenance

- 41-07/20.1 Further to item 26-06/20.1, to consider quotations for long term maintenance of Bentley Close play area. Three quotations have been received but advice from two contractors and the manufacturer suggest that the course of action outlined in item 26-06/20.1 could result in de-stabilising the base. A quotation of £3,000 has been received for removal and refill of approximately 30cm around the perimeter of the matting but this offers no guarantees. All agreed that this is not urgent and that this item should be deferred until the next meeting.

42-07/20 Governance

- 42-07/20.1 Further to item 177-04/20.1 to consider the adoption of a Data Protection Manual produced by the parish

council's Data Protection Officer Scheme Adviser.

Councillors were all in favour of the adoption of this manual and it was **resolved** to do so. All agreed to confirm via email to the clerk that they have read the document and agree to abide by its processes and principles.

- 42-07/20.2 To review and update councillor portfolio responsibilities. The following responsibilities were confirmed with effect from 05 August:

Councillor Mark Bacon:

Youth Engagement, SID Maintenance, Defibrillator Maintenance plus Community Gritting Volunteer for CCC.

Councillor Janice Burgess:

Vice Chairman, Planning & Ecology, Finance Working Party, Average Speed Camera Working Party.

Councillor Paul Chegwidan: Road Traffic and Speed Control, SID Maintenance, Average Speed Camera Working Party.

Councillor Andrew Perkins: Planning & Ecology, Tree Officer, Parish Land including Cemeteries & Churchyard, Meeting Hall preparation.

Councillor Jason Edwards:

Parish Boundaries, Footpaths & Ditches, Liaison with Allotment Association, Maintenance and Development of Charter's Spinney plus Community Gritting Volunteer for CCC.

Councillor Robin Howe:

Chairman, Finance Working Party, Average Speed Camera Working Party, Liaison with Upwood Primary Academy.

Councillor Jean Noble:

Play Facilities, Health and Safety, Risk Management.

Councillor Ian Ward:

Grounds Maintenance, Notice Boards, General Parish Maintenance.

Vacancy (from 05 August 2020):

Communication & Public Relations / Governance and GDPR.

Councillors **resolved** to appoint Councillor Burgess (newly appointed Vice-Chairman and Member of the Finance Working Party) as a bank signatory to replace Councillor Slater with effect from 05 August.

43-07/20 Correspondence and Communications.

43-07/20.1 Notification of the launch of a consultation by The Local Government Association (LGA) on a new model code of conduct.

43-07/20.2 A letter of concern regarding vandalism, trespass and a general disregard for the countryside code. The clerk has posted generic educational material about the Countryside Code and Public Rights of Way on the community facebook page.

43-07/20.3 Correspondence from Upwood and the Raveleys Village Hall committee regarding its plans for re-opening. The parish council will await further guidance from the government and the National Association of Local Councils and consider its options in September. The law is currently in place to allow for parish council meetings to take place remotely until May 2021.

44-07/20 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 reported that the longer, stronger ties on the goal nets have proved successful, and that bird spikes have been installed on the swings in Bentley Close Play Area.

Councillor Noble noted that areas of the parish maintenance contract are regularly missed. Councillor Ward is tasked to oversee operations and to maintain a checklist. This will be reviewed after the meeting.

Councillor Edwards noted plans for the Great British September Clean (further to cancellation of the Great British Spring Clean due to Covid-19). Plans are currently in place to promote "private clean-ups" with up to five other family members or friends; or "individual clean-ups". Residents are encouraged to participate in accordance with government guidance at the time. Please see advice at the following link which has been designed to support volunteers to participate in the safest way possible: <https://www.keepbritaintidy.org/get-involved/support-our-campaigns/great-british-spring-clean>

45-07/20 Date of next meeting: 07 September 2020 at 7:00pm (the parish council does not meet in August).

Close of meeting: 9:10pm

Robin Howe
9-10-20