



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 12 April 2021 at 7.00pm. 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 May 2021. This meeting took place via "Zoom Meetings".

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

In Attendance: Mrs. C. Bilverstone (Clerk) and one member of the public (for item 152-04/21.1 only).

Minutes

The chairman opened the meeting and invited those present to observe a minute's silence in memory of His Royal Highness The Prince Philip, Duke of Edinburgh.

148-04/21 To receive and approve apologies for absence. Councillor Bull: attendance required at another meeting.

149-04/21 To consider applications for one casual vacancy. No applications had been received.

150-04/21 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. There were no declarations of interest.

151-04/21 To receive and approve the minutes of the parish council meeting held on 01 March 2021.

The minutes of the meeting of the meeting of Upwood and the Raveleys Parish Council held on 01 March 2021 had been circulated in advance following the informal approval of the chairman. Councillor Bonnett-Kolakowska proposed that the minutes be approved. Councillor Burgess seconded the proposal. All were in favour and it was **resolved** to do so.

152-04/21 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.

152-04/21.1 To receive a presentation from the Community Sales Executive, County Broadband.

Plans were outlined for the installation of a full-fibre network for this parish, to be funded through a £46 million grant from Aviva. County Broadband needs 45% of the parish (245 households) to register an interest (without commitment) and for this to be followed by a pre-order target of 25% for the network to be built. Plans start from £28 per month for a 50Mb service and customers would be required to sign a two-year contract. The company have already written to every household and are due to start door-to-door canvassing during April.

153-04/21 To receive reports from county and district councillors.

153-04/21.1 Further to item 120-01/21 to review the district council's response regarding the provision of litter bins along the path between Farm Close and Fairmead.

Councillor Bull had confirmed prior to the meeting that no further progress had been made. The chairman asked for it to be removed from future agendas as there was little hope of a positive outcome. Councillor Maddocks

questioned this decision. The clerk confirmed that the district council had already effectively rejected a previous application (minute reference: 138-01/20.2). All agreed that this matter should be closed.

153-04/21.2 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).

The chairman confirmed that communication had been received from Cambridgeshire County Council to confirm that the work will be completed during the coming week.

154-04/21 Notification of planning items.

154-04/21.1 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.

All agreed that more time was needed to consider this application which comprises over 700 pages. It is data heavy and the facts are subsumed by volume and detail making it inaccessible and opaque. Councillors expressed serious concerns for a number of inaccuracies, particularly with regard to the transport assessment (based on a single date in August 2018) and traffic modelling process which woefully underestimates traffic volume; the reference to "excellent public transport facilities"; the lack of consideration for and provision of educational and other essential services; and the scant regard to feedback already received during the consultation process. Further clarification needs to be sought and councillors agreed that a meeting should be arranged for Bury and Upwood and the Raveleys Parish Councils and Ramsey Town Council with Evera Homes, Huntingdonshire District Council and Cambridgeshire County Council, to discuss infrastructure and to demand comprehensive and accurate answers.

155-04/21 Finance

155-04/21.1 To approve accounts for payment: 12 April 2021:

2020/2021			
Reference	Description	Payee	Amount
SO	Clerk/RFO Salary. March 2021	Mrs C. Silverstone	£1034.48
SO	Clerk/RFO Salary PAYE/NI	HMRC	£50.62
SO	Employer National Insurance March 2021	HMRC	£56.61
DD	Employee & Employer Pension Contribution	SALVUS Master Trust	£114.22
2021/2022			
DD	Pension Administration Fee	SALVUS Master Trust	£24.00
557358995	Clerk's Expenses: Working from Home Allowance, printing costs (March)	Mrs C. Silverstone	£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
171572633	Traffic Calming Signs	Redbrick Print Solutions	£129.00
536360484	Parish Maintenance	CGM Group (East Anglia) Limited	*£920.70
658352820	Annual renewal of the .upwood.org domain	Mr S. Howes (Webmaster)	£15.59

*Eight invoices for £918.30 were received from CGM Group Limited in 2020/2021 yet the agreement in minute reference 62-09/19.2 should have generated invoices for £920.70 (as above). The company have corrected the error for 2021/2022 and will not seek to recover the shortfall in the previous year.

155-04/21.2 To note income received: 12 April 2021.

2020/2021			
Reference	Description	Received from	Amount
BACS	Cemetery Memorial	A.J. Mills	£60.00

Councillor Burgess proposed that the accounts be approved for payment. Councillor Maddocks 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 Burgess and Councillor Perkins 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).

155-04/21.3 To review the Annual Governance and Accountability Return 2020/2021 and to consider approval of the Annual Governance Statement 2020/2021. Members acknowledged responsibility for ensuring a sound system of internal control, including arrangements for the preparation of the Accounting Statements. The chairman proposed approval of the Annual Governance Statement. Councillor Burgess seconded the proposal. All were in favour and it was **resolved** to do so. The chairman signed the statement after the meeting.

155-04/21.4 To consider approval of the Accounting Statements 2020/2021.

The clerk/responsible financial officer presented the accounting statements 2020/2021 and had signed a statement to confirm that statements had been prepared on a receipts and payments basis following the guidance in "Governance and Accountability for Smaller Authorities – A Practitioner's Guide to Proper Practices" and present fairly the financial position of this authority. The chairman proposed approval of the Accounting Statements. Councillor Bonnett-Kolakowska seconded the proposal. All were in favour and it was **resolved** to do so. The chairman signed the statement after the meeting.

155-04/21.5 To acknowledge submission of a VAT return amounting to £2,266.04 for the financial year 2020/2021.

The clerk confirmed that payment should be received within the next few weeks.

The chairman confirmed that the finance working party would provide an update on the end of the financial year 2020/2021 and the start of 2021/2022 at the next meeting.

156-04/21 Traffic, Highways & Road Safety

156-04/21.1 To review data gathered from the Speed Indicator Devices (SIDs) during March 2021.

SID 1 was located opposite the Ailwine Road junction on Huntingdon Road to monitor vehicles approaching from Bury. Of the 29,775 vehicles recorded, 2,250 were in violation of the 40mph speed limit. 1,806 registered speeds between 41 and 45 mph; 359 between 46 and 50 mph; 71 between 51 and 54 mph; and 13 registered speeds in excess of 55 mph. The highest recorded speed was 73 mph. There has been an increase in vehicle volume at this location and subsequently an increase in speed violation. It is important to note the installation of traffic lights (for Anglian Water works) approximately 100m from the SID for a period of 5 days.

SID 2 was located on Huntingdon Road by the allotments to monitor vehicles approaching from Great Raveley. Of the 33,180 vehicles recorded 3,858 were in violation of the 40 mph speed limit. 2,807 registered speeds between 41 and 45 mph, 732 between 46 and 50 mph, 222 between 51 and 54 mph and 97 registered speeds in excess of 55 mph. The highest recorded speed was 84 mph.

SID 3 was located in Great Raveley to monitor vehicles approaching from Woodwalton. It was placed at the newly installed traffic calming buildout on 21 March and thus recorded data over a 10-day period only. Of the 2,405 vehicles recorded, 463 registered speeds between 31 and 35 mph (19%) 127 were travelling in excess of 36 mph. 24.6% of vehicles registered speeds in violation of the 30mph speed limit. The highest recorded speed was 56 mph.

156-04/21.2 To receive an update from the Speed Management Working Party.

The traffic calming signage was in place throughout March. Wheelie-bin stickers will be distributed this month initially to households on Huntingdon Road, Longholme Road and Raveley Road. Plans are underway to survey residents to gain further insight and to provide evidence which it is hoped will help to justify an application for a speed limit reduction on Huntingdon Road. Councillor Bonnett Kolakowska confirmed that the three SIDS will continue to be employed to gather traffic data from various locations across the parish over the coming months.

157-04/21 Community

157-04/21.1 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 reported on initial conversations with local parents, the Principal of Upwood Primary Academy and a local activity provider. She noted that further research is required but offered to contact four companies with a view to preparing a strategy and business plan for the refurbishment/replacement of Bentley Close play area for presentation at the September meeting. Further research is needed regarding the provision of facilities at Farm Close and Fairmead (although it is recognised that both estates are under private ownership and management); and the potential to lobby for play facilities as a condition of the Upwood Airfield development and/or the potential Farm Close development. Councillor Mashford added that she would like to promote a competition to encourage the engagement of children in the design process. Councillor Chattaway added that she is considering a strategy to gather feedback from residents to gain greater understanding of the use of other recreational and leisure spaces within the parish and how these might be improved. These items will be discussed further at the next meeting.

- 157-04/21.2 To consider participation in "The Great British Spring Clean" between 28 May & 13 June 2021.
Councillor Edwards offered to coordinate this with the support of Huntingdonshire District Council. Plans will be confirmed at the next meeting.

158-04/21 Governance

- 158-04/21.1 To review the benefits of affiliation with Cambridgeshire and Peterborough Association of Local Councils (CAPALC) and to consider renewal of annual membership of at a cost of £472.57 (including £50 for membership of the Data Protection Officer Membership Scheme).
The chairman proposed that membership of CAPALC and thus the retention of NALC membership (National Association of Local Councils); together with the Data Protection Officer Membership Scheme should be renewed. Councillor Chattaway seconded the proposal. All were in favour and it was **resolved** to do so.
- 158-04/21.2 To consider the adoption of Model Standing Orders 2018 for England (Revised 2020).
The chairman proposed the revised Model Standing Orders should be adopted. Councillor Burgess seconded the proposal. All were in favour and it was **resolved** to do so.
- 158-04/21.3 Further to the government's decision (at the time of publication) not to extend The Local Authorities and Police and Crime Panel Meetings) (England and Wales) Regulations 2020, which has enabled local councils to hold remote meetings (including by video and telephone conferencing) past 07 May 2021, to consider a response to a 12-week call for evidence about how remote meetings have been used and could be used in the future.
All agreed that the forced return to face-to-face meetings is premature, unnecessary and inconsistent with the government's COVID-19 Roadmap. This parish council has proved that virtual meetings are productive and successful and offer greater access to members of the public. All agreed that a hybrid approach adopted by many businesses has to be the way forward. The clerk will respond on the parish council's behalf.
- 158-04/21.4 To consider guidance issued in the Joint Panel on Accountability and Governance Practitioners' Guide, March 2021 regarding the importance of secure email systems and the use of .GOV.UK.
Currently four members and the clerk use ".upwood.org" email addresses. The webmaster confirmed that the ".upwood.org" domain name is hosted with IONOS (along with the parish website) and that this is a decent commercial grade platform. E-mail accounts are centrally managed and have spam protection. The webmaster suggested that although a ".gov.uk" domain name may look official, it would not necessarily offer greater security particularly as all councillors use personal devices (the clerk is provided with a dedicated laptop). Residents may also feel more comfortable corresponding via a local and familiar address. The chairman confirmed that he would not use a separate email account for parish council business. The three remaining councillors using personal addresses were invited to contact the clerk if they wish to have a ".upwood.org" account.

158-04/21 Correspondence and Communications.

- 158-04/21.1 Letter of concern from a resident regarding laying water at the entrance to Charter's Spinney; and a renewed offer to repair the windows of the Chapel of Rest and to paint the cemetery gates in return for a donation to charity.
The laying water remains unresolved although the area does tend to dry during the spring/summer months. The offer to repair the windows of the chapel was agreed under item: 47-07/19.3. The gates were not in need of attention then, but councillors would appreciate their refurbishment at this time.
- 158-04/21.2 Letter of concern from a resident regarding littering, fly tipping and dog-fouling.
The clerk responded to this with reference to the minutes of the previous meeting.
- 158-04/21.3 Correspondence further to the installation of traffic calming measures in Great Raveley.
The chairman reminded members of the budget restraints and the need to compromise (please see minute reference: 98-12/20.2). He noted that a submission to the Local Highway Improvement Initiative would need to be made in order to complete the second phase of these works.
- 158-04/21.4 Letter of concern from a resident regarding ivy on the allotments.
All agreed that ivy on the allotments was not to blame, and the parish council would not take responsibility for the demise of an ageing fence which lies wholly within the boundary of the property in question. The chairman agreed to respond to the resident.
- 159-04/21 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.
There were no verbal reports.

160-04/21 Date of next meeting:

Further to advice from the National Association of Local Councils (NALC), to consider changing the date of the Annual General Parish Council Meeting and the Annual Parish Meeting to allow for these meetings to take place remotely before the change in the law on 07 May: thereby holding the Annual General Parish Council Meeting on 04 May 2021 at 6:00pm followed by the Annual Parish Meeting at 8:00pm. All were in favour and it was **resolved** to do so.

Close of meeting: 9:30pm

A handwritten signature in blue ink, appearing to be 'R. Lark', written in a cursive style.

06-05-21