



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 will be held on Monday 02 September 2019, 7.00pm at Upwood Village Hall.

All members of the Council are hereby summoned to attend for the purpose of considering and resolving upon the business to be transacted at the meeting as set out hereunder.

The meeting is open to members of the public (to include the press) unless stated otherwise in accordance with the Public Bodies (Admissions to Meetings) Act 1960.

Carol Bilverstone – Clerk and Responsible Financial Officer to Upwood and the Raveleys Parish Council. 27 August 2019

Members: 8 Quorum: 3

Agenda

52-09/19 To receive and approve apologies for absence.

53-09/19 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.

54-09/19 To receive and approve the minutes of the parish council meeting held on 01 July 2019.

55-09/19 To consider applications for one casual vacancy.

56-09/19 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.

57-09/19 To receive reports from county and district councillors.

58-09/19 Matters arising or carried forward from the previous meeting.

58-09/19.1 Further to minute reference 49-07/19.2, to receive an update regarding broadband provision in this parish.

59-09/19 Notification of planning items.

The parish council was not granted a time extension to allow for consultation on the following two items:

19/01284/HHFUL | Single storey rear and side extension | 17 Blenheim Road, Upwood. PE26 2PS

19/01345/HHFUL | Conversion of existing garage to annex | Chestnut Farm, Great Raveley. PE28 2QX

59-09/19.1 19/01482/HHFUL | Single storey extension | Mcllwaine Grange 1 Battle Road, Upwood. PE26 2PT

60-09/19 Finance

60-09/19.1 To approve accounts for payment: 02 September 2019

Reference	Description	Payee	Amount
SO	Clerk/RFO Salary	Mrs C. Bilverstone	£754.42
SO	Cemetery Officer Salary	Mr B.C. Edwards	£99.70
DD	Employee & Employer Pension Contribution	SALVUS Master Trust	£80.50
DD	Pension Administration Fee	SALVUS Master Trust	£24.00
SO	Clerk/RFO & Cemetery Officer Salary. PAYE/NI	HMRC	£35.12
932260729	Clerk's Expenses: WFH, travel, postage, stationery	Mrs C. Bilverstone	£51.95
31282837	Parish Grass Cutting (Invoice 6 of 8)	The CGM Group (East Anglia) Ltd.	*£605.70
247068110	Membership Fees	Society of Local Council Clerks	£136.00
137169491	Speed Indicator Device	Morelock Signs Limited	£2931.60
620015474	Councillor Training (Councillors Bacon & Ward)	CAPALC	£150.00
48189285 366425380	Serjeant and Son Solicitors	Registration of cemetery & land in Bentley Close (Search & Land Charges + Legal Fees)	£1050.00
934084664	PKF Littlejohn LLP	Limited Assurance Review of AGAR 31 March 2019	240.00

*payment of £605.70 was made to CGM on 01 August in accordance with minute reference 58-09/17.1, allowing invoices received from the parish maintenance contractor for grass cutting during July and August to be paid in a timely manner.

60-09/19.2 To note income received: 02 September 2019:

Reference	Description	Received From	Amount
000029	Cemetery Fee: Interment.	Dignity Funerals Ltd.	£75.00

60-09/19.3 To receive the annual appraisals and to consider recommendations for the salary review of the parish clerk and cemetery officer.

60-09/19.4 To receive an update from the finance working party.

60-10/19.5 To consider the adoption of revised Model Financial Regulations, published by NALC in July 2019.

60-10/19.6 To acknowledge completion of the Limited Assurance Review of the Annual Governance and Accountability Return for the year ended 31 March 2019.

61-09/19 Traffic, Highways & Road Safety

61-09/19.1 To receive an update regarding implementation of the traffic calming scheme for Great Raveley (LHI 2019/2020).

61-09/19.2 To review data gathered from the Speed Indicator Device (SID) during July and August 2019.

61-09/19.3 To receive an update regarding implementation of the traffic calming scheme for Little Raveley (LHI 2020/2021).

62-09/19 Parish Maintenance.

62-09/19.1 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).

62-09/19.2 To receive an update on the effectiveness of the new parish maintenance contract.

62-09/19.3 Further to minute reference 47-07/19.1 to consider a strategy for future management of Charter's Spinney.

62-09/19.4 To consider coordination of a working party to clear overgrowing vegetation and brambles from graves in the cemetery.

62-09/19.5 To consider the purchase and installation of an additional litter bin.

62-09/19.6 To consider a proposal from "Home to Home" for a living memorial to commemorate the group's 40th anniversary in 2020.

63-09/19 Parish Land

63-09/19.1 To receive an update from Serjeant and Son Solicitors regarding land registration documents for the "new" cemetery and land in Bentley Close (the play area) (minute ref.: 48-07/19.1).

63-09/19.2 To consider correspondence regarding the proposed implementation of a three-year tenancy agreement for "Gravel Pits" (minute ref.: 48-07/19.3)

64-09/19 Correspondence and Communications.

64-09/19.1 Several verbal and written complaints from parishioners regarding the quality and frequency of parish grass cutting (please see item 63-09/19.2 above).

64-09/19.2 Notification of a new Care Network Cambridgeshire initiative "Open Arms".

64-09/19.3 An invitation from Cambridgeshire County Council for volunteers to join its "Community Gritting Scheme" (please see: <https://www.cambridgeshire.gov.uk/residents/travel-roads-and-parking/roads-and-pathways/gritting-roads-cycleways-and-paths/help-with-gritting-and-clearing-snow/>)

65-09/19 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.*

66-09/19 Date of next meeting: 07 October 2019 at 7:00pm

Close of meeting