



## 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 November 2020, 7.00pm.**

The Local Authorities and Police and Crime Panel Meetings) (England and Wales) Regulations 2020 enables local councils to hold remote meetings (including by video and telephone conferencing) until May 2021. This meeting will take place via “Zoom” at the following link: <https://us02web.zoom.us/j/82880927416>

For practical reasons, some items will be deferred. Others where decisions are not required are listed for information only to enable information to be shared via the minutes.

**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 October 2020

Members: 7 Quorum: 3

### Agenda

- 78-11/20 To receive and approve apologies for absence.**
- 79-11/20 To consider applications for two casual vacancies (further to the resignation of Councillor Chegwiddden & Councillor Ward).**
- 80-11/20 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.
- 81-11/20 To receive and approve the minutes of the parish council meeting held on 05 October 2020.**
- 82-11/20 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.
- 83-11/20 To receive reports from county and district councillors.**
  - 83-11/20.1 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).
  - 83-11/20.2 To receive an update from Councillor Rogers on plans for the installation of traffic calming measures in Great Raveley (LHI 2019/2020).
- 84-11/20 Matters arising or carried forward from the previous meeting.** Included as individual agenda items.
- 85-11/20 Notification of planning items.**
  - 85-11/20.1 Notification from Evera Homes regarding proposals for Phase 2 of the RAF Upwood development.

**86-11/20 Finance**

86-11/20.1 To approve accounts for payment: 02 November 2020:

Reference	Description	Payee	Amount
SO	Clerk/RFO Salary. October 2020	Mrs C. Silverstone	£1034.68
SO	Clerk/RFO Salary PAYE/NI	HMRC	£50.42
SO	Employer National Insurance October 2020	HMRC	£56.61
DD	Employee & Employer Pension Contribution	SALVUS Master Trust	£114.22
DD	Pension Administration Fee	SALVUS Master Trust	£24.00
416123563	Clerk's Expenses: Working from Home Allowance, printing costs (October)	Mrs C. Silverstone	£11.75
392611328	Parish Maintenance. Invoice 8 of 8.	The CGM Group (East Anglia) Limited	918.30
Debit Card	Monthly Fee.	Unity Trust Bank	£3.00
Debit Card	Monthly Subscription. Acrobat Pro DC.	Unity Trust Bank / store@adobe.com	£15.17
381523330	Grant (minute ref.: 71-10/20.5)	Upwood and the Raveleys Newsletter	£627.00
847860890	Grant (minute ref.: 71-10/20.6)	Upwood Village Hall	£1,000.00

86-11/20.2 To note income received: 02 November 2020.

Reference	Description	Received from	Amount
000036	Commercial Land Rent: "Dockfields" & "3-2-20"	P. Harper & Sons	£1416.00
BACS	Commercial Land Rent: "Gravel Pits"	C. Holmes & Son	£168.00

86-11/20.3 To consider the purchase of an Android device to facilitate downloads from the Speed Indicator Devices.

86-11/20.4 To consider provision of a dedicated telephone number for the parish council by purchasing a simple "pay-as-you" go mobile phone with "top-ups" facilitated through the parish council's debit card.

86-11/20.5 To receive an update from the finance working party and to consider budget & precept requirements for 2021/2022 and beyond.

**87-11/20 Traffic, Highways & Road Safety**

87-11/20.1 To review data gathered from the Speed Indicator Devices (SIDs) during October 2020.

87-11/20.2 To receive an update from the Speed Management Working Party and to review a strategy and associated budget requirements (see item 86-/20.3) for traffic speed control.

**88-11/20 Governance**

88-11/20.1 To consider the appointment of councillor portfolio positions.

**89-11/20 Parish Maintenance**

89-11/20.1 To consider plans & quotations to remove dead branches overhanging the path from Huntingdon Road to Glebe Paddock.

89-11/20.2 To consider quotations for the refurbishment of the windows in the chapel of rest.

89-11/20.3 To consider quotations for the refurbishment of the parish benches.

**90-11/20 Correspondence and Communications.**

90-11/20.1 Correspondence regarding a proposal for sports holiday clubs.

90-11/20.2 Copy of a parishioner response to Evera Homes (see item 85-11/20.1).

**91-11/20 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.

**92-11/20 Date of next meeting:** 07 December 2020 at 7:00pm.

**Close of meeting**