



## Upwood and the Raveleys Parish Council

Parish Clerk – Mrs Jo Russel, 2 Hatchet Lane, Stonely, St Neots, Cambridgeshire PE19 5EG.  
Telephone: 07835 939547. Email: parishclerk@upwood.org

A meeting of Upwood and the Raveleys Parish Council will be held on Monday, 1 July 2024, 7.30pm 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.

Jo Russel – Clerk and Responsible Financial Officer to Upwood and the Raveleys Parish Council, 25 June 2024.

Members: 6 Quorum: 3

### Agenda

**31-07/24 To receive and approve apologies for absence.**

**32-07/24 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.

**33-07/24 To consider any applications received as a result of the advertisement for three casual vacancies.**

**34-07/24 To receive and approve the minutes of the meetings held on 3 June 2024.**

**35-07/24 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.

**36-07/24 To receive reports from county and district councillors.**

**37-07/24 Notification of planning items**

37-07/24.1 21/00572/FUL | Application for full planning permission for demolition of existing redundant building and infrastructure and residential development of 321 dwellings with associated highways, infrastructure and open space, Upwood Hill House and part of RAF Upwood.  
There were no planning items received since the last meeting.

**38-07/24 Finance**

38-07/24.1 To approve accounts for payment: July and August 2024 (as the council do not meet in August)

## M4

Reference	Description	Payee	Amount
B/P	Grass cutting invoice URPC 2024 4, 5 &6 (May and June)	BEAM	£1350
DD	ICO Annual renewal fee debited June – annual renewal	ICO	£40.00
DD	Adobe Acrobat monthly payment July & August	Lloyds debit card	£39.94
B/P	Clerk July & August 2024 expenses - working from home allowance	Mrs J Russel	£20.00
SO	Clerk/RFO Salary – June 2024	Mrs J Russel	£774.43
SO	Clerk/RFO PAYE – June 2024	HMRC	£61.60
DD	Commercial card monthly fee July & August	Lloyds debit card	£6.00
DD	Pension Administration Fee July & August	SALVUS Master Trust	£48.00
B/P	CAPALC affiliation fee 24/25 and Data Protection Officer Scheme membership – additional payment as incorrect invoice submitted	CAPALC	£73.15
B/P	Grass cutting invoices July URPC 2024 7, 8, 9 – July cuts x 3	BEAM	£1350
SO	Clerk/RFO Salary – July 2024	Mrs J Russel	£774.43
SO	Clerk/RFO Salary – July 2024	Mrs J Russel	£61.60
DD	Bank charges – account number 20338655	Unity Trust Bank	£18.00

38-07/24.2 To note income received:

Reference	Description	Payee	Amount

38-07/24.3 Approve and sign bank reconciliation dated 25 June 2024.

38-07/24.4 To consider and discuss a new process for awarding grants. Councillor Mashford has redrafted the policy and application form.

### 39-07/24 Traffic, Highways and Road Safety

39-07/24.1 To review data gathered from the Moveable Vehicle Activated Signs (MVAS) for June 2024.

39-07/24.2 To receive an update on speed management strategies (privately funded LHI application and 20mph application).

### 40-07/24 Community

40-07/24.1 To receive an update on plans to purchase Glebe paddock.

40-07/24.2 To receive an update from the Glebe paddock grant planning working party.  
Discuss possible application to Ramsey Windfarm Community Benefit Fund

40-07/24.3 To receive an update from Councillor Awit on plan for the new website

40-07/24.4 To discuss graffiti at the Bentley Close playground

### 41-07/24 Correspondence and Communications

41-07/24.1 To provide an update on the bin placement between Upwood Primary Academy and Valiant Square after approaching the District Council to request additional bins. Councillor Edwards to provide an update.

41-07/24.2 To discuss email received from a resident regarding clearance of grass cuttings.

### 42-07/24 Governance

42-07/24 Consider whether Risk Management Procedure document needs updating. Document has been circulated to all councillors for their comments.

**43-07/24 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.

**44-07/24 Date of next meeting: Parish Council Meeting - Monday, 02 September 2024.**