



Upwood and the Raveleys Parish Council

Parish Clerk – Mrs Carol Bilverstone. Kilimanjaro, 9 Meadow Road, Upwood, Huntingdon, Cambs. PE26 2QJ
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The Annual General Meeting of Upwood and the Raveleys Parish Council will be held on Monday 13 May 2019, 6.00pm 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. 07 May 2019

Members: 7 Quorum: 3

Agenda

- 01-05/19 To elect the chairman of the council and to receive the chairman's declaration of acceptance of office.**
The election of the vice chairman to the council and all other appointments will be considered on 03 June in accordance with minute reference 179/04/19.1.
- 02-05/19 To receive and approve apologies for absence.**
- 03-05/19 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.
- 04-05/19 To receive and approve the minutes of the parish council meeting held on 04 March 2019.**
- 05-05/18 To review all existing policy documents and to consider their re-adoption:**
Governance: Standing Orders, Code of Conduct, Media Policy, Complaints Procedure, Equal Opportunities and Social Inclusion Policy, Management of Records Policy, Performance Management Policy Statement
Finance: Financial Regulations, Ensuring Value for Money Policy Statement
Insurance: (see item 178-04/19.5 regarding the policy renewal on 01 June 2019)
Freedom of Information & Data Protection: Freedom of Information Publication Scheme, Data Audit Schedule, Data Breach Reporting Form, Data Protection Privacy Notice, Information Data Protection Policy, New Councillor Contact Privacy Notice, Removable Media Policy, Social Media Policy
Health & Safety & Risk Management: Health & Safety Advice and Policy, Risk Management Procedures, Risk Management Policy
Community: Community Engagement Action Plan and Policy, Grant Awarding Policy, Volunteer Policy, Crime and Disorder Policy Statement, Leadership in Planning for the Future Policy Statement
Parish Council Personnel: Training and Development Statement of Intent, Disciplinary & Grievance Procedure
Parish Assets: Schedule of Assets and Investments, Biodiversity Statement
- 06-05/19 To consider applications for two casual vacancies.**

07-05/19 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.

08-05/19 To receive reports from county and district councillors.

09-05/19 Matters arising or carried forward from the previous meeting. There were no matters arising.

10-05/19 Notification of planning items. None received at the time of publication.

11-05/19 Finance

11-05/19.1 To approve accounts for payment: 13 May 2019

Reference	Description	Payee	Amount
SO	*Clerk/RFO Salary	Mrs C. Bilverstone	£754.42
DD	*Employee & Employer Pension Contribution	SALVUS Master Trust	£80.50
DD	Pension Administration Fee	SALVUS Master Trust	£24.00
SO	Clerk/RFO Salary. PAYE/NI	HMRC	£10.32
761388721	Clerk's Expenses: WFH, Stationery, Postage	Mrs C. Bilverstone	£18.10
282518825	**Insurance Renewal (ref. 178-04/19.5)	Came and Company	£451.94
163853976	Parish Grass Cutting (invoice 2 & 3 of 8)	CGM Group (East Anglia) Ltd.	£1211.40
769694599	Internal Audit Fee	Canalbs Ltd.	£145.50
669403798	Membership & Data Protection Scheme Renewal	CAPALC	£421.73
DD	Data Protection Fee	Information Commissioner's Office	£35.00
464741827	Annual Inspection Fee. Bentley Close Play Area	Playsafety Ltd.	£82.20

*Payments reflect implementation of the revised NJC pay scales with effect from 01 April 2019 (minute ref: 130-01/19.4)

** The invoice received from Came and Company is £50 less than the quotation accepted (£501.94) at the last meeting. The clerk has been advised by the company to make payment as per the invoice.

11-05/19.2 To note income received: 13 May 2019:

Date	Reference	Received From	Description	Amount
19.03.19	BACS	HMRC	VAT Return 2018/2019	421.69
25.03.19	000037	Mr. A. Hollick	Cemetery Memorial Fee	35.00
29.04.19	BACS	Huntingdonshire District Council	Precept 2019/2020	25,000.00

12-05/19.3 To review the Internal Audit Report for the end of the financial year 2018/2019.

12-05/19.4 To consider a request from the PTA of Upwood Primary Academy for the provision of a raffle prize for its "Summer Fayre" in June 2019.

13-05/19 Traffic, Highways & Road Safety

13-05/19.1 To receive an update regarding implementation of the traffic calming scheme for Great Raveley (LHI 2019/2020).

13-05/19.2 To review data gathered from the Speed Indicator Device (SID) during April 2019.

14-05/19 Community Involvement & Engagement

14-05/19.1 To review the success of the community litter-picking event which took place on 06 April.

15-05/19 Parish Maintenance.

15-05/19.1 To consider strategies to combat fly-tipping, particularly with respect to the impact on private landowners.

15-05/19.2 To review the risk assessment report for April 2019.

15-05/19.3 To review the annual inspection report for Bentley Close Play Area.

16-05/19 Parish Land

16-05/19.1 To receive an update from Serjeant and Son Solicitors regarding land registration documents for the “new” cemetery, “The Butts” and land in Bentley Close (the play area).

17-05/19 Correspondence and Communications.

17-05/19.1 Correspondence regarding the lack of access to a defibrillator in the parish.

17-05/19.2 Correspondence from Connecting Cambridgeshire & Smart Cambridge acknowledging receipt of 16 complaints about the broadband service in this parish.

17-05/19.3 Subject Access Request from a member of the public with reference to item 167-03/19.

17-05/19.4 “Let’s Get Moving Cambridgeshire” promotional material from Huntingdonshire District Council

17-05/19.5 “Disability Huntingdonshire: Achieving Independent Living” promotional material.

18-05/19 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.

19-05/19 Date of next meeting: 03 June 2019 at 7:00pm

Owing to the bank holiday weekend and the clerk’s personal commitments, please note that the agenda for this meeting will be published one working day earlier than usual, on Friday 24 May.

Close of meeting