



## 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 14 May 2018 at 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

08 May 2018

Members: 9 Quorum: 3

### AGENDA

- 01-05/18 To elect the chairman of the council and to receive the chairman's declaration of acceptance of office.**
- 02-05/15 To elect the vice chairman and to receive the vice chairman's declaration of acceptance of office.**
- 03-05/15 Following the election on 03 May, to receive the declaration of acceptance of office and declaration of disclosable pecuniary interests from all councillors.**
- 04-05/18 To receive and approve apologies for absence.**
- 05-05/18 To receive declarations of interest.**  
Members are invited to declare disclosable pecuniary interests and other interests in items on the agenda as required by the Upwood and the Raveleys Parish Council Code of Conduct for Members and by the Localism Act 2011.
- 06-05/18 To appoint councillors to the finance working party.**
- 07-05-18 To appoint a councillor as a nominated representative to Upwood and the Raveleys Community Allotments Association.**
- 08-05/18 To review and confirm portfolio responsibilities of all councillors and to confirm plans for new councillor training.**
- 09-05/18 Adoption of policy documents.**
  - 09-05/18.1 To consider the adoption of Standing Orders (revised 2018 to reflect changes in legislation since 2013).
  - 09-05/18.2 To review all other 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

**Finance:** Financial Regulations

**Insurance:** year three of a three year agreement (please see 15-05/18.1)

**Freedom of Information & Data Protection:** Freedom of Information Publication Scheme (The parish council is waiting for further guidance from CAPALC regarding compliance with the General Data Protection Regulation which will take effect from 25 May 2018).

**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

**Parish Council Personnel:** Training and Development Statement of Intent, Disciplinary & Grievance Procedure

**Parish Assets:** Schedule of Assets and Investments, Biodiversity Statement

**10-05/18 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.

**11-05/18 To receive and approve the minutes of the parish council meeting held on 09 April 2018.**

**12-05/18 To receive reports from county and district councillors.**

**13-05/18 Matters arising or carried forward from the previous meeting.**

13-05/18.1 To receive a quotation to cut back the vegetation along the boundary adjacent to Ailwine Road in Glebe Paddock (ref. 157-04/18.1).

13-05/18.2 To consider plans for the repair/refurbishment of St. Peter's Church gates (ref. 149-03/18).

13-05/18.3 To receive an update regarding strategies to address vandalism and anti-social behaviour in the parish.

13-05/18.4 To review the work carried out to the surface of the public right of way leading from Bentley Close towards Upwood Meadows.

13-05/18.5 To consider options for renewing the graphics in the surface matting of Bentley Close Play Area.

13-05/18.6 To receive an update regarding strategies to address vandalism and anti-social behaviour in the parish.

**14-05/18 Notification of planning items.**

14-05/18.1 18/00742/S73 | Variation of condition 6 from 17/02326/REM - change of wording | Land at and including 65 High Street Upwood.

**15-05/18 Finance**

15-05/18.1 To approve accounts for payment: 14 May 2018.

Date	Ref. No.	Payee	Description	Amount
14.05.18	230050596	Mrs C. Silverstone	Clerk/RFO Salary. April 2018 Including £617.46 re. consultancy work for Wyton on the Hill Parish Council for April 2018	1327.48
			Expenses: Working from home allowance, stationery	13.49
14.05.18	607381550	HMRC	PAYE/NI including £218.16 re. consultancy work for Wyton on the Hill Parish Council for April 2018	224.39
14.05,18	DD	SALVUS Master Trust	Employee + Employer Pension Contributions. February 2018 including £43.98 re. consultancy work for Wyton on the Hill Parish Council for April 2018	163.36
14.05.18	DD	Salvus Master Trust	Small Employer Fee	24.00
14.05.18	958324196	Mr A. Davis	Parish Maintenance: Grass Cutting (Cuts 1 & 2)	790.00
14.05.18	174393384	Net World Sports	Goal nets for Glebe Paddock	59.92

14.05.18	96423594	Came & Company	Insurance Renewal	475.73
14.05.18	128811929	CAPALC	Affiliation Fee 2018/2019	335.44

15-05/18.2 To note income received: 14 May 2018:

Date	Ref. No.	Payee	Description	Amount
10.04.18	000030	Wyton on the Hill Parish Council	Parish Clerk/RFO Consultancy. March 2018	1168.61
13.04.18	BACS	Huntingdonshire District Council	Precept	25,000
13.04.18	BACS	Huntingdonshire District Council	Community Infrastructure Levy (CIL) (re. Church Lane Development)	3503.22

Nb. An invoice for £923 will be presented for payment to Wyton on the Hill Parish Council on 15 May 2018 for Clerk/RFO consultancy work for April 2018.

15-05/18.3 To review the Annual Governance and Accountability Return 2017/2018 and to consider approval of the Annual Governance Statement 2017/2018.

15-05/18.4 To consider approval of the Accounting Statements 2017/2018.

15-05/18.5 To consider changes to the Unity Trust Bank mandate to facilitate the removal of Councillor Paxton; the confirmation of three signatories; and to ensure that all councillors have access to view the accounts.

15-05/18.6 To acknowledge receipt and to approve implementation of the National Joint Council for Local Government Services pay scales for 2018/2019.

15-05/18.7 To consider a request from Northborough Parish Council for Parish Clerk/RFO services for a short term project and to consider facilitating a salary payment to the clerk through Upwood and the Raveleys Parish Council's payroll.

#### 16-05/18 Traffic, Highways & Road Safety

16-05/18.1 To receive an update from Cambridgeshire County Council regarding Local Highway Initiative plans (2017/2018) for traffic calming on Ramsey Road.

#### 17-05/18 Public Involvement & Engagement

17-05/18.1 To review plans for Huntingdonshire District Council's "Active Lifestyles" summer holiday provision.

17-05/18.2 To receive an update from the youth involvement and engagement working party.

17-05/18.3 To consider the structure, design and content of parish council's first annual report for distribution with the parish newsletter (July 2018).

#### 18-05/18 General Data Protection Regulation (GDPR)

18-05/18.1 To receive an update from CAPALC regarding the implementation of a county-wide service to facilitate compliance of parish councils with the General Data Protection Regulation.

#### 19-05/18 Correspondence and Communications.

All correspondence received to date is addressed within other agenda items.

#### 20-05/18 To receive verbal reports from Parish Councillors on matters arising from their portfolio responsibilities.

*No decisions can be made under this item.*

#### 21-05/18 Matters for future consideration. *No decisions can be made under this item.*

22-05/18 **Date of next meeting:** 04 June 2018, 7:00pm. Upwood Village Hall.

**Close of meeting**