



Upwood and the Raveleys Parish Council

Parish Clerk – Mrs Carol Bilverstone. Kilimanjaro, 9 Meadow Road, Upwood, Huntingdon, Cambs. PE26 2QJ
Telephone: 07835 939547. E-Mail: parishclerk@upwood.org

A meeting of Upwood and the Raveleys Parish Council will be held on Monday 09 May 2022, 6.00pm. 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. 03 May 2022

Members: 8 Quorum: 3

Agenda

- 01-05/22 To elect the chairman of the council and to receive the chairman's declaration of acceptance of office.**
- 02-05/22 To elect the vice-chairman and to receive the vice chairman's declaration of acceptance of office.**
- 03-05/22 Following the election on 05 May, to receive the declaration of acceptance of office and declaration of disclosable pecuniary interests from all councillors.**
- 04-05/22 To receive and approve apologies for absence.**
- 05-05/22 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.
- 06-05/22 To receive and approve the minutes of the parish council meeting held on 04 April 2022.**
- 07-05/22 To review all existing policy documents and to consider their re-adoption:**
Governance: Standing Orders, Code of Conduct (new code adopted under 136-04/22.1), Media Policy, Complaints Procedure, Equal Opportunities and Social Inclusion Policy, Management of Records Policy, Performance Management Policy Statement, Website Accessibility Statement.
Finance: Financial Regulations, Ensuring Value for Money Policy Statement.
Insurance: (see item 11-05/21.1 regarding the policy renewal on 01 June 2021).
Freedom of Information & Data Protection: Data Protection Manual, 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, Emergency Plan.
Parish Council Personnel: Training and Development Statement of Intent, Disciplinary & Grievance Procedure.
Parish Assets: Schedule of Assets and Investments, Biodiversity Statement.

08-05/22 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.

09-05/22 To receive reports from county and district councillors.

10-05/22 Notification of planning items.

10-05/22.1 21/00572/FUL | Application for full planning permission for demolition of existing redundant buildings and infrastructure and residential development of 321 dwellings with associated highways, infrastructure and open space | Upwood Hill House and part of RAF Upwood (deferred from minute ref.: 154-04/21.1).

10-05/22.2 22/00552/S73 | Variation of condition 2 (Plans) to 20/00898/FUL for amended plans: Agricultural Buildings Grange Farm, Upwood Road, Great Raveley.

11-05/22 Finance

11-05/22.1 To approve accounts for payment: 09 May 2022

Reference	Description	Payee	Amount
SO	Clerk/RFO Salary. April 2022	Mrs C. Silverstone	£1048.15
SO	Clerk/RFO Salary PAYE/NI	HMRC	£55.94
SO	Employer National Insurance April 2022	HMRC	£60.83
DD	Employee & Employer Pension Contribution	SALVUS Master Trust	£116.22
DD	Pension Administration Fee	SALVUS Master Trust	£24.00
916315084	Clerk's Expenses: Working from Home Allowance, printing costs, postage, travel (April).	Mrs C. Silverstone	£21.70
Debit Card	Monthly Fee.	Unity Trust Bank	£3.00
Debit Card	Mobile Phone Monthly Top-Up	Unity Trust Bank / Tesco.com	£7.50
Debit Card	Monthly Subscription. Acrobat Pro DC.	Unity Trust Bank / store@adobe.com	£15.17
97884579 898221876	Parish Maintenance	BEAM	£900.00
338646620	Meeting Hall Hire (Jan – Mar 2022)	Upwood and the Raveleys Village Hall	£65.15
Debit Card	Replacement MVAS batteries (ref. 137-04/22.2)	Electroquest	£119.00
DD	Data Protection Renewal Fee	Information Commissioner's Office	£35.00
687392185	Annual Inspection: Bentley Close Play Area	RoSPA Play Safety	£84.00
49279309	Defibrillator Pads	Community Heartbeat	£52.80
555416329	Rent: Glebe Paddock	Jolliffe Daking LLP	£224.00

Clerk's note: changes to the monthly standing orders for the clerk's salary and associated PAYE/NI contributions were not implemented in time. Payment to the clerk of £1242.74 was made on 30 April 2022 and corrected with a BACS payment to refund £194.59. Payment to HMRC of £159.23 was made on 30 April 2022 and an adjustment of £42.46 will be made at the end of the next pay period (31 May). The correct figures are listed in the table above.

11-05/22.2 To note income received: 09 May 2022.

2021/2022			
Reference	Description	Received From	Amount
BACS	Precept 2022/2023	Huntingdonshire District Council	£27,000
BACS	VAT Return 2021/2022 (minute ref. 135-04/22.6)	HMRC	£1577.05

11-05/22.3 To appoint a third signatory for the parish council's bank accounts.

12-05/22 Governance

12-05/22.1 To consider quotations for the renewal of the parish council's insurance policy, due on 01 June 2022.

12-05/22.2 To consider councillor portfolio responsibilities and to appoint a councillor to take responsibility for health and safety and risk assessments.

13-05/22 Traffic, Highways & Road Safety

13-05/22.1 To review data gathered from the Moveable Vehicle Activated Signs (MVAS) during March 2022.

13-05/22.2 To receive an update on speed management strategies.

14-05/22 Community

14-05/21.1 To review the annual inspection report for Bentley Close Play area and to consider matters arising.

14-05-/22 Correspondence and Communications.

15-05/22 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.

16-05/22 Date of next meeting: Monday 06 June 2022.

Close of meeting