



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 01 October 2018 at 7.00pm 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

25 September 2018

Members: 9 Quorum: 3

AGENDA

72-10/18 To receive and approve apologies for absence.

73-10/18 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.

74-10/18 To receive and approve the minutes of the parish council meeting held on 03 September 2018.

75-10/18 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.

76-10/18 To receive reports from county and district councillors.

77-10/18 Matters arising or carried forward from the previous meeting.

78-10/18 Notification of planning items.

78-10/18.1 18/01810/HHFUL | Proposed bay windows to kitchen and lounge | 2A Helens Close, Upwood. PE26 2QN

78-10/18.2 18/01896/TREE | Remove closest x2 Oak trees (TG2) to rear of garage. No work to remaining Oak trees in group | 39 Bentley Close, Upwood. PE26 2QW

78-10/18.3 18/01894/TREE | Oak (T1) - Fell and treat. Mixed Species Group (Hawthorn x2, Pear) (TG1) - Fell and treat. | 41 Bentley Close, Upwood. PE26 2QW

78-10/18.4 18/01857/LBC | Introduction of replacement doors and windows including minor changes | 11 High Street Upwood Huntingdon PE26 2QE

79-10/18 Finance

79-10/18.1 To consider joining the CAPALC General Data Protection Membership Scheme at a cost of £50 for the period to 31 March 2019 (*payment is included under item 79-10/18.2 but is subject to resolution).

79-10/18.2 To approve accounts for payment: 01 October 2018

Date	Ref. No.	Payee	Description	Amount
01.10.18	460847342	Mrs C. Bilverstone	Clerk/RFO Salary. September 2018	728.57
			Expenses: Working from home allowance, stationery, travel.	34.78
			Reimbursement for paint & signs for refurbishment of Upwood Book Exchange	£172.48
01.10.18	N/A	HMRC	PAYE/NI. September 2018	Nil
01.10.18	DD	SALVUS Master Trust	Employee + Employer Pension Contributions. September 2018	76.70
01.10.18	DD	Salvus Master Trust	Small Employer Fee	24.00
01.10.18	94696437	Mr A. Davis	Parish Maintenance: Grass cutting (cut no. 7 & 8)	£790.00
01.10.18	932989336	Upwood and the Raveleys Village Hall	Grant to assist with operational costs (minute ref. 63-09/18.3	£1000.00
			Meeting Room Hire (July-September 2018) inc. hire of hall for summer activities @ £10 per session.	95.00
01.10.18	937039276	Upwood and the Raveleys Newsletter	Grant to assist with production costs (minute ref. 63-09/18.7	£1254.00
01.10.18	560806912	Serjeant and Son Client Account	Legal Fees: Upgrade of the land registry title to Charter's Spinney	£45.00
01.10.18	921968920	Somersham Parish Council	Councillor Training (Cllr. Hall & Cllr. Twose)	£150.00
01.10.18	363176158	*CAPALC	GDPR Membership Scheme (to 31 March 2019)	£50.00

79-10/18.3 To note income received: 01 October 2018:

Date	Ref. No.	Payee	Description	Amount
25.09.18	000021	Dignity Funerals Ltd.	Interment Fee	75.00

79-10/18.4 To consider budget requirements for 2019/2020 (to include agenda items below where appropriate) and to review the business plan for the next three years (the finance working party will meet in October and present recommendations for the budget and precept at the next meeting).

80-10/18 Traffic, Highways & Road Safety

80-10/18.1 To consider plans for traffic calming measures in Great Raveley (Local Highway Initiative 2019/2020).

80-10/18.2 To receive an update from Cambridgeshire County Council regarding completion of the refurbishment of the public right of way leading from Bentley Close towards Upwood Meadows (minute ref. 64-09/18.1).

81-10/18 Public Involvement & Engagement and Parish Council Development

81-10/18.1 To receive an update from the youth involvement and engagement working party.

81-10/18.2 To receive a review of the success of the "Active Lives" summer activity programme from Huntingdonshire District Council and to consider future provision.

81-10/18.3 To consider adoption of an action plan to address outstanding items from the Community Led Plan.

82-10/18 Parish Council Management and Governance

82-10/18.1 To consider adoption of a Crime and Disorder policy statement.

82-10/18.2 To consider adoption of a statement to illustrate how the parish council ensures value for money.

82-10/18.3 To consider adoption of a statement on performance management.

82-10/18.4 To consider adoption of a statement on leadership in planning for the future.

82-10/18.5 To review the requirements of the Local Council Quality Gold Award and to consider confirming by resolution that the parish council continues to meet all requirements of the Foundation and Quality Awards and that

(subject to the adoption and subsequent online publication of the four policies considered above) it also meets all requirements of the Quality Gold Award.

82-10/18.6 To consider authorising the clerk to apply for the Quality Gold Award at a cost of £50 + VAT payable to NALC and £200 + VAT to CAPALC.

83-10/18 Parish Land and Assets.

83-10/18.1 To receive an update from Cadent Gas Limited regarding the refurbishment and ongoing maintenance of the building at Charter's Spinney.

83-10/18.2 To receive an update from Serjeant and Son Solicitors on progress to upgrade the title of Charter's Spinney and on the proposed lease agreement from DLA Piper LLP for the parcel of land hosting the building.

83-10/18.3 Further to the purchase of a new laptop for use by the clerk in June 2018, to consider the "disposal" of the previous laptop which has been re-formatted to factory settings.

84-10/18 Parish Maintenance.

84-10/18.1 To review and confirm parish maintenance requirements for a new contract to take effect from Spring 2019.

84-10/18.2 To consider inviting maintenance contractors to tender for a new contract to take effect from Spring 2019.

84-10/18.3 To consider a councillor's donation of a memorial tree to be planted in St. Peter's Churchyard.

84-10/18.4 To receive an update on the refurbishment of the telephone kiosk (Upwood Book Exchange).

85-10/18 Correspondence and Communications.

There was no additional correspondence or communication at the time of publication.

86-10/18 To receive verbal reports from Parish Councillors on matters arising from their portfolio responsibilities.

No decisions can be made under this item.

87-10/18 Matters for future consideration. No decisions can be made under this item.

88-/10/18 Date of next meeting: 05 November 2018, 7:00pm. Upwood Village Hall.

Close of meeting