



Upwood and the Raveleys Parish Council

Parish Clerk – Mrs Carol Bilverstone. Kilimanjaro, 9 Meadow Road, Upwood, Huntingdon, Cambs. PE26 2QJ
Telephone: 01487 812447. E-Mail: parishclerk@upwood.org

A meeting of Upwood and the Raveleys Parish Council will be held on Monday 02 July 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

26 June 2018

Members: 9 Quorum: 3

AGENDA

41-07/18 To receive and approve apologies for absence.

42-07/18 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.

43-07/18 To receive and approve the minutes of the parish council meeting held on 04 June 2018.

44-07/18 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.

45-07/18 To receive reports from county and district councillors.

46-07/18 Matters arising or carried forward from the previous meeting.

46-07/18.1 To receive an update regarding rudimentary work to the chains and fastenings to the swings in the Bentley Close play area.

46-07/18.2 To receive an update from the clerk regarding concerns for the effectiveness of the mobile phone mast.

47-07/18 Notification of planning items.

47-07/18.1 18/01136/HHFUL | Proposed single storey side/rear extension | 18 Liberator Road, Upwood. PE26 2PY

48-07/18 Finance

48-07/18.1 To approve accounts for payment: 02 July 2018

Date	Ref. No.	Payee	Description	Amount
02.07.18	945427613	Mrs C. Silverstone	Clerk/RFO Salary. June 2018 *Including consultancy work for Wyton on the Hill Parish Council for June 2018	953.90
			Expenses: Working from home allowance, postage, stationery, travel.	35.82
			Reimbursement: Purchase of "Office 365" (minute ref. 31-06/18.6)	50.21
02.07.18	271301034	HMRC	PAYE/NI. June 2018 *including consultancy work for Wyton on the Hill Parish Council.	43.55
02.07.18	DD	SALVUS Master Trust	Employee + Employer Pension Contributions. June 2018 *including consultancy work for Wyton on the Hill Parish Council.	105.00
02.07.18	DD	Salvus Master Trust	Small Employer Fee	24.00
02.07.18	536854341	Mr A. Davis	Parish Grass Cutting (no. 5)	395.00
02.07.18	747379177	Huntingdonshire District Council	Election Fee (uncontested)	135.00
02.07.18	45620385	Upwood and the Raveleys Village Hall	Meeting room hire	67.23

*An invoice for £297.18 will be presented for payment to Wyton on the Hill Parish Council on 10 July 2018 for Clerk/RFO consultancy work for June 2018.

48-07/18.2 To note income received: 02 July 2018:

Date	Ref. No.	Payee	Description	Amount
11.06.18	000018	The Memorial Craftsman Ltd.	Cemetery Memorial Fee	60.00
12.06.18	BACS	Wyton on the Hill Parish Council	Parish Clerk/RFO Consultancy. May 2018 (minute ref. 31-06/18.3)	849.93
18.06.18	000019	Northborough Parish Council	Parish Clerk/RFO Consultancy. April/May 2018 (minute ref. 31-06/18.3)	216.75

48-07/18.3 To approve accounts for payment: 06 August 2018

06.08.18	2499289	Mrs C. Silverstone	Clerk/RFO Salary. July 2018	720.78
			Expenses: Working from home allowance, stationery	13.49
06.08.18	843829	HMRC	PAYE/NI. July 2018	7.79
06.08.18	DD	SALVUS Master Trust	Employee + Employer Pension Contributions. July 2018	76.70
06.08.18	DD	Salvus Master Trust	Small Employer Fee	24.00

In accordance with minute reference 58-09/17.1, invoices received from the parish maintenance contractor for grass cutting during July and August will be paid in a timely manner and reported on the agenda for the next meeting to be held on 03 September.

48-07-18.4 To confirm arrangements for the annual appraisal and salary review of the clerk and cemetery officer (due 01 August).

48-07-18.5 To retrospectively consider supporting the clerk's application to attend the CAPALC conference (29 June 2018) "Share the Vision: Shape the Future" at a cost of £30 + travel to Hemmingford Abbots.

49-07/18 Traffic, Highways & Road Safety

49-07/18.1 To receive an update from Cambridgeshire County Council regarding Local Highway Initiative plans (2017/2018) for traffic calming on Ramsey Road.

49-07/18.2 To consider an application to the Local Highway Improvement Fund 2019/2020

50-07/18 Public Involvement & Engagement and Parish Council Development

50-07/18.1 To receive an update from the youth involvement and engagement working party.

50-07/18.2 To receive an update on achievements and outstanding actions and to consider strategies to refresh the Community Led Plan.

50-07/18.3 To consider the structure, design and content of parish council's first annual report for distribution with the parish newsletter (July 2018).

50-07/18.4 To review the requirements of the Local Council Award Scheme "Quality Gold" standard and to consider preparing for an application in the near future.

51-07/18 Parish Land

51-07/18.1 To receive an update on the proposed lease agreement from DLA Piper LLP for the parcel of land hosting the building at Charter's Spinney.

52-07/18 Correspondence and Communications.

52-07/18.1 An invitation to participate in a preliminary draft consultation on Cambridgeshire and Peterborough Minerals and Waste Local Plan (please see: www.cambridgeshire.gov.uk/mwlp)

53-07/18 To receive verbal reports from Parish Councillors on matters arising from their portfolio responsibilities.

No decisions can be made under this item.

54-07/18 Matters for future consideration. *No decisions can be made under this item.*

55-07/18 Date of next meeting: 03 September 2018, 7:00pm. Upwood Village Hall.

Close of meeting