



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 03 December 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

27 November 2018

Members: 8 Quorum: 3

AGENDA

106-12/18 To receive and approve apologies for absence.

107-12/18 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.

108-12/18 To consider applications for the casual vacancy.

109-12/18 To receive and approve the minutes of the parish council meeting held on 05 November 2018.

110-12/18 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.

111-12/18 To receive reports from county and district councillors.

112-12/18 Matters arising or carried forward from the previous meeting.

112-12/18.1 Further to item 102-11/18.4, to consider additional correspondence from the Parochial Church Council of St. Peter's Church regarding the collapse of the church path.

112-12/18.2 To address matters arising from the risk assessment carried out in October 2018:

- To consider action to address a loose roof tile on the chapel of rest.
- To consider replacement of plastic bolt covers on the Bentley Close play equipment and to consider action to prevent further systematic removal of these covers.

113-12/18 Notification of planning items.

114-12/18 Finance

114-12/18.1 To consider approval of a further payment of £60 to Serjeant and Son Solicitor in respect of the revised application to Land Registry Fees to upgrade the title of Charter's Spinney (minute ref. 100-11/18.2).

114-12/18.2 To approve accounts for payment: 03 December 2018

Date	Ref. No.	Payee	Description	Amount
03.12.18	611354849	Mrs C. Silverstone	Clerk/RFO Salary. November 2018*	747.69
			Expenses: Working from home allowance, stationery, travel.	33.49
			Reimbursement for the purchase of a padlock for Glebe Paddock	20.99
03.12.18	319726604	Mr B.C. Edwards	Cemetery Officer Salary. October - December 2018	93.78
03.12.18	N/A	HMRC	PAYE/NI. November 2018**	Nil
03.12.18	DD	SALVUS Master Trust	Employee + Employer Pension Contributions. November 2018	78.70
03.12.18	DD	Salvus Master Trust	Small Employer Fee	24.00
03.12.18	646607635	SLCC	Purchase of "Local Council Administration" 11 th Ed.	108.79
03.12.18	362114016	Mr A. Davis	Parish Maintenance. Grass Cutting (no. 9)	395.00
03.12.18	501443196	Mr G. Slater	Reimbursement for purchase of bookcase for Upwood Book Exchange	55.99
03.12.18	486668807	NALC	Local Council Award Scheme: Quality Gold Registration	60.00
03.12.18	456857518	Huntingdonshire District Council	"Active Lives" sports sessions, Summer 2018***	383.94
03.12.18	81743410	Serjeant and Son Solicitor	Additional Payment re. land registration, Charter's Spinney (subject to resolution in item 114-12/18.1)	60.00

*The clerk's salary payment reflects the resolution made in item 63-09/18.3 that the council would award an additional spine point to take effect on the successful completion of the Quality Gold Award.

**The parish council remains in credit with HMRC.

*** The actual cost of the "Active Lives" sessions is £639.90 but the parish council had resolved to pay £393.94 based on the quotation and service level agreement. The district council has accepted that an error has been made (the quotation was based on one member of staff and not two) but the parish council should note the actual cost of this provision should it decide to offer this opportunity in future.

114-12/18.3 To note income received: 03 December 2018:

Date	Ref. No.	Payee	Description	Amount
13.11.18	000024	Peterborough Funeral Services Ltd.	Cemetery Fee: Interment of cremated remains	50.00
16.11.18	000025	Mr J. & Mr H. Edwards	Cemetery Fee: Memorial x 2	120.00

115-12/18 Traffic, Highways & Road Safety

115-12/18.1 To receive an update regarding proposed traffic calming measures in Great Raveley (Local Highway Initiative 2019/2020).

115-12/18.2 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).

116-12/18 Public Involvement & Engagement and Parish Council Development

116-12/18.1 To receive an update from the youth involvement and engagement working party.

117-12/18 Parish Maintenance.

118-12/18.1 To review quotations for a three-year parish maintenance contract to take effect from Spring 2019.

118-12/18 Correspondence and Communications.

118-12/18.1 To receive an update on Huntingdonshire District Council's Local Plan to 2036

- 118-12/18.2 To consider correspondence received further to consideration of planning item 18/02279/HHFUL | Single storey rear and side extensions | 4 Helens Close, Upwood. PE26 2QN, minute reference: 96-11/18.4.
- 118-12/18.3 To consider correspondence received from the Director of Optimum Lettings and Property Management regarding potential development plans for Great Raveley, minute reference: 102-11/18.5.
- 118-12/18.4 To consider correspondence from residents of Great Raveley in response to item 119-12/18.3.
- 118-12/18.5 To consider further correspondence from St. Peter's Church regarding the collapse of the church path.
- 119-12/18 To receive verbal reports from Parish Councillors on matters arising from their portfolio responsibilities.**
No decisions can be made under this item.
- 120-12/18 Matters for future consideration.** *No decisions can be made under this item.*
- 121-12/18 Date of next meeting:** 07 January 2019, 7:00pm. Upwood Village Hall.

Close of meeting