



## 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 03 September 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

28 August 2018

Members: 9 Quorum: 3

### AGENDA

**56-09/18 To receive and approve apologies for absence.**

**57-09/18 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.

**58-09/18 To receive and approve the minutes of the parish council meeting held on 02 July 2018.**

**59-09/18 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.

**60-09/18 To receive reports from county and district councillors.**

**61-09/18 Matters arising or carried forward from the previous meeting.**

**62-09/18 Notification of planning items.**

62-09/18.1 16/01869/OUT | Proposed staff and holiday accommodation | The Cross Keys. High Street Upwood PE26 2QE. To receive an update from the district council in response to concerns raised by members of the public.

62-09/18.2 18/00954/FUL | Proposed erection of two detached dwellings with garaging and hardstanding for parking and turning, paddock area including field shelters, and field access track | Land at The Paddock. Raveley Road, Great Raveley.

62-09/18.3 18/01328/HHFUL | 2 storey side extension | 11 Lincoln Road, Upwood. PE26 2PP

**63-09/18 Finance**

63-09/18.1 To approve accounts for payment: 03 September 2018

Date	Ref. No.	Payee	Description	Amount
31.07.18	784200379	Mr A. Davis	Parish Grass Cutting (no. 6). Paid 31.07.18 re. minute ref. 58-09/17.1	395.00
03.09.18	86940206	Mrs C. Silverstone	Clerk/RFO Salary. August 2018 *Including consultancy work for Wyton on the Hill Parish Council for June/July 2018	815.69
			Expenses: Working from home allowance, postage, stationery, travel.	50.30
03.09.18	350807180	Mr B.C. Edwards	Cemetery Officer Salary. July-September 2018	93.78
03.09.18	555948141	HMRC	PAYE/NI. August 2018 *including clerk/RFO consultancy work for Wyton on the Hill Parish Council.	39.24
03.09.18	DD	SALVUS Master Trust	Employee + Employer Pension Contributions. August 2018 *including consultancy work for Wyton on the Hill Parish Council.	83.40
03.09.18	DD	Salvus Master Trust	Small Employer Fee	24.00
03.09.18	907852090	Mr A. Davis	Refurbishment of St. Peter's Church gates	245.00
03.09.18	683942791	Huntingdonshire District Council	Printing Services. Councillor ID cards x 2	15.71
			Printing Services. Annual Report 2018	72.52
03.09.18	869302645	Society of Local Council Clerks	Renewal of annual membership	128.00
03.09.18	283657775	PKF Littlejohn LLP	Limited Assurance Review of AGAR. 31 March 2018	240.00

An invoice for £67.11 will be presented for payment to Wyton on the Hill Parish Council on 11 September 2018 for Clerk/RFO consultancy work for June & July 2018.

63-09/18.2 To note income received: 03 September 2018:

Date	Ref. No.	Payee	Description	Amount
17.07.18	000020	Dignity Funerals Ltd.	Interment Fee	75.00

- 63-09-18.3 To review the annual appraisals of the clerk and cemetery officer; and to consider salary recommendations.
- 63-09/18.4 To acknowledge the successful completion of the Limited Assurance Review of the Annual Governance and Accountability Return for the year ended 31 March 2018.
- 63-09/18.5 To consider the appointment of an internal auditor for the financial year 2018/2019.
- 63-09/18.6 To consider a grant application from Upwood and the Raveleys Village Hall for assistance with operational and insurance costs.
- 63-09/18.7 To consider a grant application from Upwood and the Raveleys Newsletter for assistance with ongoing operational costs.

#### 64-09/18 Traffic, Highways & Road Safety

- 64-09/18.1 To consider options for completing the refurbishment of the public right of way leading from Bentley Close towards Upwood Meadows.

#### 65-09/18 Public Involvement & Engagement and Parish Council Development

- 65-09/18.1 To receive an update from the youth involvement and engagement working party.
- 65-09/18.2 To receive an update on achievements and outstanding actions and to consider strategies to refresh the Community Led Plan.
- 65-09/18.3 To consider the professional development aspirations of members and staff.

#### 66-09/18 Parish Council Management and Governance

- 66-09/18.1 To consider adoption of a suite of documents and strategies designed to fulfil the requirements of the General Data Protection Regulation, 2018:  
Data Audit Schedule | Data Breach Reporting Form | Privacy Notices: Data Protection; New Councillor; Exclusive Right of Burial; Information Data | Removable Media Policy | Retention of Documents Policy | Social Media Policy.
- 67-09/18 Parish Land and Assets.**
- 67-09/18.1 To receive an update from Cadent Gas Limited regarding the refurbishment and ongoing maintenance of the building at Charter's Spinney.
- 67-09/18.2 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; and to consider advice from Serjeant and Son Solicitors regarding the title of the land and the parish council's options for the future of this piece of land.
- 67-09/18.3 To consider the refurbishment of the telephone kiosk (Upwood Book Exchange).
- 68-09/18 Correspondence and Communications.**
- 68-09/18.1 Improving Transport Services in Ramsey: A research paper commissioned by Ramsey Neighbourhoods Trust
- 68-09/18.2 An invitation to attend Cambridgeshire Local Councils Conference 2018. 23 November 2018, 9.30am – 3.45pm. Marriott Hotel, Huntingdon.
- 68-09-18.3 An invitation to attend a service to commemorate the centenary of the end of WWI. Upwood Cemetery. 07 September, 4:00pm.
- 68-09/18.4 An invitation to comment on a proposal to extend the Gran Fondo Tour of Cambridgeshire from 80 miles to 100 miles (please see: <https://ridewithgps.com/routes/27899430>)
- 69-09/18 To receive verbal reports from Parish Councillors on matters arising from their portfolio responsibilities.**  
*No decisions can be made under this item.*
- 70-09/18 Matters for future consideration.** *No decisions can be made under this item.*
- 71-09/18 Date of next meeting:** 01 October 2018, 7:00pm. Upwood Village Hall.

**Close of meeting**