



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 04 June 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

29 May 2018

Members: 9 Quorum: 3

AGENDA

23-06/18 To receive and approve apologies for absence.

24-06/18 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.

25-06/18 To review and confirm portfolio responsibilities of all councillors.

26-06/18 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.

27-06/18 To receive and approve the minutes of the parish council meeting held on 14 May 2018.

28-06/18 To receive reports from county and district councillors.

29-06/18 Matters arising or carried forward from the previous meeting.

30-06/18 Notification of planning items.

30-06/18.1 18/00954/FUL | Proposed erection of two detached dwellings with garaging, paddock areas and access road | Land at The Paddock, Raveley Road Great Raveley.

31-06/18 Finance

31-06/18.1 To consider the replacement of the clerk's laptop and to approve immediate payment of one of two proforma invoices (£646.80 or £742.80, both including VAT) dependent on availability shortly after this meeting.

31-06/18.2 To consider setting up an annual direct debit to The Information Commissioner for the Data Protection Fee (direct debit payments benefit from a £5 annual reduction).

31-06/18.3 To approve accounts for payment: 04 June 2018.

Date	Ref. No.	Payee	Description	Amount
04.06.18	10173634	Mrs C. Silverstone	Clerk/RFO Salary. May 2018 Including a backdated payment of £12.97 (minute ref. 15-05/18.6). *Including consultancy work for Wyton on the Hill Parish Council for May 2018 & Northborough Parish Council for April/May 2018	1431.14
			Expenses: Working from home allowance, stationery	13.49
04.06.18	982986262	Mr B.C. Edwards	Cemetery Officer Salary. Quarter 1	93.78
04.06.18	518819548	HMRC	PAYE/NI. May 2018 & Quarter 1 *including £218.16 re. consultancy work for Wyton on the Hill Parish Council for May 2018 & Northborough Parish Council for April/May 2018	298.25
04.06.18	DD	SALVUS Master Trust	Employee + Employer Pension Contributions. May 2018 *including consultancy work for Wyton on the Hill Parish Council for May 2018 & Northborough Parish Council for April/May 2018	179.58
04.06.18	DD	Salvus Master Trust	Small Employer Fee	24.00
04.06.18	See item 31-06/18.3	The Information Commissioner	Data Protection Fee	35.00 DD or 40.00 BACS
04.06.18	25867766	Canalbs Ltd.	Internal Audit Fee	113.62
04.06.18	214192335	RoSPA Playsafety Ltd	Annual play area inspection	79.80
04.06.18	88932221	Mr A. Davis	Parish Grass Cutting (3 & 4)	790.00
04.06.18	See item 31-06/18.1	Dell Products	Replacement laptop	£646.80 or £742.80

*An invoice for £849.93 will be presented for payment to Wyton on the Hill Parish Council on 12 June 2018 for Clerk/RFO consultancy work for May 2018. An invoice for £216.75 will be presented for payment to Northborough Parish Council on 13 June for Clerk/RFO consultancy work for April/May 2018 (minute ref. 15-05/18.7).

31-06/18.4 To note income received: 04 June 2018:

Date	Ref. No.	Payee	Description	Amount
15.05.18	000017	Wyton on the Hill Parish Council	Parish Clerk/RFO Consultancy. March 2018	923.58

31-06/18.5 To review the Internal Audit report for 2017/2018.

31-06/18.6 To consider the purchase of "Office 365" at £50.99 from Amazon (registration and a 12 month subscription) + an annual fee (currently £59.99).

32-06/18 Traffic, Highways & Road Safety

32-06/18.1 To receive an update from Cambridgeshire County Council regarding Local Highway Initiative plans (2017/2018) for traffic calming on Ramsey Road.

32-06/18.2 To consider an application to the Local Highway Improvement Fund 2019/2020

33-06/18 Public Involvement & Engagement

33-06/18.1 To consider authorisation of a Service Level Agreement with Huntingdonshire District Council for the provision of its "Active Lifestyles" summer holiday programme.

33-06/18.2 To receive an update from the youth involvement and engagement working party.

33-06/18.3 To consider the structure, design and content of parish council's first annual report for distribution with the parish newsletter (July 2018).

34-06/18.1 Parish Maintenance

To review the annual inspection of the Bentley Close play area.

35-06/18 Parish Land

35-06/18.1 To consider a proposed lease agreement from DLA Piper LLP for the parcel of land hosting the building at Charter's Spinney.

36-06/18 General Data Protection Regulation (GDPR)

36-06/18.1 To receive an update from CAPALC regarding the implementation of a county-wide service to facilitate compliance of parish councils with the General Data Protection Regulation.

37-06/18 Correspondence and Communications.

37-06/18.1 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)

38-06/18 To receive verbal reports from Parish Councillors on matters arising from their portfolio responsibilities.

No decisions can be made under this item.

39-06/18 Matters for future consideration. No decisions can be made under this item.

40-06/18 Date of next meeting: 04 July 2018, 7:00pm. Upwood Village Hall.

Close of meeting