



Upwood and the Raveleys Parish Council

Parish Clerk – Mrs Carol Bilverstone. Kilimanjaro, 9 Meadow Road, Upwood, Huntingdon, Cambs. PE26 2QJ
Telephone: 07835 939547. E-Mail: parishclerk@upwood.org

A meeting of Upwood and the Raveleys Parish Council will be held on Monday 05 July 2021, 7.00pm. 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.

Attendance is subject to compliance with the risk assessment, the guidance for users, and the conditions of hire produced by the management committee of Upwood Village Hall. Please see: <http://www.upwood.org/index.php/parish-council>.

For practical reasons, some items on the agenda may be deferred.

Carol Bilverstone – Clerk and Responsible Financial Officer to Upwood and the Raveleys Parish Council. 29 June 2021

Members: 7 Quorum: 3

Agenda

- 18-07/21 To receive and approve apologies for absence and to acknowledge the resignation of Councillor Chattaway.**
- 19-07/21 To receive declarations of interest.**
Members are invited to declare disclosable pecuniary interests and other interests in items on the agenda as required by Upwood and the Raveleys Parish Council Code of Conduct for Members and by the Localism Act 2011.
- 20-07/21 To receive and approve the minutes of the annual parish council meeting held on 04 May 2021.**
- 21-07/21 To consider applications for one existing casual vacancy and to consider the advertisement of a second further to the resignation of Councillor Chattaway.**
- 22-07/21 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.
- 23-07/21 To receive reports from county and district councillors.**
- 24-07/21 Notification of planning items.**
 - 24-07/21.1 21/00572/FUL | Application for full planning permission for demolition of existing redundant buildings and infrastructure and residential development of 321 dwellings with associated highways, infrastructure and open space | Upwood Hill House and part of RAF Upwood (deferred from minute ref.: 154-04/21.1 & 10-05/21.2).
 - 24-07/21.2 21/01370/HHFUL | Proposed Rear Extension | 12 High Street, Upwood.
 - 24-07/21.3 To consider a proposal from Evera Homes for the naming of a new street in this parish, “Jubilee Close” (the close comprises 31 homes in phase one of the Upwood Airfield development).
 - 24-07/21.4 21/01416/S73 | Variation of Condition 2 (Plans) to 20/00898/FUL for minor changes to the approved plans | Agricultural Buildings, Grange Farm, Great Raveley.

25-07/21 Finance

25-07/21.1 To approve accounts for payment: 07 June, 05 July & 02 August 2021:

Payments made on 07 June 2021 in accordance with minute reference 17-05/21:

| Reference | Description | Payee | Amount |
|------------|---|--|----------|
| SO | Clerk/RFO Salary. May 2021 | Mrs C. Silverstone | £1043.68 |
| SO | Cemetery Officer Salary. April – June 2021 | Mr. B.C. Edwards | £117.75 |
| SO | Clerk/RFO Salary PAYE/NI | HMRC | £70.62 |
| SO | Employer National Insurance May 2021 | HMRC | £55.92 |
| DD | Employee & Employer Pension Contribution | SALVUS Master Trust | £114.22 |
| DD | Pension Administration Fee | SALVUS Master Trust | £24.00 |
| 644430142 | Clerk's Expenses: Working from Home Allowance, printing costs (May) | Mrs C. Silverstone | £12.75 |
| Debit Card | Monthly Fee. | Unity Trust Bank | £3.00 |
| Debit Card | Mobile Phone Monthly Top-Up | Unity Trust Bank / Tesco.com | £7.50 |
| Debit Card | Monthly Subscription. Acrobat Pro DC. | Unity Trust Bank / store@adobe.com | £15.17 |
| Debit Card | Litter Picking Tools | Unity Trust Bank / Techno Tronics Ltd. | £89.75 |
| 984624500 | Parish Maintenance (invoices 3 & 4 of 8) | CGM Group (East Anglia) Limited | £1841.40 |
| 17859636 | Bentley Close Play Area Replacement Parts | Kompan Ltd. | £177.60 |
| 24757979 | Glebe Paddock Rent | Jolliffe Daking LLP | £224.00 |

Payments for approval 05 July 2021:

| Reference | Description | Payee | Amount |
|------------|--|------------------------------------|----------|
| SO | Clerk/RFO Salary. June 2021 | Mrs C. Silverstone | £1043.68 |
| SO | Clerk/RFO Salary PAYE/NI | HMRC | £41.42 |
| SO | Employer National Insurance June 2021 | HMRC | £55.92 |
| DD | Employee & Employer Pension Contribution | SALVUS Master Trust | £114.22 |
| DD | Pension Administration Fee | SALVUS Master Trust | £24.00 |
| 50288182 | Clerk's Expenses: Working from Home Allowance, printing costs (June) | Mrs C. Silverstone | £11.75 |
| Debit Card | Monthly Fee. | Unity Trust Bank | £3.00 |
| Debit Card | Mobile Phone Monthly Top-Up | Unity Trust Bank / Tesco.com | £7.50 |
| Debit Card | Monthly Subscription. Acrobat Pro DC. | Unity Trust Bank / store@adobe.com | £15.17 |
| Debit Card | Play Safe Bark Chippings | Unity Trust Bank / Wickes | £25.95 |
| TBC | Parish Maintenance (invoice 5 of 8) | CGM Group (East Anglia) Limited | £920.70 |
| 533912989 | Materials for refurbishment of the cemetery gates (minute ref.: 158-04/21.1) | Mr. I. Ward | £50.68 |

****Payments for approval 02 August 2021:**

| Reference | Description | Payee | Amount |
|------------|--|------------------------------------|----------|
| SO | Clerk/RFO Salary. July 2021 | Mrs C. Silverstone | £1036.48 |
| SO | Clerk/RFO Salary PAYE/NI | HMRC | £41.42 |
| SO | Employer National Insurance July 2021 | HMRC | £55.92 |
| DD | Employee & Employer Pension Contribution | SALVUS Master Trust | £114.22 |
| DD | Pension Administration Fee | SALVUS Master Trust | £24.00 |
| TBC | Clerk's Expenses: Working from Home Allowance, printing costs (July) | Mrs C. Silverstone | £11.75 |
| Debit Card | Monthly Fee. | Unity Trust Bank | £3.00 |
| Debit Card | Mobile Phone Monthly Top-Up | Unity Trust Bank / Tesco.com | £7.50 |
| Debit Card | Monthly Subscription. Acrobat Pro DC. | Unity Trust Bank / store@adobe.com | £15.17 |
| TBC | Parish Maintenance (invoice 6 of 8) | CGM Group (East Anglia) Limited | £920.70 |

25-07/21.2 To note income received: 05 July 2021.

| Reference | Description | Received from | Amount |
|-----------|---------------|-----------------------------------|---------|
| 000039 | Cemetery Fees | Central England Co-Operative Ltd. | £220.00 |
| 000040 | Cemetery Fees | Dignity Funerals Ltd. | £135.00 |
| BACs | Precept | Huntingdonshire District Council | £26,000 |

25-07/21.3 Further to the resignation of Councillor Chattaway, to appoint a signatory for the parish council's bank accounts.

25-07/21.4 To review and consider amendments to the Annual Governance and Accountability Return, 31 March 2021.

26-07/21 Traffic, Highways & Road Safety

26-07/21.1 To review data gathered from the Speed Indicator Devices (SIDs) during May & June 2021.

26-07/21.2 To receive an update on speed management strategies.

27-07/21 Community

27-07/21.1 Further to minute reference: 13-05/21.2, to receive an update on strategies to improve the provision of play and recreation facilities for children and young people.

27-07/21.2 To consider participation in "The Queen's Green Canopy".

28-07/21 Governance

28-07/21.1 To confirm arrangements for staff appraisals (due in August).

29-09/21 Parish Maintenance

29-07/21.1 To consider support of "Plantlife" regarding the re-wilding of highway verges.

30-07/21 Correspondence and Communications.

30-07/21.1 A letter of concern regarding management of highway verges.

30-07/21.2 A letter of concern regarding the loss of and damage to footpaths in the perimeter vegetation of Glebe Paddock.

31-07/21 To receive verbal reports from parish councillors on matters arising from their portfolio responsibilities and matters for future consideration. No decisions can be made under this item.

32-07/21 Date of next meetings: **Monday 02 August (to be confirmed) and Monday 06 September 2021

Close of meeting