



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 05 October 2020, 7.00pm.

The Local Authorities and Police and Crime Panel Meetings) (England and Wales) Regulations 2020 enables local councils to hold remote meetings (including by video and telephone conferencing) until May 2021. This meeting will take place via “Zoom” at the following link: <https://us02web.zoom.us/j/4576035493>

For practical reasons, some items will be deferred. Others where decisions are not required are listed for information only to enable information to be shared via the minutes.

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 September 2020

Members: 5 Quorum: 3

Agenda

- 62-10/20 To receive and approve apologies for absence and to acknowledge the resignations of Councillor Chegwidden and Councillor Ward**
- 63-10/20 To consider applications for two casual vacancies (further to the resignation of Councillor Bacon & Councillor Noble).**
- 64-10/20 To consider the advertisement of two casual vacancies (reference: 46-09/20).**
- 65-10/20 To receive declarations of interest.**
Members are invited to declare disclosable pecuniary 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.
- 66-10/20 To receive and approve the minutes of the parish council meeting held on 07 September 2020.**
- 67-10/20 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.
- 68-10/20 To receive reports from county and district councillors.**
- 68-10/20.1 To receive an update from Councillor Rogers regarding completion of works to footpath no. 4 leading from Bentley Close to Upwood Meadows (minute reference: 13-05/20.1).**
- 69-10/20 Matters arising or carried forward from the previous meeting.** Included as individual agenda items.

70-10/20 Notification of planning items.

- 70-10/20.1 20/01666/HHFUL | Two storey front extension to create habitable space above and new garage area | 15 Church Lane, Upwood. PE26 2QF
- 70-10/20.2 To consider a response to the government white paper consultation: "Planning for the Future: Proposals for reform of the planning system in England.

71-10/20 Finance

- 71-10/20.1 To approve accounts for payment: 05 October 2020:

Reference	Description	Payee	Amount
SO	Clerk/RFO Salary. September 2020*	Mrs C. Bilverstone	£1132.33
SO	Clerk/RFO Salary PAYE/NI	HMRC	£97.97
459806218	Employer National Insurance (April – September)	HMRC	£339.65
DD	Employee & Employer Pension Contribution	SALVUS Master Trust	£129.50
DD	Pension Administration Fee	SALVUS Master Trust	£24.00
153973540	Clerk's Expenses: Working from Home Allowance, printing costs (September)	Mrs C. Bilverstone	£11.75
697090393	Parish Maintenance. Invoice 7 of 8.	The CGM Group (East Anglia) Limited	918.30
189249923	Attendance Fee: National Conference	SLCC Enterprises Ltd.	30.00
16186340	Notices for Bentley Close Play Area	Parrot Print Ltd.	84.00
Debit Card	Monthly Fee.	Unity Trust Bank	£3.00
Debit Card	Monthly Subscription. Acrobat Pro DC.	Unity Trust Bank / store@adobe.com	£15.17

*includes back payment of £152.84, reference: 55-09/20.8

- 71-10/20.2 To note income received: 05 October 2020: None received at the time of publication.
- 71-10/20.3 To consider budget & precept requirements for 2021/2022 and beyond (for resolution at the next meeting).
- 71-10/20.4 To consider converting salary and associated PAYE/NI payments from standing orders to variable direct debits.
- 71-10/20.5 To consider a grant application in support of Upwood Village Hall.
- 71-10/20.6 To consider a grant application in support of Upwood and the Raveleys Newsletter.
- 71-10/20.7 To consider reimbursing the chairman for the cost of "Zoom" membership for the period 27.09.20 to 26.10.20 @ £14.39 including VAT and to consider options to cover the cost of ongoing "Zoom" meetings.

72-10/20 Traffic, Highways & Road Safety

- 72-10/20.1 To review data gathered from the Speed Indicator Devices (SIDs) during September 2020.
- 72-10/20.2 To receive an update on plans for the installation of traffic calming measures in Great Raveley (LHI 2019/2020).

73-10/20 Governance

- 73-10/20.1 To consider the adoption of revised cemetery regulations.
- 73-10/20.2 To consider strategies to promote adherence to the cemetery regulations.
- 73-10/20.3 To consider the appointment of a councillor to take responsibility for health and safety and risk management.

74-10/20 Parish Maintenance

- 74-10/20.1 To consider plans to remove dead branches overhanging the path from Huntingdon Road to Glebe Paddock.
- 74-10/20.2 Further to minute reference 57-09/20.2, to review the management strategy for Charter's Spinney.
- 74-10/20.3 To consider strategies to control the growth of ivy and brambles in the cemetery.
- 74-10/20.4 To consider quotations for the adjustment of the cemetery gates.
- 74-10/20.5 To consider plans for the refurbishment of the windows in the chapel of rest.
- 74-10/20.6 To consider options for the refurbishment of the parish benches.

75-10/20 Correspondence and Communications.

- 75-10/20.1 A complaint from a parishioner regarding the use of the playing field.

76-10/20 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.

77-10/20 Date of next meeting: 05 October 2020 at 7:00pm. Close of meeting