



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 07 November 2022, 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. 01 November 2022

Members: 7 Quorum: 3

Agenda

- 80-11/22 To receive and approve apologies for absence.**
- 81-11/22 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.
- 82-11/22 To consider applications for two casual vacancies one arising from the resignation of Councillor Bonnett-Kolakowska; and one arising from the death of Councillor Tew.**
- 83-11/22 To receive and approve the minutes of the extra-ordinary parish council meeting held on 17 October 2022.**
- 84-11/22 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.
- 85-11/22 To receive reports from county and district councillors.**
- 86-11/22 Notification of planning items.**
86-11/22.1 21/00572/FUL | Application for full planning permission for demolition of existing redundant building 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).
- 87-11/22 Finance**
87-11/22.1 To approve accounts for payment: 07 November 2022

Reference	Description	Payee	Amount
SO	Clerk/RFO Salary. October 2022	Mrs C. Bilverstone	£1077.76
SO	Clerk/RFO Salary PAYE/NI	HMRC	£26.33
SO	Employer National Insurance. October 2022	HMRC	£60.83
DD	Employee & Employer Pension Contribution	SALVUS Master Trust	£116.22
DD	Pension Administration Fee	SALVUS Master Trust	£24.00
485268505	Clerk/RFO Expenses. October 2022	Mrs C. Bilverstone	£12.93
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	MVAS Battery	Tayna Ltd	£69.98
Debit Card	Stationery (Printer Paper & 2023 Planner)	Amazon.co.uk	£27.70
544311060	Parish Maintenance (cut 11)	BEAM	£450.00

105950586	Grant. Minute ref. 66-10/22.4	Upwood Village Hall	£1,000.00
3366216	Glebe Paddock Rent	Jolliffe Daking LLP	£224.00
684748249	Meeting Hall Hire (July-September 2022)	Upwood and the Raveleys Village Hall	£33.25
37287272	Parish Newsletter Insert	Parrot Print Ltd.	£84.00
135228022	Mid-year Internal Audit	CAPALC Ltd.	£183.90

87-11/22.2 To note income received: 03 October 2022.

Reference	Description	Received From	Amount
000052	Cemetery Fees (interment)	Dignity Funerals Ltd.	£75.00
BACs	Commercial Land Rent (Gravel Pits)	C. Holmes	£168.00
BACs	Commercial Land Rent (3-2-20 & Dockfields)	P. Harper & Sons	£1,416.00

87-11/22.3 To consider budget and precept requirements for 2023/2024 and beyond (to be finalised at the next meeting).

87-11/22.4 To consider a grant application from "Upwood Small to Tall".

87-11/22.5 To consider the purchase of the thirteenth edition of "Arnold-Baker on Local Council Administration", often referred to as "the bible" at a discounted rate of £131.99. To consider the sale of the twelfth edition on eBay or Facebook Market Place.

87-11/22.6 To acknowledge notification from Huntingdonshire District Council on its Community Infrastructure Levy (CIL) award of £55,769.00 for the refurbishment of Bentley Close Play Area; and to confirm that the parish council would wish to accept the offer.

88-11/22 Personnel

88-11/22.1 To acknowledge the resignation of the parish clerk/responsible financial officer with effect from 31 March 2023; and to appoint a working party to oversee the recruitment of a suitable replacement.

88-11/22.2 To re-consider the decision to apply for renewal of the Quality Gold Award at this time (minute reference: 67-10/22.4) as keeping the award would be dependent on the recruitment of a qualified clerk who has achieved 12 Continuing Professional Development points in the last year.

89-11/22 Traffic, Highways & Road Safety

89-11/22.1 To review data gathered from the Moveable Vehicle Activated Signs (MVAS) during June, July, August, September & October 2022.

89-11/22.2 To receive an update on speed management strategies and to consider quotations for the purchase of, and/or the re-purposing of the parish newsletter laptop and software to support data management.

90-11/22 Community

90-11/21.1 To receive an update further to suggestions of the planting of a tree to commemorate HM the Queen's Platinum Jubilee (minute reference: 39-07/21.2).

90-11/21.2 To receive an update on the re-wilding of the highway verges.

90-11/21.3 To consider an offer from a resident to provide a second bench in the cemetery (towards the top of the hill).

90-11/21.4 To consider the submission of an insert for the December issue of the parish newsletter.

91-11/22 Correspondence and Communications

91-11/22.1 Notification from Anglian Water in partnership with Cambridge Water of a non-statutory consultation on a proposed reservoir in the Fens. Please see: www.fensreservoir.co.uk.

92-11/22 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.

93-11/22 Date of next meeting: Monday 05 December 2022.

Close of meeting