



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 September 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. 01 September 2020

Members: 6 Quorum: 3

Agenda

- 46-09/20 To receive and approve apologies for absence and to acknowledge the resignations of Councillor Bacon & Councillor Noble.**
- 47-09/20 To consider applications for one casual vacancy (further to the resignation of Councillor Slater).**
- 48-09/20 To consider the advertisement of two casual vacancies (reference: 46-09/20).**
- 49-09/20 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.
- 50-09/20 To receive and approve the minutes of the parish council meeting held on 06 July 2020.**
- 51-09/20 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.
- 52-09/20 To receive reports from county and district councillors.**
52-09/20.1 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).
- 53-09/20 Matters arising or carried forward from the previous meeting.**
53-09/20.2 To receive an update on the work of Upwood and the Raveleys Covid Help Group (suspended on 01 August until further notice).

54-09/20 Notification of planning items.

- 54-09/20.1 20/01402/FUL | Conversion of redundant agricultural outbuilding to a residential dwelling and associated driveway and garden area. | High Holborn Farm. Upwood Road, Great Raveley. PE28 2QU.
54-09/20.2 20/01520/HHFUL | Two storey rear and side extensions, single storey rear and side extensions and erection of replacement porch | Clover House Wennington Road Little Raveley. PE28 2NF.

55-09/20 Finance

55-09/20.1 To approve accounts for payment: 07 September 2020:

Reference	Description	Payee	Amount
SO	Clerk/RFO Salary. August 2020	Mrs C. Bilverstone	£1014.91
SO	Cemetery Officer Salary. July – September 2020	Mr. B.C. Edwards	£114.41
DD	Employee & Employer Pension Contribution	SALVUS Master Trust	£111.16
SO	Clerk/RFO & Cemetery Officer Salary PAYE/NI	HMRC	£41.16
DD	Pension Administration Fee	SALVUS Master Trust	£24.00
Debit Card	Monthly Fee.	Unity Trust Bank	£3.00
Debit Card	Monthly Subscription. Acrobat Pro DC.	Unity Trust Bank / store@adobe.com	£15.17
Debit Card	*Annual Subscription. Office 365 (38-07/20.7)	Unity Trust Bank / Microsoft	£79.99
Debit Card	Locks for Bentley Close Play Area	Amazon	25.98
Debit Card	Stationery: Document wallets	Unity Trust Bank / Amazon	£5.99
444933134	Clerk's Expenses: Working from Home Allowance, printing costs (July & August)	Mrs C. Bilverstone	£13.49
73150144	Parish Maintenance. Invoice 6 of 8.	The CGM Group (East Anglia) Limited	£918.30
644196096	Annual Membership Fee	Society of Local Council Clerks	£161.00
21798799	Notices for Bentley Close Play Area	Parrot Print Ltd.	£84.00
206442197	Limited Assurance Review (External Audit)	PKF Littlejohn LLP	£240.00

**upgrade of the existing Office 365 subscription as agreed in item 38-07/20.7 was not possible. Payment was taken for a "new" subscription and it has not been possible to obtain a refund or to have meaningful dialogue with the company.*

- 55-09/20.2 To note income received: 07 September 2020: None received at the time of publication.
55-09/20.3 To receive an update from HMRC regarding Employment Allowance Reform with effect from 06 April 2020.
55-09/20.4 To acknowledge the completion of staff appraisals.
55-09/20.5 To acknowledge completion of the limited assurance review for the year ended 31 March 2020 and publication of the notice of conclusion of audit at: <http://www.upwood.org/index.php/8-parish-council/80-parish-council-minutes-archive-2020>
55-09/20.6 To consider supporting the clerk's attendance at the Society of Local Council Clerks Virtual National Conference at a cost of £30 inc. VAT.
55-09/20.7 To appoint a third signatory to the Unity Trust Bank account (further to the resignation of Councillor Bacon).
55-09/20.8 To acknowledge receipt of the new pay scales for 2020-21 from The National Joint Council for Local Government Services (NJC) for implementation from 01 April 2020.

56-09/20 Traffic, Highways & Road Safety

- 56-09/20.1 To review data gathered from the Speed Indicator Devices (SIDs) during July and August 2020.
56-09/20.2 To receive an update on plans for the installation of traffic calming measures in Great Raveley (LHI 2019/2020).

57-09/20 Community Matters

- 57-09/20.1 To consider government advice and the parish council's responsibilities regarding the re-opening of Bentley Close Play Area.
57-09/20.2 To consider a strategy for the management of Charter's Spinney.

58-09/20 Governance

- 58-09/20.1 To consider the adoption of minor adjustments to the wording of the parish councils Website Accessibility Statement to comply with legally required changes.

59-09/20 Correspondence and Communications.

- 59-09/20.1 Concerns from a parishioner regarding the timing of the hedge cutting to the allotments and the cemeteries.
- 59-09/20.2 Two letters of concern regarding the temporary closure of Bentley Close Play Area (see item 57-09/20.2).
- 59-09/20.3 An invitation to participate in the government white paper consultation: "Planning for the Future: Proposals for reform of the planning system in England.
- 59-09/20.4 Information from Upwood Village Hall regarding potential plans for re-opening.
- 59-09/20.5 A letter of concern regarding the parish council's rules for the installation of memorial stones in the cemetery.
- 59-09/20.6 An update from Upwood Cricket Club outlining its continued success and future aspirations.

60-09/20 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.

61-09/20 Date of next meeting: 05 October 2020 at 7:00pm.

Close of meeting