



Upwood and the Raveleys Parish Council

Parish Clerk – Mrs Jo Russel, 2 Hatchet Lane, Stonely, St Neots, Cambridgeshire PE19 5EG.
Telephone: 07835 939547. Email: parishclerk@upwood.org

A meeting of Upwood and the Raveleys Parish Council will be held on Monday, 7 April 2025, 7.30pm 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.

Jo Russel – Clerk and Responsible Financial Officer to Upwood and the Raveleys Parish Council, 1 April 2025.

Members: 6 Quorum: 3

Agenda

01-04/25 To receive and approve apologies for absence.

02-04/25 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.

03-04/25 To consider any applications received as a result of the advertisement for three casual vacancies.

04-04/25 To receive and approve the minutes of the meeting held on 3 March 2025.

05-04/25 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.

06-04/25 To receive reports from county and district councillors.

07-04/25 Notification of planning items

07-04/25.1 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 – still waiting for a date for the DMC.

08-04/25 Finance

08-04/25.1 To approve accounts for payment: April 2025

Reference	Description	Payee	Amount
DD	Bank Charges	Unity Trust	£6.00
DD	Adobe Acrobat monthly payment	Lloyds debit card	£19.97
B/P	Clerk March 2025 expenses home as office & postage	Mrs J Russel	£13.50
	Employers NI Contribution (deducted from credit amount held by HMRC)	HMRC	£14.93
SO	Clerk/RFO Salary March 2025	Mrs J Russel	£798.40
SO	Clerk/RFO PAYE March 2025	HMRC	£67.80
B/P	CAPALC membership 25/26	CAPALC	£515.65
DD	Commercial card monthly fee	Lloyds debit card	£3.00
B/P	Licence Fee demand to March 2026 – Glebe Paddock	Joliffe Daking	£1600.00
B/P	Professional Fees – Glebe Paddock	Joliffe Daking	£2100.00

08-04/25.2 To note income received:

Reference	Description	Payee	Amount
-----------	-------------	-------	--------

08-04/25.5 Approve and sign bank reconciliation dated 31 March 2025.

08.04/25.6 To discuss renewal of Cambridgeshire ACRE membership

08.04/25.6 To approve CAPALC membership 25/26

09-04/25 Traffic, Highways and Road Safety

09-04/25.1 To review data gathered from the Moveable Vehicle Activated Signs (MVAS) carried forward as no data available at present due to the signs being moved temporarily.

09-04/25.2 To receive an update on speed management strategies (privately funded LHI application and 20mph application).

09-04/25.3 Speedwatch

10-04/25 Community

10-04/25.1 To receive an update on plans to purchase Glebe paddock.

10-04/25.2 To receive an update from the Glebe paddock grant planning working party.

10-04/25.3 To receive an update from Councillor Awit on the new website

10-04/25.4 To discuss/agree new contractor for parish maintenance - 3 quotes received

10-04/25.5 To discuss CCC verge maintenance

10-04/25.6 Litter pick

10-04/25.7 To discuss the Chair's recent meeting with local MP and decide strategy for community engagement

11-04/25 Correspondence and Communications

To discuss correspondence received. This has been circulated by email to the parish councillors prior to the meeting.

12-04/25 Governance

Discuss Insurance Renewal Form for policy renewal on 1 June 2025

13-04/25 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.

14-04/25 Date of next meeting:

Monday, 12 May 2025 – 6.30pm - Annual Parish Meeting and 7pm – parish council AGM