



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

An extraordinary meeting of Upwood and the Raveleys Parish Council was held on Thursday 16 November 2023, 6:00pm at Upwood Village Hall.

Present: Councillor R. Mashford, Councillor J. Edwards, Councillor E. Staples.

Due the absence of the chairman and vice chairman, Councillor Staples proposed that Councillor Mashford be elected to preside over the meeting. Councillor Edwards seconded the proposal. All who had been present were in favour and it was resolved to do so.

263 -11/23 To receive and approve apologies for absence

Councillor J. Burgess (work commitment), Councillor D. Awit (work commitment), Councillor Milner (personal), Councillor Macartney Ward (personal). Councillor A. Costello, Councillor S. Corney, and Councillor C. Lowe were not in attendance.

264-11/23 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.

None were received.

265-11/23 To receive and approve the minutes of the parish council meeting held on Monday 13 November 2023

The minutes of the parish council meeting of Upwood and the Raveleys Parish Council held on Monday 13 November 2023 had been circulated in advance following the informal approval of the chair.

Councillor Staples proposed that the minutes be approved. Councillor Mashford seconded the proposal. All who had been present were in favour and it was resolved to do so. The minutes will be passed to the Chair for signing.

266-11/23 To consider appointing Carol Silverstone as a consultant Parish Clerk, to assist in the handover of work to the new Parish Clerk

266-11/23.1 To consider the duration of the consultancy, hours to be worked and the pay scale of LC3 spine point 34. Councillor Mashford read the following statement, prepared by the chairman:

"Following the departure of our previous clerk, and the concerns we already had during her tenure, the chairman approached Carol Silverstone to enquire as to whether she would be willing and available to assist with a handover to our new clerk; Carol confirmed she was. When preparing the handover, it became apparent that there were multiple concerns with both what had, and hadn't, been done during the period of 1 April to 23 October 2023. The concerns extended beyond simple administration matters and affected the financial management of the parish council. From this initial assessment, it was clear that it was going to be very challenging for the new clerk to pick up her new role without assistance.

To bring the parish council administration and financial management back into compliance, the chairman asks the parish council to consider employing Carol as a consultant clerk for a maximum of 10 hours per week at her previous pay scale of LC3 spine point 34 (£22.04 per hour). As a consultant, Carol would be able to take on the more complex tasks, get them back to where they should be and then hand everything over to our new clerk. This would allow the new clerk to undertake the day-to-day role

J. Mashford

and absorb some of the bigger tasks in a more measured way. Carol will provide an update to the parish council at the December 2023 and January 2024 meetings as to her progress and time spent."

Councillor Mashford proposed that Carol Bilverstone is appointed as a consultant Parish Clerk on the pay scale of LC3 spine point 34 for up to 10h/week until 15 January 2024, with immediate effective. Councillor Staples seconded the proposal. All present were in favour, and it was resolved to do so.

267-11/23 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.

There was no public participation.

268-11/23 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. No updates were given by Councillors.

269-11/23 Date of next meeting: Monday 04 December 2023.

Close of meeting: 6:14pm

R. Mashford.