



Upwood and the Raveleys Parish Council

Parish Clerk – Mrs Carol Bilverstone. Kilimanjaro, 9 Meadow Road, Upwood, Huntingdon, Cambs. PE26 2QJ
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The Annual General meeting of Upwood and the Raveleys Parish Council was held on Monday 09 May 2022 at 6.00pm in Upwood Village Hall.

Present: D. Awit, J. Burgess (Chairman), J. Edwards, R. Mashford, J. Milner, M. Tew.

In Attendance: Mrs. C. Bilverstone (Clerk) and three members of the public.

Minutes

- 01-05/22 To elect the chairman of the council and to receive the chairman's declaration of acceptance of office.**
Councillor Burgess (Vice-Chairman) opened the meeting in the absence of the chairman, Councillor Robin Howe, and noting that he had confirmed his intention to stand down, invited nominations for the position of chairman. Councillor Mashford nominated Councillor Burgess. Councillor Awit seconded the proposal. All were in favour and it was **resolved** to do so. Councillor Burgess signed the declaration of acceptance of office.
- 02-05/22 To elect the vice-chairman and to receive the vice chairman's declaration of acceptance of office.**
The chairman nominated Councillor Howe (who had confirmed in advance that he would be willing to stand as for the position of vice-chairman). Councillor Tew seconded the proposal. All were in favour and it was **resolved** to do so. Councillor Howe signed the declaration of acceptance of office after the meeting.
- 03-05/22 Following the election on 05 May, to receive the declaration of acceptance of office and declaration of disclosable pecuniary interests from all councillors.**
Councillor James Milner was welcomed to the parish council. Councillors who were present signed the declaration of acceptance of office and these were countersigned by the clerk. Councillor Bonnett-Kolakowska and Councillor Howe signed declarations after the meeting. Declarations of pecuniary interests were forwarded after the meeting via email.
- 04-05/22 To receive and approve apologies for absence.**
Councillors G. Bonnett-Kolakowska: work commitment; R. Howe: personal; A. Costello (Cambridgeshire County Council): attendance required at another meeting; Mr. P. Charman (Resident).
- 05-05/22 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. There were no declarations of interest.
- 06-05/22 To receive and approve the minutes of the parish council meeting held on 04 April 2022.**
The minutes of the meeting of Upwood and the Raveleys Parish Council held on 04 April 2022 had been circulated in advance following the informal approval of the chairman. Councillor Tew proposed that the minutes be approved. Councillor Edwards seconded the proposal. All were in favour and it was **resolved** to do so. Councillor Howe (who had presided over that meeting) signed the minutes after the meeting.
- 07-05/22 To review all existing policy documents and to consider their re-adoption:**
Governance: Standing Orders, Code of Conduct (new code adopted under 136-04/22.1), Media Policy, Complaints Procedure, Equal Opportunities and Social Inclusion Policy, Management of Records Policy, Performance Management Policy Statement, Website Accessibility Statement.

Finance: Financial Regulations, Ensuring Value for Money Policy Statement.

Insurance: (see item 11-05/21.1 regarding the policy renewal on 01 June 2021).

Freedom of Information & Data Protection: Data Protection Manual, Freedom of Information Publication Scheme, Data Audit Schedule, Data Breach Reporting Form, Data Protection Privacy Notice, Information Data Protection Policy, New Councillor Contact Privacy Notice, Removable Media Policy, Social Media Policy.

Health & Safety & Risk Management: Health & Safety Advice and Policy, Risk Management Procedures, Risk Management Policy.

Community: Community Engagement Action Plan and Policy, Grant Awarding Policy, Volunteer Policy, Crime and Disorder Policy Statement, Leadership in Planning for the Future Policy Statement, Emergency Plan.

Parish Council Personnel: Training and Development Statement of Intent, Disciplinary & Grievance Procedure.

Parish Assets: Schedule of Assets and Investments, Biodiversity Statement.

Councillors confirmed that they had reviewed the existing policy documents. Councillor Burgess proposed that they all be re-adopted. Councillor Tew seconded the proposal. All were in favour and it was **resolved** to do so.

08-05/22 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. There was no public participation.

09-05/22 To receive reports from county and district councillors.

There were no county or district councillors in attendance and no reports had been received.

10-05/22 Notification of planning items.

10-05/22.1 21/00572/FUL | Application for full planning permission for demolition of existing redundant buildings 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). This application remains in abeyance.

10-05/22.2 22/00552/S73 | Variation of condition 2 (Plans) to 20/00898/FUL for amended plans: Agricultural Buildings Grange Farm, Upwood Road, Great Raveley. The chairman proposed that as the variations were relatively minor and aesthetic in nature, the parish council should support this application. Councillor Tew seconded the proposal. All were in favour and it was **resolved** to do so.

11-05/22 Finance

11-05/22.1 To approve accounts for payment: 09 May 2022

Reference	Description	Payee	Amount
SO	Clerk/RFO Salary. April 2022	Mrs C. Silverstone	£1048.15
SO	Clerk/RFO Salary PAYE/NI	HMRC	£55.94
SO	Employer National Insurance April 2022	HMRC	£60.83
DD	Employee & Employer Pension Contribution	SALVUS Master Trust	£116.22
DD	Pension Administration Fee	SALVUS Master Trust	£24.00
916315084	Clerk's Expenses: Working from Home Allowance, printing costs, postage, travel (April).	Mrs C. Silverstone	£21.70
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
97884579	Parish Maintenance	BEAM	£900.00
338646620	Meeting Hall Hire (Jan – Mar 2022)	Upwood and the Raveleys Village Hall	£65.15
Debit Card	Replacement MVAS batteries (ref. 137-04/22.2)	Electroquest	£119.00
DD	Data Protection Renewal Fee	Information Commissioner's Office	£35.00
687392185	Annual Inspection: Bentley Close Play Area	RoSPA Play Safety	£84.00
49279309	Defibrillator Pads	Community Heartbeat	£52.80
555416329	Rent: Glebe Paddock	Jolliffe Daking LLP	£224.00

Clerk's note: changes to the monthly standing orders for the clerk's salary and associated PAYE/NI contributions were not implemented in time. Payment to the clerk of £1242.74 was made on 30 April 2022 and corrected with a BACS payment to refund £194.59. Payment to HMRC of £159.23 was made on 30 April 2022 and an adjustment of £42.46 will be made at the end of the next pay period (31 May). The correct figures are listed in the table above.

11-05/22.2 To note income received: 09 May 2022.

Reference	Description	Received From	Amount
BACS	Precept 2022/2023	Huntingdonshire District Council	£27,000
BACS	VAT Return 2021/2022 (minute ref. 135-04/22.6)	HMRC	£1577.05

Councillor Mashford proposed that the accounts be approved for payment and that the income received be acknowledged. Councillor Awit seconded the proposal. All were in favour and it was **resolved** to do so. The chairman signed the list of payments on the agenda; the chairman and Councillor Mashford agreed signed each of the invoices and agreed to authorise the online payments. The chairman signed the bank reconciliation and this was countersigned by Councillor Edwards.

11-05/22.3 To appoint a third signatory for the parish council's bank accounts.
The chairman proposed that Councillor Milner be appointed as a signatory. Councillor Mashford seconded this proposal. All were in favour and it was **resolved** to do so.

12-05/22 Governance

12-05/22.1 To consider quotations for the renewal of the parish council's insurance policy, due on 01 June 2022.
The clerk confirmed that she had sought quotations from four companies. Despite reminders only two had responded. The quotation from the parish council's current insurer, Hiscox Insurance Company Limited for a three-year long-term agreement was £712.48. The second quotation on the same basis was £16.34 more expensive. The clerk confirmed that the parish council's financial regulations require the council to "strive" for three quotations. Councillors agreed that sufficient effort had been made to source additional options. Councillor Edwards proposed that as the cost of the two quotations were so closely aligned that the parish council opt to remain with the current provider which was also the cheaper of the two. Councillor Milner seconded this proposal. All were in favour and it was **resolved** to do so.

12-05/22.2 To consider councillor portfolio responsibilities and to appoint a councillor to take responsibility for health and safety and risk assessments.
Councillors considered portfolio responsibilities based on the needs of the parish and personal skills, knowledge and interests. The following responsibilities were confirmed:

Councillor	Portfolio Responsibilities
David Awit	Parish Grounds Maintenance Health & Safety/Risk Management
Gemma Bonnett-Kolakowska	Road Traffic and Speed Control, SID Maintenance Speed Management Working Party
Janice Burgess	Chairman Governance Finance Working Party Speed Management Working Party Liaison with Upwood Primary Academy Meeting Hall Opening/Closing
Jason Edwards	Liaison with Upwood & the Raveleys Community Allotments Association Parish Boundaries Footpaths and Ditches Community Gritting Volunteer for CCC Charters Spinney maintenance & development Tree Officer St. Peter's Churchyard & Meadow Lane Cemetery Parish Land

Robin Howe	Vice Chairman Planning & Ecology Finance Working Party Speed Management Working Party
Rebecca Mashford	Parish Newsletter Youth involvement and engagement External funding opportunities
James Milner	Liaison with Fairmead & Farm Close Police Liaison Noticeboards
Michael Tew	Community Led Plan

The defibrillator is currently monitored by a volunteer.

13-05/22 Traffic, Highways & Road Safety

- 13-05/22.1 To review data gathered from the Moveable Vehicle Activated Signs (MVAS) during March 2022.
- 13-05/22.2 To receive an update on speed management strategies.
Both items were deferred until the next meeting.

14-05/22 Community

- 14-05/21.1 To review the annual inspection report for Bentley Close Play area and to consider matters arising. Councillor Mashford outlined matters arising from the inspection. All matters are designated as having low or medium risk and all are recurring items which require monitoring rather than investment, particularly in view of the council's plans to replace the equipment. Councillors expressed concern for offensive graffiti and it was agreed to add a note to the parish newsletter and the facebook page in the hope that parents would remind children of the need to respect their surroundings. Councillor Burgess proposed the purchase of "Gorilla Tape" at approximately £18 to cover the graffiti and to secure minor cracks in the plastic. Councillor Awit seconded the proposal. All were in favour of the clerk using the debit card for this purpose and it was **resolved** to do so.

14-05-/22 Correspondence and Communications.

There was no additional correspondence or communications.

15-05/22 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.

Councillor Awit noted that he is liaising with the parish maintenance contractor regarding a few issues which have arisen at the start of the new contract. Councillor Mashford announced that the children's sports activity sessions have been booked with Huntingdonshire District Council. They will take place on 29 July, 03 and 05 August from 10am to 12pm on the playing field. Further information will be shared via the newsletter, website and facebook pages. Councillors commented on the untidy nature of the boundary at Farm Close. The clerk confirmed that this matter has been raised many times over the last few years but as the estate is privately owned the parish council has no jurisdiction over this area. Councillor Edwards confirmed that the commemorative bench for HM the Queen's Platinum Jubilee has been installed at Charter's Spinney. The second bench on Meadow Lane will be installed in the coming days.

16-05/22 Date of next meeting: Monday 06 June 2022.

Close of meeting: 7:20pm