



## Upwood and the Raveleys Parish Council

Parish Clerk – Mrs Carol Silverstone. Kilimanjaro, 9 Meadow Road, Upwood, Huntingdon, Cambs. PE26 2QJ  
Telephone: 07835 939547. E-Mail: parishclerk@upwood.org

A meeting of Upwood and the Raveleys Parish Council was held on Monday 07 December 2020 at 7.00pm. The Local Authorities and Police and Crime Panel Meetings (England and Wales) Regulations 2020 came into force on 04 April enabling local councils to hold remote meetings (including by video and telephone conferencing) until May 2021. This meeting took place via “Zoom Meetings”.

**Present:** Councillors, G. Bonnet-Kolakowska, J. Burgess, D. Chattaway, J. Edwards, R. Howe (Chairman), N. Maddocks, R. Mashford (from item 95-12/20), A. Perkins.

**In Attendance:** Mrs. C. Silverstone (Clerk). Councillor G. Bull (Huntingdonshire District Council), Councillor T. Rogers (Cambridgeshire County Council) and one member of the public.

### Minutes

**93-12/20 To receive and approve apologies for absence.**

**94-12/20 To consider applications for two casual vacancies (further to the resignation of Councillor Chegvidden & Councillor Ward).**

Councillors considered an application from Mrs. Rebecca Mashford who spoke passionately of her family's welcome into this community, their “forever home”, two years ago. As the mother of a young son the surrounding countryside and the play facilities have provided social connections which have proved invaluable, particularly during the Covid-19 pandemic. Mrs. Mashford noted that the village has given her family so much in a very short space of time and that she would relish the opportunity to give something back and to work with councillors in particular in the provision and development of facilities for young families. Mrs. Mashford outlined an extensive professional background in medical communications. Prior to the arrival of her son she worked for medical education agencies delivering education programmes for numerous global companies. The chairman proposed the appointment of Mrs. Mashford noting that she will be a great asset to the team. Councillor Burgess seconded the proposal. All were in favour and it was **resolved** to do so. Councillor Mashford was invited to join the meeting. The clerk confirmed that “Declaration of Acceptance of Office” forms and Huntingdonshire District Council's (Disclosable Pecuniary Interests) Regulations 2012 had been forwarded in advance. Councillor Mashford agreed to sign and return these after the meeting.

One vacancy remains and members of the public are invited to apply to the parish clerk.

**95-12/20 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.

Councillor Edwards: Item 104-12/20.1 regarding the tree works in Glebe Paddock.

**96-12/20 To receive and approve the minutes of the parish council meeting held on 02 November 2020.**

The draft minutes of the meeting of the meeting of Upwood and the Raveleys Parish Council held on 02 November 2020 had been circulated in advance following the informal approval of the chairman. Further to publication, an error was identified in the calculations used to determine the statistics gathered for October from the speed indicator devices. The minutes were therefore updated to this effect. Councillor Burgess proposed that the minutes be approved. Councillor Bonnett-Kolakowska seconded the proposal. All those who were present were in favour and it was **resolved** to do so.

**97-12/20 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. There was no public participation.

**98-12/20 To receive reports from county and district councillors.**

98-12/20.1 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).

Confirmation has been received from the Highway Maintenance Manager, Cambridgeshire County Council that the work will be funded in its entirety by the county council with a completion date no later than 26 February 2021. This negates the need for measures agreed by the parish council at the previous meeting and effectively results in a saving of £1,500 which was agreed as a contribution in September 2018. All agreed that this was a long-awaited but welcome resolution. Councillor Edwards requested that the work be completed with recycled material rather than quarried limestone to reduce the environmental impact of the project.

98-12/20.2 To receive an update from Councillor Rogers on plans for the installation of traffic calming measures in Great Raveley (LHI 2019/2020).

Further to protracted negotiations, confirmation has been received from Cambridgeshire County Council that it will contribute £13,470 to a total project cost of £19,790. This will result in a financial contribution from the parish council of £6,500, as per the initial agreement. Councillors reluctantly agreed for the scheme to proceed as planned with the exception of the two village gateways (due to the cost) and noted that these could be added at a later date. The timetable from the contractor is to be confirmed.

Councillor Rogers confirmed that at the time the Covid-19 tier structure was announced, cases in Huntingdonshire were among the lowest in the East of England but the higher number of cases in Peterborough contributed to the county-wide application of tier-2 restrictions. Councillor Bull noted the district council's financial support to local businesses and invited applications. He added that "One Leisure" is open for business and activities are returning to the district's market towns.

The chairman asked again about the county council's policy regarding the reinstatement of white lines. He expressed ongoing concerns for safety on local rural roads and added that this parish council would be seeking a resolution. In support of the parish council's efforts, parishioners are encouraged to report issues such as these at: <https://highwaysreporting.cambridgeshire.gov.uk/>

**99-12/20 Matters arising or carried forward from the previous meeting.** Included as individual agenda items.

**100-12/20 Notification of planning items.**

100-12/20.1 20/02208/HHFUL | Proposed single storey side extension to replace existing conservatory | Yew Tree Farm, Great Raveley. PE28 2QX

Councillors agreed that the proposed extension, although slightly larger than the existing conservatory, will have minimal, if any impact on the street scene or on neighbouring properties; and will provide for more effective accommodation enabling year-round use. The proposed extension is aesthetically pleasing and in keeping with the existing property, with external materials chosen to match. There are no proposed access changes and as this is a proposed replacement for an existing structure, there will be no detrimental impact on the ecology or wildlife in the surrounding area. Councillor Burgess proposed that the parish council supports this application. Councillor Chattaway seconded the proposal. All were in favour and it was **resolved** to do so.

100-12/20.2 20/02252/HHFUL | Proposed single storey rear extension | 4 Fellowes, Upwood Road, Little Raveley PE28 2NG

Councillors agreed that the proposed extension has been sympathetically designed to replace a smaller structure to provide for more useable living space with minimal impact on the neighbouring properties. As this will be at the rear of the property, the proposed change in materials from render and timber cladding to brickwork and cladding is unlikely to impact the street scene. There are no proposed access changes and as this is a proposed replacement for an existing, albeit smaller structure, there will be no detrimental impact on the ecology or wildlife in the surrounding area. Councillor Burgess proposed that the parish council supports this application. Councillor Bonnet-Kolakowska seconded the proposal. All were in favour and it was **resolved** to do so.

100-12/20.3 20/00439/HHFUL | Proposed two storey side extension | 45 High Street, Upwood. PE26 2QE

Councillors agreed that the proposed extension would be a sympathetic addition to this property, adding to and modernising the existing accommodation. Positioning of the side extension closer to the road (as per the initial application) would have been more in keeping, however this proposal would still be sympathetic to neighbouring properties. There appears to be no change in the "appearance" as set out in the design and access statement

and as such it is expected that the proposed extension will be finished in whitewash to preserve the street scene. There would be no detrimental impact on the conservation area or on wildlife, and the space for off-road parking will minimise impact on the High Street. It was noted that this application maintains the right of access for the adjoining property. Councillor Burgess proposed that the parish council supports this application. Councillor Maddocks seconded the proposal. All were in favour and it was **resolved** to do so.

Councillors expressed concerns for the deteriorating condition of the boundary wall and noted that loose masonry has already fallen onto the pavement. The clerk agreed to write to the owners to request that they make the structure safe.

100-12/20.4 To consider the impact on this parish of the "Construction Method Statement, September 2020" for development on the land south of Buryfield.

The chairman had addressed concerns with Cambridgeshire County Council regarding this statement which indicates that construction traffic would be routed through Upwood and Woodwalton to the A1. He noted the 7.5 tonne limit through the villages and the requirement for all heavy vehicles to be directed via Longholme Road and Ramsey Heights. The county council has confirmed that the document will be amended accordingly. The chairman added that this issue had been brought to his attention by chance and that the parish council needs to remain alert to development in neighbouring parishes and be prepared to scrutinise planning applications in fine detail in order to mitigate unfavourable impact on this parish.

### 101-12/20 Finance

101-12/20.1 To approve accounts for payment: 07 December 2020:

Reference	Description	Payee	Amount
SO	Clerk/RFO Salary. November 2020	Mrs C. Bilverstone	£1034.48
SO	Cemetery Officer Salary. October-December 2020	Mr B.C. Edwards	*£120.88
SO	Clerk/RFO + Cemetery Officer Salary PAYE/NI	HMRC	£80.62
SO	Employer National Insurance November 2020	HMRC	£56.61
DD	Employee & Employer Pension Contribution	SALVUS Master Trust	£114.22
DD	Pension Administration Fee	SALVUS Master Trust	£24.00
638859983	Clerk's Expenses: Working from Home Allowance, printing costs, stationery (November)	Mrs C. Bilverstone	£33.77
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	Mobile Phone inc. £10 top-up	Unity Trust Bank	£16.99
647396468	Purchase of Android device for SID management	Mr. G Slater	£30.00
345284696	Grant (towards mower). Minute ref. 09-05/20.7	Upwood Cricket Club	£500.00
918590179	Speed Indicator Device. Minute ref. 87-11/20.2	Morelock Signs Limited	£2985.60
375181196	Cemetery Sign	Michael Murray Signs Limited	£144.00
122747855	Parish Online Mapping Software. Annual Renewal	Geosphere Ltd.	£120.00

\*includes back payment of £3.93, reference: 55-09/20.8

101-12/20.2 To note income received: 07 December 2020.

Reference	Description	Received from	Amount
000037	Cemetery Fees (Memorial)	A.J. Mills Master Masons Ltd.	£35.00
000038	Cemetery Fees (Memorial)	Central England Co-Op Ltd.	£35.00

Councillor Burgess proposed that the accounts be approved for payment and the income received be acknowledged. Councillor Maddocks seconded the proposal. All were in favour and it was **resolved** to do so. The chairman agreed to sign the list of payments on the agenda; Councillor Burgess and Councillor Chattaway agreed to sign each of the invoices and authorise the online payments. The chairman agreed to sign the bank reconciliation and Councillor Chattaway agreed to countersign this. (All documentation was signed and returned to the clerk after the meeting).

101-12/20.3 To receive an update from the finance working party and to consider budget & precept requirements for 2021/2022 and beyond.

Further to detailed discussion at the previous meeting (minute reference: 86-11/20.5), councillors reviewed the figures alongside the council's three-year business plan and agreed the following: that increasing expense levels should be funded from reserves and through an annual increase to the precept of approximately 5%; that the

council would adjourn investment provision for the play area and cemetery until further notice; continuing investment would be made in traffic speed control, grounds maintenance and governance; and the parish council will redouble efforts to explore external funding sources. On this basis, the Chairman proposed that the budget for the financial year 2021/2022 be approved with a precept of £26,000. Councillor Chattaway seconded the proposal. All were in favour and it was **resolved** to do so. The budget and three-year business plan is attached to these minutes.

101-12/20.4 To consider the clerk's attendance at the Society of Local Council Clerk's Practitioners' Conference (to be delivered virtually from 23 to 25 February 2021) at a cost of £75 + VAT.

The chairman proposed that the parish council supports the clerk's attendance at this event. Councillor Burgess seconded the proposal. All were in favour and it was **resolved** to do so.

### 102-12/20 Traffic, Highways & Road Safety

102-12/20.1 To review data gathered from the Speed Indicator Devices (SIDs) during November 2020.

SID 1 was located at the junction of Huntingdon Road and Ailwine Road to record vehicles travelling toward Great Raveley. 19,128 vehicles were recorded (60,042 were recorded at the same location in the previous month, a significant reduction due to the Covid-19 "lockdown" restrictions in November). Of these, 1,835 were in violation of the 40mph speed limit. 1,247 registered speeds of 41-45mph, 234 of 46-50mph, 43 of 51-54mph and 11 in excess of 55mph. The highest recorded speed was 73mph.

SID 2 was located by the allotments on Huntingdon Road to record vehicles travelling toward Bury. 34,584 vehicles were recorded (63,373 were recorded at the same location in the previous month). Of these 3,866 were in violation of the 40mph speed limit. 2796 registered speeds of 41-45 mph, 749 of 46-50mph, 229 of 51-54mph and 92 in excess of 55 mph. The highest recorded speed was 93 mph.

Councillor Bonnett-Kolakowska noted that she is collating and analysing the SID data over time and sharing this with Cambridgeshire County Council Highways on a monthly basis.

102-12/20.2 To receive an update from the Speed Management Working Party and to consider the purchase of A3 signage, wheelie bin and lamp post stickers to promote speed awareness.

Further to discussion at the previous meeting, Councillor Bonnett-Kolakowska presented three quotations for each product together with strategies for their distribution and use. She will work with Councillor Chattaway to create monthly infographics for the parish website and social media channels to raise awareness of the parish council's commitment to improving road safety. Councillor Kolakowska proposed that the parish council accept the three cheapest quotations for 10 x A3 signs, 70 x lamp post signs & 100 wheelie bin stickers at a total cost of £583.50 + VAT. Councillor Burgess seconded the proposal. All were in favour and it was **resolved** to do so. A strategy for their distribution will be coordinated at the next meeting.

### 103-12/20 Governance

103-12/20.1 To acknowledge the clerk's summons for jury service commencing Monday 04 January (normally for 10 days) and to consider and confirm the parish council's intentions regarding salary payments during this time.

Employers must allow an employee time off for jury service. Whilst there is no legal obligation for an employer to pay an employee while on jury service as the court will, if necessary contribute towards a loss of earnings, The clerk confirmed that she would manage her commitment to the parish council alongside that of jury service and the parish council **resolved** to pay her salary during this time.

### 104-12/20 Parish Maintenance

104-12/20.1 To consider plans & quotations to remove dead branches overhanging the path from Huntingdon Road to Glebe Paddock.


Councillors considered three quotations from local contractors for this work to include the removal of dead wood, overhanging limbs and scrub with a view to replanting a native hedge at a later date. All three quotations were favourable and had been provided by contractors well known to the parish. Councillor Perkins proposed that on this basis the parish council should select the cheapest quotation at £450 + VAT. Councillor Burgess seconded the proposal. Councillor Edwards abstained from voting. All other councillors were in favour of asking Fenland Tree Care to proceed with the work and it was **resolved** to do so.

### 105-12/20 Correspondence and Communications.

105-12/20.1 An invitation to participate in consultation on Luton Airport flight paths (Please see: [https://consultations.airspacechange.co.uk/london-luton-airport/ad6\\_luton\\_arrivals/](https://consultations.airspacechange.co.uk/london-luton-airport/ad6_luton_arrivals/)).

- 105-12/20.2 An invitation from Fen Biosphere Partnership to participate in consultation regarding the proposed UNESCO Biosphere non-statutory designation for the Fens (Please see: [Fens Biosphere - Area Consultation \(smartsurvey.co.uk\)](#)).
- 105-12/20.3 An invitation to participate in a consultation regarding The Cambridgeshire and Peterborough Combined Authority's Draft Budget for 2021/22 and medium-term financial plan (Please see: [Agenda Item No \(cambridgeshirepeterborough-ca.gov.uk\)](#)).
- 106-12/20 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.  
Councillor Maddocks confirmed that risk assessments are being carried out on all parish council property and assets in accordance with the parish council's risk management policy.
- 107-12/20 Date of next meeting:** 04 January 2021 at 7:00pm.

**Close of meeting: 9:00pm**

  
06-01-21

Upwood and the Raveleys Parish Council

Budget Summary and Business Plan

2020/2021 2021/2022 2022/2023 2023/2024

	Budget 2020/2021	Total to date	Forecast	Proposed Budget 2021/2022	Proposed Budget 2022/2023	Proposed Budget 2023/2024
<b>Income</b>						
Precept	£25,000.00	£25,000.00	£25,000.00	£26,000.00	£27,000.00	£28,000.00
Commercial Land Rents	£1,584.00	£1,584.00	£1,584.00	£1,584.00	£1,584.00	£1,584.00
Cemetery Fees	£400.00	£70.00	£200.00	£400.00	£400.00	£400.00
CIL		£0.00	£0.00			
Grant		£0.00	£0.00			
Donations		£0.00	£0.00			
Interest	£150.00	£67.34	£67.34	£150.00	£150.00	£150.00
Sale of assets		£0.00	£0.00			
Miscellaneous		£308.40	£308.40			
<b>Total Income</b>	<b>£27,134.00</b>	<b>£27,029.74</b>	<b>£27,159.74</b>	<b>£28,134.00</b>	<b>£29,134.00</b>	<b>£30,134.00</b>
VAT return		£2,111.05	£2,111.05	£2,000.00	£2,000.00	£2,000.00
<b>Total Funds</b>		<b>£29,140.79</b>	<b>£29,270.79</b>	<b>£30,134.00</b>	<b>£31,134.00</b>	<b>£32,134.00</b>
<b>Staff Costs</b>						
Clerk/RFO's Salary (Gross)	£13,739.95	£9,137.72	£13,706.53	£14,152.15	£14,577.01	£15,014.32
Working from Home Allowance	£120.00	£90.00	£120.00	£120.00	£120.00	£120.00
Cemetery Officer's Salary (Gross)	£589.16	£436.90	£579.92	£625.04	£643.79	£663.10
Pensions (Employer Contributions)	£687.00	£456.87	£685.31	£707.61	£728.85	£750.72
Employment Allowance		£452.87	£379.31			
<b>Total Staff Costs</b>	<b>£15,266.11</b>	<b>£10,574.36</b>	<b>£15,471.07</b>	<b>£15,604.80</b>	<b>£16,069.65</b>	<b>£16,548.14</b>
<b>Admin. &amp; Training</b>						
Election Fee	£0.00	£0.00	£0.00	£0.00	£1,520.00	£0.00
Employee Training	£200.00	£30.00	£200.00	£200.00	£200.00	£200.00
IT Equipment	£80.00	£381.00	£200.66	£150.00	£150.00	£150.00
Audit Fees - internal audit	£200.00	£128.15	£128.15	£210.00	£220.00	£220.00
Audit fees - main audit	£240.00	£240.00	£240.00	£250.00	£260.00	£260.00
Bank Charges	£72.00	£107.00	£166.00	£180.00	£189.00	£189.00
Councillor Training	£260.00	£420.00	£500.00	£400.00	£260.00	£260.00
Local Council Award Scheme	£0.00	£0.00	£0.00	£0.00	£100.00	£100.00
Legal and Professional Fees	£300.00	£360.00	£360.00	£300.00	£300.00	£300.00
Meeting Room Hire	£550.00	£0.00	£0.00	£575.00	£600.00	£600.00
Pension Administration Fee	£288.00	£216.00	£288.00	£288.00	£288.00	£288.00
Postage	£10.00	£1.87	£10.00	£10.00	£10.00	£10.00
Stationery	£170.00	£46.50	£70.00	£180.00	£190.00	£190.00
Telephone Expenses	£0.00	£16.99	£60.00	£120.00	£120.00	£120.00
Travel Expenses	£130.00	£0.00	£0.00	£130.00	£130.00	£130.00
Insurance	£500.00	£524.15	£524.15	£600.00	£650.00	£650.00
Subscriptions (CAPALC, SLCC etc.)	£706.00	£655.69	£706.00	£750.00	£800.00	£800.00
Books & Publications	£100.00	£0.00	£0.00	£100.00	£100.00	£100.00
<b>Total admin. &amp; training</b>	<b>£3,676.00</b>	<b>£3,127.35</b>	<b>£3,452.96</b>	<b>£4,443.00</b>	<b>£6,087.00</b>	<b>£4,567.00</b>
<b>Community Services</b>						
Newsletter (S142)	£1,500.00	£627.00	£627.00	£1,500.00	£1,500.00	£1,500.00
Parish Website (S142)	£75.00	£0.00	£75.00	£80.00	£85.00	£85.00
Parish Grants (S137)/GPC	£300.00	£500.00	£750.00	£300.00	£300.00	£300.00
Parish Grants	£1,200.00	£1,000.00	£1,000.00	£1,000.00	£1,400.00	£1,400.00
<b>Total Community Services</b>	<b>£3,075.00</b>	<b>£2,127.00</b>	<b>£2,452.00</b>	<b>£2,880.00</b>	<b>£3,285.00</b>	<b>£3,285.00</b>
<b>Parish Asset Maintenance</b>						
Grass & Hedge Cutting	£6,000.00	£7,246.40	£7,346.40	£7,500.00	£7,500.00	£7,500.00
Tree maintenance	£600.00	£0.00	£600.00	£600.00	£600.00	£600.00
Maintenance of ditches	£300.00	£0.00	£0.00	£100.00	£300.00	£300.00
Cemetery/Churchyard Maintenance/Repair	£500.00	£144.00	£500.00	£750.00	£750.00	£750.00
Purchase of land for cemetery extension.	£2,000.00	£0.00	£0.00	£0.00	£0.00	£0.00
Play Area	£2,000.00	£292.63	£492.63	£500.00	£500.00	£500.00
Glebe Paddock	£500.00	£296.00	£520.00	£500.00	£500.00	£500.00
Winter Gritting Tools	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
Miscellaneous	£250.00	£0.00	£0.00	£250.00	£250.00	£250.00
<b>Total Parish Asset Maintenance</b>	<b>£12,150.00</b>	<b>£8,079.03</b>	<b>£9,459.03</b>	<b>£10,200.00</b>	<b>£10,400.00</b>	<b>£10,400.00</b>
<b>Projects</b>						
Noticeboards	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
Highways	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
Neighbourhood Plan	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
Community Led Plan	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
Speed Control/SIDs/LHI (CIL)	£5,000.00	£2,985.60	£3,000.00	£6,500.00	£1,500.00	£1,081.89
<b>Total Projects</b>	<b>£5,000.00</b>	<b>£2,985.60</b>	<b>£3,000.00</b>	<b>£6,500.00</b>	<b>£1,500.00</b>	<b>£1,081.89</b>
<b>Total Expenses</b>	<b>£39,167.11</b>	<b>£26,893.34</b>	<b>£33,835.06</b>	<b>£39,627.80</b>	<b>£37,341.65</b>	<b>£35,882.03</b>
<b>Forecasted Net Balance / Impact on Reserves</b>			<b>£6,675.32</b>	<b>£11,493.80</b>	<b>£8,207.65</b>	<b>£5,748.03</b>

December 2020

Upwood and the Raveleys Parish Council  
 Budget Summary and Business Plan  
 2020/2021 2021/2022 2022/2023 2023/2024

Action Notes / Business Plan. Updated December 2020	
<b>Income</b>	
Precept	
Commercial Land Rents	£1416 fixed for combined tenancy of Dockfields & 3-2-20 until October 2022. Gravel Pits currently £168 per annum.
Cemetery Fees	Cemetery Fee Structure last reviewed in 2013-2014
CIL	Total CIL received £14012.89. Spent £9081.89. Allocated £6,500 + £1,500 (see expenses below). Unallocated Balance £1081.89
Grant	
Donations	
Interest	Interest rate currently zero.
Sale of assets	None predicted
Miscellaneous	
<b>Total Income</b>	
VAT return	
<b>Total Funds</b>	
<b>Staff Costs</b>	
Clerk/RFO's Salary (Gross)	2020/2021 reflects increased hours (re. appraisal 2019). Added 3% per annum to account for NJC increase or salary review thereafter.
Working from Home Allowance	Nationally agreed figure of £10 per month.
Cemetery Officer's Salary (Gross)	Added 3% to account for NJC increase or salary review. Additional misc. maintenance projects removed from 2019
Pensions (Employer Contributions)	Based on projected salaries (5% contribution rate). The cemetery officer is currently not opted in to the pension scheme but could choose to at any time.
Employment Allowance	Effective from 2020/2021
<b>Total Staff Costs</b>	
<b>Admin. &amp; Training</b>	
Election Fee	Next Election 2022
Employee Training	The clerk needs to accrue at least 12 CPD points per year re. Local Council Award Scheme (reduced from 18 on leaving ILCM)
IT Equipment	Annual budget to allow for laptop servicing if necessary. Current laptop purchased in 2018. Provision to replace/update if necessary in 2023/2024.
Audit Fees - internal audit	Fixed fee with annual increase to account for inflation
Audit fees - main audit	Fixed fee with annual increase to account for inflation
Bank Charges	Introduced during 2016/2017
Councillor Training	Election in May 2022
Local Council Award Scheme	Application for Quality Gold status in 2018/2019. Re-certification required after 4 years.
Legal and Professional Fees	None predicted. Nominal figure for unforeseen eventualities
Meeting Room Hire	Annual increase to allow for inflation
Pension Administration Fee	Imposed after preparation of budget for 2018/2019
Postage	
Stationery	Slight increase each year
Telephone Expenses	
Travel Expenses	
Insurance	3 year agreement with Hiscox. Increased premium allowed for 2022-2023
Subscriptions (CAPALC, SLCC etc.)	
Books & Publications	Provision for purchase of new editions of essential books
<b>Total admin. &amp; training</b>	
<b>Community Services</b>	
Newsletter (£142)	Continued provision of partial colour printing. Reduced contribution in 2020/21 (Covid-19 impact)
Parish Website (£142)	Provision for a small increase. Covered by Wind Farm Grant 2017
Parish Grants (£137)/GPC	To include provision of activities for young people. "Active Lives" @ £155 per session in 2019
Parish Grants	Annual support of the village hall (in support of insurance, operational and WIFI costs)
<b>Total Community Services</b>	
<b>Parish Asset Maintenance</b>	
Grass & Hedge Cutting	A new three year contract to take effect from the Spring of 2022.
Tree maintenance	Phase three completed 2016/2017. Proposal to map parish trees and prepare a new strategy in 2018/2019
Maintenance of ditches	Ditch maintenance last carried out in 2015/2016.
Cemetery/Churchyard Maintenance/Repair	Provision for replacement of boundary fence in 2017/2018. Maintenance/refurbishment of the chapel of rest in 2018/2019/2020 (unbudgeted roof repairs carried out in 2016)
Purchase of land for cemetery extension.	£6,000 accrued in reserves at December 2020. It is predicted that the "new" cemetery will serve the community until approximately 2035.
Play Area	£9,000 accrued in reserves at December 2020. Provision of £2500 partial replacement of matting (£10,000 full replacement). Allow for other repairs/replacements.
Glebe Paddock	£448 per annum rent. Fixed fee (with retail price index increases) for 10 years (until 2023). Consider formal inspection. Legal fees for new lease in 2013/14 = £2296
Winter Gritting Tools	No provision required for replacement grit bins at this time. Tools provided by CCC.
Miscellaneous	Provision for the servicing of volunteer's lawn mower. Purchase of paint, preservative & maintenance materials
<b>Total Parish Asset Maintenance</b>	
<b>Projects</b>	
Noticeboards	Cost of refurbishment and re-siting of the noticeboards covered by a grant from the Windfarm Trust. November 2015
Highways	See Speed Control/SIDs/LHI (CIL) Funding below
Neighbourhood Plan	Proposal for 2018 / 2019 Cancelled
Community Led Plan	Plan completed in 2015
Speed Control/SIDs/LHI (CIL)	Purchase of SIDs 1 & 2 in 2019/20, SID 3 in 2020/21. LHI Great Raveley contribution 2020/21 (approved). LHI SID 4 application 2022/23 (pending)
<b>Total Projects</b>	
<b>Total Expenses</b>	
<b>Forecasted Net Balance / Impact on Reserves</b>	

Upwood and the Raveleys Parish Council

Development of Allocated Reserves

	Cemetery	Play Area		Project Reserves
2017 / 2018	£2,000.00		£0.00	Transferred to savings account 02.01.19
2018 / 2019	£2,000.00		£5,000.00	Transferred to savings account 03.19
2019 / 2020	£2,000.00		£4,000.00	Transferred to savings account 03.20
<b>Total</b>	<b>£6,000.00</b>		<b>£9,000.00</b>	<b>£15,000</b>
	<b>CIL Receipts</b>	<b>CIL Payments</b>		
May-18	£3,503.22			15/00049/FUL
Nov-18	£7,006.45			15/00049/FUL
May-19	£3,503.22			15/00049/FUL
2019/2020			£2,443.00	Purchase of Speed Indicator Device. 02.09.19
2020/2021			£2,488.00	Purchase of Speed Indicator Device. 07.12.20
			<b>£4,931.00</b>	<b>Spend to date</b>
2021/2022			£6,500.00	Great Raveley Traffic Calming Project Commitment (Pending)
2021/2022			£1,500.00	LHI SID application (pending)
2023/2024			£1,081.89	Balance allocated to budget for 2023/2024
			<b>£9,081.89</b>	<b>Allocated Reserves. CIL</b>
<b>Totals =</b>	<b>£14,012.89</b>		<b>£14,012.89</b>	<b>£9,081.89</b>
<b>Total Allocated Reserves @ 07 December 2020</b>				<b>£24,081.89</b>

