******

Parish Clerk – Mrs Louise Clowery, 6 Manor Farm Cottages, Warboys Road, Pidley, Cambridgeshire, PE28 3DA

Telephone: 07835 939547. E-Mail: parishclerk@upwood.org

#### The Annual meeting of Upwood and the Raveleys Parish Council will be held on Monday 15th May 2023 6.00pm 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.

Louise Clowery – Clerk and Responsible Financial Officer to Upwood and the Raveleys Parish Council. 9th May 2023

Members: 8 Quorum: 3

### Agenda

**163-05/23 To elect the chairman of the council and to receive the chairman’s declaration of acceptance of office.**

**Proposer -**

**Seconder -**

**164-05/23 To elect the vice-chairman and to receive the vice chairman’s declaration of acceptance of office.**

**Proposer –**

**Seconder -**

**165-05/23 To receive the declaration of disclosable pecuniary interests from all councillors.**

**All councillors signed the new form ready for the Clerk to upload.**

**166-05/23 To receive and approve apologies for absence.**

**Names**

**167-05/23 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 received.

**168-05/23 To receive and approve the minutes of the parish council meeting held on 04 April 2022.**

**169-05/23 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:** Renewal quote circulated to all councillors ahead of the meeting.

**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.

# 170-05/23 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.

# 171-05/23 To receive reports from county and district councillors.

# 172-05/23 Finance

## 172-05/23.1 To approve accounts for payment: 15th May 2023

|  |  |  |  |
| --- | --- | --- | --- |
| Reference | Description | Payee | Amount |
| SO | Clerk/RFO Salary- March (20 hours handover) April hours as per the contract  |  | £881.68 |
| SO | Clerk/RFO Salary PAYE/NI | HMRC | £222.20 |
| SO | Employer National Insurance April 2023 | HMRC | £7.62 |
| BACS – TBC  | Clerk's Expenses: Working from Home Allowance, printing costs, postage, travel (April). | Mrs L Clowery  | £79.10 |
| 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 |
| BACS – TBC  | Grass cutting x 2 invoices URPC – 23 1 & URPC 23 2 | Unity Trust Bank  | £900.00 |
| BACS – TBC | Meeting Hall Hire (Jan – Mar 2023) | Upwood and the Raveleys Village Hall | £42.20 |
| BACS – TBC | CAPALC – Affiliation Fee – 981 Electorates  | CAPALC  | £496.30 |
| BACS – TBC | Data Protection Renewal Fee | Information Commissioner’s Office | £35.00 |
| BACS – TBC  | Annual Inspection: Bentley Close Play Area | RoSPA Play Safety | £90.00 |
| BACS - TBC  | Domain name renewal  | Stephen Howes  | £22.79 |

*Clerk’s note: Payments are pending upload due to the pending approval of the Clerk’s account access. As soon as she has this the payments will be forwarded to the appropriate authorised signatories to approve.*

## 172-05/23.2 To note income received: 15th May 2023

|  |  |  |  |
| --- | --- | --- | --- |
| 2023/2024 |  |  |  |
| Reference | Description | Received From | Amount |
| BACS | Precept 2022/2023 | Huntingdonshire District Council | £28,000 |

172-05/23.3 To review and approve the Annual Governance and Accountability Return (AGAR) 2022/23

172-05/23.4 To approve the training for the Clerk’s qualification of the CiLCA. The cost is to be split with Oldhurst Parish Council. The cost is £400 in total. £266 is the amount needing approval.

# 173-05/23 Governance

173-05/23.1 To consider quotations for the renewal of the parish council’s insurance policy, due on 01 June 2023.

173-05/23.2 To consider councillor portfolio responsibilities and to appoint a councillor to take responsibility for health and safety and risk assessments.

# 174-05/23 Traffic, Highways & Road Safety

## 174-05/23.1 To review data gathered from the Moveable Vehicle Activated Signs (MVAS) during March/April 2023.

174-05/23.2 To receive an update on speed management strategies.

**175-05/23 Community**

175-05/23.1 To review the annual inspection report for Bentley Close Play area and to consider matters arising.

175-05/23.2 To discuss the refurbishment of the Bentley Close Play area.

# 175-05/23 Correspondence and Communications.

176-05/23 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.

177-05/23 To discuss the Local plan in accordance with the information published so far.

178-05/23 To appoint a new School liaison

179-05/23 To discuss the maintenance of the Church yard.

Date of next meeting: Monday 05 June 2023.

**Close of meeting**