



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 4 December 2023, 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, 28 November 2023.

Members: 8 Quorum: 3

Agenda

270-12/23 To receive and approve apologies for absence.

271-12/23 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.

272-12/23 To consider any applications received as a result of the advertisement for two casual vacancies arising from the resignation of Councillor Howes and of Councillor Chatfield ceasing to be a councillor.

273-12/23 To receive and approve the minutes of the extra-ordinary meeting held on Thursday 16 November 2023

274-12/23 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.

275-12/23 To receive reports from county and district councillors.

276-12/23 Notification of planning items

276-12/23.1 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 (deferred from minute reference: 154-04/21.1).

276-12/23.2 23/01851/TREE Application to carry out work on Tree Preservation Order Trees – T1 Leaning Pine Tree, G1 2 x Ash, G2 2 x Oak, T2 Cherry at 54 High Street, Upwood

277-12/23 Finance

277-12/23.1 To approve accounts for payment: December 2023

Reference	Description	Payee	Amount
B/P	Clerk/RFO Salary – October 2023 (pro rata until 23/10)	Mrs L. Clowery	£478.70
B/P	Clerk/RFO Salary PAYE (pro rata until 23/10)	HMRC	£119.80
B/P	Cemetery Officer Salary October - November 2023	Mr BC Edwards	£72.87
B/P	Cemetery Officer PAYE October - November 2023	Mr BC Edwards	£18.20
B/P	HMRC NI/ PAYE unpaid contributions - payments not submitted by previous clerk Louise Clowery	HMRC	£1193.65
Invoice	URPC 2023 3 – parish maintenance	BEAM	£450.00
Invoice	URPC 2023 5 – parish maintenance	BEAM	£450.00
Invoice	URPC 2023 7 – parish maintenance	BEAM	£450.00
Invoice	URPC 2023 12 – parish maintenance	BEAM	£450.00
B/P	New Clerk/RFO Salary – November 2023 pro rata from 06 November 2023	Mrs J Russel	£535.28
B/P	New Clerk/RFO PAYE – pro rata from 6 November 2023	Mrs J Russel	£133.60
DD	Adobe Acrobat Pro monthly payment	Lloyds debit card	£19.97
DD	Monthly fee	Lloyds debit card	£3.00
Invoice	AGAR External Audit fee	PKF Littlejohn	£378.00
DD	Pension Administration Fee	SALVUS Master Trust	£24.00
Invoice	CAPALC Cemetery Training (resubmitted payment previously approved at 13 November meeting)	CAPALC	£120.00

277-12/23.2 To note income received: November 2023.

Reference	Description	Payee	Amount
Credit 20/11/23	Commercial rent – Gravel Pit	C Holmes	£168.00
Credit 24/11/23	Commercial rent - Dockfields & 3 2 20	P Harper & Sons	£1416.00

277-12/23.3 Approve and sign bank reconciliation for November 2023.

277-12/23.4 To finalise and approve the budget and business plan; and to confirm the precept requirements for 2024/2025 following annual meeting of the finance working party on 23 November 2023.

277-12/23.5 To consider and discuss a new process for awarding grants – c/f to January meeting.

277-12/23.5 to approve CAPALC training courses for new clerk and councillors – regarding finance and how councils can engage with young people in their community.

277-12/23.5 To approve new Clerk's additional hours for training and handover plus expenses for November 2023

278-12/23 Traffic, Highways and Road Safety

278-12/23.1 To review data gathered from the Moveable Vehicle Activated Signs (MVAS) for November 2023.

278-12/23.2 To receive an update on speed management strategies (privately funded LHI application and 20mph application).

279-12/23 Community

279-12/23.1 To receive an update on plans to purchase the Glebe paddock.

279-12/23.2 To receive an update from the Glebe paddock grant planning working party.

279-12/23.4 To receive an update on over-wintering cutting plans for the wildflower beds and consider purchasing additional seed to enrich the current beds.

279-12/23.5 To receive an update on the Bentley Close play area refurbishment.

279-12/23.6 To discuss maintenance required for the Parish Council noticeboards.

280-12/23 Correspondence and Communications

280-12/23.1 to consider correspondence received regarding overgrown trees/bushes in the Farm Close area.

280-12/23.2 to provide an update on the bin placement between Upwood Primary Academy and Valiant Square after approaching the District Council to request additional bins.

280-12/23.3 to consider correspondence received regarding positioning of a memorial stone in Upwood Cemetery

280-12/23.5 to consider correspondence received regarding the Jubilee Memorial Tree Fund and potential error in the September minutes as to where donation monies originated.

281-12/23 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.

282-12/23 Date of next meeting: Monday 08 January 2024.

Close of meeting.