



Upwood and the Raveleys Parish Council

Parish Clerk – Mrs Carol Bilverstone. Kilimanjaro, 9 Meadow Road, Upwood, Huntingdon, Cambs. PE26 2QJ
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A meeting of Upwood and the Raveleys Parish Council will be held on Monday 04 July 2022, 7.00pm 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.

Carol Bilverstone – Clerk and Responsible Financial Officer to Upwood and the Raveleys Parish Council. 28 June 2022

Members: 7 Quorum: 3

Agenda

- 30-07/22 To receive and approve apologies for absence and to acknowledge the resignation of Councillor Bonnett-Kolakowska.**
- 31-07/22 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.
- 32-07/22 To consider applications for the casual vacancy further to the election on 05 May; and to consider the advertisement of a casual vacancy arising from the resignation of Councillor Bonnett-Kolakowska.**
- 33-07/22 To receive and approve the minutes of the parish council meeting held on 06 June 2022.**
- 34-07/22 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.
- 35-07/22 To receive reports from county and district councillors.**
- 36-07/22 Notification of planning items.**
- 36-07/22.1 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 ref.: 154-04/21.1).
- 36-07/22.2 22/01254/TREE | miscellaneous works | Fairmead Park, Upwood.
- 37-07/22 Finance**
- 37-07/22.1 To approve accounts for payment: 04 July & 01 August 2022

July			
Reference	Description	Payee	Amount
SO	Clerk/RFO Salary. June 2022	Mrs C. Bilverstone	£1047.95
SO	Clerk/RFO Salary PAYE/NI	HMRC	£56.14
SO	Employer National Insurance June 2022	HMRC	£60.83
DD	Employee & Employer Pension Contribution	SALVUS Master Trust	£116.22
DD	Pension Administration Fee	SALVUS Master Trust	£24.00

124725639	Clerk's Expenses: Working from Home Allowance, printing costs, travel (June).	Mrs C. Silverstone	£18.93
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
Debit Card	Annual Subscription. Microsoft 365	Unity Trust Bank / Microsoft	£59.99
747158833 891521957	Parish Maintenance (invoices 5, 6 & 7)	BEAM	£1260.00
991665908	Reimbursement for bunting etc. (minute ref.: 24-06/22.4)	Mrs J. Burgess	£197.06
353515041	Charge for uncontested election	Huntingdonshire District Council	£162.58
August			
Reference	Description	Payee	Amount
SO	Clerk/RFO Salary. July 2022	Mrs C. Silverstone	£1047.95
SO	Clerk/RFO Salary PAYE/NI	HMRC	£56.14
SO	Employer National Insurance May 2022	HMRC	£60.83
DD	Employee & Employer Pension Contribution	SALVUS Master Trust	£116.22
DD	Pension Administration Fee	SALVUS Master Trust	£24.00
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
*TBC	Parish Maintenance	BEAM	*TBC

*in accordance with minute reference: 58-09/17.1, invoices received from the parish maintenance contractor during July and August will be paid in a timely manner and reported on the agenda for the September meeting.

37-07/22.2 To note income received: 06 June 2022.

Reference	Description	Received From	Amount
000048	Cemetery Fees (Interment x 1 + Grant of Exclusive Right of Burial x 2).	Dignity Funerals Ltd.	£355.00
BACS	Cemetery Fees (Memorial Tablet)	Fenland Stoneworks	£35.00

37-07/22.3 To consider making an application for CIL (Community Infrastructure Levy) funding from Huntingdonshire District Council.

37-07/22.4 To consider the appointment of an internal auditor for the financial year 2022/2023.

37-07/22.5 To consider plans for the annual appraisals of the clerk and the cemetery officer (due in during August).

38-07/22 Traffic, Highways & Road Safety

38-07/22.1 To review data gathered from the Moveable Vehicle Activated Signs (MVAS) during June 2022.

38-07/22.2 To receive an update on speed management strategies.

39-07/22 Community

39-07/21.1 To consider a response from the Diocese of Ely regarding the potential purchase/the renewal of the lease for Glebe Paddock (due to expire in June 2023).

39-07/21.2 To consider suggestions for the planting of oak trees to commemorate HM the Queen's Platinum Jubilee.

39-07/21.3 To receive an update on the re-wilding of the highway verges.

40-07/22 Correspondence and Communications.

41-07/22 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.

42-07/22 Date of next meeting: Monday 05 September 2022 (the parish council does not meet during August).

Close of meeting