

Wyton on the Hill Parish Council

Parish Clerk (Relief): Mrs Carol Bilverstone. Kilimanjaro, 9 Meadow Road, Upwood, Huntingdon, Cambs. PE26 2QJ
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A meeting of Wyton on the Hill Parish Council will be held on Tuesday 15 May 2018 at 7.00pm at: Wyton on the Hill County Primary School.

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

09 May 2018

Members: 5 Quorum: 3

AGENDA

- 01-05/18 To elect the chairman of the council and to receive the chairman’s declaration of acceptance of office.**
- 02-05/15 To elect the vice chairman and to receive the vice chairman’s declaration of acceptance of office.**
- 03-05/18 Following the election on 03 May, to receive the declaration of acceptance of office and declaration of disclosable pecuniary interests from all councillors.**
- 04-05/18 To receive and approve apologies for absence.**
- 05-05/18 To receive declarations of interest.**
Members are invited to declare disclosable pecuniary interests and other interests in items on the agenda as required by the Upwood and the Raveleys Parish Council Code of Conduct for Members and by the Localism Act 2011.
- 06-05/18 To receive an update regarding the recruitment of a parish clerk & responsible financial officer (ref. 133-03/18.6) and to welcome Ms Nicola (Nykki) Webber as Clerk and Responsible Financial Officer to Wyton on the Hill Parish Council.**
- 06-05/18.1 To confirm the new business address and contact details for Wyton on the Hill Parish Council.
- 07-05/18 Adoption of policy documents.**
- 07-05/18.1 To consider the adoption of Standing Orders (revised 2018 to reflect changes in legislation since 2013).
- 07-05/18.2 To review consider re-adoption of Financial Regulations and The Code of Conduct

The following policy documents will be prepared and considered for adoption in the near future:

Governance: Media Policy, Complaints Procedure, Equal Opportunities and Social Inclusion Policy, Management of Records Policy

Freedom of Information & Data Protection: Freedom of Information Publication Scheme (The parish council is waiting for further guidance from CAPALC regarding compliance with the General Data Protection Regulation which will take effect from 25 May 2018).

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

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

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

08-05/18 To receive and approve the minutes of the parish council meeting held on 10 April 2018.

09-05/18 Matters arising or carried forward from the previous meeting.

09-05/18.1 To receive an update regarding the transfer of the parish council's banking arrangements from Barclays Bank PLC to with Unity Trust Bank PLC (ref. 133-03/18.4).

09-05/18.2 To receive an update on the Sawtry Way speed restriction project and the unlit traffic islands (ref. Feb. 2018).

09-05/18.3 To review quotations for a new three year contract for the maintenance of the estate entrance.

10-05/18 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.

11-05/18 To receive an update from the Estate Caretaker.

12-05/18 Notification of planning items (none at the time of publication of the agenda).

13-05/18 Finance

13-05/18.1 To approve accounts for payment: 15 May 2018.

Date	Ref. No.	Payee	Description	Amount
15.05.18	SO	Mr A. Savage	Salary: Estate Caretaker (April 2018)	192.00
15.05.18	100032	HMRC	PAYE (month 1)	48.00
15.05.18	SO	Enviroplantcare	Maintenance of estate entrance (April 2018)	110.00
15.05.18	100033	Upwood and the Raveleys Parish Council	Parish Clerk/RFO Services. 49 hours, April 2018	£923.58
15.05.18	100034	Mrs C. Bilverstone	Postage, stationery, telephone expenses	11.38
15.05.18	100035	CAPALC	Affiliation Fee	337.75
15.05.18	100036	Michael Tew	*Servicing of parish council laptop & upgrade of RAM	35.00

*Mrs Bilverstone, interim clerk arranged for the parish council's laptop to be serviced and upgraded prior to handover to the new clerk as it was not fit for purpose.

13-05/18.2 To note income received: 15 May 2018:

24.04.18	BACS	Huntingdonshire District Council	Precept	20,000
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13-05/18.3 To consider changes to the Unity Trust Bank mandate to confirm three signatories; to ensure that all councillors have access to view the accounts; to change the administrator and to update the parish council's contact details.

13-05/18.4 To authorise bank reconciliations dated 31 March 2018 (ref. 151-04/18.1) and 24 April 2018.

13-05/18.5 To review the Annual Governance and Accountability Return 2017/2018 and to consider approval of the Annual Governance Statement 2017/2018.

13-05/18.6 To consider approval of the Accounting Statements 2017/2018.

14-05/18 Personnel Matters

14-05/18.1 To receive an update from Mrs Bilverstone (interim clerk).

14-05/18.2 To acknowledge terms and conditions (to include a salary based on NJC spine point 27 for 30 hours per month; payment of a £10 per month working from home allowance; and a mileage rate of 45p per mile for all travel away from the clerk's home address or from Wyton on the Hill) and to sign a contract of employment with Ms Nicola Webber as recommended by Councillor Brown, Councillor Howe and Mrs Bilverstone (minute ref. 147-04/18.2).

- 14-05/18.3 To acknowledge the purchase of a printer/scanner (as per the minutes of the meeting held in November 2017).
- 14-05/18.4 To support the professional development of Ms. Webber in terms of funding training for the Certificate of Local Council Administration (CiLCA) starting on 16 May; covering the cost of membership of The Society of Local Council Clerks at £115; covering the cost of two essential publications "Arnold Baker on Local Council Administration" 10th Edition at £73.60 and "Local Councils Explained" at £14.99 + £5 postage & packing.
- 14-05/18.5 To consider the terms and conditions of employment of the Estate Caretaker: to approve the purchase of a first aid kit (as per the terms of his contract); to consider the provision of corporate workwear and protective boots and clothing. To consider reimbursement of mileage expenses at 45p per mile (a non-taxable allowance) to be claimed via an expenses form.
- 14-05/18.6 To acknowledge receipt and to approve implementation of the National Joint Council for Local Government Services pay scales for all staff for 2018/2019 (back pay for the month of April for Mrs Bilverstone at £15.90 and the transfer to the closest pay scale (spine point 20 for the Estate Caretaker with effect from 01 May).
- 14-05/18.7 To put plans in place to ensure that all staff are given the opportunity to join and contribute to a pension scheme (a legal requirement).
- 14-05/18.8 To confirm arrangements for councillor training for all members and chairmanship training for those aspiring to this role.

15-05/18 General Data Protection Regulation (GDPR)

- 15-05/18.1 To receive an update from CAPALC regarding implementation of the GDPR.

16-05/18 Correspondence and Communications

- 16-05/18.1 Further correspondence regarding the gate at the entrance to the public right of way on Churchill Avenue

17-04/18 To receive verbal reports from Parish Councillors on matters arising.

No decisions can be made under this item.

18-05/18 Matters for future consideration. *No decisions can be made under this item.***19-05/18 Date of next meeting: 12 June 2018.**

Close of meeting