

# 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 13 March 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 to Upwood and the Raveleys Parish Council  
Assisting Wyton on the Hill Parish Council.

28 February 2018

Members: 2 Quorum: 3

Section 91 of the Local Government Act 1972 and Representation of the People Act 1883 authorises Huntingdonshire District Council to appoint Councillor Robin Howe to serve on this parish council until other councillors are co-opted or elected and take up office.

## Agenda

**128-03/18 To receive the resignation of Councillor Brown as chairman and to appoint a new chairman.**

**129-03/18 To receive and approve apologies for absence.**

**130-03/18 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.

**131-03/18 Parish Clerk/RFO Services**

131-03/18.1 To consider a recommendation from Councillor Howe (District Councillor) and Ian Dewar (CEO, CAPALC) to engage the services of Mrs Carol Bilverstone, Parish Clerk and Responsible Financial Officer for Upwood and the Raveleys Parish Council, on a short-term consultancy basis for a maximum of 40 hours per month + retrospective payment for 51 hours in February until such time as a permanent clerk/RFO is appointed.

131-03/18.2 To consider an offer from Upwood and the Raveleys Parish Council to facilitate payroll for this arrangement based on an hourly rate of £17.951 (JNC Spine Point 39) + the associated 5% Employers Pension Contribution.

131-03/18.3 To consider reimbursement of travel costs at £0.45 per mile and out of pocket expenses for items such as stationery and postage.

**132-03-18 It is hereby resolved in accordance with section 1 (2) of the Public Bodies (Admission to Meetings Act 1960 that as publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted at the next agenda item the chairman asks that in the public interest, the public and press are temporarily excluded from this meeting and are herewith instructed to withdraw.**

To receive an update on the governance and financial management of Wyton on the Hill Parish Council from Mrs Carol Bilverstone, Parish Clerk and Responsible Financial Officer, Upwood and the Raveleys Parish Council.

**Meeting re-convened**

**133-03/18 Further to item 132-03/18 to consider the following recommendations:**

- 133-03/18.1 To review membership of Wyton on the Hill Parish Council and to consider advertising vacancies for the co-option of five parish councillors.
- 133-03/18.2 To consider re-adoption of Model Standing Orders (NALC 2013)
- 133-03/18.3 To consider re-adoption of Model Financial Regulations (NALC 2016)
- 133-03/18.4 To consider transfer of the parish council's banking arrangements from Barclays Bank PLC to a sector specific account with Unity Trust Bank PLC
- 133-03/18.4 To consider registration with the Information Commissioners Office for Data Protection at a cost of £35.00 for the year 2018/2019.
- 133-03/18.5 To consider the formation of a working party to coordinate the evaluation, advertising and appointment of a Parish Clerk/Responsible Financial Officer and Webmaster

**134-03/18 To receive and approve the minutes of the parish council meeting held on 13 February 2018.****135-03/18 Matters arising or carried forward from the previous meeting.**

All items will be carried forward to the next meeting.

**136-03/18 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.

**137-03/18 Notification of planning items.** None received at the time of publication.**138-03/18 Finance**

- 138-03/18.1 To approve accounts for payment: 13 March 2018.

Date	Ref. No.	Payee	Description	Amount
	SO	Mr A. Savage	Salary: Estate Caretaker (February 2018)	240.00
13.03.18	100020	HMRC	PAYE & NI (month 11)	469.51
			PAYE (overdue from months 8 & 9)	0.47
	SO	Enviroplantcare	Maintenance of estate entrance (February 2018)	110.00
13.03.18	100021	Information Commissioner's Office	Data Protection Registration 2018-2019	35.00
13.03.18	100022	Canalbs Ltd.	Investigation of parish council documents. 2 Visits	760.50
13.03.18	100023	Came and Company	Renewal of annual insurance premium	299.25
13.03.18	100024	Glasdon UK Limited	Waste Bin	217.32
13.03.18	100025	Upwood and the Raveleys Parish Council	Parish Clerk/RFO Services. 51 hours, February 2018	961.28
13.03.18	100026	Mrs C. Silverstone	Travel Expenses	6.75

- 138-03/18.2 To note income received: 13 March 2018:

Date	Ref. No.	Payee	Description	Amount
	BACS	Cambridgeshire County Council	Compensation for the removal of a play area.	1000.00
	BACS	Came and Company	Refund for overpayment of insurance premium (April 2017)	14.97

- 138-03/18.3 To acknowledge submission of a VAT return covering the period 01 March 2015 - 28 February 2018
- 138-03/18.4 To consider quotations for the printing of fliers to advertise the forthcoming parish council election.
- 138-03/18.5 To consider the purchase of a power lead and mouse for the parish council's laptop.

**139-03/18** Correspondence and Communications

**140-03/18** To receive verbal reports from Parish Councillors on matters arising from their portfolio responsibilities.  
*No decisions can be made under this item.*

**141-03/18** Matters for future consideration. *No decisions can be made under this item.*

**142-03/18** **Date of next meeting:** 10 April 2018.

Please note that due to the Easter Bank Holiday weekend and the clerk's personal commitments the agenda for this meeting will be published two working days earlier than usual on Thursday 29 March.

**Close of meeting**