

## BURY PARISH COUNCIL

The Parish Council Meeting of Bury Parish Council was held at Bury Village Hall, Brookfield Way, Owls End on Wednesday 9<sup>th</sup> January 2019 at 7.30 p.m.

### AGENDA

- 0119.01 PRESENT AND APOLOGIES
- 0119.02 COUNCILLORS INTERESTS
- 0119.03 MINUTES OF PREVIOUS MEETING
- 0119.04 PUBLIC DISCUSSION PERIOD
- 0119.05 COUNCILLOR VACANCY
- 0119.06 ELECTION OF VICE CHAIRMAN
- 0119.07 POLICE REPORTS
- 0119.08 COUNCILLORS UPDATES
- 0119.09 COUNTY AND DISTRICT COUNCILLOR UPDATES
- 0119.10 IT SERVICES FOR BURY PARISH COUNCIL
- 0119.11 RAF UPWOOD AND CLINIC SITE
- 0119.12 VILLAGE HALL
- 0119.13 CEMETERY WORKS
- 0119.14 FOOTPATHS AND PLAY AREAS
- 0119.15 PLANNING
- 0119.16 FINANCE
- 0119.17 CORRESPONDENCE RECEIVED
- 0119.18 DATE AND TIME OF NEXT MEETING
- 0119.19 MATTERS FOR FUTURE CONSIDERATION

Minutes of Bury Parish Council held at  
Bury Village Hall, Wednesday 9<sup>th</sup> January 2019 at 7.30 pm.

Members: 9 Quorum: 3

**0119.01 PRESENT and APOLOGIES**

0119.01.1 **Councillors;** Mr M Tew, Mr A Johnston, Mr D Wakefield, Mr P Hazell, Mr J Prestage, Mrs K Prestage

**County Councillor** Mrs A Costello

**District Councillor** Mr S Corney

**Clerk** C. Copley

**Members of the public** x 5

0119.01.2 **Apologies**

Cllr Scantlebury (personal); John Hayes (previous engagement)

**0119.02 COUNCILLORS INTERESTS**

To receive from Councillors declarations as to personal or prejudicial interests and declarable pecuniary interests that might require the granting of dispensation the nature of those interests in relation to Agenda items.

**Would Councillors please note that any changes to their personal interests should be notified to the Clerk.**

Cllr J Prestage declared an interest in item number 12, being a trustee of the Village Hall Committee. Cllr K Prestage also declared an interest in item 12.

**0119.03 MINUTES OF MEETING 5<sup>th</sup> December and EXTRAORDINARY MEETING 19<sup>th</sup> December 2018**

Cllr J Prestage proposed both sets of minutes be approved without any changes, seconded by Cllr K Prestage with all in favour and **resolved to do so.**

**0119.04 PUBLIC DISCUSSION PERIOD**

The Chairman opened the public discussion period, allowing 3 minutes per person to speak with no longer than 15 minutes in total relating to any business on the agenda, and asked for any questions to be addressed to the Chairman. A member of the public asked if any updates have been received regarding the planning application (ref 18/02596/OUT) on the land adjacent to Buryfields, and in particular in relation to the request to extend the deadline for public comments. The answer came that the Clerk, and other Councillors, had contacted Huntingdonshire District Council, case officer in charge of the application to request an extension. The Case Officer informed the Clerk that although the deadline of 31<sup>st</sup> December 2018 was set the planners at HDC would consider comments up to the date at which they make their decision on this application (early February 2019). Members of the public are still encouraged to get their comments in as soon as possible. The Clerk also informed the members of the public that this information was also published within the minutes of the 19<sup>th</sup> December meeting, circulated online and posted on the village notice boards for those who do not have access to the internet. District Councillor Corney also addressed the members of the public, which he is more than happy to personally deliver any written comments to the planning department for those who need to. Cllr Corney can be contacted via the District Council or Ramsey Town Council.

Another member of the public raised the question regarding the meeting of the 24<sup>th</sup> November 2018 and the feedback received from the comments cards circulated. In particular, if this information could be made public. The Clerk was able to clarify that due to the number of comments cards received to publish them would be considerably voluminous and the Council did not seek agreement from those who made the comments for their comments to be made public. The Council did conduct a plenary session following the meeting, during which common trends from the comments cards were highlighted. These findings were also issued in the minutes of meeting 24<sup>th</sup> November, published online and on the village noticeboards. For clarification, the overwhelming response in almost every comment received, was for the development of RAF Upwood Air base brownfield site to take precedence and the concern over infrastructure (or lack of ) within Bury and the surrounding area. Strawsons are in regular contact with Huntingdonshire District Council and District Councillor Corney will be providing regular updates at the Bury Parish Council meetings.

A member of the public raised concern over what appears to be waste water running in to the ditch between Greenwood Close and the High Street. This matter has been raised and investigated in the

past when it was addressed to Cambridgeshire County Council (CCC) as the regulating authority. Members of the public are welcome to also lodge their concern to the CCC over this matter and can report it online via the County Councils website

<https://www.cambridgeshire.gov.uk/residents/travel-roads-and-parking/roads-and-pathways/roadworks-and-faults/>

Whilst discussing the matter of maintaining waterways a member of the public asked who is responsible for maintaining Bury Brook and if this is something a village working party could look at doing? The Chairman recommended the member of the public seek clarification from the Environment Agency of this matter.

**0119.05 COUNCILLOR VACANCY**

2 Candidates applied for the Councillor position. Each candidate was given the chance to speak for 3 minutes on why they wish to become a Councillor as per the Councils recruitment procedure. Both candidates then left the room whilst the Council discussed their applications. During this time the meeting is usually closed to members of the public, but the Chairman, with the agreement of the Councillors, took the decision to allow members of the public to stay due to the weather conditions. The Council did not wish to ask members of the public to stand outside in the cold and wet. The applicants were then invited back in to the meeting and the Council voted by way of a ballot. Alyce Barber was voted on as Councillor by 5 votes to 1. Mrs Barber then signed the Acceptance of Office forms and remained at the meeting as Councillor. The Council will keep the second applicants details on file should any further vacancies become available.

**0119.06 ELECTION OF VICE CHAIRMAN**

Cllr Tew proposed that Cllr J Prestage be nominated for Vice Chairman, seconded by Cllr K Prestage, unanimously agreed and therefore **resolved to do so**.

**0119.07 POLICE REPORTS**

The following crime reports received via e-cops, Cambs Police were received for the month of December

**Warboys Road, Bury** – Police were called to a collision involving two cars on Warboys Road, Bury, at around 7:00 am on Tuesday morning, 11<sup>th</sup> December. It appeared that one car had run into the back of another but fortunately no-one was seriously hurt. Recovery services were needed to tow both vehicles away. (Ref CC-11122018-0061)

**0119.08 COUNCILLORS UPDATES**

Road Safety/CAPALC/Media – Cllr Tew

The Media policy for the Parish Council will need to be amended removing Cllr Brindley's details.

Cllr Tew has continued to register reports of road damage etc to the County Council via the online reporting system. Cllr J Prestage asked if a service agreement was in place on any of the village speed signs, if not could the sign on Upwood Road be switched off? The Chairman replied unfortunately the Highways Department (CCC) will no longer be fixing the speed signs, the Clerk will establish who could repair the sign and report back with any findings.

Footpaths and Trees – Report from Cllr Scantlebury (read by Clerk in Cllr Scantleburys absence)

Neighbourhood Plan – Cllr J Prestage. The draft plan has been received from A Northcote and circulated to Councillors for reading. A meeting will be arranged for the Council to view the full document. Cllr Prestage will look in to costs involved in having the Plan printed. Cllr Prestage has seen the sample of the Housing Needs Survey from CambsACRE and reported that all is in order and the survey will be taking place at the end of January 2019. The cost of circa £3000 was agreed at Decembers meeting and now confirmed at £3806. Cllr Prestage proposed the Neighbourhood Plan bank account be transferred to the Parish Council as funds are low in the Neighbourhood Plan bank account, which pays the monthly direct debit for the Plan website. This proposal was seconded by Cllr Wakefield with all in favour and resolved to do so. The Clerk will arrange a convenient time to visit the bank with Cllr J Prestage to make the necessary arrangements.

Cemetery – No report due to Cllr Hayes absence

Playing Fields – Cllr A Johnston

Cllr Johnston raised concern over a high amount of dog waste being placed in the bins in the small children's play areas. Dog fouling bins are located at the top of the footpath leading to the play parks on Owls End and people should not be placing dog waste in general waste bins but in the designated dog fouling bins located around the village. This problem is highlighted in the Informer write up each month and within the published council meeting minutes. It was asked if the play areas are dog exclusion zones, Cllr A Barber will look in to this matter and contact the District Council dog warden for advice.

Other reports – Cllr Hazell brought to everyone’s attention that the rough part of Tunkers Lane, continuing up to Valliant Square is in fact a “Green Lane”, maintained as a bridleway, not an adopted road. There has been talk of this road being made up. People need to be aware that developers cannot upgrade the stretch of road.

Cllr Tew has taken delivery of Winter Health packs and placed them around the village for residents, they can be found at Bury Cakes and Pies, Bury Stores and the Village Hall. Cllr K Prestage asked if a batch of packs could be received for distribution within the Over 60s Club. Cllr Tew will arrange to get the packs to them.

**0119.09 REPORTS FROM DISTRICT AND COUNTY COUNCILLORS**

0119.09.1 County Cllr Costello reported that Scott Parsons and Joe Challis of the County Council have moved on, Sophie Parsons of Highways is still in post. As and when the vacant posts are recruited to C/Cllr Costello will report back.

0119.09.2 District Cllr Corney reported that planning applications for the Upwood Road, Meadow Lane and Buryfield developments are still in progress with no further news. The bus service from Ramsey to Huntingdon is still under threat of closure.

**0119.10 RAF UPWOOD/CLINIC SITE DEVELOPMENT UPDATES**

Cllr Corney and the other Town Councillors (John Palmer and Jeff Clarke) have contacted Strawsons to request a meeting. Shailesh Vara, local MP, has also been asked for his backing in bringing the sites to development. Cllr Corney hopes the meeting will bring some much needed updates, even if it is demolition of the derelict buildings.

**0119.11 IT SERVICES**

The Clerk met with Silicon Bay IT Services to discuss the costs involved in the Council hosting its own website, email accounts etc. The Clerk also has a costing from the existing provider and will endeavor to obtain a 3<sup>rd</sup> quotation in time for the February 6<sup>th</sup> meeting to bring to the Council for decision.

**0119.12 VILLAGE HALL**

The projector has been successfully installed in the Village Hall meeting room which will be available for all users. The new perimeter fencing is scheduled for installation early February, the Clerk will liaise with the Village Hall over the installation.

0119.12.1 The Village Hall are holding an Open Day on Saturday 26<sup>th</sup> January 2019 and have invited the Parish Council to attend, Cllr M Tew agreed to attend on behalf of the Parish Council and will be presenting the Neighbourhood Plan in the meeting room (making good use of the new projector)

**0119.13 CEMETERY**

No further updates regarding the Faculty have been received. Once the consecration ceremony has been carried out the works can commence on the new pathways to the extension and other areas. It was agreed to defer this item to the next meeting, 6<sup>th</sup> February 2019.

0119.13.1 The Clerk reported receiving 2 reports of the ashes pots being moved from their respective location. The Clerk has visited the garden of remembrance and confirmed the ashes pots have now been put back in their correct places, this has been checked by the Clerk via the cemetery plan, cemetery key and photographic evidence held on file.

**0119.14 FOOTPATHS AND PLAY AREAS**

0119.14.1 The Council discussed the need for an annual tree inspection of not only trees on Parish Council land but of those over-hanging Parish Council land. Cllr Wakefield proposed a tree surgeon be instructed to carry out a village inspection and the Clerk will draw up an inspection plan. Cllr Tew suggested the use of Parish Online, an online mapping system that the Parish Council can use to map out the Parish land for the benefit of the tree survey along with assets belonging to the Parish Council such as litter bins, bus shelters, village benches etc. Cllr Tew volunteered to input the data and this item will be added to the February agenda for action or agreement once Councillors have had the chance to have a look at the Parish Online.

0119.14.2 The Clerk has received an email stating the damaged bus shelter is indeed the responsibility of Huntingdonshire District Council and the Estates Team (based at Pathfinder House) and they are instructed to carry out the repairs. The Clerk will update the Council as and when any developments arise.

**0119.15 PLANNING**

To discuss and consider the following applications:-

Planning Application Ref: 18/01692/FUL

Erection of 100 dwellings alongside associated site infrastructure, open space (including provision of play facilities) and landscaping, land west of Garden Court and 1-16 Upwood Road, Bury. Response deadline 18.01.19

Cllr Tew proposed the Councils response remains the same as the one lodged with the Planning Department at HDC, September 2018. This proposal was seconded by Cllr Wakefield and therefore **resolved to do so**. The Clerk will forward the relevant response to the Planning Department.

#### **0119.16 FINANCE AND DOCUMENTS FOR SIGNATURE – The Clerk**

0119.16.1 The Clerk has not been successful so far in securing an internal auditor for the Parish Councils accounts. The Clerk will now approach CAPALC and other Parish Councils in an attempt to find an auditor.

0119.16.2 Cllr Prestage proposed the annual registration fee of £57 for CambsACRE be approved, seconded by Cllr Johnston which was unanimously agreed and therefore **resolved to do so**.

0119.16.3 The Clerk has established the donation to CCC towards the Bikeability Scheme for 25 pupils from Bury School to undertake their training, is a total donation cost of £250. Cllr J Prestage proposed the Council agree the total donation of £250 be made so the children can carry out their training. The proposal was seconded by Cllr K Prestage with all in favour and therefore **resolved to do so**.

0119.16.4 The bank signatory forms for removal of P Brindley as signatory, addition of K Prestage as new signatory were agreed and signed accordingly.

0119.16.4 Payment of outstanding debts. The Clerk presents 10 payments, a copy of the Clerks timesheet and expenses for payment along with the bank reconciliation as follows;

1) M Badcock	Cemetery maintenance	£ 300.00
2) A Northcote	Neighbourhood Planning	£4400.00
3) Play Maintain	Playground equipment inspection	£ 64.80
4) ICO	Registration	£ 40.00
5) CambsACRE	Membership renewal	£ 57.00
6) Henry Webb	Christmas Lights switch on sound system	£ 35.00
7) P Brindley	Website and Emails	£ 167.00
8) AVXpert	Projector installation	£2754.50
9) Garden Reclaim	Grass cutting	£ 400.00
10) Ms C Copley	Clerk Wages	£ 644.00
Ms C Copley	Stationery, postage, homeworking allowance	£ 97.86

Cllr J Prestage proposed the payments and bank reconciliation as correct, seconded by Cllr Wakefield and therefore **resolved to agree the figures**

0119.16.5 The Clerk has circulated to Councillors the 2018 National Salary Award Briefing, which the Council acknowledged receipt with the National Joint Council for Local Government Services (NJC) pay scales for 2019-2020 for implementation from 1 April 2019

#### **0119.17 CORRESPONDENCE RECEIVED**

CAPALC and NALC Newsletters

Invitation from CambsACRE to attend the National Launch Event of Village Halls Week, Tuesday 22 January 2019, from 09:45am – 12pm, at Little Thetford Village Hall

CAPALC AGM Minutes

SLCC Events Practitioners Conference, 14/15<sup>th</sup> February 2019

IHMC Roadworks Bulletin – 16<sup>th</sup> – 31<sup>st</sup> December

IHMC Incident Report November 2018

Cambs CC Winter health packs distribution (see item 1119.08)

Highways England, 4<sup>th</sup> Annual Communications Survey

Street Naming Hunts DC; amendment of address from 1 Caton Close to 4A Owls End

Public Sector online Newsletter

Passenger Transport – changes to Stagecoach Busway services 2019

SLCC - East Regional Training Seminar on the 30th January 2019

CAPALC – Buckingham Palace Garden Party – Nominations of Chairmen – 29<sup>th</sup> May 2019 (deadline for applications 19<sup>th</sup> January )

Cambs CC – Thoughts on CC Business Planning – Questionnaire

ECops – Influencing Policing in your area 9<sup>th</sup> January 7pm (only 2 days notice provided)

**0119.18 DATE AND TIME OF NEXT MEETING**

Wednesday, 6<sup>th</sup> February 2019, 7.30pm, Bury Village Hall

**0119.19 MATTERS FOR FUTURE CONSIDERATION**

Apologies from P Hazell for the February meeting

To receive an update from the Clerk on the internal auditor status

Outsourcing of Clerks payroll

Addition of "Planning Applications Already Received" to the agenda after current applications

Newsletter

Review of and adoption of policies and procedures May 2019

The Chairman declared the meeting closed at 21.00

DRAFT