

BURY PARISH COUNCIL

Minutes of the Parish Council Meeting of Bury Parish Council held at Bury Village Hall, Brookfield Way, Owls End on Wednesday 6th February 2019 at 7.30 p.m.

AGENDA

- 0219.01 PRESENT AND APOLOGIES
- 0219.02 COUNCILLORS INTERESTS
- 0219.03 MINUTES OF PREVIOUS MEETING
- 0219.04 PUBLIC DISCUSSION PERIOD
- 0219.05 POLICE REPORTS
- 0219.06 COUNCILLORS UPDATES
- 0219.07 REPORTS FROM COUNTY AND DISTRICT COUNCILLORS
- 0219.08 IT SERVICES FOR BURY PARISH COUNCIL
- 0219.09 VILLAGE HALL
- 0219.10 SPORTS FIELD AND PLAY AREAS
- 0219.11 CEMETERY WORKS
- 0219.12 VILLAGE NEWSLETTER
- 0219.13 POLICIES AND PROCEDURES
- 0219.14 PLANNING
- 0219.15 FINANCE
- 0219.16 CORRESPONDENCE RECEIVED
- 0219.17 DATE AND TIME OF NEXT MEETING
- 0219.18 MATTERS FOR FUTURE CONSIDERATION

Minutes and Proceedings of Bury Parish Council meeting held at
Bury Village Hall, Wednesday 6th February 2019 at 7.30 pm.

Members: 9 Quorum: 3

0219.01 PRESENT and APOLOGIES

0219.01.1 **Councillors;** Mr M Tew, Mr A Johnston, Mr D Wakefield, Mr J Prestage, Mrs K Prestage, Mr R Scantlebury, Mr J Hayes, Mrs A Barber
County Councillor Mrs A Costello
District Councillor Mr S Corney
Clerk C. Copley
Members of the public x 2

0219.01.2 **Apologies**

Councillor Hazel (personal) and County Councillor Costello (illness)

0219.02 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.

Councillor K Prestage and Councillor J Prestage declared an interest in item number 09, being trustees in the village hall

0219.03 MINUTES OF MEETING 9th JANUARY 2019

The minutes of the Bury Parish Council meeting of the 9th January 2019 has been circulated ahead of the meeting following formal approval from the Chairman. Councillor Tew proposed the minutes as correct, seconded by Councillor Wakefield with all in favour it was **resolved** to do so.

0219.04 PUBLIC DISCUSSION PERIOD

The Council allows 3 minutes per person with a maximum of 15 minutes for any public members for discussions relating to any business on this agenda.

The 2 members of public did not wish to raise and questions or concerns.

0219.05 POLICE REPORTS

0 Reports of crime received for the month of January 2019

0219.06 COUNCILLORS UPDATES

Road Safety/CAPALC/Parish Online Mapping System – Cllr Tew

Any reports of road safety have been lodged with the Highways Department of Cambridgeshire County Council. It was noted that emergency works resulting in the road closure of the junction of Upwood Road, Bury at the White Lion public house were necessary works due to a burst water main. It is hoped the matter is now resolved.

CAPALC are due to meet next on the 23rd February and therefore Councillor Tew will have more to report next month.

The Parish Council have enjoyed the 30 day free trial of the Parish Online Mapping system. The system allows for Parish Council to create maps for Neighbourhood Planning, log assets such as, dog fouling bins, bus shelters, street lighting and the like and improve information management. Councillor Wakefield recommended the Council take up the annual charge of £100 for the software, this was seconded by Councillor Scantlebury with a unanimous agreement, and therefore **resolved** to do so.

Footpaths and Trees – Report from Cllr Scantlebury

Nothing to report this month

Neighbourhood Plan – Cllr J Prestage

Councillor Prestage has received the planning officer's report to the HDC development committee meeting on 18th February. With regards to the proposed Larkfleet Development off Upwood Road, Bury the report reads in favour of the development. If HDC grant planning permission then it has significant implications for the Neighbourhood Plan. Councillor Prestage will attend the meeting on the 18th February to voice the Parish objections. Councillor Prestage then proposed that should the development get the go ahead there would be little need for the Neighbourhood Plan to be completed. A copy of the draft Plan has been circulated to Councillors and received with a positive response. Neighbourhood Planning will be instructed to continue with the work on the Plan and Councillor J Prestage will forward the Plan to Claire Bond at Huntingdonshire District Council for any feedback. Councillor J Prestage has received the draft of the Cambs ACRE Housing Needs Survey which will now go ahead with the Councils consent, as agreed in the Parish Council meeting of December 2018, minute ref 1218.09. It was therefore proposed by Councillor K Prestage to hold an Extraordinary Meeting of the Bury Parish Council to discuss the next phase of the Neighbourhood Plan, the date of Wednesday 27th February 2019, 7.30pm at the Village Hall was agreed and seconded by Councillor Johnston, with all in favour it was therefore **resolved** to do so.

Cemetery – Cllr J Hayes, to provide an update on the Faculty position

The Consecration Ceremony for the new cemetery extension will be carried out by the Bishop of Ely and is scheduled for 25th February at 2pm, The Councillors confirmed their attendance are; Hayes, Tew, J Prestage, Hazel and Scantlebury. Councillor Hayes confirmed that 2 Parish Councillors will be required to sign documentation on the day along with 2 whittesses.

Playing Fields – Cllr A Johnston

Nothing to report this month

Public Engagement – Cllr Barber/ Cllr Tew

The Community Engagement Strategy has been circulated to Councillors for consideration. The Strategy along with the amended Media Policy will need to be adopted in the May 2018 meeting.

Other Reports

No further reports received

0219.07 REPORTS FROM DISTRICT AND COUNTY COUNCILLORS

0219.07.1 Report from County Cllr Costello. In Councillor Costellos absence the report was read out by Councillor Tew as follows;

Our bus service has had a reprieve of one year, however we cannot afford to be complacent as the CA will be bringing their transport strategy into play for 2020.

The Council increased the precept by 5%, 2% for adult social care and rest for frontline services. £2,000,000 has also been allocated to improving our road systems so that they will be fit for purpose in the future.

The Council are still looking for foster carers and re-ablement workers.

0219.07.2 District Councillor S Corney reported that the District Council has finished the latest consultation period for the 2036 Plan with the deadline of 29th January 2019. The next phase is for the Plan to go to the Inspector for scrutiny. The Buryfield Development application is now with the County Council for their input. A rise of 2.6% on Council Tax is being proposed. A new car parking strategy is being introduced County wide with the new systems and meters being rolled out. Councillor Corney recently met with the County Councils Highways representative to discuss options for a new road layout at Bury Corner junction of Upwood Road and the High Street (Burtons Garage and the Lion Public House), The proposal was well received and a positive move towards possible improvements on that junction.

Councillor Corney met with Strawsons along with local MP Shailesh Vara and representatives from all tiers at HDC involved with the RAF Upwood site development. Strawsons confirmed a sale of the site has been agreed, but with no further details available at this time. Possible demolition could take place in April 2019 by Strawsons or the new owners if the sale has completed by then. The Operations Room and Guard Room are being retained, although concern for their state was voiced. Councillor Corney will be arranging a meeting with the Planning Authority (HDC) and Strawsons to go through any existing or historical issues that are preventing the site from moving forward.

0219.08 IT SERVICES

Three quotations have now been received and circulated via email to the Councillors. The Clerk recommends the quotation received from askIT, with it being the quotation best suited to the Councils needs and future requirements such as ongoing support and maintenance to the Clerk and Councillors along with an easy to set up email accounts system. The Clerk put forward the costings and options available for the Council to decide on their requirements but Councillor Hayes raised concern that he did not feel the quotation from askIT was straight forward enough and therefore the Clerk will go back to askIT for clarification.

Councillor Johnston proposed the Council purchase a suitable laptop to replace the existing aged laptop for the Clerk, this was highlighted during the meeting as the Council laptop was unable to operate the Parish Online presentation to Council via the projector, that the Clerk should seek a quotation for a suitable replacement, seconded by Councillor Scantlebury and therefore **resolved** to do so.

0219.10 SPORTS FIELD and GREEN AREAS

0219.10.1 Councillor Tew requested the Council consider the Active Lifestyles Programme, run by Huntingdonshire District Council via Oneleisure to provide fun sports activities for the young villagers. The scheme allows for qualified instructors to run fitness programmes on the community sports field, such as dodgeball, football, tennis etc, during the school holidays. Councillor K Prestage proposed the Clerk to forward on the relevant costings etc to the Council and approach Upwood Parish Council who have previously successfully run the programme in 2018 for a possible collaboration, seconded by Councillor Johnston, with all councillors in favour and therefore **resolved** to do so.

0219.10.2 Play inspection report. The Clerk presented the latest play equipment inspection carried out by Play Maintain. The highest risk item noted as requiring attention being the goal post, due to vandalism and several points of soil erosion underneath play items was noted as medium risk. Councillor Wakefield proposed that the Clerk contact Playmaintain to establish if a maintenance plan is available to cover the medium risk work, and to also look in to the possible purchase of a more robust goal post, seconded by Councillor Scantlebury and therefore **resolved** to do so.

0219.10.3 The Clerk has contacted an arboriculture company who specialise in annual tree inspections. With the help of the Parish Online mapping system the trees under Parish Council responsibility can be logged making future reports easier. Councillor Scantlebury proposed an initial inspection and report be arranged with the specialist company to check not only trees standing on Parish Council land but also those hanging over from neighbouring properties that could pose as a danger, in particular the ones around the childrens play areas, seconded by Councillor J Prestage and therefore **resolved** to do so. The Clerk will also liaise with the Parish Council insurance company to get the official stance on the Parish Councils responsibilities around tree safety in the village.

0219.11 CEMETERY

0219.11.1 Now that the consecration of the cemetery extension has been agreed the works can commence after the consecration ceremony. Councillor Tew proposed the formation of a Cemetery Works Project Team with agreement to future spending so the project can move on outside of each Parish Council meeting. Councillor Tew suggested the set funding budget to be agreed of £10,000 for the new footpath works to the existing and new cemetery extension and related works to complete the Garden of remembrance, with the Clerk releasing funding within the set budget and reporting back on progress at each meeting. This agenda item will be discussed further at the Extraordinary meeting on the 27th February, to allow the Clerk time to put together the budget and monies already spent on the extension works. Upon agreement Councillor Scantlebury proposed the project team be agreed by a show of hands, being Councillors Barber, Scantlebury, Johnston, and Prestage. The Clerk recommended that Matt Badcock, the cemetery caretaker, be included in the Project Team discussions as he would be carrying out the ground works, this was seconded by Councillor Wakefield and therefore **resolved** to do so.

0219.12 VILLAGE NEWSLETTER

The Council discussed the need for a village newsletter. The Clerk had recently met with the Informer newspaper to establish if they could provide the Parish Council with a monthly 8-page newsletter pull out within the Informer newspaper. The costs for which being somewhere in the region of £200 per page depending on the amount of work, with a full page. As the Informer already has a great write up from some 11 organisations within Bury already it was felt that an occasional write up would be the best solution.

0219.13 POLICIES AND PROCEDURES

Policies to approved; Media Policy and Community Engagement Strategy. This item was discussed under item 0219.06

0219.14 PLANNING

To discuss and consider the following applications:-

Planning Application Ref: 19/00039/HHFUL front and rear extensions 64 Upwood Road, Bury. Councillor K Prestage proposed the Council not to support the application on the grounds that the works are not in keeping with the surrounding properties, out of character, over development of the

site and not enabling access to the rear of the property, seconded by Councillor Tew, with all in favour and therefore **resolved** to do so.

Planning Application Ref: 19/00095/HFUL Proposed extension and alterations to existing 22 Tunkers Lane, Bury. Councillor Wakefield proposed the Council support the application on the ground that the extension is sympathetic and not encroaching on neighbouring properties, seconded by Councillor J Prestage with all in favour and therefore **resolved** to do so.

The Clerk will send the relative response to the Planning Authority.

0219.14.1 Update on previous applications;

18/01692/FUL – Land west of Garden Court and Upwood Road – In progress (48 objections)

18/02111/TRCA – Allertoft, tree works, - Approved

18/01638/OUT – Land at and including 39 Ramsey Road and South and West of Ramsey Rd, Warboys – Application Withdrawn

18/02420/FUL – Land North East of 15 Meadow Lane, Bury – in progress (6 objections)

18/02596/OUT – Land South of Buryfield – in progress (84 objections)

0219.15 **FINANCE AND DOCUMENTS FOR SIGNATURE – The Clerk**

0219.15.1 The Clerk has received and circulated to Councillors ahead of the meeting, the proposal from CanalbsLtd to provide audit services to the Parish Council. Councillor J Prestage proposed the quotation be accepted on the basis of an initial twice-yearly inspection with a view to reducing down to one per year if deemed necessary, seconded by Councillor Scantlebury with all in favour and therefore **resolved** to do so.

0219.15.2 The Clerk requested the Council consider the outsourcing of the Parish Council payroll from April 2019 to SR Howell for the annual sum of £100 + VAT. Councillor Wakefield proposed recommendation of the use of an external payroll provider as the payroll can be time consuming and therefore it would free up the Clerks time for other matters, seconded by Councillor J Prestage with all in favour and **resolved** to do so.

0219.15.3 Payment of outstanding debts. The Clerk presented 5 payments, a copy of the Clerks timesheet and expenses for payment along with the bank reconciliation as follows;

| | | |
|-----------------|--|----------|
| 1) A Northcote | Neighbourhood Planning | £2900.00 |
| 2) Parrot Print | Neighbourhood Planning printing | £ 35.00 |
| 3) Ms C Copley | Clerk Wages | £ 672.00 |
| 4) Ms C Copley | Clerk Travel and homeworking allowance | £ 19.00 |
| 5) M Badcock | Cemetery maintenance | £ 300.00 |

Cllr Tew checked the bank reconciliation against the bank statement, agreed the figures, and proposed the payments and bank reconciliation as correct, seconded by Councillor K Prestage and therefore **resolved** to agree the figures

0219.15.4 The Clerk received an application for a new head stone at the cemetery, along with monies received in the sum of £122. The plan was circulated to Councillors and Councillor K Prestage recommended approval of the design, seconded by Councillor Scantlebury with all in favour and therefore **resolved** to do so.

0219.16 **CORRESPONDENCE RECEIVED**

Various CAPALC and NALC bulletins an Newsletters

IHMC Roadworks & events bulletin 1st - 15th January 2019

Public Sector Exec - Nottingham City Council slams government austerity as it cuts further £22m and 27 jobs

03.01.19 – Email from member of the public regarding sign tied to 30mph signs in village

SLCC Events invitation to Empower yourself, your council & your community Seminar 30.01.19

Neighbourhood Alerts - Influence Policing In Your Area 07/01/2019

Public Sector Executive - Police urged to intervene in council's £9m repair division fraud scandal

HMRC – Action Fraud alert claiming non payment of tax

Public Sector Executive - Haringey LBC cabinet members sacked following 'persistent & personal conflicts'

Cambs CC - Views sought on County Council business planning online survey

IHMC - Highway Events Diary - January 2019

Neighbourhood Alert - Advice On The Use Of Motorised Vehicles 08/01/2019

Neighbourhood Alert - Alert - Fake Tv Licensing Emails 08/01/2019

Why Sports – Creating Active Communities Conference, 2nd May 2019

Joint Parishes Meeting – 17.01.19

Public Sector Executive - Aberdeen councillor suspended from party following sexual harassment complaint
Public Sector Executive - Southend council to gamble £20m on commercial property purchases in bid to replace government funding cuts
Neighbourhood Alert - Knives Ruin Lives 14/01/2019
Highways England - Latest A14C2H 18.01.19
Cambs CC - Cambridgeshire Matters - January 2019
IHMC - A10, A14, B1514 and B1043 closures
Public Sector Executive - : Liverpool City Region mayor proposes 'metro mayor tax' to deliver priorities, one year after ruling it out
Tour of Cambridgeshire - Tour of Cambridgeshire Community Information - Closures, Routes and Timings
21.01.19 Request for information under the Freedom of Information Act 2000
Public Sector Executive - Edinburgh council proposes slashing budget by £41m with up to 300 jobs set to go
Curtin and Co, on behalf of HDC - Hold the Date – 5th March 2019 – Free Future Mobility and Energy Seminar
NALC Study Tour: Bishop's Stortford Town Council, 10 & 11 June 2019
Cambs CC - (Reminder) Views sought on County Council business planning
22.01.19 Street Works at CCC – Road Closure - TTRO 19-152 Upwood Road, Bury
IHMC – Road Closures - A1(M) J17, A605 and B1514 closures this weekend
Public Sector Executive - Council leader suspended in 'latest twist in the saga' of local Labour group
Public Sector Executive - Former Westminster pension boss jailed for seven years after 'appalling' £1m fraud

0219.17 DATE AND TIME OF NEXT MEETING

Wednesday, 6th March 2019, 7.30pm, Bury Village Hall

0219.18 MATTERS FOR FUTURE CONSIDERATION

Councillor Wakefield announced he would no longer be able to provide services to put up the Christmas Lights in the village, due to health and safety reasons. The item will be added to the next agenda.

To consider ILCA training for Councillor Barber at a cost of £90 to the Parish Council

The Chairman declared the meeting closed at 9.30pm