

## BURY PARISH COUNCIL

All members of the council are hereby summoned to attend for the purposes of considering and resolving the business to be transacted at the meeting as set out below.

Public Open Forum – Members of the public and press are invited to address the Council regarding items that are on the agenda. If you wish to discuss any other matter, please contact the Clerk outside of this meeting.

Bury Parish Council meeting held at Bury Village Hall, Brookfield Way, Owls End on Wednesday 6<sup>th</sup> March 2019 at 7.30 p.m.

Charlotte Copley -Clerk and Responsible Financial Officer to Bury Parish Council



26<sup>th</sup> February 2019

### AGENDA

- 0319.01 PRESENT AND APOLOGIES
- 0319.02 COUNCILLORS INTERESTS
- 0319.03 MINUTES OF PREVIOUS MEETING
- 0319.04 PUBLIC DISCUSSION PERIOD
- 0319.05 POLICE REPORTS
- 0319.06 COUNCILLORS UPDATES
- 0319.07 REPORTS FROM COUNTY AND DISTRICT COUNCILLORS
- 0319.08 VILLAGE HALL
- 0319.09 SPORTS FIELD AND PLAY AREAS
- 0319.10 CEMETERY
- 0319.11 COUNCILLOR NAME BADGES
- 0319.12 PLANNING
- 0319.13 FINANCE
- 0319.14 CORRESPONDENCE RECEIVED
- 0319.15 DATE AND TIME OF NEXT MEETING
- 0319.16 MATTERS FOR FUTURE CONSIDERATION

Minutes of Bury Parish Council held at  
Bury Village Hall, Wednesday 6<sup>th</sup> March 2019 at 7.30 pm.

Members: 10 Quorum: 4

**0319.01 PRESENT and APOLOGIES**

0319.01.1 **Councillors;** Mr M Tew, Mr A Johnston, Mr P Hazell, Mr J Prestage, Mrs K Prestage, Mr R Scantlebury, Mrs A Barber  
**District Councillor** Mr S Corney  
**Clerk** C. Copley  
**Members of the public x 2**

0319.01.2 **Apologies**

Councillor Wakefield (personal), County Councillor Costello (personal) Mr J Hayes (did not attend)

**0319.02 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.**

Councillors K Prestage and J Prestage expressed an interest in item number 0319.08 being Trustees in the Village Hall.

**0319.03 MINUTES OF MEETING 06.02.19 and EXTRAORDINARY MEETING 27.02.19**

Councillor K Prestage proposed the minutes of meetings 6<sup>th</sup> February 2019 be signed by the Chairman without any changes, the proposal was seconded by Councillor J Prestage, with all in favour and therefore **resolved** to do so. Councillor Hazell proposed the minutes of the Extraordinary Meeting of the 27<sup>th</sup> February be signed as accurate with no changes, the proposal was seconded by Councillor Johnston, will all in favour it was **resolved** to do so.

**0319.04 PUBLIC DISCUSSION PERIOD**

Members of the public were allowed 3 minutes per person with a maximum of 15 minutes for any public for discussions relating to any business on this agenda. One member of the public asked 3 questions; 1) Would Bury Parish Council consider a Newsletter similar to one seen from Warboys Village. The newsletter was circulated and retained by Councillor K Prestage for further enquiries. As the matter has been considered recently by the Parish Council and subsequently shelved for the time being it was agreed to bring the item back to future agendas. 2) Dog fouling in the village; again, reports of dog fouling on Cheveril Lane. Members of the public are encouraged to report dog fouling to either the Parish Council or the District Council who take the matter very seriously. Owners found guilty of allowing their dog to foul a public footpath will receive a fine. Councillor Barber will put the member of public who have witnessed the dog fouling (several times) in touch with the Enforcement Team at Huntingdonshire District Council for further investigation. 3) The footpath along Cheveril Lane has become overgrown, forcing walkers to walk on the freshly drilled farmers field. Councillor Tew confirmed he has reported the situation to the Footpaths Officer at Cambridgeshire County Council.

**0319.05 POLICE REPORTS**

The following crime reports received via e-cops, Cambs Police were received for the month of February 2019

RAF Upwood – On Sunday afternoon, 10th February, police were notified by the Fire Brigade that they had been called to deal with a deliberately-started fire in a derelict building on the disused RAF Upwood site. The small fire was on the first floor of the building and the incident is being treated as arson. (Ref 35/9993/19)

RAF Upwood – Police searched along the RAF Upwood perimeter on Friday evening, 22nd February, following a report of a suspicious white car seen parked near the fence and people with

torches climbing into the site. However all was quiet and officers found nothing untoward. (Ref CC-22022019-0573)

RAF Upwood – Police received another call about RAF Upwood on Saturday afternoon, 23rd February, where 2 quad bikes and 3 motor-bikes had been seen riding around the runway and doing ‘wheelies’. (Ref CC-23022019-0308)

Upwood Road, Bury – Police were called to an incident on Upwood Road, Bury, on Thursday morning, 28th February, where a car had left the road and crashed into a garden wall. However no-one was hurt and recovery of the damaged car was already in hand, so no further police involvement was required. (Ref CC-28022019-0102)

#### **0319.06 COUNCILLORS UPDATES**

Road Safety/CAPALC – Cllr Tew

Councillor Tew has continued to report road safety incidents and highways repairs to Cambridgeshire County Council. CAPALC will be issuing membership renewals in May with some new courses and updates for the new year also.

Footpaths and Trees – Cllr Scantlebury

Report and photographs circulated to Councillors on 1<sup>st</sup> March 2019. Councillor Barber confirmed she has arranged for the fallen tree on the golf course footpath to be removed shortly by the Golf Course grounds men. Councillor Tew has noticed more litter towards the Church and will undertake a litter pick this week. The Great British Spring Clean starts on the 22<sup>nd</sup> March 2019, ways to get involved are; <https://www.keepbritaintidy.org/get-involved/support-our-campaigns/great-british-spring-clean>

Neighbourhood Plan – Cllr J Prestage

Councillor J Prestage along with Councillor Tew and Mr Northcote of Neighbourhood Planning had a very constructive meeting with Clare Bond at Huntingdonshire District Council who provided feedback on the draft Neighbourhood Plan. Clare and her colleague compiled a detailed report along with recommended changes and policies, policies such as Sustainable Transport, Biodiversity and Design Code. Mr Northcote will be making the necessary changes to the Plan. The Plan is now entering the 4<sup>th</sup> stage with the next stage being consultation then referendum. The Housing Needs Survey has been posted out to villagers with a deadline for return by the 15<sup>th</sup> March, the results are expected around the beginning of April to be in line with the 4<sup>th</sup> draft of the Plan. A Pre-Engagement Policy is to be included in the Plan, this will force any potential developer into discussions with the Parish council prior to plans being submitted to HDC. Councillor Tew will contact Cambs County Council (CCC) and Huntingdonshire District Council (HDC) regarding the Community Infrastructure Levy (CIL) monies to try to ensure it be spent on the village needs, such as crossings and pavements. We also need a schedule of potential projects which CIL money could support – all to consider.

Cemetery – Cllr J Hayes

Unable to report due to Councillor Hayes absence

Playing Fields – Cllr A Johnston

Councillor Johnston reported that dog waste bags continue to be placed in the children’s play area litter bin and not in the dog waste bin at the entrance to the park from Owls End. Dog waste bins are also located along the footpath on the sports field. There is no need for dog walkers to walk across the park area to get to the children’s litter bin when specialist bins are located along the public footpaths. Councillor Tew will place an article regarding this matter on the village facebook page and proposed the Clerk look in to further signage. The Clerk has had a request from Garden Reclaim for a “no parking” sign be placed on the large green gates from the village hall car park on to the small childrens play park asking for the gateway to be left clear. This would enable access for the grass cutting company to get their equipment through. Councillor J Prestage suggested a schedule of proposed grass cuts (weather permitting) be obtained, as the car park gets busy on certain days and times, this would enable the placement of a traffic cone or “no parking” sign to be placed temporarily, as the gateway is rather large it could free up the space for parking on days that access through is not expected. The Clerk will request a schedule from Garden Reclaim.

Public Engagement – Cllr Barber/ Cllr Tew

Councillor Barber is looking at welcome pack options for new developments within the village.

Other Reports  
No further reports received

**0319.07 REPORTS FROM DISTRICT AND COUNTY COUNCILLORS**

0319.07.1 Report from County Cllr Costello

No report received due to Councillor Costello's absence

0319.07.2 Report from District Councillor S Corney. The Buryfield development (18/02596/OUT) has received a re-design application which will give people the chance to comment again. The Clerk noted the most recent correspondence, dated 1<sup>st</sup> March, received from Huntingdonshire District Council (HDC) Planning Services allows 14 days for comments from the 1<sup>st</sup> March. The application will be going to Development Control in April 2019. The proposal of £52k of 106 monies going towards a MUGA for OneLeisure Ramsey, from the Upwood Road development (18/01692/FUL) has raised several complaints from members of the public. Councillor Corney stated that Sports Development Team were consulted and have to identify specific projects to request contributions, on this occasion the local project identified was for a potential upcoming 3g pitch in Ramsey. It was brought to Councillor Corney's attention that Bury Parish Council had been in discussions with Strawsons back in 2014 regarding the provision of a MUGA and other leisure sites within the RAF Upwood development. District Councillor Corney has chased Strawsons for a further update following on from previous discussions but as of yet a date has not been set, Councillor Corney agreed to keep Bury Parish Council informed on any developments.

**0319.08 VILLAGE HALL**

Councillors reported the Village Hall fencing installation has been well received and looks very smart.

**0319.09 SPORTS FIELD and GREEN AREAS**

0319.09.1 The Playmaintain annual contract was received and circulated to all Councillors. Councillor Johnston proposed the contract be renewed with the Option B Operation Level inspection along with routine maintenance as the most suited to the Councils needs, the cost for Option B being £76 plus VAT per visit, with 4 visits per year, the proposal was seconded by Councillor Scantlebury with all in favour and **resolved** to do so.

0319.09.2 The Clerk has been in conversation with Upwood Parish Council regarding the Active Lifestyles holiday sports sessions for school children. Upwood Parish Council have run these sessions in previous years and found them to be very successful. The Clerk is waiting to hear back from Upwood PC as to whether they would consider collaborating with Bury Parish Council. Councillor Tew proposed 4 sessions over the summer school holiday, with each Council contributing to 50% of the costs, holding 2 sessions in Bury and 2 sessions in Upwood.

0319.09.3 A suitable arboriculture company has been sourced to undertake the village tree safety inspection. Councillors Tew and Scantlebury will attend the inspection along with Ethical Arboriculture at a mutually convenient date to be arranged by the Clerk.

**0319.10 CEMETERY**

0319.10.1 The Cemetery extension consecration ceremony was conducted on the 25<sup>th</sup> February by the Bishop of Elys Registrar. The Sentence of Consecration has been duly signed, witnessed and will be retained in the Parish Councils records.

0319.10.2 As the consecration process has been completed works on the new extension can commence. Councillor Tew proposed the Clerk arrange a meeting for the Cemetery Working group be arranged as soon as possible to enable works to commence.

**0319.11 COUNCILLOR NAME BADGES**

Councillors Tew and K Prestage proposed the Councillors purchase lanyard name badges, this would enable easy identification of councillors whilst carrying out their duties in the village, footpaths walks, Garden Show, litter pick etc. The badges can be purchased from Huntingdonshire District Council. The proposal was seconded by Councillor J Prestage, and with all in favour it was **resolved** to do so. The Clerk would establish costs and report back at the next meeting.

**0319.12 PLANNING**

To discuss and consider the following applications:-

**18/02596/OUT** – Outline application for 91 homes etc, land south of Buryfield, Bury. Councillor Tew proposed to continue to refuse the application as stated previously on the application, and add that the application is undeliverable as proposed in correspondence from the Abbey Group (acting on behalf of the Trustees of Christopher Robert East), the landowners of the land allocated for

development in the emerging plan under RA7, raising an objection to the development on the grounds that the granting of outline planning permission would prejudice the delivery of their site in terms of the links to the RA7 site and increased traffic. The proposal was seconded by Councillor Scantlebury with all in favour and therefore **resolved** to do so.

**19/00271/OUT** – Proposed detached dwelling north east of The Highlands, Warboys Rd, Bury – Councillor Hazel proposed to not support the application on the same grounds as the previous application relating to this property, that it is not in keeping with the neighbouring properties and obscures the view of the Church, seconded by Councillor Tew, with all in favour it was therefore **resolved** to do so.

**19/00193/HHFUL** - Proposed car port, 1 Greenwood Close Bury Huntingdon – This application has been passed

**0319.12.1** Update on previous applications;

19/00039/HHFUL- Front and rear extensions 64 Upwood Road, Bury – in progress

19/00095/HFUL Proposed extension and alterations to existing 22 Tunkers Lane, Bury – in progress

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

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)

**0319.13** **FINANCE AND DOCUMENTS FOR SIGNATURE – The Clerk**

0319.13.1 Payment of outstanding debts. The Clerk presents payments, and expenses for payment along with the bank reconciliation as follows;

1) M Badcock	Cemetery maintenance	£ 300.00
2) Ms C Copley	Clerk Wages	£ 490.00
3) Ms C Copley	Travel and homeworking allowance	£ 65.81
4) A1 Fencing	Installation of new fencing to Village Hall	£7644.00
5) S Bell	Playground caretaking	£ 250.00
6) Parish Online	Online mapping system annual fee	£ 100.00
7) Lee Bolton Monier-Williams	Church extension consecration	£1232.88
8) Garden Reclaim	Village grass cutting	£ 350.00
9) Neighbourhood Planning	Neighbourhood Plan	£ 565.70

Councillor J Prestage proposed the 9 payments and bank reconciliation as correct, seconded by Councilor K Prestage and therefore **resolved** to agree the figures. The Chairman then checked the bank reconciliation and confirmed the figures as correct.

0319.13.2 Councillor Johnston proposed that Councillor Barber undertake the ILCA training module at a cost to the Council of £99 plus VAT, seconded by Councillor Scantlebury and therefore **resolved** to do so.

0319.13.3 The Clerk confirmed she has now booked on to the CiLCA training course which will commence on the 10<sup>th</sup> April. The Council had previously agreed for the Clerk to undertake the CiLCA training and confirmed in the Contract of Employment, the Clerk requested the Council consider the course fee of £400, this cost is reduced from £800 as the Council are members of the training provider CAPALC.

0319.13.4 The Clerk sought clarification from askIT regarding possible leasing of a Parish Council laptop. This would not be a viable option due to costs but the Clerk has received clarification from askIT who stated, should the Council require a laptop at short notice one would be available from themselves. Please note the life expectancy of a laptop is circa 3-5 years. The Clerk confirmed replacement laptop costs are built in to the Parish Council annual budget. AskIT also confirmed the laptop specification quoted for accommodates the use of the Parish Online mapping system. The Chairman considered the IT requirements are now confirmed and as agreed during the Extraordinary Meeting of 27<sup>th</sup> February 2019 the Clerk can commence with the necessary arrangements for askIT to provide the Parish Council with a new laptop, website and email accounts.

**0319.14** **CORRESPONDENCE RECEIVED**

Various CAPALC and NALC bulletins and Newsletters

IHMC Roadworks & events bulletins

Public Sector Executive Newsletters

IHMC - A10, A14, B1514 and B1043 closures

06.02.19 – Rural Services Network - RSN Rural Funding Digest - February 2019 Edition

07.02.19 – Huntingdonshire DC – Precept request confirmation

08.02.19 – Huntingdonshire DC – Development Management Committee Meeting (18.02.19)

08.02.19 – Keep Britain Tidy - Join Keep Britain Tidy's Great British Spring Clean

11.02.19 – Street Naming Huntingdonshire – proposed street name for RAF Clinic site (Upwood Close)  
14.02.19 – ICO – Receipt for membership payment  
15.02.19 – Cambridgeshire CC - Flood Risk and Biodiversity Newsletter  
19.02.19 – Rural Services Network – The Rural Bulletin 19.02.19  
22.02.19 – Cambridgeshire CC - Please tell us about local initiatives that support older people to socialise with others  
25.02.19 – CAPALC Advice Note – Making Tax Digital  
25.02.19 – Streetnaming at HDC – offer of “De Havilland Gardens” as opposed to Close  
26.02.19 – Rural Services Network – Newsletter  
28.02.19 – IHMC - Roadworks & events report 1st - 15th March 2019  
28.02.19 – NALC - LCR Winter 2018 Survey  
28.02.19 – CCC - Highway Events Diary - March 2019  
28.02.19 – CAPALC - Pop Up Cafe - Election Special - 21st March 2019  
05.03.19 – CCC - Cambridgeshire and Huntingdonshire Archives: temporary suspension of accessions of records  
05.03.19 – Rural Services Network - The Rural Bulletin - 05 March 2019  
05.03.19 – Calor Rural Community Fund - : Win £5,000 for your community

**0319.15** **DATE AND TIME OF NEXT MEETING**

Wednesday, 3<sup>rd</sup> April 2019, 7.30pm, Bury Village Hall

**0319.16** **MATTERS FOR FUTURE CONSIDERATION**

To add the agenda item Christmas Lights to ongoing meetings

DRAFT