

BURY PARISH COUNCIL

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The Annual Parish Council Meeting of Bury Parish Council was held on Wednesday 1st May 2019 at 7.30pm at Bury Village Hall

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.

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



24th April 2019

Councillor Tew (Chairman) was unable to attend the meeting this evening due to sickness. Vice Chairman J Prestage, formally opened the meeting.

Minutes

0519.01 ELECTION OF CHAIRMAN

The Clerk requested nominations for Chairman. Councillor Johnston proposed Councillor M Tew, with no further nominations received, Councillor Wakefield seconded the proposal therefore, it was **resolved** that Councillor Tew will remain as Chairman. Councillor Tew will sign the Declaration of Office at the first available opportunity.

0519.02 ELECTION OF VICE CHAIRMAN

The Clerk requested nominations for Vice Chairman. Councillor Hazell proposed Councillor J Prestage remain as Vice Chairman, as no further nominations for Vice Chairman were received, and the proposal was seconded by Councillor Scantlebury with a unanimous decision it was therefore **resolved** that Councillor J Prestage will remain Vice Chairman, he then signed his Declaration of Office which was countersigned by the Clerk.

0519.03 PRESENT AND APOLOGIES FOR ABSENCE

Present: Councillors J Prestage, A Johnston, A Barber, J Hayes, R Scantlebury, P Hazell, K Prestage and the Clerk along with 4 members of public.

Due to sickness Councillor Tew was unable to attend and Chair the meeting, therefore, Vice Chairman J Prestage chaired the meeting.

0519.04 DECLARATIONS OF INTEREST

Councillors J and K Prestage declared an interest in the Village Hall due to being trustees.

0519.05 PORTFOLIO OF RESPONSIBILITIES- Councillor J Prestage proposed to confirm councillors Portfolio of

Responsibilities are to remain as below with the addition of a 2020 Village Fete organised by Councillors Barber and K Prestage, the 2020 Fete will be added to future agendas, the proposal was seconded by Councillor Johnston with all in favour and therefore **resolved** to do so.

Representative	Current
Road Safety	Cllr M Tew
Footpaths/Trees	Cllr R Scantlebury
Garden Show	Cllr P Hazell
Cemetery	Cllr J Hayes
CAPALC	Cllr M Tew
Playing Fields	Cllr A Johnston
Neighbourhood Plan	Cllr J Prestage

- 0519.06 ADOPTION OF POLICIES AND PROCEDURES – Councillor J Prestage proposed the adoption of the following policies subject to typographical errors; Standing Orders, Code of Conduct, Data Protection Policy and Financial Regulations, with the creation of an Investment Policy to tie in with the Financial Regulations Section 8.2. Councillor Wakefield seconded the proposal with all in favour it was therefore **resolved** to do so. The Clerk pointed out that the remaining Parish Council policies and procedures will need to be adopted for 2019 and suggested each Councillor take the time to review the policies online via the Parish Council website and bring any changes/amendments to the next meeting of the Parish Council. Councillor J Prestage proposed the asset register be approved for adoption for 2019, the proposal was seconded by Councillor Wakefield with all in favour and therefore **resolved** to do so.
- 0519.07 PUBLIC PARTICIPATION - To allow up to 15 minutes (3 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. The first member of the public thanked Councillor J Prestage, District Councillor Corney and all those involved in the successful refusal of the planning application relating to the development off Buryfields (18/02596/OUT), during the recent Development Management Committee meeting at Huntingdonshire District Council. A second member of the public asked if the Parish Council considers if the appeal against the decision would be possible? Councillor J Prestage replied that it is possible, but the member of public said they distinctively recalled the developer saying, at the initial meeting with the Parish Council, that should the development be refused at outline stage that they would not continue with the application. The third member of the public raised concern over the condition of the hedgerow on the left-hand side of Upwood Road, Bury, as you approach from Upwood, before the new construction site at the RAF Clinic. The hedgerow is so overgrown that vehicles approaching Bury are unable to see clearly around the bend, with lorries queuing to get in to the Clinic site development this could be a hazard. Some larger vehicles have also been seen coming around the corner on the wrong side of the road. Councillor J Prestage proposed the Clerk approach the Clinic site Development Liaison Manager, Helen Fortune, to see if anything can be done about the hedgerow and also report the matter on the County Councils online reporting tool in an attempt to get the area cut back to improve visibility, the proposal was seconded by Councillor Scantlebury and with all in favour it was **resolved** to do so.
- 0519.08 MINUTES OF MEETINGS FOR APPROVAL – Councillor Johnston proposed the minutes be approved as correct with no amendments, of the Annual Parish Council Meeting 16th May 2018, and Parish Council Meeting of 3rd April 2019, the proposal was seconded by Councillor K Prestage with all in favour and therefore **resolved** to do so.
- 0519.09 POLICE REPORTS– The Clerk presented several reports of incidents of crime within the month of April 2019 as follows;
Crime report April 2019
Upwood Road Bury – There was a break-in and burglary at a construction site on Upwood Road, Bury, on Friday evening, 5th April. Thieves broke in to a storage shed on the site and stole a generator and two heavy pieces of construction equipment. (Ref 35/24280/19)
RAF Upwood – Police were notified by the Fire Brigade that they had been called to deal with a fire in a derelict building on the disused RAF Upwood site on Saturday evening, 6th April. The fire was thought to have been caused deliberately. (Ref CC-06042019-0603)
High Street, Bury – Police issued an alert to patrols in the area to be on the lookout for a silver car with about six people inside wearing face coverings, who had been abusive and intimidating towards a woman and children driving along Bury High Street on Sunday evening, 7th April. The suspects, who behaved as if drunk, followed the victim’s car for a time before driving off. (Ref CC-07042019-0391)
Upwood Road Bury – Police were called back to the construction site on Upwood Road, Bury, on Monday evening, 8th April, following a report of three males seen entering the compound where there are partially built houses. However, all was quiet when officers arrived and searched the area. (Ref CC-08042019-0491)
RAF Upwood – The Fire Brigade were called to the disused RAF Upwood site again on Thursday evening, 11th April, to deal with another deliberate blaze in one of the derelict buildings. A group of people had been seen on the site, so the police were also called, but the group had left when officers arrived, and there was no indication that the group was responsible for the fire. (Ref CC-11042019-0468)
Brookfield Way Bury – Police received a report of a suspicious incident at a house on Brookfield Way, Bury, on Friday afternoon, 12th April, where a householder had seen a teenage male climbing over a fence into the back garden. Two females of about the same age were also seen outside the house, but all three ran off when challenged. (Ref CC-12042019-0297)

RAF Upwood – A police patrol was dispatched to the disused RAF Upwood site on Tuesday afternoon, 16th April, following a report of a group of young people seen climbing on the roofs of the derelict buildings. Officers found three trespassers and gave them words of advice about the dangers of the site. (Ref CC-16042019-0303)

RAF Upwood – The Fire Brigade were called to deal with a fire in a derelict building at RAF Upwood on Wednesday evening, 17th April. It was believed to have been deliberately started and a police patrol was also dispatched to the location. (Ref CC-17042019-0568)

RAF Upwood – Police were notified by the Fire Brigade that they had been called to deal with another blaze at the disused RAF Upwood site on Thursday afternoon, 18th April, where a stand of trees had been deliberately set on fire. When the fire crews arrived, they had seen a group of young people running away from the site. (Ref 35/26910/19)

RAF Upwood – The Fire Brigade were called back to RAF Upwood again on Monday evening, 22nd April, to deal with a deliberate fire in a pile of rubbish, thought to have been started by children. (Ref CC-22042019-0363)

Upwood Road Bury – Police received a report of suspicious activity at a building site on Upwood Road, Bury, on Monday evening, 22nd April, where four males wearing hooded clothing and carrying a torch had been seen near a storage cabin recently broken into. A police patrol was dispatched, and officers searched the area, but no-one suspicious was found and there were no signs of any attempted break-in. (Ref CC-22042019-0508)

0519.10 COUNCILLORS UPDATES –

IT – In the absence of Councillor Tew the Clerk presented the new Parish Council website. Councillors were asked to look at the website and report back with any changes or amendments that they may have. The new website address is www.buryparishcouncil.co.uk. All Councillors are now using their new email addresses also.

Footpaths – Councillor Scantleburys footpaths report has been circulated to councillors on the 26th April with no actions. Councillor Scantlebury informed the Council that he had received a telephone call from a resident wishing to inform the Council of scheduled tree works organised for the 1st May 2019 in the children's play park at the corner where the footpath from Owls End meets the play park. The tree surgeon who carried out the works provided the necessary signs and closed off the footpath to protect walkers and the gate from the village hall car park was left open to allow people and the contractor through. Councillor J Prestage and the Clerk also received correspondence to this effect which was received and circulated to councillors on Friday 26th April. Councillor Barber confirmed the Ramsey Gold Club will be completing the works to trees overhanging or fallen across the various footpaths. Councillor Barber also answered Councillor Scantleburys question regarding the CCTV cameras on the golf course sign, the cameras have been there for 12 months and are proving to be effective.

Play areas – Councillor Johnston confirmed the play areas are looking well and tidy, he proposed the safety inspection company are made aware of the gate to the small playing field is not closing properly and that the Clerk arrange for the inspector to complete the repairs at the next inspection. Councillor Johnston also reported that dog fouling bags are still being deposited in the children's play area waste bins. Councillor Barber will look in to suitable stickers that can be placed on the bins encouraging dog walkers to use the correct bin.

Public Engagement – Councillor Barber is putting together a welcome pack folder to be provided to residents moving in to the new builds and will bring a folder along to the next meeting for the Councils approval.

- 0519.11 REPORTS FROM COUNTY AND DISTRICT COUNCILLORS – County Councillor Costello has been in conversation with the Rights of Way Officer regarding the stolen kissing gates. The County Council have confirmed they would supply replacement gates and have asked if the Parish Council could provide them with the details of the land owners for their agreement to the installation of the gates. The Parish Council will also need to agree to maintain the gates. Councillor Wakefield voiced concern over the responsibility of the gates being passed over to the Parish Council as previously this would have been down to the County Council. Councillor J Prestage proposed the decision be deferred to the next meeting after consideration and clarification on the matter, the proposal was seconded by Councillor Scantlebury with all in favour and **resolved** to do so. The County Council are also promoting Time Banking, working with communities. Social Services are continuing to struggle the biggest drain on the budget in adult social care and children in care, there is a need for more foster carers and re-ablement workers because otherwise the County Council must pay agencies to provide the service which proves costly. Councillor J Prestage raised a question relating to the County Councils schools report recently issued, the report did not look complete. C. Councillor Costello confirmed she will be attending a meeting with the Abbey College shortly regarding schooling issues around capacity and hopes to update the Parish Council at the next meeting.
- District Councillor Corney informed the Council that the Biggin Lane development of 141 houses, reserved matters will be submitted with an additional 52 houses going in to the plan. The current owners of RAF Upwood and potential future developers presented to our district councillors their plans for this site. It is

anticipated the sale of the RAF Upwood base will complete this week. The purchases are remaining to be anonymous, but they have confirmed their wishes to protect the site and bring the buildings down as soon as practically possible. On the 15th May 2019 the District Council will hold a full Council meeting to accept the 2036 Local Plan.

- 0519.12 RAF UPWOOD and CLINIC SITE – The Council was unable to discuss the meeting between Councillor Tew and Helen Fortune, Development Liaison Officer, for the Clinic site development due to Councillor Tews absence. Councillor Scantlebury raised serious concern as a resident and Councillor over the Clinic site development; the land does not sit level and the houses are sitting too high with deviation from the plans being the garages are not where they should be. Councillor J Prestage proposed he work with the Clerk in putting together a letter from the Parish Council to the District Council planning department outlining the concerns of the Council regarding this development and the lack of consistency in the development. Councillor Hazell seconded the proposal and with all in favour it was therefore **resolved** to do so.
- 0519.13 THE RAMSEY DIRECTORY – Councillor Hazell proposed the Clerk contact the Ramsey directory to add the details for the Bury Parish Council for future editions, Councillor K Prestage seconded the proposal and with all in favour it was **resolved** to do so.
- 0519.14 NEIGHBOURHOOD PLAN – The Housing Needs Survey results have been received and presented to the Council by Councillor J Prestage. The next steps would be to incorporate the results in to the Neighbourhood Plan and then go to consultation. Councillors Tew, Prestage and Wakefield will meet with the Housing Needs Survey creator, Mike Deas, Rural Housing, Planning & Economic Development Officer of Cambridgeshire ACRE. An open event held at the Village Hall will need to be arranged 2 weeks in to the 6-week consultation period. The item will be added to the agenda for the next full Parish Council meeting on the 5th June.
- 0519.15 CEMETERY – The Clerk presented the latest update on the cemetery refurbishment and extension works as decided during the recent Cemetery Working Group meeting. Unfortunately, none of the requested quotations for the works have been received yet but the Clerk was able to present the cemetery plans and explain to the Council the most recent change. This being the proposal to move the garden of remembrance from behind the current garden of rest to the left-hand side, allowing access directly on to the garden from the new footpath. The main reason behind this was due to being unable to move the ashes pots to make a pathway and there not being enough space down the side to create a pathway through (due to reserved grave plots). This would also allow further extension to the ashes pots area. The Clerk has sourced 3 metal edging companies and is awaiting quotes, along with the quotation from the ground worker relating to the footpaths works, moving of the cemetery rules sign to allow the new pathway to reach the car park area. The Clerk expects to be able to report back on costings in time for the next Council meeting. Councillor J Prestage proposed the Cemetery Regulations be reviewed at the next full Council meeting, the proposal was seconded by Councillor Hayes, with all in favour and therefore **resolved** to do so. The Clerk will arrange to circulate the regulations ahead of the next meeting for Councillors consideration.
- 0519.16 PLANNING – No planning applications received
Update on previous planning applications;
18/02596/OUT – Land South of Buryfield - Refused
19/00039/HHFUL – 64 Upwood Road, Single storey rear extension – Approved
18/01692/FUL – Land west of Garden Court, 92 dwellings – In progress
19/00567/FUL – 4 Tunkers Lane, Demolition of garage and replace with small bungalow – In progress
18/02420/FUL – Land North East of 15 Meadow Lane – 38 dwellings – In progress
19/00271/OUT – Land North East of The Highlands, Warboys Road, Bury – In progress
- 0519.17 FINANCE
- 0519.17.1 To agree and sign the accounts for year ending 31st March 2019 – A copy of the accounts, bank reconciliation and receipts and payments had been sent to all councillors on 16th April 2019. Councillor J Prestage proposed the accounts be approved for signature by the Chairman and countersigned by the Clerk, seconded by Councillor Hayes with all in favour it was therefore **resolved** to do so.
- 0519.17.2 To complete the Annual Return – A copy of the completed Annual Return, sections 1 and 2 had been sent to all councillors on 16th April 2019. Councillor J Prestage proposed the Annual Return, sections 1 and 2 be approved for signature by the Chairman and countersigned by the Clerk, seconded by Councillor Wakefield with all in favour and therefore **resolved** to do so.
- 0519.17.3 Risk Assessment – The Clerk completed a Risk Assessment on 16th April 2019 and had forwarded a copy to all councillors. A copy will be attached to the minute book.
- 0519.17.4 Payment of outstanding debts. Councillor J Prestage proposed the payment of outstanding debts numbered 1 – 8 below be approved for payment, seconded by Councillor Wakefield and with all in favour it was therefore **resolved** to do so.

1. C Copley	Clerks wages and expenses	£594.59
2. SR Howell	Payroll and P60	£24.00
3. Mr. P Brindley	Website hosting	£62.36
4. Garden Reclaim	Grass cutting	£550.00
5. SLCC	ILCA Registration	£118.80
6. Hunts DC	Litter bin emptying	£303.17
7. CAPALC	Affiliation fee and GDPR Membership	£495.67
8. M Badcock	Cemetery maintenance	£300.00

0519.17.5 To consider a request for £250 towards maintenance and upkeep of grass areas in front of Valiant Square. Councillor Wakefield proposed the Clerk look in to the implications of providing this donation and request copies of relevant insurance cover. With the proposal seconded by Councillor Johnston and all in favour it was **resolved** to do so.

0519.18 CORRESPONDENCE RECEIVED

Email from a concerned resident requesting a Police monitoring van be requested and located to monitor the traffic from Hill Estate to Owls End. *Circulated to Councillors 24th April 2019*. Councillor J Prestage proposed the Clerk contact Cambridgeshire Police requesting the presence of a speed camera unit, seconded by Councillor Hazell and with all in favour it was **resolved** to do so.

Email received from Community Roadwatch regarding Constabulary Authorisation for the Use of Post-mounted SIDs in 2019. *Circulated to Councillors 4th April 2019*

0519.19 MATTERS FOR FUTURE CONSIDERATION

Christmas Lights

0519.20 DATE AND TIME OF NEXT MEETING – The next meeting will be held Wednesday 5th June 2019. Apologies received from Councillor K Prestage

Meeting closed at 10pm