

BURY PARISH COUNCIL

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A meeting of Bury Parish Council was held on Wednesday 5th June 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



Minutes

- 0619.01 **PRESENT AND APOLOGIES**
Present; Councillors M. Tew, A Johnston, J Hayes, D Wakefield, J Prestage (arrived at 7.45pm), R Scantlebury, P Hazell, A Barber.
County Councillor A Costello and District Councillor S Corney.
Also present; Clerk – C Copley and 2 members of public
Apologies; Councillor K Prestage (prior engagement)
- 0619.02 **COUNCILLORS INTERESTS**
Councillor J Prestage declared an interest in item number 0619.18.5 the laptop for the Village Hall Committee, due to being on the Village Hall Committee.
- 0619.03 **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**
No persons wanted to speak
- 0619.04 **MINUTES OF MEETINGS FOR APPROVAL - Minutes for Approval of Annual Parish Meeting 1st May 2019**
Cllr Hazell proposed the minutes of the meeting 1st May 2019 are correct and that they be approved for signature by the Chairman, seconded by Cllr Johnston with all in favour and therefore **resolved** to do so.
- 0619.05 **PRESENTATION FROM VAL FENDLEY OF RAMSEY NEIGHBOURHOOD OFFICE**
Bring On School Holidays (BOSH) Club and Summer Play Scheme
Val Fendley of the Ramsey Neighbourhood Office presented the BOSH scheme to the Council. The Scheme is a youth club for children between 5 & 10 yrs of age and is held on a Thursday evening between 4.30pm and 6pm during term time at Ramsey Cricket Club, Cricket field Lane, Ramsey. Management of the BOSH Club & Play Scheme and CRUNCH Youth Project (including the staff team) comes from Ramsey Neighbourhoods Trust with funding from Ramsey Town Council and Ramsey Million. The club has fully qualified staff and volunteers, offers a wide range of activities and manned by fully trained youth workers and volunteers. The activities and events are decided and planned by the young people themselves. The scheme also runs for 2 weeks during the summer holidays with plenty of activities to suit the children. This years theme for the Summer playscheme is "Around the World" and at the end of the 2 weeks the children have the opportunity to attend a day trip to Wicksteed Park. A percentage of children attending the scheme regularly are children from the Bury area. Is there a possibility that Bury Parish Council could contribute? Looking ahead at funding for 2020/2021 the Trust are asking if Bury Parish Council would consider a donation of £1650 to help with the running of the summer play scheme. Val will respond to Cllr Barbers request to provide numbers of children from Bury who are attending the scheme.
- 0619.06 **REPORTS FROM COUNTY AND DISTRICT COUNCILLORS – County Councillor Costello reported at the Annual Meeting of Full Council Cllr Mandy Smith reached the end of her 2-year term as Chair of**

Cambridgeshire County Council. Cllr McGuire, the previous Vice Chair has been unanimously elected new Chair of the County Council. Cllr Every was unanimously elected as Vice Chair.

District Councillor Corney reported that he has not received any notification of the sale of the RAF Upwood site as going through, he will continue to chase this matter. Cllr Corney has now been elected on the Development Management Committee (DMC) at the District Council. The DMC functions relating to town and country planning and development control as specified in Schedule 1 Part A to the Local Authorities (Functions and Responsibilities) (England) Regulations 2000 as amended (the Functions Regulations).

Powers relating to the protection of important hedgerows and the preservation of trees.

Powers relating to the regulation of the use of highways and public rights of way as set out in the Functions Regulations.

Public Speaking at meetings of the Development Management Committee

Members of the public (applicants, agents, objectors and town / parish council representatives) have a right to speak at the Committee provided that they notify Planning Services on 01480 388418 by 4.30pm on the Friday immediately preceding the Monday meeting.

- 0619.07 COUNCILLORS UPDATES - To receive verbal reports from the Parish Councillors on their portfolio of responsibilities
Road Safety – Cllr Tew reported the water board are installing new mains pipes at the junction of Owls End/High Street
Village Show – Cllr Hazell announced the Village Show will be going ahead on the 7th September 2019.
No further reports received
- 0619.08 POLICE REPORTS– To receive an update from the Clerk on Police reports within the month of May 2019
RAF Upwood – Police were notified by the Fire Brigade that they had been called to deal with a fire in a large pile of rubbish at the disused RAF Upwood site in Bury on Tuesday evening, 7th May. This is the latest in a series of arson attacks on the derelict site in recent weeks. (Ref CC-07052019-0464)
RAF Upwood – Police received a report of two cars seen being driven at speed around the disused RAF Upwood site in Bury late on Thursday evening, 16th May. There was also a mention of a drone being seen earlier in the day. However, the cars had already left the site when the report was made. (Ref CC-16052019-0537)
RAF Upwood – Police were notified by the Fire Brigade that they had been called to a fire in a derelict building on the disused RAF Upwood site in the early hours of Thursday 23rd May. The fire was safely extinguished but was believed to have been started deliberately. (Ref 35/35600/19)
RAF Upwood – At least four fire engines and a water tanker were called to deal with blazes in three derelict buildings on the disused RAF Upwood site on Friday evening, 24th May. There was also a report that two youths had been seen running away from the site. Another youth was seen running away later in the night when police and the Fire Brigade were about to depart. The incident is being treated as arson. (Ref CC-24052019-0517)
- 0619.09 ADOPTION OF REMAINING PARISH COUNCIL POLICIES – Cllr Tew and Cllr J Prestage have worked to bring together the new format and contents of the Parish Council policies. Cllr Tew proposed the Clerk forward electronic versions of the policies to all Councillors via email, in batches. Which will then be adopted formally at the next Parish Council meeting, the proposal was seconded by Cllr Scantlebury and with all in favour it was **resolved** to do so.
- 0619.10 RAF UPWOOD AND CLINIC SITE – To receive any updates regarding the RAF Upwood site purchase and Clinic Site development. This item was covered in the District Councillors update, agenda item 0619.06.
- 0619.11 NEIGHBOURHOOD PLAN LAUNCH – The consultation stage of the Plan will launch 6th June 2019, and will run for 6 weeks until midnight on the 18th July 2019. A flyer has been produced and will shortly be posted through the door of every household in Bury as follows;
Open afternoon at the Village Hall – 29th June 2pm – 5pm, or, every Wednesday evening from the 12th June from 7pm to 9pm (excluding 3rd July). Residents and business representatives all welcome. If you cannot attend one of these sessions you can still read our proposal and comment online by filling out a comment form <https://buryparishcouncil.co.uk/index.php/neighbourhood-plan>
This six-week pre-submission consultation of the Draft Neighbourhood Plan is the last time we will be asking people for comments before submitting the plan to Huntingdonshire District Council. All responses received by the end of the consultation will be considered by the Bury Village Neighbourhood Plan Working Party and may be utilised to amend the Plan. A consultation statement including a summary of all comments received and how these were considered will be made available along with the amended Neighbourhood Plan.

0619.12 CEMETERY

- 0619.12.1 The Clerk has circulated a report to all councillors outlining the requirements and quotations received to install new pathways within the existing cemetery and new extension. Cllr Johnston proposed the works be awarded to Grangewards for manufacture of the steel and M Badcock for creation of the new pathways, installation of the steel and laying of the aggregate to the pathways, as Grangewards are a local company who would be available for any additional materials and advice if required and will work in hand with Mr Badcock. The proposal was seconded by Cllr Wakefield and with all in favour it was therefore **resolved** to do so. The total of the quotations for the project are £6300 excluding VAT and fall within the budget set aside for the works.
- 0619.12.2 Review of Cemetery Regulations. The regulations will be included within the adoption of the remaining Council policies and procedures.
- 0619.13 FOOTPATHS – To receive notification of Public Footpath Creation Order relating to Footpath No.10 Bury and No.17 Ramsey. The County Council have placed copies of the order at the footpath itself and the Parish Council will place copies on the village noticeboards. The footpath this relates to has already been installed and the creation of the Order is a formality.
- 0619.14 KISSING GATES – The Clerk put forward to the Council the County Councils offer to replace the kissing gates free of charge, the Parish Council would take up responsibility for the gates and the Public Rights of Way Officer offered to visit the Council to sign the relevant paperwork and confirm the location and type of gate required. Despite this offer Cllr Wakefield proposed Grangewards be commissioned to manufacture a new pair of gates on behalf of the Parish Council, seconded by Cllr Scantlebury and with all in favour therefore **resolved** to do so. The Clerk made the Council aware that once the gates have been installed, they would be placed on the Parish Council insurance and therefore, would be the responsibility of the Parish Council moving forward.
- 0619.15 SPORTS FIELD – The Clerk has received the poster advertising the Active Lifestyles event and it has been placed on the website and social media, along with sending a copy to the school to advertise via their newsletter. Terms of Reference are being negotiated and once received the Clerk will forward to the Council for approval.
- 0619.16 SPEEDING IN THE VILLAGE – Cllr Scantlebury proposed the Parish Council purchase a Speed Indicator Device for the village which was seconded by Cllr Hazel. After discussions Cllr Scantlebury offered look in to the implications of the siting, moving of the SID and charging of the batteries and will feed back at the next meeting. Cllr Wakefield asked where the evidence that is collated from the SID fed in to and what benefit would it have? The Chairman asked for a decision on whether to purchase a unit by way of a vote, with 3 votes for the proposal, 3 votes against the proposal and 1 abstention. It was agreed that C.Cllr Costello will make enquiries in to the costs to purchase a CCC SID and a suitable site for it to be placed and will report back at the next meeting. The item is to be placed on the next agenda for further discussion.
- 0619.17 PLANNING – To discuss recent planning applications
- 0619.17.1 19/01029/HHFUL, Erection of a single storey extension to 70 Upwood Road Bury Huntingdon. Cllr J Prestage proposed the Council recommend approval of the application, seconded by Cllr Tew, with all in favour and **resolved** to do so.
- 19/00900/HHFUL - Demolition of a single storey part and erection of 2 storey extension, 6 Lincoln Road, Fairmead Park, Upwood. Upon looking at the Bury Parish boundary it partially crosses on the front garden of this property. Cllr J Prestage proposed that as the main property is located on Fairmead Park which is within the Parish of Upwood that the comments from the Parish Council of Upwood take preference and therefore no observations either in favour or against the application be made, the proposal was seconded by Cllr Tew with all in favour and **resolved** to do so.
- 0619.17.2 Receive an update from the Clerk on previous planning applications.
- 18/02420/FUL 38 dwellings, land North East of 15 Meadow Lane, Bury – In progress
- 19/00271-OUT Detached dwelling land North East of The Highlands, Warboys Rd, Bury- In progress
- 19/00567/FUL – Demolition of garage and replace with bungalow, 4 Tunkers Lane, Bury – In progress
- Cllr Scantlebury asked if the Clerk could look in to retrospective applications for the RAF Upwood Clinic site development.
- 0619.18 FINANCE
- 0619.18.1 Cllr J Prestage proposed the payment of invoices 1 – 10 be made, seconded by Cllr Hayes with all in favour and therefore **resolved** to do so. The cheques were then signed by 2 signatories who in turn initialed the corresponding invoice. The Chairman signed the bank reconciliation.

(1). C Copley	Clerks wages and expenses	£ 693.99
(2). HMRC	PAYE – Clerk	£ 16.00
(3). Garden Reclaim	Grass cutting	£ 680.00
(4). M Badcock	Cemetery maintenance	£ 600.00
(5). S Bell	Caretaking	£ 250.00
(6). AskIT	IT Requirements	£ 627.84
(7). SLCC	Membership	£ 48.00
(8). Canalbs Ltd	Internal Auditor Fee 2 of 2 inspection	£ 172.42
(9). Office World	Printer ink cartridges	£ 40.34
(10). CambsACRE	Housing Needs Survey	£4604.30

- 0619.18.2 To review the internal audit report for 2018/19 – The Clerk previously circulated the recent internal audit report for 2018/19 to all councillors on 29th May 2019. Cllr Prestage thanked the Clerk for her efforts during the audit process. The Clerk read the report recommendations to the Councillors and will commence work on putting new practices in place where required. The report will be available to members of the public and placed on the Parish website.
- 0619.18.3 To consider further a request for a £250 donation towards maintenance and upkeep of grass areas in front of Valiant Square. Cllr Scantlebury proposed the Council support Mr. Browns request for £250 towards the maintenance and upkeep of the grass areas, as he has satisfied the Parish Council that he is covered on the County Councils insurance as a local volunteer mowing grass. The proposal was seconded by Cllr Hazell with 4 votes in favour of the contribution, 2 against and one abstention, with the majority vote in favour it was therefore **resolved** to do so. The Council are grateful for Mr. Browns ongoing work in keeping these green areas tidy.
- 0619.18.4 Due to the District Council no longer providing name badges, the Clerk has received one quotation at a cost of £90.00 for the production of named badges on a lanyard. The Council decided to defer this matter to the next meeting
- 0619.18.5 To consider the request to purchase the old Parish Council laptop from the Village Hall Committee. Cllr Wakefield proposed the Parish Council offer the laptop to the Village Hall Committee for a minimum sum of £1, the proposal was seconded by Cllr Scantlebury with all in favour and therefore **resolved** to do so.
- 0619.19 CORRESPONDENCE RECEIVED
30.04.19 HDC Launch Customer Portal <https://my.huntingdonshire.gov.uk/>
01.05.19 Letter received from HDC regarding the Lets Get Moving campaign
07.05.19 CAPALC – VE Day Celebrations
10.05.19 Information Commissioner – Right of Access request
22.05.19 Cambs ACRE – Seeking to recruit a Treasurer
- 0619.20 ITEMS FOR FUTURE CONSIDERATION
Christmas lights
Review of the annual grass cutting contract with Garden Reclaim
Review of the cemetery maintenance contract with M Badcock (to incorporate the cemetery extension)
Consider the donation request from the Neighbourhood Office for the BOSH Youth Club
- 0619.21 DATE AND TIME OF NEXT MEETING – The next meeting will be held Wednesday 3rd July 2019.

Close of meeting 9.30pm