

BURY PARISH COUNCIL

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A meeting of Bury Parish Council was held on Wednesday 4th September 2019 at 7.30pm at Bury Village Hall

All members of the council were 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 were 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

- 0919.01 **PRESENT AND APOLOGIES**
Present; Councillors M. Tew, A. Barber, A. Johnston, P. Hazell, D. Wakefield, R. Scantlebury, J. Prestage, K. Prestage.
County Councillor A. Costello
District Councillor S. Corney
Also, present; Clerk – C Copley and 2 members of public
Apologies; Cllr. J Hayes due to another engagement.
- 0919.02 **COUNCILLORS INTERESTS**
Cllr. Scantlebury declared an interest in the Upwood Clinic site discussions.
- 0919.03 **PUBLIC PARTICIPATION** – One member of the public asked if any further information has been received regarding the Buryfield development appeal by NFC Homes. To date no further correspondence or information has been received by the Parish Council on this application. The next question asked related to recent letters that have been sent out to homeowners from the Abbey Group with regards to the proposed development site off Tunkers Lane, and if the Parish Council was aware of this, if any more information has been received by the Parish Council on this matter? The Parish Council has not received any correspondence directly from Abbey Group, but is aware, via social media, of a letter from the Abbey Group sent to some homeowners, relating to a door to door consultation that will be carried out shortly by Curtin and Co, on behalf of the Abbey Group. The Clerk confirmed that she had sent an email to the Abbey Group requesting an update, as stated in Julys meeting, prior to this evenings meeting, but had not received a response yet. Parishioners are urged to check social media and the village noticeboards for any updates the Parish Council may receive on this matter.
- 0919.04 **MINUTES OF MEETINGS FOR APPROVAL** - Cllr Tew proposed the minutes of meeting 3rd July 2019 be approved for signature as an accurate record, seconded by Cllr. K Prestage, with all in favour and therefore **resolved** to do so.
- 0919.05 **REPORTS FROM COUNTY AND DISTRICT COUNCILLORS** – County Councillor Costello confirmed a meeting of the Children and Young Persons Committee is being held on the 10th September from 2pm, at Pathfinder House, Huntingdon. The Abbey College feasibility options decision will be made at the meeting. The Clerk and Cllr. J Prestage confirmed they will be attending the meeting and will report back to the Council at the next Parish Council meeting. The Combined Authority are conducting a consultation on the local bus service, members of the public are urged to visit Ramsey Town Library from 11.30 to 14.30 on Thursday 12th September to view and express their views on the consultation. Ramsey Millions and various other local groups have put together a letter to the Combined Authority stating the concern for the level of public transport within the area.
District Councillor Corney confirmed at the recent Scrutiny meeting of the District Council discussion was had on the Neighbourhood Plan and how it will work within the Local Plan 2036, the Plan will be submitted to Cabinet in the next few weeks. It was confirmed GEDA have purchased the Upwood Airfield site, it is unknown at this stage how many houses will be applied for, no further details are available at the moment.

- 0919.06 COUNCILLORS UPDATES - To receive verbal reports from the Parish Councillors on their portfolio of responsibilities and any action points from previous meeting.
Village Fete; Cllr. K Prestage and Cllr. Barber have been working on invitation letters for the Fete, which will be sent out to a list of invitees. The field has been sketched out for the layout of events and stalls etc and an application for either the Red Arrows or Battle of Britain fly past has been submitted. It is hoped local organisations will support the event by reserving a pitch, running a stall on the day or putting on a small display in the arena. Helpers are required please, offers of straw bales for seating, and a local celebrity to open the event would be appreciated. All profits from the day will be divided between local community organisations. **The Fete is being held to commemorate the 75th anniversary of VE Day, Friday 8th May 2020.**
- Footpaths Report; Cllr. Scantlebury presented the footpaths report. It was agreed the Clerk will issue letters to the homeowners who are repeatedly putting out their green waste on to Chervil Lane and burning it politely asking them to refrain from doing so. Along with contacting the horse owners regarding removal of the bags of horse manure protruding out on to Chervil Lane and to investigate the responsibility surrounding the loose bricks on the boundary wall of the public footpath running from Owls End to the Jubilee Playing field.
- Garden Show; The Garden Show is going ahead this Saturday, the 7th September from 14.00 to 17.00. Cllr. Hazel proposed the purchase of replacement glass to carry out the repair to the telephone box be made, Cllr. Johnston seconded the proposal with the offer to source the glass and some spares, with all in favour and therefore **resolved** to do so.
- CAPALC; Cllr. Tew informed the Council that CAPALC will shortly become incorporated, a ballot will be sent out to Parish Councils in October. NALC are conducting a Peer Review pilot scheme for Town and Parish Councils, towards the end of this year Councils will be invited to take part.
- Road Safety; Cllr. Tew has requested speed signage of 30mph be placed at the Upwood Clinic site entrance in the village.
- 0919.07 NEIGHBOURHOOD PLAN CONSULTATION – Cllrs. Tew and Prestage were pleased to announce the consultation period for the Neighbourhood Plan is now complete along with any required amendments subsequent to the consultation and the Plan is now ready for submission to Huntingdonshire District Council. Cllr. Tew proposed the Council agree the Submission letter, circulated to Councillors ahead of this meeting, be signed and the Clerk to forward the relevant documents to the District Council. The submission letter is available at the end of these minutes.
Bury Parish Council, as the relevant qualifying body, (under Section 38A (12) of the Planning and Compensation Act 2004) for the Bury Neighbourhood Area hereby resolves to submit the Submission Version of the Bury Village Neighbourhood Plan to Huntingdonshire District Council in accordance with Regulation 15 of the Neighbourhood Planning Regulations 2012. The required supporting documents were also submitted.
Cllr. K Prestage seconded the proposal and with all in favour it was therefore **resolved** to do so. Cllr. K Prestage on behalf of all the Council members expressed thanks to everyone involved for their efforts in bringing the Neighbourhood Plan to fruition.
- 0919.08 POLICE REPORTS– The Clerk reported one incident of crime within the month of August 2019; Redebourn Lane, Bury – Police received a call reporting an alarm sounding at a community building on Redebourn Lane, Bury, and three suspicious young males dressed in black clothing seen loitering nearby, on Friday afternoon, 2nd August. A police patrol was dispatched and officers searched the area, but no-one matching the descriptions could be found. (Ref CC-02082019-0291)
Cllr. Scantlebury stated youths were spotted on the Upwood Clinic site late one evening, he reported it to the Police and the site manager who later informed him that nothing had been stolen but items had been moved/stacked up possibly to make removal easier.
- 0919.09 SPEED INDICATOR DEVICES – After discussions the Council were unable to decide on a way forward with regards to the decommissioning of the existing VA (vehicle activate) signs and purchase of new SID (speed indicator device) due to the restrictions and costs involved. Cllr. Scantlebury proposed the Clerk contact Cambs County Council Highways Department to arrange the repair the faulty VAS unit located on Upwood Road, the proposal was seconded by Cllr. Wakefield with all in favour and therefore **resolved** to do so.
- 0919.10 CHRISTMAS LIGHTS – Cllr. K Prestage confirmed a meeting with the electrician who will be installing the lights has been arranged for the 11th September, where the servicing of the lights and installation details etc will be agreed. Council members are welcome to attend should they wish to.

- 0919.11 SUMMER ACTIVE LIFESTYLES PROGRAMME – The programme ran through the summer holidays each Friday from 10.30am until 12.30pm. The first week at Bury Sports Field was very well received with 17 children attending, the second week, despite the weather saw 14 children attending. Luckily the activities were able to go ahead in the Village Hall during the wet weather. The Clerk liaised with Upwood Parish Council who also confirmed the event went very well and was also well attended in Upwood. The Clerk has requested formal feedback from OneLeisure and will report back when received.
- 0919.12 CEMETERY – An internment of ashes was made circa 20th August 2019, unfortunately at the time of this meeting the Clerk has not received the relevant payment or documentation but has been assured this will follow shortly. The Clerk expressed that all enquiries regarding burials or internment of ashes within the Parish Cemetery be dealt with by the Clerk and internments will not be permitted unless the relevant requirements are met.
- 0919.12.1 Fenland Stoneworks application to place a headstone grave number E45
- 0919.12.2 Application for permission to place a memorial vase on the grave space GOR31
- 0919.12.3 Easton and Cook funeral directors, purchase of grave number H35
- 0919.12.4 Application for permission to place a memorial headstone on the grave space H31
The Clerk confirmed the above applications for memorial stones under agenda reference 0919.12.1, 12.2 and 12.4 comply with the cemetery regulations and therefore should be permitted to go ahead, Cllr. Tew proposed the Council agree to the applications, seconded by Cllr. J Prestage with all in favour and **resolved** to do so.
- 0919.13 ANNUAL REVIEW OF CONTRACTORS – The Clerk presented the Council with the review of the grass cutting contract, cemetery contract and caretaking contract along with the proposed budget costings for the next financial year. Cllr. Tew proposed the Clerk issue the new contracts and budgets be agreed, with the addition of extra bank cuts for the grass cutting company to keep the sports field and play area grass shorter, and the increase in the cemetery maintenance due to the additional works involved in keeping the extension tidy, the proposal was seconded by Cllr. Wakefield, with all in favour and therefore **resolved** to do so. The Clerk informed the Council that an email was received from a local resident who has been cutting the grass opposite the Pound in Bury but unfortunately is no longer able to do so. The Clerk instructed the grass cutting contractor to cut the grass during his normal round for the time being until the decision was made whether to make it a permanent addition to his round with the costs to the Parish Council or establish if the District Council will take it up as they are responsible for cutting that area. Cllr. Wakefield proposed the Clerk contact the relevant authority, as it is their responsibility to keep the area cut and establish if and when they will cut the grass and report back with the information, seconded by Cllr. Johnston with all in favour and therefore **resolved** to do so.
- 0919.14 PLANNING – Application 19/01579/OUT, Proposed detached dwelling, land adjacent to The Bungalow, Warboys Road, Bury. The application is available online via Hunts District Councils Planning Portal, unfortunately no elevation plans have been submitted and Cllr. Tew proposed that as the Council are unable to view the relevant plans to form their decision that the Clerk return to the applications case officer for more information, seconded by Cllr. Hazell with all in favour and therefore **resolved** to do so.
- 0919.14.1 Receive an update from the Clerk on previous planning applications.
19/01029/HHFUL, Erection of a single storey extension to 70 Upwood Road Bury Huntingdon - APPROVED
18/02420/FUL – 38 dwellings, Land North East of Meadow Lane – IN PROGRESS
19/00271/OUT - Detached dwelling land North East of The Highlands, Warboys Rd, Bury- In progress
- 0919.15 FINANCE – Cllr. Tew proposed the acknowledgement of payment of August invoices 1 – 9 and September invoices 1 – 8 respectively be approved for signature, seconded by Cllr. J Prestage 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.
- August invoices signed by Cllr K Prestage and Cllr Hazell
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| (1). C Copley | Clerks wages and expenses | £ 538.35 |
| (2). Ethical Arboriculture | Tree survey | £1600.00 |
| (3). Office World | Office ink cartridges | £ 17.41 |
| (4). askIT | Webhosting annual subscription | £ 395.00 |
| (5). CH Trust | Defibrillator annual support | £ 162.00 |
| (6). CAS Ltd | Parish Council Insurance | £ 774.20 |
| (7). CAPALC | Clerks CiLCA training | £ 400.00 |
| (8). Garden Reclaim | Village Grass Cutting | £ 900.00 |
| (9). M Badcock | Cemetery maintenance | £ 450.00 |
- September invoices
- | | | |
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| (1). C Copley | Clerks wages | £ 584.42 |
| (2). S Bell | Playpark caretaking | £ 250.00 |

(3). Caloo Ltd	Operational inspection	£ 474.00
(4) askIT	Erase old laptop for donation to village hall	£ 30.00
(5). Garden Reclaim	Village grass cutting	£ 526.00
(6). M Badcock	Cemetery maintenance	£ 675.00
(7). A Northcote	Neighbourhood Planning	£1380.00
(8). PKF Littlejohn	External Audit	£ 240.00

Monies received;

Fenland Stoneworks application to place a headstone grave number E45 £120.00

Memorials of Distinction application to place a memorial headstone on the grave space H31 £122.00

Application for permission to place a memorial vase on the grave space GOR31 £40.00

Easton and Cook funeral directors, purchase of grave number H35 £605.00

- 0919.15.1 Cllr. Tew checked the bank reconciliation against the bank statements and confirmed them as correct
- 0919.15.2 The Clerk was happy to report the external audit has successfully been completed by PKF Littlejohn as follows;
 “On the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return (AGAR), in our opinion the information in Sections 1 and 2 of the AGAR is in accordance with Proper Practices and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met”. The Clerk will place the relevant notices upon the noticeboards at the earliest convenience.
- 0919.15.3 Cllr. K Prestage proposed the Council agree the sum of £120 for Cllr Tew and the Clerk to attend a Cemetery Training Course, run by the Institute of Cemetery and Crematorium Management, Tuesday 29th October 2019. The proposal was seconded by Cllr. Scantlebury with all in favour and therefore **resolved** to do so.
- 0919.16 **CORRESPONDENCE RECEIVED**
1. Freedom of information request received. The Clerk has responded to the request and provided the relevant information adhering to the ICO guidelines, under reference number FOIBPC31.07.
 2. Notice received from The Wildlife Trust informing of the temporary closure of nature reserve Wistow Wood, Wistow Fen Lane, for planned management works from September to November 2019. Entrance posters will be placed to make regular visitors aware. There are no rights of way through the wood, however the Wildlife Trust does ordinarily allow permissive foot access.
 3. Notification from the Combined Authority – Transport Consultation event, **Thursday 12th September 11.30-2pm Ramsey Town Library**. Members of the public encouraged to attend.
 4. Email from Liz Megson – Open Arms Project – action against loneliness in older residents.
 5. Letter in circulation from the Abbey Group regarding Tunkers Lane development site
 6. Invite to Healthy Open Spaces and Play Strategy workshop
- 0919.17 **MATTERS FOR FUTURE CONSIDERATION**
 Tree survey report and subsequent actions.
- 0919.18 **DATE AND TIME OF NEXT MEETING** – The next meeting will be held Wednesday 2nd October 2019 from 7.30pm in the Bury Village Hall, meeting room.
 Apologies for October meeting from Cllr. Hayes, Cllr. Hazel and Cllr. Scantlebury