

# BURY PARISH COUNCIL

Parish Clerk - Charlotte Copley. 37 Station Road, Ramsey PE26 1JB

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The Annual meeting of Bury Parish will be held on Wednesday 3<sup>rd</sup> June 2020 at 7.00pm by video link

The Local Authorities and Police and Crime Panel Meetings Regulations 2020 came into force on 05 April enabling local councils to hold remote meetings until May 2021. This meeting will take place via “Zoom” at the following link:

<https://zoom.us/j/94809752175>

For practical reasons some items will be deferred. There is no provision to place the agenda on the noticeboards.

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



## Agenda

APM0620.12 Apologies

APM0620.13 Councillors Interests

APM0620.14 Minutes of the Annual Parish Meeting 1<sup>st</sup> May 2019

APM0620.15 Matters Arising

APM0620.16 Responsible Financial Officer Report 2020

APM0620.17 Report from the Parish Council Chairman

APM0620.18 Report from District and County Council Officers

APM0620.19 Reports from Local Organisations

APM0620.20 To Invite Members of the Public to Raise any Matters of Interest

APM0620.21 Questions to County and District Councillors

APM0620.22 Chairman's Closing Remarks

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## Agenda

- 0620-074 ELECTION OF CHAIRMAN  
To elect a Chairman followed by signing of the Acceptance of Office
- 0620-075 ELECTION OF VICE CHAIRMAN  
To elect a Vice Chairman and receive the Vice Chairman's Acceptance of Office
- 0620-076 APOLOGIES FOR ABSENCE
- 0620-077 DECLARATIONS OF INTEREST
- 0620-078 PORTFOLIO OF RESPONSIBILITIES- To review and confirm appointment of Parish Council representatives to the following portfolios;
- | Representative     | Current                  | Proposed |
|--------------------|--------------------------|----------|
| 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          |          |
| Finance Committee  | Cllr Tew/Wakefield/Hayes |          |
| Public Engagement  | Cllr A Barber            |          |
- 0620-079 ADOPTION OF POLICIES AND PROCEDURES – To note the following policies are up to date;  
Standing Orders  
Financial Regulations  
To agree and review all other polices and procedures by the September meeting
- 0620-080 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
- 0620-081 MINUTES OF MEETINGS FOR APPROVAL - Minutes for Approval of Annual Parish Council Meeting 1<sup>st</sup> May 2019, and Parish Council Meeting of 6<sup>th</sup> May 2020
- 0620-082 REPORTS FROM COUNTY AND DISTRICT COUNCILLORS - To receive verbal reports from the County and District Councillors.

- 0620-083 COUNCILLORS UPDATES - To receive verbal reports from the Parish Councillors on their portfolio of responsibilities and actions carried out since previous meeting:
- Road Safety & CAPALC Cllr M Tew
  - Footpaths/Trees Cllr R Scantlebury
  - Cemetery Cllr J Hayes
  - Playing Fields Cllr A Johnston
  - Neighbourhood Plan Cllr J Prestage & Tew – see agenda item 0620-066
  - Public Engagement Cllr A Barber
  - 2020 Village Fete Cllrs A Barber and K Prestage
  - RAF Upwood Development Clerk
- 0620-084 CRIME REPORTS
- 0620-085 NEIGHBOURHOOD PLAN – To receive an update on the progress of the Neighbourhood Plan.
- 0620-086 CEMETERY – To discuss ongoing pavement works
- 0620-087 PEDESTRIAN CROSSINGS – To receive a progress report regarding the application for a Parish Council funded pedestrian crossing on Upwood Road.
- 0620-088 PLANNING – To receive recent planning applications;  
**20/00825/HHFUL** – Proposed first floor front extension to accommodate new ensuite bathroom, 39 Upwood Road  
**20/00812/HHFUL**- Proposed detached car port  
**20/00863/OUT** - Proposed Residential Development (of up to 90 dwellings) involving the provision of public open space, landscaping, means of access (including widening Tunkers Lane) and associated works.
- 0620-088.1 To receive an update from the Clerk on previous planning applications
- 0620-089 FINANCE – To confirm agreement of payment of outstanding debts.
- |                   |                                    |          |
|-------------------|------------------------------------|----------|
| 1. C Copley       | Clerk wages and expenses for April | £ 759.09 |
| 2. HMRC           | PAYE                               | £ 31.71  |
| 3. Garden Reclaim | Village grass cutting              | £ 860.00 |
| 4. M Badcock      | Cemetery grass cutting             | £ 675.00 |
- 0620-089.1 Monies received (bank statement not received at publication of this agenda)
- 0620-089.2 Bank reconciliation.
- 0620-089.3 To receive an update from the Clerk regarding the Parish Councils change of banker from Lloyds to Unity Trust
- 0620-089.4 To agree and sign the accounts for year ending 31<sup>st</sup> March 2020 – A copy of the accounts, bank reconciliation and receipts and payments has been sent to all councillors on 20<sup>th</sup> April 2020 (copy attached)
- 0620-089.5 To complete the Annual Return – A copy of the completed Annual Return, sections 1 and 2 have been sent to all councillors (copy attached)
- 0620-089.6 Risk Assessment – The Clerk completed a Risk Assessment on 28<sup>th</sup> May 2020 and has forwarded a copy to all councillors (copy attached).
- 0620-089.7 To consider a grant application received from a local resident who carries out grass cutting voluntarily to areas between Bury and Upwood.
- 0620-089.8 To consider a request for match funding of £500 to develop and deliver activity packs for our children and families in the village.
- 0620-090 CORRESPONDENCE RECEIVED  
Covid-19 updates received daily from NALC, CAPALC and ICCM  
Email request received from a resident asking for the Parish Council to consider the placement of village allotments.  
Email received from a Ramsey resident trying to establish ownership/responsibility of the pond area, Brands Close
- 0620-091 MATTERS FOR FUTURE CONSIDERATION (decisions cannot be made under this item)
- 0620-092 DATE AND TIME OF NEXT MEETING – Wednesday 1<sup>st</sup> July 2020, 7.30pm via video link if required.