

# BURY PARISH COUNCIL

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

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The Annual Meeting of Bury Parish Council was held on Wednesday 3<sup>rd</sup> June 2020 at 7.30pm 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 took place via “Zoom”

## Minutes

Present: Councillors M. Tew (Chairman), D. Wakefield, R. Scantlebury, J. Hayes, A. Barber, J Prestage, K Prestage  
Also, present; Clerk – C Copley and 5 member of public

### 0620-074 ELECTION OF CHAIRMAN

It was proposed and seconded that Cllr Tew remain elected as Chairman for the forthcoming year. With no further nominations it was therefore **resolved** that Cllr Tew be elected as Chairman for the 2020-21 civic year. Cllr Tew will sign the Declaration of Office outside of this meeting.

### 0620-075 ELECTION OF VICE CHAIRMAN

It was proposed and seconded that Cllr J Prestage remain elected as Vice Chairman for the forthcoming year. With no further nominations it was therefore **resolved** that Cllr J Prestage be elected as Chairman for the 2020-21 civic year. Cllr J Prestage will sign the Declaration of Office outside of this meeting.

### 0620-076 APOLOGIES FOR ABSENCE

Cllrs Johnston and Hazell. District Councillor Corney not present

### 0620-077 DECLARATIONS OF INTEREST

None received

### 0620-078 PORTFOLIO OF RESPONSIBILITIES- **Resolved** to continue with the portfolio responsibilities below;

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
Finance Committee	Cllr Tew/Wakefield/Hayes
Public Engagement	Cllr A Barber

Cllrs Hazell and Johnston will be asked outside of the meeting to confirm their portfolio responsibilities.

### 0620-079 ADOPTION OF POLICIES AND PROCEDURES – **Resolved** Standing Orders, and Financial regulations are up to date and should any revisions be issued via NALC or updates following change of Council bankers they will be amended and taken in to consideration at that time.

It was **resolved** to agree and review all other policies 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. One member of public raised concerns and requested more information regarding the recent approval of planning application 19/01881/OUT Land South of Buryfields. Other members of public raised concern regarding the recent issue of a planning application off Tunkers Lane. A discussion took place with regards to agenda item number 0620.069 below.

### 0620-081 MINUTES OF MEETINGS FOR APPROVAL – The minutes of the 1<sup>st</sup> May 2019, and Parish Council Meeting of 6<sup>th</sup> May 2020 were confirmed as correct and will be placed within the minutes file ready for signature by the Chairman when legislation allows meetings in public.

### 0620-082 REPORTS FROM COUNTY AND DISTRICT COUNCILLORS – Received and noted within the minutes of the Annual Parish Meeting of 3<sup>rd</sup> June 2020.

### 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, continues to report road safety issues
- Footpaths/Trees Cllr R Scantlebury, nothing to report
- Cemetery Cllr J Hayes, see item 0620-065 below

- Playing Fields Cllr A Johnston, absent
- Neighbourhood Plan Cllr J Prestage & Tew – see item 0620-066
- Public Engagement Cllr A Barber – see item 0620-070.8
- 2020 Village Fete Cllrs A Barber and K Prestage confirmed funds received for stalls have been returned
- RAF Upwood Clerk report received and noted

0620-084 CRIME REPORTS

Multiple reports of ongoing crime, vandalism, arson and trespassing on the RAF base.

0620-085 NEIGHBOURHOOD PLAN – No further updates are available at this stage, due to the Covid-19 outbreak the election is unable to proceed. The Clerk confirmed discussion with the Elections Manager of Hunts District Council confirmed a referendum is still not possible at this point. As soon it is permitted to go ahead the Parish Council will be informed.

0620-086 CEMETERY – The PCC confirmed during a recent meeting agreement to new pathways within the cemetery. It was **resolved** Cllr Hayes will forward a map, drawn up by the Clerk, of the proposed layout of the pathways to the PCC to gather formal agreement to proceed in writing.

0620-087 PEDESTRIAN CROSSINGS – No further updates.

0620-088 PLANNING – To receive recent planning applications;  
**20/00825/HHFUL** – Proposed first floor front extension to accommodate new ensuite bathroom, 39 Upwood Road. It was **resolved** unanimously to support the application.  
**20/00812/HHFUL**- Proposed detached car port. Councillors considered the application and **resolved** not to support the application, this being due to the size of the proposed car port, whether this was to be a 4 or 3 car port due to conflicting statements in the application” and the materials used such as metal would give the impression of it being industrial looking which would not fit within the street scene.  
**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. It was **resolved** to hold an Extraordinary Meeting of the Parish Council with The Abbey Group on Wednesday 10<sup>th</sup> June 2020 from 7pm via Zoom. This will enable Councillors to consider the application, receive representation from the Abbey Group along with a public participation session to give the application full attention. Notices will arrive through doors of Valiant Square, Vulcan Rise, Tunkers Lane and Buryfield from both the Parish Council informing of the meeting, and the Abbey Group. The meeting will also be advertised on social media and the Parish Council website. The District Council have confirmed an extension of time has been permitted, moving the deadline of the 19<sup>th</sup> June for comments to the 10<sup>th</sup> July. Residents will also be able to forward their comments to the District Council up to this date, via [developmentcontrol@huntingdonshire.gov.uk](mailto:developmentcontrol@huntingdonshire.gov.uk) or the District Council Planning Portal Public Access system <https://publicaccess.huntingdonshire.gov.uk/online-applications/>

0620-088.1 To receive an update from the Clerk on previous planning applications  
 An update from the Clerk on previous planning applications was received and noted

0620-089 FINANCE – To confirm agreement of payment of outstanding debts.  
 The Chairman proposed the retrospective approval of payment 1 – 4 for signature, seconded by Cllr. Barber with all in favour and therefore resolved to do so. The cheques will then signed outside of the meeting by 2 signatories who in turn initialed the corresponding invoice;

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 - none received

0620-089.2 The bank reconciliation was received and noted.

0620-089.3 To receive an update from the Clerk regarding the Parish Councils change of banker from Barclays to Unity Trust.  
**Resolved** at the Council meeting of the 6<sup>th</sup> May 2020 to move bankers from Barclays to Unity Trust and set up 2 accounts with the Bank. To note that Unity Trust make a charge of £6 per month for the account, paid quarterly.  
 1. The Clerk be authorised on the Councils behalf to open the accounts, on the Bank’s standard terms and conditions in force at that time.  
 2. Cllrs Tew, Hayes, K Prestage and Wakefield are hereby appointed signatories and any two (2) signatories be required to authorise the online payments of any amount from the accounts shortly following agreement during full Council meeting.  
 3. The Clerk is hereby appointed as administrator but not be authorised to approve any payment, nor sign any cheque or make any electronic funds transfer save transfers between the Accounts (vire with Chairman). The Clerk shall not have any paying authorities whether by cheque, telephone or electronically or otherwise.  
 4. The Clerk be authorised to manage the operation of the accounts, including but not limited to establishing or amending mandates or changing correspondence details.  
 5. The Chairman, the Clerk and 2 other signatories be authorised to sign the relevant paperwork required to set up the account and 2 full power signatories to release the funds and agree the switching process from Barclays Bank  
 6. To agree that Unity Trust shall arrange the switching process within 7 days of application and close the Barclays Bank account upon completion of the switch, to transfer the balances standing in the Barclays Bank current and

deposit accounts to the Accounts in accordance with the terms of the Barclays Bank mandate, without further reference to or approval from the Council. The Clerk confirmed relevant paperwork has been sent initially to 2 signatories, and will add the further 2 signatories as soon as practicable to each of the proposed account signatories for signing and certification where necessary, with their subsequent return to her for forwarding to Unity Trust Bank.

- 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). **Resolved** as received and noted.
- 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). Cllrs received and noted the documents supporting and relating to the Annual Return 2020. The Council **resolved** to agree Section 1 Annual Governance Statements for the year ended 31<sup>st</sup> March 2020 statements 1 to 9 as correct. Current regulations state wet signatures are required for the AGAR and the Clerk will arrange for this to be completed outside of the meeting.
- 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). **Resolved** the report be received and noted.
- 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. The Chairman reported the resident was asking for £1000 each from both Upwood and the Raveleys Parish Council and Bury Parish Council towards the much needed purchase of a ride on lawnmower but has since made an application to the Grantscape Wind Farm for these funds and is now asking for support from both Parish Councils. The volunteer is looking to receive further monies to support the upkeep of the mower. This will enable the cutting of areas between Valiant Square and Fairmead Park which they have been cutting voluntarily for many years. Councillors voted with the majority in favour, and one abstention, to adjourn the decision to donate further funding until a response to the grant application is received.
- 0620-089.8 To consider a request from Cllr Barber for match funding of £500. Cllr Barber has been successful in an application to Huntingdonshire Covid-19 Community Chest for £500 and is seeking a further £500 from Bury Parish Council to bring the total to £1000. The money will go towards developing and delivering activity packs for our children and families in the village. It was **resolved** to support the match funding with a donation of £500.
- 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)  
Christmas lights
- 0620-092 DATE AND TIME OF NEXT MEETING – Wednesday 1<sup>st</sup> July 2020, 7.30pm via video link if required.

Meeting closed at 8.55pm

# Bury Parish Council

## Bank Reconciliation

Month                      May-20

<b>Total of balances in bank accounts at 29 May</b>	Community	£200.00
	Rate Reward	£81,638.49
	Business Premium	£96,259.48
		<b>£178,097.97</b>

### Less unrepresented cheques

Payee	Cheque	
	No	Amount £
ACRE	288	57.00
C Copley Clerk wages and expenses	319	759.09
HMRC PAYE	320	31.20
R Sargent - Grass cutting	321	860.00
M Badcock - Cemetery maintenance	322	675.00
	<b>Total</b>	<b>2382.29</b>

**Net bank balance at 29 May** **£175,715.68**

### Cash Book

	£
Opening Balance	109775.23
Add; Receipts	71137.31
Less: Payments	5196.86

**Balance as per cash book** **£175,715.68**

Signed .....  
 Responsible Financial Officer

Date .....

**Bury Parish Council**  
**Receipts and Payments for year ended 31st March 2020**

**RECEIPTS**

Precept	£30,000.00
Bank interest	£379.53
Cemetery	£2,854.00
VAT Reclaim	£3,346.16
CIL monies	£18,282.36
Neighbourhood Plan (account closure)	£3.12
Bank discrepancy	£0.18
	<b>£54,864.99</b>

**PAYMENTS**

**LEISURE AND AMENITIES**

Village grass cutting	£5,234.00
Cemetery grass cutting	£5,200.00
Cemetery - pathways	£15,020.00
Cemetery - bulbs, turf	£235.97
Tree works	£1,600.00
Play areas - repairs	£532.00
Play areas - inspections	£771.50
Play areas - caretaking	£1,000.00
Litter bin emptying	£252.64
BMX track - annual rent	£50.00
Active Lives - summer scheme	£258.48
Christmas lights - Crane hire	£440.00
LHI Schemes	£3,021.17
	<b>£33,615.76</b>

**ADMINISTRATION**

Clerk wages	£7,077.27
Clerk expenses - home working allowance/travel	£376.85
Office supplies - stationery	£184.98
Postage	£45.42
PAYE	£84.84
Internal audit	£344.84
External audit	£200.00
Payroll provider	£170.00
Defibrillator annual maintenance support	£135.00
Parish Council insurance	£774.20
Website/IT support	£939.73
CAPALC/SLCC/ACRE/Parish Online	£1,342.58
Training	£750.00
Garden Show	£16.66
ICO Membership	£40.00
Neighbourhood Plan	£6,158.92
ICCM Membership	£95.00
	<b>£18,736.29</b>

**DONATIONS/SECTION 137**

Donation towards lawnmower/Valiant Square cut	£250.00
Royal British Legion - Poppy wreath	£20.00
	<b>£270.00</b>

**£52,622.05**

**VAT £4,626.10**

**Total £57,248.15**

BALANCE CARRIED FORWARD	£112,158.39
PLUS RECIEPTS	£54,864.99
LESS PAYMENTS	£57,248.15
	<b>£109,775.23</b>

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BANK Barclays Community Acc	£200.00
BANK Barclays Rate Reward (Earmarked reserves)	£81,598.25
BANK Barclays Business Premium (General reserves)	£30,213.13
LESS UNPAID CHEQUES	£2,236.15
	<b>£109,775.23</b>

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**Balance carried forward to 1st April 2020 £109,775.23**

SIGNED

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Chairman

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Responsible Financial Officer

DATE .....

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## FINANCIAL & GENERAL RISK ASSESSMENT

### 1. Introduction

1.1 The Council is expected to carry out an annual assessment of the financial risks it is exposed to and identify any actions it considers necessary to minimise those risks.

Service Area	Risk	Recommendation to Manage Risk	Action
Insurance	Public Liability (statutory) Inadequate cover	Cover for 2020/21 will remain at £10m in any one event.	PC/RFO to review insurance policy and make recommendations to Council.
	Employers Liability (statutory) Inadequate cover	Continue existing cover £5m.	As above.
	Property/Assets Inadequate cover	Continue with existing cover on equipment. The Policy covers assets to the maximum value of £150,000	PC to review annually and as required.
	Legal Expenses Inadequate cover	Limit of indemnity is £100,000 (see policy for individual cover).	PC to review annually.
	Libel & Slander Inadequate cover	Continue with existing cover (£250,000).	PC to review annually.
	Personal Accident. Inadequate cover	Cover is limited £25,000 any one person and £25,000 any one accident. Cover is for Employees, Volunteers and Councillors.	PC to review annually.
	Data Protection breaches.	The Data Protection Act 1998 requires every organisation who processes personal information to register with the Information Commissioner's Office (ICO). Failure to do so is a criminal offence.	PC to register with ICO and review annually.
Loss of Key Personnel	Loss of services of employee, or long term sickness (relating to the Parish Clerk).	Loss of services of employee, or long term sickness (relating to the Parish Clerk). Contact Local Parish Clerk and arrange cover.	Council to arrange staff cover and to carry out advertisement.

Service Area	Risk	Recommendation to Manage Risk	Action
	Fraud by Staff.	Ensure Insurance cover is in place with appropriate values.	Council to action /reviewed annually
Administration	Payment arrangements.	Continue with requirement to report all payments to the Parish Council for approval. Schedule of accounts to be signed by Chairman of Council. Where cheques are to be signed, it is done so by two members. Where payments are to be made via BACS it is done so via 2 signatories online.	Members of Council to verify and make recommendations.
	Loss of Computer Data	Data is backed up daily to the cloud. Managed by external IT company.	Clerk to carry out these processes.

	Reconciliation	Continue with bank reconciliation to be completed upon receipt of each monthly bank statement by RFO.	PC/RFO to complete and to carry out internal audit review.
Precept	Lack of consultation when setting budgets with little detailed consideration. Precept not submitted on time.	Continue to present budget at monthly Parish Council meeting. Regular Finance Working Group meetings conducted. Ensure that the precept is completed and approved by Parish Council by first Parish Council meeting in December for submission to Hunts District Council by end January of each year.	Council, RFO and Internal Auditor to ensure deadlines are met.
	Inadequate monitoring of performance.	Continue to regularly consider budget monitoring report (monthly and quarterly). Internal Auditor to carry out annually checks.	Council to review monthly reports provided by PC/RFO
	Illegal Expenditure	Continue to ensure that all expenditure is within legal parameters. Parish Clerk to guide councillors on governance of appropriate expenditure.	Council to approve all expenditure or otherwise advised through financial regulations.
Accounting	Non-standard and/or noncompliant records kept.	Continue to require adequate, complete and statutory financial records and accounts.	PC/RFO to produce
	Employee could defraud Council	All cheques and BACS payments require two signatures. Accounts are audited independently by an internal and external appointed auditor. Financial	PC to ensure accounts are audited and procedures in place

Service Area	Risk	Recommendation to Manage Risk	Action
		regulations require cheques and cash received to be banked promptly.	and communicated to the Parish Council.
	Non-compliance with statutory deadlines for the completion/approval/submission of accounts and other financial returns.	Continue to ensure that all accounts and returns are completed and submitted by the deadlines. Internal Auditor to support PC/RFO to ensure deadlines are met and to provide associated reporting mechanisms. Accounts and AGAR submitted to external auditor within the timescale set by external auditor, along with publication of notices and reports via Council website and village notice boards.	PC/RFO to advise council of audit deadlines
VAT	VAT analysis.	Ensure all items are listed in cash book.	RFO to verify.
	Claimed within time limits.	Agree returns submitted at the end of the financial year.	PC/RFO to verify.
Reserves	Ensure adequate reserves.	Consider when setting budget. Identify any allocated reserves and surplus funds to be earmarked as general reserves. Council to identify an acceptable amount of reserves required for emergency purposes. Recommended by Audit Commission to be equal to 3 months of the precept.	PC/RFO to advise Council of allocated and unallocated reserves at year end and when setting precepts. If possible build up a level of reserves to cover unforeseen costs and uninsured risks
Legal Powers	Illegal activity.	Educate Council as to their legal powers.	PC to advise.
Minutes	Ensure the minutes are accurate and legal.	Reviewed at following council meeting and approved. Placed on website for general public inspection, copies can be requested from the Clerk.	PC to ensure minutes are concise, legible and that they record proceedings accurately.



Election Costs	Invoiced at agreed rate By- Election – extra costs needed.	RFO to check and consider budget ensuring adequate provision is made. Adequate resources to be considered in the budget in the eventuality of a by-election.	PC/RFO to verify. Council to ensure when setting budgets that provision is made to
Service Area	Risk	Recommendation to Manage Risk	Action
			cover any possible by election costs. Based on an average of costs supplied by billing authority.
Transparency Code	Ensure compliance of the Transparency Code.	PC to ensure that the following publications are available to the public in various forms:- All items of expenditure over £100 End of year accounts Annual Return Annual governance statement Internal audit report List of councillors responsibilities Names of councillors Location of public land and building assets Minutes, agenda and papers of formal meetings (Minutes should be displayed within 4 weeks following the meeting)	PC to ensure that the processes are put in place and regularly monitored.

Approved by members on 3<sup>rd</sup> June 2020

Review period: Annual

Due for Review: June 2021

## RAF Upwood development update June 2020

The site owners are looking into a request from a resident to preserve the old parachute store as an area dedicated to the memory of the site.

Permission to demolish 9 of the buildings was granted on Friday 22<sup>nd</sup> May. It is hoped that with increased presence on site it will reduce the amount of trespassers and antisocial behaviour.

The next design team meeting is on 5 June when discussions will take place with regards to taking forward the Parish Councils agreement to possibly take on the green space provision on site

Conversations are being had about the possibility of a care home on the site and an agent mentioned the possibility of a competing home coming forward first at Westwood House, Bury Road, Ramsey.

Some timescales within the contract between the landowners and Evera that would need to be extended if they undertake a later consultation regarding Phase 2 application, therefore it would be appreciated if the Parish Council could please confirm if an attended public consultation would be the preferred option – which would be reviewed against the prevailing advice.

Phase 2 layout plans promised later this week.

Preference would be to hold an exhibition of some form but appreciate this may not be until the Autumn but if there is no change in circumstances then – with need to defer to an alternative format through leaflet drops and online consultation.