

BURY PARISH COUNCIL

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The Annual Meeting of Bury Parish Council was held on Wednesday 3rd 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 1st May 2019, and Parish Council Meeting of 6th 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 3rd 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/HFUL – Proposed first floor front extension to accommodate new ensuite bathroom, 39 Upwood Road. It was **resolved** unanimously to support the application.

20/00812/HFUL- 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 10th 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 19th June for comments to the 10th July. Residents will also be able to forward their comments to the District Council up to this date, via 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 6th 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 31st March 2020 – A copy of the accounts, bank reconciliation and receipts and payments has been sent to all councillors on 20th 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 31st 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 28th 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 1st July 2020, 7.30pm via video link if required.

Meeting closed at 8.55pm