

BURY PARISH COUNCIL

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The meeting of Bury Parish Council was held on Wednesday 2nd September 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

- 0920-110 CHAIRMANS ANNOUNCEMENT – The Chairman welcomed everyone back after the summer break and gave a short update on how virtual meetings will continue for the time being.
- 0920-111 PRESENT AND APOLOGIES FOR ABSENCE
Present; M Tew (Chairman), J Prestage (Vice Chairman), A Barber, D Wakefield, R Scantlebury, K Prestage, J Hayes, A Johnston and P Hazell
County Councillor A Costello
District Councillor J Clarke
0 x Members of public
C Copley (Clerk)
- 0920-112 DECLARATIONS OF INTEREST
As a member of the Bury Residents Charity, Cllr J Prestage declared an interest in agenda item 0920-125 September payments 5 and 6.
- 0920-113 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 members of the public present
- 0920-114 MINUTES OF MEETINGS FOR APPROVAL - Minutes for approval of Parish Council Meeting of 1st July 2020. **Resolved** that the minutes of 1st July 2020 be approved for signature by the Chairman
- 0920-115 COUNCILLORS UPDATES - To receive verbal reports from the Parish Councillors on their portfolio of responsibilities and actions carried out since previous meeting:
Road Safety - Cllr M Tew reported concerns raised regarding speeding on Upwood Road have been received and the Clerk will send a comprehensive response to the concerned resident. It is hoped with additional flow of traffic once the schools and people are back at work, along with the installation of pedestrian crossings, will slow drivers down. Residents are also urged to contact the Police on 101 or online to report incidents and request the mobile speed monitoring unit.
Footpaths/Trees - Cllr R Scantlebury, nothing to report
Garden Show - Cllr P Hazell reported the garden show event had been cancelled for this year due to the situation but the Best Garden competition had still gone ahead, the winners are:
Best large garden – 4 Tunkers Lane
Best small garden – 57 Upwood Road
The shield will be engraved and presented to the winners.
Cemetery - Cllr J Hayes reported the new pathway has been successfully installed. The Church Committee are due to meet in October. Unfortunately the Remembrance Day event will not go ahead as previous years but a Church service will go ahead to mark the occasion.
CAPALC - Cllr M Tew reported the association continues to grow robust since incorporation with more members being recruited on to the board.
Playing Fields - Cllr A Johnston reported the bins are continuing to be sat on/bent and becoming weak along with high levels of litter in the area.
Neighbourhood Plan - Cllr J Prestage reported no further updates since last meeting.
Finance Committee - Cllr Tew/Wakefield/Hayes. The Finance Working Group are due to meet on the 17th September to discuss the budget and precept amongst other matters of finance, and report back at the October meeting.
Public Engagement - Cllr A Barber reported the memory boxes project went extremely well with 222 households taking up the project. The age range of children who participated went from 4 to 15 years. The

scheme was so successful the memory book template has been shared with 2 other parishes and Cllr Barber hopes to roll out a similar scheme for Christmas time.

- 0920-116 REPORTS FROM COUNTY AND DISTRICT COUNCILLORS – County Councillor Costello reported staff and councillors continue to work from home. Ramsey Neighbourhood Trust and Ramsey Cricket Club have successfully been awarded a grant to build a new pavilion in Ramsey, the pavilion will be an asset to the community and available to all, not just for use by the Cricket Club. The need for foster carers in Cambridgeshire remains as ever. The County Council are encouraging Parish and Town Councils to produce their own emergency plan.
- District Councillor Clarke was pleased to confirm the One Leisure sites have reopened along with their swimming pools opening from the 1st September.
- 0920-117 CRIME REPORTS – 5 reports of crime received during the months of July and August, reported appended to these minutes.
- 0920-118 CEMETERY – The final stage of the pathway refurbishments have been completed. The sundial and bench installation to the garden of remembrance remains to be completed and will be carried out as soon as practicable. The Clerk reported receiving complaints regarding the Churchyard fence that overhangs the public footpath adjacent to the High Street. Upon investigation it was established neither the Church Committee nor the County Council will be cutting the hedge, or the hedge off the Church car park, leaving the Parish Council to now take up the maintenance as they would do so in the closed Churchyard. Councillors expressed confusion as to who has been looking after the hedge up until now. Due to the current state of the hedge it was therefore **resolved** the hedge is to be cut as soon as possible to avoid any further harm to walkers and the Finance Working Group look at the cost implication of adding the hedge cutting to the existing contract.
- 0920-119 PLAY AREAS AND GRASS CUTTING – The grass cutting contractor has been unwell and unable to cut the grass for the last 2 weeks. The Clerk has been assured the grass will be cut as soon as possible, weather permitting. It was **resolved** the Clerk will liaise with the contractor to keep the grass short and all areas strimmed, as per the terms stated in the contract, the Clerk will continue to monitor the situation.
- 0920-120 CHRISTMAS LIGHTS – It was **resolved** due to the current situation the light switch on event will not be going ahead this year. The lights being installed on the 20th November 2020 and taken down 8th January 2021. Sometime after the 20th November the lights will be switched on and a notice of such circulated via social media channels.
- 0920-121 PEDESTRIAN CROSSINGS – Cllr Prestage provided an update following a conversation with Highways confirming a speed survey will be conducted as soon as possible followed by a pedestrian vehicle count once the children are back at school. Cllr Prestage will be present when the surveys are being carried out. It was pointed out under Larkfleet Homes application conditions (Land West of Garden Court, Upwood Road, Bury) that Larkfleet Homes propose to install a pram crossing in the vicinity of Grove Way, along with 2 bus shelters which will then be handed over to the Parish Council to maintain. The Parish Council have, on several occasions, attempted to make contact with Larkfleet and the District Council to express their objection to the installation of these items. It is felt bus shelters are not practical in the locations suggested or required, therefore, the monies would be better spent elsewhere such as working with the Parish Council on the installation of pedestrian crossings and road safety measures. The Clerk confirmed a response has not been received from either parties. **Resolved** District Councillor Clarke will take the matter forward to the District Council Planners and report back to the Clerk with his findings.
- 0920-122 COMMUNITY GRITTING SCHEME 2020 – After discussion it was **resolved** not to take up the scheme.
- 0920-123 COVID 19 OUTBREAK MANAGEMENT COMMUNICATION – **Resolved** to place the District Council communication on the Parish Council website, social media and should the need arise due to an outbreak steps are in place to inform all residents effected, including those without internet use.
- 0920-124 PLANNING – To receive recent planning applications;
20/01283/HHFUL Proposed 1st floor and rear single storey extensions, 1 High Meadow. **Resolved** to support the application as it fits in with the street scene and does not appear to be detrimental to neighbouring properties.
- 0920-124.1 Previous planning applications progress report received by Councillors. The Clerk advised Councillors the Abbey Group have requested to attend the October Council meeting with a view to presenting their proposed plans for the development off Tunkers Lane.

Reports of recent flooding of gardens and properties on Buryfield, Owls End, and gardens off Cheverill Lane. The Chairman assured Councillors the flooding is being looked in to by the Environment Agency and County Council, but, the issue should continue to be pressed on the developers of the new sites off Tunkers Lane and Buryfield as it is felt the developments on the greenfield site will lead to further flooding. Following discussion it was **resolved** the issue has been put to the Abbey Group at previous meetings and will be put to them again at the meeting on the 7th October.

- 0920-124.2 To discuss outcomes from recent DMC meeting, during which it was noted off site sports provision was awarded to Ramsey and Upwood from a Bury development. **Resolved** the Clerk to arrange a site visit from the Active Lives for a survey of the current sports facilities.

County Councillor Costello left the meeting at 8.50pm

- 0920-125 FINANCE – **Resolved** agreement of payment of outstanding debts for August made outside of the meeting.

August payments:

1. C Copley	Clerk wages and expenses for July	£ 927.05
2. HMRC	PAYE	£ 103.20
3. Garden Reclaim	Village grass cutting	£ 650.00
4. M Badcock	Cemetery grass cutting	£ 675.00
5. Canalbs	Internal Audit	£ 106.25
6. Office World	Memory boxes (Cllr Barber)	£ 30.13
7. Russell Play	Play area swings	£ 947.14
8. S Bell	Play area caretaking (March – August)	£ 500.00

September payments: **Resolved** to approve the invoices for payment and online payment facilitated by Cllrs Tew and Hayes

1. C Copley	Clerk wages and expenses for August	£ 693.22
2. HMRC	PAYE	£ 21.20
3. M Badcock	Cemetery grass cutting	£ 450.00
4. Garden Reclaim	Village grass cutting	£ 350.00
5. Bury Residents Charity	Annual storage costs re PC files	£ 250.00
6. Bury Residents Charity	Active Lives Programme hall hire	£ 45.00

- 0920-125.1 Monies received
Cemetery income relating to 2 x internments and 1 x headstone installation £537.00
- 0920-125.2 Bank reconciliation – **Resolved** confirmed by the Chairman as received and correct.
- 0920-125.3 To receive an update from the Clerk regarding the Parish Councils change of banker from Barclays to Unity Trust and consider the uptake of a payment card. **Resolved** to apply for a Unity Trust payment card with a limit of £500.
- 0920-125.4 To consider internal audit report recommendations May 2020. **Resolved** as received and content noted.
- 0920-125.5 To discuss increase in Clerks hours and payment of salary via standing order. Since publication of this agenda the National Joint Council for Local Government Services (NJC) has agreed the new pay scales for 2020-21 to be implemented from 1 April 2020. Looking back over the Clerks timesheets and due to increase in workload, the Clerk has worked 576.25 hours over the last 12 months, 420 of which are the contracted hours with 156.25 hours worked overtime. The average hours worked each month totals 48. Following a discussion the Council **resolved** to agree to adopt the new payscales, agree an increase in the Clerks contracted hours per month from 35 to 45 and backdate to April 2020. The Clerks salary will also be paid by standing order on the 28th of each month. The Clerks salary will remain at Spinal Column point 23, LC2 (below substantive range) the increase is 39pence per hour, and will be reviewed annually at appraisal or upon completion of the CiLCA qualification.
- 0920-125.6 To consider Cllr Scantlebury attending the NALC Rebuilding Communities series of webinars. The cost for the first session is free, subsequent sessions are £30 per session;
NALC is pleased to announce that we are hosting a free online event in partnership with The Woodland Trust. This event will cover how local councils can improve the health and wellbeing of residents, provide sustainable wildlife habitats and tackle climate change with woods and trees. You will come away from this event with an understanding of the role local councils can play by joining the Tree Charter Movement. We will also discuss how to obtain free tree packs and reveal how your community can take part in National Tree Charter Day celebrations in November 2020. **Resolved** that Cllr Scantlebury be permitted to attend the first session and subsequent sessions if required.
- 0920-126 CORRESPONDENCE RECEIVED
Covid-19 updates received daily from NALC, CAPALC and ICCM
Email from a concerned resident regarding traffic along Upwood Road
Surface dressing programme

Social media message received from a Tunkers Lane resident asking for Owls End to be resurfaced and costs met by the developers of both Tunkers Lane and land adjacent to Buryfield sites.

- 0920-127 MATTERS FOR FUTURE CONSIDERATION (decisions cannot be made under this item)
Finance Group meeting
Cemetery – Garden of Rest sundial and benches.
- 0920-128 DATE AND TIME OF NEXT MEETING – Wednesday 7th October 2020, 7.30pm via video link if required.
Noted Cllr Hazell sends his apologies for this meeting.

Meeting closed at 21.24

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0920-117 Crime Reports

RAF Upwood – Police were called to the disused RAF Upwood site on Sunday afternoon, 23rd August, following a report of a large group of people trespassing and causing damage to fencing and buildings. When officers arrived they found a group of males near one of the buildings; other groups were thought to have already left. On-site security staff were also contacted and asked to check for any new damage. (Ref CC-23082020-0356)

Upwood Road, Bury – Police were called to the junction of Upwood Road and the B1040 at Bury on Sunday evening, 2nd August, following a report of a disturbance on the street where people had thrown beer glasses at a car that sped past, leaving broken glass on the road. (Ref CC-02082020-0475)

RAF Upwood – Police received reports of vehicles speeding around the disused RAF Upwood site on Friday afternoon, 3rd July. Three vehicles had been seen, but when a police patrol checked the site shortly afterwards, all was quiet. (Ref CC-03072020-0326)

Upwood Road, Bury – Thieves broke in to a show home at a new development on Upwood Road, Bury, overnight on Friday 3rd / Saturday 4th July, caused extensive damage inside the building and stealing items of furniture and electrical fittings. There may also have been a similar break-in and theft the previous night. Police are looking at CCTV footage as part of the investigation. (Ref 35/43785/20)

Warboys Road, Bury – Intruders removed the window of a shed in the garden of a house on Warboys Road, Bury, on Saturday 4th July, in an apparent attempt to break in. However, the shed remained secure and nothing was stolen. (Ref 35/44213/20)

0920-125.2 Bank Reconciliation

Bury Parish Council Bank Reconciliation

Month Aug-20

Total of balances in bank accounts at Unity Current Account £170,468.37

£170,468.37

Less unrepresented cheques

Chq No	Payee	Amount £
288	Cambs ACRE	57.00
BACS	C Copley Clerk wages and expenses	693.22
BACS	HMRC PAYE	£21.20
BACS	M Badcock - Cemetery maintenance	£450.00
BACS	R Sargent - Grass cutting	£350.00
BACS	Bury Residents Charity - Storage fee	£250.00
BACS	Bury Residents Charity - Active Lives	£45.00
		£1,866.42

Net bank balance at Aug-20 £168,601.95

Cash Book	£
Opening Balance	109775.23
Add; Receipts	72216.03
Less: Payments	13389.31

Balance as per cash book at Aug-20 £168,601.95

Signed

Responsible Financial Officer

Date

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