

BURY PARISH COUNCIL

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

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Bury Parish Council met on Wednesday 7th July 2021 from 7.30pm at Bury Village Hall, Main Hall

Minutes

0721-317 PRESENT AND APOLOGIES FOR ABSENCE

Present: Councillors M. Tew (Chairman), J. Prestage (Vice Chairman), D. Wakefield, R. Scantlebury, J. Hayes, K Prestage, P. Hazell
District Councillor Clarke
County Councillor Costello
Clerk – C Copley and 2 member of public

Apologies received: Cllr Johnston due to work commitments.

0721-318 DECLARATIONS OF INTEREST

None received.

0721-319 PUBLIC PARTICIPATION

The member of public present raised concern over the development off Buryfield in that the site still does not have a wheel wash in place and mud and gravel has been seen being brushed in to the road drains.

0721-320 MINUTES OF MEETINGS FOR APPROVAL

Resolved That the minutes of meeting 2nd June 2021 be approved and signed by the Chairman.

0721-321 COUNCILLOR VACANCY

One application for the councillor vacancy was received and the Chairman invited the applicant to introduce himself to the Council. Mr. Masterson has been a resident of Bury for the past 7 years and outlined his professional background in senior roles within finance, working in the city of London for 32 years. He has spent the last 3 years working in Peterborough as a Company Director for a regulated financial services company. Mr. Masterson explained how he now finds himself with more time and by becoming a councillor he believes he could add value to the Parish Council and would like to represent the views of all people within the community.

Resolved That Mr. Masterson be co-opted on to the Parish Council.
The Clerk will arrange for the signing of the Declaration of Office, Register of Interests and make arrangements for New Councillor training.

0721-322 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 road repairs continue in the village as follows;

Traffic lights will be in operation to enable exploration works to the area of High Street between Endersley and the Old School House.

Upwood Road development/ Cromwell Fields – Cambs County Council highways officer has looked at the possibility of installing a bollard to prevent further damage to the pavement, but unfortunately it was refused. Highways will continue to repair when required and once development has ceased the pavement will receive a full repair.

White Lion junction – Full repaint has been put on the system, works should be within 6-months.

Caton Close – the condition of the footpath has been reported several times and is on the three-year rolling programme of works. Should the condition worsen, the repairs can be brought forward upon instruction from the County Council. The Highways officer will continue to monitor.

Footpaths/Trees

Cllr R Scantlebury presented his report which was received and noted.

Garden Show

Cllr P Hazell confirmed the Show will not go ahead this year, but he will still judge every garden in the village and present an award to the winner.

Cemetery

Cllr J Hayes reported the cemetery is looking tidy. The Clerk unfortunately reported the new sundial installation has been delayed.

CAPALC

Cllr M Tew reported a new Councils award scheme is being rolled out and further news is expected later this month.

Playing Fields

Cllr A Johnston provided a short update to the Clerk in his absence to say the sports field hedge and roadside hedge needs cutting back.

Neighbourhood Plan

Cllr J Prestage proposed as the Plan is now made there will be no further updates and therefore recommended removal from this section.

Public Engagement

Cllr Wakefield proposed the Council consider reinstating a form of a monthly Parish Council newsletter.

Flood Working Group

Cllr Tew reported that the Emergency Flood Plan is almost complete.

Finance Working Group

The Clerk reported the Group are due to meet in September.

Cemetery Working Group

See Cemetery item above.

Planning Working Group

Refer to agenda item 0721-325.

Resolved That Councillors updates be received and noted.
That Cllr Tew re-visit the newsletter template and table discussion for the next meeting.

0721-323 REPORTS FROM COUNTY AND DISTRICT COUNCILLORS

County Councillor Costello reported that it is still early days for the Council since the new County Council was formed and it is experiencing a period of change.

District Councillor Clarke reported that grant funding is still available to businesses effected by Covid, further details can be found here [District Council to Launch Discretionary Grant Fund - Huntingdonshire.gov.uk](https://www.huntingdonshire.gov.uk)

0721-324 CRIME REPORTS

Five reports of crime within the parish over the last month as appended to these minutes.

0721-325 PLANNING COMMITTEE

Cllr Wakefield update all members on the proceedings of the Planning Committee meeting held on the 16th of June 2021. The minutes of the Planning Committee can be found on the Councils website or by request to the Clerk.

0721.326 CHRISTMAS LIGHTS

Cllrs Prestage confirmed the lights will be installed this year on the 12th of November, with the switch on taking place on the 19th of November. A self-drive van with mounted boon lift has been organised via Warren Access with Cllrs K and J Prestage collecting and returning the vehicle. A suitable harness needs to be purchased by the Parish Council along with tree works to reduce the height of the trees to allow access between the trees and overhead cables. It is hoped an event will go ahead this year but not confirmed at this stage due to the current government guidelines on the lifting of Covid-19 restrictions.

Resolved To purchase the harness accessing funds from the current Christmas Lights budget.
That the Clerk instruct Global Tree Solutions who inspected the trees last year to carry out necessary works to reduce the height of the trees.

0721-327 INTERNAL AUDIT 2021 AND RECOMMENDATIONS

Resolved That the internal year end audit be received, noted, and appended to these minutes.

0721-328 LITTER BIN

To consider the request from a resident to place a litter bin near to the entrance of the public footpath adjacent to the Old School House, High Street, Bury.

Resolved That Cllr Scantlebury visit the area and discuss the matter with the resident.

0721-329 TRAFFIC DATA

The data logger was placed on Bury Road from the 7th to the 18th of June 2021 and recorded the following information;

Speed violations 30.27% of vehicles travelling over the speed limit.

With a top speed 88mph [motorbike Tuesday 8th between 20.30 & 21:00]

Average number of vehicles (total both directions) 10,100; weekdays; 7,500 weekends.

Results very similar to previous data below – traffic numbers up slightly.

Bury Road from the 18th to 28th May 2021.

Speed violations 30.48% if vehicles travelling over the speed limit.

With top speed 64mph [car Friday 28th between 01.30 & 02:00]
Average number of vehicles (total both directions) 9,900; weekdays; 7,000 weekends.

Traffic counter now at the entrance to the village from Warboys near the bus stop and Upwood Road.

Resolved That the traffic data be received and noted.
That Cllr Scantlebury to take up conversations with the Upwood Parish Councillor responsible for the data monitoring in the Upwood parish, regarding their data recordings.

0721-330 PLANNING – To receive planning applications.

21/01420/S73 - Variation of condition 10 (Off-site highway works) of 12/01274/OUT

RAF Upwood Ramsey Road Bury Huntingdon PE26 2RA

21/01346/HHFUL - Erection of garage – 9 Grenfell Road

21/01108/FUL- Single storey rear extension and covered teaching area- ATC HQ Redebourn Lane Bury

20/00863/OUT - Tunkers Lane – Parameters Plan

Resolved **21/01420/S73** That councillors voted unanimously to support this variation.
21/01346/HHFUL That councillors voted unanimously to record a comment that the entrance to the garage be on the house side of the road via the cul-de-sac and not directly on to the main road to avoid obscuring the view of traffic from the junction.
21/01108/FUL – That the councillors voted unanimously to support the application.
20/00863/OUT – This outline application has now been approved with conditions. These conditions can be viewed via the District Councils planning portal.

0721-330.1 To receive an update from the Clerk on previous applications.

21/00884/HHFUL | Single storey front extension and single storey side/rear extension - 7 Bader Close Bury Huntingdon PE26 2LW Status: Permission | Case Type: Planning Application

0721.330.2 To receive and respond to the request to name the Upwood Hill House section of development, Phase 1 RAF Upwood, to be called Jubilee Close.

0721-330.3 To receive an update from Cllr Tew with regards to the RUB Alliance throughout the past month and planning enforcement reports.

Resolved 330.1 that the update be received and noted.
330.2 that members agreed unanimously to support the naming Upwood Hill House section of development, Phase 1 RAF Upwood as Jubilee Close.
330.3 to receive Cllr Tews update confirming the County Council have requested the Phase 2, RAF Upwood transport assessment be conducted again, taking in to account the junctions of the White Lion Public House, Tunkers Lane and Dehavilland Gardens.

0721-331 FINANCE – To confirm agreement of payment of outstanding debts.

June 2021 payments:

1. S/O C Copley	Clerk wages for June	£ 676.05
2. C. Copley	Expenses for June	£ 47.62
3. HMRC	PAYE (£11 credit to be offset)	£ 0.00
4. M Badcock	Cemetery Maintenance	£ 675.00
5. M Badcock	Village grass cutting	£ 774.20
6. M Badcock	Ground works to the Pound	£ 480.00
6. Community Heartbeat	Defibrillator Annual Support Cost -15.07.2022	£ 135.00
7. Mo Signs	Gym equipment safety sign	£ 252.00
8. Scribe	Accounts and Cemetery packages	£ 1117.20
9. Canalbs	Internal Audit – year end	£ 170.62
10. Officeworld	Stationery order	£ 10.30

Resolved To approve the above invoices numbered 1 to 10 for payment, and the online payment be facilitated by Cllrs Hayes and K Prestage.

0721-331.1 Monies received.

0721-331.2 Bank reconciliation for June 2021.

Resolved 331.1 No monies have been received this month.
331.2 The Chairman and Vice Chairman confirmed the bank reconciliation as correct.

0721-332 CORRESPONDENCE RECEIVED

- 1). Cambs ACRE Chess project
- 2). Hunts District Council – business grants top up.
- 3). ICCM- Plant a Tree for the Jubilee scheme
- 4). Cambs County Council - free summer holiday scheme for children in receipt of free school meals.

- 0721-333 MATTERS FOR FUTURE CONSIDERATION (decisions cannot be made under this item)
- 0721-334 DATE AND TIME OF NEXT MEETING – Wednesday 1st September 2021, 7.30pm Bury Village Hall.
- 0721-335 CLOSED SESSION

Resolved That following the Clerks success in obtaining the CiLCA (Certificate in Local Council Administration) in January 2021, as per the terms of the Clerks contract the hourly rate was increased by 3 pay increments. This increase will be back dated to March 2021. The Clerk has submitted monthly time sheets which demonstrated the average hours worked equates to 54 hours per month, therefore it was further resolved to increase the Clerks hours to 54 per month. The Council are aware that recent long-term projects will have an impact on the Clerks hours and the agreement to pay the Clerks overtime at the standard hourly rate will continue.

With no further business to conduct the Chairman declared the meeting closed at 21.23

Canalbs Ltd

05.06.21

REPORT AND OBSERVATIONS TO BURY PARISH COUNCIL

I am pleased to report that the CiLCA qualification the Clerk has achieved has resulted in the high professional level of the presentation of the Council Agendas, Minutes and other documents clearly reporting on the procedures undertaken and decisions of the Council.

THE COUNCIL

Currently has nine seats with one vacancy and elections in 2022.

STAFF APPRAISAL

This is due to take place this month.

NEIGHBOURHOOD PLAN

This went for referendum on 6th May 2021.

PLAY AREAS

The areas are inspected monthly and noted by the Council monthly.

GRASS CUTTING CONTRACT

The current contract has been terminated and the Council (having gone out to tender) and decided to use the same company that is currently cutting the cemetery.

FLOODING ISSUES

The Council has joined a local consortium of parish councils who are similarly experiencing the problems of several local developers failing to adhere to building regulations and creating lapses in planning conditions, which are principally resulting in major flooding issues. The consortium is continually lobbying for action to be taken to resolve these problems.

GENERAL POWER OF COMPETENCE

The Council have confirmed they are qualified to continue to use this Statutory Power.

COUNCIL POLICIES

These are on a rolling programme for the Council to review and re-adopt them. They will be listed on the new web site together with the date of next review.

BMX TRACK

The Council have received Heads of Terms to purchase the site and are looking to set up a committee to negotiate contracts.

In view of the high potential this project offers to the local community it is *very* disappointing to read reports of repeated episodes (particularly incendiary) of vandalism to the recently installed play equipment. It could be a good public relations exercise to notify villagers of the cost of installing this equipment and the level of repairs and subsequent costs in the hope that members of the community will be more willing to report the perpetrators to the appropriate authority.

Consideration is being given to the supply and management of Allotments for the parish

Cemetery management has no current problems to report, the Council are also members of ICCM

CODE OF CONDUCT

The Declaration of Acceptance of Office and Register of Interest Forms have been reviewed this month and found to be satisfactory.

FINANCE

Petty Cash

The Council do not operate a petty cash system

Budget

The Council need to review the headings within the Budget. Currently this document does not include the provision for "Elections" as an example. Although some years the figure can reflect a zero figure under this heading – the heading MUST be listed in case there is an emergency by-election.

Budgetary Control Statements

These are issued to the Council quarterly for information.

FIXED ASSET REGISTER

There should be two columns

- one reflecting the original acquisition figures against each item, which never changes throughout its life. This is the figure that must be used for the AGAR forms
- the second is to reflect the repair/replacement value of the item over the years to aid the process of budgeting for insurance valuation and for budgeting for any replacement or refurbishment planned.

PRECEPT	£ 32,500
FIXED ASSET FIGURE	£100,443
GENERAL RESERVE	£ 39,631
EARMARKED	
Incl CiL	£124,715

c.f balance £164,346

The Council are not acting trustees.

Jacquie Wilson (Mrs)
Director

Bury Parish Council

Bank Reconciliation

Month Jun-21

Total of balances in bank accounts at 30.06.21	Current	
	T1	£46,104.55
	Instant Access	£124,687.21
	Business Premium	£25.88
		£170,817.64

Less unrepresented cheques

C Copley expenses	BACS	47.62
M Badcock - Grass cutting	BACS	774.20
M Badcock - cemetery	BACS	675.00
M Badcock - the Pound works	BACS	480.00
Community Hbeat - Defib	BACS	135.00
Mo Signs - Gym area sign	BACS	252.00
Scribe - Accounts + Cemetery	BACS	1117.20
Canalbs - internal audit	BACS	170.62
Office World - stationery	BACS	10.30
	Total	3661.94

Interest

Net bank balance at 30.06.21 **£167,155.70**

Cash Book

	£
Opening Balance	164345.54
Add; Receipts	16250.00
Less: Payments	13439.84

Balance as per cash book at 30.06.21 **£167,155.70**

Signed

Responsible Financial Officer

Date