

# BURY PARISH COUNCIL

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## The Annual Meeting of Bury Parish Council

will be held on Wednesday 11<sup>th</sup> May 2022 at Bury Village Hall Meeting Room, from 7.30pm

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.**



5<sup>th</sup> May 2022

Charlotte Copley -Clerk and Responsible Financial Officer to Bury Parish Council

## Agenda

- 0522-001 ELECTION OF CHAIRMAN  
To elect a Chairman followed by signing of the Acceptance of Office.
- 0522-002 ELECTION OF VICE CHAIRMAN  
To elect a Vice Chairman and receive the Vice Chairman's Acceptance of Office.
- 0522-003 TO RECEIVE DECLARATIONS OF ACCEPTANCE OF OFFICE AND DECLARATIONS OF DISCLOSABLE INTERESTS FOR ALL MEMBERS
- 0522-004 PRESENT AND APOLOGIES FOR ABSENCE
- 0522-005 DECLARATIONS OF INTEREST  
To receive declarations of interest relating in items on the agenda as confirmed within Bury Parish Councils Code of Conduct.
- 0522-006 REVIEW OF POLICIES AND PROCEDURES AND REGULATIONS
  - a. To note that both Standing Orders and Financial Regulations are up to date and effective.  
Should any changes be recommended by NALC over the year these will be considered.
  - b. To agree to review all other policies and procedures and their adoption.  
(*note – cemetery regulations are under review and expected for completion and adoption June 2022*).
  - c. To confirm the eligibility to exercise the General Power of Competence.
  - d. To confirm continued membership of CAPALC and to confirm support of the Clerk's membership of the SLCC.
  - e. To confirm the current internal audit provision.
  - f. To review the authorized Unity Trust Bank Account Signatories.
- 0522-007 TO ELECT COMMITTEES, WORKING PARTIES AND THEIR REPRESENTATIVES
  - a. To review the Heads of Terms in relation to the Planning Committee.
  - b. The membership and frequency of the Finance Working Group.
  - c. To consider appointment of any new committees.
- 0522-008 TO REVIEW AND CONFIRM MEMBERS PORTFOLIO RESPONSIBILITIES
- 0522-009 TO DETERMINE THE TIME AND PLACE OF ORDINARY MEETINGS OF THE COUNCIL UP TO AND INCLUDING THE NEXT ANNUAL MEETING OF THE COUNCIL.
- 0522-010 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

0522-011 MINUTES OF MEETINGS FOR APPROVAL  
Minutes for Approval of meeting 6<sup>th</sup> April 2022.

0522-012 CLERK'S REPORT  
Report of matters arising from minutes of 6<sup>th</sup> April 2022, correspondence and communication and crime reports. The Clerk report is circulated to members ahead of this meeting.

0522-013 REPORTS FROM COUNTY AND DISTRICT COUNCILLORS  
To receive verbal reports from the County and District Councillors.

0522-014 TO RECEIVE REPORTS FROM COMMITTEES AND WORKING PARTIES  
Report of actions from the Planning Committee meeting April 2022 and the Finance Working Group recommendations for full Council consideration is circulated to members ahead of this meeting.  
a. Planning Committee  
b. Finance Working Group

0522-015 PLANNING MATTERS AND PLANNING CORRESPONDENCE  
a. New applications.  
**22/00752/HHFUL** - Single storey rear extension and first floor side extension over garage.  
20 Redebourn Lane Bury Huntingdon PE26 2PB  
[http://docs.huntingdonshire.gov.uk/NorthgateIM.WebSearch/\(S\(njih1255s3icruim43c3r445\)\)/Results.aspx](http://docs.huntingdonshire.gov.uk/NorthgateIM.WebSearch/(S(njih1255s3icruim43c3r445))/Results.aspx)  
b. Applications approved.  
c. Planning correspondence.

0522-016 TRAFFIC MONITORING

0522-017 PLAY EQUIPMENT  
To consider the purchase and installation of a Wicksteed Leisure Skiddaw climbing frame.

0522-018 FINANCE  
To confirm agreement of payment of outstanding debts.

|                    |  |          |                   |
|--------------------|--|----------|-------------------|
| 1). AskIT          | Microsoft 365 renewal and email accounts   | £627.84  | Chairman initials |
| 2). Payroll        | Salaries, HMRC and superannuation          | £3363.09 |                   |
| 3). Scribe         | Scribe Accounts and Cemetery subscription  | £763.20  |                   |
| 4). Cllr Masterson | Rawlins Paint – play equipment             | £66.66   |                   |
| 5). M. Badcock     | Playing fields caretaking 1 of 4           | £375.00  |                   |
|                    | Cemetery grounds maintenance               | £450.00  |                   |
|                    | Playing fields and The Pound grass cutting | £387.10  |                   |
| 6). SLCC           | Annual membership                          | £55.00   |                   |

Note: payment 3). has been facilitated outside of this meeting.

b. Monies received.

- 1). Huntingdonshire District Council CIL Funding in relation to planning application 18/01692/FUL £57,997.53
- 2). Huntingdonshire District Council Precept (first payment of 2) £30,600.00

c. Agree virement of received CIL funds from current account to reserves.  
d. Bank reconciliation for April 2022.

0522-019 AUDIT AND ACCOUNTS 2022  
a. To complete the Annual Return sections 1 and 2. A copy of the completed Annual Return, sections 1 and 2 have been sent to all councillors ahead of this meeting.  
b. To agree and sign accounts for the financial year ending 31<sup>st</sup> March 2022. A copy of the accounts and bank reconciliation has been sent to all councillors ahead of this meeting.  
c. To receive and note the Financial Risk Assessment 2022 completed by the Clerk. A copy of the risk assessment has been sent to all councillors ahead of this meeting.

0522-020 TO RECEIVE VERBAL REPORTS FROM MEMBERS RELATING TO ANY MATTERS ARISING FROM THEIR PORTFOLIO RESPONSIBILITIES

0522-021 MATTERS FOR NEXT AGENDA (decisions cannot be made under this item)  
*Please note that no decisions can lawfully be made under this item. LGA 1972 s12 10(2) (b) states that business must be specified; therefore, the Council cannot lawfully raise matters for discussion.*

0522-022 DATE AND TIME OF NEXT MEETING  
Wednesday 1<sup>st</sup> June 2022, Bury Village Hall, from 7.30pm.  
Agenda items to the Clerk no later than Friday 27<sup>th</sup> May.