

BURY PARISH COUNCIL

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The Full Council Meeting of Bury Parish Council
will be held on Wednesday 7th September 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.**



26th August 2022

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

Agenda

To observe a one-minute silence in the memory of our former councillor and colleague, Mr. Michael Tew.

0922-057 PRESENT AND APOLOGIES FOR ABSENCE

0922-058 DECLARATIONS OF INTEREST

To receive declarations of interest relating in items on the agenda as confirmed within Bury Parish Councils Code of Conduct. Dispensation requests must be made to the Clerk prior to the meeting.

0922-059 PUBLIC PARTICIPATION

To resolve 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

Councillors with pecuniary interests must leave the room immediately prior to any discussion on a disclosed interest this could be during the public forum or elsewhere on the agenda. Councillors cannot remain in the room to hear the representations of others nor make any representation to the meeting. Please note: When the Council starts to discuss any item on the agenda, where a member has an interest, the member with that interest must have regard to the Code of Conduct and make the necessary disclosure and leave the meeting. At the close of this agenda item members of the public will no longer be permitted to address the Council.

0922-060 PRESENTATION FROM CAMBRIDGESHIRE ACRE

The outcomes and considerations from the parish survey July 2022.

0922-061 MINUTES OF MEETINGS FOR APPROVAL

Minutes for Approval of meetings 6th July 2022.

0922-062 CLERK'S REPORT

0922-063 REPORTS FROM COUNTY AND DISTRICT COUNCILLORS

To receive verbal reports from the County and District Councillors.

0922-064 PLANNING MATTERS AND PLANNING CORRESPONDENCE

a. New applications.

Due to the timing of the following application a response was formulated outside of the Councils meeting in order to meet the planning authority deadline : **22/01157/OUT** Proposed erection of two detached dwellings with associated garaging and access All matters reserved besides access, Birchtree Lodge, Upwood Road, Bury. The Councils response can be found in the Clerks report 0922-061.

22/01589/HHFUL - First Floor Rear Extension - 10 Greenwood Close Bury PE26 2NZ

22/01540/HHFUL - Proposed Loft Conversion with 2no Dormer Window Additions - 42 Valiant Square Bury

22/01636/FUL – Erection of a second electricity substation, RAF Upwood, Phase 1

22/01637/FUL – Erection of a third electricity substation, RAF Upwood, Phase 1

- b. Applications approved.
c. Planning correspondence.

To acknowledge a letter of concern regarding application 22/01157/OUT proposed erection of two detached dwellings, Birchtree Lodge, Bury.

<https://publicaccess.huntingdonshire.gov.uk/online-applications/>

0922-065 FINANCE

To confirm agreement of payment of outstanding debts.

As the Council was in recess for the month of August, the following payments made outside of meeting:

1	Salaries	Salaries/HMRC and pension contributions	3146.08
2	M Badcock	Grass cutting cut 15 of 31	774.20
3	M Badcock	Cemetery grounds maintenance	450.00
4	M Badcock	Caretaking	375.00
5	M Badcock	Village sign take down/install	130.00

September payments:

1	Staffing	Salaries/contributions/pension	3146.08
2	PKF Littlejohn	External audit fee	360.00
3	Officeworld	Printer ink	50.89
4	Huck Nets	Zip wire repair parts	204.42
*5	Wrigleys	Caton Will Trust Legal fees – BMX Track	2260.80
6	Matt Badcock	Cemetery caretaking	£450.00
7	Matt Badcock	Play areas grass	£580.65
8	Fenland Stoneworks	Cemetery safety inspection August 2022	£1342.80
9	Gallagher Insurance	Parish Council insurance renewal 2022-23	£865.87
10	Human Capital	HR Support	£274.80

* Payment no.5 is for information, as was provided for from monies held on account by Serjeant and Sons in relation to the purchase of the BMX Track.

b. Monies received.

1	Cruse	Installation of headstone x 2	£300.00
2	Masterson	Purchase of cemetery plot	£430.00
3	Masterson	Internment	£125.00

c. Bank reconciliation for July and August 2022.

d. Quarterly finance report.

e. Confirmation of completion of audit by PKF Littlejohn for the financial year ending 31 March 2022.

f. Option to opt out of the SAAA central external auditor appointment arrangements.

0922-066 MODEL FINANCIAL REGULATIONS (REVISED) AND ADOPTION OF SCHEME OF DELEGATION

To acknowledge updates to the Councils Financial Regulations along with adoption of a Scheme of Delegation.

0922.067 HR COMMITTEE

Implementation of a HR Committee and its membership. Heads of Terms have been circulated to members ahead of this meeting.

0922-068 TRAFFIC MONITORING

0922-069 CHRISTMAS LIGHTS WORKING GROUP

0922-070 VILLAGE EVENTS

Consider the proposal to hold an annual open gardens weekend

0922-071 TO RECEIVE REQUEST FROM A RESIDENT FOR THE SPORTS FIELD SHELTER BE REMOVED

- 0922-072 FREEDOM OF INFORMATION REQUEST
To note the FOI request received 8th August, assigned the reference number FOI/001/2022.
- 0922-073 TO RECEIVE VERBAL REPORTS FROM MEMBERS RELATING TO ANY MATTERS ARISING FROM THEIR PORTFOLIO RESPONSIBILITIES
- 0922-074 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.
- 0922-075 DATE AND TIME OF NEXT MEETING
Wednesday 5th October 2022, Bury Village Hall, from 7.30pm.
Agenda items to the Clerk no later than Friday 23rd September.

CLERK REPORT JULY AND AUGUST 2022

Matters arising from meeting 6TH July 2022.

0622-032 - The cemetery safety inspection was carried out on the 10th August 2022, the inspection findings are yet to be received.

0422-485 - The wooden village sign refurbishment has now been completed and sign installed.

0522-007.b. - The Finance Working Group have recently met and continue to work on the precept application for 2023.

0622-034 - The Clerk has provided "wet paint" signage to Cllr Wakefield in preparation for the painting of the play equipment

0722-051 – AskIT have confirmed the Parish Council website is fully accessible and compliant.

0722-055 – Human Capital are progressing with the review and making recommendations.

Correspondence and Communication

- Email received from concerned resident regarding the state of the Buryfield pavements resulting from HGV mounting the pavements to gain access to the building site. The Clerk met with the site inspector (Cambs County Council) who carried out a safety audit of the pavements and roads from the top of Buryfield down to the site entrance.
- Email received from a resident concerning the overgrown condition of the footpath from Valiant Square down to Upwood (the Bury section of the footpath only). The Clerk replied to say the footpath is owned by Cambs County Council who confirmed when reported before that the works would be carried out during their programme of works. The condition of this footpath has been reported several times, For many years a local volunteer has kept the entire length of this footpath from Bury to Upwood neat and tidy, whilst it is so admirable that he does this, it makes it more difficult to insist that County take on their responsibilities. County Councillor Costello informed the Clerk the clearance works will be carried out late August/early September.
- A report of antisocial behaviour on the sports field was received and also reported to the Enforcement Team at Hunts District Council. The Enforcement Officer, contacted the Parish Clerk to confirm they would be undertaking patrols of the area.
- Huntingdonshire Volunteer Centre AGM is being held at Bluntisham Village Hall on Tuesday 20th September at 10am.
Email: ramsey@huntsvc.org.uk
Mobile: 07389 839960
Ramsey Car Scheme: 07869 701045/01487 814117
- The Clerk will be attending the Cambs Flood Groups Conference on the 22nd September 2022 : How we can work together to combat flooding

Correspondence and information received from Cambridgeshire County Council (CCC), Huntingdonshire District Council (HDC) and the Combined Authority (CA)

- HDC - The Animal and Plant Health Agency have notified HDC avian influenza in the wild bird population of Huntingdonshire. The risk to public health is **VERY LOW** Guidance notes and other resources for all HDC riverside sites to advise of the sensible precautions have been produced, developed social media to alert the population, set up specific webpage with guidance from the NHS, Gov.uk and UK Health Security Agency at www.huntingdonshire.gov.uk/birdflu
- HDC - Parks and green spaces across the country are being recognised as having great value to local people and will be raising their Green Flag Award 2022 with pride as open spaces.
- HDC – Litter Minimisation Update introduces a new Facebook Group to bring together the Huntingdonshire litter picking community - "Hunts Litter Wombles Facebook Group" If you are involved with litter picking activities, they would really appreciate you joining the group and sharing any public events you may be holding. You can also share any good news stories and request any support or guidance from the wider community.
- HDC - Two retired councillors have been made honorary aldermen by Huntingdonshire District Council at a Full Council meeting on Wednesday 20 July. Former councillors Derek Giles and Dick Tuplin were honoured in recognition of their exceptional service to the District Council.
- HDC – Draft Masterplans Available for Feedback - Huntingdonshire District Council has published draft masterplan documents for three of its market towns to allow residents and local stakeholders to give their views on the potential vision and future projects for the town. The draft masterplan documents for Huntingdon, Ramsey and St Ives can be found by visiting, www.huntingdonshire.gov.uk/masterplans.

There you will find background information on the masterplans, baseline reports for each town and the opportunity to submit feedback and share your thoughts on the district's towns.

- HDC - Huntingdonshire Futures is a new strategy that will shape a vision for the future of the District. Residents can have their say by coming along to the following events or by visiting www.huntingdonshirefutures.net. More events will be shared in due course. (This information has been circulated via social media):

The first round of pop-up events are:

- Huntingdon Carnival, Saturday 13 August 2022
- St Ives Farmers Market, Saturday 20 August 2022
- Judith's Field Godmanchester, Thursday 25 August 2022
- St Neots Farmers Market, Saturday 27 August 2022
- Ramsey Street Market, Saturday 3 September 2022
- Little Paxton Flower and Veg Show, Saturday 10 September 2022
- CA - The Combined Authority Cambridgeshire & Peterborough MP Update: Issue 4 – Appointments Projects and Meetings.

Facebook

The Councils Facebook page has been updated with various items over the past month, such as the HDC Futures Strategy, news of the Councils play area zip wire replacement and the end of the parish survey.

Website

The website has had some minor adjustments to layout and information. The Councils accounts page should now be up to date with the external auditors report.

As part of the Councils aim for Quality Status a calendar of events page has been introduced.

CAPALC and NALC bulletins and updates have been forwarded to members accordingly.

Crime Reports

Information taken from <https://www.police.uk>

Four reports of crime during the month of June 2022

Update on the Planning Committee Meeting actions 20th July 2022 – Project Facilitator

Unfortunately, due to this meeting not being quorate it was not able to go ahead.

Phase 1 and 2, RAF Upwood update:

Mr Jewell provided a copy of a letter sent out to residents on Fairmead Park Upwood informing them of works to an area to their rear of some properties, the works were scheduled to commence Monday 25th July 2022 by their groundwork's contractor, Lindum Group.