

# BURY PARISH COUNCIL

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The Full Council Meeting of Bury Parish Council was held on Wednesday 7<sup>th</sup> September 2022 at Bury Village Hall Meeting Room, from 7.30pm

## Minutes

A one-minute silence was held in the memory of our good friend and fellow councillor Mr. Michael Tew. Mike was a respected councillor, community member and will be missed, our thoughts are with his family at this time. Mike had already served many years as a councillor before being co-opted on to Bury Parish Council in July 2016, when he was currently attending council meetings in his capacity as County Councillor. He then went on to take up the Chair from June 2020 to September 2021.

### 0922-057 PRESENT AND APOLOGIES FOR ABSENCE

Present: Councillors J. Prestage (Chair), D. Wakefield (Vice Chair), K. Prestage, D Masterson, R. Scantlebury and J Hayes.

District Councillor Brereton.

Also present: C. Copley - Clerk and 2 members of public.

Apologies received from County Cllr Costello for personal reasons.

### 0922-058 DECLARATIONS OF INTEREST

None received.

### 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

One member of public present wished to register with the Council their frustrations and concern for public safety on the stretch of the High Street, between the Old School House and Bury Stores as follows:

- o Condition of the road.
- o Condition of the public footpath.
- o Safety of pedestrians and dogs from vehicles mounting the pavement at the pinch point of the road.
- o HGVs seen mounting the pavement just inches from the houses.

The Chairman shared the Council's frustrations in this matter, the County Council are the highways authority and the matter will be put to our County Council representative Adella Costello. The resident offered to volunteer their time to a local Speedwatch scheme.

### 0922-060 PRESENTATION FROM CAMBRIDGESHIRE ACRE

The outcomes and considerations from the parish survey July 2022 are appended to these minutes.

### 0922-061 MINUTES OF MEETINGS FOR APPROVAL

**Resolved** That the minutes of meeting 6<sup>th</sup> July 2022 be approved as a correct record of proceedings and duly signed by the Chair.

### 0922-062 CLERK'S REPORT

Appended to these minutes.

### 0922-063 REPORTS FROM COUNTY AND DISTRICT COUNCILLORS

**County Councillor Costello** provided a report in her absence:

A Flood Resilience Day will take place at Ramsey Market on Saturday 12<sup>th</sup> November, further details will be available nearer the time.

Stagecoach has informed the Cambridgeshire & Peterborough Combined Authority that they intend to cancel bus services 30 and 35 from 30<sup>th</sup> October 2022, along with several other bus routes operating in the county. The Combined Authority is currently in the process of investigating the proposed changes.

**District Councillor Brereton** reported several occasions of roadworks in the area resulting in diversions, for more details please visit [www.one.network](http://www.one.network)  
 The Huntingdonshire Economic Strategy, Market Town Strategy and the Ramsey Masterplan are three projects currently being run by the District Council. To find out more please visit the District Councils website, or contact the District Council on 01480 388388  
<https://www.huntingdonshire.gov.uk/business/huntingdonshires-economic-strategy/>  
<https://www.huntingdonshire.gov.uk/people-communities/market-towns-programme/>  
<https://www.huntingdonshire.gov.uk/people-communities/market-towns-programme/draft-masterplans/>  
 The District Council are also tackling the news of the number 30 bus service being withdrawn.

0922-064 PLANNING MATTERS AND PLANNING CORRESPONDENCE

a. New applications.

Due to the timing of the following application a response to the District Council 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 to **REFUSE** to support the application can be found in the Clerks report 0922-061 and the District Councils planning portal.

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

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

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

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

**22/01638/FUL** – Erection of a fourth electricity substation, RAF Upwood, Phase 1 - **SUPPORT**

**22/01481/FUL** - Upgrading of vehicle access from phase 1 to existing hangars at RAF Upwood - **SUPPORT**

b. Applications approved.

**21/01420/S73** – Variation of Condition 10 (off site highway works 12/01274/OUT) –

**PERMISSION GRANTED**

**22/01860/TRCA** -

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 | Interment                     | £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.

**Resolved** That the retrospective payments 1-8 of August be noted, the invoices initiated by Cllrs K Prestage and Masterson, the September payments recommended for approval and therefore the online payments will be authorized by Cllrs K Prestage and D Masterson at the earliest opportunity.

b. Monies received and noted.

c. The bank reconciliation was confirmed as correct and duly signed by the Chair.

d. The quarterly finance report was acknowledged.

e. To receive and note the contents of the external auditor report.

f. To remain opted in to the SAAA with no further action to take as small authorities are already opted in.

**Action** Cllrs K Prestage and Masterson.

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.

**Resolved** To accept the changes to the Councils Financial Regulations and to adopt the Scheme of Delegation, both of which will be placed on the Councils website.

**Action** Clerk

0922.067 HR COMMITTEE

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

This item was deferred.

0922-068 TRAFFIC MONITORING

The unit will be placed on Owls End following a request to the Chairman for speed reduction measures on Owls End. The data received will be forwarded to Cambridgeshire Police.

0922-069 CHRISTMAS LIGHTS WORKING GROUP

Cllr K Prestage reported some repair works to the black electrical boxes in the trees are necessary and replacement parts have been ordered. An article will be placed in the next edition of the Newsletter and Cllr Prestage are seeking help with the following:

- Checking over the lights prior to our master electrician Terry re-building the connecting boxes – on **Saturday 8th October 2pm at the village hall.**
- Installing the lights in the trees on Friday 18th November – 8:30am start.
- Grand switch-on of the lights **Friday 2nd December.** Help needed from **4:30pm** onwards; the switch-on is at **6pm.**
- Lights take down into storage on **Friday 13th January – 8:30am start.**

If you have some time to spare or feel like lending a helping hand to ensure the event runs smoothly, please contact Karen Prestage – 01487 813848. We would be most grateful.

**Resolved** Cllr Wakefield to contact the recommended PA company.

**Action** Cllr Wakefield

0922-070 VILLAGE EVENTS

Cllr K Prestage reiterated her disappointment of having to cancel the village fete in 2020 due to Covid, after so much hard work and effort had been put in by the 2 Council members organising the event. Cllr K Prestage sought support from members regarding the possibility of organising a Village Open Gardens event next year.

The Village Garden and Produce Show is being held this Saturday from 2pm.

**Resolved** That members of public wishing to hold events could approach the Parish Council for support, a newsletter article to this effect will be drafted for the next edition.

**Action** Clerk

- 0922-071 TO RECEIVE REQUEST FROM A RESIDENT FOR THE SPORTS FIELD SHELTER BE REMOVED  
The Clerk reported a request had been received from a resident asking for the shelter on the sports field to be removed, they felt it had become a target for anti-social behaviour.  
**Resolved** Following discussions and consideration members voted unanimously against the removal of the shelter.
- 0922-072 FREEDOM OF INFORMATION REQUEST  
To note the FOI request received 8<sup>th</sup> August, assigned the reference number FOI/001/2022.  
**Resolved** That the FOI request be received and noted.
- 0922-073 TO RECEIVE VERBAL REPORTS FROM MEMBERS RELATING TO ANY MATTERS ARISING FROM THEIR PORTFOLIO RESPONSIBILITIES  
**Play Areas** – the Clerk confirmed Cllr Scantlebury and Wakefield had recently replaced the damaged zip wire parts within a few days of it being reported. Cllr Scantlebury had completed the monthly play equipment risk assessment, with no action to be taken.  
The assessments will be retained in the Councils files as necessary.
- 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.*  
July bank reconciliation to be presented for signature.
- 0922-075 DATE AND TIME OF NEXT MEETING  
Wednesday 5<sup>th</sup> October 2022, Bury Village Hall, from 7.30pm.  
Agenda items to the Clerk no later than Friday 23<sup>rd</sup> September.

Apologies in advance received from Cllr Scantlebury.

With no further business to conduct the Chairman declared the meeting closed at 22:00

## CLERK REPORT JULY AND AUGUST 2022

### Matters arising from meeting 6<sup>TH</sup> July 2022.

0622-032 - The cemetery safety inspection was carried out on the 10<sup>th</sup> 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 20<sup>th</sup> September at 10am.  
Email: [ramsey@huntsvc.org.uk](mailto: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 22<sup>nd</sup> 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](http://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](http://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](http://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 20<sup>th</sup> 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.