



BURY PARISH COUNCIL

www.buryparishcouncil.co.uk

Parish Clerk - Charlotte Copley
07849 107046
parish.clerk@buryparishcouncil.co.uk

Meeting: ANNUAL MEETING OF THE PARISH COUNCIL
Date/Time: Wednesday 3rd May 2023 from 7.30pm
Venue: The Committee Room, Bury Village Hall

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.**

20th April 2023
Charlotte Copley -Clerk and Responsible Financial Officer to Bury Parish Council

Agenda

- 0523-001 ELECTION OF CHAIRMAN
To elect a Chairman followed by signing of the Acceptance of Office.
- 0523-002 ELECTION OF VICE CHAIRMAN
To elect a Vice Chairman and receive the Vice Chairman's Acceptance of Office.
- 0523-003 PRESENT AND APOLOGIES FOR ABSENCE
- 0523-004 DECLARATIONS OF INTEREST
To receive declarations of interest relating in items on the agenda as confirmed within Bury Parish Councils Code of Conduct.
- 0523-005 REVIEW OF POLICIES AND PROCEDURES AND REGULATIONS
 - a. To note that both Standing Orders (as of April 2022) and Financial Regulations are up to date and effective.
 - b. To agree to review all other policies and procedures and their adoption.
 - 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 annual membership of the SLCC at a cost of £65.00.
 - e. To confirm the current internal audit provision.
 - f. To review the authorised bank signatories.
- 0523-006 TO ELECT COMMITTEES, WORKING PARTIES AND THEIR REPRESENTATIVES
 - a. To review the Heads of Terms in relation to the Planning Committee.
 - b. To review the Heads of Terms in relation to the HR Committee.
 - c. The membership and frequency of the Finance Working Group.
 - d. To consider appointment of any new committees or working groups.

0523-007 TO REVIEW AND CONFIRM MEMBERS PORTFOLIO RESPONSIBILITIES
The current list is appended to this agenda.

0523-008 TO DETERMINE THE TIME AND PLACE OF ORDINARY MEETINGS OF THE COUNCIL UP TO AND INCLUDING THE NEXT ANNUAL MEETING OF THE COUNCIL.

June	7th
July	5th
August	No meeting
September	6th
October	4th
November	1st
December	6th
January 2024	10th
February 2024	7th
March 2024	6th
April 2024	3rd
May 2024	1st

0523-009 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.

0523-010 MINUTES OF MEETINGS FOR APPROVAL

Minutes for Approval of meeting 5th April 2023.

0523-011 CLERK REPORT

Report of matters arising from minutes of 5th April 2023, correspondence, communication and crime reports.

0523-012 REPORTS FROM COUNTY AND DISTRICT COUNCILLORS

To receive verbal reports from the County and District Councillors.

0523-013 TO RECEIVE REPORTS FROM COMMITTEES AND WORKING PARTIES

Report of actions from the Planning Committee 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

0523-014 PLANNING MATTERS AND PLANNING CORRESPONDENCE

a. New applications.

b. Applications approved.

22/02507/CLED RAF Upwood, Ramsey Road, Bury - Lawful implementation of planning permissions 1201274OUT and 21/01420/S73.- GRANTED.

c. Planning correspondence.

To receive notification of Enforcement Case - Reference 23/00077/ENPLAN – Longlands Crescent, Bury. A breach has been confirmed where the footpath is wider than on the approved plans. HDCs Enforcement Officer will be contacting the developers to find out what they are planning on doing to resolve this issue.

0523-015 TRAFFIC MONITORING

0523-016 FINANCE

To confirm agreement of payment of outstanding debts.

1). Staffing	Payroll	£3542.62
2). Wicksteed Leisure	Climbing dome	£6952.38
3). SLCC	Membership	£65.00
4). ICCM	Membership	£95.00
5). Bury Residents Charity	Room Hire (2023-24)	£162.00
6). Contractor	Village Grass Cutting + Caretaking	£1146.78
7). Contractor	Cemetery Maintenance	£540.00
8). Scribe	Annual subscription – Accounts package	£915.84

9). AskIT	Antivirus license annual subscription	£25.42
10). AskIT	Microsoft 365 Annual subscription	£783.36
11). * X2 Connect	K6 Door – Telephone box refurb	£1275.60
12). Human Capital	Retained HR support	£178.80

* Payment 11 has been facilitated outside of this meeting.

b. Monies received.

1) HDC	Precept	£42500.00
2).HDC	CIL Payment Phase 1 RAF Upwood	£79675.21
3).HDC	CIL Payment 3 of 3 Longlands Crescent	£31569.06
4). CCLA	Dividends	£118.21

c. Bank reconciliation for April 2023.

d. To confirm the Clerk and Cllr Masterson's attendance at the VAT Partial Exemption training on Thursday 4th May, at a cost of £60.00.

e. *Withdrawn 02.05.23- To consider the request for a donation from the Bury Residents Charity to enable them to open up the Village Hall for people wishing to use the space to celebrate the Kings Coronation on Monday 8th May 2023.

f. To acknowledge receipt of CIL monies received and consider their allocation to projects.

0523-017 TO RECEIVE VERBAL REPORTS FROM MEMBERS RELATING TO ANY MATTERS ARISING FROM THEIR PORTFOLIO RESPONSIBILITIES

0523-018 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.

0523-019 DATE AND TIME OF NEXT MEETING

Wednesday 7th June 2023, Bury Village Hall, from 7.30pm.

Agenda items to the Clerk no later than Friday 26th May.

BURY PARISH COUNCIL

MEMBERS PORTFOLIO OF RESPONSIBILITIES

Member	CURRENT - Portfolio	Contact Details
John Prestage (Chair)	Planning Committee Finance Working Group Christmas Lights Traffic monitoring Governance Informer reports	cllr.john.prestage@buryparishcouncil.co.uk 01487 813848
David Wakefield (Vice Chair)	Planning Committee Finance Working Group Flood Working Group	cllr.david.wakefield@buryparishcouncil.co.uk 01487 814432
Richard Scantlebury	Planning Committee (Vice Chair) Play area risk assessments Parish areas and assets	cllr.richard.scantlebury@buryparishcouncil.co.uk 01487 814418
John Hayes	Planning Committee Finance Working Group Cemetery Primary School liaison	cllr.john.hayes@buryparishcouncil.co.uk 01487 812468
Karen Prestage	Planning Committee Christmas lights Garden Show Windfarm/external grant funding Public communications HR Committee	cllr.karen.prestage@buryparishcouncil.co.uk 01487 813848
Dominic Masterson	Planning Committee (Chair) Finance Working Group Public communications Governance HR Committee	cllr.dominic.masterson@buryparishcouncil.co.uk 07714 611075
Vacancy 1		
Vacancy 2		
Vacancy 3		