



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

Minutes

0523-001 ELECTION OF CHAIRMAN

It was proposed and seconded that Cllr J Prestage remain elected as Chairman for the forthcoming year.

Resolved That Cllr J Prestage be elected as Chairman for the forthcoming year. Cllr Prestage signed the Declaration of Office which was countersigned by the Clerk.

0523-002 ELECTION OF VICE CHAIRMAN

It was proposed and seconded that Cllr D Masterson be elected as Vice Chairman for the forthcoming year.

Resolved That Cllr J Prestage be elected as Chairman for the forthcoming year. Cllr Masterson signed the Declaration of Office which was countersigned by the Clerk.

0523-003 PRESENT AND APOLOGIES FOR ABSENCE

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

Also present: C. Copley – Clerk and 6 members of public

Apologies: County Councillor Costello (illness) and District Councillor Brereton (attendance required elsewhere).

Resolved To accept apologies.

0523-004 DECLARATIONS OF INTEREST

Cllr J Prestage declared an interest in item 0523-016.e.

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.

Resolved a. That Standing Orders and Financial Regulations were noted as up to date and effective. Should any changes be recommended by NALC over the year these will be considered.

b. The clerk confirmed all other policies have been formatted with the latest logo.

c. It was confirmed the Council continues to be eligible for the General Power of Competence.

d. To continue membership to CAPALC and continue to support the Clerks membership to the SLCC at a cost of £65.

e. To continue with the existing internal audit provision.

f. To continue with the existing 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.

Resolved a. The Planning Committee Heads of Terms remain as current with no changes to be made.
b. The HR Committee Heads of Terms remain as current with no changes to be made.
c. That the Finance Working Group meeting dates be set for the year and to coincide with the financial year quarters.
d. That no further committees appointed.

Action Clerk

0523-007 TO REVIEW AND CONFIRM MEMBERS PORTFOLIO RESPONSIBILITIES

Resolved To remain as is. *The Clerk omitted to include this year members responsibilities as follows: Cllrs J Prestage and Scantlebury – RUB Alliance (Ramsey, Upwood and Bury Alliance against speeding in our villages).*

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

Resolved To accept the dates as detailed, which will then be placed on the parish noticeboards.

Action Clerk

0523-009 PUBLIC PARTICIPATION

One member of the public voiced their frustration regarding lack of communication and answers to their concerns sent to Stonewater Housing and NFC Homes regarding the development off Buryfield. A meeting with the County Councils Lead Local Flood Agent (LLFA) has been arranged by the resident, Cllr Wakefield was asked to attend.

0523-010 MINUTES OF MEETINGS FOR APPROVAL

Minutes for Approval of meeting 5th April 2023.

Resolved To accept the minutes of meeting 5th April 2023 as an accurate record of resolutions made and therefore duly signed by the Chairman.

0523-011 CLERK REPORT

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

Resolved Received and noted.

0523-012 REPORTS FROM COUNTY AND DISTRICT COUNCILLORS

To receive verbal reports from the County and District Councillors.
Neither representative present.

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

Resolved a. **RAF Upwood** - That the Clerks update be noted, the Guardroom project continues with the public consultation event scheduled for the 20th May in the Village Hall, Cambridgeshire ACRE will collate the response, hold a focus group and present their report to full Council when ready. The Guardroom is being cleared out ready for the structural survey to be carried out and the model is with the quantity surveyor for pricing.

Buryfield Development – Mr. Evans McBruce of Stonewater Housing was unable to attend in person due to be away on long term sick, but hopes to be able to attend the June meeting. Mr. McBruce will be attending site and has arranged to meet with a Buryfield resident to address their concerns. NFC Homes have been slow to complete the Buryfield site due to financial and supply complications but Stonewater Housing are supporting them to bring the site to completion as soon as possible.

The Tunkers Lane site is still pending decision and Stonewater Housing have a couple of comments from the planners to resolve.

b. **Finance Working Group** – it was agreed to distribute the latest tranche of Community Infrastructure Levy (CIL) between the Guardroom project and Church wall restoration. With the CIL award from Hyde Housing going to the Guardroom project and the Allison Homes award going to the Church wall project. Once the grant award from Ramsey Wind Farm is received against the BMX track project it will be re-named the MUGA project ahead of the next stage of the scheme.

The Finance Working Group will meet quarterly in line with the financial quarter ends, the Clerk to set dates in advance.

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

This item was deferred.

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
13). X2 Connect	Telephone box install kit and paint	£228.76

* 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 (PSDF)	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.

Resolved

a. The payments 1 – 13 above were recommended for approval, the online payments will be authorised by Cllrs Masterson and J Hayes at the earliest opportunity.

b. Received and noted.

c. The bank reconciliation was checked, confirmed as correct and signed by the Chairman.

d. Attendance at the VAT Partial Exemption training for the Clerk and Cllr Masterson was confirmed.

e. This item was withdrawn by the applicant.

f. Agreed and confirmed item 0523-016.b.2 be allocated to the Guardroom Project and b.3 allocated to the Church wall project.

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

Assets - Cllr Scantlebury confirmed the new telephone box door has arrived and will be fitted in due course. The safety inspection of the play equipment was carried out by Cllr Scantlebury with no items for action, the report will be filed in the Councils records accordingly.

RUB Alliance – Speeding in our villages – Cllr Scantlebury has been unable to secure a meeting with MP Shailesh Vara but will continue to chase the matter.

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.

None received.

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.

Meeting closed at 9.15pm.

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 RUB Alliance	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 RUB Alliance	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		

CLERK REPORT April 2023

Matters arising from Full Council and Planning Committee combined meeting 5th April 2023.

Further to item 0423.187 BMX Track, completion of the purchase went ahead on Friday 21st April 2023. The land will now be registered to the Parish Council and Fields in Trust.

Correspondence and Communication

Hinchingbrooke Hospital - Volunteers Needed We are looking for Volunteers to give a small amount of their time in order to make a big difference to the wellbeing of our patients, their families and our staff. To find out more, to view our vacancies or to apply to join us, visit our website

<https://www.nwanqliaft.nhs.uk/join-our-team/nwanqliaft-careers-hub/other-opportunities/volunteering/>

Cambridgeshire Young Farmers – Tractor Drive – Sunday 7th May 2023

The route will be commencing at Johnsons of Old Hurst at 11:00, with the route travelling to Pidley - Somersham - Chatteris - Ramsey Forty Foot - Ramsey - Bury - Warboys and then back to Johnsons of Old Hurst. All of the money raised is going to Cambridgeshire Young Farmers.

Resident email voicing concerns regarding the NFC Homes development site off Buryfield.

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

HDC

HDC - Huntingdonshire residents receive £400 energy bill support alternative funding- Households within the Huntingdonshire District who do not have a direct relationship with their electricity supplier are receiving their £400 government Energy Bill Support Scheme Alternative Funding (EBSS AF) to help with energy bills.

EBSS AF means that households who didn't receive the original energy bills support, such as those without their own electricity meter or without a direct relationship to an electricity supplier, can receive a £400 support payment.

If you don't heat your home with mains gas and use an alternative fuel which could include oil, biomass and bottled gas, you might also be able to get an additional £200 payment, known as the Alternative Fuel Payment (AFP). The government recently announced an [expansion to the scheme](#) so more households will receive this payment.

HDC has launched the Issues Papers consultation as part of the next stage of the development of the council's new Local Plan. Responding to this consultation, which runs for 10 weeks until Wednesday 5 July, is an opportunity for people to shape the future of Huntingdonshire.

There are three options to help people respond to the consultation:

- [The Issues Engagement Paper](#) – an in depth look at the issues including detailed questions to encourage comprehensive responses
- [The Issues Summary Paper](#) – a quick look at the headline issues, with one or two open questions to get your opinions
- [The Issues Easy Read Version](#) – a simplified document with tick box questions

People can complete the consultation online via the council's planning portal:

<https://consult.huntingdonshire.gov.uk/kse/>

Coronation of King Charles III –

HDC - To find events and activities near you - [Events – Coronation of His Majesty The King & Her Majesty The Queen Consort](#)

CCC– Interactive Map - [King Charles III Coronation - Huntingdonshire.gov.uk](#)

HDC - Huntingdonshire District Council has approved a new Place Strategy called Huntingdonshire Futures following a Full Council meeting on Wednesday 29 March. Huntingdonshire Futures, which sets out a shared vision for the future of Huntingdonshire for the next 30 years, has been co-developed with partners, organisations and Huntingdonshire residents following an extensive period of engagement across the district over the last year.

The Huntingdonshire Futures Place Strategy can be viewed on the [Huntingdonshire District Council website](#). For more information, visit www.huntingdonshirefutures.net.

HDC - In partnership with Huntingdonshire District Council (HDC), Hail Weston Parish Council has launched their Health Inequalities Project, funded through Cambridgeshire & Peterborough Integrated Care System. Find out more about the [Health Inequalities Project](#) on the council's website.

Facebook Page “Bury Parish Council, Cambs” and website.

The Councils Facebook page has been updated with draft minutes, poster advertising the Annual Meeting of the Parish and various other press releases and communications.

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

Crime Reports

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

3 x Reports of crime in the village received during the month of February 2023:

1 x report of burglary near to Warboys Road

1 x report of other crime (Includes forgery, perjury and other miscellaneous crime) near to Garden Court

1 x report of public order offence near to Shillow Hill

Planning Committee Matters.

The meeting minutes archive can be found on the Councils website www.buryparishcouncil.co.uk under Minutes and Agenda, drop down menu, Planning Committee.

Planning Committee meetings continue to be combined with full council meetings.

Pedestrian Crossing – Upwood Road

The Panel Meeting went ahead on Friday 21st April.

Bury Parish Council

Prepared by: _____ Date: _____
Name and Role (Clerk/RFO etc)

Approved by: _____ Date: _____
Name and Role (RFO/Chair of Finance etc)

Bank Reconciliation at 30/04/2023			
	Cash in Hand 01/04/2023		242,648.34
	ADD Receipts 01/04/2023 - 30/04/2023		153,862.48
			396,510.82
	SUBTRACT Payments 01/04/2023 - 30/04/2023		19,565.72
A	Cash in Hand 30/04/2023 (per Cash Book)		376,945.10
Cash in hand per Bank Statements			
	Petty Cash	30/04/2023	0.00
	CCLA - Public Sector Deposit Func	30/04/2023	34,946.23
	Unity Instant Access - EARMARKE	30/04/2023	157,860.64
	Unity Trust Current T2	30/04/2023	193,314.43
	Barclays Business	30/04/2023	0.00
			386,121.30
	Less unrepresented payments		9,176.20
			376,945.10
	Plus unrepresented receipts		
B	Adjusted Bank Balance		376,945.10
A = B Checks out OK			