



BURY PARISH COUNCIL

www.buryparishcouncil.co.uk

Parish Clerk - Charlotte Copley
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Meeting: MEETING OF THE PARISH COUNCIL
Date/Time: Wednesday 7th June 2023 from 7.30pm
Venue: The Committee Room, Bury Village Hall

Minutes

0623-020 PRESENT AND APOLOGIES FOR ABSENCE

Present: Councillors J. Prestage (Chair), D. Wakefield, K. Prestage, J. Hayes and R. Scantlebury.
Also present: County Councillor Costello, District Councillor Brereton, Mr. K. Jewell of Hyde Group, C. Copley – Clerk and 3 members of public.

Apologies: D. Masterson (required elsewhere).

Resolved To accept apologies.

0623-021 DECLARATIONS OF INTEREST

None received

0623-022 PUBLIC PARTICIPATION

2 of the members of public present raised their major concern regarding speeding in the village on both Warboys Road and the High Street.

The third member of public present echoed the previous comments but wished to add the issues with parking on the bend at the junction of Cheveril Lane on Owls End.

The Parish Council can utilise funds and put forward proposals for speeding measures but this is decided by Cambridgeshire County Council. The Parish Council have no powers of enforcement when it comes to speeding, this is the responsibility of the Police. Cambridgeshire County Council as the Highways authority employ road safety officers who will arrange a visit in person to assess what speed reduction measures can be installed. County Councillor Costello agreed to take the safety matters forward, and the Clerk agreed to forward on the Speedwatch details previously circulated in the 3rd edition of the Parish Council newsletter.

0623-023 MINUTES OF MEETINGS FOR APPROVAL

Minutes for Approval of meeting 3rd May 2023.

Resolved To accept the minutes of meeting 3rd May 2023 as an accurate record of resolutions made and therefore duly signed by the Chairman.

0623-024 RAF UPWOOD GUARDROOM PUBLIC EVENT 20 MAY 2023

a. To receive the report of the 20th May public event at Bury Village Hall, from Cambridgeshire ACRE.

b. Consider next steps.

Resolved a). To make the Cambridgeshire ACRE report available online, in the Parish Council newsletter and appended to these minutes.

b). To drive the project forward with the commencement of a Guardroom Working Group attended by Cllr J Prestage, Masterson and the Clerk.

Action Clerk, Cllr J Prestage and Cllr Masterson

0623-025 STONEWATER HOUSING – DEVELOPMENTS OFF BURYFIELD & TUNKERS LANE

a. To receive a representative from Stonewater Housing to bring us up to date on matters relating to the developments.

b. To receive an update from Cllr Wakefield in relation to the site meeting as per minutes of meeting 0523-009.

c. To receive an artists image of the suggested artwork piece for placement in the new development.

d. To consider the request to place an article in the Parish Council newsletter regarding the Rural Exception properties available on the development off Buryfield.

Resolved a). Stonewater Housing forwarded a written update in their absence. They hope to start to take handovers of some of the Rays Close properties hopefully from end of June-July depending on work progress and installation of the road.

The planning application has been submitted for the Hawker Hind sculpture.

They are proposing to install a sculpture on the open recreation space in the northwest of the site. The sculpture is of a No. 52 Squadron RAF Flying Hawker Hind plane and commemorates being the first flying unit which arrived at RAF Upwood.

The sculpture has been carefully positioned so that it is visible as you enter the development from Buryfield, having a positive impact on the street scene and development whilst also allowing use of the open recreation space.

b). Cllr Wakefield provided a verbal update of his meeting with the Buryfield resident, the Lead Local Flood Agency (Cambs County Council) representative and the site owners with regards to the open culvert in the corner of the site and the Anglian Water drain connection from Rays Close to the main drain on Buryfield.

c). Received and noted.

d). After consideration the Parish Council voted in favour of writing their own article explaining what a Rural Exception property is and who can benefit from one.

Action Clerk

0623-026 CLERK'S REPORT

Resolved Received and noted, appended to these minutes.

0623-027 PLANNING COMMITTEE MATTERS

RAF Upwood

a. RAF Upwood Phase 1 development update from Hyde Housing.

b. RAF Upwood Phase 1 open space provision.

c. To receive an update from the Clerk in relation to the Guardroom project.

d. To receive proposal from VAT specialist to provide a report on the VAT implications of the renovation of a former RAF Guardroom and other CIL projects, including any options to maximise VAT recovery.

e. Visit to the renovated RAF Binbrook's guardroom.

BMX Track

To receive completion details regarding the purchase.

Pedestrian Crossing

The report to Committee including prioritised lists for approval will be carried out in June.

Resolved RAF Upwood

a. Mr Jewell provided a verbal update on the sites progress. Countryside have been announced as the builder for the houses. Due to the Section 278 (infrastructure) works yet to be completed by Cambs County Council and Anglian Water the build will be starting at the Upwood Hill House area September/October this year.

Breheeny have been appointed to undertake the infrastructure work. They are currently building the first electricity sub station which is expected to be completed in July.

Phase 2 – The application layout scheme is due to be with Kevin soon, a copy for the Council will follow. With the latest amendments they are hoping to re-submit the application to planning August/September this year.

Ecologist will be visiting to update the survey. Bat box installations are ongoing across the site. Mr Jewell informed the Council that following the Hunts District Council call for sites, as part of the Local Plan 2036 update, Strawsons have expressed an interest in promoting a possible development of Phase 3 (airstrip) and Phase 4 (west of Fairmead Park).

b. The Clerk confirmed the costing is yet to be received.

c. The Guardroom has now been cleared and swept out. After much confusion the planning enquiry has been sent to the planning authority along with the relevant fee. Work on the business plan is ongoing and will be updated as and when required.

d. To take up the VAT specialist proposal. The Clerk will instruct the company to proceed.

e. Cllr Scantlebury to arrange a convenient date for members to visit RAF Binbrooks Guardroom.

BMX Track

The total spend on the project came in at £17,703.74, with a budget of £17,500.00 this meant an overspend of £203.74. The Council was fortunate in securing grant funding from the Ramsey Wind Farm via Grantscape of £8,000.00. Bringing the total cost to the Parish Council £9,703.74.

Pedestrian Crossing

Received and noted.

Action Clerk, Cllr Scantlebury

0623-028 REPORTS FROM COUNTY AND DISTRICT COUNCILLORS

Cambridgeshire County Councillor Adella Costello reported the C2C Cambourne to Cambridge bus way has been approved, resulting in the loss of Coton Orchard which is home to a number of veteran trees. Discussion regarding the congestion charge is on going, no decision yet. The County Council are short on foster carers and continuously advertising for candidates to come forward.

<https://www.cambridgeshire.gov.uk/residents/children-and-families/fostering-and-adoption/fostering-with-us>

Cambridgeshire County Council is partnering with social impact specialists, Goal 17 Ltd to launch a mentoring program aimed at supporting young care leavers. The program will recruit and train mentors from across the county to provide guidance, advice, and support to young care leavers as they navigate the challenges of adulthood. This will help young people to build self-esteem, develop new skills, and achieve their full potential. If you are interested in becoming a mentor, please email communications@cambridgeshire.gov.uk for more information.

The latest round for Local Highways Initiative applications closes in September.

Cllr Costello will contact the Road Safety Officer with a view to looking at possible speed reduction schemes in the village.

The next stage of the Huntingdonshire District Councils Local Plan 2036 review closes on the 5th July, Cllr Brereton put forward his question as to what can be done about the accumulative effect on our roads of the additional houses being built. The Town and Parish Councils forum is being held on the 14th June at the Burgess Hall, St.Ives, the theme is "Do, Enable, Influence".

The District Council have launched a recycling poster competition to transform their bin trucks-

<https://www.huntingdonshire.gov.uk/bins-waste/waste-minimisation/recycling-poster-competition-childrens-art-to-transform-our-bin-trucks/>

0623-029 PLANNING MATTERS AND PLANNING CORRESPONDENCE

1). New applications received from Huntingdonshire District Council Planning Authority.

23/00592/HHFUL - Erection of a single storey front extension-22 Brookfield Way. - **SUPPORT**

23/00710/HHFUL - 8 replacement windows - Home Close High Street Bury.- **SUPPORT**

23/00898/TREE - T1 - Copper Beech - Raise Crown - 6 Tunkers Lane Bury. – **NO OBSERVATIONS**

23/00899/TREE - T2 - Copper Beech - Raise Crown - 6 Tunkers Lane Bury. – **NO OBSERVATIONS**

23/01030/TREE – Removal of overhanging branches – 55 Dehavilland Gardens. – **NO OBSERVATIONS**

2). Applications determined by Huntingdonshire District Council. - **SUPPORT**

22/01146/FUL- Use of land for private and public amenity in association with the residential development of land to the north and east – RAF Upwood. – **GRANTED**

22/80231/COND - Conditional Information for 19/01881/OUT: C23 (Archaeology) - Land South Of Buryfield Bury – **REFUSED**

19/01881/OUT - Discharge of condition 34 (Bus stop upgrade 1) for 19/01881/OUT - Land South Of Buryfield Bury – **REFUSED**.

20/00085/S73 - Discharge of Condition 13 (Drainage) for Land West Of Garden Court And 1 To 16 Upwood Road Bury – Condition 13 – **REFUSED**

23/00185/HHFUL - Demolish single garage and erect replacement garage on same footprint, works to double garage to include replacement roof, doors, structural works and addition of solar panels. - Greenridge Bury Road - **WITHDRAWN**

3). Planning correspondence.

23/00077/ENPLAN - Enforcement case - Land West of Garden Court - footpath

Enforcement have informed that the planning agent will be submitting a S73 application to retain the footpath as it has been built.

23/00427/FUL - Hall Farm, Bury, PE26 2NU – Response to Parish comment.

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

0623-030 FINANCE

To confirm agreement of payment of outstanding debts.

1). Staffing	Payroll	£3542.62
2). Big Printing	Play areas rules signs	£540.00
3). Huntingdonshire District Council	Planning enquiry application – Guardroom	£840.00*
4). Civic London	Architect fees – Guardroom	£1844.87*
5). Parrot Print	Leaflets – Guardroom event	£123.00*
6). Bury Residents Charity	Hall hire – Guardroom	£67.25*
7). Huntingdonshire District Council	Litter bin emptying	£303.17*
8). Ramshed	Telephone box refurb	£300.00
9). Canalbs	Internal Audit – Financial Year End 2022-23	£107.15
10). Officeworld	Stationery/ink/paper	£116.64
11). AskIT	Website hosting annual subscription	£432.00
12). Human Capital	HR Support	£178.80
13). Stockdale	Quantity Survey – Guardroom	£2340.00
14). M Badcock	Parish maintenance	£2241.30

* Paid outside of meeting on 16.05.23

b. Monies received.

1). HMRC	VAT Claim 126.	£1159.91
2). Grantscape	Grant monies – BMX Track/MUGA project	£8000.00
3). Grantscape	Grant monies – Jubilee climbing dome	£3973.00
4). PSDF	Dividends	£112.11
5). AJ Mills	Headstone inscription – Haynes	£40.00

c.. Bank reconciliation for May 2023.

d. To receive and consider an application for a donation from MAGPAS Air Ambulance.

Resolved The payments 1 – 14 above were recommended for approval, the online payments will be authorised by Cllrs K Prestage 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. Unfortunately due to the limited budget the Council are unable to support the application for £500 this year.

Action Clerk, Cllrs K Prestage and Hayes

0623-031 AUDIT AND ACCOUNTS 2023

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 31st March 2023. 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 2023 completed by the Clerk. A copy of the risk assessment has been sent to all councillors ahead of this meeting.

d. To confirm the notice of public rights and publication of unaudited annual return accounts for the year ended 31st March 2023 has been placed on the Council website and notice boards.

e. To receive and note content of the Internal Audit report for the financial year ending 31st March 2023.

Resolved a. That the Council agree Sections 1 and 2 of the Annual Governance Statements for the year ended 31st March 2023 as correct and will therefore duly signed by the Chairman and Clerk.

b. That the accounts for the financial year ending 31st March 2023 be received and noted and therefore duly approved for signature by the Chairman and Clerk.

c. That the Financial Risk Assessment 2023 be noted reviewed and complete.

d. The Notice of Public Rights and Publication of Unaudited Annual Return for the year ended 31st March 2023 be confirmed.

e. Received and noted.

0623-032 TO RECEIVE VERBAL REPORTS FROM MEMBERS RELATING TO ANY MATTERS ARISING FROM THEIR PORTFOLIO RESPONSIBILITIES

Cllrs K Prestage and Hayes confirmed that the Bury Village Garden Show will be held on Saturday the 9th September.

0623-033 MATTERS FOR NEXT AGENDA (decisions cannot be made under this item)

None received

By resolution the meeting was closed at 22:04

0623-034 CLOSED MEETING SESSION

The following items to be held as a closed meeting due to sensitive, personal, and commercial data.

Public Bodies (Admission to Meetings) Act 1960 S1(2).

a. The Guardroom, project costing.

b. Church wall survey.

Resolved a. Received and noted.

b. To proceed with the survey with the agreed contractor.

Meeting opened 22:10

0623-035 DATE AND TIME OF NEXT MEETING

Wednesday 5th July 2023, Bury Village Hall, from 7.30pm.

Agenda items to the Clerk no later than Friday 23rd June.

With no further business to conduct the Chair declared the meeting closed at 22:11.

SUPPORTING THE DEVELOPMENT OF A NEW COMMUNITY HUB IN BURY

A PRESENTATION TO BURY PARISH COUNCIL - 7 JUNE 2023



REMINDER OF AGREED OBJECTIVES FOR CAMBRIDGESHIRE ACRE

- **Objective 1: To identify gaps in current community service provision and future community needs**
 - Completed. Outputs were:
 - Awareness-raising articles for website, parish newsletter and social media.
 - Two detailed reports on the consultations completed with the community and with regular users of the existing community building.
- **Objective 2: To consult upon the building concept designs produced by Civic London**
 - Started once concept designs were received and approved by Parish Council.
 - Completed - This presentation to summarize the findings and facilitate discussion on conclusions.

METHODOLOGY

We engaged in the following exercises

- Public consultation event - Saturday 20 May
- Online survey (closed 26 May) - recognising that not everyone would be available to attend the Saturday
- Focus group meeting with invited guests - Tuesday 30 May

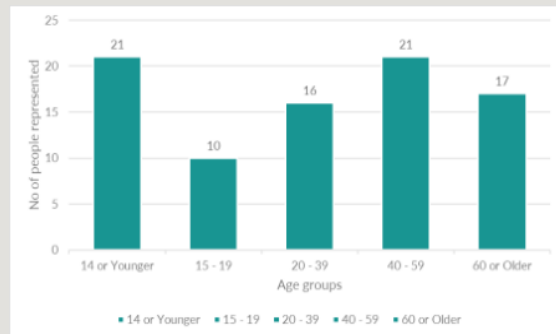
The same questions were asked throughout the process

- What do you like about the concept design for the Guardroom redevelopment?
- Is there anything you dislike about the concept designs? Do you have any concerns about the redevelopment?
- Are there any other points you would like to make regarding the redevelopment of the Guardroom?

WHO ENGAGED IN THE PROCESS

A total of 131 residents offered a view on the concept designs:

- 44 people attended the public event on Saturday 20 May
- 33 online survey responses (representing the views of 85 residents)
- 2 people attended the focus group event on Tuesday 30 May.



CONCLUSIONS

- Many people commented on how nice it would be to have a community café available to drop in for a coffee, cake, or ice cream, although some people also questioned if this would be a viable proposition as the footfall might not be enough on a daily basis to support such a project. This is clearly an area of great interest to the community and **we would recommend further research to explore whether this is a viable proposition within the building.**
- The historical value of this site is very important to the community and residents expressed this throughout the consultation process. Participants are keen to see memorabilia throughout the building in the internal and external design, including pictures, artwork, murals and posters.
- The proposed glazed roof of the courtyard received mostly positive feedback, with only one negative comment being expressed on the design. Several people offered suggestions on the shape and style of the glazed structure, **so this might be an area to explore with different designs.**

CONCLUSIONS CONTINUED

- Residents expressed a lot of interest in the external area at the public consultation event and they are keen to know what this might include and how it would be used. Would it be just for recreational purposes and seating or would there be an opportunity to have a garden that residents could get involved in maintaining? Linking to the wider countryside and wildlife was also raised as important with good walking and cycling routes being essential.
- Having a building that is flexible was also seen as important. A facility that could hold multiple activities at the same time was viewed very positively.
- In terms of the space available for commercial rent, people would like to see things that would benefit the community such as café, health services, dentist or a gym.

CONCLUSIONS CONTINUED

- A few people mentioned activities for younger people and the **recommendation would be for the Parish Council to engage directly with younger people and families in the village to ask their views** about what they would like to see happen in the village as a whole. This could then include the village hall and church hall in the discussion, along with any new facilities.
- There was a great deal of interest in how environmentally friendly the building would be and also in ensuring the building is future-proofed as much as possible to secure the longer-term viability of the building.

CONCERNS

Many of the concerns raised could be addressed by providing further information to reassure the community

Concerns raised included

- Avoiding possible noise problems for near neighbours, how this will be managed in the building, including the hours of operation for the facility.
- How vandalism can be avoided and what security would be in place for the building and the car park.
- Travelling to and from the site and addressing the following questions - Is the parking adequate for this site? Could there be more disabled parking spaces closer to the building? Will there be bike racks provided?
- Is there adequate storage for all the potential groups as well as the basic equipment required for the building?
- Comments were also received about getting the right balance between business space and community space, as plans are developed, the business plan should provide the community with more answers on how the facility will be managed.

0623-026 CLERK REPORT May 2023

Matters arising from Full Council and Planning Committee combined meeting 3rd May 2023.

All actions from minutes of meeting 3rd May 2023 have been completed without matters arising.

Correspondence and Communication

A resident raised several questions around the RAF Upwood development, via the social media post advertising the 20th May event in the village hall. The Clerk forwarded the questions to the Councils email account and responded to them accordingly.

Greater Cambridge Partnership

Since last winter, we have been busy analysing more than 24,000 responses to the plans which were designed to significantly reduce congestion – freeing up road space for buses to run more reliably and cycling to be safer.

We are now concluding our analytical work and **we are set to publish the final report this Friday 26 May**. It will be available at <https://www.greatercambridge.org.uk/mc-22>

The report will be presented to the Greater Cambridge Partnership's Joint Assembly meeting on Thursday 8 June where members will have the opportunity to discuss the findings.

[Making Connections consultation update \(govdelivery.com\)](https://www.govdelivery.com)

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

HDC

In partnership with, and the support of Huntingdonshire District Council (HDC), Brampton Hub has initiated their Health Inequalities Project, funded through Cambridgeshire and Peterborough Integrated Care System. Brampton Hub, a community support organisation run by volunteers, has been awarded a further £7,250 to tackle young people's mental health issues. The funding will be used for a youth counselling service for 14 to 18 year olds provided by young people counselling specialists, A Mindful Paws, in conjunction with Alconbury and Brampton Surgery.

Facebook Page "Bury Parish Council, Cambs" and website.

The Councils Facebook page has been updated with draft minutes, posters and the Notice of Public Rights and Publication of Unaudited Annual Return Accounts for the year ended 31 March 2023, which will also be available on the Council website.

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

Crime Reports

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

12 x reports of crime in the village received during the month of March 2023 ranging from anti-social behaviour, theft, vehicle crime, burglary, drugs and violence and sexual offence.

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.

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 31/05/2023		
	Cash in Hand 01/04/2023		242,648.34
	ADD Receipts 01/04/2023 - 31/05/2023		167,147.50
			409,795.84
	SUBTRACT Payments 01/04/2023 - 31/05/2023		30,685.54
A	Cash in Hand 31/05/2023 (per Cash Book)		379,110.30
	Cash in hand per Bank Statements		
	Petty Cash 31/05/2023	0.00	
	CCLA - Public Sector Deposit Func 31/05/2023	34,946.23	
	Unity Instant Access - EARMARKE 31/05/2023	269,787.27	
	Unity Trust Current T2 31/05/2023	76,858.57	
	Barclays Business 31/05/2023	0.00	
			381,592.07
	Less unrepresented payments		2,481.77
			379,110.30
	Plus unrepresented receipts		
B	Adjusted Bank Balance		379,110.30
	A = B Checks out OK		