



Bury Parish Council, Bury Village Hall, The Street, Bury, West Sussex, RH20 1PA Email – clerkburyparishcouncil@gmail.com Phone – 07894858048

Draft minutes of the Ordinary Meeting of Bury Parish Council (BPC) held on Monday 16th March 2020 at Bury Village Hall commencing at 6.30pm

1. Attendance and Apologies for Absence

Those in attendance: Councillor Davis (Chair), Councillor Rudd and Councillor Daykin

Also in attendance: Clerk- Mike Simpson

Apologies sent from Councillor Rowsell. Other Councillors were asked to remain at home due to the threat from coronavirus.

2. Public Session (Members of the Public may speak for up to five minutes at the discretion of the Chair)

There were no members of the public present.

3. To Receive Declarations of Interest, Notification of Changes to Members' Interests and consider any requests for a dispensation

There were none.

4. Approval of the Minutes of the Council Meeting of the Parish Council held on 20th January 2020

The minutes to the Council meeting on 20th January 2020 were circulated in advance and it was **AGREED** to approve them as a fair and accurate record.

5. Matters Arising from the meeting 20th January (For information only)

There were none.

6. County Councillor reports

There were none.

7. District Councillor reports

Councillor Alan Sutton provided the following written report:

I am joining CDC cabinet from May but attending cabinet briefings and senior leadership team meetings immediately. My portfolio includes Housing, communications, licensing & events. We have passed our district council budget. Three years balanced with surplus in year 1.

Coronavirus: CDC Non urgent meetings cancelled. Staff working from home and we will deliver any personal or business benefits agreed by government. Rural services network have a rural strategy booklet which you might like to look at. CDC has a new Welcome booklet for businesses.

I am available to answer any councillor or resident questions relating to CDC activities you might encounter during the crisis and signpost if it's not CDC. Some parishes are coordinating local community volunteer groups to support anyone affected by the crisis.

8. Chair's announcements

The Chair suggested that the most urgent Council business was to formulate a plan to help residents in the wake of coronavirus. Councillors agreed and it was decided to discuss it further under agenda item 16- policies.

9. Planning Applications

SDNP/20/00612/TCA: Orchard End West Burton Road West Burton RH20 1HD Proposal: Notification of intention to fell 1 no. Lawson Cypress tree (T1), 1 no. Cherry tree (T2) and 1 no. Lawson Cypress Glauca tree (T3).

After consideration, the Council voted to remain **NEUTRAL** on this application.

SDNP/20/00842/CND Southview Farm Bury Common Bury RH20 1NP Proposal: Change of use of redundant farm buildings and associated works to create 1 no. new dwelling. (Variation of condition 2 of permission SDNP/19/03603/FUL - amended drawings detailing 1 no. new window and extracted window and revised pitch of existing lean-to structures).

After consideration, the Council voted to remain **NEUTRAL** on this application.

10. Planning Committee - Report on (a) recent applications and responses (b) Enforcements and (c) other Planning matters

Councillors noted the report.

11. Committee membership

Councillors **AGREED** to add Councillor Champness to the planning committee.

12. Payments and bank reconciliation

After consideration, Councillors **AGREED** to approve the latest schedule of payments and bank reconciliations from January and February whereupon Councillors Daykin and Rudd signed the latest bank statements.

A discussion ensued regarding the Council's day to day operations during the ongoing coronavirus outbreak. There was a consensus that all Council meetings should be postponed and a scheme of delegation be implemented for the Clerk whereupon Councillor Davis proposed adding the following clause to the financial regulations: 'The Parish Clerk is authorised to act on behalf of the Council in all council matters when faced with an emergency/exceptional circumstance which may result in serious harm/danger to life of persons. The Chair of the Council/ relevant committee are to be consulted before any action is taken' which was **AGREED** unanimously.

13. Variance Report

Councillors noted the report.

14. Budget and reserves

The clerk updated the Council on their current reserves where £10,000 had been earmarked for Bury Green. A discussion followed about allocating some of this money for maintenance work to Pill Pond but it was agreed that such a decision should be postponed.

15. Bank account

Further to the meeting on 20th January where the Council decided to move accounts to Barclays, the Clerk advised that Natwest now offer dual authorisation for free. Therefore, Councillor Davis proposed retracting the resolution to move to Barclays and suggested that the Council keep their bank account with Natwest which was **AGREED** unanimously.

16. Grounds Maintenance

Dredging at Pill Pond was discussed and Councillor Daykin advised that he needed to follow up on a grant opportunity with South Downs National Park. Councillor Davis advised that fences at the Recreation ground required maintenance and the skate ramp at Bury Green needed work due to moss. The clerk was asked to obtain quotes.

17. Neighbourhood Plan

Councillor Daykin updated the Council of the Planning Committee's recommendation to review the Neighbourhood Plan based on one of the two sites (Jolyons) identified for 6 houses in the plan no longer being available. It was decided that the owner of the land which was still available (Robin Hill) should

be contacted to see if they would be interested in accommodating all 6 houses and whether it was a viable option before proceeding.

18. Policies

To consider a communications policy

After consideration, the Council **AGREED** to adopt the communications policy.

To consider a policy in the event of a death in the royal family

After consideration, the Council **AGREED** to adopt the policy.

The Council's action plan to the Coronavirus outbreak was discussed and it was **AGREED** to add a dedicated page on the Council's website to update residents on local news, circulate a regular newsletter with updates, ask volunteers to help older residents where necessary and create a download page with information that residents can give to neighbours who do not have access to the internet.

19. 20s Plenty Campaign

There were no updates

20. Bury Parish Council website

The Clerk updated the Council on the research that had been done into the Council's new website and after discussion it was **AGREED** to use the premium package from parishcouncilwebsite.co.uk for £599 and £300 per annum for support.

21. Village Hall

Councillor Davis advised that due to coronavirus the Village Hall had moved to alcohol-based cleaning products and that the hirers of the hall had been sent an email with instructions for customers who had been abroad.

The meeting ended at 8.05pm