



Parish Council Meeting Monday 13 May 2019 at 6.30 The Sydney Room
BURY VILLAGE HALL

MINUTES

Ed Rowsell (Chairman)	ER	Katka Marconi	KM
Karen Davis (Vice Chairman)	KD	John Labarte	JL
Chris Daykin	CD	Hannah Rosalie	HR

Apologies - Linda Fisher, a new Councillor was unable to attend the meeting.

Members of the public attending:- Richard Champney

Declarations of Interest – There were no declarations of interest.

1 a **Minutes** – The minutes of the meetings held on 18 March were signed.

Proposed: ER Secoded: JL - unanimous

c **Matters Arising from the Minutes**

KD informed the Councillors that she wished to register that she would like to get a firm to come to the hall for the emptying of the Sanitary bins.

2 a **Election of Chairman, Vice Chairman and further Councillors.**

b Due to the Elections being uncontested, the Councillors were named as Ed Rowsell, Karen Davis, John Labarte, Hannah Rosalie and Linda Fisher.

The Chairman was elected – Ed Rowsell (JL/HR unanimous)

The Vice Chairman was elected – Karen Davis (HR/ER)

Further Councillors, Chris Daykin and Katka Marconi, were co-opted onto the Council. (ER/KD - Unanimous)

There are now seven Councillors with two remaining seats available.

Councillors were appointed to various Committees and sub Committees (list on Noticeboard.)

6 **Manor Cottage request** - (This item was moved forward in the agenda as Richard Champness was at the meeting following his request to use the wharf area for the builders when he starts work on a conservatory (SDNP/18/06142/HOUS). He spoke briefly about the problems at the end of Church Lane, which finishes at the Wharf. The area is very narrow, and he would need to leave access to the wharf area for emergencies. The land leading to the bottom of the Church steps is part of the Coffin Trail, so he has very little area for his own parking or for builders. The Councillors were sympathetic, but the Chairman was concerned that Building work would restrict access to the Wharf which is Common Land and might be illegal. Mr Champness also said that the Builders would like to be able to put a skip just outside the wall of the property, on the Public Land. He would also like the builders to be able to park just on the wharf side of the barrier to keep the road clearer. The Primavera Maintenance contractor had discussed the issues of grass cutting with Mr

Champness and felt that as long as he was given advanced warning, he could work around the builders. The site would be tidied every evening, and access would be available continuously.

The chairman will investigate the legality issues and suggested that a meeting should be arranged with the builder when appointed.

ER

- 2 c At this point Katya Marconi and Chris Daykin were unanimously voted into their positions as Councillors. (ER/KD – unanimous).

Visc. Mersey will continue to be on the Planning Sub Committee and it was suggested that further assistance on sub committees and 'task and finish' groups be considered to spread the work

3 **Finance Committee.**

- a **Policies and Procedures.** The Code of Conduct has been approved and adopted (JL/KD) This will now be added to the Website. The Clerk will build up the documents gradually. The Financial Regulations and the Standing Orders need to be updated regularly.

The Clerk will add the Data Protection model and the Transparency Code, which were adopted (JL/KD) *(7.20 Cllr Marconi arrived).*

b **Approval of Accounts to date and approval of Payments**

- l The Bank Statements, the reconciliation, the invoices and accounts were circulated and signed by Councillors. Clerk to make outstanding payments.

Paid with authorisation electronically before the meeting		
✓	Willmers – Fridge Freezer VH	£324.99
✓	Willmers – Urn for VH	£79.00
✓	Andy Plumbing – Disabled Toilet	£102.00
✓	Coombes – Bus Stop bench	£139.00
✓	SLCC – Subscription	£136.00
✓	DX Risk - Asbestos Survey	£210.00
✓	Action in Rural Sussex – Subscription	£144.00
✓	Coombes – window above Post Office	£403.00
✓	Curry's Computer for VH	£924.84
✓	DS Electrics – Smoke alarm and detector	£144.26
✓	HR Services Horsham – Legal Services	£847.44
✓	HR Services Horsham – Legal Services	£1,675.98
✓	Clerk reimbursement VH Parking Sign	£19.81
✓	Nelson – Sundries	£23.80
✓	Nelson – VH Duties	£47.25
To be paid after the meeting with authorisation.		
✓	Primavera – Grounds Maintenance	£1,542.00
✓	Namesco – Domain Name	£21.99
✓	Local Fuels – VH oil fill	£498.75

c Appointment of Internal Auditor

Mulberry have been appointed as Internal Auditor. The audit will be done on Friday 7th June.

4 a Common Land Footpaths & Projects

Cllr Leeson has handed over the maintenance to Cllr Rosalie. Mowing has been started around the village.

She has been advised about the legal aspects, in particular the land owners' responsibilities. She will be assisted by Cllr Fisher and Cllr Marconi. Councillor Leeson had said that she would supply a map of the Common Land to the new councillors.

5 Village Hall Committee. The Committee comprises Karen Davis, John Labarte, and Chris Daykin plus The Village Hall Manager is Sarah Nelson.

KD suggested that the Fire Checks, currently being done by Hampshire Fire Protection, should be done by a more local company. The Fire Risks and PACT Testing needs to be done annually. The clerk explained that the current company fill the extinguishers and test the emergency lighting.

There are currently two quotes for the testing of the circuits and PACT testing. A choice needs to be made for taking this forward.

The curtains need to be re fire-retarded or removed. JL suggested blinds instead. (Unfortunately, when the curtains were removed, which brightened the hall well, the acoustics in the hall made The Players request that they were reinstated.)

JL

KD

A broader programme of works will be undertaken with Chris Flower advising. Dale Standing had submitted a quote for the electrical work, however the clerk had sought a second quote that was far less. It needs to be checked whether the two are like for like.

JL

The VH Committee will also look into changes to the Hire Contract, internal signage and WiFi update. KD also said that the Entrance Hall awards and pictures were dated and would be changed. Sarah Nelson would be trying to make the Village Hall 'Greener' through cutting costs. The roof insulation needs to be checked. (This was done 3 years ago.)

The Clerk mentioned at this point that the Squires Cottages Charity may need to renovate 1 Squires Cottages soon. She said that No 2 Squires had been done three years ago, and through the then Chairman managing the project carefully and attending the site daily, the cost had been less than £45,000. No 1 Squires is bigger, but although not as bad as No 2 was, it would need a thorough renovation done on it. The roof and the windows have been repaired reasonably recently, but central heating and a new kitchen and bathroom and a general updating were necessary. She warned that No 1 was likely to cost far more. The Charity, from which the money would be taken, has limited funds, and it would not be legal to transfer money from BPC to the Charity. Both cottages are a Village Asset and money from them has been used on Bury Green and the Village Hall Car Park recently. The Bury Green loan is still outstanding, but usually the payments are made from the Squires Cottage Charity. The Clerk emphasised that the Charity would need to not only pay for the renovations, but would also lose one of the incomes whilst the cottage was not being rented. She felt that this would be a priority for next year until the Charity recovered from this spending. BPC should not rely on certain expenditure being funded by it. (PWLb)

It was suggested that it would be fun to have an Apple Day, possibly with a Barbecue, to take advantage of the Heritage Apples at the Pill Pond. Cllr Davis would start making some plans and there were several offers of help including an apple presser.

KD

6 **Planning – (Visc. Mersey joined the meeting at this point)**

There was a discussion about **The Farmhouse and Arun Cottage** (SDNP/17/03475/HOUS)

Many people in the village are shocked that the old part of the house, which was very old, was demolished.

This alleged breach of Planning has been reported to CDC, and is under investigation. There are also concerns about the damage to The Hollow of the large vehicles involved in the work. The Chairman also expressed concerns about biodiversity.

A Parishioner has offered to become a member of the Planning Sub Committee in an advisory capacity to help to resolve the issue.

Land East of Flint Acres There have now been 7 applications for buildings on this strip of land

- **SDNP/18/05965/FUL** went to the Planning Committee and was refused on the grounds that it was not suitable for Equestrian use. The latest application

SDNP/19/02179/FUL is now being consulted on, but appears to involve no buildings, but request the land is changed from Agricultural to Equestrian.

The proposed development in Bury recommended in the Neighbourhood Plan, seems to have stalled. This will be reviewed when the NP is considered again.

Alan Sutton – the new District Councillor arrived to introduce himself. He lives in Petworth and is very keen to help the local communities. He has a good interest in the NHS issues and is hoping to set up Drop In Centres. He wishes to represent all and to be inclusive. He wishes to be informed about Planning issues of concern and will take a particular interest in following them through at the District Council.

7 Discussions were made to cover the Annual Parish Meeting to be held on Thursday 16th. Cllr Rosalie will purchase wine on sale or return and set up the hall for the meeting with anyone else available.

Dates of Parish Council Meetings 2019 – 2020

July 15 2019. September 16, November 18, January 20 2020, March 9 2020.