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

**Minutes of the Ordinary Meeting of Bury Parish Council (BPC) held on Monday 18th November 2019 at the Bury Village Hall commencing 6.30pm**

1. **Attendance and Apologies for Absence**
   **Those present –** Cllr Rowsell (Chair), Cllr Davis (Vice Chair), Cllr Daykin, Cllr Marconi, Cllr Labarte Cllr Rosalie and Cllr Whyles

   **Also present –** Parish Clerk (Mike Simpson) and four members of the public

   **Apologies received from –** There were none

2. **Public Session (Members of the Public may speak for up to five minutes at the discretion of the Chair)**
   John Dwane, Chairman of Bignor Parish Meeting, spoke about planning application SDNP/19/03032. The application was for a change of land use from agricultural to tourist and the erection 6 shepherds huts, camping and a part conversion of an agricultural barn. Mr Dawne explained their objections to the application stating it would be a major tourist attraction which the local infrastructure could not support. They believed that the allocated seven car parking spaces would be inadequate for six huts and were also concerned about air pollution from cooking as well as noise pollution. Mr Dwane also expressed concerns about the lighting on the access path to the huts which are censored and would be lit until 11pm and he explained that it was a migration corridor for two different types of bat. Mr Dwane ended by asking for the Council's support by objecting to this application. The Chairman advised Mr Dwane that the application was an item on the agenda and would be addressed later in the meeting.

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 Annual Council Meeting of the Parish Council held on 16th September 2019**
   The Minutes, having been circulated previously, were taken as read. Cllr Rosewell proposed that the Minutes be accepted, and this was **AGREED** whereupon the Chairman signed a copy of the minutes as an accurate and true reflection of the proceedings that had taken place.

5. **Matters Arising from the meeting 16th September (For information only)**
   There were none

6. **Report from the County Councillor**
   West Sussex County Councillor David Bradford informed the Council that existing Leader of the Council, Louise Goldsmith, had stepped down and had been replaced by Paul Marshall, and the Cabinet Member for Education and Skills was now Nigel Jupp. Councillor Bradford had been working with the Highways Team near Seaford College in Duncton to improve the dangerous bend. He also had been working on different campaigns including opposing fracking and concessions for senior railcards. He explained that, following additional funding, the new PCSOs for West Sussex had been appointed. However, he suggested that there is still a need for police presence in the area as there have been some burglaries and he believed that there is a need for a 'rural crime force' in West Sussex. He informed Councillors that a number of motorcyclists had been prosecuted for modifying their bikes to make them even louder. A conversation ensued about motorbikes resulting in Bury Parish Council deciding to look at what more it could do to tackle the problem. He ended his update by advising that if anyone would like to get in contact with him, they could do so on the Chichester District Council website at 8.30am every day.

   Councillors noted the report and thanked Councillor Bradford for attending

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**7. Report from the District Councillors**

District Councillor Alan Sutton provided a written report and attended the meeting to elaborate upon it. The Report states:

***Rural Crime:***

*Following a number of break ins to sheds & outbuildings in our ward (Duncton in Particular) it was clear that a number of incidents have been reported along the whole A272 into adjacent areas and counties. The appointment of 2 dedicated rural PCSO has been agreed and they have responsibility for the Rother Valley County division (Including Graffham, East Lavington and Bury) As well as seeking to PCSOs at Duncton, we have also met with the Chief inspector (John Carter) to ensure that pressure is brought. I urge anyone with anything to report (intelligence as well as actual crimes) does so through 101 or Crimestoppers or, if something is taking place in front of you, via 999. I will continue to work with Parish, District, County colleagues and our local MP's and the Police & Police & crime commissioner to ensure our views are heard and acted on.*

***North Chichester County Local Committee (WSCC)***

*Main issues were Crime and West Sussex Highways, Transport & Planning "Supporting Resilient Communities" (leaflet) and the 2019/20 Highway Infrastructure Maintenance (plan document) , which gives their maintenance levels for 2019/20 and was discussed in depth by those present.*

***South Downs National Park Plan***

*This has now been adopted and will be used going forward in planning matters. I attended a recent workshop for Parishes at Midhurst.*

***Sage House***

*I visited Sage House which is a facility in Tangmere for day care and respite care for dementia patients and their families in the community. If you haven't visited it is well worth a visit. Facilities, equipment and support is available,*

***Duncton Cares***

*I attended the group meeting and I am very pleased to be involved with this community initiative.*

***Countdown to Christmas***

*There is a campaign to raise awareness and support shops within the district in the vital run up to Christmas. Online the hashtag is #countdowntochristmaspetworth a very nice prize of a day out in a Rolls Royce with lunch & shopping spending money is on offer*

***Petworth Vision***

*I have been appointed to the board. I hope to bring greater co-operation and I am seeking to get more initiatives underway with the committee setting up workgroups for the benefit of the community, including the wider rural community. An example is "be the change", sponsored by local business which offers help. Mentoring and support to disadvantaged1 children at Midhurst Rother College*

***Elections Update***

***General Election:***

*Our Member of Parliament Nick Herbert has resigned after 15 years and a local man, Andrew Griffith, from Duncton was selected on Monday as the conservative candidate. Nominations close on Thursday and there is a Liberal Democrat candidate Alison Bennett. It is likely that Labour and the Greens will put up candidates but that is not known yet. The Brexit party also have a candidate who in view of recent announcements may not run in Arundel & South Downs.*

***Loxwood Ward***

*There is a by-election on November 21st to elect a Chichester District Councillor to replace the Lib-Dem / Green councillor who resigned recently.*

***Western Sussex Hospitals NHS Foundation Trust***

*A brief note about the award by the Care Quality Commission of an Excellent rating for both hospitals*

***General Election***

*December 12th will affect some reports and council activities between now and December 12th*

The Council noted the report and thanked Councillor Sutton for attending.

**8. Chair's announcements**

**Recommendation: To consider the information and action as appropriate.**

No announcements

Planning Applications

- **SDNP/19/02417/FUL- Downsview Farm Bury Gate Bury RH20 1HA - Demolition of existing steel structure and erection of 1 no. bungalow, with associated landscaping and access.**
  After discussion Councillors **AGREED** unanimously to object to this application as the site was not withn the development boundary of the Neighbourhood Plan and, it would detract from the character and appearance of the area.

- **SDNP/19/05009/TCA- 2 Rovers The Street Bury Pulborough West Sussex RH20 1PA - Notification of intention to crown reduce (all round) by approx 3m on 1 no. Cherry tree (T1). Crown reduce height by 5m and widths by 2.5m (all round) on 1 no. Silver Birch tree. (T2).**
  It was **AGREED** unanimously to support this application

- **SDNP/19/03032/FUL- Manor Farm Bignor Road Bignor RH20 1PQ | Change of use of agricultural land to a tourist use for the siting of 6 no. shepherds huts, camping and with a part conversion of an agricultural barn to provide ancillary facilities.**
  Councillors **AGREED** unanimously to object to this application due to the proposed increase in traffic that it would generate and the impact of this upon the local area and the detrimental effect that the external lighting would have on the local area in relation to the Dark Night Skies policy .

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

Councillors noted the report

**10. Budget 2020/21**

The Clerk presented the budget to the Council. The precept had been kept the same (0.01% increase on 2018/2019). Councillors **AGREED** to the budget in principle but would review it further in January when setting the precept for next financial year

**11. Payments and bank reconciliation**

The Clerk presented the list of payments to be approved along with the latest bank reconciliation. The Council **RESOLVED** unanimously to approve the list of payments and bank reconciliation.

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| Paid since last meeting (31st October 2019) | Invoiced Services | PAYMENT | Amount |
|---|---|---|---|
| Paul Richards | Locum Clerk Duties | 1835 | £ 1,221.60 |
| EDF | Electricity Squires Cottage | 1876 | £102.73 |
| Chris Daykin | Skip Hire Squires Cottage | 1877 | £216 |
| HMRC | PAYE NIC | 1880 | £ 266.01 |
| Mike Simpson | Salary | 1881 | £1,134.51 |
| Viking | Stationery | 1884 | £ 48.47 |
| ACT | Re issued cheque 1882 Squires Cottage v | 1889 | £ 674.00 |
| Paul Richards | Locum Clerk Duties | 1891 | £ 520.47 |
| DPS Plumbing and Heating | Squires cottages works | 1893 | £ 142.20 |
| Colin Coombes | Squires cottages works | 1894 | £ 889.95 |
| ACT | Squires cottages works | 1895 | £ 840.00 |
| Sarah Nelson | Village Hall duties August 2019 | 1832 | £ 87.75 |
| Business Stream | Water | DD | £1.00 |
| Hampshire Fire Protection | Fire Tests | 1833 | £210 |
| DS Electrical | Electricity Test | 1834 | £ 155.00 |
| CDC | Empty 1 x 360 & 1 x 240 bin plus rental | DD | £ 35.20 |
| CDC | NNDR annual invoice paid by DD each m | DD | £ 54.00 |
| Ian Lobb | Window Cleaning | 1878 | £ 25.00 |
| Andy Plumbing Heating & Gas | Remove old tap and add two valve | 1879 | £ 318.00 |
| BT | Hall phone and broadband | DD | £ 66.36 |
| CDC | Empty 1 x 360 & 1 x 240 bin plus rental | DD | £ 35.20 |
| R Simpson | Cleaning | SO | £ 291.67 |
| Southern Electric | Electricity | DD | £95.00 |
| Business Stream | Water | DD | £1.00 |
| CDC | NNDR annual invoice paid by DD each m | DD | £ 54.00 |
| Certus | Heating Oil | 1885 | £817.74 |
| Sarah Nelson | Village hall supplies | 1887 | £41.39 |
| Sarah Nelson | Village hall duties | 1888 | £130.50 |
| JM Carpentry and Joinery | RE issue of 1883 for fire door remedial w | 1890 | £350 |
| DS Electrical | Electrical works (Contract payment 1) | 1892 | £2,000 |
| Fire Risk LTD | Fire Risk Assessment | 1856 | £348 |
| Sarah Nelson | Pest Control | 1857 | £132 |
| CDC | Empty 1 x 360 & 1 x 240 bin plus rental | DD | £28 |
| BT | Phone and broadband | DD | £66 |
| | | 1896 | £588 |
| **Total Payments** | | | **£11,987.15** |

| Income since last meeting | Amount | | |
|---|---|---|---|
| Precept | £12,851 | | |
| Village Hall Income | £640.45 | | |
| **Total Income** | **£13,491.45** | | |
| | | | |
| | | | |
| | | | |
| **Balances on Accounts** | | | |
| Current Account | £- | Nil balance | |
| Business Reserve Account | £20,948.01 | As at 31/10/2019 | |
| TOTAL BALANCES | £20,948.01 | | |
| | | | |
| **Allocations** | | | |
| Village Green | £10,000.00 | Estimated | |
| Previously approved invoices - to pay | £11,304.75 | From last meeting | |
| TOTAL ALLOCATIONS | **£21,304.75** | | |
| | | | |
| **To Pay after this Meeting** | **Invoiced Services** | **PAYMENT** | |
| Terry Adsett | Boiler maintenance | £115.47 | |
| DS Electrical | Electrical repairs (second payment) | £1,500 | |
| Mike Simpson | Salary (October) | 925.91 | |
| DM Payroll Services | Payroll | £70.00 | |
| Sarah Nelson | Village Hall Duties | £76.50 | |
| PPL | Music Licence | £209.96 | |
| BT | Phone and broadband | £66.36 | |
| Poppy Appeal | Wreath | £17.00 | |
| Benchmarx | Kitchen Squires Cottage | £3,139.65 | |
| Primavera | Maintenance | £1,061.40 | |
| Travis Perkins | Squires refurb | £163.94 | |
| Travi Perkins | Squires refurb | £66.71 | |
| DS Electrical | Electrical repairs (final payment) | £3,820.00 | |
| | Total to pay | **£11,232.90** | |

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**12. Q2 Variance Report**

The Clerk presented the Variance Report for quarter 2. The Council NOTED the report but asked the Clerk to review the variance percentage and report back to the next meeting

**13. VAT 2018/19**

The Clerk advised the Council that a VAT claim for 2018/19 in the amount of £2,764.24 had been submitted. He advised that this had not been done by the previous clerk and that no proper record had been kept. A claim for this year had not been submitted yet but will be undertaken shortly.

**14. Risk and Asset Management**

The Council reviewed the Risk Management Assessment from earlier in the year and **RESOLVED** unanimously to adopt the Asset Inspection Policy.

**15. BT phone kiosk**

The Council discussed the proposal from BT to remove the phone kiosk in Bury. This was part of a nationwide consultation on removing underused kiosks across the country. According to BT a total of 29 calls had taken place at the Bury kiosk in the previous twelve months. Therefore, it was **AGREED** unanimously that there was no objection to removing the kiosk in Bury.

**16. Cricket Licence**

The Clerk presented a draft licence for the use of Bury Recreation Ground by Bury Cricket Club. After review, it was **AGREED** unanimously that the licence be adopted and forwarded to Bury Cricket Club for their approval.

**17. Tree Felling at Coates Sandpit**

Following the Forestry Commission's approval for tree felling at Coates sandpit due to ash dieback, the Council **AGREED** unanimously to approve the South Down National Park's Authority's request to commence cutting. The licence had been applied for by the SDNPA and the work would be carried out at no cost to the Council.

18. Village Hall

**(a) Electrical works**

Councillor Labarte updated the Council about the ongoing electrical works at the Village Hall. The work is almost completed except for a few outstanding issues. Following a discussion it was **RESOLVED** to spend £275 on a special alarm in the disabled toilet, £90 on a safety light outside the post office and £75 for a new electrical socket in the entrance.

Councillor Labarte also reported that the Village Hall had been very cold recently and that there were several problems with the boiler that needed attention. The Council **RESOLVED** to pay DL Plumbing and Heating £1,263.00 to repair the boiler. The Council also **RESOLVED** to spend £460 on fixing the WCs in the Hall and **RESOLVED** to pay £419 on repairing the hot water.

**(b) Fire alarm**

Following the recommendations of the Village Hall Fire Risk Assessment earlier in the year, the Village Hall Working Group presented three quotes to the Council for the installation of a new fire alarm system. The three providers were Fire Risk UK, J Electrical and AM Fire & Security. The Working Group recommended accepting Fire Risk UK's quote and, after consideration, the Council **RESOLVED** unanimously to award the contact to Fire Risk UK for £7,732.12.

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**(c) Health and Safety Policy**

The Working Group presented a draft Fire Safety Policy (note not health and safety) which the Council **RESOLVED** unanimously to adopt.

**(d) Village Hall Hire Agreement**

The Working Group presented a new Village Hall Fire Agreement which the Council **RESOLVED** to unanimously adopt.

**(e) Village Hall Day**

Village Hall Day will take place on Saturday 25th January. The Working Group updated the Council on various events and displays which were noted.

**(f) Village Hall Windows**

The Council were updated on plans for various groups to decorate windows at the Village Hall over Christmas. This would be accompanied by mulled wine and mince pies at an 'unveiling night'.

**(g) Hall Manager as employee**

A discussion as to whether to employ the Village Hall Manager as a Council employee took place. It was noted that such discussions had taken place before but nothing had happened. Issues such as pension, sick leave and holiday were discussed but it was decided that professional advice should be sought before making any decisions.

**(h) Green Dogs**

The Council **AGREED** to support the 'Green Dogs' initiative from Chichester District Council which encourages residents who are dog owners to sign a pledge stating their dogs are microchipped, that they carry extra dog waste bags, clean up after their dogs and keep their dog on leads around other animals.

**(i) Clothes Bin**

A request from the Charity Scope to place a textile recycling bank in the Parish was discussed. Unfortunately, it was decided that there is not enough space to do so in the Village Hall car park and there are other areas in the District offering this service.

**(j) Cashpoint**

The Working Group advised the Council that Link has a programme to identify and install cash machines in 'cash machine deserts'. No definitive plans have been provided by Link so there was no decision at this time but Bury could be one the areas.

**(k) Rental Rates**

Hall rental rates for 2020 are currently being reviewed.

**(l) Hall Purpose Statement**

The Working Group reported that they are currently working on a 'purpose statement' for the Village Hall and will present one to the Council shortly for consideration.

**(m) Evacuation Plan**

An Evacuation Plan for the Village Hall is being formulated and will be presented to the Council shortly for consideration.

**(n) Old Post Office**

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Councillor Davis suggested that the Council needs to have a discussion on what do with the old Post Office, which is currently vacant. She asked fellow Councillors to consider a solution and provide her with any suggestions.

**(o) Village Hall Charges**

These were discussed under agenda item 19k

The meeting ended at **9.30pm**

| AGENDA ITEM ACTION | OUTCOME |
|---|---|
| **8- Planning** – Clerk to send responses to CDC | **DONE** |
| **14.Upload Asset Inspection Policy to website** | |
| **15 – Send Cricket Licence to club** | **DONE** |
| **17 – Tree Felling- inform Forestry Commission they can commence** | **DONE** |
| **18a Inform DL Plumbing about contract** | **Done** |
| **18b Inform Fire Risk UK about contract** | **Done** |
| **18c upload Fire Safety Policy** | |
| **18 d upload Village Hall Hire Agreement** | |

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