



Draft Minutes of the Online Meeting of Bury Parish Council held on Monday 7th September 2020 commencing at 6.30pm

1. Attendance and Apologies for Absence

There were none

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.

Councillor Paul Whyles declared a pecuniary interest in planning application SDNP/20/03550/LDP

4. Approval of the Minutes of the Extraordinary Council Meeting of the Parish Council held on 24th August 2020

The minutes to the Council meeting on 24th August May 2020 were circulated in advance and it was **AGREED** to approve them as a fair and accurate record.

5. Matters Arising from the meeting 24th August 2020 (For information only)

There were none

6. County Councillor reports

West Sussex County Councillor provided a written report via email which the clerk circulated before the meeting. Councillors noted the report.

7. District Councillor reports

District Councillor Alan Sutton attended the meeting and provided an update on the latest District Council news which included a review of planning regulations to assist a high street recovery and enable empty shops to be re-used. Both CDC and South Downs National Park had opened new grant systems to which businesses could apply to help recover costs from the pandemic. Councillor Sutton also advised that a new initiative 'Great Sussex Way' will be helping to promote events in the area and that he had stepped down as Chairman of the motorcycle task force due to health reasons. Councillors noted the report and thanked him for all his hard work.

8. Chair's announcements

The Chair reminded councillors that Apple Day was taking place on 12th September at the village hall and to that Remembrance Day was fast approaching. She also reminded councillors to create their new email addresses if they had not done so and suggested that a press release was disseminated to local press announcing the Council's new website. The Chair welcomed new village hall manager, Judith Daykin, to her new role and said she was delighted to have her on board. She also advised that the APPG for Dark Night Skies was hosting a consultation to advise legislators on the most effective ways to preserve dark skies across the nation and suggested the Council provide evidence.

9. Planning Applications

SDNP/20/03128/FUL: Flats 9 and 11 9 Coombe Crescent Bury Pulborough West Sussex RH20 1PE Proposal: Replacement of all windows and entrance doors.

After consideration Councillors **AGREED** to remain neutral

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SDNP/20/03550/LDP: Jessamine Cottage Church Lane Bury Pulborough West Sussex RH20 1PB Proposal: Erection of garage.

After discussion, Councillors decided not to vote on this application as they felt it was a legal matter for SDNP and not a design issue for the Parish Council. The clerk was asked to write to SDNP to advise them accordingly.

10. Payments and bank reconciliation

The clerk presented the latest schedule of payments since the last meeting (11th May) which the Council **RESOLVED** to approve. The clerk then presented the bank statements and bank reconciliations from July and August which Councillors **AGREED** to approve.

11. Variance Report

The clerk presented the latest variance report (August 2020) which the council **AGREED** to approve

12. Risk Assessment

The clerk presented the risk assessment for 2020-2021. After consideration, the Council **AGREED** to adopt it.

13. Bury volunteers

The Chair updated the Council on a meeting with Tony Steer, Chair of Bolney Parish Council, about the formation of a Bury volunteer force which could help with projects around the parish. Councillors welcomed the idea and **AGREED** to form 'Bury and West Burton Volunteers' and investigate different options for creating a constitution.

14. Grounds Maintenance

Repair works by the wharf

Councillor Champness informed the committee that whilst clearing the fallen willow tree from the stream near Bury Wharf, further remedial works were identified to ensure the stream remained clear. It was **AGREED** that a survey of the area should be conducted before any further expenditure to establish the extent of work required.

Update on Pill Pond

Primavera had provided a new quote (£575) for work on the path at Pill Pond which was £100 extra to the original. The original quote of £475 would be funded by Operation Watershed and, after discussion, the Council **RESOLVED** to accept the new quote

Riverbanks update

The clerk had circulated a response from the Environment Agency regarding the state of the River Arun banks in Bury which stated they were in 'fair' condition. However, this was contrary to a discussion that Councillors had with a different person at the EA who said that they had been 'failed'. Therefore, it was **AGREED** that the clerk should try and get a copy of any recent survey of the banks carried out by the EA.

Any urgent maintenance issues

Councillor Whyles raised the ongoing problem of plastic litter in a farmer's field near Houghton Lane and was concerned that it could end up eventually in the river if not cleared. Several complaints had been made to the Environment Agency, some of which from the Parish Council, but no update had been provided. It was **AGREED** that the clerk should contact the EA again and request an update. Councillor Daykin also requested that the grass at Bury Green be cut in time for Apple Day which was **AGREED** unanimously.

15. Bury Logo

The Chair advised the Council that some copyright issues had transpired with the current Council logo which could potentially restrict its usage. Therefore, it was **AGREED** that a new logo should be designed for the Council as well as a separate one for the new Bury and West Burton Volunteers force.

16. CILCA

The clerk updated the Council on the cost of the CILCA course which was £390 on top of the £350 registration already approved. The Council **RESOLVED** to pay £390 for the clerk to start the course.

17. Clerk salary and appraisal

The Chair informed the Council that, in July, the staff working group recommended increasing the clerk's salary to from £15.86 to £16.31 which should be backdated to March 2020 to fall in line with the end of the probation period. The working group conducted a further review at the end of clerk's first year and recommended increasing the salary to £16.65 per hour. After consideration, the Council **RESOLVED** to accept both recommendations from the working group.

18. Tree Warden

The Council received an application from a resident to become a parish tree warden. There was a consensus that a tree warden would be an asset for the area but more information about the scheme was necessary before making any appointments. After further consideration, it was **AGREED** that the position of tree warden be created for the parish and that any appointments be delegated to the Environment and Planning Committee.

19. Village Hall

Discuss options for re-designing the village hall

Councillor Morrison presented two different plans for potential redevelopment of the village hall and explained the next steps in taking it forward which would include a feasibility study, structure survey, scheme design, planning application and tender. After discussion, Councillors **AGREED** they preferred the option costing circa £150,000 and that the working group should investigate starting a feasibility study.

Update on village hall use

Councillor Labarte advised the council that users of the village hall were starting to book their regular sessions again.

20. Apple Day

Councillor Daykin reminded the Council that Apple Day would be taking place in the afternoon on Saturday 12th September at the village hall.

The meeting ended at 9.05pm