



**Minutes of the Online Meeting of Bury Parish Council held on Monday 7<sup>th</sup> 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 24<sup>th</sup> August 2020**

The minutes to the Council meeting on 24<sup>th</sup> 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 24<sup>th</sup> 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 12<sup>th</sup> 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

**SDNP/20/03127/FUL:** Flats 1 and 3 1 Coombe Crescent Bury Pulborough West Sussex RH20 1PE Proposal: Replacement of all windows and entrance doors.  
After consideration Councillors **AGREED** to remain neutral

**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 (11<sup>th</sup> 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 12<sup>th</sup> September at the village hall.

The meeting ended at 9.05pm

## Bank Accounts

## List of Payments made between 07/07/2020 and 07/09/2020

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
09/07/2020	Sarah Nelson	OLT	103.50		VH duties July
09/07/2020	Viking	OLT	26.44		Stationery
09/07/2020	GSL Decorating	OLT	2,170.00		Squires decoration
09/07/2020	HMRC	OLT	156.54		PAYE (1st Quarter)
15/07/2020	Business Stream	DD	47.00		Water
20/07/2020	Mike Simpson	OLT	225.00		Home office backpayment
20/07/2020	NEST	OLT	71.20		Pension
27/07/2020	Start Traffic	OLT	43.16		Stencil kit social distancing
27/07/2020	Primavera	OLT	1,373.40		Grounds maintenance
27/07/2020	Ali Beckett	OLT	425.00		Bury wharf design
28/07/2020	Acorn Workshop	OLT	318.00		Bury Wharf sign
28/07/2020	Rialtas	OLT	308.80		Squires software
30/07/2020	BT	DD	56.86		Phone/internet
31/07/2020	Mike Simpson	OLT	918.67		Salary July
31/07/2020	Mike Simpson	SO	25.00		Home office payment
03/08/2020	Rob Simpson	SO	291.67		VH cleaning
03/08/2020	Southern Electric	DD	30.00		Electricity
11/08/2020	Colin Coombes	OLT	345.00		Lifesaver box
11/08/2020	Viking	OLT	144.00		Stationery
11/08/2020	Business Stream	DD	47.00		Water
11/08/2020	Viking	OLT	-144.00		Stationery
11/08/2020	Viking	OLT	144.81		Stationery
19/08/2020	Mike Simpson	OLT	13.49		Ink refund
19/08/2020	Ian Lobb	DD	25.00		Window cleaning VH
19/08/2020	John Labarte	OLT	15.98		Pedal bins VH
24/08/2020	B&M Plant Hire	OLT	3,550.80		Pill Pond repairs
24/08/2020	Hampshire Fire Protection	OLT	129.00		Fire extinguisher check
28/08/2020	Mike Simpson	OLT	918.67		August salary
01/09/2020	Mike Simpson	SO	25.00		Office allowance
01/09/2020	Rob Simpson	SO	291.67		Cleaning VH
01/09/2020	BT	DD	56.86		Phone/internet
01/09/2020	Southern Electric	DD	30.00		Electricity
01/09/2020	Viking	OLT	59.98		Magnetic frame
01/09/2020	Edmonds Electrical	OLT	90.00		Edmonds Electrical
01/09/2020	DS Electrical	OLT	150.00		PAT test VH
01/09/2020	Primavera	OLT	790.00		Willow Tree Bury Wharf
01/09/2020	Primavera	OLT	110.00		Willow tree removal
01/09/2020	DM Payroll Services	OLT	60.00		Payroll service half year

**Total Payments** 13,443.50