



Minutes of the Online Meeting of Bury Parish Council held on Monday 9th November 2020
commencing at 6.30pm

1. Attendance and Apologies for Absence

There were none

In attendance: Councillors Davis (Chair), Labarte (Vice Chair), Daykin, Whyles. Champness, Marconi, Rudd and Morrison.

Also in attendance: the clerk, Mike Simpson, District Councillor, Alan Sutton, and two members of the public

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

Mr Neil Woolvine wished to speak about planning application SDNP/20/04140/HOUS. He advised the Council that he was the applicant and the application had been considered previously by the Council. However, the plans had been scaled back following advice from South Downs National Park Authority and that it was now ground floor only with no roof lights.

Mrs Reed spoke about her application to become a Parish Tree Warden stating it was something she had always wanted to do and it was the right time to do it due to the amount of ash dieback in the area.

The Chair thanked them both for attending.

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

Councillor Champness declared a personal interest in planning application SDNP/20/02810/TCA and that he had been involved in the issue before it was submitted as an application.

4. Approval of the Minutes of the Extraordinary Council Meeting of the Parish Council held on 7th September 2020

The minutes to the Council meeting on 7th September 2020 were circulated in advance and it was **AGREED** to approve them as a fair and accurate record.

5. Matters Arising from the meeting 7th September (For information only)

There were none

6. County Councillor reports

Councillor David Bradford provided a written report which was noted by Councillors.

7. District Councillor reports

Councillor Alan Sutton attended to speak about the written report he had provided before the meeting. The report was noted by the Council and they thanked him for attending.

8. Chair's announcements

There were no announcements.

9. Planning Applications

SDNP/20/02810/TCA St Johns Church, Church Lane Bury Pulborough West Sussex RH20 1PB: Notification of intention to crown lift up to 6m (above ground level) on south sector (over road) and remove 2 no. lower branches on north sector (over gravestones) on 1 no. Yew tree (T1). Reduce width by 1.5m (back from war memorial) on west sector on 1 no. Yew tree (T2).

Councillors **AGREED** to remain neutral on this application on the condition that crowning was no higher than 6 metres from road level.

SDNP/20/04087/LIS Cokes Barn West Burton Road West Burton RH20 1HD Proposal: Carport and Cycle Store

The Council **AGREED** to remain neutral on this application subject to a condition that any external lighting is controlled by Passive Infra-Red Detectors (PIR) with built-in photo cell light sensors in order to reduce light pollution and comply with policy 15 (Dark Night Skies) of the Bury Neighbourhood Plan

SDNP/20/04086/HOUS Cokes Barn West Burton Road West Burton RH20 1HD Proposal: Carport and Cycle Store.

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SDNP/20/04140/HOUS Leawood Farm West Burton Lane Bury RH20 1HB Proposal: Conversion of detached garage to provide ancillary accommodation

Councillors **AGREED** to remain neutral on this application subject to a condition that the garage remains ancillary to the main dwelling

SDNP/20/04740/TCA Fogdens Barn The Street Bury Pulborough West Sussex RH20 1PA Proposal: Notification of intention to fell 1 no. Sycamore tree.

The Council **AGREED** to remain neutral on this application

SDNP/20/04609/TCA Roadside Verge Opposite West Burton Cottage West Burton Pulborough RH20 1HD Proposal: Notification of intention to fell 2no. Ash trees (T1 & T2).

The Council **AGREED** to remain neutral on this application

10. Planning for the Future

Councillors noted the response to the Government's consultation on planning reforms and thanked Councillor Daykin for this work.

11. Payments and bank reconciliation

The clerk presented the latest schedule of payments and bank reconciliations from September and October which the Council **RESOLVED** to approve.

12. Variance Report

The clerk presented the latest actual vs budget report which Councillors **AGREED** to approve

13. Internal Audit

The clerk presented the Council's interim internal audit which the Council noted and **AGREED** to approve

14. Budget 2021/22

The draft budget for 2021/22 was discussed but it was agreed that further work was required before adopting it at the meeting in January.

15. Policies

(a) Review financial regulations

The clerk presented the Council's financial regulations for review. After discussion it was **AGREED** to approve the regulations subject to following changes to clause 2.2:

From

'On a regular basis, at least once in each quarter, and at each financial year end, a member other than the Chairman [or a cheque signatory] shall be appointed to verify bank reconciliations (for all accounts) produced by the RFO. The member shall sign the reconciliations and the original bank statements (or similar document) as evidence of verification. This activity shall on conclusion be reported, including any exceptions, to and noted by the council.'

To

'On a regular basis, at each Council meeting, the RFO will present the most recent bank statements and reconciliations to the Council for approval which shall be signed by the Chair.'

(b) Review standing orders

The council reviewed the current standing orders and **AGREED** to approve them without any amendments.

(c) Review Health and Safety Policy

The clerk presented a draft Health and Safety Policy which Councillors reviewed and **AGREED** to adopt

(d) Review risk assessment for the village hall

Councillor Labarte presented a draft health and safety risk assessment for the village hall which Councillors **AGREED** to approve subject to further revisions by the Village Hall Working Group.

16. Tree warden

Councillors discussed Mrs Reed's application to become the parish tree warden and **AGREED** to appoint her on a six-month trial basis.

17. Bury volunteers

Councillors discussed two options for constituting Bury Volunteers: The first was to create their own constitution and the second to purchase a template from Bolney volunteer group for £600 which would include some consultancy from Chair of Bolney Parish Council, Tony Steer. After discussion the council **RESOLVED** to spend £600 on purchasing the Bolney template as it would include help from Tony Steer.

18. Grounds Maintenance

(a) Update on Pill Pond

Councillor Daykin advised that a bank at Pill Pond had developed a leak and if action was not taken immediately then it could become seriously eroded. He had received a quote from Primavera to plug the leak and after discussion Councillors **RESOLVED** to spend £560 on fixing it.

(b) Riverbanks update

Councillor Champness informed the Council that the Environment Agency had carried out some form of work on the riverbanks but he was not sure what it entailed.

(c) Tree planting

Councillor Daykin informed Councillors that a resident had received 150 saplings from the Woodland Trust and had been in discussions about where to place them. It was suggested about 10 could be planted at Pill Pond and potentially another 25 accommodated at the recreation ground. It was agreed that the cricket club should be consulted before making any decisions.

(d) Grounds maintenance schedule

Councillors **AGREED** that this had been discussed under item 14, budget, and there was no need to revisit it.

19. Village Hall

(a) Discuss options for re-designing the village hall

Councillor Whyles had circulated plans for redesigning the village hall prior the meeting. It was **AGREED** that they should be disseminated to the community for residents to provide feedback.

(b) Update on village hall use

Councillor Labarte informed the Council the village hall was closed as of 5th November except for two regular users who were exempt. The Cornflake Club and Boathouse Ballet were allowed to continue as they provide childcare and education respectively.

(c) Review village hall fees

Councillors discussed village hall fees and how they are set for individual customers. It was **AGREED** that any variances to the standard rate should be confirmed by the village hall working group before an agreement is made with the customer.

20. Broadband scheme

Councillor Champness advised that he had received a good response from residents for increasing broadband speed in the parish via the Government's Gigabit Voucher Scheme and that the next stage would be to get quotes for installation.

21. WSALC value for money review

The clerk advised that WSALC had circulated a survey about the service members were receiving which Councillors **AGREED** the clerk should complete. Councillors also discussed the WSALC AGM on 2nd December and the motions put forward by Bolney Chair, Tony Steer and **AGREED to:**

Support the Company Directors cease to progress the current value for money study.

Support the Company Directors work constructively with SSALC to conclude the current strategic review which includes a value for money element.

Support the company Directors establish a clear mechanism for engaging Parish Councils in West Sussex in studies that fall outside of the SSALC operational framework

Abstain That the current Chairman and Vice Chairman of WSALC stand down.

Bank Accounts

List of Payments made between 08/09/2020 and 09/11/2020

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
09/09/2020	Mike Simpson	OLT	207.31		Backdated payrise
15/09/2020	Business Stream	DD	47.00		Water
28/09/2020	JM Carpentry and Joinery	OLT	270.00		Fire doors VH
28/09/2020	Mike Simpson	OLT	21.93		Ink refund
28/09/2020	Local Fuels	OLT	289.59		Kerosene VH
28/09/2020	Travis Perkins	OLT	106.93		Life ring cabinet
29/09/2020	Primavera	OLT	592.80		Invoice 633 grounds
30/09/2020	Mike Simpson	OLT	956.08		September salary
30/09/2020	Mike Simpson	SO	25.00		home office payment
30/09/2020	BT	DD	56.86		Internet
01/10/2020	Rob Simpson	SO	291.67		VH cleaning
01/10/2020	NEST	DD	73.22		Pension September
01/10/2020	Southern Electric	DD	30.00		Electricity
02/10/2020	Chris Flower	OLT	10.86		Fire extinguisher sign
02/10/2020	Mike Simpson	OLT	5.64		life buoy sign
05/10/2020	Hall Booking Online	OLT	120.00		Village hall booking system
05/10/2020	Andy Elliot Roofing	05/10/2020	125.00		VH roof repairs
08/10/2020	PothecaryWithamWeld	OLT	630.00		SCC liability advice
08/10/2020	Action in Rural Sussex	OLT	144.00		Annual membership
09/10/2020	Primavera	OLT	690.00		Invoice 644
15/10/2020	Business Stream	DD	47.00		Water
26/10/2020	Chris Briggs	OLT	205.47		VH door materials
26/10/2020	Viking	OLT	50.17		Stationery
26/10/2020	Parsons Oil Heating Ltd	OLT	160.20		VH boiler service
26/10/2020	Mulberry & Co	OLT	198.00		Internal Audit 2020
29/10/2020	Mike Simpson	OLT	959.69		Salary October 20
29/10/2020	HMRC	OLT	210.08		PAYE tax quarter 2
30/10/2020	BT	DD	56.86		Phone and internet
09/11/2020	Primavera	OLT	1,177.32		Invoice 649
09/11/2020	Primavera	OLT	418.20		Invoice 654

Total Payments 8,176.88