



**Minutes of the Online Meeting of Bury Parish Council held on Monday 15<sup>th</sup> March 2021 commencing at 6.30pm**

**1. Attendance and Apologies for Absence**

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

Also in attendance: Mike Simpson (Clerk) and 12 members of the public

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

Councillor Whyles declared a pecuniary interest in item 8(a)

**3. 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 that wished to speak.

**4. Approval of the Minutes of the Council Meeting of the Parish Council held on 17<sup>th</sup> February 2021**

Councillors **AGREED** that the minutes from the last extraordinary meeting held on 17<sup>th</sup> February 2021 were a true and accurate record.

**5. County Councillor reports**

There were no reports.

**6. District Councillor reports**

Councillor Alan Sutton circulated a written report prior to the meeting and attended to answer any questions. Councillors noted the report and thanked him for the update.

**7. Chair's announcements**

The Chair informed the Council of discussions she had with Amberley Parish Council about forming an Amberley and Bury business directory and that she would investigate funding options. She also advised that a verge by Meloria House had been damaged and it seemed as though dog fouling had reduced in recent weeks.

**8. Planning Applications**

**(a) SDNP/21/00735/HOUS:** Jessamine Cottage Church Lane Bury Pulborough West Sussex RH20 1PB  
Proposal: Garage and garden store. Amendment to design certificated under SDNP/20/03550/LDE.

Councillor Whyles provided an update on this planning application and then left the meeting to allow councillors to discuss it whereupon it was **AGREED** to remain neutral.

Councillor Whyles returned to the meeting.

**(b) SDNP/20/04090/LIS and SDNP/20/04089/HOU:** Cokes Barn West Burton Road West Burton RH20 1HD:  
Alterations to the listed dwelling including new rooflight (amended).

After consideration, Councillors **AGREED** to remain neutral on this application.

**(c) To discuss following up planning applications**

The clerk advised he had created a new page on the website to list planning applications and decisions made by the Parish Council and the Local Planning Authority. He also said he would forward directly to councillors via email any decisions received by the LPA. Councillors agreed that this was a good solution to keep councillors and the public informed.

**9. Pre application planning discussion**

**To discuss a development proposal for Hillside Nurseries**

Following the previous meeting with the Parish Council, representatives from Michael Hartnett explained they had revised their proposals for development at Hillside Nurseries by altering the design of the units to better reflect the character of Bury. They also stated conversations with neighbours had taken place and would integrate their feedback into any planning application. Councillor Whyles asked if any feedback had been negative to which the answer was no. Councillor Whyles also questioned the use of the business units but was assured that it would not be heavy industry and covenants could be put in place to avoid this situation. Councillor Morrison raised concerns about the number of cars that would be parked on site, especially as the allocated spaces were in tandem, which would be exacerbated if the commercial units were used for retail. Concerns were also raised about whether residents could afford to rent the business units or purchase the residential houses to which Michael Hartnett responded by saying the business units would be out of reach for small businesses but could not provide an exact price. The effect of the increase in houses on local services was raised to which Michael Hartnett responded saying it would be great for the local school and that any additional medical services could rent a unit.

**10. Payments and bank reconciliations**

The clerk presented the latest schedule of payments since the last meeting which the Council **RESOLVED** to approve. The clerk then presented bank reconciliations from January and February which Councillors **AGREED** to approve.

**11. Variance Report**

The clerk presented the latest actual vs budget expenditure report from February which the Council **AGREED** to approve.

**12. Policies**

**To consider adopting a new code of conduct**

Councillors reviewed the new code of conduct which had been drafted by the Local Government Association and **AGREED** to adopt it.

**13. Bury and West Burton Volunteers**

**(a) Discuss initial plans for the volunteers group**

Councillor Marconi informed councillors that the volunteers group had considered initial projects including installation of a speeding indicator; roadside posters and scarecrows to slow down speeding motorists and village gates. A discussion ensued whereupon it was **AGREED** that the volunteers should investigate further and bring back to the council a funding strategy for three village gates, flower beds and the purchase of a speeding indicator as well as research creating road signs and manikins with Bury School. After a further discussion it was **AGREED** that the volunteers should investigate forming a litter pick force. Councillor Rudd advised the bank account was almost complete and they had applied to the Prince's Trust for a grant.

**(b) Consider granting the volunteers group £300 via a Section 137 payment**

It was **RESOLVED** that the Council grant £300 to Bury and West Burton Volunteers to help with various projects for the village.

**14. A29**

**Update on tree planting following WSCC felling**

Councillor Daykin advised that the Norfolk Estate had said no initially to the suggestion to plant more trees on the part of Bury Hill they own. However, this was because the Estate had just acquired the land so needed to conduct a strategic review of their policies before committing to any new planting. The Clerk advised Councillors that the tree officer from Chichester District Council would be visiting on 12<sup>th</sup> April to look at potential places for tree planting in the parish.



## **15. Village Hall**

### **(a) Update of plans for re-designing the village hall**

Councillor Whyles stated plans to refurbish the village hall had not stalled as the Council was waiting on other strategic initiatives before proceeding. The Chair suggested plans would be presented in May.

### **(b) Consider proceeding with Glebe Field survey**

The Chair advised the Council that the diocese would consider selling their part of Glebe Field but required a survey beforehand to see if it was a possibility for which the Council must pay. The Chair stated that Glebe Field was a strategically important open space and the Council should purchase it if it came up for sale and the survey is a cost it should incur. Councillor Morrison suggested the land might be for agricultural use only and could not be developed on due to a covenant. Councillors agreed that the Council should purchase the land if it came up for sale whereupon it was **RESOLVED** to spend £750 on conducting the survey.

### **(b) Update on village hall use**

Councillor Labarte informed Councillors that regular users were slowly coming back and more would be able to start in April when the easing of lockdown allows.

## **16. Parish magazine**

### **Consider spending £300 on a magazine in lieu of the Annual Parish Meeting**

The Chair updated the Council that, due to the pandemic, the Council was unable to host an Annual Meeting of the Parish for a second year running and suggested circulating a magazine in lieu. Councillors agreed it was a good idea and **RESOLVED** to spend £300 on producing and delivering a magazine to every house in the parish.

The meeting ended at 8.40pm.



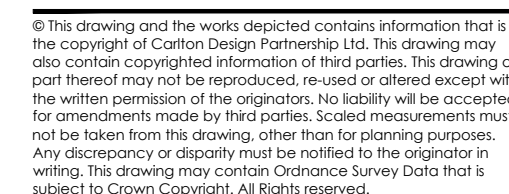
## Bank Accounts

## List of Payments made between 05/01/2021 and 15/03/2021

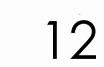
<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
12/01/2021	Robins Row	OLT	506.15		Squires Insurance
12/01/2021	Society of Local Clerks	OLT	350.00		CILCA registration fee
14/01/2021	Moore	OLT	360.00		External Audit
14/01/2021	Mike Simpson	OLT	12.49		Mop replacement
14/01/2021	SALC	OLT	108.00		3 x councillor training Oct/20
14/01/2021	NEST	DD	146.44		Pension Nov/Dec
14/01/2021	Rialtas	OLT	148.80		RBS licence
15/01/2021	Business Stream	DD	24.00		Water
25/01/2021	Primavera	OLT	583.75		Invoice 670
28/01/2021	Buzz Graphics	OLT	324.00		Logo design
29/01/2021	Mike Simpson	OLT	959.69		January salary
01/02/2021	Rob Simpson	SO	291.67		VH cleaning
01/02/2021	Mike Simpson	SO	25.00		Home office
01/02/2021	BT	DD	56.86		Internet/phone
01/02/2021	Southern Electric	DD	30.00		Electricity
12/02/2021	HMRC	OLT	193.65		PAYE 3rd quarter
15/02/2021	Business Stream	DD	24.00		Water VH
26/02/2021	Mike Simpson	OLT	959.69		Salary February
12/03/2021	SALC	OLT	320.00		CILCA training

<b>Total Payments</b>	<u>5,424.19</u>
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Rev	Date	Drawn	Checked
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Project:

Drawing Title: \_\_\_\_\_

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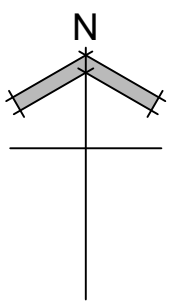
Selwyn House, 32a Castle Way, Southampton, SO14 2AW  
023 8011 8866 [www.carltondesignpartnership.com](http://www.carltondesignpartnership.com)

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Rev	Date	Drawn	Checked



Site Area = 1.48acres (0.60Ha)

Plot/type STOREY DESCRIPTION				TOTAL NO.
1	2	1630 sq/ft 4 Bedroom House with 200sq/ft workspace	1	1
2	2	1700 sq/ft 4 Bedroom House with 200sq/ft workspace	1	1
3	2.5	1750 sq/ft 4/5 Bedroom House with 200sq/ft workspace	1	1
4	2	1600 sq/ft 4 Bedroom House with 200sq/ft workspace	1	1
5	2	1001 sq/ft 3 Bedroom House	1	1
6	2	850 sq/ft 2 Bedroom House	1	1
7	2	753 sq/ft 2 Bedroom Coach House	1	1
8	2	638 sq/ft 1 Bedroom Maisonette	1	1
9	2	638 sq/ft 1 Bedroom Maisonette	1	1
10	2	753 sq/ft 2 Bedroom Maisonette	1	1
11	2	753 sq/ft 2 Bedroom Maisonette	1	1
12	2	1001 sq/ft 3 Bedroom House with 200sq/ft workspace	1	1
13	2	1001 sq/ft 3 Bedroom House with 200sq/ft workspace	1	1
14	2	1001 sq/ft 3 Bedroom House with 200sq/ft workspace	1	1
OF	2	1100sq/ft Workspace Unit	4	4
B	1.5	1500sq/ft B1 / B8 Use Class Unit	2	2

**PRELIMINARY ISSUE**

Project:  
BUSINESS UNITS AT BURY NURSERY SITE  
BURY HILL, BURY  
WEST SUSSEX

Drawing Title:  
SKETCH LAYOUT

mjh  
MICHAEL HARTNETT  
EXECUTIVE HOMES

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Dwg No: 200204/SKL-02 Rev: