



Minutes of the Annual Meeting (online) of Bury Parish Council (BPC) held on Tuesday 4th May 2021

Mike Simpson, Clerk to Bury Parish Council, Bury Village Hall, The Street, Bury, West Sussex, RH20 1PA
Email – clerk@buryparishcouncil.org.uk

1. **Election of Chairman and Vice Chairman**
(a) **To elect a Chairman for the next Council year**
Councillors **AGREED** to elect Councillor Karen Davis as Chairman
(b) **To elect a Vice Chairman for the next Council year**
Councillors **AGREED** to elect Councillor John Labarte as Vice Chairman
2. **Attendance and Apologies for Absence**
Apologies: Councillor Katka Marconi due to work reasons

In attendance: Councillors Karen Davis (Chairman), John Labarte (Vice Chairman), John Rudd, Graham Morrison, Chris Daykin, Richard Champness and Paul Whyles.

Also in attendance: Mike Simpson (the Clerk) and 10 members of the public
3. **To Receive Declarations of Interest, Notification of Changes to Members' Interests and consider any requests for a dispensation.**
There were none.
4. **Committees and Working Groups**
It was **AGREED** to appoint Councillors Daykin, Whyles, Champness, Rudd and Morrison to the Environment and Planning Committee and Councillors Davis, Labarte, Whyles and Morrison to the Village Hall Working Group.
5. **Appointments to outside bodies**
There were none.
6. **Public Session (Members of the Public may speak for up to five minutes at the discretion of the Chair)**
One member of the public spoke about item 18a and the SDNPA's proposal to turn Pill Pond into a natural stream and requested that West Burton residents be informed of any Parish Council consultation on the plans.
7. **Approval of the Minutes of the Council Meeting of the Parish Council held on 15th March 2021**
Councillors **AGREED** that the minutes from the meeting on 15th March were a true and accurate record.
8. **County Councillor reports**
There were none.
9. **District Councillor reports**
Councillor Alan Sutton circulated a written report before the meeting and joined the meeting to provide a brief verbal update. He believed that progress was being made on anti-social motorbike behaviour


throughout the district and that current Police and Crime and Commissioner, Katy Bourne, would make it a priority if re-elected. He added the Council was continuing its support for businesses through its grant scheme and stated there were good opportunities for the hospitality sector.

 10. **Chair's announcements**

There were none.

11. **A29**

To discuss latest developments on tackling anti-social motorcycle behaviour on Bury Hill

 Councillor Whyles explained that the Council's application for average speed cameras was submitted to the Sussex Safer Roads Partnership in July 2020 but no formal response had been provided. An acoustic camera was also investigated but due to the cost, it was not a viable option. However, discussions and meetings continued to happen which had been positive. Andrew Griffith MP agreed that it had been very slow but suggested that the Chief Constable of Sussex was keen to put more resources behind finding a permanent solution. Mr Griffith also advised he was sponsoring a Bill in Parliament to tackle the use of illegal number plates which are used by motorcyclists to avoid camera detection. The Chairman stated it had been a problem for twenty years and the community had been asked to engage in finding constructive solutions but with little feedback. Councillor Whyles said a re-examination of the 50mph zone was required and that solutions to remind motorists they are travelling through a village, such as posters, and more covert policing were necessary.

12. **Annual Governance and Accountability Return (AGAR)**

 (a) **Internal Audit Report**

Councillors reviewed the internal audit report whereupon they **AGREED** to approve it.

(b) **Section 1 of the AGAR**

Councillors reviewed section 1 of the AGAR, Annual Governance Statement, and **AGREED** to approve it.

(c) **Section 2 of the AGAR**

Councillors reviewed section 2 of the AGAR, Accounting Statements, and **AGREED** to approve it.

(d) **Notice of electors' rights**

Councillors **AGREED** to set the notice for electors' rights from 10th May to 21st June 2021.

13. **Planning Applications**

 **SDNP/20/04086/HOUS: Cokes Barn West Burton Road West Burton RH20 1HD: Annex extension including three bay garage, cycle store and bin store.**

After consideration, Councillors **AGREED** to remain neutral subject to a condition that any external lighting was 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/21/02257/TCA Copyhold Church Lane Bury Pulborough West Sussex RH20 1PB Proposal:

Notification of intention to fell 1 no. Monterey Pine tree (T1).

Councillors **AGREED** to support this application.

14. **Payments and bank reconciliation**

 **Review schedule of payments and bank reconciliations since the last meeting (March 15th).**

Councillors reviewed the latest schedule of payments and bank reconciliations from March and April and **RESOLVED** to approve them.

 15. **Variance Report**

To note any variances in actual vs budget for the current financial year.

Councillors noted the variance report and **AGREED** to approve it.

 16. **Bury Village**

Items (a) and (b) were discussed together.

(a) **Report on meeting with SDNPA**

Councillor Morrison advised that the recreation ground was discussed at the meeting with the SDNPA and the fact it was dangerous for residents to access via foot. It was proposed that it should be moved to the Glebe Field.

(b) Discuss the Council's vision for Bury village

The Chair provided a statement regarding the Council's vision for the A29 (see appendices). Councillor Morrison provide a presentation and stated that the A29 was over-engineered and felt like a bypass. He continued to say that the route from Bury Gate to Whiteways roundabout should be subject to a landscape study and a new pedestrian crossing should be built over the A29 which would link Bury village and West Burton and provide a safe passage for residents. The new crossing would also help consolidate the footpath network in the area and new village gates to the north and south would make drivers aware they were entering a village. It was **AGREED** that these proposals should be discussed further in consultation with residents.

17. Communications

(a) To discuss creating a Council Facebook page.

Councillors **AGREED** to create a Facebook and Instagram account which would be managed by the Chairman and Clerk.

(b) To discuss distributing a quarterly newsletter.

Councillors **AGREED** to distribute a quarterly newsletter with all Councillors providing content.

18. Grounds Maintenance

(a) To discuss SDNPA plans to turn Pill Pond into a natural stream.

Councillor Daykin advised that SDNPA had proposed to reinstate Pill Pond as a natural stream and remove the weirs which would reduce maintenance costs and potentially encourage trout to return. Councillor Whyles agreed the ongoing maintenance of the pond was high but was concerned about the historic significance of the pond and that the Council should think carefully before agreeing to any changes. After further discussion, it was **AGREED** to consult with residents on the SDNPA's plans before taking any action.

(b) To discuss reducing verge cutting on the A29.

Councillor Daykin had been discussing the potential to leave the verges of the A29 uncut for wildflowers to grow with WSCC. Councillors questioned whether this would impact sightlines from the nearby junction to Charlie's Farm Shop. It was agreed to defer any vote until further research was carried out.

19. Village Hall

(a) To receive any updates from the Village Hall Working Group.

Councillor Labarte advised that no repair work on the village hall was impending but regular servicing of various appliances was required soon. He added that some regular weekly users had returned to use the hall and that more should follow once restrictions permitted in June.

(b) To review Village Hall hire fees.

Councillors **AGREED** hire fees should remain the same for the next year and to introduce a new rate for regular users: Parishioners and regular users £10 per hour for main hall and £8 for Sydney Room; Non parishioners £18 per hour for main hall and £16 for Sydney Room.

20. Licence for Bury Cricket Club

To review licence for use of recreation ground by Bury Cricket Club.

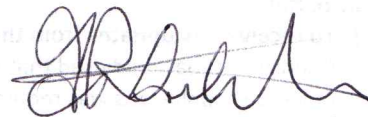
Councillors **AGREED** to approve the new licence (see appendices) for Bury Cricket Club to use the recreation ground with the addition of a clause to ensure the gate remains locked when not in use. Councillor Whyles suggested that, in respect to clause 5, the Council visits the recreation ground to ensure it is kept clean.

The meeting ended at 19.53pm

Bury Parish Council

Bank - Cash and Investment Reconciliation as at 31 March 2021

	<u>Account Description</u>	<u>Balance</u>
<u>Bank Statement Balances</u>		
1	31/03/2021 Business Reserve Account	20,493.29
1	31/03/2021 Current Bank Account	0.00
		20,493.29
<u>Other Cash & Bank Balances</u>		
	Business Reserve A/c	0.00
		0.00
		20,493.29
<u>Receipts not on Bank Statement</u>		
0	31/03/2021 All Receipts Cleared	0.00
		0.00
		20,493.29
<u>Closing Balance</u>		
<u>All Cash & Bank Accounts</u>		
1	Current Bank A/c	20,493.29
	Other Cash & Bank Balances	0.00
	Total Cash & Bank Balances	20,493.29



Bank Reconciliation Statement as at 30/04/2021
for Cashbook 1 - Bank Accounts

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Current Bank Account	30/04/2021		0.00
Business Reserve Account	30/04/2021		28,984.81
			<u>28,984.81</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			28,984.81
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<u>0.00</u>
			28,984.81
		Balance per Cash Book is :-	28,984.81
		Difference is :-	0.00



List of Payments made between 16/03/2021 and 04/05/2021

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
18/03/2021	PPLPRS	OLT	215.79		VH music licence
18/03/2021	D&S Tanks	OLT	102.00		VH Oil
25/03/2021	Bury and West Burton Volunteer	OLT	300.00		S137 Grant payment
30/03/2021	HMRC	OLT	193.65		PAYE 4th Quarter
30/03/2021	BT	OLT	56.86		BT
31/03/2021	Mike Simpson	OLT	959.69		Clerk salary March
31/03/2021	Mike Simpson	SO	25.00		Home office
01/04/2021	Rob Simpson	SO	291.67		VH Cleaning
01/04/2021	Southern Electric	DD	31.00		VH Electricity
01/04/2021	Evison & Company	OLT	750.00		Glebe Field Survey
01/04/2021	Chichester District Council	DD	817.44		Dog bins
01/04/2021	Chichester District Council	DD	817.44		Dog bins
01/04/2021	Chichester District Council	DD	-817.44		Dog Bins
06/04/2021	NEST	DD	219.66		Clerk Pension
12/04/2021	Came & Company	OLT	2,592.72		Insurance 2021-22
15/04/2021	Business Stream	DD	24.00		VH water
20/04/2021	Viking	OLT	107.21		VH cleaning supplies
21/04/2021	Mulberry & Co	OLT	144.00		Internal audit fee
30/04/2021	Mike Simpson	OLT	960.28		Salary April
30/04/2021	Mike Simpson	SO	25.00		Home office
30/04/2021	BT	DD	57.10		Phone and internet
04/05/2021	Rob Simpson	SO	291.67		VH cleaning
04/05/2021	Southern Electric	DD	31.00		Hall electricity

Total Payments	<u>8,195.74</u>
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Bury Parish Council was in a challenging place for a few years.

The reason I joined is because without new council members BPC would not be quorate, meaning it would have been unable to make any decisions and so would be dissolved, with all power over parish development, spending and maintenance would have reverted to Chichester District Council – as I understood it – forever.

I was incredibly lucky to join along with former Chair, Ed Rowsell and Hannah Rosalie, with Cllr's Labarte and former Chair Lynette already on board.

Over the past few years Councillors have increased in number to the point where we have eight, highly talented and active members, plus a dynamic Clerk who both produces results for us, manages the council business and keeps us on the straight and narrow and for that, as Current Chair I am very grateful.

Much progress has been made by previous councils including the Neighbourhood Plan and the purchase of Bury Green.

Now is the time to drive on, to ensure that Bury and West Burton retain their character and what makes them so special to us, while making decisions which will positively improve the quality of life for all Parishioners, that invests in facilities for all ages and that ensures we retain a real sense of village and improve our sense of community

There are several areas which immediately draw the attention of the Parish Council as to where we can help and so I propose that the following areas become policy for us to investigate in more detail over the coming two years, with full Parish engagement.

Bury Village Hall is an incredible facility but not a thriving hub for our community. We wish to address that with a refurbishment programme that helps parishioners, be it with social isolation, social inclusion or activities in a warm, engaging environment that improves our connections to each other.

The Neighbourhood Plan includes the development of Jolyons and Robins Hill. That is no longer possible so the Council must revisit the plan to find alternatives.

The current Recreation Field is outside the village and not in a place of easy access for young or old and we will be proposing to the Parish that this is moved to the location of the Glebe Field, in the heart of the village with easy foot access for all.

We are in a dark skies area and so will be proposing to the Parish that a small observatory, the only one in the SDNP, is positioned near Bury Primary School for several groups to access as well as Parishioners.

We are also seeking to reinforce the footpath network around the Parish and, if possible, extend this.