



**Minutes of the Meeting of Bury Parish Council (BPC) held on Monday 19<sup>th</sup> July 2021 at Bury Village Hall**

Mike Simpson, Clerk to Bury Parish Council, Bury Village Hall, The Street, Bury, West Sussex, RH20 1PA

Email – [clerk@buryparishcouncil.org.uk](mailto:clerk@buryparishcouncil.org.uk)

**1. Election of Chairman**

Following the resignation of Chairman, Councillor Karen Davis, the Council **AGREED** to elect Councillor Richard Champness as the new Chairman.

**2. Attendance and Apologies for Absence**

**Apologies:** Councillor Graham Morrison and Councillor Richard Champness gave their apologies which were duly accepted.

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

**Also in attendance:** Mike Simpson (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. Public Session (Members of the Public may speak for up to five minutes at the discretion of the Chair)**

A resident enquired about the rules and regulations for launching boats at the steps by Bury Wharf. She said she was verbally assaulted by a fisherman and questioned whether he was allowed to fish there. Councillor Daykin advised her that only residents are allowed to launch boats and there was a sign but it could be improved. Councillor Whyles added that if someone had a fishing licence then they were permitted to fish there. He also said there was a barrier which could only be unlocked by residents but light weight boats could be lifted over.

Another resident spoke about maintenance to the riverbank which had become overgrown and informed the Council that the land in question belonged to her mother. She confirmed they would speak to contractors and arrange the clearance work themselves.

A planning consultant spoke on behalf of applicants regarding the Hollow Farm revised planning application and advised it had been re-submitted to implement the Council's suggestion to include a hipped roof.

A resident enquired about the solar panels on the Village Hall roof and asked how much money the Council was receiving for them. Councillor Labarte confirmed that the Council received a feed in tariff from Southern Electric which equated to approximately £1,200 per annum.

A representative from the Wild Trout Trust spoke of the maintenance of Pill Pond and said the leaking dam would be expensive to repair. He suggested taking the pond offline and connecting a single pipe to the stream so the pond feature would be adjacent to it.

A resident provided a presentation on his planning application for Garden Cottage.

*Richard Champness*

**5. Approval of the Minutes of the Annual Council Meeting of the Parish Council held on 4<sup>th</sup> May 2021**

The minutes from the Annual Council Meeting on 4<sup>th</sup> May were circulated prior to the meeting which councillors **AGREED** were a true and accurate record.

**6. County Councillor reports**

Councillor Tom Richardson informed the Council that he was Chair of the Safer Roads Taskforce and, in conjunction with Operation Downsway, hoped there would be some progress on tackling motorcycle noise on Bury Hill. Councillor Whyles asked for assistance on alternative measures to tackle the issue, such as village gates and raised beds, with which Councillor Richardson said he could help.

**7. District Councillor reports**

Councillor Sutton sent his apologies as he had to self-isolate.

**8. Chair's announcements**

The Chairman provided a written report in his absence thanking Councillor Davis for her excellent work as Chairman and that he felt fortunate to be part of the Council.

**9. Planning Applications**

**SDNP/21/02197/HOUS & SDNP/21/02198/LIS: Amended: Demolition of existing garage, proposal of a double bay, single storey garage/outbuilding and space provided for the parking of 2 no. vehicles. | Hollow Farm The Street Bury RH20 1PA.**

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

**SDNP/20/05761/HOUS Amended: The conversion of woodshed into habitable accommodation, reinstatement of barn in historic location and new glazed links connecting the two structures to the main farmhouse. Horncroft Farm Tripp Hill Fittleworth RH20 1EX.**

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

**SDNP/21/02810/HOUS: Garden Cottage Church Lane Bury RH20 1PB  
Proposal: Removal of an existing wooden shed and playhouse and erection of a new garden store/outbuilding.**

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

**SDNP/21/03634/TCA: Bean Tree Cottage Church Lane Bury Pulborough West Sussex RH20 1PB  
Proposal: Notification of intention to fell 2 no. Lawson Cypress trees (1).**

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

**10. Payments and bank reconciliations**

The Clerk presented the list of payments since the last Council meeting on 4<sup>th</sup> May as well as the bank statements and reconciliations for May and June which the council **RESOLVED** to approve. The Council also **RESOLVED** to approve a payment for Primavera Landcare totalling £515.40 for grounds maintenance work.

**11. Variance Report**

The Clerk presented a report showing the variances in actual vs budget for the current financial year which the Council **AGREED** to approve.

**12. Policies**

To consider adopting:

**(a)an equal opportunities policy**

The Council **AGREED** to approve the equal opportunities policy.

**(b)a grievance policy**

The Council **AGREED** to approve the grievance policy.

**(c)a disciplinary policy**

*Richard Champness*

The Council **AGREED** to approve the disciplinary policy.

### 13. A29

#### **To receive a report following the Council's meeting with the Chief Constable of Sussex Police**

Councillor Whyles updated the Council on the meeting between representatives of the Parish Council and the Chief Constable of Sussex Police Jo Shiner, Police and Crime Commissioner Katy Bourne and MP Andrew Griffith regarding anti-social motorbike behaviour on the A29. Councillor Whyles reiterated the Council's disappointment that the Council's application for average speed cameras was rejected and that more information should be taken into consideration, such as anti-social behaviour, rather than solely the Killed and Seriously Injured (KSI) measurement. The Chief Constable repeated that she recognised it as a serious problem and had appointed a dedicated Chief Inspector to tackle the issue across Sussex. MP Andrew Griffith suggested alternative measures, such as raised beds, village gate and a pedestrian crossing, which Councillor Whyles agreed with in the interim but the Parish Council's position should remain as searching for a long-term sustainable solution. He added the key to a successful campaign must include community involvement, such as Wisborough Green's CANS group, and that after the meeting a pressure group was formed with the first meeting due in August.

### 14. Village Hall

#### **(a) To receive an update on the consultation for re-designing the hall**

Councillor Whyles presented the results of the Council's consultation on re-designing the Village Hall which showed that over 90% of respondents believed it was important for Bury to have a coffee shop/village store or social hub.

#### **(b) To discuss funding options for the re-design**

Councillor Davis suggested the Council investigate seed funding options to create some initial plans to which Councillors **AGREED** unanimously.

#### **(c) To review the objectives on the Working Party**

Councillor Davis suggested that, if plans to redesign the Village Hall progressed, then broadening the membership of the Village Hall Working Group to include more residents and creating a series of videos to explain the changes the Council wished to make would be a good idea. Councillors **AGREED** with this proposal.

#### **(d) To consider installing a new smart meter**

Councillors **AGREED** to defer this decision until plans for redesigning the hall had been completed.

### 15. Grounds maintenance

#### **(a) To review the recent Bury Green playground inspection report**

The Clerk presented the report for the most recent Bury Green playground inspection which showed no major repairs were necessary and the Council **AGREED** to contact Primavera about the minor repairs required.

#### **(b) To discuss a quote to erect speed signs on Church Lane**

Councillor Davis advised the Council that the speed signs for Church Lane, which were designed by Dorset House pupils, were ready to post. Councillors suggested starting with telegraph poles but there were issues surrounding ownership of any potential area. Therefore, it was **RESOLVED** to set a budget of £200 for erecting the signs whilst looking into the technicalities of location.

#### **(c) To discuss maintenance of the Bignor Park Road Finger Post**

The Clerk advised that West Sussex County Council no longer maintained Finger Post road signs and the duty usually falls onto the Parish Council. Councillors **AGREED** to ask Primavera for a quote to repair the post whilst also looking into possible grants.

#### **(d) To discuss a quote for works to the riverbank**

This item was discussed earlier in the public session where the owner of the land said they would initiate discussions with contractors about clearing the riverbank.

### 16. Pill Pond

#### **To consider a management plan for the maintenance of the pond**

Councillor Daykin advised the Council that funding would be required to keep dredging the pond and that two weirs continually leaked and required constant maintenance. The Wild Trout Trust had contacted SDNPA and suggested removing the weirs and restoring the stream with a smaller offline pond which

*Richard Champness*

would no longer silt up. He also believed funding could be obtained from SDNPA. However, he advised that some residents in West Burton were not in favour of this proposal and devised a management plan for the pond. Councillor Whyles said he was impressed by the stream carrying silt away and it would be better for biodiversity and added there was no compelling argument that the pond had any historic significance. Therefore, Councillors **AGREED** to adopt the plan from the Wild Trout Trust subject to cost.

#### **17. Bury and West Burton Volunteers**

Councillor Rudd advised that the volunteers already had 81 people signed up with another potential 9 joining them and they had delivered 300 Council magazines and had found a new driver for the minibus. They had not filled the Scouts vacancy but had received lots of requests to help with the Village Hall. Councillors then discussed future projects with which the volunteers could help and **AGREED** to instruct them to support: the village social evening on 10<sup>th</sup> September; Apple Day on 11<sup>th</sup> September; setting up a rota to clean Bury Green playground; mounting the new speed signs on Church Lane; researching grants for repairing the West Burton Finger Post sign and litter picking around the village.

#### **18. Tree Planting**

Councillor Daykin informed the Council that Chichester's Tree Scheme was now open for applications and, following a meeting with the tree officer, emails were sent to local farmers but he had only had one response so far. It was **AGREED** to advertise the scheme again in the newsletter.

Meeting ended at 20.55

*Richard Champness*

**Bank Reconciliation Statement as at 30/06/2021  
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	30/06/2021		0.00
Business Reserve Account	30/06/2021		24,075.55
			<u>24,075.55</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			24,075.55
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<u>0.00</u>
			24,075.55
		<b>Balance per Cash Book is :-</b>	<b>24,075.55</b>
		<b>Difference is :-</b>	<b>0.00</b>

*Richard Champness*

Bank Reconciliation Statement as at 30/06/2021  
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	31/05/2021		0.00
Business Reserve Account	31/05/2021		26,638.04
			<u>26,638.04</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
01/06/2021 SO Mike Simpson		25.00	
01/06/2021 SO Rob Simpson		291.67	
01/06/2021 DD BT		57.10	
01/06/2021 DD Southern Electric		31.00	
03/06/2021 DD NEST		74.74	
04/06/2021 OLT Society of Local Clerks		144.00	
14/06/2021 OLT Barkers Print Ltd		35.00	
14/06/2021 OLT Netwise		300.00	
14/06/2021 OLT Mulberry & Co		42.00	
15/06/2021 DD Business Stream		24.00	
			<u>1,024.51</u>
			25,613.53
<u>Receipts not Banked/Cleared (Plus)</u>			
01/06/2021 BBird 011		160.00	
02/06/2021 20187		270.00	
08/06/2021 BVH25		117.00	
08/06/2021 BVH26		224.00	
			<u>771.00</u>
			26,384.53
		Balance per Cash Book is :-	26,384.53
		Difference is :-	0.00

*Richard Champness*

## List of Payments made between 05/05/2021 and 19/07/2021

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
10/05/2021	Tony Steer	OLT	600.00		BWBV constitution
10/05/2021	Viking	OLT	19.52		Stationery 369058
17/05/2021	Business Stream	DD	24.00		VH Water
17/05/2021	Watson Fuels	OLT	421.89		VH heating oil
24/05/2021	PPLPRS	OLT	80.29		VH annual music licence
24/05/2021	Public Works Loan Board	DD	1,037.23		1st loan repayment
24/05/2021	DPS Plumbing	OLT	99.11		Plumbing 2 Squires
25/05/2021	Primavera	OLT	880.20		Invoice 689
28/05/2021	Mike Simpson	OLT	960.28		Salary May
01/06/2021	Mike Simpson	SO	25.00		Home office
01/06/2021	Rob Simpson	SO	291.67		VH Cleaning
01/06/2021	BT	DD	57.10		Internet and phone
01/06/2021	Southern Electric	DD	31.00		VH electricity
03/06/2021	NEST	DD	74.74		Clerk pension May
04/06/2021	Society of Local Clerks	OLT	144.00		Annual subscription
14/06/2021	Barkers Print Ltd	OLT	35.00		Bury Business Booklets
14/06/2021	Netwise	OLT	300.00		Website annual support
14/06/2021	Mulberry & Co	OLT	42.00		Chairman training
15/06/2021	Business Stream	DD	24.00		Water
16/06/2021	Watson Fuels	OLT	449.08		Heating Oil VH
16/06/2021	Mike Simpson	OLT	143.88		Zoom payment
16/06/2021	WSALC	OLT	206.13		Annual subs
23/06/2021	NEST	DD	74.74		Clerk Pension
25/06/2021	Mike Simpson	OLT	44.39		Website domain renewal
25/06/2021	Fire Risk Uk	OLT	144.00		Fire alarm inspection VH
25/06/2021	AGA Print	OLT	294.62		Parish magazine print
30/06/2021	Mike Simpson	OLT	960.28		June salary
30/06/2021	Mike Simpson	SO	25.00		Home office
30/06/2021	BT	DD	57.10	Internet	BT
01/07/2021	Rob Simpson	SO	291.67		VH cleaning
01/07/2021	Southern Electric	DD	31.00		VH electricity
06/07/2021	HMRC	OLT	113.07		PAYE/NIC 1st quarter
19/07/2021	Viking	OLT	85.70		Stamps/sanitiser
19/07/2021	ROSPA Play Safety	OLT	90.60		Playground inspection
Total Payments			8,158.29		

*Richard Champness*