



**Minutes of the Meeting of Bury Parish Council (BPC) held on Monday 27th September 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

1. Attendance and Apologies for Absence

There were no apologies

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

Also in attendance: Mike Simpson (Clerk)

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

There were none

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

There were none

4. Approval of the Minutes of the Annual Council Meeting of the Parish Council held on 19th July 2021

The minutes from the meeting held on 19th July 2021 were circulated before the meeting which Councillors
RESOLVED to approve as a true and accurate record.

5. County Councillor reports

There was no report.

6. District Councillor reports

Councillor Alan Sutton sent his apologies for not being able to attend.

7. Chair's announcements

The Chairman provided the following statement:

I am delighted that we will be hearing updates this evening on a range of exciting projects and I wanted to recognise the hard work of those councillors who are seeking to make them a success. The council regards these ideas as part of a vision for the parish and while some aspects, such as the Village Hall, the Observatory and improvements to the A29 are making progress, not all of the ideas will be pursued.

The council wishes to elaborate on a recent statement concerning exploratory discussions with Richard Burrows and the Diocese of Chichester regarding the ownership and re-purposing of the Glebe Field in Bury

as a Cricket Pitch and Recreation Field. As previously stated, those discussions have now reached a conclusion and Bury Parish Council has decided not to proceed with this project.

Bury Parish Council remains strongly interested in the Glebe Field because it is enjoyed by parishioners as a right of way with its public footpath and is afforded a high degree of protection under the Neighbourhood Plan. As such, it is incumbent upon the Council to continue to take an interest in the Glebe Field, as it always has done in the past.

8. Planning Applications

SDNP/21/03894/TCA: The Arun Churches Vicarage Church Lane Bury RH20 1PB: Notification of intention to fell 3 no. Ash trees (quoted as T1, T2 & T3).

After discussion the Council **RESOLVED** to remain neutral on this application but commented that, whilst the Council agreed with the principle of tree felling on the grounds of public safety, it was concerned about the proposals given the evidence of dieback appeared to be in the early stages and that insufficient consideration had been given to the possible recovery of the trees. The Council therefore requested that the applicant considers a second opinion or leaves the trees for reinspection in 12 months' time.

SDNP/21/04524/TCA: Bury Barn Church Lane Bury Pulborough West Sussex RH20 1PB
Proposal: Notification of intention to fell 1 no. Silver Maple tree (quoted as T1).

The council **RESOLVED** to remain neutral on this application

9. Payments and bank reconciliations

To review the schedule of payments since the last meeting (19th July 2021) and latest bank reconciliations.

The clerk presented the schedule of payments since the last meeting on 19th July 2021 and bank reconciliations from July and August which the Council **RESOLVED** to approve.

10. Variance Report

The clerk presented the latest budget vs actual expenditure report which Councillors **RESOLVED** to approve.

11. A29

Councillor Morrison advised the Council that he had been in touch with the Norfolk Estate who owned a lot of land around the A29 and were interested in exploring what improvement work could be carried out. He also suggested there should be a conference with all landowners to see if there was a common interest. Councillor Whyles advised there would be soon a second meeting of the pressure group against anti-social behaviour on the A29 at which they would be discussing measures to discourage dangerous driving. He added that the pressure group showed the community was on side in tackling the problem. Councillor Daykin asked how any plans for improvement works would get off the ground to which Councillor Morrison suggested the Council could acquire grant funding from SDNPA and that he would like to meet representatives of SDNPA to encourage them to take it on as their own initiative. After a discussion, Councillors **AGREED** that Councillor Morrison should meet the SDNPA to discuss the plans in more detail.

12. Grounds maintenance

To receive a report from the Environment and Planning Committee

Councillor Daykin provided an update on grounds issues around the parish and said a quote for repairs to the finger post road signs should be received imminently from Primavera. He also advised that the Council had been in touch with WSCC regarding a request for additional road signs to deter HGV use of West Burton Road and Bignor Road and that he had met the SDNPA Ranger regarding the proposed works to Pill Pond and believed a £10,000 grant had been secured for the work. He added that a number of organisations would need to be consulted before any work could start and that planning permission was probably required. Councillor Whyles raised a resident's concerns that the proposed changes would not solve the problem of high management costs and that the pond did have historic significance. Councillor Daykin responded by saying that no evidence of historic value could be provided and that an archeologist may need to be instructed before plans could proceed for which he hoped SDNPA would pay.

Councillor Morrison advised that the Coffin Trail north of the Glebe Field was overgrown and it was **AGREED** to ask the volunteers to cut it back.

Councillor Davis raised an issue about a lack of verge cutting around the parish to which Councillor Daykin responded stating it was a nationwide policy to reduce verge cutting.

13. Council vision

(a) To discuss plans for an observatory

Councillor Davis updated the Council on plans for a parish observatory and that she had met Bury Primary School about using a room for events before moving to the observatory but that it was not going to happen. Councillor Davis and Morrison would be soon visiting the observatory in Kielder to get an idea of best practice. The Norfolk Estate confirmed they had recently acquired land in Bury which included land leased as a car park to Bury Primary School and they had agreed to lease land adjacent to the car park as an observatory anticipating that the car park would be used by the observatory as well. Councillor Davis added that the SDNPA had a grant to which the Council would apply and that the Parish Council would be expected to contribute and that a funding programme would be presented at the next meeting.

(b) To discuss costs and fund raising for the redevelopment of the village hall

Councillor Whyles advised the Council that the surveyor had provided a worst case cost scenario of £700,000 for the redevelopment of the village hall. He added that with the reclaim of VAT, a public works loan and other potential reimbursements the total cost for the council would be around £350,000. He said the Government had a Community Investment Fund from which the council could raise up to £250,000 and that he would report back at the next meeting on whether the project was viable. Bolney had not responded to the Council's request for advice on funding following their success but breaking down the project into smaller ones would help open more funding channels on which Councillor Morrison said he would start work. It was also **AGREED** to instruct the Bury and West Burton Volunteers to investigate other funding options.

(c) To receive an update on Bury's Gigabit broadband application

The Chair advised that a poster had been circulated advertising the meeting on 14th October at the Squire and Horses with MP, Andrew Griffiths and a BT Openreach manager to discuss the parish's Gigabit broadband application. Councillors discussed the marketing approach and agreed that any communications should be easy to understand as there was a lot technical aspects to the scheme.

(c) To discuss any other visions and priorities

Councillor Daykin asked about the speeding signs for Church Lane and offered to assist to which Councillor Davis responded stating that she had not made any further progress and was happy for the assistance. It was also **AGREED** that the village hall should have a Christmas tree again this year.

14. Bury and West Burton Volunteers

(a) To receive an update

The chair of the volunteer group provided the following update:
BWBV Activities since the last Bury Parish Council Meeting:

- Delivery of BPC Magazine (also with BPC members themselves)
- Gardening of small bed beside village Hall - ongoing
- Repair work on seat outside village hall to be started shortly
- Support for the Bury Social Evening/Apple Day - although planned by remnants of the Bury Fete Committee and in aid of church funds, BWBV did most of the work on these 2 days. A 'learning points' meeting is planned to see if we can do better for future events. Resulting from these occasions, we already have a lot of interest in future village activities and met several newcomers to the area who wish to help and become much more involved.

Tasks highlighted for BWBV at last Bury Parish Council Meeting:

- Litter picking in the Village: 2 groups have been doing this in West Burton and Bury during the summer
- Cleaning of Bury Green equipment - not yet started (a few queries)
- Repair to the local signposts – Councillor Daykin

- Placing of speed signs - further guidance needed from BPC
- Searching for grants for village hall upgrade - work in progress - John (R), Katka

We are currently trying to set up a meeting for the BWBV Committee and BPC Members so we can receive more details on the above tasks.

(b)To discuss any new proposals

This item had already been covered earlier in the meeting

15. Date of next meeting

The clerk advised that the next meeting would be on 29th November.

Bank Accounts

List of Payments made between 20/07/2021 and 27/09/2021

| <u>Date Paid</u> | <u>Payee Name</u> | <u>Reference</u> | <u>Amount Paid</u> | <u>Authorized Ref</u> | <u>Transaction Detail</u> |
|-----------------------|-----------------------------|------------------|--------------------|-----------------------|-------------------------------|
| 28/07/2021 | Primavera | OLT | 515.40 | | Invoice 715 |
| 28/07/2021 | ESALC Ltd | OLT | 96.00 | | Social media training |
| 29/07/2021 | Mike Simpson | OLT | 960.28 | | Salary July |
| 29/07/2021 | BT | DD | 57.10 | | Internet and telephone |
| 02/08/2021 | Rob Simpson | SO | 291.67 | | Cleaning VH |
| 02/08/2021 | Mike Simpson | SO | 25.00 | | Home office |
| 02/08/2021 | Southern Electric | DD | 31.00 | | VH electricity |
| 04/08/2021 | DS Electrical | OLT | 40.00 | | Investigate outside lights VH |
| 06/08/2021 | Chichester District Council | DD | 10.10 | | VH bin collection |
| 16/08/2021 | Business Stream | DD | 24.00 | | Water VH |
| 26/08/2021 | NEST | DD | 149.48 | | Clerk pension |
| 27/08/2021 | DS Electrical | OLT | 260.00 | | PAT test and external sensors |
| 27/08/2021 | Hampshire Fire Protection | OLT | 93.00 | | Fire extinguisher check |
| 31/08/2021 | Mike Simpson | OLT | 960.28 | | Salary August |
| 31/08/2021 | Mike Simpson | SO | 25.00 | | Home office |
| 31/08/2021 | BT | DD | 57.10 | | Phone and internet |
| 31/08/2021 | Chichester District Council | DD | 42.00 | | Bin collection |
| 01/09/2021 | Rob Simpson | SO | 291.67 | | VH cleaning |
| 01/09/2021 | Southern Electric | DD | 31.00 | | Electricity |
| 15/09/2021 | Business Stream | DD | 24.00 | | VH Water |
| 20/09/2021 | Active Damp | OLT | 795.00 | | Damp works number 2 Squires |
| 21/09/2021 | NEST | DD | 74.74 | | Clerk pension |
| 23/09/2021 | Andy Elliot Roofing | OLT | 95.00 | | VH roof repairs |
| 27/09/2021 | Primavera | OLT | 663.60 | | Invoice 734 |
| 27/09/2021 | Primavera | OLT | 533.40 | | Invoice 746 |
| 27/09/2021 | Primavera | OLT | 1,110.60 | | Invoice 720 |
| 27/09/2021 | Hall Booking Online | OLT | 120.00 | | VH booking website subs |
| Total Payments | | | <u>7,376.42</u> | | |

Detailed Receipts & Payments by Budget Heading 30/09/2021

Cost Centre Report

| | Actual Year To Date | Current Annual Bud | Variance Annual Total | Committed Expenditure | Funds Available | % Spent | Transfer to/from EMR |
|-------------------------------------|------------------------|-----------------------|--------------------------|--------------------------|--------------------|--------------|-------------------------|
| <u>100 Administration</u> | | | | | | | |
| 1076 Precept | 27,880 | 27,880 | 0 | | | 100.0% | |
| 1080 Grants - SCC | 0 | 15,850 | 15,850 | | | 0.0% | |
| 1081 SCC Grant for Bury Green | 0 | 2,074 | 2,074 | | | 0.0% | |
| 1090 Bank Interest | 1 | 20 | 19 | | | 6.2% | |
| 1100 FITS | 984 | 1,000 | 16 | | | 98.4% | |
| 1120 Miscellaneous Income | 879 | 500 | (379) | | | 175.8% | |
| Administration :- Receipts | <u>29,744</u> | <u>47,324</u> | <u>17,580</u> | | | <u>62.9%</u> | <u>0</u> |
| 4000 Salary Clerk | 5,875 | 13,500 | 7,625 | | 7,625 | 43.5% | |
| 4010 Home Working | 150 | 0 | (150) | | (150) | 0.0% | |
| 4050 GM01 | 613 | 2,000 | 1,387 | | 1,387 | 30.6% | |
| 4051 GM02 | 804 | 1,000 | 197 | | 197 | 80.3% | |
| 4052 GM03 | 170 | 500 | 330 | | 330 | 34.0% | |
| 4053 GM04 | 203 | 500 | 297 | | 297 | 40.6% | |
| 4054 GM05 | 30 | 2,650 | 2,620 | | 2,620 | 1.1% | |
| 4055 GM06 | 37 | 400 | 363 | | 363 | 9.3% | |
| 4056 GM07 | 272 | 750 | 478 | | 478 | 36.3% | |
| 4057 GM08 | 405 | 0 | (405) | | (405) | 0.0% | |
| 4058 GM09 | 687 | 500 | (187) | | (187) | 137.4% | |
| 4059 GM10 | 265 | 500 | 235 | | 235 | 53.0% | |
| 4066 Dog Bins | 681 | 0 | (681) | | (681) | 0.0% | |
| 4070 Section 137 | 0 | 500 | 500 | | 500 | 0.0% | |
| 4080 Bury Green Loan Repayment | 1,037 | 2,074 | 1,037 | | 1,037 | 50.0% | |
| 4090 Admin Sundries | 35 | 350 | 315 | | 315 | 10.0% | |
| 4100 Computer & Office Equipment | 641 | 1,500 | 859 | | 859 | 42.8% | |
| 4110 Insurance | 2,593 | 2,600 | 7 | | 7 | 99.7% | |
| 4120 Audit Fees | 120 | 500 | 380 | | 380 | 24.0% | |
| 4130 Training | 115 | 750 | 635 | | 635 | 15.3% | |
| 4140 Miscellaneous Expenditure | 1,645 | 500 | (1,145) | | (1,145) | 328.9% | |
| 4150 Special Projects | 878 | 2,500 | 1,622 | | 1,622 | 35.1% | |
| 4160 Subscriptions | 494 | 600 | 106 | | 106 | 82.3% | |
| 4450 Payroll | 0 | 150 | 150 | | 150 | 0.0% | |
| 4451 Pension | 593 | 0 | (593) | | (593) | 0.0% | |
| Administration :- Indirect Payments | <u>18,342</u> | <u>34,324</u> | <u>15,982</u> | <u>0</u> | <u>15,982</u> | <u>53.4%</u> | <u>0</u> |
| Net Receipts over Payments | <u>11,402</u> | <u>13,000</u> | <u>1,598</u> | | | | |
| <u>200 Village Hall</u> | | | | | | | |
| 1200 Hall Hires | 2,472 | 5,000 | 2,528 | | | 49.4% | |
| Village Hall :- Receipts | <u>2,472</u> | <u>5,000</u> | <u>2,528</u> | | | <u>49.4%</u> | <u>0</u> |

Detailed Receipts & Payments by Budget Heading 30/09/2021

Cost Centre Report

| | Actual Year To Date | Current Annual Bud | Variance Annual Total | Committed Expenditure | Funds Available | % Spent | Transfer to/from EMR |
|-----------------------------------|------------------------|-----------------------|--------------------------|--------------------------|--------------------|---------|-------------------------|
| 4320 Licences & Checks | 264 | 750 | 486 | | 486 | 35.3% | |
| 4330 Cleaning | 1,750 | 3,500 | 1,750 | | 1,750 | 50.0% | |
| 4340 Waste | 94 | 1,000 | 906 | | 906 | 9.4% | |
| 4350 Business Rates | 0 | 700 | 700 | | 700 | 0.0% | |
| 4360 Repairs & Improvements | 412 | 2,500 | 2,088 | | 2,088 | 16.5% | |
| 4365 Re-design | 0 | 5,000 | 5,000 | | 5,000 | 0.0% | |
| 4370 Oil Heating | 830 | 2,000 | 1,171 | | 1,171 | 41.5% | |
| 4380 Electricity | 186 | 700 | 514 | | 514 | 26.6% | |
| 4390 Water & Sewage | 144 | 600 | 456 | | 456 | 24.0% | |
| 4400 Telephone & Internet | 285 | 700 | 415 | | 415 | 40.8% | |
| 4410 Window Cleaning | 0 | 300 | 300 | | 300 | 0.0% | |
| 4455 Events | 0 | 250 | 250 | | 250 | 0.0% | |
| Village Hall :- Indirect Payments | 3,965 | 18,000 | 14,035 | 0 | 14,035 | 22.0% | 0 |
| Net Receipts over Payments | (1,493) | (13,000) | (11,507) | | | | |
| 999 VAT Data | | | | | | | |
| 115 VAT on Refunds | 1,143 | 0 | (1,143) | | | 0.0% | |
| VAT Data :- Receipts | 1,143 | 0 | (1,143) | | | | 0 |
| 515 VAT on Payments | 1,084 | 0 | (1,084) | | (1,084) | 0.0% | |
| VAT Data :- Indirect Payments | 1,084 | 0 | (1,084) | 0 | (1,084) | | 0 |
| Net Receipts over Payments | 60 | 0 | (60) | | | | |
| Grand Totals:- Receipts | 33,360 | 52,324 | 18,964 | | | 63.8% | |
| Payments | 23,391 | 52,324 | 28,933 | 0 | 28,933 | 44.7% | |
| Net Receipts over Payments | 9,968 | 0 | (9,968) | | | | |
| Movement to/(from) Gen Reserve | 9,968 | | | | | | |

Bank Reconciliation Statement as at 31/08/2021
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 | 31/08/2021 | | 0.00 |
| Business Reserve Account | 31/08/2021 | | 20,701.58 |
| | | | <u>20,701.58</u> |
| <u>Unpresented Cheques (Minus)</u> | | <u>Amount</u> | |
| | | 0.00 | |
| | | | <u>0.00</u> |
| | | | 20,701.58 |
| <u>Receipts not Banked/Cleared (Plus)</u> | | | |
| | | 0.00 | |
| | | | <u>0.00</u> |
| | | | 20,701.58 |
| | | Balance per Cash Book is :- | 20,701.58 |
| | | Difference is :- | 0.00 |

Bank Reconciliation Statement as at 31/07/2021
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 | 31/07/2021 | | 0.00 |
| Business Reserve Account | 31/07/2021 | | 21,662.12 |
| | | | <u>21,662.12</u> |
| <u>Unpresented Cheques (Minus)</u> | | <u>Amount</u> | |
| | | 0.00 | |
| | | | <u>0.00</u> |
| | | | 21,662.12 |
| <u>Receipts not Banked/Cleared (Plus)</u> | | | |
| | | 0.00 | |
| | | | <u>0.00</u> |
| | | | 21,662.12 |
| | | Balance per Cash Book is :- | 21,662.12 |
| | | Difference is :- | 0.00 |