



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 7,376.42

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</u>	<u>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><u>11,402</u></u>	<u><u>13,000</u></u>	<u><u>1,598</u></u>				
<u>200</u>	<u>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>

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						

Date: 02/09/2021

Bury Parish Council

Page 1

Time: 16:07

Bank Reconciliation Statement as at 31/08/2021
for Cashbook 1 - Bank Accounts

User: MIKE

<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	0.00
			<u>0.00</u>
			<u>20,701.58</u>
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	0.00
			<u>0.00</u>
			<u>20,701.58</u>
	Balance per Cash Book is :-		20,701.58
	Difference is :-		0.00

Date: 02/09/2021

Bury Parish Council

Page 1

Time: 15:24

Bank Reconciliation Statement as at 31/07/2021
for Cashbook 1 - Bank Accounts

User: MIKE

<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	0.00
			<u>0.00</u>
			21,662.12
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	0.00
			<u>0.00</u>
			21,662.12
	Balance per Cash Book is :-		21,662.12
		Difference is :-	0.00