



**Draft Minutes of the Meeting of Bury Parish Council (BPC) held on Monday 29<sup>th</sup> November 2021 at Bury Village Hall**

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

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**1. Attendance and Apologies for Absence**

**In attendance:** Councillors Champness (Chair), Daykin, Labarte, Morrison, Rudd and Whyles

**Apologies:** Councillors Marconi and Davis due to illness which councillors **RESOLVED** to accept.

**Also in attendance:** Mike Simpson (clerk), County Councillor Tom Richardson, District Councillor Alan Sutton and 4 members of the public.

**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)**

One member of the public spoke about item 15 (b) and suggested that the grass verges on the A29 and the riverbank by Dorset House should be recommended to the SDNPA as nature sites. She also added that the verges on the A29 used to have a post with a rose which gave it special recognition. Councillor Daykin responded saying that WSCC had a regime for maintaining the verges which allowed them to grow and Councillor Whyles said he was interested to hear about the sign and would like to see it reinstated.

**4. Approval of the Minutes of the Annual Council Meeting of the Parish Council held on 27<sup>th</sup> September 2021**

Councillors **RESOLVED** to approve the minutes of the meeting held on 27<sup>th</sup> September 2021 as a true and accurate record.

**5. County Councillor reports**

Councillor Tom Richardson advised the council that he was hoping the A285 at Duncton would reopen at the end of the week with two-way lights which would reduce the surplus traffic through Bury. He added that he had been formally appointed as the road safety adviser to the WSCC Cabinet Member and was looking at various ways to reduce speeding across the county which

included reviewing policies which were too restrictive. He also said that, if he could, he would attend the next A29 Action Group meeting and offer any help in identifying ways to reduce speeding.

**6. District Councillor reports**

Councillor Sutton updated the council on several District Council initiatives including how people donate to the homeless. He advised that homelessness was used by criminals as a way of making money so they were encouraging people to donate to homeless charities instead. The council had also done very well in reducing the amount of homeless people and were in the process of developing some high-quality temporary accommodation at Freeland Close as well as working closely with developers to produce permanent housing stock. The District Council was continuing to look at ways to help businesses recover from COVID and wanted more produce from local entrepreneurs at local markets. He also informed members about parking incentives in Chichester, 'Brick Wonders' for children at the Novium Museum, the Petworth Vision, a Christmas 'support local' campaign and safe online shopping which gives tips on how to avoid fraudsters.

**7. Chair's announcements**

There were none.

**8. Planning Applications**

**SDNP/21/05311/HOUS Lower House Farm West Burton Road West Burton RH20 1HD: Utility extension**

Councillors **RESOLVED** to remain neutral on the condition that smart glass was used in order to comply with BDNP Policy 15 and conserve Bury's Dark Night Skies.

**SDNP/21/04688/FUL Stane Lodge Bury Gate Bury RH20 1HA: Demolition of existing dwelling and garage and erection of replacement dwelling, garage with tennis court.**

Councillors **RESOLVED** to object to this application based on sustainability grounds as the applicant had not provided any reasoning as to the need to demolish what appeared to be a habitable building and replace with another. Councillors believed the applicant should consider that 50% of a building's lifetime footprint was in the initial construction. The National Planning Policy Framework states clearly that the purpose of the planning system is to contribute to the achievement of sustainable development and the council could not see how the proposed plans achieved this.

**9. Payments and bank reconciliations**

**To review the schedule of payments since the last meeting (27<sup>th</sup> September 2021) and latest bank reconciliations**

The clerk presented the list of payments since the last meeting on 27<sup>th</sup> September with bank reconciliations from September and October which the Council **RESOLVED** to approve.

**10. Variance Report**

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

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

**11. Budget 2022-23**

**To discuss a budget and precept request for 2022-23**

The clerk presented the draft budget but following discussions it was **AGREED** to defer any decision until the next meeting so councillors could look at planned expenditure in more detail.

## **12. Policies**

### **(a) To review the Council's Standing Orders**

Councillors reviewed the council's standing orders and **RESOLVED** to approve them without any changes.

### **(b) To review the council's Financial Regulations**

Councillors reviewed the council's financial regulations and **RESOLVED** to approve them without any changes.

### **(c) To review the council's Risk Assessment**

The council reviewed the draft risk assessment and **RESOLVED** to approve it.

### **(d) To consider a grants policy**

The clerk presented a grants policy which Councillors **RESOLVED** to adopt.

## **13. Conclusion of Audit 2020-21**

Councillors reviewed the external auditors report and **RESOLVED** to accept it and conclude the accounts for 2020-2021.

## **14. A29**

Councillor Whyles informed members that the action group had met three or four times and they were working on a range of objectives for the A29 which included measures to reduce speeding as well as redesign. The Chairman suggested erecting a sign pointing to Bury school which he thought would help include them more within the community. Councillor Morrison added that the council would need to spend some money on designs which should be recommended in next year's budget.

## **15. Grounds maintenance**

### **(a) Update on plans for Pill Pond**

Councillor Daykin advised that plans were still going through regulatory hoops and planning permission was an issue. He was still waiting to hear back from the SDNPA Ranger but Primavera had suggested the works could cost £5,000 which he hoped would be from grant funding.

### **(b) To consider an SDNPA call for nature sites in the parish**

Councillors agreed that they should advertise the call for sites in the next newsletter and already had two suggestions from a member of the public attending the meeting.

### **(c) To consider a tree planting proposal for the Queen's Platinum Jubilee**

Councillor Daykin advised that he had contacted the Barlavington Estate and Sutton and Barlavington Parish Council about planting a line of oak trees along the parish boundary. Councillor Morrison thought it was a good idea and said the council should engage local children in the initiative. Councillor Rudd asked if the trees would require daily watering to which Councillor Daykin responded saying they would not.

### **(d) To consider a follow up tree survey**

The clerk informed the council that he had spoken to the insurance provider and they were happy with a competent person carrying out annual tree surveys, in addition to a comprehensive arboriculturalist report every three years. Therefore, as Beechdown had already inspected the remaining ash trees under the council's ownership and the insurance provider was happy with this, the council decided not to pay for a follow up survey by Beechdown this year.

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

##### **(a) To receive an update**

Councillor Rudd informed members that the number of volunteers had increased to 95. The Christmas event was being held on 16<sup>th</sup> December at 12pm and that half the food was being supplied at cost by the caterers and the rest was being paid for by volunteer donations. Any proceeds would go towards the village hall refurbishment. The volunteers would also be cleaning Bury playground and volunteers were needed to help decorate the Christmas tree on 3<sup>rd</sup> December.

##### **(b) To discuss any new proposals**

There were none.

#### **17. Bury Observatory**

Councillor Davis circulated a report before the meeting which said that following meetings with the team at the observatory in Kielder, Northumberland, the SDNP Ranger responsible for the Dark Skies initiative and CIL Award Funding Officials, she had concluded the initiative would be better placed outside of the jurisdiction of the Parish Council and initiated by a completely separate body.

#### **18. Village Hall**

Councillor Whyles advised that, to move things forward, the first phase was to produce some architect drawings and he would be meeting architects this week. After plans had been drawn up and the council was able to submit a planning application, a better idea of costs could be ascertained and the community could give their feedback but he thought that, in the worst-case scenario, it could cost up to £300,000.

#### **19. Council meetings**

##### **To discuss the frequency of council meetings**

The Chair suggested that it might be beneficial to increase the frequency of council meetings due to the number of projects the council was managing. He suggested meeting every four or six weeks but said this would affect the amount of Environment and Planning meetings. There was also an issue with the calendar as Monday nights at the village hall were currently occupied by a regular customer and the council had already asked them to change to a Tuesday to accommodate their current meetings. The clerk suggested the Sydney room could be used for the additional meetings but this could pose a problem with enforcing any Covid regulations.

Councillors **AGREED** to close the public session of the meeting so they could discuss the clerk's salary. The clerk also left the room.

#### **20. Clerk salary**

##### **To consider a proposal from staff working group**

The Chair advised councillors that the clerk had not been moved up a payscale since 1<sup>st</sup> April 2020 and suggested a back payment which would bring him in line with the correct scale. Therefore, he proposed making a back payment of £515.62 up to the 1<sup>st</sup> November 2021 and a backdated national pay award to pay point 29 to 1<sup>st</sup> April 2021 once it was published which councillors **RESOLVED** to approve. The Chair also recommended increasing the clerk's pay to £17.10 until the pay point 29 was released which Councillors **RESOLVED** to approve.

#### **21. Date of next meeting**

The Chair advised that the next meeting would be on 17<sup>th</sup> January 2022.