



**Minutes of the Meeting of Bury Parish Council (BPC) held on Monday 17th January
2022 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

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

Also in attendance: Mike Simpson, (Clerk), District Councillor Alan Sutton and 4 members of the public.

Apologies: Councillor Davis due to bad health which councillors **AGREED** to accept.

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

Councillors Champness and Whyles declared an interest in item number 8 and decided not to participate in any conversation or subsequent vote.

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 17, Councillor Co-option, and said he thought a female resident from West Burton should be appointed to increase representation on the Council and hoped it would be advertised widely. Councillor Labarte explained the process, which includes advertising on various mediums, so that residents have enough time and opportunity should they wish to apply.

4. Approval of the Minutes of the Extraordinary Council Meeting of the Parish Council held on 13th December 2021

Councillors **RESOLVED** to approve the minutes from the Extraordinary Meeting held on the 13th December 2021 as a fair and accurate record.

5. County Councillor reports

Councillor Richardson sent his apologies.

6. District Councillor reports

District Councillor Alan Sutton informed councillors that the District Council had several initiatives to help with cold weather payments, the details of which he forward to the Parish Council to share with residents. They also had a successful Christmas lights campaign and he advised there was a good lego exhibition at the Novium Museum and that the St James's industrial estate was being developed to

accommodate small business units. He added that the vacancy rate for Chichester was 12%; 'Markets and More' was helping young local entrepreneurs; there was help for children's meals over half term as well as assistance for energy bills; the Environment Bill may facilitate food waste collection and there was a new statutory duty on providers (Southern Water) to manage storm overflows.

7. Chair's announcements

The Chair announced that the Better Broadband scheme had reached 71% of its target.

Planning Applications

SDNP/21/06306/LIS: Ferry Cottage Church Lane Bury RH20 1PB: Erection of single storey rear extension and installation of 1 no. window to east elevation of existing Summer House.

Councillors discussed this application and whilst they appreciated the applicant had been given prior consent for the proposals, they were concerned about the harm it would cause to the listed building in the village's conservation area and therefore contravene SD12 of the South Downs Local Plan.

Specifically, the Council felt that the proposal was out of character with its host building and that the simplicity and balanced charm of its garden elevation would be lost. The flat roof caused some difficulty, the rooflight is at odds with the SDNP Dark Skies policy and the brick boundary wall lacked detail in terms of 'brick bond' and, it was thought, might be better handled with a more subordinate material such as painted boarding.

The Council was critical of the Design and Access and Heritage statements in making unsupportable claims about the lack of harm to a historic structure and in not drawing attention to the material fact of a previously approved application which will expire in August of this year. Despite being a more modest proposal, the council was surprised this earlier proposal had been approved as it related to the listed building in the same manner as the current proposal.

That said, the earlier approval is a material consideration and though BPC could certainly not support this application, **it RESOLVED to remain neutral on the matter.**

8. Payments and bank reconciliations

To review the schedule of payments since the last meeting (29th November 2021) and latest bank reconciliations.

Councillors **RESOLVED** to approve the schedule of payments since the last meeting on 29th November and **RESOLVED** to approve the bank reconciliations for November 2021 and December 2021.

9. Variance Report

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

Councillors noted the report

10. Budget 2022-23

The clerk presented the budget for 2022-2023 which requested a precept of £29,274 which Councillors **RESOLVED** to approve. The precept equated to £79.85 per Band D property and was a 5% increase on last year in line with inflation.

11. Finger post road signs

To consider a quote for repairing the finger post road signs in the parish

The council considered a quote for £5,000 for repair six finger post signs in the parish which were no longer being maintained by West Sussex County Council. After discussion the Council **RESOLVED** to



move £2,000 from the current grounds maintenance budget and £2,500 from Reserves to cover the expenditure and ask for an update on cost half way through to ensure it is in line with the estimate.

12. Highways

(a) To receive an update on the A29

There was no update

(b) To consider responding to the A27 bypass public consultation

Councillors discussed responding to the consultation and it was **AGREED** that Councillor Whyles would draft a response and report back to the Environment and Planning Committee.

13. Bury and West Burton Volunteers

(a) To receive an update

The team to clean Bury playground equipment was ready but just needed to fix a date and that flowers at the front of the village hall were doing well. Forthcoming event included Easter celebrations, Queen's Platinum Jubilee and Apple Day.

(b) To request the volunteers make grant applications for expenditure related to the Queen's Jubilee

There were no requests.

14. Village Hall

To receive an update on plans for the village hall re-design

Councillor Whyles advised the Council that he had interviewed several architects to draw plans for the redesign and narrowed it down to a shortlist of three and would cost around £5,000-£6,000.

15. Annual Meeting of the Parish

The Chair recommended Saturday 9th April 2022 for the Annual Parish Meeting which was **AGREED** by councillors.

16. Councillor Co-option

To consider co-opting another councillor

Councillors **RESOLVED** to proceed with co-opting a new member for the council.

17. Date of next meeting

The Chair advised that the next meeting would be on Wednesday 23rd March 2022 at 7.30pm.

The meeting ended at 8pm.



Bank Reconciliation Statement as at 30/11/2021
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	30/11/2021		0.00
Business Reserve Account	30/11/2021		25,609.30
			<u>25,609.30</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			25,609.30
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<u>0.00</u>
			25,609.30
		Balance per Cash Book is :-	25,609.30
		Difference is :-	0.00



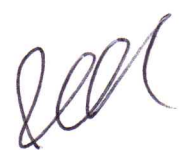
Bank Reconciliation Statement as at 31/12/2021
for Cashbook 1 - Bank Accounts

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Current Bank Account	31/12/2021		0.00
Business Reserve Account	31/12/2021		25,673.36
			<u>25,673.36</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			25,673.36
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<u>0.00</u>
			25,673.36
		Balance per Cash Book is :-	25,673.36
		Difference is :-	0.00



List of Payments made between 30/11/2021 and 17/01/2022

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
30/11/2021	Mike Simpson	OLT	960.28		Salary November
30/11/2021	Mike Simpson	SO	25.00		Home office
30/11/2021	BT	DD	57.10		Internet
01/12/2021	Rob Simpson	SO	291.67		VH cleaning
01/12/2021	ICO	DD	35.00		Data protection fee
01/12/2021	Southern Electric	DD	31.00		VH electricity
02/12/2021	Fire Risk Uk	OLT	144.00		Fire alarm inspection
06/12/2021	Mike Simpson	OLT	79.99		Microsoft Office Licence
24/12/2021	Chichester District Council	DD	42.00		Bin collection
31/12/2021	Mike Simpson	OLT	1,385.22		Salary December
31/12/2021	Mike Simpson	SO	25.00		Home office
31/12/2021	BT	DD	57.10		Internet
04/01/2022	Rob Simpson	SO	291.67		VH Cleaning
04/01/2022	Action in Rural Sussex	SO	50.00		Annual Subs
04/01/2022	Southern Electric	DD	31.00		Electricity
12/01/2022	NEST	DD	74.74		Clerk pension
Total Payments			<u>3,580.77</u>		



Bury Parish Council
Annual Budget - By Centre

	Last Year		Brought Forward	Net Virement	Current Year			Total	Actual YTD	Next Year	
	Budget	Actual			Agreed	EMR	EMR			Agreed	EMR
<u>100 Administration</u>											
1076 Precept	26,834	26,834	0	0	27,880	0	27,880	27,880	29,274	0	0
1080 Grants - SCC	10,000	4,664	0	0	15,850	0	15,850	0	3,344	0	0
1081 SCC Grant for Bury Green	2,074	0	0	0	2,074	0	2,074	0	2,074	0	0
1082 WSCC grant	0	3,434	0	0	0	0	0	0	0	0	0
1090 Bank Interest	60	9	0	0	20	0	20	1	2	0	0
1095 CDC Grants	0	10,000	0	0	0	0	0	0	0	0	0
1100 FITS	1,500	1,004	0	0	1,000	0	1,000	1,534	1,500	0	0
1120 Miscellaneous Income	900	1,919	0	0	500	0	500	1,081	500	0	0
	Total Income	41,368	47,864	0	47,324	0	47,324	30,496	36,694	0	0
4000 Salary Clerk	12,500	13,145	0	0	13,500	0	13,500	7,025	12,000	0	0
4010 Home Working	0	250	0	0	0	0	0	175	300	0	0
4050 GM01 Wharf & River grass cut	0	0	0	0	2,000	0	2,000	763	1,000	0	0
4051 GM02 Bury Green grass cut	0	0	0	0	1,000	0	1,000	953	1,200	0	0
4052 GM03 Wharf/river seasonal	0	0	0	0	500	0	500	170	350	0	0
4053 GM04 Bury Green seasonal	0	0	0	0	500	0	500	203	300	0	0
4054 GM05 One off tasks	0	0	0	0	2,650	0	2,650	186	500	0	0
4055 GM06 B Green/VH one off tasks	0	0	0	0	400	0	400	131	200	0	0
4056 GM07 Pill Pond	0	0	0	0	750	0	750	272	1,000	0	0
4057 GM08 Coffin Trail	0	0	0	0	0	0	0	405	500	0	0
4058 GM09 Recreation Ground	0	0	0	0	500	0	500	687	750	0	0
4059 GM10 West Burton	0	0	0	0	500	0	500	265	200	0	0
4065 Grounds Maintenance	10,000	13,405	0	0	0	0	0	0	0	0	0

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Bury Parish Council
Annual Budget - By Centre

	Last Year		Brought Forward	Net Virement	Current Year			Total	Actual YTD	Next Year	
	Budget	Actual			Agreed	EMR				Agreed	EMR
4300 General Hall Expenditure	500	75	0	0	0	0	0	0	0	0	0
4310 Equipment	500	0	0	0	0	0	0	0	0	0	0
4320 Licences & Checks	750	933	0	0	750	0	750	444	600	0	0
4330 Cleaning	3,500	3,513	0	0	3,500	0	3,500	2,454	3,500	0	0
4340 Waste	1,000	35	0	0	1,000	0	1,000	178	500	0	0
4350 Business Rates	700	0	0	0	700	0	700	0	0	0	0
4360 Repairs & Improvements	5,000	2,379	0	0	2,500	0	2,500	478	750	0	0
4365 Re-design	0	0	0	0	5,000	0	5,000	0	1,000	0	0
4370 Oil Heating	2,000	85	0	0	2,000	0	2,000	1,400	2,000	0	0
4380 Electricity	720	357	0	0	700	0	700	248	700	0	0
4390 Water & Sewage	250	472	0	0	600	0	600	192	350	0	0
4400 Telephone & Internet	700	550	0	0	700	0	700	333	600	0	0
4410 Window Cleaning	300	25	0	0	300	0	300	185	200	0	0
4455 Events	500	95	0	0	250	0	250	0	150	0	0
Overhead Expenditure	16,420	8,517	0	0	18,000	0	18,000	5,912	10,350	0	0
Movement to/(from) Gen Reserve	(7,420)	(6,646)			(13,000)		(13,000)	(2,930)	(5,350)		
<u>999 VAT Data</u>											
115 VAT on Refunds	0	6,389	0	0	0	0	0	2,227	0	0	0
Total Income	0	6,389	0	0	0	0	0	2,227	0	0	0
515 VAT on Payments	0	3,528	0	0	0	0	0	1,387	0	0	0
Overhead Expenditure	0	3,528	0	0	0	0	0	1,387	0	0	0

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Bury Parish Council
Annual Budget - By Centre

	Last Year		Brought Forward	Net Virement	Current Year			Total	Actual YTD	Next Year		
	Budget	Actual			Agreed	EMR	EMR			Agreed	EMR	Carried Forward
4066 Dog Bins	0	0	0	0	0	0	0	681	700	0	0	0
4067 Observatory	0	0	0	0	0	0	0	0	1,000	0	0	0
4070 Section 137	550	300	0	0	500	0	500	0	1,000	0	0	0
4080 Bury Green Loan Repayment	2,074	2,074	0	0	2,074	0	2,074	2,074	2,074	0	0	0
4090 Admin Sundries	350	0	0	0	350	0	350	35	50	0	0	0
4100 Computer & Office Equipment	500	2,151	0	0	1,500	0	1,500	995	1,000	0	0	0
4110 Insurance	2,624	2,519	0	0	2,600	0	2,600	2,593	2,600	0	0	0
4120 Audit Fees	1,000	926	0	0	500	0	500	600	600	0	0	0
4130 Training	500	1,000	0	0	750	0	750	115	300	0	0	0
4140 Miscellaneous Expenditure	1,000	0	0	0	500	0	500	1,667	500	0	0	0
4150 Special Projects	2,000	4,664	0	0	2,500	0	2,500	878	1,000	0	0	0
4160 Subscriptions	400	554	0	0	600	0	600	494	600	0	0	0
4400 Telephone & Internet	250	47	0	0	0	0	0	0	0	0	0	0
4450 Payroll	200	120	0	0	150	0	150	120	120	0	0	0
4451 Pension	0	0	0	0	0	0	0	668	1,100	0	0	0
4452 Newsletter	0	0	0	0	0	0	0	0	400	0	0	0
4455 Events	0	0	0	0	0	0	0	20	0	0	0	0
Overhead Expenditure	33,948	41,154	0	0	34,324	0	34,324	22,173	31,344	0	0	0
Movement to/(from) Gen Reserve	7,420	6,710			13,000		13,000	8,323	5,350			
<u>200 Village Hall</u>												
1200 Hall Hires	9,000	2,087	0	0	5,000	0	5,000	2,982	5,000	0	0	0
1210 Licences	0	-216	0	0	0	0	0	0	0	0	0	0
Total Income	9,000	1,871	0	0	5,000	0	5,000	2,982	5,000	0	0	0

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Bury Parish Council
Annual Budget - By Centre

	Last Year		Brought Forward	Net Virement	Current Year			Total	Actual YTD	Next Year	
	Budget	Actual			Agreed	EMR	Actual YTD			Agreed	EMR
Movement to/(from) Gen Reserve	0	2,860			0		0	840			
Total Budget Income	50,368	56,123	0	0	52,324	0	52,324	35,706	41,694	0	
Expenditure	50,368	53,199	0	0	52,324	0	52,324	29,473	41,694	0	
Movement to/(from) Gen Reserve	0	2,924			0		0	6,233		0	