



**Minutes of the Meeting of Bury Parish Council (BPC) held on Monday 1st August
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

Apologies: Councillors Marconi and Rudd which the Council **RESOLVED** to accept.

In attendance: Councillors Champness (Chair), Daykin, Davis, Driver, Labarte, Morrison and Whyles.

Also in attendance: Mike Simpson (Clerk) and 16 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. Approval of the Minutes of the Council Meeting of the Annual Parish Council held on 16th May 2022

The Council **RESOLVED** to approve the minutes from the Annual Meeting on 16th May 2022 as a true and accurate record.

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

There were several questions from residents regarding the Twitten pre-application discussion. One resident asked why there were so many parking spaces as there did not need to be so many to which the developer responded saying he believed there was the correct amount but it was open to discussion. Another resident asked if a pre-application discussion had been sought from SDNPA to which the answer was no and whether the developers had thought about water neutrality to which the answer was yes but it could not be explained currently. One resident asked why it was necessary to have a turning space for tankers but the answer suggested it was not necessary and could be removed. One resident raised concerns that the felling of trees and hedges at the entrance would remove the noise barrier from neighbouring properties and other residents were worried about the adverse impact on the experience of walking the Coffin Trail.

5. County Councillor reports

There was no update.

6. District Councillor reports

There was no update.

7. Chair's announcements

Richard Champness

The Chair thanked Judith Daykin, Chair of the Bury and West Burton Volunteers, for her hard work on two excellent local events, the Jubilee Picnic and Bury Fete.

8. Pre-application planning discussion

To discuss potential development on a piece of land referred to as the 'Twitten'

Plans for a six-unit development in a farmyard setting were presented to the Council. The developer stated that WSCC Highways confirmed that access could be achieved from the A29 so the Twitten Footpath would remain unchanged. He said four trees would be felled, which were mainly Ash, and an ecological survey was being conducted. He believed that only one property would be affected but did not believe it would lose any views. Councillors Whyles and Labarte advised that the proposed location included an ancient orchard which was identified in the Neighbourhood Plan which could not be ignored. The developer refuted the claim and said he did not believe there had ever been one. Councillor Labarte advised that the site was outside the Neighbourhood Plan's settlement boundary and was an unallocated site which usually meant only a maximum of three houses could be built. He also added that if the Hillside application was approved along with Twitten then Bury would have potentially fifteen houses which exceeded the allocation of six in the Neighbourhood Plan and would bring complications with infrastructure and services. Councillor Whyles raised concern about the impact on the Coffin Trail as it looked as though it was being redirected. The developer responded saying it would not be touched and the plans did not reflect what the access would be like as it would be a plain bell mouth so the footpath would not be affected. Councillor Morrison said that the Council discussing the plans did not mean it approved of them and believed obtaining the change of use required from agricultural would be challenging. He also believed the plans created potential harm and uncertainty for the surrounding landscape and believed that 6 units with 15 parking spaces was too much and suggested the current plans did not do anything to alleviate these concerns.

Planning Applications

SDNP/22/02854/HOUS: Flints Orchard West Burton Road West Burton West Sussex RH20 1HD

Proposal: New access and parking area.

Councillors **AGREED** to support this application.

9. Payments and bank reconciliations

The clerk presented the payment schedule since the previous meeting (16th May) and the latest bank reconciliations from May, June and July which the Council **RESOLVED** to approve.

10. Variance Report

The clerk presented the latest budget vs actual report which the Council **AGREED** to approve.

11. Policies: To review the council's:

- (a) Data Protection Policy
- (b) Health and Safety Policy
- (c) Risk Management Policy
- (d) Asset Management Policy
- (e) Tree Policy

Councillors decided to vote on the policies as one item and **AGREED** to approve them.

12. Emergency and Resilience Plan

The Chair advised that he had met a consultant with the Clerk who asked whether Bury would be part of a WSALC pilot study to produce an Emergency and Resilience Plan for the parish. Councillors believed it was good idea and **AGREED** to approve the Council's inclusion in the study.

13. Grounds and Highways

- (a) To receive an update on the A29 from the Road Improvement Committee
- (b) To receive an update on redesign plans for the A29

Richard Champness

Items 14a and 14b were discussed together. Councillor Morrison presented a [plan](#) from the Road Improvement Committee to redesign the A29 and proposed the following motion: Bury Parish Council welcomes the presentation from the A29 RIC and now wishes to consult with the community of Bury and West Burton to gauge the level of support for the proposals. With the endorsement of the community, BPC would intend to make a joint approach with the A29 RIC to the South Downs National Park and WSCC Highways to further investigate the feasibility of the proposals and seek support for their implementation which Councillors **AGREED** to approve.

Councillors also **RESOLVED** to approve a grant of £59.80 to reimburse the RIC for two noise monitors.

(b) To receive an update on the refurbishment of the heritage road signs

Councillor Daykin advised that the signs should be ready in about two months due to a delay in procuring the letters.

(c) To receive an update on the Queen's Jubilee tree planting

Following a meeting with an arboriculturist, Councillor Daykin proposed that the Council plant one oak tree at the recreation ground which could cost around £250 which Councillors **AGREED** to approve.

(e) To discuss plans to reduce the speed limit in the village from 30mph-20mph

The Chair proposed that, once WSCC had introduced a new policy to make it easier for villages to reduce speed limits to 20mph, the Council considers implementing it in Bury which Councillors **AGREED** to approve.

(f) To discuss the community payback scheme

Councillors discussed introducing the Community Payback Scheme, in which work such as litter picking, clearing waste land or decorating community spaces is carried out by supervised minor offenders and **AGREED** to submit an application in the winter.

14. Bury and West Burton Volunteers

The Chair of the volunteers reported to Councillors that the Jubilee Picnic and Bury Fete highlighted there were a lot of volunteers who were registered to help but were not active. Therefore, the Council **AGREED** to request that the volunteers organise a social evening for its members.

15. Council emails

Councillors discussed alternative email providers whereupon Councillor Driver suggested Google for non-profits which the Clerk said he would investigate.

16. Apple Day

Councillor Daykin proposed 8th October with activities such as apple pressing, BBQ and music which Councillors **AGREED** to approve.

17. Village Hall

To receive any update from the working group

Councillor Whyles reminded the Council that there would be an Extraordinary Council meeting on 24th August to discuss the architect's designs for the village hall.

18. Clerk's salary

The Chair advised Councillors that the Clerk had passed CILCA and proposed increasing his pay by one scale to £17.87 which the Council **RESOLVED** to approve.

19. Date of next meeting

The Chair stated that the date of the next meeting would be 24th August.

The meeting ended at 7.50pm.

Richard Champness

**Bank Reconciliation Statement as at 31/07/2022
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	31/07/2022		29,278.55
Business Reserve Account	31/07/2022		0.00
			<u>29,278.55</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			29,278.55
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<u>0.00</u>
			29,278.55
		Balance per Cash Book is :-	29,278.55
		Difference is :-	0.00

Richard Champness
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Bank Reconciliation Statement as at 30/06/2022
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	30/06/2022		0.00
Business Reserve Account	30/06/2022		35,325.61
			<u>35,325.61</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			35,325.61
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<u>0.00</u>
			35,325.61
		Balance per Cash Book is :-	35,325.61
		Difference is :-	0.00

Richard Champness

Bank Reconciliation Statement as at 31/05/2022
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	31/05/2022		0.00
Business Reserve Account	31/05/2022		38,295.22
			<u>38,295.22</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			38,295.22
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<u>0.00</u>
			38,295.22
		Balance per Cash Book is :-	38,295.22
		Difference is :-	0.00

Richard Champness

Detailed Receipts & Payments by Budget Heading 31/08/2022

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	14,637	29,274	14,637			50.0%	
1080 Grants - SCC	0	3,344	3,344			0.0%	
1081 SCC Grant for Bury Green	0	2,074	2,074			0.0%	
1090 Bank Interest	12	2	(10)			613.5%	
1100 FITS	0	1,500	1,500			0.0%	
1120 Miscellaneous Income	0	500	500			0.0%	
	<u>14,649</u>	<u>36,694</u>	<u>22,045</u>			<u>39.9%</u>	<u>0</u>
Administration :- Receipts							
4000 Salary Clerk	4,299	12,000	7,701		7,701	35.8%	
4010 Home Working	100	300	200		200	33.3%	
4050 GM01 Wharf & River grass cut	612	1,000	389		389	61.1%	
4051 GM02 Bury Green grass cut	612	1,200	589		589	51.0%	
4052 GM03 Wharf/river seasonal	95	350	255		255	27.1%	
4053 GM04 Bury Green seasonal	13	300	287		287	4.5%	
4054 GM05 One off tasks	0	500	500		500	0.0%	
4055 GM06 B Green/VH one off tasks	471	200	(271)		(271)	235.3%	
4056 GM07 Pill Pond	240	1,000	760		760	24.0%	
4057 GM08 Coffin Trail	325	500	175		175	65.0%	
4058 GM09 Recreation Ground	320	750	430		430	42.7%	
4059 GM10 West Burton	0	200	200		200	0.0%	
4066 Dog Bins	690	700	10		10	98.5%	
4067 Observatory	0	1,000	1,000		1,000	0.0%	
4070 Section 137	0	1,000	1,000		1,000	0.0%	
4080 Bury Green Loan Repayment	1,037	2,074	1,037		1,037	50.0%	
4090 Admin Sundries	0	50	50		50	0.0%	
4100 Computer & Office Equipment	174	1,000	826		826	17.4%	
4110 Insurance	2,598	2,600	2		2	99.9%	
4120 Audit Fees	165	600	435		435	27.5%	
4130 Training	271	300	30		30	90.2%	
4140 Miscellaneous Expenditure	0	500	500		500	0.0%	
4150 Special Projects	0	1,000	1,000		1,000	0.0%	
4160 Subscriptions	218	600	382		382	36.3%	
4450 Payroll	0	120	120		120	0.0%	
4451 Pension	234	1,100	866		866	21.3%	
4452 Newsletter	0	400	400		400	0.0%	
	<u>12,472</u>	<u>31,344</u>	<u>18,872</u>	<u>0</u>	<u>18,872</u>	<u>39.8%</u>	<u>0</u>
Administration :- Indirect Payments							
Net Receipts over Payments	<u>2,177</u>	<u>5,350</u>	<u>3,173</u>				

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Detailed Receipts & Payments by Budget Heading 31/08/2022

Cost Centre Report

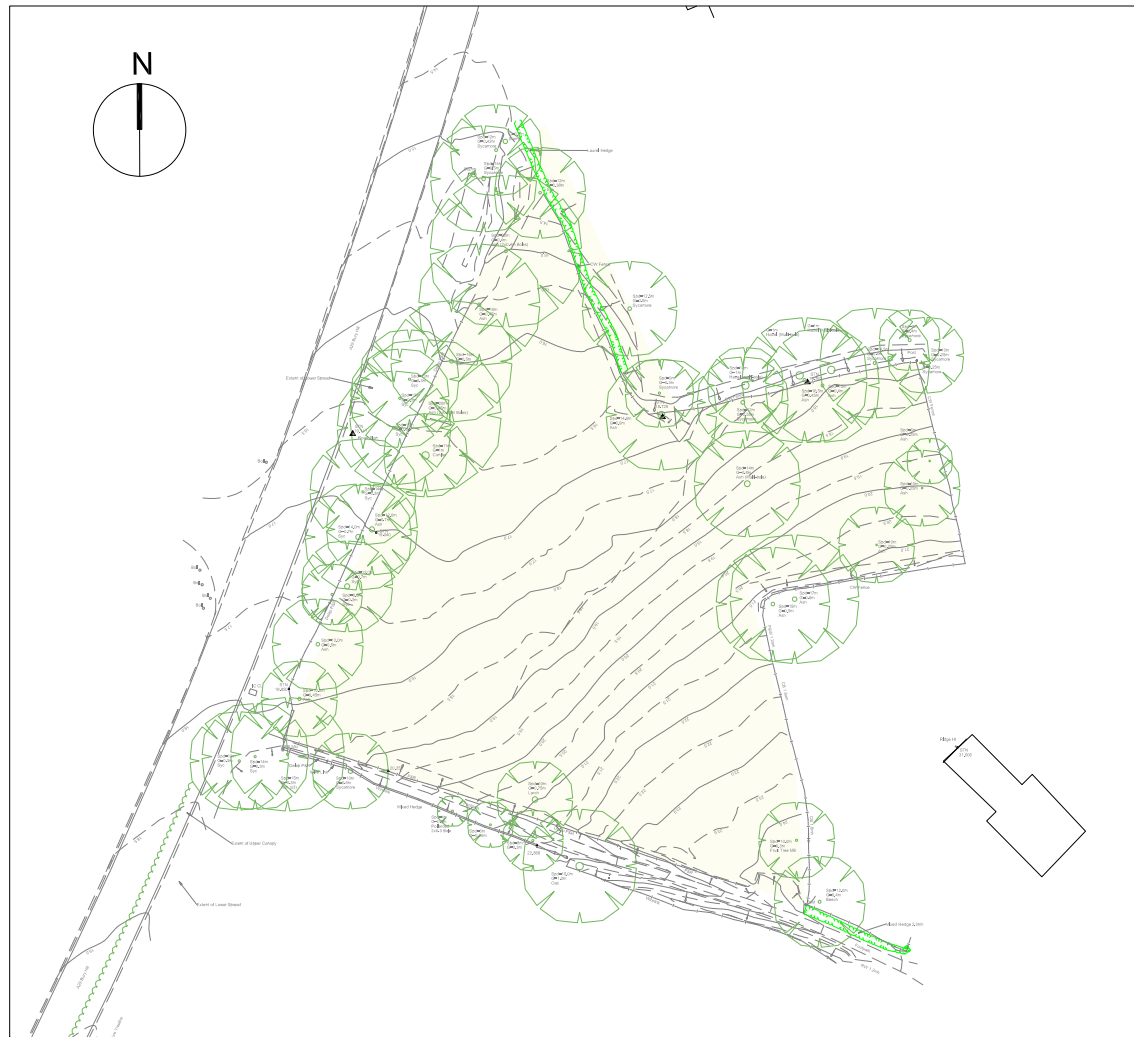
	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>200 Village Hall</u>							
1200 Hall Hires	1,668	5,000	3,332			33.4%	
1210 Licences	(144)	0	144			0.0%	
Village Hall :- Receipts	<u>1,524</u>	<u>5,000</u>	<u>3,476</u>			30.5%	0
4320 Licences & Checks	463	600	137		137	77.2%	
4330 Cleaning	1,525	3,500	1,976		1,976	43.6%	
4340 Waste	173	500	327		327	34.6%	
4360 Repairs & Improvements	0	750	750		750	0.0%	
4365 Re-design	6,498	1,000	(5,498)		(5,498)	649.8%	5,000
4370 Oil Heating	188	2,000	1,812		1,812	9.4%	
4380 Electricity	155	700	545		545	22.1%	
4390 Water & Sewage	0	350	350		350	0.0%	
4400 Telephone & Internet	106	600	494		494	17.7%	
4410 Window Cleaning	0	200	200		200	0.0%	
4455 Events	0	150	150		150	0.0%	
Village Hall :- Indirect Payments	<u>9,108</u>	<u>10,350</u>	<u>1,242</u>	<u>0</u>	<u>1,242</u>	<u>88.0%</u>	<u>5,000</u>
Net Receipts over Payments	<u>(7,584)</u>	<u>(5,350)</u>	<u>2,234</u>				
6000 plus Transfer from EMR	5,000						
Movement to/(from) Gen Reserve	<u>(2,584)</u>						
<u>999 VAT Data</u>							
115 VAT on Refunds	728	0	(728)			0.0%	
VAT Data :- Receipts	<u>728</u>	<u>0</u>	<u>(728)</u>				0
515 VAT on Payments	2,218	0	(2,218)		(2,218)	0.0%	
VAT Data :- Indirect Payments	<u>2,218</u>	<u>0</u>	<u>(2,218)</u>	<u>0</u>	<u>(2,218)</u>		0
Net Receipts over Payments	<u>(1,489)</u>	<u>0</u>	<u>1,489</u>				
Grand Totals:- Receipts	16,901	41,694	24,793			40.5%	
Payments	23,798	41,694	17,896	0	17,896	57.1%	
Net Receipts over Payments	<u>(6,896)</u>	<u>0</u>	<u>6,896</u>				
plus Transfer from EMR	5,000						
Movement to/(from) Gen Reserve	<u>(1,896)</u>						

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List of Payments made between 17/05/2022 and 01/08/2022

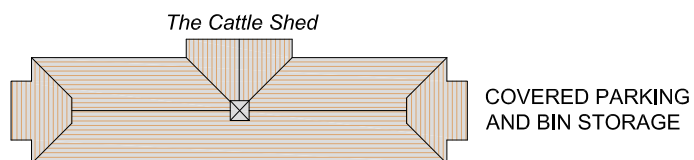
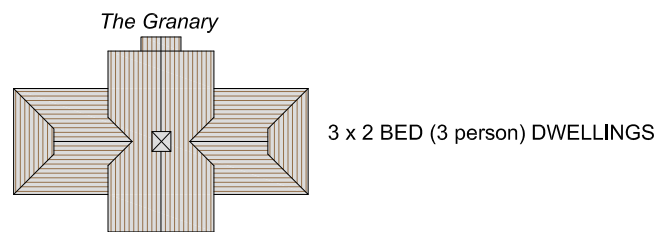
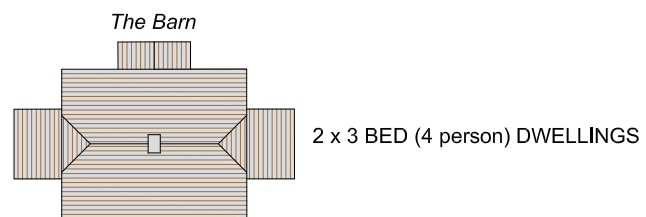
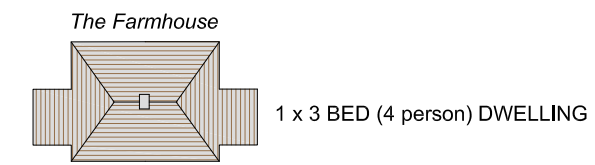
<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
19/05/2022	NEST	DD	78.11		Clerk pension
24/05/2022	Victoria Holland Architects	OLT	2,338.85		Invoice 0508 Stage 1 Redesign
24/05/2022	Mulberry & Co	OLT	60.00		50646 Cllr Training
24/05/2022	Public Works Loan Board	DD	1,037.23		Bury Green Loan
30/05/2022	Mike Simpson	OLT	998.04		Salary May
30/05/2022	BT	DD	34.77		Internet
31/05/2022	Mike Simpson	SO	25.00		Home office
31/05/2022	Southern Electric	DD	31.00		Southern Electric
01/06/2022	Rob Simpson	SO	291.67		VH Cleaning
14/06/2022	Chichester District Council	DD	43.70		Bin collection
16/06/2022	Mike Simpson	OLT	143.88		Zoom licence
16/06/2022	Primavera	OLT	654.00		Invoice 817
16/06/2022	Primavera	OLT	564.72		Primavera 816
21/06/2022	NEST	DD	78.11		Clerk pension
27/06/2022	Fire Risk Uk	OLT	144.00		Fire alarm inspection (65310)
27/06/2022	Beechdown	OLT	216.00		Tree pruning Rec Ground (4576)
29/06/2022	Judith Daykin	OLT	114.00		Refund for VH ink
30/06/2022	Mike Simpson	OLT	997.84		Salary June
30/06/2022	Mike Simpson	SO	25.00		Home office
30/06/2022	BT	DD	34.77	Internet	BT
01/07/2022	Rob Simpson	SO	291.67		VH Cleaning
01/07/2022	Southern Electric	DD	31.00		Electricity
05/07/2022	Mulberry & Co	OLT	42.00		Social Media Training
05/07/2022	Viking	OLT	79.38		VH cleaning
05/07/2022	Victoria Holland Architects	OLT	4,018.82		Design proposals (0520)
05/07/2022	Delia Thornton	OLT	31.50		Fuel
06/07/2022	Chichester District Council	DD	43.70		Bin collection
07/07/2022	HMRC	OLT	231.03		PAYE 1st Quarter
19/07/2022	Cardinus Risk Management	OLT	156.00		VH Reinstatement Survey
19/07/2022	PPLPRS	OLT	255.53		VH Music licence
19/07/2022	South East Landbased Training	OLT	184.80		Tree inspection training
21/07/2022	NEST	DD	78.11		Pension
29/07/2022	Mike Simpson	OLT	1,073.80		Salary July
01/08/2022	Primavera	OLT	1,366.80		Invoice 820
01/08/2022	Rob Simpson	SO	291.67		VH cleaning
01/08/2022	Mike Simpson	SO	25.00		Home office
01/08/2022	BT	DD	34.77		Internet
01/08/2022	Southern Electric	DD	31.00		Electricity
01/08/2022	DM Payroll Services	OLT	60.00		Payroll admin 6 months
Total Payments			16,237.27		

Richard Champness



EXISTING SITE PLAN

0m 5m 10m 25m 50m
Scale 1:1000



FEASIBILITY SITE PLAN

0m 5m 12.5m 25m
Scale 1:500



Commercial Property Associates Ltd
The Stables, Kesters Barn, Bury,
West Sussex, RH20 1PA
Tel: 01798 831250 Fax: 01798 389487

client: A ALDRIDGE
project title: LAND AT THE TWITTEN, BURY
PROPOSED RESIDENTIAL DEVELOPMENT
drawing title: EXISTING AND FEASIBILITY SITE PLANS

drawn by: MSA date: JUN 22 scale: 1:500 / 1:1000 @ A3

issue status: design BofQ construction record

drawing number: **20386 / FE100** revision: **2**

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