



### Minutes from the Bury Parish Council meeting on 22<sup>nd</sup> September 2022

**1. Attendance and Apologies for Absence**

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

Apologies from: Councillors Davis and Morrison which Councillors **RESOLVED** to accept.

Also in attendance: Mike Simpson (Clerk), 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.**

Councillor Champness notified the Council that the company at which he was a director had now dissolved which was duly noted.

**3. Approval of the Minutes of the Extraordinary Meeting of the Parish Council held on 24<sup>th</sup> August 2022**

Councillors **RESOLVED** to approve the minutes from the Extraordinary Meeting on 24<sup>th</sup> August 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 no comments.

**5. County Councillor reports**

There was no report.

**6. District Councillor reports**

Councillor Sutton advised that there had been a change in what can be put in recycling bins and the District Council was running a service called 'supporting you' to help people during the cost of living crisis by offering advice on wellbeing as well as finances. He also informed councillors that there was a WSCC grant scheme to help Ukrainian refugees settle into their new communities and a café was running in Petworth on Wednesday mornings at 10am offering IT lessons and chance for people to socialise. Rough sleepers were down to four and there was a new centre in Chichester offering 17 temporary accommodation units and they were working on refurbishing an old site which could offer another 47. The Council was also working with housing providers to free up stock so certain people could be allocated accommodation without waiting on the list. Councillor Sutton updated Councillors on his work with NHS Community Trust and how he hoped integrated care would remove competition for services and would help with adult social care when people left hospital. They were hoping to also have an impact on community services such as providing A&E in rural areas.

**7. Chair's announcements**

The Chairman expressed sadness on behalf of the Council and wider community about the death of Queen Elizabeth II. He also informed the Council that there was a public A29 consultation meeting on 24<sup>th</sup> September at the village hall from 10.30am-12.30pm.

**8. Planning Applications**

**SDNP/22/03527/FUL:** Foxbury Farm West Burton Road West Burton Pulborough West Sussex  
RH20 1HD: Convert main barn into 4 no. bedroom dwelling. Convert secondary barn to

offices/storage and change of use of smaller barn to storage. Alterations to vehicle access from West Burton Road and new landscaping.

Councillors **RESOLVED** to object to this application.

It was persuaded by the arguments put forward and expressed in the Landscape Planning Advice provided by Environmental Initiatives of Hampshire County Council and the reasons for its objection were as follows.

1. The proposal is a change of use from agricultural to residential/business.
2. The site occupies an elevated and prominent position at the heart of a rural area of pastures and woodlands. It is visible from several directions and is located only 350m from the West Burton conservation area.
3. This proposal is in a rural location, outside the settlement boundary, and is contrary to the character of the area.
4. Though the 1960s barns are of no architectural value, their conversion would be contrary to conserving the historic settlement type of small, nucleated villages – a stated aim of the SDILA.
5. It is contrary to BPC's NDP objective no. 2 – to enhance the rural feel and character of the Parish, preserving our agricultural and built heritage wherever possible.
6. It is also contrary to the NDP's 5th objective – to conserve and enhance the natural beauty, wildlife, and cultural heritage of the Parish within the National Park.
7. The site is not included in BPC's NDP as a location for future housing development within the parish.
8. BPC's NDP also notes that while certain parts of the Parish have had development in modern (post 1940's) styles, this is not a reason to allow further inappropriate development within it.
9. BPC's NDP Policy 2 states: All development should respond to the rich built heritage of the Parish and character of the area in which they sit. This should be achieved by Incorporating similar architectural features into the design as those that are found in traditional buildings in the village ... and External materials should reflect the palette of materials found in traditional buildings within the Parish.
10. BPC is not persuaded that the proposals follow a landscape led approach respecting the agricultural nature of the area. This proposal will contribute to the erosion of the intrinsic sense of remoteness.
11. The inclusion of business premises within the proposal sets a precedent for further business unit expansion.
12. The large-scale use of glazing on the west and east elevations of the main barn would introduce unacceptable visual intrusion into the landscape.
13. The existing footpath 758/1 runs through the site. The application shows no proposals for safeguarding this path.

14. The proposed extent of hard surfacing would be out of character with the area.

15. The proposal should require a statement on contamination from the deterioration of asbestos cladding and roofing from a past fire at the site.

16. BPC is concerned at the precedent such a permission could set. If this proposal is approved, any such barn could refer to this application as justification for conversion.

Notwithstanding Bury Parish Council's objections, it would nevertheless welcome proposals to visually improve the state of the farm. It does not rule out development completely and considers an application that incorporated the objections laid out above could potentially find favour.

**SDNP/22/03863/FUL & SDNP/22/03864/LIS:** Dorset House Church Lane Bury Pulborough West Sussex RH20 1PB Proposal: Infill of existing tunnel and construct 2 no. w/c.

Councillors **RESOLVED** to remain neutral on this application.

**SDNP/22/04208/TCA:** Ducklings Church Lane Bury Pulborough West Sussex RH20 1PB Proposal: Notification of intention to reduce back south sector by up to 2m (overhang over garden) on 1 no. group of 5 multi-stemmed coppiced Hazel (quoted as G1) on the bank above Church Lane

Councillors **RESOLVED** to remain neutral on this application.

## 9. SDNPA Call for sites

### To discuss potential development sites for SDNPA's Local Plan Review

The Chair read the following statement:

The village of Bury has an obligation defined by the South Downs National Park (SDNP) plan to provide six new dwellings within its boundary by 2033. Our Neighbourhood Plan (NP) of 12.04.2018 confirmed the site of Jolyons and Robin Hill as the best site to meet that need but, now the development of that site is no longer feasible, Bury Parish Council (BPC) should revise its NP, first to remove Jolyons and Robin Hill as an option and second to identify a replacement site in order to meet its obligations. BPC has had several conversations with landowners, including the owners of what is called The Twitten site, and it is understandably uneasy that any potential developments, none of which are identified in the current NP, will be regarded as 'windfall' developments and therefore will not count towards the obligation to provide six houses by 2033.

BPC has contacted the SDNP planning department with these concerns and the advice received is that the best way of obtaining the outcome that BPC seeks is to join the 'call for sites' announced by the SDNP which closes on the 28<sup>th</sup> of September 2022. As there are no sites within the village that currently have an official 'allocation' or which have the benefit of a planning approval, BPC is rightly concerned about the perception of being seen to endorse any site that has not yet been properly scrutinised in the normal planning process. That natural reluctance, however, must be balanced by the potential loss of an opportunity and BPC must consider, if it was to choose to step back from the 'call for sites', it may risk losing a position in relation to 'windfall development'.

With the 28<sup>th</sup> of September deadline looming, BPC encourages any landowner within the village who feels their site has a reasonable position in relation to potential development to submit an application to the SDNP and its 'call for sites'. From those applications, the SDNP will make its decision on allocations and, should any be made within the boundary of the village, BPC will look at any such site with great interest as it will have direct relevance to BPC's NP and its 2033 obligation. Currently, there is only one site that BPC is aware of that provides six or more dwellings and with the 'windfall development' argument in mind, it is keen to ensure its position for this particular site is protected. Without prejudice to the planning outcome or endorsing that site for any form of development, BPC therefore proposes to put forward Hillside in response to that 'call for sites'.

This proposal is for the following reasons.

1. SDNP have advised that taking this initiative and responding to the 'call for sites' is the most likely route to avoid the site being regarded as windfall development.
2. Hillside has already been through a pre-app process with BPC and some form of development is regarded as realistic and is anticipated. It was also considered a viable site for the NP when sites were assessed in 2016.
3. Though no quantum has been agreed, it is likely to be in excess of the six dwellings needed for 2033. BPC is not aware of any other site with such development capacity.
4. BPC understands the formal pre-app process with the SDNP is currently underway and that this is now with a new architect and includes substantial revisions to the earlier scheme.
5. The inclusion of workspace units will facilitate a partial change of use for the site from solely employment to one that includes residential units. We understand that a reasonable proposal will have a realistic chance of planning success.
6. Hillside may influence or be influenced by the planned strategy for the A29 by the A29 Road Improvement Committee which BPC has endorsed for public consultation.
7. The site may generate a substantial CIL or a Section 106 agreement and, without prejudice to the planning outcome, BPC wishes to register the interests of the village, should planning permission be granted.
8. Though taking this initiative may help strengthen our position with this particular site, it will not prejudice the likely success of any other site being properly and objectively considered by the SDNP.

The Chair continued to say that if the Parish Council was persuaded by the argument and these reasons for a direct response on the 'call for sites', he proposed the following motion:

In recognising that Hillside is the only site in the village that currently meets the obligations set out in the SDNP plan for 2033, BPC wishes to register the Hillside site in response to the SDNP's 'call for sites'. In registering this site, BPC wishes to make it clear that it is not commenting on the planning merits of any proposal or favouring this particular site over any other, it is simply supporting this site's consideration by the SDNP. If, after due consideration, the SDNP does make an allocation for six dwellings or more, BPC will seek to amend the NP to delete the Jolyon and Robin Hill site from the NP and replace it with Hillside. Councillors **RESOLVED** to approve the motion.

## 10. Payments and bank reconciliations

The Clerk presented the schedule of payments since the last meeting (1<sup>st</sup> August 2022) and the bank reconciliation from August which Councillors **RESOLVED** to approve.

#### **11. Variance Report**

The Clerk presented the latest actual vs budget report for the current financial year which Councillors **RESOLVED** to approve.

#### **12. Village Hall**

##### **(a) To discuss plans for a public consultation for redesigning the village hall**

Councillor Whyles gave a [presentation](#) to Councillors on the proposed methodology for the public consultation on plans to redesign the village hall. It included a printed leaflet delivered through every door in the village with an artist's impression of the new design as well as costs and fundraising options. There would also be a questionnaire inserted which residents could complete and return to the Council. An exhibition of the plans at which residents could attend and discuss would be taking place on the 8<sup>th</sup> or 10<sup>th</sup> December followed by a public meeting/drop-in the following week. Councillor Whyles then proposed the Council adopt the plan which Councillors **RESOLVED** to approve.

##### **(b) To discuss winter social events for residents at the village hall**

The Chair proposed using free areas of the village hall whilst it is being used by customers for residents to meet and have coffee during the winter months and suggested that any unfunded costs could be covered by Squires Cottages Charity which Councillors **AGREED** to approve.

#### **13. Grounds and Highways**

##### **(a) To receive an update on the A29 from the Road Improvement Committee**

Councillor Whyles informed the Council there would be an open morning on Saturday 24<sup>th</sup> September between 10.30am-12.30pm at which the RIC would be in attendance to discuss plans for the A29.

##### **(b) To receive an update on the refurbishment of the fingerpost road signs**

Councillor Daykin advised that Primavera had employed someone specifically to deal with the fingerpost signs and hoped they would be ready within the next month.

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

##### **To receive an update and consider any requests**

The following report was provided by the Chair of the BWBV:

1. The Jubilee Picnic increased the amount in the bank account to just over £600.
2. There was great support received from Volunteers for the Bury Fete.
3. In order to spread the word more widely, one member from each of the other villages in the Parish has joined the Volunteers. They will receive all the information and broadcast amongst their local contacts if relevant e.g. Arun Churches/Bury Fete, but not Bury Christmas Lunch.
4. Apple Day and associated Autumn Social Evening in planning for 7<sup>th</sup>/8<sup>th</sup> October. BWBV to be asked for support and any profit will be granted to the village hall.
5. Village Hall:

The following new daytime courses have been booked:

- Portrait Painting (already started)
- Table Tennis
- Yoga
- Computer Café (under discussion)

Bury Players: AGM 21<sup>st</sup> Sept. Will vacate their storage room on 15<sup>th</sup> October. (May need a skip)

The Hall/Council are being offered the opportunity to come to the sale on 15<sup>th</sup> October to identify anything they would like to keep (in addition to electronic equipment already discussed).

All residual boutique equipment to be moved into storage vacated by Players.

**15. Apple Day**

Councillor Daykin requested some help with the social evening planned for 7<sup>th</sup> October where there would be a BBQ and firepits. Apple Day was scheduled for the following day on 8<sup>th</sup> October where he hoped the weather would be suitable to stay outside.

**16. Council budget 2023-24**

**To consider forming a working group to discuss the budget for 2023-24**

Councillors **AGREED** to form a working group for the budget 2023-24 consisting of Councillors Champness and Rudd and the Clerk.

**17. Date of next meeting**

The Chair advised the date of the next meeting would be 7<sup>th</sup> November 2022.

**Bank Reconciliation Statement as at 31/08/2022  
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	31/08/2022		0.00
Business Reserve Account	31/08/2022		26,050.05
			<hr/> 26,050.05
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<hr/> 0.00
			26,050.05
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<hr/> 0.00
			26,050.05
		<b>Balance per Cash Book is :-</b>	<b>26,050.05</b>
		<b>Difference is :-</b>	<b>0.00</b>

## Detailed Receipts &amp; 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	15	2	(13)			738.5%	
1100 FITS	0	1,500	1,500			0.0%	
1120 Miscellaneous Income	0	500	500			0.0%	
Administration :- Receipts	<u>14,652</u>	<u>36,694</u>	<u>22,042</u>			<u>39.9%</u>	<u>0</u>
4000 Salary Clerk	5,345	12,000	6,655		6,655	44.5%	
4010 Home Working	125	300	175		175	41.7%	
4049 Playground inspection	77	0	(77)		(77)	0.0%	
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	480	1,000	520		520	48.0%	
4057 GM08 Coffin Trail	325	500	175		175	65.0%	
4058 GM09 Recreation Ground	80	750	670		670	10.7%	
4059 GM10 West Burton	0	200	200		200	0.0%	
4061 A29 Improvements	72	0	(72)		(72)	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%	
4400 Telephone & Internet	29	0	(29)		(29)	0.0%	
4450 Payroll	0	120	120		120	0.0%	
4451 Pension	314	1,100	786		786	28.5%	
4452 Newsletter	0	400	400		400	0.0%	
Administration :- Indirect Payments	<u>13,801</u>	<u>31,344</u>	<u>17,543</u>	<u>0</u>	<u>17,543</u>	<u>44.0%</u>	<u>0</u>
Net Receipts over Payments	<u>851</u>	<u>5,350</u>	<u>4,499</u>				



## Detailed Receipts &amp; 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	1,788	5,000	3,212			35.8%	
1210 Licences	(144)	0	144			0.0%	
Village Hall :- Receipts	<u>1,644</u>	<u>5,000</u>	<u>3,356</u>			<u>32.9%</u>	<u>0</u>
4320 Licences & Checks	553	600	47		47	92.2%	
4330 Cleaning	1,525	3,500	1,976		1,976	43.6%	
4340 Waste	257	500	243		243	51.5%	
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>9,282</u>	<u>10,350</u>	<u>1,068</u>	<u>0</u>	<u>1,068</u>	<u>89.7%</u>	<u>5,000</u>
Net Receipts over Payments	<u>(7,638)</u>	<u>(5,350)</u>	<u>2,288</u>				
6000 plus Transfer from EMR	5,000						
Movement to/(from) Gen Reserve	<u>(2,638)</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>				<u>0</u>
515 VAT on Payments	2,257	0	(2,257)		(2,257)	0.0%	
VAT Data :- Indirect Payments	<u>2,257</u>	<u>0</u>	<u>(2,257)</u>	<u>0</u>	<u>(2,257)</u>		<u>0</u>
Net Receipts over Payments	<u>(1,528)</u>	<u>0</u>	<u>1,528</u>				
Grand Totals:- Receipts	17,024	41,694	24,670			40.8%	
Payments	25,340	41,694	16,354	0	16,354	60.8%	
Net Receipts over Payments	<u>(8,316)</u>	<u>0</u>	<u>8,316</u>				
plus Transfer from EMR	5,000						
Movement to/(from) Gen Reserve	<u>(3,316)</u>						

## List of Payments made between 02/08/2022 and 07/09/2022

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
02/08/2022	Chichester District Council	DD	40.55		VH bins
03/08/2022	Primavera	OLT	1,366.80		Invoice 820
03/08/2022	Primavera	OLT	-1,366.80		Invoice 820
11/08/2022	Rod Pearce	OLT	71.76		A29 Sound monitors
16/08/2022	Hampshire Fire Protection	OLT	108.00		Fire extinguisher service
19/08/2022	NEST	DD	79.46		Pension
19/08/2022	NEST	DD	-79.46		Clerk Pension
19/08/2022	NEST	DD	79.46		Clerk pension
22/08/2022	ROSPA Play Safety	OLT	92.40		Inspection 2022
30/08/2022	Chichester District Council	DD	43.70		Bin collection
30/08/2022	BT	DD	34.77		Internet
31/08/2022	Mike Simpson	OLT	1,046.12		Salary August
31/08/2022	Mike Simpson	SO	25.00		Home office
01/09/2022	Rob Simpson	SO	291.67		VH cleaning
01/09/2022	Southern Electric	DD	31.00		Electricity
07/09/2022	Primavera	OLT	1,877.10		Invoice 830
Total Payments			3,741.53		