



Dear Councillors

You are duly summoned to the Annual Meeting of Bury Parish Council on Monday 15th May 2023 commencing at 6:00pm at Bury Village Hall

Members of the public are welcome to join this meeting and speak for a maximum of five minutes about an item on the agenda during the Public Session at the discretion of the Chair.

M Simpson
Clerk to the Council
9th May 2023

AGENDA

1. Election of Chairman and Vice Chairman

- (a) To elect a Chairman for the next Council year.
- (b) To elect a Vice Chairman for the next Council year.

2. Attendance and Apologies for Absence

To accept apologies and reasons for absence.

3. Councillor Co-option

To consider any applications to fill the existing vacancies on the Council.

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

To receive any declarations of interests from Members in respect to items on the agenda.

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

To note any comments.

6. General Power of Competence

To confirm the Council has the General of Competence for 2023-24

7. Committees and Working Groups

To form and appoint members to committees and working groups.

8. Appointments to outside bodies

To confirm any councillor appointments to outside bodies.

9. Meeting dates

To consider and adopt meeting dates for 2023-24

10. Approval of the Minutes of the Council Meeting of the Parish Council held on 27th March 2023

To review and approve

11. County Councillor reports

To receive any reports

12. District Councillor reports

To receive any reports.

13. Chair's announcements

To note any announcements

14. Annual Governance and Accountability Return (AGAR) 2022-23

(a) Internal Audit Report

To review and approve

(b) Section 1 of the AGAR

To review and approve

(c) Section 2 of the AGAR

To review and approve

(d) Notice of electors' rights

To confirm dates

15. Payments and bank reconciliation

Review schedule of payments and bank reconciliations since the last meeting (27th March 2023)

16. A29 Speed reduction

To review the Community Highways Scheme to reduce the speed on the A29

17. Grounds Maintenance

(a) To receive an update on property which the Council would like removed at Bury Wharf

(b) To consider the parish tree survey report

18. Parish Priority Statement

To consider a draft statement

19. Bank signatories

To review and update

Bank Accounts

List of Payments made between 28/03/2023 and 15/05/2023

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
03/04/2023	Rob Simpson	SO	291.67		VH Cleaning
03/04/2023	Chichester District Council	DD	888.58		Dog bins
03/04/2023	Southern Electric	OLT	31.00		Electricity
12/04/2023	Chichester District Council	DD	36.25		Bin collection
13/04/2023	Came & Company	OLT	2,945.63	Insurance	Came & Company
17/04/2023	Business Stream	DD	45.00		Water
25/04/2023	Local Government Pension	OLT	282.77		Clerk pension
28/04/2023	Mike Simpson	OLT	1,063.60		Salary April
02/05/2023	Rob Simpson	SO	291.67		VH Cleaning
02/05/2023	Mike Simpson	SO	25.00		Home office
02/05/2023	BT	DD	35.65		Internet
02/05/2023	Southern Electric	DD	31.00		VH electricity
03/05/2023	WSALC	OLT	225.36		Annual membership
03/05/2023	Gala Tent	OLT	101.90		Tent accessories
03/05/2023	DM Chainsaws	OLT	202.92		Mower maintenance cricket club
05/05/2023	Chichester District Council	DD	42.45		Bin collection
15/05/2023	Beechdown	OLT	660.00		Tree survey 2023
15/05/2023	Primavera	OLT	1,381.44		Invoice 885
Total Payments			8,581.89		

Bank Reconciliation Statement as at 28/04/2023
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	28/04/2023		0.00
Business Reserve Account	28/04/2023		41,791.28
			<u>41,791.28</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			41,791.28
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<u>0.00</u>
			41,791.28
		Balance per Cash Book is :-	41,791.28
		Difference is :-	0.00

Bank Reconciliation Statement as at 31/03/2023
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	31/03/2023		0.00
Business Reserve Account	31/03/2023		29,388.63
			<u>29,388.63</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			29,388.63
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<u>0.00</u>
			29,388.63
		Balance per Cash Book is :-	29,388.63
		Difference is :-	0.00

Beechdown Arboriculture Limited
Club Cottage
Top Road
Slindon
Arundel
BN18 0RP

Tel: 01243 814740

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INVOICE

Page 1

Bury Parish Council
The Village Hall
The Street
Bury
RH20 1PA

Invoice No	4806
Invoice Date	05/05/2023
Order No	
Account Ref	BURYPC

Registered in England & Wales no. 5355859
VAT Registration no. 867 1140 25

Description	Net Amt	VAT %	VAT
Re: Annual review of tree inspection			
Undertaking a review of the last full tree inspection (B/0262/20) as per quotation dated 14th December 2022 and detailed below.			
1. Briefly inspect the trees to assess whether a decline in health or condition since the last inspection now represents a risk of injury or damage to property; prepare basic report outlining details of review.	550.00	20.00	110.00

Terms: 14 days from date of invoice

Bank details: Barclays Bank plc.74-75 East Street,
Chichester.
Account Name: Beechdown Arboriculture Ltd
Sort Code: 20-20-62
Account No: 30243213

Payment Due: 19/05/2023

Total Net Amount	£	550.00
Total Tax Amount	£	110.00
Invoice Total	£	660.00

Invoice To: Bury Parish Council
Bury
West Sussex

Invoice 885

Date 29/04/2023

Reference Richard Champness/BPC Clerk/Chris Daykin

Quantity	Item	Description	Total
1	21/03/2023	Collect loose type 1 from Covers	£103.20
	22/03/2023	West Burton, barrow type 1 to footpath area, spread and compact. JB & PF GM07	£189.00
1	07/04/2023	Cut VH Green, cut No1 curb & front of VH, cut Church path, sign triangle, Wharf & riverbank. ST401 & tri-deck 1.75 hrs. strimming 2.15 hrs. GM01 & GM02	£169.50
1	24/04/2023	Cut & Collect Bury Sportsground cricket pitch with Amazone flail collector & ST401 tractor. JB GM09 Cut footpath and area around Pavillion JB & PF brushcutting	£436.50
1		Cut VH Green special cut & collect, cut No1 curb & front of VH, cut of Wharf & riverbank. ST401 & tri-deck. strimming & loading cut grass (4 bulk bags) GM01 & GM02	£230.00
		Recycling at Stubbs Copse.	£23.00

Please make payment by BACS to:
Primavera Landcare Ltd s/c 40-43-51 a/c 01297414
Please quote invoice number as reference.
Thank you for your valued custom.
Terms, 14 days please.

Subtotal:	£1151.20
Travel:	Inc
Fuel:	
VAT @20%:	£230.24
Balance Due:	£1381.44

Tree Inspection – review

Bury Parish Council, The Village
Hall, The Street, Bury,
Pulborough RH20 1PA

Prepared by

Jonathan Rodwell Cert Arb L4(ABC); TechArborA

May 2023



CONTENTS

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Appendices:

Appendices 1-3 - tree work priority plans

SUMMARY

- A review of full tree survey/inspection (Beechdown ref: B/0262/20) was completed;
- a visual tree assessment (VTA) of selected trees at locations within the parish was undertaken to identify potential defects that may represent a risk of injury, or damage to property;
- management recommendations to mitigate risks were made where appropriate.

Details

- Date of review - 20th April 2023
- Present at review - Alan Flemington AA Tech Cert
- Date of report - 5th May 2023

Contact details

<u>Local Planning Authority</u>	South Downs National Park Authority	Tel – 0300 303 1053 Email - planning@southdowns.gov.uk
<u>Arboricultural Consultants</u>	Beechdown Arboriculture Ltd	Tel – 01243 814740 Email – jonathan.rodwell@beechdown.com

References

Boddy, L. (2021). *Fungi and trees – their complex relationships*. Arboricultural Association.

Humphries, D & Wright, C. (2021). *Fungi on trees – a photographic reference*. Arboricultural Association.

Lonsdale, D. (2005). *Principles of tree hazard assessment and management, third impression*. TSO.

Mattheck, C. Bethge, K. Weber, K. (2015). *The body language of trees – encyclopedia of visual tree assessment*. Karlsruhe Institute of Technology.

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Schwarze, F.W.M.R. (2008). *Diagnosis and prognosis of the development of wood decay in urban trees*. ENSPEC Pty Ltd.

Slater, D (2022). *Guidance Note 14. Branch Junctions: A Classification System for Arborists*. Arboricultural Association.

Van Prooijen, G-J. (2010). *Urban trees vade mecum – tree inspection and examination*. IPC Groene Ruimte.

Jonathan Rodwell Cert Arb L4(ABC); TechArborA
Beechdown Arboriculture Ltd

5th May 2023

1.0 Introduction

1.1 I have received instruction from Mike Simpson, clerk to Bury Parish Council, to undertake a review of the previous full tree survey/ inspection (Beechdown ref: B/0262/20) of selected trees on land under the control of the Parish Council.

1.2 The purpose of the instruction was to:

- Briefly inspect the trees to assess whether a decline in health or condition since the last full inspection now represents a risk of injury or damage to property.

2.0 Documents Provided

2.1 No documents provided.

3.0 Survey Format

3.1 The trees were inspected from the ground only; no climbing or specialised decay detection was undertaken.

3.2 A visual inspection of the trees was undertaken to assess the crown, main stem and stem base for any weak structures, deadwood, cavities, poor branch unions or other defects that might affect their stability and safety.

3.3 Tree details were recorded only if remedial action is required. The tree identification numbers used are for the purpose of this report and do not reflect numbering used in previous surveys; however, trees that require remedial work were also tagged to aid identification.

3.4 The recommendations are based on good arboricultural practice and the risk the trees pose to individuals and property in the event of their structural failure i.e. total collapse/falling branches or obstruction of highways and footpaths NOT on the basis of perceived nuisance such as autumn leaf fall or disruption of light levels to buildings and gardens.

4.0 Appraisal

4.1 In the period between the last full inspection and this review the following tree work has been completed.

Bury Hill chalkpit

- **Ash** (T1, T4 & T5) – felled to ground level.

Village Hall

- **Bird cherry** (T17) – ivy severed at base of stem.

Recreation Ground

- **Turkey oak** (T28) – significant deadwood removed.
- **Horse chestnut** (T31) – broken stem removed from crown.
- **Crab apple** (T34) - significant deadwood removed.

Pill Pond

- **Ash** (T41) – felled to leave habitat stump.
- **Ash** (T42) - significant deadwood removed.

4.2 Details of the recorded trees inspected during this review that I consider require explanation or comment are noted below.

Bury Hill chalkpit

- **Birch** (T1) tag: 000516 – dead tree within falling distance of the A29.

Village Hall

- **Bird cherry** (T2) tag: 000517 – moderate deadwood in the crown and low branches over the carpark.

Pill Pond

- **Ash** (T3) tag: 000518 – [1] bark wounds/cankers present on the stem and branches within the crown. [2] symptoms of advanced-stage Chalara dieback of ash noted.
- **Ash** (T3) tag: 000519 – the subdominant stem to the west that leans over the footpath is dead.
- **Ash** (T3) tag: 000520 – moderate deadwood and broken hanging branches in crown over footpath.

5.0 Conclusions

5.1 Conclusions for the trees highlighted in the appraisal are detailed below.

Bury Hill chalkpit

- **Birch** (T1) tag: 000516 – failure of the small dead tree represents some risk to traffic on Bury Hill.

Village Hall

- **Bird cherry** (T2) tag: 000517 – falling deadwood represents a minor risk while low branches are partially obstructing parking spaces.

Pill Pond

- **Ash** (T3) tag: 000518 – [1] the bark wounds/cankers present on the stem and branches are consistent with *bacterial canker of ash*, a disease that can lead to trees becoming disfigured with individual branches occasionally dying and giving a stag-headed appearance. [2] there is an increased likelihood of falling dead branches or complete failure – with associated risk to users of the footpath - as the disease progresses.
- **Ash** (T3) tag: 000519 – collapse of the dead stem represents a potential risk to users of the footpath.
- **Ash** (T3) tag: 000520 – falling deadwood represents a minor risk.

6.0 Comment

- 6.1 Moderate to major deadwood was noted in the crown of the mature ash located beyond the north perimeter fence of Bury Green. Falling dead branches represent a potential risk to users of Bury Green but can be removed from branches that overhang without permission from the tree owner.

7.0 Recommendations

- 7.1 Tree work recommendations are prioritised and detailed below while the tree locations are shown marked on the tree work priority plans (Appendices 1, 2 & 3). Trees identified for immediate priority work are shown in light purple, high priority red, medium priority in blue and low priority in green.

- 7.2 **High priority** – work to be completed within **three** months.

<u>Tree ID</u>	<u>Species</u>	<u>Location</u>	<u>Work required</u>	<u>Priority</u>
T1	Birch (000516)	Bury Hill chalkpit	Fell to ground level	Within 3 months.
T2	Bird cherry (000517)	Village Hall	Remove significant deadwood; remove low branches to provide 2.5m clearance over carpark.	Within 3 months.

T3	Ash (000518)	Pill Pond	Remove selected ascending stems and lateral branches to reduce overall height by around 50% but retain habitat features.	Within 3 months.
T4	Ash (000519)	Pill Pond	Remove dead subdominant stem.	Within 3 months.
T5	Ash (000520)	Pill Pond	Remove significant deadwood and broken branches over the footpath.	Within 3 months.

- 7.3 The recommended works should be undertaken in accordance with *BS 3998:2010 Tree Work – Recommendations*, completed within the identified timescales by qualified and insured contractors.
- 7.4 A review of this tree inspection should be undertaken on an annual basis and a full re-inspection in **April 2026** or sooner if obvious changes in the trees' condition are noted, i.e. storm damage following extremes of weather; the annual review will require the ground level inspection of each of the surveyed trees but will only record details where remedial action is required.

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Bury Parish Council - Bury Hill chalkpit

Appendix 1 - tree work priority plan

SCALE :
1 : 200

@ A3

DATE :
05/05/2023



Beechdown ref: B/0433/23
Bury Parish Council - tree inspection review - May 2023

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Workings (disused)

A29 - Bury Hill

Key:



High priority tree work



Previously recorded trees

T1 - birch (000516)

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Bury Parish Council - Bury Green Appendix 2 - tree work priority plan

SCALE :
1 : 300

@ A3

DATE :

05/05/2023



Beechdown ref: B/0433/23

Bury Parish Council - tree inspection review - May 2023

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Village Hall

1 Squires Cottages

T2 - bird cherry (000517)

Off-site ash with dead branches overhanging Bury Green

Bury Green

Key:



 High priority tree work



— Previously recorded trees — Off-site trees

Pill Pond

T3 - ash (000518)

T4 - ash (000519)

T5 - ash (000520)

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Bury Parish Council - Pill Pond Appendix 3 - tree work priority plan

SCALE :

1 : 300

@ A3

DATE :

05/05/2023



Beechdown ref: B/0433/23

Bury Parish Council - tree inspection review - May 2023

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Key:



High priority tree work



Stream



Previously recorded trees



Public Footpath