



Minutes of the Bury Parish Council Meeting held on 18th March 2024

1. Attendance and Apologies for Absence

In attendance: Councillors Daykin, Labarte (Vice Chair), Morrison and Stuart Davis

Apologies: Councillors Champness (Chair), Davis Karen and Driver

Also in attendance: Mike Simpson (Clerk), District Councillor John Cross and one member 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)

There were no members of the public present but the Clerk shared an email from a resident regarding litter on the A29 and Houghton Lane and the village hall refurbishment.

4. Approval of the Minutes from the Extraordinary Meeting held on 12th February 2024

Councillors **RESOLVED** to approve the minutes from the Extraordinary Meeting on 12th February as a true and accurate record.

5. County Councillor reports

There was no report.

6. District Councillor reports

Councillor John Cross circulated a written report before the meeting (see appendices) and informed the Council of a 'Spaces and Places' grant for new playground equipment. He also suggested that if the Sandy Meadow Farm application for five caravan pitches was refused then it might get allowed at appeal due to the lack of pitches in the area. He also said the government was consulting on increasing the time from four to ten years for any works to become permitted development.

7. Chair's announcements

There were no announcements.

8. Planning

(a) To review the following applications

SDNP/24/00253/FUL Land North of Junction with B2138, Bury Road, Bury, West Sussex: Construction of 1 no. underground dwelling.

Councillors **RESOLVED** to support the resubmission and reiterated its previous comments from application SDNP/22/05725/FUL (see below). However, this support came from the Parish Council as a whole and not from a single individual. The Council would be grateful, therefore, if any reference in the Planning Application Statement to a particular councillor was removed.

Comments on application SDNP/22/05725/FUL

The Council supports this application and believes the innovative design is worthy of approval under Paragraph 80 (e) of the NPPF. It has the potential to show outstanding and innovative architectural merit and, with its ground hugging form, it would have minimal impact on its immediate setting and on

the surrounding area. Bury Parish Council welcomes this proposal as it would give certainty to the use of the site and prevent future unauthorised use which has blighted this land in the past. The Council is also very supportive of its ecological potential in which several renewable technologies are proposed to make a self-sufficient development. Should planning permission be granted for this proposal, BPC would wish any approval to be subject to the following conditions:

- (a) A full geological survey to be undertaken to demonstrate the feasibility of the proposal.
- (b) A clear strategy on the management of spoil.
- (c) The height of the new construction should not be any higher than that shown on the drawings.
- (d) The developers enter into legal agreement that only this scheme and no other can be built on the plot of land if approval is given.

SDNP/24/00928/HRA Downland, The Street, Bury, Pulborough, West Sussex, RH20 1PF: Habitats Regulation 77 of the Habitats and Species Regulations (HRA, Habitats Regulations Assessment) - Installation of solar panels on the roof.

Councillors **RESOLVED** to have no objection to this application.

(b) To consider any applications since the publication of the agenda

There were none.

9. Finance and Administration

- (a) Review schedule of payments and bank reconciliation since the last meeting (12th February 2024)**
Councillors **RESOLVED** to approve the payment schedule since the last meeting on 12th February 2024 and the February 2024 bank reconciliation.
- (b) To consider the variance report for actual vs budget expenditure**
Councillors noted the report and **RESOLVED** to approve it.
- (c) To consider adopting a document retention policy**
Councillors considered the draft policy and **RESOLVED** to approve it.
- (d) To amend the Council's Standing Orders**
The Council **RESOLVED** to amend sections 18a(v) and 18c to read £30,000.
- (e) To consider a list of regular payments for the year ahead under Section 5.6 of the Financial Regulations**
Councillors **RESOLVED** to approve the following payments for the year ahead: electricity, water, oil; clerk salary/PAYE; pension; home office; broadband and internet hosting.
- (f) To consider grant applications from Bury Primary School and Arun and Chichester Citizens Advice**
The Council **AGREED** to defer a decision on Bury Primary School's application and suggested they contacted Chichester District Council about a 'Spaces and Places' grant which was mentioned earlier in the meeting by District Councillor John Cross. Councillors **RESOLVED** to approve a grant of £75 to Arun and Chichester Citizens Advice.
- (g) To approve the Council's insurance premium for 2024-25**
Councillors **RESOLVED** to approve a premium of £2,053.92 with Clear Councils for the Parish Council and a separate policy of £383.80 for Squires Cottages Charity. Both policies were agreed on a three-year long-term agreement.

10. Grounds Maintenance and Highways

- (a) To receive an update from the A29 RIC**
There was no report but the RIC would be meeting again soon.
- (b) To receive an update on a 20mph zone in the parish**
There was no update.
- (c) To receive an update on the new sign at Bury Wharf**
Quotes had been obtained for a new sign but more were expected so it was agreed to defer any decision to the next meeting.
- (d) To consider a request to use the wharf for a triathlon event**
The initial request to use the wharf as a start point for a triathlon was made in 2020 but the event was delayed due to COVID. The organiser said participants would park away from Bury and use a bus to access the wharf. Councillors questioned how many people would be participating as the launch point was narrow. The Clerk said he would confirm the number and report back at the next meeting.

11. Bury and West Burton Volunteers

To receive an update and consider any requests

The Chair of the volunteers provided a written report (see appendices) and said they were looking to recruit new members.

12. Village Hall

(a) To receive an update on the redesign

The Quantity Surveyor was working on lighter versions of the refurbishment plans and would hopefully have a cost for the April committee meeting. Councillors would revisit the planning application once the bat survey was completed.

(b) To receive an update from the Village Hall Working Group

The boiler had been serviced but there were issues with it locking out. Fibre to the premises internet would be installed on 22nd March.

13. Community

(a) To receive any update on the Neighbourhood Watch Scheme

There was no update.

(b) To receive an update on the social event planned for the 29th June

There was no update.

14. Meeting Dates

22nd April 2024 (Environment Assets and Planning)

29th April 2024 (Annual Parish Meeting)

13th May 2024 (Annual Meeting)

Appendix 1

John Cross Fittleworth Ward CDC Ward Matters

Last month Chichester District Council unanimously passed its budget, there was a CDC increase in your council tax of 2.99%. In listening to the debate and discussion on the budget it was pleasing to hear how all political parties agreed. Several issues stand out. Firstly, as you will have heard on the news and in the papers, there is a universal frustration that local authority budgets are only set one year in advance. Chichester's leader and other leaders up and down the country have said the same thing, it is poor value for money when you are negotiating contracts and services on a one-year cycle. No business would negotiate on that basis, so change is needed if we are to get the most out of tight financial circumstances.

The other point I wanted to raise is that the government has told local authorities that from 2026 there must be separate cooked food waste bins. Food waste is not particularly useful, as it is deemed as toxic waste, so what we do with this waste when its gathered is also an issue. To collect the food waste more refuse trucks are required, and of course every council in the country is also trying to purchase these vehicles. The electric trucks CDC have at present have not been a great success, as they are prone to failure, and the distant they must travel, mean they are not up to the task. The council will have to purchase some second-hand diesel trucks, until electric vehicles are more reliable. As you can imagine this food waste collection service is going to be expensive, CDC are having to put aside 2.5million pounds, 1.5 million from reserves, to be able to afford to do this! While CDC is financial capable of doing this, you can guess a lot of local authorities will not be in such a fortunate position. So far CDC have had no notification from government that any extra contribution for this extra duty will be forth coming, so again, down the line an increase in our council taxes will have to meet this new cost.

John Cross
Fittleworth Ward

Appendix 2

BPC update/questions from BWBV – 18th March 2024

1. Work on the draft Bury & West Burton Volunteers Strategic Review 2024 is still ongoing as the search for new committee members continues.
2. New Bury & W. Burton residents will shortly receive a hand delivered note to inform and invite them to join us.
3. The BWBV AGM will now be moved to June (to align with move of BWBV financial year end from April 1st to assist the timing for honorary auditor in avoiding the April y/e date). The plan is therefore to hold the BWBV AGM in June in conjunction with a social event to welcome new members and thank existing members.
4. This now appears to be in competition with the rumoured BPC Social event booked for 29/30th June. Discussion required as 2 events in one month does not seem practical.
5. This same event raises some queries:
 - What format and when is the event – 29th or 30th
 - Will BWBV support be required?
 - The ballet classes culminate in 'exam day' and the 30th has been requested for the whole day (as well as 29th) – is there any flexibility in this date for BPC to avoid turning them down?
6. A potential yoga teacher now identified, and classes may start mid May. To be confirmed in April for possible new classes on Monday mornings.
7. Research is ongoing re the mural of Bury in Committee Room to find a 'story' and make an application to The Repair Shop.
8. Is there any progress yet on the document retention plan so I may continue the clear out of the Committee Room paperwork?

Bank Accounts

List of Payments made between 13/02/2024 and 18/03/2024

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
19/02/2024	4 Sight Vision	OLT	55.00		Grant
29/02/2024	Local Government Pension	OLT	297.75		February
29/02/2024	Mike Simpson	OLT	1,105.21		Salary February
29/02/2024	Mike Simpson	SO	15.00		Home office
29/02/2024	Southern Electric	DD	342.21		Southern Electric
01/03/2024	BT	DD	35.65		BT
01/03/2024	Rob Simpson	SO	291.67		Cleaning
18/03/2024	Primavera	OLT	1,567.80		Invoice 930
18/03/2024	Exswift	OLT	1,092.26		Heating oil
18/03/2024	Action in Rural Sussex	OLT	144.00		Subscription to DEC 24
Total Payments			<u>4,946.55</u>		

Bank Reconciliation Statement as at 29/02/2024
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	29/02/2024		0.00
Business Reserve Account	29/02/2024		18,952.43
			<u>18,952.43</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			18,952.43
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<u>0.00</u>
			18,952.43
		Balance per Cash Book is :-	18,952.43
		Difference is :-	0.00

Detailed Receipts & Payments by Budget Heading 18/03/2024

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	30,337	30,337	0			100.0%	
1078 Link Advertising	3,160	0	(3,160)			0.0%	415
1079 Link Donations	3,236	0	(3,236)			0.0%	100
1080 Grants - SCC	0	4,328	4,328			0.0%	
1081 SCC Grant for Bury Green	0	2,074	2,074			0.0%	
1090 Bank Interest	369	50	(319)			737.2%	
1096 Grants-other	650	0	(650)			0.0%	
1100 FITS	2,073	1,500	(573)			138.2%	
1120 Miscellaneous Income	75	0	(75)			0.0%	
	<u>39,900</u>	<u>38,289</u>	<u>(1,611)</u>			<u>104.2%</u>	<u>515</u>
Administration :- Receipts							
3500 Link Printing	1,675	0	(1,675)		(1,675)	0.0%	
4000 Salary Clerk	16,293	13,000	(3,293)		(3,293)	125.3%	
4010 Home Working	175	150	(25)		(25)	116.7%	
4049 Playground inspection	82	85	3		3	96.5%	
4050 GM01 Wharf & River grass cut	889	850	(39)		(39)	104.6%	
4051 GM02 Bury Green grass cut	889	850	(39)		(39)	104.6%	
4052 GM03 Wharf/river seasonal	150	100	(50)		(50)	150.0%	
4053 GM04 Bury Green seasonal	140	500	360		360	28.0%	
4054 GM05 One off tasks	3,579	1,200	(2,379)		(2,379)	298.3%	
4055 GM06 B Green/VH one off tasks	741	300	(441)		(441)	246.9%	
4056 GM07 Pill Pond	412	250	(162)		(162)	164.9%	
4057 GM08 Coffin Trail	138	350	212		212	39.5%	
4058 GM09 Recreation Ground	744	750	6		6	99.2%	
4059 GM10 West Burton	0	300	300		300	0.0%	
4062 Road signs	5,782	0	(5,782)		(5,782)	0.0%	2,936
4066 Dog Bins	1,182	700	(482)		(482)	168.8%	
4070 Section 137	855	500	(355)		(355)	171.0%	
4071 The Link Expenditure	3,762	0	(3,762)		(3,762)	0.0%	
4075 Elections	258	1,000	743		743	25.8%	
4080 Bury Green Loan Repayment	2,074	2,074	(0)		(0)	100.0%	
4090 Admin Sundries	0	50	50		50	0.0%	
4100 Computer & Office Equipment	324	800	476		476	40.5%	
4110 Insurance	2,946	2,800	(146)		(146)	105.2%	
4120 Audit Fees	420	600	180		180	70.0%	
4130 Training	50	300	250		250	16.7%	
4150 Special Projects	739	500	(239)		(239)	147.7%	
4160 Subscriptions	550	400	(150)		(150)	137.6%	
4450 Payroll	60	150	90		90	40.0%	
4451 Pension	0	3,600	3,600		3,600	0.0%	

Detailed Receipts & Payments by Budget Heading 18/03/2024

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4452 Newsletter	0	400	400		400	0.0%	
4455 Events	63	0	(63)		(63)	0.0%	
Administration :- Indirect Payments	44,972	32,559	(12,413)	0	(12,413)	138.1%	2,936
Net Receipts over Payments	(5,072)	5,730	10,802				
6000 plus Transfer from EMR	2,936						
6001 less Transfer to EMR	515						
Movement to/(from) Gen Reserve	(2,652)						
<u>200 Village Hall</u>							
1200 Hall Hires	9,115	5,500	(3,615)			165.7%	
1210 Licences	150	150	0			100.0%	
Village Hall :- Receipts	9,265	5,650	(3,615)			164.0%	0
4320 Licences & Checks	1,087	660	(427)		(427)	164.7%	
4330 Cleaning	3,763	4,000	237		237	94.1%	
4340 Waste	545	550	5		5	99.1%	
4360 Repairs & Improvements	1,865	500	(1,365)		(1,365)	373.0%	
4365 Re-design	5,799	0	(5,799)		(5,799)	0.0%	3,292
4370 Oil Heating	1,720	4,000	2,280		2,280	43.0%	
4380 Electricity	684	800	116		116	85.5%	
4390 Water & Sewage	315	400	85		85	78.8%	
4400 Telephone & Internet	327	270	(57)		(57)	121.0%	
4410 Window Cleaning	125	200	75		75	62.5%	
Village Hall :- Indirect Payments	16,230	11,380	(4,850)	0	(4,850)	142.6%	3,292
Net Receipts over Payments	(6,966)	(5,730)	1,236				
6000 plus Transfer from EMR	3,292						
Movement to/(from) Gen Reserve	(3,674)						
<u>999 VAT Data</u>							
115 VAT on Refunds	4,451	0	(4,451)			0.0%	
VAT Data :- Receipts	4,451	0	(4,451)				0
515 VAT on Payments	4,589	0	(4,589)		(4,589)	0.0%	
VAT Data :- Indirect Payments	4,589	0	(4,589)	0	(4,589)		0
Net Receipts over Payments	(138)	0	138				

Detailed Receipts & Payments by Budget Heading 18/03/2024

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
Grand Totals:- Receipts	53,615	43,939	(9,676)			122.0%	
Payments	65,791	43,939	(21,852)	0	(21,852)	149.7%	
Net Receipts over Payments	<u>(12,176)</u>	<u>0</u>	<u>12,176</u>				
plus Transfer from EMR	6,228						
less Transfer to EMR	515						
Movement to/(from) Gen Reserve	<u>(6,463)</u>						



BURY PARISH COUNCIL RETENTION OF DOCUMENTS POLICY

Bury Parish Council recognises that the efficient management of its records is necessary to comply with its legal and regulatory obligations and to contribute to the effective overall management of the Parish Council. This document provides the policy framework through which this effective management can be achieved and audited. It covers:

- Scope
- Responsibilities
- Retention Schedule

Scope

This policy applies to all records created, received or maintained by the Parish Council in the course of carrying out its functions. Records are defined as all those documents which facilitate the business carried out by the Parish Council and which are thereafter retained (for a set period) to provide evidence of its transactions or activities. These records may be created, received or maintained in hard copy or electronically.

A small percentage of the Parish Council's records will be selected for permanent preservation as part of the Council's archives and for historical research.

Responsibilities

The Parish Council has a corporate responsibility to maintain its records and record management system in accordance with the regulatory environment. The person with overall responsibility for the implementation of this policy is the Clerk to the Parish Council who is required to manage the Council's records in such a way as to promote compliance with this policy so that information will be retrieved easily, appropriately and in a timely manner.

Individual Councillors may hold records in a hard copy format or electronically at home on their computers. Councillors are strongly advised to undertake 'housekeeping' on a regular basis in line with the retention schedule. On resigning from the Council, Councillors should delete all electronic records that they hold and return all hard copy documents to the Clerk. Councillors should be aware that the records they hold may be subject to the provisions of the Data Protection Act 2018, the Freedom of Information Act 2000 and the GDPR Regulations.

Retention Schedule of Documents and Records

Under the Freedom of Information Act 2000 Publication Scheme, the Parish Council is required to maintain a retention schedule listing the record series which it creates in the course of its business. This policy has also been drawn up in the context of the Data Protection Act 2018 and with other legislation or regulations affecting Parish Councils including Audit and Statutes of Limitation.

The Clerk is expected to manage the current record keeping systems using the retention schedule and to take account of the different retention periods when creating new record keeping systems. This retention schedule refers to record series regardless of the media in which they are stored.

All documents that are no longer required for administrative purposes will be disposed of securely e.g. shredded.

This policy will be reviewed annually, unless required earlier by legislation or additional material.

Document Type	Minimum Retention Period	Reason
Agendas and Minutes		
Approved minutes	Indefinite	Archive
Notes of minutes taken at meetings	Until minutes are approved	Management
Agendas and supporting documentation	2 years	Management
Finance		
Income and expenditure accounts	Indefinite	Archive
Annual return	Indefinite	Archive
Paid and issued invoices	6 years	Audit/management
VAT records	6 years	VAT
Bank statements	6 years	Audit/Management
Paying in and receipt books	6 years	Audit/Management/VAT
Cheque stubs	6 years	Audit/Management
Banking mandate	Until confirmation is received that updated mandate has been implemented	Management
Insurance		
Insurance policies	5 years	Management
Certificates of employers' liability	40 years	Limitation period
Employment (Staff)		
Major employment records e.g. application form (current postholder), letter of appointment, contract	6 years after the period of employment	Management
Application forms (unsuccessful candidates)	6 months	Management
Disciplinary records	Period of employment plus 6 months	Management
Appraisals	Period of employment plus 6 months	Management
PAYE records (payroll)	12 years	Superannuation
Councillor Records		
Declarations of acceptance of office	Term of office	Management
Members register of interests	Term of office	Management
Miscellaneous		
Quotations and tenders	12 years	Limitation period
Title deeds, leases, agreements and contracts	Indefinite	Audit/Management
Asset register	Indefinite	Audit/Management
Village Hall Hirer Agreements	Until agreement has ceased	Management
Accident report forms	3 years	Management/Limitation period

Event Risk Assessments	2 years after event	Management
VH and Playground Assessments	6 months	Management
Complaints	2 years after closure	Management
Information requests	2 years after closure	Management
Newsletters, press releases	As long as useful	Management

General correspondence: this will be retained for as long as is relevant, the minimum period is 1 year. An annual review will be carried out and items that have reached their destruction date will be destroyed or considered for archiving.

Planning applications: these are available at South Downs National Park Authority. There is no requirement to retain duplicates at parish level. All Parish Council recommendations in connection with these applications are recorded in the Parish Council minutes which are retained indefinitely. Correspondence received in connection with applications will be retained until the Parish Council's Planning Committee has made a recommendation to SDNPA.