



Minutes of the Bury Parish Council Meeting on 18th June 2024

1. Attendance and Apologies for Absence

In attendance: Councillors Champness (Chair), Driver, Labarte and Morrision.

Apologies: Councillors Karen Davis, Stuart Davis and Daykin which Councillors **RESOLVED** to accept.

Also in attendance: Mike Simpson (Clerk), District Councillor John Cross and three 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 declared an interest in planning applications SDNP/24/02234/TCA and SDNP/24/02226/TCA.

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 footpath 758/1 by Foxbury Farm and said the temporary diversion was still in place when it should not be and said the planning appeal affecting the footpath had been dismissed. She also asked whether a cost-benefit analysis of the village hall plans had been calculated to which the Chair responded saying the plans were being revised and would then be presented to the public with a funding strategy.

4. Approval of the Minutes from the Annual Council Meeting held on 13th May 2024

Councillors **RESOLVED** to approve the minutes from the previous meeting as a true and accurate record.

5. County Councillor reports

There was no report.

6. District Councillor reports

District Councillor John Cross extended his condolences for former Parish Councillor Paul Whyles who recently died. He also advised that the Foxbury Farm and Coldwaltham campsite appeals had been dismissed. He also said that he would update the Council on any enforcement related to Sandy Meadow Farm.

7. Chair's announcements

To note any announcements

The Chair read the following statement:

'It is with great sadness that we announce the death of former Parish Councillor Paul Whyles. Paul was a driving force in the re-imagining of Bury Village Hall as a community hub and a founding member of the Bury A29 road improvement committee. His passion for projects and his work ethic will be greatly missed by this community. We extend our condolences to Debbie his widow and to his family.'

The Chair also reminded Councillors there was a summer party on Bury Green on 23rd June from 6pm-9pm. Entry was free and there would be free hot dogs for children and free nibbles.

8. Planning

(a) To review the following applications

SDNP/24/01542/HOUS Bury Lodge, The Street, Bury, West Sussex, RH20 1PF Proposal: Erection of 1 no. single storey outbuilding for home office/storage use.

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

SDNP/24/02234/TCA Manor Cottage, Church Lane, Bury, West Sussex, RH20 1PB: Notification of intention to crown lift to 5m (above ground level) and reduce 1 no. lower limb by 3m on south sector (over pathway) on 1 no. Black Poplar tree (quoted as T1). Reduce south-west sector (over garden) by 2m on 1 no. Weeping Willow tree (quoted limb by 3m on south sector (over pathway) on 1 no. Black Poplar tree (quoted as T1).

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

SDNP/24/02039/TPO Rose Cottage, West Burton Road, West Burton, West Sussex, RH20 1HD: Fell 1 no. Copper beech tree (T1). Height reduce by shortening tips of small-diameter ascending stems by up to 2m and width reduce up to 2m on 1 no. Beech tree (T2) and Cherry tree (T3) within Area, A1 subject to 61/00112/TPO

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

SDNP/24/01961/CND & SDNP/24/01959/CND: Horncroft Farm , Tripp Hill, Fittleworth, West Sussex, RH20 1EX: The conversion of woodshed into habitable accommodation, reinstatement of barn in historic location and new glazed link connecting the woodshed to the main farmhouse - historic location and new glazed link connecting the woodshed to the main farmhouse - Variation of Condition 14 of householder permission SDNP/20/05761/HOUS - Amendment to the wording in regard to obtaining the Natural England Species Licence prior to commencement of works and the expiry of the listed building consent.

SDNP/24/01760/HOUS Bury Mill Farm, Bury Road, Bury, West Sussex, RH20 1NN: Single storey rear extension.

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

SDNP/24/02226/TCA Dorset House School, Church Lane, Bury, West Sussex, RH20 1PB: Notification of intention to fell 1 no. Pinus nigra tree (T1).

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

SDNP/24/02295/LIS & SDNP/24/02052/HOUS Kesters House, The Street, Bury, West Sussex, RH20 1PA: Renovate the existing extension. External works include - replacing an existing UPVC window with a set of wooden french doors. Replace a top hung horizontal casement window on north facing side of extension with a wooden side hung casement window. window on north facing side of extension with a wooden side hung casement window. Add 1 no. casement window to south of breakfast room. Internal works include - Increasing the size of opening between the kitchen and breakfast room, block a doorway from the kitchen to the hallway.

Councillors **RESOLVED** to support this application as the replacement of UPVC with timber should be encouraged.

(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 (13th May 2024)

Councillors **RESOLVED** to approve the schedule of payments since the last meeting on 13th May and the bank reconciliation for 31st May 2024.

(b) To consider the variance report for actual vs budget expenditure

Councillors reviewed and noted the report.

10. Grounds Maintenance and Highways

(a) To receive an update from the A29 RIC

An engineer from WSCC had been in contact about the 50mph signs on the A29 but there was no further update since the last meeting.

(b) To receive an update on the 20mph TRO for the village and school

The Council had already agreed to submit a TRO to reduce the speed limit to 20mph in the village and outside the primary school but there was interest from residents to reduce the speed on the B2138 from 60mph to 40mph. The Chair had spoken to the WSCC County Councillor who said all three applications could be submitted at the same time.

(c) To receive an update on a potential TRO application to reduce the speed limit on the B2138

There was no further information but the Council had previously agreed to write a letter of support once it had reviewed the application and was happy with it.

(d) To receive an update on PROWs

There was no update.

(e) To discuss the installation of a new bench at Bury Wharf

The Horticultural Society offered to purchase a bench and pay to install it dependent on cost of installation as it would need a concrete base. Councillors **AGREED** to the kind offer dependent on the outcome of the costs and would need to confirm the location.

11. Bury and West Burton Volunteers

To receive an update and consider any requests

There was no update.

12. Village Hall

(a) To consider expenditure on revising the architect plans for the redesign

Councillors considered further expenditure for the village hall redesign (see appendices) as the initial plans were too expensive to implement. The revised plans would provide a scaled down version which the Council could then use to apply for planning permission whereupon it was **RESOLVED** to approve £5,525 to amend the plans with Victoria Holland.

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

There was no report as the working group would be meeting next week.

13. Community

To consider lending the marquee to the Horticultural Society to use at the Church Fete

Councillors **RESOLVED** to lend the marquee as a one-off to the Horticultural Society to use at the Church Fete which would be covered under the Church's insurance.

14. Staff Working Group

It was **RESOLVED** to add Councillor Morrison to the Working Group.

15. Next meeting date

8th July 2024

Bank Accounts

List of Payments made between 14/05/2024 and 18/06/2024

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
21/05/2024	SumUp Payments Ltd	BACS	69.99		SumUp Payments Ltd
21/05/2024	Bury Primary School	BACS	250.00		Grant- play equipment
21/05/2024	Friends of Bury Primary School	BACS	250.00	Library Refurb Grant	Friends of Bury Primary School
24/05/2024	Public Works Loan Board	DD	1,037.23		Loan repayment
31/05/2024	BT	DD	101.61		Internet
31/05/2024	Mike Simpson	BACS	1,098.55		Salary May
31/05/2024	Local Government Pension	BACS	285.69		May
31/05/2024	Mike Simpson	SO	15.00		Home office
31/05/2024	Chichester District Council	DD	57.00		Waste collection
03/06/2024	Rob Simpson	SO	350.00		VH cleaning
04/06/2024	Viking	BACS	59.26		VH Cleaning supplies
04/06/2024	Richard Champness	BACS	18.12		Quickbooks
04/06/2024	Solopress	BACS	850.40		Link printing
06/06/2024	Netwise	BACS	117.00		Additional email
06/06/2024	Mike Simpson	BACS	145.48		Canva and stationery
18/06/2024	Fire Risk Uk	BACS	168.00		Alarm/Light inspection
18/06/2024	Primavera	BACS	1,355.40		Invoice 940
Total Payments			6,228.73		

Bank Reconciliation Statement as at 31/05/2024
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	31/05/2024		0.00
Business Reserve Account	31/05/2024		29,712.32
			29,712.32
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			0.00
			29,712.32
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			0.00
			29,712.32
		Balance per Cash Book is :-	29,712.32
		Difference is :-	0.00

Detailed Receipts & Payments by Budget Heading 31/05/2024

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	16,565	33,130	16,565			50.0%	
1078 Link Advertising	1,860	0	(1,860)			0.0%	1,860
1079 Link Donations	35	0	(35)			0.0%	35
1081 SCC Grant for Bury Green	0	2,074	2,074			0.0%	
1090 Bank Interest	69	350	281			19.7%	
1100 FITS	202	2,000	1,798			10.1%	
	<u>18,731</u>	<u>37,554</u>	<u>18,823</u>			<u>49.9%</u>	<u>1,895</u>
Administration :- Receipts							
4000 Salary Clerk	2,778	16,500	13,722		13,722	16.8%	
4010 Home Working	45	180	135		135	25.0%	
4049 Playground inspection	0	85	85		85	0.0%	
4050 GM01 Wharf & River grass cut	254	900	646		646	28.3%	
4051 GM02 Bury Green grass cut	254	900	646		646	28.3%	
4052 GM03 Wharf/river seasonal	0	150	150		150	0.0%	
4053 GM04 Bury Green seasonal	0	300	300		300	0.0%	
4054 GM05 One off tasks	80	1,100	1,020		1,020	7.3%	
4055 GM06 B Green/VH one off tasks	0	250	250		250	0.0%	
4056 GM07 Pill Pond	0	500	500		500	0.0%	
4057 GM08 Coffin Trail	0	400	400		400	0.0%	
4058 GM09 Recreation Ground	0	4,000	4,000		4,000	0.0%	
4060 Playground	0	2,000	2,000		2,000	0.0%	
4061 A29 Improvements	0	2,000	2,000		2,000	0.0%	
4070 Grants	500	750	250		250	66.7%	
4071 The Link Expenditure	1,732	0	(1,732)		(1,732)	0.0%	1,732
4075 Elections	0	500	500		500	0.0%	
4080 Bury Green Loan Repayment	1,037	2,074	1,037		1,037	50.0%	
4100 Computer & Office Equipment	665	650	(15)		(15)	102.4%	
4110 Insurance	2,054	3,000	946		946	68.5%	
4120 Audit Fees	163	465	303		303	34.9%	
4130 Training	0	150	150		150	0.0%	
4160 Subscriptions	223	450	227		227	49.6%	
4450 Payroll	0	130	130		130	0.0%	
4455 Events	97	250	153		153	38.8%	
	<u>9,883</u>	<u>37,684</u>	<u>27,801</u>	<u>0</u>	<u>27,801</u>	<u>26.2%</u>	<u>1,732</u>
Administration :- Indirect Payments							
	<u>8,848</u>	<u>(130)</u>	<u>(8,978)</u>				
Net Receipts over Payments							
6000 plus Transfer from EMR	1,732						
6001 less Transfer to EMR	1,895						
	<u>8,685</u>						
Movement to/(from) Gen Reserve							

Detailed Receipts & Payments by Budget Heading 31/05/2024

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	1,735	9,000	7,265			19.3%	
1210 Licences	0	150	150			0.0%	
Village Hall :- Receipts	<u>1,735</u>	<u>9,150</u>	<u>7,415</u>			19.0%	0
4320 Licences & Checks	0	800	800		800	0.0%	
4330 Cleaning	642	3,700	3,058		3,058	17.3%	
4340 Waste	165	600	435		435	27.5%	
4360 Repairs & Improvements	90	1,000	910		910	9.0%	
4370 Oil Heating	0	1,500	1,500		1,500	0.0%	
4380 Electricity	0	500	500		500	0.0%	
4390 Water & Sewage	0	400	400		400	0.0%	
4400 Telephone & Internet	250	320	70		70	78.2%	
4410 Window Cleaning	0	200	200		200	0.0%	
Village Hall :- Indirect Payments	<u>1,147</u>	<u>9,020</u>	<u>7,873</u>	0	7,873	12.7%	0
Net Receipts over Payments	<u>588</u>	<u>130</u>	<u>(458)</u>				
<u>999 VAT Data</u>							
115 VAT on Refunds	1,989	0	(1,989)			0.0%	
VAT Data :- Receipts	<u>1,989</u>	<u>0</u>	<u>(1,989)</u>				0
515 VAT on Payments	326	0	(326)		(326)	0.0%	
VAT Data :- Indirect Payments	<u>326</u>	<u>0</u>	<u>(326)</u>	0	(326)		0
Net Receipts over Payments	<u>1,662</u>	<u>0</u>	<u>(1,662)</u>				
Grand Totals:- Receipts	22,455	46,704	24,249			48.1%	
Payments	11,356	46,704	35,348	0	35,348	24.3%	
Net Receipts over Payments	<u>11,099</u>	<u>0</u>	<u>(11,099)</u>				
plus Transfer from EMR	1,732						
less Transfer to EMR	1,895						
Movement to/(from) Gen Reserve	<u>10,936</u>						

**Updated Fee Proposal for a Full Planning Application for
the Extension and Re-Modelling**

of

**Bury Village Hall,
The Street,
Bury,
West Sussex
RH20 1PF**

for

Bury Parish Council

15/5/2024

Background

Bury Village Hall is located at the heart of the village and adjacent to the village green. It lies within the South Downs National Park and the Bury Conservation Area.

It was funded by a bequest from the Sydney family in honour of Peter Sydney who died whilst on active service and opened in 1975 by Her Grace the Duchess of Norfolk and replaced an earlier and much smaller structure. Since its opening it has proved an enormously valuable community facility and has accommodated theatrical performances; village meetings and celebrations; private functions as well as classes for groups and societies. More recently it has also accommodated a post office which operates for a limited number of hours a week.

The Updated Brief

Following the initial planning submission, later withdrawn, the client appointed a QS to estimate the cost of the scheme. The report showed a cost significantly higher than the Parish can afford, and the client wishes now to amend and reduce the scheme to try to achieve a more affordable cost.

This was explained in a meeting on 13 May 2024 with Mr Chris Daykin and Mr Graham Morrison, who has sketched the new intended layout.

This new re-design will be more streamlined and quicker and will not require consultations with the public.

Our Works Stages

Stage 1-Initial Sketch Design Proposals

To review the brief with the benefit of the survey information and put together a set of initial design proposals to include floor plans; two elevations and a section at 1:100 scale as well as a 1:500 scale block plan.

Stage Not Required

Stage 2-Second Stage Design Proposals

Following our meeting and with the benefit of the sketch provided, we would amend or redesign the initial proposals following your comments and add further detail to the proposals. (To obtain an outline budget cost from either a local builder or QS if required).

To meet and discuss.

Allow	28 hrs at £85/hr	£2380.00	£2380.00
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Stage 3-Third Stage Design Proposals

To carry out further amendments following your comments and complete all drawings to include elevations; sections; plans and site plans.

Allow	25 hrs at £85/hr	£2125.00	£4505.00
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Stage 4-Planning Application Submission

To draw up a Design and Access Statement and Visual Impact Assessment. Complete and collate all documentation and provide you with a final draft for approval prior to submitting the application to the local authority via the planning portal.

Allow	12 hrs at £85/hr	£1020.00	£5525.00
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Total up to the Submission of a Planning Application to the South Downs National Park = £5525.00

NB Upon validation by the local authority there may be a request for additional specialist survey information ie a bat report from an ecologist or a traffic management statement. In this instance we should be pleased to obtain a quotation for your consideration on your behalf.

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Generally

Our current hourly rates are:

Senior Architect	£90/hr
Architect	£80/hr
Interior Designer	£72/hr

The above figures are projected estimates of the time required to complete the number of drawings we believe are necessary. We will not treat the above figures as fixed fees. It is possible, therefore, that these numbers may be reduced depending on how things go during the drawing period, although it is also fair to say they may be increased if certain things become particularly protracted for any reason, such as changes to the design brief or protracted negotiations with the local authority which may to re-drawing over and above that for which we have estimated. We would however discuss and agree with you beforehand if there is an anticipated overspend on any element of the work.

All the above figures are exclusive of VAT and printing costs and our accounts are rendered and settlement requested at the end of each stage, before the next stage is commenced, and before applications are submitted (if required) to the Local Authority.

Other fees that you should budget for are Local Authority fees; quantity surveying fees as required for a budget cost estimate; and any specialist computer generated imagery or water colour presentations as required.

Standard Conditions of Appointment

The terms of our engagement are based on the RIBA Professional Services Contract for an Architect 2020-a copy of which we can provide you with upon request. If you wish to accept this fee proposal and commission us for the service detailed above could you please sign one of the copies of the fee proposal and return it to us for our records.

Client's Name and Signature

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Dated.....