



Minutes of the Bury Parish Council Meeting held on 8th July 2024

1. Attendance and Apologies for Absence

To accept apologies and reasons for absence.

In attendance: Councillors Champness (Chair), Karen Davis, Stuart Davis, Daykin, Labarte and Morrison.

Apologies: Councillor Driver which Councillors **RESOLVED** to accept.

Also in attendance: Mike Simpson (Clerk) and 7 members of the public.

2. 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.

Councillor Daykin declared an interest in application SDNP/24/01437/FUL.

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

To note any comments

A member of the public requested support from the Parish Council for a residents' TRO application to reduce the speed limit on the B2138 from 60mph to 40mph. The stretch of road was from Bury Gate at the A29 junction and Tripp Hill to the north which posed a danger to residents and vulnerable road users due to motorists speeding and overtaking on dangerous sections. The Chair thanked the resident and advised it was due to be discussed later. Another member of the public added his support to the application as he believed it was a very dangerous section of road, especially for residents joining from driveways.

One member of the public raised concerns about the Bignor Park Nursery application and that it was very similar to one submitted and withdrawn a couple of years ago. He said the Parish Council objected to the previous application and was concerned that if a change of use was allowed then it would lead to worse uses than woodwork if sold in the future.

Another member of the public spoke about the village hall plans and said there was not enough information on the website. The resident was advised that the Council was going to be hosting a public meeting soon to update residents.

4. Approval of the Minutes from the Extraordinary Council meeting held on 18th June 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

There was no report.

7. Chair's announcements

The Chair thanked all the volunteers who helped at the social event on 29th June where there were more than 100 attendees and £306 profit was made which would go towards the village hall refurbishment.

8. Planning

(a) To consider the following planning applications

SDNP/24/01437/FUL Bignor Park Nursery, Bignor Park Road, Bignor, West Sussex, RH20 1HG
Change of use of land from agricultural to a mixed Class B2/Class B8 and equine use. Reclad the existing barn to provide a bespoke furniture workshop, erection of a new stable block, installation of a horse walker and outdoor arena, all weather turnout pens and provision of ancillary parking, drainage and landscaping.

Councillors **RESOLVED** to object to this application. Consistent with its comments on an earlier application, the Parish Council objected based on the reasons given in the dismissal of planning appeal SDNP/18/00105/REF and the objection to application SDNP/21/03372/FUL. The proposals would be in contravention of a number of core policies of the Bury Neighbourhood Plan (12, 13, 14, 15, 16 & 19) and the SD Local Plan (1, 4, 5 & 6).

Despite its objection, it had some sympathy for the application as it wished to support residents of Bury to be able to work and make a living in the parish. Should the applicants be minded to proceed with their proposals, the Parish Council recommended that the landscaping strategy should be strengthened with a design that ensured the development was sympathetic to the character of the parish. It also proposed that the applicant made it clear that permission for residential development would never be sought or permitted.

Should the SDNPA decide to approve the application, BPC recommended that any approval was granted personally to the applicant so the change of use may not be traded and, if the land was ever sold, then the change of use was reverted back to agricultural.

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

SDNP/24/02606/PA3R: Foxbury Farm , West Burton Road, West Burton, West Sussex, RH20 1HD Proposal: Change of Use of Agricultural Buildings to a flexible use within Class E (Commercial, business or service) under Class R of the General Permitted Development Order 2015 (as amended)

Councillors **RESOLVED** to object to this application and a change of use from agricultural land as it was contrary to BDNP Policy 12 (the small business economy).

9. Finance and Administration

(a) Review schedule of payments and bank reconciliation since the last meeting (18th June 2024)

Councillors **RESOLVED** to approve the schedule of payments since 19th June and bank reconciliation for June 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

There was no update.

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

The clerk was currently completing the application for the village and the Chair was meeting representatives of the school to discuss its application.

(d) To review a TRO application to reduce the speed limit on the B2138

Councillors **AGREED** to write a letter of support for the TRO to reduce the speed limit from 60mph-40mph on the B2138 from Bury Gate at the A29 junction and Tripp Hill.

11. Bury and West Burton Volunteers

To receive an update and consider any requests

The Chair of the volunteers circulated a written report in advance of the meeting (see appendices) and added that volunteers for Apple Day were needed.

12. Village Hall

(a) To discuss grant funding for the village hall redesign

It was **AGREED** to create a working group consisting of Councillors Champness, Karen Davis and Driver to look at funding in more detail and meet on 1st August.

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

The working group met on 25th June 2024, the minutes of which were circulated to Councillors in advance (see appendices). The bowlers would no longer be using the hall on Monday evenings but it may prove difficult to replace them due to conflict with Council meetings.

(c) To review the Hirers' Agreements

The working group had looked at the agreements but they required more work before the Council could consider any amendments.

13. Bury Cricket Club

To review the cricket licence agreement

Councillors reviewed the licence agreement and questioned whether the Council still needed to pay for the first cut, now the cricket club has a new mower, and whether it should be paying for the mower service as it had recently provided a grant to purchase a new one. Councillors agreed that the Clerk should speak to the cricket club before any decision is made.

14. Next meeting date

16th September 2024

BWBV Chair's Report 8th July 2024

1. The Committee of BWBV met recently (minutes sent separately), and in response to the strategic review provided by BPC, have made some modifications to the BWBV Constitution. The final version is attached and we would ask for BPC to review and hopefully accept this. A hard copy is in circulation for BWBV Committee members to sign.
2. As part of implementation of the strategic review, a search is also ongoing for new BWBV committee members and updates will be provided if anyone comes forward.
3. 12/14 more introductory letters have been posted around the new or relatively new residents of Bury, with guidance on how to join BWBV. No responses received to date.
4. A message will shortly go to all BWBV to ask for support in attending or helping at the Bury Fete in aid of Arun Churches 27th July. This is very important as there is no further edition of the LInk before this date and the last Link did not contain all information or may already be forgotten!

**Bank Reconciliation Statement as at 01/07/2024
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	01/07/2024		0.00
Business Reserve Account	01/07/2024		24,355.70
			<u>24,355.70</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			24,355.70
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<u>0.00</u>
			24,355.70
		Balance per Cash Book is :-	24,355.70
		Difference Excluding Adjustments is :-	0.00
<u>Adjustments to Reconciliation</u>			
03/06/2024 Coffee 40p error in entry		0.40	
03/06/2024 Coffee Coffee		-0.40	
			<u>0.00</u>
		Unreconciled Difference is :-	0.00

Detailed Receipts & Payments by Budget Heading 01/07/2024

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	2,090	0	(2,090)			0.0%	2,090
1079 Link Donations	45	0	(45)			0.0%	45
1081 SCC Grant for Bury Green	0	2,074	2,074			0.0%	
1090 Bank Interest	101	350	249			28.7%	
1100 FITS	202	2,000	1,798			10.1%	
	<u>19,003</u>	<u>37,554</u>	<u>18,551</u>			<u>50.6%</u>	<u>2,135</u>
Administration :- Receipts							
4000 Salary Clerk	4,168	16,500	12,332		12,332	25.3%	
4010 Home Working	60	180	120		120	33.3%	
4049 Playground inspection	0	85	85		85	0.0%	
4050 GM01 Wharf & River grass cut	424	900	476		476	47.1%	
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	210	1,100	890		890	19.1%	
4055 GM06 B Green/VH one off tasks	0	250	250		250	0.0%	
4056 GM07 Pill Pond	120	500	380		380	24.0%	
4057 GM08 Coffin Trail	120	400	280		280	30.0%	
4058 GM09 Recreation Ground	590	4,000	3,410		3,410	14.8%	
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	2,701	0	(2,701)		(2,701)	0.0%	2,701
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	855	650	(205)		(205)	131.6%	
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>13,576</u>	<u>37,684</u>	<u>24,108</u>	<u>0</u>	<u>24,108</u>	<u>36.0%</u>	<u>2,701</u>
Administration :- Indirect Payments							
	<u>5,427</u>	<u>(130)</u>	<u>(5,557)</u>				
Net Receipts over Payments							
6000 plus Transfer from EMR	2,701						
6001 less Transfer to EMR	2,135						
	<u>5,993</u>						
Movement to/(from) Gen Reserve							

Detailed Receipts & Payments by Budget Heading 01/07/2024

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	2,850	9,000	6,150			31.7%	
1210 Licences	0	150	150			0.0%	
Village Hall :- Receipts	<u>2,850</u>	<u>9,150</u>	<u>6,300</u>			31.1%	0
4320 Licences & Checks	168	800	632		632	21.0%	
4330 Cleaning	1,391	3,700	2,309		2,309	37.6%	
4340 Waste	222	600	378		378	37.0%	
4360 Repairs & Improvements	90	1,000	910		910	9.0%	
4365 Re-design	1,195	0	(1,195)		(1,195)	0.0%	
4370 Oil Heating	0	1,500	1,500		1,500	0.0%	
4380 Electricity	360	500	140		140	71.9%	
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>3,676</u>	<u>9,020</u>	<u>5,344</u>	0	5,344	40.8%	0
Net Receipts over Payments	<u>(826)</u>	<u>130</u>	<u>956</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	848	0	(848)		(848)	0.0%	
VAT Data :- Indirect Payments	<u>848</u>	<u>0</u>	<u>(848)</u>	0	(848)		0
Net Receipts over Payments	<u>1,141</u>	<u>0</u>	<u>(1,141)</u>				
Grand Totals:- Receipts	23,842	46,704	22,862			51.0%	
Payments	18,099	46,704	28,605	0	28,605	38.8%	
Net Receipts over Payments	<u>5,742</u>	<u>0</u>	<u>(5,742)</u>				
plus Transfer from EMR	2,701						
less Transfer to EMR	2,135						
Movement to/(from) Gen Reserve	<u>6,308</u>						

List of Payments made between 19/06/2024 and 08/07/2024

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
19/06/2024	Southern Electric	BACS	275.90		Electricity
25/06/2024	Victoria Holland Architects	BACS	1,434.07		Invoice 0780 Redesign
25/06/2024	NAMESCO	BACS	56.39		Domain name 3 years
28/06/2024	Mike Simpson	BACS	1,103.55		Salary June
28/06/2024	Local Government Pension	BACS	285.69		June
28/06/2024	Chichester District Council	DD	57.00		Bins
01/07/2024	Rob Simpson	SO	350.00		Cleaning
01/07/2024	Mike Simpson	SO	15.00		Home office
01/07/2024	Southern Electric	BACS	101.61		Electricity
08/07/2024	Primavera	BACS	791.40		Invoice 955
08/07/2024	Mike Simpson	BACS	26.99		Garden lights
08/07/2024	Mike Simpson	BACS	7.98		Fridge thermometers
08/07/2024	Viking	BACS	67.06		First aid kits
Total Payments			<u>4,572.64</u>		