



Minutes of the Bury Parish Council Meeting 22nd September 2025

1. Attendance and Apologies for Absence

To accept apologies and reasons for absence

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

Apologies: Councillor Davis (Karen) which Councillors **RESOLVED** to accept.

Also in attendance: Mike Simpson (Clerk) and the Village Hall Manager/Chair of Bury and West Burton Volunteers.

2. 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 Morrison declared an interest in item 8(c), relating to housing sites in the draft SDNPA Local Plan, and requested a dispensation to engage in the discussion. In accordance with the Council's Standing Orders, Councillor Morrison provided the following information to consider:

1. the description and the nature of the disclosable pecuniary interest or other interest to which the request for the dispensation relates;

Bury Manor Farm - appointment from the Norfolk Estate for a feasibility study for the soon to be redundant farm.

2. whether the dispensation is required to participate at a meeting in a discussion only or a discussion and a vote;

Participation in the meeting only.

3. the date of the meeting or the period (not exceeding four years) for which the dispensation is sought; and

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4. an explanation as to why the dispensation is sought

Councillor Morrison had detailed knowledge of the draft local plan and an understanding of the categories that the site in question fell into. As a member of the A29 RIC committee, he also understood the very particular context and background to its status in the local plan.

Councillors agreed that, due to Councillor Morrison's expertise in the area, it would be in accordance with Council Standing Orders to grant a dispensation under item 13(e)ii and **RESOLVED** to approve it.

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.

4. Approval of the Minutes from the Council meeting held on 14th July 2025

Councillors **RESOLVED** to approve the minutes 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 said he was delighted to announce that the village hall had received another £100,000 in CIL funding from the SDNPA. The owners of land at 'The Twitten' had been in contact to advise they were in the process of devising new plans for development which would be shared soon.

8. Planning

(a) To consider the following applications

SDNP/25/03573/TCA: White Webbs, Church Lane, Bury, West Sussex, RH20 1PB: Notification of intention to reduce 5 no. branches by 4m on east sector (overhanging garden of Bankside) on 1 no. Eucalyptus tree (T1)

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

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

SDNP/25/03733/TCA: Copyhold, Church Lane, Bury, West Sussex, RH20 1PB: Notification of intention to fell 2 no. Ash trees, leaving low stumps.

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

(c) To receive an update on sites in the draft SDNPA Local Plan

The SDNPA had requested a meeting with a small number of Councillors to gain a better insight into the background of Bury Manor Farm (Site CH192 in the draft local plan). It was an online meeting which included Councillors Champness and Morrison, the Clerk and a SDNPA officer. No other sites were discussed. The SDNPA wished to discuss density as no numbers had been proposed by Savills who carried out a survey on behalf of the Norfolk Estate. The allocation of 6 homes was an arbitrary figure which the SDNPA needed to review. At the meeting, Councillors Morrison and Champness referred to the Council's original consultation submission which it stood by and how development at this location could also help in the wider context of the relandscaping the A29.

9. Finance and Administration

(a) **To review the schedule of payments and bank reconciliation since the last meeting (14th July 2025)**
Councillors **RESOLVED** to approve the payment schedule and bank reconciliation 29th August 2025 (see appendices).

(b) **To consider the variance report for actual vs budget expenditure**
Councillors reviewed the report and noted the main variance was in grounds maintenance which would be discussed later in the meeting whereupon it was **RESOLVED** to approve it (see appendices).

(c) To review the Council's Reserves

The Clerk presented the Council's current reserves (see appendices) and advised that they were quite low at the end of 2024-25. Reserves should be at least 0.2-0.3 of annual expenditure and it was mainly due to the recreation ground footpath that the disparity had originated. However, the Council had not received a grant from Squires Cottages Charity for a few years so he recommended a retrospective £2,500 grant for 2024-25 and to review again at the end of the financial year. Councillors agreed in principle and said they would discuss it at the charity meeting later.

(d) To consider the External Audit Report for 2024-25 and conclusion of audit

Councillors **RESOLVED** to approve the external audit report and concluded the audit for 2024-25.

(e) To review the Council's Health and Safety Policy

Councillors reviewed and **RESOLVED** to adopt the policy without any changes.

(f) To review the Council's Asset Management Policy

Councillors reviewed and **RESOLVED** to adopt the policy without any changes.

(g) To review the Council's Risk Management Policy

Councillors reviewed and **RESOLVED** to adopt the policy without any changes.

(h) To review the Council's Pre-application Discussion Policy

Councillors reviewed and **RESOLVED** to adopt the policy without any changes.

(i) To review the Council's Media and Communications Policy

Councillors reviewed and **RESOLVED** to adopt the policy without any changes.

(j) To review the Council's Scheme of Delegation

Councillors reviewed and **RESOLVED** to adopt the policy without any changes.

(k) To review the Council's Equal Opportunities Policy

Councillors **RESOLVED** to adopt the policy.

10. Grounds Maintenance and Highways

(a) To receive an update from the A29 RIC

The RIC approached the Chair and Head of Planning at SDNPA about a review of the South Downs Way crossing and was hoping to host a mini conference. 20 volunteers had signed up for the Community Speedwatch which would hopefully commence from November for which it was looking to purchase some speed guns. The B2138 had been reduced to 40mph which meant all major roads in Bury were 40mph.

(b) To receive an update on maintenance of Bury Green playground.

There was no update.

(c) To consider a quote for installation of kissing gates on the Coffin Trail

Councillors reviewed the quote from Country Crafts for £2,404.44 (see appendices) to remove 5 old stiles on the Coffin Trail and replace with kissing gates. This was the second phase of kissing gate installation in the parish for which grant funding had been provided by SDNPA. Councillors **RESOLVED** to approve the expenditure of £2,404.44 and agreed under Financial Regulation 5.12 that only one quote was necessary as the contractor had already been used for the first part of the project and provided good value for money.

(d) To discuss the Council's grounds maintenance schedule and consider retendering

Councillors agreed that the maintenance schedule should be reviewed as it was last revised in 2020 and expenditure was increasing, especially for 'one-off' maintenance tasks. After it had been reviewed it could then be re-tendered as this should be done every few years to ensure value for money. Councillor Daykin and the Clerk would look at the schedule for discussion at the next meeting.

(e) To discuss any other maintenance issues

The area of the wharf outside Dorset House had been cut very short but it was their land so no permission was required from the Council.

11. Bury and West Burton Volunteers

(a) To receive an update and consider any requests

The Chair of the volunteers provided an update (see appendices). Councillors **RESOLVED** to approve a volunteer Christmas social event for all volunteer groups in Bury and West Burton (as well as volunteers who deliver the Link outside of the parish) at the village hall.

(b) To discuss Apple Pressing Day and Social Day

Planning was going well but there were not many volunteers to help on the day. The risk assessment had been submitted to the Clerk.

12. Village Hall

(a) To receive an update on the Village Hall redesign

The Council had been granted another £100,000 in CIL funding from SDNPA. District Councillor John Cross had chased the planning department for a decision on the village hall planning application and advised it should be issued around now but nothing had happened.

(b) To discuss any hirer booking requests.

The village hall manager had two booking requests for church linked charities and asked the Council what rate they wished to apply. The Chair said he had already responded to an email on the subject stating 50% concession of the parishioner rate.

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

The fire extinguishers had been serviced in August. There was an issue with the water which had been repaired and a fault with the alarm due to condensation in the loft which had also been fixed.

(d) To consider switching water supplier

The Clerk advised that the current tariff was the most competitive.

13. Community Land Trust

(a) To consider a terms of reference for the Community Led Housing Group

Councillors **RESOLVED** to adopt the draft terms (see appendices).

(b) To receive an update

A housing needs survey would be circulated to houses in the parish imminently which would be completed via paper or online.

14. Next meeting dates

Council Meeting: 24th November 2025

Environment, Assets and Planning Committee: 13th October 2025

**Bank Reconciliation Statement as at 31/08/2025
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	29/08/2025		0.00
Business Reserve Account	29/08/2025		19,332.11
			<u>19,332.11</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			19,332.11
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<u>0.00</u>
			19,332.11
		Balance per Cash Book is :-	19,332.11
		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 :-	<u>0.00</u>

Detailed Receipts & Payments by Budget Heading 22/09/2025

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	33,678	33,678	0			100.0%	
1079 Link Donations	0	0	0			0.0%	50
1085 SCC Rialtas	147	0	(147)			0.0%	
1090 Bank Interest	120	360	240			33.3%	
1095 CDC Grants	2,000	0	(2,000)			0.0%	2,000
1100 FITS	1,175	2,000	825			58.7%	
1120 Miscellaneous Income	20	0	(20)			0.0%	
Administration :- Receipts	37,140	36,038	(1,102)			103.1%	2,050
463 Litter Picking	0	0	(0)		(0)	0.0%	162
3750 Community Land Trust	0	0	(0)		(0)	0.0%	90
4000 Salary Clerk	9,467	24,258	14,791		14,791	39.0%	
4010 Home Working	75	180	105		105	41.7%	
4070 Grants	845	1,000	155		155	84.5%	
4071 The Link Expenditure	0	0	(0)		(0)	0.0%	1,493
4100 Computer & Office Equipment	841	1,000	159		159	84.1%	
4110 Insurance	1,858	2,150	292		292	86.4%	
4120 Audit Fees	193	490	298		298	39.3%	
4130 Training	40	300	260		260	13.3%	
4140 Miscellaneous Expenditure	250	0	(250)		(250)	0.0%	250
4160 Subscriptions	245	580	335		335	42.2%	
4450 Payroll	60	120	60		60	50.0%	
4455 Events	0	0	(0)		(0)	0.0%	
Administration :- Indirect Payments	13,874	30,078	16,204	0	16,204	46.1%	1,996
Net Receipts over Payments	23,266	5,960	(17,306)				
6000 plus Transfer from EMR	1,996						
6001 less Transfer to EMR	2,050						
Movement to/(from) Gen Reserve	23,212						
<u>200 Village Hall</u>							
1200 Hall Hires	4,907	9,200	4,293			53.3%	
Village Hall :- Receipts	4,907	9,200	4,293			53.3%	0
4320 Licences & Checks	547	1,200	653		653	45.6%	
4325 Hall Bookings Software	120	0	(120)		(120)	0.0%	
4330 Cleaning	2,100	4,450	2,350		2,350	47.2%	
4340 Waste	338	700	362		362	48.3%	
4360 Repairs & Improvements	75	250	176		176	29.8%	
4370 Oil Heating	545	1,400	855		855	38.9%	

Detailed Receipts & Payments by Budget Heading 22/09/2025

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4380 Electricity	134	630	496		496	21.3%	
4390 Water & Sewage	139	300	161		161	46.3%	
4400 Telephone & Internet	84	360	276		276	23.3%	
4410 Window Cleaning	0	150	150		150	0.0%	
Village Hall :- Indirect Payments	4,081	9,440	5,359	0	5,359	43.2%	0
Net Receipts over Payments	826	(240)	(1,066)				
<u>250</u> <u>Grounds Maintenance</u>							
4049 Playground inspection	88	110	22		22	80.0%	
4050 GM01 Wharf & River grass cut	800	1,050	250		250	76.2%	
4051 GM02 Bury Green grass cut	827	1,050	223		223	78.8%	
4052 GM03 Wharf/river seasonal	244	160	(84)		(84)	152.2%	
4053 GM04 Bury Green seasonal	190	150	(40)		(40)	126.7%	
4054 GM05 One off tasks	2,559	750	(1,809)		(1,809)	341.1%	
4055 GM06 B Green/VH one off tasks	663	0	(663)		(663)	0.0%	
4057 GM08 Coffin Trail	70	1,500	1,430		1,430	4.7%	
4058 GM09 Recreation Ground	910	800	(110)		(110)	113.8%	
4060 Playground	198	0	(198)		(198)	0.0%	
Grounds Maintenance :- Indirect Payments	6,548	5,570	(978)	0	(978)	117.6%	0
Net Payments	(6,548)	(5,570)	978				
<u>300</u> <u>The Link</u>							
1078 Link Advertising	2,430	5,100	2,670			47.6%	
1079 Link Donations	50	1,200	1,150			4.2%	
The Link :- Receipts	2,480	6,300	3,820			39.4%	0
4071 The Link Expenditure	1,577	4,800	3,224		3,224	32.8%	
The Link :- Indirect Payments	1,577	4,800	3,224	0	3,224	32.8%	0
Net Receipts over Payments	904	1,500	597				
<u>350</u> <u>Community</u>							
463 Litter Picking	162	0	(162)		(162)	0.0%	
3750 Community Land Trust	90	0	(90)		(90)	0.0%	
4455 Events	24	300	276		276	8.0%	
Community :- Indirect Payments	276	300	24	0	24	92.0%	0
Net Payments	(276)	(300)	(24)				

Detailed Receipts & Payments by Budget Heading 22/09/2025

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>999 VAT Data</u>							
115 VAT on Refunds	2,056	0	(2,056)			0.0%	
VAT Data :- Receipts	<u>2,056</u>	<u>0</u>	<u>(2,056)</u>				<u>0</u>
515 VAT on Payments	1,612	0	(1,612)		(1,612)	0.0%	
VAT Data :- Indirect Payments	<u>1,612</u>	<u>0</u>	<u>(1,612)</u>	<u>0</u>	<u>(1,612)</u>		<u>0</u>
Net Receipts over Payments	<u>444</u>	<u>0</u>	<u>(444)</u>				
Grand Totals:- Receipts	46,583	51,538	4,955			90.4%	
Payments	27,967	50,188	22,221	0	22,221	55.7%	
Net Receipts over Payments	<u>18,615</u>	<u>1,350</u>	<u>(17,265)</u>				
plus Transfer from EMR	1,996						
less Transfer to EMR	2,050						
Movement to/(from) Gen Reserve	<u>18,561</u>						

Account	Opening Balance	Net Transfers	Closing Balance
320 EMR - Capital	0.00		0.00
321 EMR - Gen & Ground Maint.	0.00		0.00
323 EMR - Wharf	0.00		0.00
324 EMR - Cricket Field & Bury Gre	5,095.48		5,095.48
326 EMR- Road signs	0.00		0.00
327 EMR-Village Hall Redesign	-291.83		-291.83
328 EMR-The Link	2,585.77	-1,693.27	892.50
329 EMR-Litter Picking	177.79	-162.23	15.56
330 EMR Community Land Trust	0.00	1,909.60	1,909.60
	<u>7,567.21</u>	<u>54.10</u>	<u>7,621.31</u>

List of Payments made between 15/07/2025 and 22/09/2025

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
21/07/2025	HMRC	BACS	1,050.93		PAYE 1st Quarter
25/07/2025	Chichester District Council	DD	50.30		Bin
28/07/2025	Scottish Water	DD	79.31		Water
28/07/2025	Instaprint	BACS	707.64		Instaprint 11661283-1 Link
28/07/2025	DM Payroll Services	BACS	72.00		Invoice 4467 payroll
28/07/2025	Viking	BACS	56.39		5978582
30/07/2025	BT	BACS	39.01		Internet
31/07/2025	Local Government Pension	BACS	376.59		August
31/07/2025	Mike Simpson	BACS	1,300.63		Salary August
31/07/2025	Mike Simpson	SO	15.00		Home office
01/08/2025	Rob Simpson	OLT	350.00		VH Cleaning
14/08/2025	WSALC	BACS	48.00		Training 1792
22/08/2025	Chichester District Council	DD	60.10		Bins
27/08/2025	Watson Fuels	BACS	572.25		Oil
29/08/2025	Local Government Pension	BACS	376.59		August
29/08/2025	Mike Simpson	BACS	1,300.63		Salary August
22/09/2025	Primavera	BACS	1,041.60		Invoice 1048
22/09/2025	DPS Plumbing	BACS	89.40		Invoice 4242 VH water
22/09/2025	Hall Booking Online	BACS	144.00		Hall Booking Online
22/09/2025	Hampshire Fire Protection	BACS	150.00		Extinguisher service (1419810)
Total Payments			7,880.37		

BWBV Notes for BPC Meeting 22nd Sept 2025

Apple Day 27th September – planning in progress. Help request has been sent out. All hands welcome, with or without apples!

BWBV AGM planned for 4th October approx. noon after the coffee morning. All welcome, to be announced next newsletter.

In an attempt to encourage younger families to join the volunteers we have identified a potential Vice Chair who is involved at Bury School and will put this to the vote at our AGM.

Litter picking:

- in the village is ongoing on a regular basis
- on the A29, the risk assessment is in progress now that the speed limit is implemented. More volunteers may be required - tbc.
- photos of those involved are being collected slowly.

Village Hall Manager questions

There is a request from the team who run the Bury Christmas Lunch, to move the BPC Meeting 15th Dec to Sydney Room so the tables can be set up in advance for the event on 16th Dec.

Community Led Housing Group

Terms of Reference

Role and responsibilities of the Housing Group

- (a) Convene meetings to discuss forming a Community Land Trust (CLT), inviting other residents with expertise to join the group.
- (b) Make contact with and take advice from other organisations such as but not limited to CLT Network, AiRS, CDC, SDNP, other CLT's.
- (c) Apply for grant funding towards promoting and forming a CLT, including services and materials required for incorporation and running an independent organisation.
- (d) Organise and conduct a Housing Needs Survey with the support of CDC.
- (e) Communicate progress with the community of Bury Parish, BPC, District and County Councillors, local MP.
- (f) Consider and agree the nature and focus of the housing and other provision required
- (g) Consider and agree the legal model to be utilized
- (h) Any grant funding awarded will be held by Bury Parish Council and spent in line with its financial regulations.
- (i) Once the Bury Parish CLT is incorporated with a separate bank account, any monies granted to BPC for the purposes of setting up and running a CLT will be transferred to the CLT bank account

Membership: Open to all members of the community who are signed up to the Group's aim and ways of working may apply by sending an expression of interest to the Chair. Normally between 5 and 10 people.

Roles of the members:

Group members need to be:

- (a) Interested in the Community Land Trust project and committed to championing its cause;
- (b) Able to take on responsibility and devote time, experience and / or skills; and
- (c) Maintain enthusiasm for the project at all times.

Chairman / Vice Chair

The Housing Group will elect a Chair and Vice Chair

The role of the Chair is to:

1. Provide overall coordination and direction of the Group
2. Ensure the efficient conduct of the Housing Group's business and meetings;
3. Ensure that all members are given the opportunity to express their views and that appropriate standards of behaviour are maintained;
4. Manage the delegation of key responsibilities and resolution of any Housing Group problems;
5. Establish a constructive working relationship with other organisations i.e. Sussex Community Housing Hub, Local Authorities, Registered Providers etc;
6. Ensure that the Housing Group receives professional advice when it is needed;
7. Representing the organisation as appropriate; and
8. Take decisions delegated to the Chair.

