



Minutes of the Annual Meeting of Bury Parish Council held on Monday 16th May 2022 at Bury Village Hall

Mike Simpson, Clerk to Bury Parish Council, Bury Village Hall, The Street, Bury, West Sussex, RH20 1PA

Email – clerk@buryparishcouncil.org.uk

1. Election of Chairman and Vice Chairman

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

Councillors **RESOLVED** to elect Richard Champness as Chairman

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

Councillors **RESOLVED** to elect John Labarte as Vice Chairman

2. Attendance and Apologies for Absence

In attendance: Councillors Davis, Daykin, Driver, Labarte, Marconi, Morrison, Rudd, Whyles and Mike Simpson (Clerk)

Apologies: Richard Champness which Councillors **RESOLVED** to accept

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

There were none

4. Committees and Working Groups

Councillors **RESOLVED** to form an Environment and Planning Committee consisting of Councillors Daykin, Driver, Morrison, Rudd and Whyles. Councillors then **RESOLVED** to form a village hall working group consisting of Councillors, Davis, Labarte, Marconi, Morrison and Whyles.

5. Appointments to outside bodies

Members **RESOLVED** to appoint Councillor Rudd to the Bury and West Burton Volunteers and Councillors Morrison and Whyles to the A29 Road Improvement Committee.

6. Meeting dates

To consider and adopt meeting dates for 2022-23

Councillors **AGREED** to adopt the following dates for council and committee meetings:

Full Council: 18th July, 12th September, 7th November, 9th January, 13th March and 15th May (Annual Meeting)

Environment and Planning: 23rd June, 17th October, 12th December and 13th February.

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

There were none

8. Approval of the Minutes of the Council Meeting of the Parish Council held on 23rd March 2022

Richard Champness

Councillors **RESOLVED** to approve the minutes from the meeting on 23rd March 2022 as a true and accurate record.

9. County Councillor reports

County Councillor Tom Richardson sent his apologies

10. District Councillor reports

District Councillor Alan Sutton sent his apologies

11. Chair's announcements

There were none.

12. Annual Governance and Accountability Return (AGAR)

(a) Internal Audit Report

Councillors reviewed the internal audit report for 2021-22 and **RESOLVED** to approve it.

(b) Section 1 of the AGAR

Members reviewed section 1 and **RESOLVED** to approve it which was then signed by the Chairman and Clerk.

Section 2 of the AGAR

Councillors then reviewed section 2 and **RESOLVED** to approve it which was then signed by Chairman having already been signed by the Responsible Financial Officer.

(c) Notice of electors' rights

Councillors confirmed the dates for the notice for electors' rights as 20th June to 29th July.

13. Payments and bank reconciliation

The Clerk presented the schedule of payments since the last meeting on 23rd March 2022 which Councillors **RESOLVED** to approve. The clerk then presented bank reconciliations from March and April 2022 which Councillors **RESOLVED** to approve.

14. Variance Report

To note any variances in actual vs budget for the current financial year.

The Clerk presented the latest budget vs actual figures for the current financial year which Councillors **RESOLVED** to approve.

15. A29

To receive an update from the Bury A29 Road Improvement Committee

Councillor Whyles advised members that the RIC had a meeting with senior police officers on 26th April which was very encouraging and said the police were impressed with committee's approach to tackling anti-social behaviour on the A29. He also informed the Council that the police were very happy to receive the data the committee had been collating on anti-social activity. He advised that Andrew Griffith MP was nominating Bury to take part in a trial for new acoustic cameras which was also being supported by County Councillor Tom Richardson, the Chief Inspector of Sussex Police and the Police and Crime Commissioner. The Parish Council was asked to help raise community support, which it did and received around 90 letters, as well as provide assistance on the location of the camera. Councillors also discussed introducing a 20's Plenty Campaign on The Street and suggested that Dorset House could help with designs again whereupon it was **AGREED** to request that the Bury and West Burton Volunteers make some boards.

16. Village Hall

To receive an update on refurbishment plans

Councillor Whyles informed members that Councillors had met Victoria Holland who presented their initial ideas for the design plans with which they were very impressed. He also said he would be attending some seminars on submitting grant applications. Councillor Davis said that the bat survey would be conducted free of charge by a former resident and councillor.

17. Grounds maintenance

(a) To receive an update on Pill Pond

Richard Champness

Councillor Daykin advised that a planning application for Pill Pond had been submitted which would cost £500 and that this would be the only expenditure the Parish Council would incur on the project.

(b) To receive an update on footpath 761

Councillor Daykin advised that the Environment Agency had rejected the Council's request to build some steps on Footpath 761 as it could undermine the structural integrity of the bank.

(c) To receive an update on tree maintenance and planting at the recreation ground

Councillor Daykin informed members that he was looking at planting the Queen's Jubilee oak trees at the recreation ground as Coates Common was no longer tenable.

(d) To receive any update on the refurbishment of fingerpost road signs

Primavera was suffering supply problems with the materials they required for some of the letters so there would be a delay.

The meeting ended at 7.40pm

Richard Champness

Time : 09:48

Bank Accounts

Payments made between 24/03/2022 and 16/05/2022

| | <u>Date</u> | <u>Payment Reference</u> | <u>Payment Detail</u> | <u>Net Amount</u> | <u>VAT Amount</u> | <u>Total Amount</u> | <u>VAT Code</u> |
|------------------------------------|-------------|--------------------------|-----------------------|-------------------|-------------------|---------------------|-----------------|
| Arthur Gallagher | | | | | | | |
| | 07/04/2022 | OLT | Council insurance | 2,598.23 | 0.00 | 2,598.23 | Z |
| BT | | | | | | | |
| | 03/05/2022 | DD | Internet | 19.15 | 3.83 | 22.98 | S |
| Chichester District Council | | | | | | | |
| | 14/04/2022 | DD | Bin collection | 42.00 | 0.00 | 42.00 | OTS |
| | 03/05/2022 | DD | Dog bins | 689.52 | 137.90 | 827.42 | S |
| | 12/05/2022 | DD | Bin collection | 43.70 | 0.00 | 43.70 | OTS |
| | | | | 775.22 | 137.90 | 913.12 | |
| John Labarte | | | | | | | |
| | 07/04/2022 | OLT | Bury Green Cleaning | 13.49 | 0.00 | 13.49 | Z |
| Midland Survey | | | | | | | |
| | 07/04/2022 | OLT | Village Hall Surveys | 1,200.00 | 240.00 | 1,440.00 | S |
| Mike Simpson | | | | | | | |
| | 29/04/2022 | OLT | Salary April | 998.04 | 0.00 | 998.04 | OTS |
| | 03/05/2022 | SO | Home office | 25.00 | 0.00 | 25.00 | Z |
| | | | | 1,023.04 | 0.00 | 1,023.04 | |
| Mulberry & Co | | | | | | | |
| | 11/05/2022 | OLT | Internal audit 19221 | 165.00 | 33.00 | 198.00 | S |
| Parsons Oil Heating Ltd | | | | | | | |
| | 07/04/2022 | OLT | Boiler service | 188.10 | 37.62 | 225.72 | S |
| Primavera | | | | | | | |
| | 01/04/2022 | OLT | Invoice 807 | 339.00 | 67.80 | 406.80 | S |
| Rob Simpson | | | | | | | |
| | 01/04/2022 | SO | VH Cleaning | 291.67 | 0.00 | 291.67 | Z |
| | 03/05/2022 | SO | VH Cleaning | 291.67 | 0.00 | 291.67 | Z |
| | | | | 583.34 | 0.00 | 583.34 | |
| Southern Electric | | | | | | | |
| | 01/04/2022 | DD | Electricity | 31.00 | 0.00 | 31.00 | Z |
| | 03/05/2022 | DD | Electricity | 31.00 | 0.00 | 31.00 | OTS |
| | | | | 62.00 | 0.00 | 62.00 | |
| WSALC | | | | | | | |
| | 11/05/2022 | OLT | Subscription 2022-23 | 217.65 | 0.00 | 217.65 | OTS |
| | | | | 7,184.22 | 520.15 | 7,704.37 | |

Richard Chambers

Bank Reconciliation Statement as at 31/03/2022
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 | 31/03/2022 | | 0.00 |
| Business Reserve Account | 31/03/2022 | | 34,365.75 |
| | | | <u>34,365.75</u> |
| <u>Unpresented Cheques (Minus)</u> | | <u>Amount</u> | |
| | | 0.00 | |
| | | | <u>0.00</u> |
| | | | 34,365.75 |
| <u>Receipts not Banked/Cleared (Plus)</u> | | | |
| | | 0.00 | |
| | | | <u>0.00</u> |
| | | | 34,365.75 |
| | | Balance per Cash Book is :- | 34,365.75 |
| | | Difference is :- | 0.00 |

Richard Champness

Bank Reconciliation Statement as at 30/04/2022
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 | 30/04/2022 | | 0.00 |
| Business Reserve Account | 30/04/2022 | | 44,410.73 |
| | | | <u>44,410.73</u> |
| <u>Unpresented Cheques (Minus)</u> | | <u>Amount</u> | |
| | | 0.00 | |
| | | | <u>0.00</u> |
| | | | 44,410.73 |
| <u>Receipts not Banked/Cleared (Plus)</u> | | | |
| | | 0.00 | |
| | | | <u>0.00</u> |
| | | | 44,410.73 |
| | | Balance per Cash Book is :- | 44,410.73 |
| | | Difference is :- | 0.00 |

Richard Champness

Detailed Receipts & Payments by Budget Heading 01/04/2022

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 | 14,637 | 29,274 | 14,637 | | | 50.0% | |
| 1080 Grants - SCC | 0 | 3,344 | 3,344 | | | 0.0% | |
| 1081 SCC Grant for Bury Green | 0 | 2,074 | 2,074 | | | 0.0% | |
| 1090 Bank Interest | 3 | 2 | (1) | | | 149.0% | |
| 1100 FITS | 0 | 1,500 | 1,500 | | | 0.0% | |
| 1120 Miscellaneous Income | 0 | 500 | 500 | | | 0.0% | |
| | <u>14,640</u> | <u>36,694</u> | <u>22,054</u> | | | <u>39.9%</u> | <u>0</u> |
| Administration :- Receipts | | | | | | | |
| 4000 Salary Clerk | 998 | 12,000 | 11,002 | | 11,002 | 8.3% | |
| 4010 Home Working | 0 | 300 | 300 | | 300 | 0.0% | |
| 4050 GM01 Wharf & River grass cut | 0 | 1,000 | 1,000 | | 1,000 | 0.0% | |
| 4051 GM02 Bury Green grass cut | 0 | 1,200 | 1,200 | | 1,200 | 0.0% | |
| 4052 GM03 Wharf/river seasonal | 0 | 350 | 350 | | 350 | 0.0% | |
| 4053 GM04 Bury Green seasonal | 13 | 300 | 287 | | 287 | 4.5% | |
| 4054 GM05 One off tasks | 0 | 500 | 500 | | 500 | 0.0% | |
| 4055 GM06 B Green/VH one off tasks | 0 | 200 | 200 | | 200 | 0.0% | |
| 4056 GM07 Pill Pond | 0 | 1,000 | 1,000 | | 1,000 | 0.0% | |
| 4057 GM08 Coffin Trail | 0 | 500 | 500 | | 500 | 0.0% | |
| 4058 GM09 Recreation Ground | 0 | 750 | 750 | | 750 | 0.0% | |
| 4059 GM10 West Burton | 0 | 200 | 200 | | 200 | 0.0% | |
| 4066 Dog Bins | 0 | 700 | 700 | | 700 | 0.0% | |
| 4067 Observatory | 0 | 1,000 | 1,000 | | 1,000 | 0.0% | |
| 4070 Section 137 | 0 | 1,000 | 1,000 | | 1,000 | 0.0% | |
| 4080 Bury Green Loan Repayment | 0 | 2,074 | 2,074 | | 2,074 | 0.0% | |
| 4090 Admin Sundries | 0 | 50 | 50 | | 50 | 0.0% | |
| 4100 Computer & Office Equipment | 0 | 1,000 | 1,000 | | 1,000 | 0.0% | |
| 4110 Insurance | 2,598 | 2,600 | 2 | | 2 | 99.9% | |
| 4120 Audit Fees | 0 | 600 | 600 | | 600 | 0.0% | |
| 4130 Training | 0 | 300 | 300 | | 300 | 0.0% | |
| 4140 Miscellaneous Expenditure | 0 | 500 | 500 | | 500 | 0.0% | |
| 4150 Special Projects | 0 | 1,000 | 1,000 | | 1,000 | 0.0% | |
| 4160 Subscriptions | 0 | 600 | 600 | | 600 | 0.0% | |
| 4450 Payroll | 0 | 120 | 120 | | 120 | 0.0% | |
| 4451 Pension | 0 | 1,100 | 1,100 | | 1,100 | 0.0% | |
| 4452 Newsletter | 0 | 400 | 400 | | 400 | 0.0% | |
| | <u>3,610</u> | <u>31,344</u> | <u>27,734</u> | <u>0</u> | <u>27,734</u> | <u>11.5%</u> | <u>0</u> |
| Administration :- Indirect Payments | | | | | | | |
| Net Receipts over Payments | <u>11,030</u> | <u>5,350</u> | <u>(5,680)</u> | | | | |

Richard Champness

Detailed Receipts & Payments by Budget Heading 01/04/2022

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 | 317 | 5,000 | 4,683 | | | 6.3% | |
| Village Hall :- Receipts | <u>317</u> | <u>5,000</u> | <u>4,683</u> | | | 6.3% | 0 |
| 4320 Licences & Checks | 0 | 600 | 600 | | 600 | 0.0% | |
| 4330 Cleaning | 292 | 3,500 | 3,208 | | 3,208 | 8.3% | |
| 4340 Waste | 42 | 500 | 458 | | 458 | 8.4% | |
| 4360 Repairs & Improvements | 0 | 750 | 750 | | 750 | 0.0% | |
| 4365 Re-design | 1,200 | 1,000 | (200) | | (200) | 120.0% | |
| 4370 Oil Heating | 188 | 2,000 | 1,812 | | 1,812 | 9.4% | |
| 4380 Electricity | 31 | 700 | 669 | | 669 | 4.4% | |
| 4390 Water & Sewage | 0 | 350 | 350 | | 350 | 0.0% | |
| 4400 Telephone & Internet | 0 | 600 | 600 | | 600 | 0.0% | |
| 4410 Window Cleaning | 0 | 200 | 200 | | 200 | 0.0% | |
| 4455 Events | 0 | 150 | 150 | | 150 | 0.0% | |
| Village Hall :- Indirect Payments | <u>1,753</u> | <u>10,350</u> | <u>8,597</u> | <u>0</u> | <u>8,597</u> | <u>16.9%</u> | <u>0</u> |
| Net Receipts over Payments | <u>(1,436)</u> | <u>(5,350)</u> | <u>(3,914)</u> | | | | |
| <u>999 VAT Data</u> | | | | | | | |
| 115 VAT on Refunds | 728 | 0 | (728) | | | 0.0% | |
| VAT Data :- Receipts | <u>728</u> | <u>0</u> | <u>(728)</u> | | | | 0 |
| 515 VAT on Payments | 278 | 0 | (278) | | (278) | 0.0% | |
| VAT Data :- Indirect Payments | <u>278</u> | <u>0</u> | <u>(278)</u> | <u>0</u> | <u>(278)</u> | | 0 |
| Net Receipts over Payments | <u>451</u> | <u>0</u> | <u>(451)</u> | | | | |
| Grand Totals:- Receipts | 15,685 | 41,694 | 26,009 | | | 37.6% | |
| Payments | 5,640 | 41,694 | 36,054 | 0 | 36,054 | 13.5% | |
| Net Receipts over Payments | <u>10,045</u> | <u>0</u> | <u>(10,045)</u> | | | | |
| Movement to/(from) Gen Reserve | <u>10,045</u> | | | | | | |

Richard Champness