



Dear Councillors

**You are duly summoned to a meeting of Bury Parish Council on Monday 9<sup>th</sup> January 2023 at Bury Village Hall commencing at 6:00pm**

**Members of the public are welcome to join this meeting and speak for a maximum of five minutes about an item on the agenda during the Public Session at the discretion of the Chair.**

Mike Simpson

Clerk to the Council  
4<sup>th</sup> January 2023

### **AGENDA**

- 1. Attendance and Apologies for Absence**  
To accept any apologies.
- 2. To Receive Declarations of Interest, Notification of Changes to Members' Interests and consider any requests for a dispensation.**
- 3. Approval of the Minutes from the Extraordinary Council Meeting held on 1<sup>st</sup> December 2022**  
To review and approve.
- 4. Public Session (Members of the Public may speak for up to five minutes at the discretion of the Chair)**  
To note any comments.
- 5. Councillor Reports**
  - (a) To receive a report from the District Councillor
  - (b) To receive a report from the County Councillor
- 6. Planning Applications**

**SDNP/22/05635/TCA:** Leghorn Cottage The Street Bury West Sussex RH20 1PA  
Proposal: Notification of intention to fell 1 no. Maple tree.

**SDNP/22/05683/TCA:** Smiths Barn Church Lane Bury West Sussex RH20 1PB  
Proposal: Notification of intention to height reduce by up to 4m (back to previous pollard points) on 1 no. Eucalyptus tree

**SDNP/21/05619/FUL:** Hillside Nursery Bury Common Bury RH20 1NR

Proposal: Demolition of existing glasshouse and associated horticultural structures and erection of 7 no. C3 residential dwellings and 7 no. commercial workspace suites (class E(g)), including access landscaping and associated works

**SDNP/22/05649/FUL:** Land at Timberley Farm Bury Common Bury West Sussex RH20

1NP Proposal: Conversion of barn complex into dwelling with associated parking.

**7. Tupperney Fields/Roman Mile Farm**

To discuss the recent caravans at Tupperney Fields

**8. Budget and precept 2023-24**

To adopt a budget and precept for 2023-24

**9. Village Hall**

(a) To receive an update on the village hall refurbishment

(b) To receive any other updates from the working group

**10. Grounds and Highways**

(a) To receive an update from the A29 Road Improvement Committee

(b) To discuss the changes to the WSCC speed limit policy

(c) To note the recent WSCC ash dieback works in Bury

(d) To consider a request from Fittleworth Parish Council to move the Fittleworth road sign on Tripp Hill

**11. Bury and West Burton Volunteers**

To receive an update and consider any requests

**12. Local Government Pension Scheme**

To consider adding the clerk to the Local Government Pension Scheme

**13. Parish Council Elections**

To discuss the forthcoming elections in May

**14. King Charles III coronation**

To discuss a social event to celebrate the King's coronation on May 6 2023

**15. Future Meeting dates**

(a) 13<sup>th</sup> March 2023 (Full Council)

(b) 13<sup>th</sup> February- 13<sup>th</sup> February 2023

(c) To discuss the date of the Annual Meeting in May

**Bury Parish Council**  
**Annual Budget - By Centre**

12:20

		<u>Last Year</u>		<u>Current Year</u>						<u>Next Year</u>		
		Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
<b>100</b>	<b><u>Administration</u></b>											
1076	Precept	27,880	27,880	0	0	29,274	0	29,274	29,274	30,337	0	0
1080	Grants - SCC	15,850	13,650	0	0	3,344	0	3,344	0	4,328	0	0
1081	SCC Grant for Bury Green	2,074	2,074	0	0	2,074	0	2,074	0	2,074	0	0
1090	Bank Interest	20	3	0	0	2	0	2	54	50	0	0
1095	CDC Grants	0	1,990	0	0	0	0	0	250	0	0	0
1100	FITS	1,000	1,534	0	0	1,500	0	1,500	0	1,500	0	0
1120	Miscellaneous Income	500	1,321	0	0	500	0	500	0	0	0	0
	<b>Total Income</b>	<b>47,324</b>	<b>48,451</b>	<b>0</b>	<b>0</b>	<b>36,694</b>	<b>0</b>	<b>36,694</b>	<b>29,578</b>	<b>38,289</b>	<b>0</b>	<b>0</b>
4000	Salary Clerk	13,500	13,411	0	0	12,000	0	12,000	9,085	13,000	0	0
4010	Home Working	0	300	0	0	300	0	300	200	150	0	0
4049	Playground inspection	0	0	0	0	0	0	0	77	85	0	0
4050	GM01 Wharf & River grass cut	1,500	763	0	0	1,000	0	1,000	866	850	0	0
4051	GM02 Bury Green grass cut	1,000	953	0	0	1,200	0	1,200	866	850	0	0
4052	GM03 Wharf/river seasonal	500	170	0	0	350	0	350	555	100	0	0
4053	GM04 Bury Green seasonal	250	646	0	0	300	0	300	633	500	0	0
4054	GM05 One off tasks	1,650	186	0	0	500	0	500	0	1,200	0	0
4055	GM06 B Green/VH one off tasks	400	131	0	0	200	0	200	529	300	0	0
4056	GM07 Pill Pond	500	907	0	0	1,000	0	1,000	480	250	0	0
4057	GM08 Coffin Trail	0	405	0	0	500	0	500	325	350	0	0
4058	GM09 Recreation Ground	500	687	0	0	750	0	750	233	750	0	0
4059	GM10 West Burton	500	265	0	0	200	0	200	0	300	0	0
4061	A29 Improvements	0	0	0	0	0	0	0	72	0	0	0

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		<u>Last Year</u>		<u>Current Year</u>						<u>Next Year</u>		
		Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
4062	Road signs	2,000	0	0	0	0	0	0	1,564	0	0	0
4066	Dog Bins	0	681	0	0	700	0	700	690	700	0	0
4067	Observatory	0	0	0	0	1,000	0	1,000	0	0	0	0
4070	Section 137	500	0	0	0	1,000	0	1,000	0	500	0	0
4075	Elections	0	0	0	0	0	0	0	0	1,000	0	0
4080	Bury Green Loan Repayment	2,074	2,074	0	0	2,074	0	2,074	2,074	2,074	0	0
4090	Admin Sundries	350	35	0	0	50	0	50	0	50	0	0
4100	Computer & Office Equipment	1,500	1,406	0	0	1,000	0	1,000	251	800	0	0
4110	Insurance	2,600	2,593	0	0	2,600	0	2,600	2,790	2,800	0	0
4120	Audit Fees	500	600	0	0	600	0	600	465	600	0	0
4130	Training	750	115	0	0	300	0	300	271	300	0	0
4140	Miscellaneous Expenditure	500	1,667	0	0	500	0	500	0	0	0	0
4150	Special Projects	2,500	878	0	0	1,000	0	1,000	0	500	0	0
4160	Subscriptions	600	699	0	0	600	0	600	338	400	0	0
4400	Telephone & Internet	0	0	0	0	0	0	0	29	0	0	0
4450	Payroll	150	120	0	0	120	0	120	0	150	0	0
4451	Pension	0	1,235	0	0	1,100	0	1,100	473	3,600	0	0
4452	Newsletter	0	0	0	0	400	0	400	0	400	0	0
4455	Events	0	20	0	0	0	0	0	0	0	0	0
	<b>Overhead Expenditure</b>	<b>34,324</b>	<b>30,946</b>	<b>0</b>	<b>0</b>	<b>31,344</b>	<b>0</b>	<b>31,344</b>	<b>22,865</b>	<b>32,559</b>	<b>0</b>	<b>0</b>
	<b>100 Net Income over Expenditure</b>	<b>13,000</b>	<b>17,506</b>	<b>0</b>	<b>0</b>	<b>5,350</b>	<b>0</b>	<b>5,350</b>	<b>6,713</b>	<b>5,730</b>	<b>0</b>	<b>0</b>
6000	plus Transfer from EMR	0	0	0	0	0	0	0	1,564	0	0	0
	<b>Movement to/(from) Gen Reserve</b>	<b>13,000</b>	<b>17,506</b>			<b>5,350</b>		<b>5,350</b>	<b>8,277</b>	<b>5,730</b>		

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		<u>Last Year</u>		<u>Current Year</u>						<u>Next Year</u>		
		Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
<b>200</b>	<b><u>Village Hall</u></b>											
1200	Hall Hires	5,000	4,743	0	0	5,000	0	5,000	4,310	5,500	0	0
1210	Licences	0	0	0	0	0	0	0	-43	150	0	0
	<b>Total Income</b>	<b>5,000</b>	<b>4,743</b>	<b>0</b>	<b>0</b>	<b>5,000</b>	<b>0</b>	<b>5,000</b>	<b>4,267</b>	<b>5,650</b>	<b>0</b>	<b>0</b>
4320	Licences & Checks	750	564	0	0	600	0	600	733	660	0	0
4330	Cleaning	3,500	3,620	0	0	3,500	0	3,500	2,400	4,000	0	0
4340	Waste	1,000	339	0	0	500	0	500	381	550	0	0
4350	Business Rates	700	0	0	0	0	0	0	0	0	0	0
4360	Repairs & Improvements	2,500	598	0	0	750	0	750	115	500	0	0
4365	Re-design	5,000	0	0	0	1,000	0	1,000	6,586	0	0	0
4370	Oil Heating	2,000	2,349	0	0	2,000	0	2,000	1,000	4,000	0	0
4380	Electricity	700	372	0	0	700	0	700	248	800	0	0
4390	Water & Sewage	600	192	0	0	350	0	350	0	400	0	0
4400	Telephone & Internet	700	571	0	0	600	0	600	193	270	0	0
4410	Window Cleaning	300	185	0	0	200	0	200	0	200	0	0
4455	Events	250	0	0	0	150	0	150	0	0	0	0
	<b>Overhead Expenditure</b>	<b>18,000</b>	<b>8,791</b>	<b>0</b>	<b>0</b>	<b>10,350</b>	<b>0</b>	<b>10,350</b>	<b>11,655</b>	<b>11,380</b>	<b>0</b>	<b>0</b>
	<b>200 Net Income over Expenditure</b>	<b>-13,000</b>	<b>-4,048</b>	<b>0</b>	<b>0</b>	<b>-5,350</b>	<b>0</b>	<b>-5,350</b>	<b>-7,388</b>	<b>-5,730</b>	<b>0</b>	<b>0</b>
6000	plus Transfer from EMR	0	0	0	0	0	0	0	5,000	0	0	0
	<b>Movement to/(from) Gen Reserve</b>	<b>(13,000)</b>	<b>(4,048)</b>			<b>(5,350)</b>		<b>(5,350)</b>	<b>(2,388)</b>	<b>(5,730)</b>		
<b>999</b>	<b><u>VAT Data</u></b>											

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		<u>Last Year</u>		<u>Current Year</u>						<u>Next Year</u>		
		Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
115	VAT on Refunds	0	2,227	0	0	0	0	0	3,298	0	0	0
	<b>Total Income</b>	0	2,227	0	0	0	0	0	3,298	0	0	0
515	VAT on Payments	0	1,812	0	0	0	0	0	3,103	0	0	0
	<b>Overhead Expenditure</b>	0	1,812	0	0	0	0	0	3,103	0	0	0
	<b>Movement to/(from) Gen Reserve</b>	0	415			0		0	195	0		
	<b>Total Budget Income</b>	52,324	55,421	0	0	41,694	0	41,694	37,143	43,939	0	0
	<b>Expenditure</b>	52,324	41,549	0	0	41,694	0	41,694	37,623	43,939	0	0
	<b>Net Income over Expenditure</b>	0	13,872	0	0	0	0	0	-480	0	0	0
	plus Transfer from EMR	0	0	0	0	0	0	0	6,564	0	0	0
	<b>Movement to/(from) Gen Reserve</b>	0	13,872			0		0	6,084	0		

Bank Reconciliation Statement as at 31/12/2022  
for Cashbook 1 - Bank Accounts

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<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Current Bank Account	31/12/2022		0.00
Business Reserve Account	31/12/2022		35,827.08
			<hr/>
			35,827.08
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<hr/>
			0.00
			<hr/>
			35,827.08
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<hr/>
			0.00
			<hr/>
			35,827.08
		Balance per Cash Book is :-	35,827.08
		Difference is :-	0.00

## List of Payments made between 08/11/2022 and 04/01/2023

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
18/11/2022	Chichester District Council	OLT	180.00		Premises Licence VH
18/11/2022	Abode Systems Software Ltd	OLT	238.75		Acrobat licence
18/11/2022	Chichester District Council	DD	36.25		Waste collection
24/11/2022	Public Works Loan Board	DD	1,037.23		Bury Green Loan Repayment
30/11/2022	Michael Simpson	OLT	1,364.96		November salary
30/11/2022	Mike Simpson	SO	25.00		Home office
30/11/2022	BT	DD	34.77	Internet	BT
01/12/2022	Rob Simpson	SO	291.67		VH Cleaning
01/12/2022	ICO	DD	35.00		Annual payment
01/12/2022	Southern Electric	DD	31.00		VH Electricity
02/12/2022	Gala Tent	OLT	667.99		Gala Tent
09/12/2022	Viking	OLT	52.15		Stationery
09/12/2022	The Workshop Aberfeldy	OLT	62.64		Jubilee tree plaque
09/12/2022	Viking	OLT	43.63		Paper towels VH
09/12/2022	Viking	OLT	22.74		Ink cartridge
09/12/2022	Viking	OLT	230.35		Microwave VH
09/12/2022	Mulberry & Co	OLT	232.92		Internal audit
15/12/2022	Business Stream	DD	45.00		Water VH
21/12/2022	Chichester District Council	DD	43.70		Bin collection
03/01/2023	Mike Simpson	OLT	1,086.49		Salary December
03/01/2023	Fire Risk Uk	OLT	156.00		VH alarm/light inspection
03/01/2023	Rialtas	OLT	424.99		Accounts software 2 years
03/01/2023	Rob Simpson	SO	291.67		VH Cleaning
03/01/2023	Mike Simpson	SO	25.00		Home office
03/01/2023	Action in Rural Sussex	DD	50.00		Annual membership
03/01/2023	BT	DD	34.77		Internet
03/01/2023	Southern Electric	DD	31.00		Electricity
Total Payments			6,775.67		



## Bank Accounts

Receipts received between 08/11/2022 and 04/01/2023

## Nominal Ledger Analysis

<u>Receipt Ref</u>	<u>Name of Payer</u>	<u>£ Amnt Received</u>	<u>£ Debtors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
VAT	Banked: 11/11/2022	2,569.75						
VAT	HMRC	2,569.75			115	999	2,569.75	VAT 2nd Quarter
Jubilee	Banked: 22/11/2022	250.00						
Jubilee	Chichester District Council	250.00			1095	100	250.00	Jubilee Grant
BVH 84	Banked: 25/11/2022	120.00						
BVH 84	Matt Fides Martial Arts	120.00			1200	200	120.00	Hall Hire
Interest	Banked: 30/11/2022	20.56						
Interest	Natwest	20.56			1090	100	20.56	Natwest
BVH 89	Banked: 01/12/2022	252.00						
BVH 89	Luisa Masella	252.00			1200	200	252.00	Hall hire yoga
BVH 87	Banked: 01/12/2022	25.00						
BVH 87	Suzanne Donaldson	25.00			1200	200	25.00	Hall hire: children's party
BVH 90	Banked: 02/12/2022	81.00						
BVH 90	Short Mat Bowls	81.00			1200	200	81.00	Hall hire
Gala tent	Banked: 02/12/2022	667.99						
Gala tent	Squires Cottages Charity	667.99			1080	100	667.99	Gala tent
Labarte	Banked: 05/12/2022	158.00						
Labarte	John Labarte	158.00			1200	200	158.00	Coffee morning
Labarte	Banked: 05/12/2022	-158.00						
Labarte	John Labarte	-158.00			1200	200	-158.00	Coffee morning
Labarte	Banked: 05/12/2022	158.50						
Labarte	John Labarte	158.50			1200	200	158.50	Coffee morning
BVH 83	Banked: 09/12/2022	212.50						
BVH 83	Brownies	212.50			1200	200	212.50	Hall hire
BVH 93	Banked: 14/12/2022	45.00						
BVH 93	Short Mat Bowls	45.00			1200	200	45.00	Hall hire
BVH 95	Banked: 16/12/2022	96.00						
BVH 95	Sue Wright	96.00			1200	200	96.00	Hall hire
FITS	Banked: 19/12/2022	2,019.34						
FITS	Southern Electric	2,019.34			1100	100	2,019.34	FITS payment
BVH 91	Banked: 21/12/2022	120.00						
BVH 91	Matt Fides Martial Arts	120.00			1200	200	120.00	Hall hire
Interest	Banked: 30/12/2022	22.70						
Interest	Natwest	22.70			1090	100	22.70	Bank interest
Total Receipts:		6,660.34	0.00	0.00			6,660.34	