



Dear Councillors

**You are duly summoned to a meeting of Bury Parish Council on Monday 27<sup>th</sup> March 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  
21<sup>st</sup> March 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 of the Parish Council meeting held on 23<sup>rd</sup> February 2023**  
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. County Councillor reports**  
To receive any reports.
- 6. District Councillor reports**  
To receive any reports.
- 7. Chair's announcements**  
To note any announcements.
- 8. Planning Applications**  
**SDNP/23/00713/SCREEN:** Sewage Treatment Works Houghton Lane Bury West Sussex Proposal: EIA Screening Opinion Request for the proposed upgrade of wastewater treatment works.
- 9. Finances**

- (a) To review the schedule of payments since 9<sup>th</sup> January 2023 and latest bank reconciliations.
- (b) To review and approve the insurance premium for 2023-24
- (c) To note any variances in actual vs budget for the current financial year.

**10. Village Hall**

To receive an update on the redesign of the village hall and decide on the next steps.

**11. Grounds and Highways**

- (a) To receive an update on the A29 from the Road Improvement Committee.
- (b) To receive an update on planning breaches along Bignor Park Road.
- (c) To discuss the dog waste bins in the parish.
- (d) To discuss a 20mph zone for the village.
- (e) To discuss any issues relating to footpaths and open spaces.

**12. Bury and West Burton Volunteers**

To receive an update and consider any requests.

**13. The Link**

To discuss the Council's contribution to future editions.

**14. Gigabit Broadband Scheme**

To receive an update.

**15. Meeting Dates**

- (a) To discuss a date for the Annual Parish Meeting.
- (b) Next meeting- 15<sup>th</sup> May 2023.

## Bank Accounts

## List of Payments made between 05/01/2023 and 27/03/2023

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
13/01/2023	Chichester District Council	DD	40.55		VH bin collection
13/01/2023	Business Stream	DD	45.00		Water VH
17/01/2023	HMRC	OLT	423.98		PAYE 3rd quarter
17/01/2023	Andy Elliot Roofing	OLT	125.00		VH roof service
23/01/2023	NEST	DD	169.42		Pension
31/01/2023	Mike Simpson	OLT	1,086.29		Salary January
31/01/2023	Mike Simpson	SO	25.00		Home office
01/02/2023	Rob Simpson	SO	291.67		VH Cleaning
01/02/2023	Southern Electric	DD	31.00		Southern Electric
01/02/2023	DM Payroll Services	OLT	60.00		Payroll services
02/02/2023	Mcaffe	OLT	90.99		Anti-virus
03/02/2023	BT	DD	34.77		BT
13/02/2023	Chichester District Council	DD	46.85		VH bins
15/02/2023	Business Stream	DD	45.00		Water
21/02/2023	Chris Daykin	OLT	40.00		Jubilee tree planting
21/02/2023	Judith Daykin	OLT	105.47		VH supplies
21/02/2023	Rialtas	OLT	424.99		Finance software
21/02/2023	Netwise	OLT	396.00		Annual support website
21/02/2023	Parsons Oil Heating Ltd	OLT	174.00		VH boiler service
21/02/2023	NEST	DD	84.71		Pension
28/02/2023	Mike Simpson	OLT	1,086.49		Salary February
28/02/2023	Mike Simpson	SO	25.00		Home office
01/03/2023	Rob Simpson	SO	291.67		VH cleaning
01/03/2023	Southern Electric	DD	31.00		VH electric
06/03/2023	BT	DD	34.77		Internet
09/03/2023	Primavera	OLT	815.40		Invoice 876
09/03/2023	Victoria Holland Architects	OLT	900.00		VH design
09/03/2023	Netwise	OLT	396.00		Website support
14/03/2023	Chichester District Council	DD	43.70		Bin collection
15/03/2023	Business Stream	DD	45.00		Water
21/03/2023	NEST	DD	84.71		Pension
27/03/2023	Watson Fuels	OLT	1,164.70		VH heating oil
27/03/2023	Primavera	OLT	1,751.62		Playground/Green repairs
<b>Total Payments</b>			<b>10,410.75</b>		

Bank Reconciliation Statement as at 28/02/2023  
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	28/02/2023		0.00
Business Reserve Account	28/02/2023		31,083.77
			<hr/>
			31,083.77
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<hr/>
			0.00
			<hr/>
			31,083.77
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<hr/>
			0.00
			<hr/>
			31,083.77
		Balance per Cash Book is :-	31,083.77
		Difference is :-	0.00

## Detailed Receipts &amp; Payments by Budget Heading 28/02/2023

## 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	29,274	29,274	0			100.0%	
1080 Grants - SCC	668	3,344	2,676			20.0%	
1081 SCC Grant for Bury Green	0	2,074	2,074			0.0%	
1090 Bank Interest	123	2	(121)			6163.0%	
1095 CDC Grants	250	0	(250)			0.0%	
1100 FITS	2,333	1,500	(833)			155.5%	
1120 Miscellaneous Income	821	500	(321)			164.2%	
	<u>33,469</u>	<u>36,694</u>	<u>3,225</u>			<u>91.2%</u>	<u>0</u>
Administration :- Receipts							
4000 Salary Clerk	13,023	12,000	(1,023)		(1,023)	108.5%	
4010 Home Working	275	300	25		25	91.7%	
4049 Playground inspection	77	0	(77)		(77)	0.0%	
4050 GM01 Wharf & River grass cut	971	1,000	29		29	97.1%	
4051 GM02 Bury Green grass cut	971	1,200	229		229	80.9%	
4052 GM03 Wharf/river seasonal	555	350	(205)		(205)	158.6%	
4053 GM04 Bury Green seasonal	633	300	(333)		(333)	211.2%	
4054 GM05 One off tasks	82	500	418		418	16.4%	
4055 GM06 B Green/VH one off tasks	582	200	(382)		(382)	290.8%	
4056 GM07 Pill Pond	480	1,000	520		520	48.0%	
4057 GM08 Coffin Trail	565	500	(65)		(65)	113.0%	
4058 GM09 Recreation Ground	420	750	330		330	56.0%	
4059 GM10 West Burton	0	200	200		200	0.0%	
4061 A29 Improvements	72	0	(72)		(72)	0.0%	
4062 Road signs	1,564	0	(1,564)		(1,564)	0.0%	1,564
4066 Dog Bins	690	700	10		10	98.5%	
4067 Observatory	0	1,000	1,000		1,000	0.0%	
4070 Section 137	0	1,000	1,000		1,000	0.0%	
4075 Elections	31	0	(31)		(31)	0.0%	
4080 Bury Green Loan Repayment	2,074	2,074	(0)		(0)	100.0%	
4090 Admin Sundries	0	50	50		50	0.0%	
4100 Computer & Office Equipment	1,113	1,000	(113)		(113)	111.3%	
4110 Insurance	2,790	2,600	(190)		(190)	107.3%	
4120 Audit Fees	659	600	(59)		(59)	109.8%	
4130 Training	271	300	30		30	90.2%	
4140 Miscellaneous Expenditure	0	500	500		500	0.0%	
4150 Special Projects	557	1,000	443		443	55.7%	
4160 Subscriptions	753	600	(153)		(153)	125.4%	
4400 Telephone & Internet	29	0	(29)		(29)	0.0%	
4450 Payroll	60	120	60		60	50.0%	
4451 Pension	473	1,100	627		627	43.0%	

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4452 Newsletter	0	400	400		400	0.0%	
Administration :- Indirect Payments	29,767	31,344	1,577	0	1,577	95.0%	1,564
Net Receipts over Payments	3,701	5,350	1,649				
6000 plus Transfer from EMR	1,564						
Movement to/(from) Gen Reserve	5,266						
<u>200 Village Hall</u>							
1200 Hall Hires	6,987	5,000	(1,987)			139.7%	
1210 Licences	(373)	0	373			0.0%	
Village Hall :- Receipts	6,614	5,000	(1,614)			132.3%	0
4310 Equipment	334	0	(334)		(334)	0.0%	
4320 Licences & Checks	889	600	(289)		(289)	148.2%	
4330 Cleaning	3,566	3,500	(66)		(66)	101.9%	
4340 Waste	512	500	(12)		(12)	102.4%	
4360 Repairs & Improvements	240	750	510		510	32.0%	
4365 Re-design	7,336	1,000	(6,336)		(6,336)	733.6%	5,000
4370 Oil Heating	1,145	2,000	855		855	57.2%	
4380 Electricity	341	700	359		359	48.7%	
4390 Water & Sewage	135	350	215		215	38.6%	
4400 Telephone & Internet	280	600	320		320	46.6%	
4410 Window Cleaning	0	200	200		200	0.0%	
4455 Events	0	150	150		150	0.0%	
Village Hall :- Indirect Payments	14,777	10,350	(4,427)	0	(4,427)	142.8%	5,000
Net Receipts over Payments	(8,163)	(5,350)	2,813				
6000 plus Transfer from EMR	5,000						
Movement to/(from) Gen Reserve	(3,163)						
<u>999 VAT Data</u>							
115 VAT on Refunds	3,298	0	(3,298)			0.0%	
VAT Data :- Receipts	3,298	0	(3,298)				0
515 VAT on Payments	3,928	0	(3,928)		(3,928)	0.0%	
VAT Data :- Indirect Payments	3,928	0	(3,928)	0	(3,928)		0
Net Receipts over Payments	(629)	0	629				

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	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
Grand Totals:- Receipts	43,381	41,694	(1,687)			104.0%	
Payments	48,472	41,694	(6,778)	0	(6,778)	116.3%	
Net Receipts over Payments	<u>(5,091)</u>	<u>0</u>	<u>5,091</u>				
plus Transfer from EMR	6,564						
Movement to/(from) Gen Reserve	<u>1,473</u>						