



Dear Councillors

You are duly summoned to the Meeting of Bury Parish Council on Monday 11th September 2023 commencing at 6:00pm at Bury Village Hall

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.

M Simpson
Clerk to the Council
5th September 2023

AGENDA

- 1. Attendance and Apologies for Absence**
To accept apologies and reasons for absence.
- 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.
- 3. Public Session (Members of the Public may speak for up to five minutes at the discretion of the Chair)**
To note any comments.
- 4. Approval of the Minutes of the Council Meeting of the Parish Council held on 10th July 2023**
To review and approve
- 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

- (a) To review the following applications

SDNP/23/03538/24BC Cokes Farm West Burton Road West Burton Pulborough West Sussex RH20 1HD **Proposal:** Notification to extend use of campsite by an extra 30 days from 05.08.2023 to 01.10.2023

SDNP/23/03390/TCA: Lower House Farm West Burton Road West Burton Pulborough West Sussex RH20 1HD **Proposal:** Notification of intention to fell 1 no. Beech tree (T1)

- (b) To consider any applications since the publication of the agenda
- (c) To consider any planning appeals
- (d) To receive an update on the Parish Priority Statement

9. Finances

- (a) Review schedule of payments and bank reconciliations since the last meeting (10th July 2023)
- (b) To consider the variance report for actual vs budget expenditure
- (c) To form a working group to discuss the budget for 2024-25
- (d) To consider a grant request from Bury Cricket Club
- (e) To confirm the conclusion of the Council's audit 2022-23

10. Highways

- (a) To receive any update from the A29 RIC
- (b) To consider plans for a 20mph zone in the parish

11. Policies

- (a) To review the Council's Standing Orders
- (b) To review the Council's Financial Regulations
- (c) To review the Council's Risk Assessment

12. Bury and West Burton Volunteers

To receive an update and consider any requests

13. Village Hall

- (a) To discuss the refurbishment of the village hall.
- (b) To consider a request to repaint the sign above the post office

14. Fibre Broadband

To receive an update

15. The Link

To discuss the Council's role in future editions of the Link

16. Winter and Emergency Plans

To consider adopting plans

17. Next Meeting

13th November 2023

Bank Accounts

List of Payments made between 12/07/2023 and 11/09/2023

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
17/07/2023	Business Stream	DD	45.00		Water
28/07/2023	Chichester District Council	DD	50.80		Waste collection
31/07/2023	Mike Simpson	OLT	1,063.40		Salary
31/07/2023	Local Government Pension	OLT	282.77		July
31/07/2023	Mike Simpson	OLT	15.00		Home office
31/07/2023	BT	DD	35.65		Internet
01/08/2023	Rob Simpson	SO	291.67		VH Cleaning
01/08/2023	Southern Electric	DD	31.00		Electricity
09/08/2023	A&J Locksmith	OLT	446.50		Invoice 0242
09/08/2023	DM Payroll Services	OLT	60.00		Payroll fee
09/08/2023	ROSPA Play Safety	OLT	98.40		Playground inspection
09/08/2023	Mulberry & Co	OLT	60.00		Invoice 51256 (training)
25/08/2023	Business Stream	DD	45.00		Water
25/08/2023	Chichester District Council	DD	50.80		Waste collection
30/08/2023	Local Government Pension	OLT	282.77		August
31/08/2023	Mike Simpson	OLT	1,063.60		Salary August
31/08/2023	Mike Simpson	SO	15.00		Home office
31/08/2023	BT	DD	35.65		Internet
04/09/2023	A&J Locksmith	OLT	148.50		Invoice 0241 VH Bar locks
04/09/2023	Moore	OLT	378.00		External audit fee
04/09/2023	Mulberry & Co	OLT	126.00		21194 Internal audit
04/09/2023	Primavera	OLT	425.40		Invoice 917
11/09/2023	Primavera	OLT	1,294.20		Invoice 907
11/09/2023	Primavera	OLT	6,938.18		Invoice 904
Total Payments			13,283.29		

Bank Reconciliation Statement as at 31/08/2023
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	31/08/2023		0.00
Business Reserve Account	31/08/2023		28,303.68
			<u>28,303.68</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			28,303.68
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<u>0.00</u>
			28,303.68
		Balance per Cash Book is :-	28,303.68
		Difference is :-	0.00

Bank Reconciliation Statement as at 31/08/2023
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	31/07/2023		0.00
Business Reserve Account	31/07/2023		29,991.82
			<u>29,991.82</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			29,991.82
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<u>0.00</u>
			29,991.82
		Balance per Cash Book is :-	29,991.82
		Difference is :-	0.00

Detailed Receipts & Payments by Budget Heading 31/08/2023

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	15,169	30,337	15,169			50.0%	
1080 Grants - SCC	0	4,328	4,328			0.0%	
1081 SCC Grant for Bury Green	0	2,074	2,074			0.0%	
1090 Bank Interest	168	50	(118)			336.5%	
1096 Grants-other	650	0	(650)			0.0%	
1100 FITS	1,273	1,500	227			84.9%	
1120 Miscellaneous Income	75	0	(75)			0.0%	
Administration :- Receipts	17,335	38,289	20,954			45.3%	0
4000 Salary Clerk	6,946	13,000	6,054		6,054	53.4%	
4010 Home Working	85	150	65		65	56.7%	
4049 Playground inspection	82	85	3		3	96.5%	
4050 GM01 Wharf & River grass cut	720	850	130		130	84.7%	
4051 GM02 Bury Green grass cut	720	850	130		130	84.7%	
4052 GM03 Wharf/river seasonal	150	100	(50)		(50)	150.0%	
4053 GM04 Bury Green seasonal	140	500	360		360	28.0%	
4054 GM05 One off tasks	2,537	1,200	(1,337)		(1,337)	211.4%	
4055 GM06 B Green/VH one off tasks	741	300	(441)		(441)	246.9%	
4056 GM07 Pill Pond	412	250	(162)		(162)	164.9%	
4057 GM08 Coffin Trail	138	350	212		212	39.5%	
4058 GM09 Recreation Ground	744	750	6		6	99.2%	
4059 GM10 West Burton	0	300	300		300	0.0%	
4062 Road signs	5,782	0	(5,782)		(5,782)	0.0%	2,936
4066 Dog Bins	1,182	700	(482)		(482)	168.8%	
4070 Section 137	0	500	500		500	0.0%	
4075 Elections	0	1,000	1,000		1,000	0.0%	
4080 Bury Green Loan Repayment	1,037	2,074	1,037		1,037	50.0%	
4090 Admin Sundries	0	50	50		50	0.0%	
4100 Computer & Office Equipment	185	800	615		615	23.2%	
4110 Insurance	2,946	2,800	(146)		(146)	105.2%	
4120 Audit Fees	420	600	180		180	70.0%	
4130 Training	50	300	250		250	16.7%	
4150 Special Projects	155	500	345		345	31.0%	
4160 Subscriptions	225	400	175		175	56.3%	
4450 Payroll	0	150	150		150	0.0%	
4451 Pension	0	3,600	3,600		3,600	0.0%	
4452 Newsletter	0	400	400		400	0.0%	
Administration :- Indirect Payments	25,397	32,559	7,162	0	7,162	78.0%	2,936
Net Receipts over Payments	(8,062)	5,730	13,792				
6000 plus Transfer from EMR	2,936						
Movement to/(from) Gen Reserve	(5,126)						

Detailed Receipts & Payments by Budget Heading 31/08/2023

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	2,623	5,500	2,877			47.7%	
1210 Licences	0	150	150			0.0%	
Village Hall :- Receipts	<u>2,623</u>	<u>5,650</u>	<u>3,027</u>			<u>46.4%</u>	<u>0</u>
4320 Licences & Checks	554	660	106		106	84.0%	
4330 Cleaning	1,526	4,000	2,474		2,474	38.2%	
4340 Waste	257	550	293		293	46.7%	
4360 Repairs & Improvements	953	500	(453)		(453)	190.6%	
4370 Oil Heating	0	4,000	4,000		4,000	0.0%	
4380 Electricity	155	800	645		645	19.4%	
4390 Water & Sewage	225	400	175		175	56.3%	
4400 Telephone & Internet	149	270	121		121	55.0%	
4410 Window Cleaning	125	200	75		75	62.5%	
Village Hall :- Indirect Payments	<u>3,944</u>	<u>11,380</u>	<u>7,436</u>	<u>0</u>	<u>7,436</u>	<u>34.7%</u>	<u>0</u>
Net Receipts over Payments	<u>(1,321)</u>	<u>(5,730)</u>	<u>(4,409)</u>				
<u>999 VAT Data</u>							
115 VAT on Refunds	1,711	0	(1,711)			0.0%	
VAT Data :- Receipts	<u>1,711</u>	<u>0</u>	<u>(1,711)</u>				<u>0</u>
515 VAT on Payments	2,724	0	(2,724)		(2,724)	0.0%	
VAT Data :- Indirect Payments	<u>2,724</u>	<u>0</u>	<u>(2,724)</u>	<u>0</u>	<u>(2,724)</u>		<u>0</u>
Net Receipts over Payments	<u>(1,013)</u>	<u>0</u>	<u>1,013</u>				
Grand Totals:- Receipts	21,669	43,939	22,270			49.3%	
Payments	32,064	43,939	11,875	0	11,875	73.0%	
Net Receipts over Payments	<u>(10,395)</u>	<u>0</u>	<u>10,395</u>				
plus Transfer from EMR	2,936						
Movement to/(from) Gen Reserve	<u>(7,459)</u>						