



Dear Councillors

**You are duly summoned to the Meeting of Bury Parish Council on Monday 13<sup>th</sup> November 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  
7<sup>th</sup> November 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 9<sup>th</sup> October 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/23/03878/HOUS:** Grevatts Hale Hill West Burton Pulborough West Sussex RH20 1HE:  
Proposed traditional oak framed extension to existing outbuilding

**SDNP/23/04331/TCA:** New Barn House The Street Bury West Sussex RH20 1PA: Notification of intention height and width (all round) reduce by up to 1.5m on 1 no. Yew dome tree (marked as T2). Height reduce by 5m on 3 no. Leylandi tree (marked as G2).

**SDNP/23/04485/TPO:** New Barn House The Street Bury Pulborough West Sussex RH20 1PA: Width reduce the southern sector (over the road) by up to 2m and width reduce the northern sector by up to 1.5m on 1 no. Walnut Tree (T1) subject to 98/00121/TPO

**SDNP/23/04342/TCA:** The Farmhouse The Street Bury Pulborough West Sussex RH20 1PA: Notification of intention to crown raise by 4m by removing 3 no. lower branches on northern & southern sectors on 2 no. Ash trees. Fell 1 no. Elm tree. Remove 3 no. lowest branches over border up to 3m on eastern and western sectors on 1 no. Walnut tree. Remove 1 no. lowest branch on western sector and 3 smaller branches (above lowest branch) on 1 no. Copper beech tree.

**SDNP/23/03797/TCA :**The Berries The Street Bury Pulborough West Sussex RH20 1PF Notification of intention to height reduce up to 2.5m on 1 no. Yew hedge (G1). Fell 5 no. multi stemmed Laurel border trees (G2). Remove 130 no. branches and stems to leave up to 3m on 1 no. Lapsed beech hedge (G3).

**SDNP/23/03340/HOUS:** Little Meadow The Street Bury West Sussex RH20 1PA 2-storey front extension and raising the roof line

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

## **9. Finances**

- (a) Review schedule of payments and bank reconciliations since the last meeting (11<sup>th</sup> September 2023)
- (b) To consider the variance report for actual vs budget expenditure
- (c) To consider a draft budget for 2024-25
- (d) To consider a grant application from Bury and West Burton Table Tennis Club

## **10. Grounds Maintenance and Highways**

- (a) To consider contributing to the Community Highways Scheme to reduce the speed limit on the A29
- (b) To receive an update on a 20mph zone in the parish
- (c) To receive an update on boat storage at the wharf
- (d) To discuss inspections of Bury Green playground going forward

## **11. Climate Action**

To consider any initiatives for the parish

## **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 receive an update from the working group

## **14. Fibre Broadband**

To receive an update

## **15. Next Meeting**

15<sup>th</sup> January 2024



**Bank Reconciliation Statement as at 31/10/2023  
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	31/10/2023		0.00
Business Reserve Account	31/10/2023		29,785.92
			<hr/> 29,785.92
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<hr/> 0.00
			29,785.92
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<hr/> 0.00
			29,785.92
		<b>Balance per Cash Book is :-</b>	<b>29,785.92</b>
		<b>Difference is :-</b>	<b>0.00</b>

## Detailed Receipts &amp; Payments by Budget Heading 31/10/2023

## 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	30,337	30,337	0			100.0%	
1078 Link Advertising	1,240	0	(1,240)			0.0%	
1079 The Link	1,181	0	(1,181)			0.0%	
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	242	50	(192)			484.0%	
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	<u>34,998</u>	<u>38,289</u>	<u>3,291</u>			<u>91.4%</u>	<u>0</u>
4000 Salary Clerk	9,853	13,000	3,147		3,147	75.8%	
4010 Home Working	115	150	35		35	76.7%	
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	2,612	1,200	(1,412)		(1,412)	217.6%	
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	800	500	(300)		(300)	160.0%	
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	204	800	596		596	25.5%	
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	739	500	(239)		(239)	147.7%	
4160 Subscriptions	345	400	55		55	86.3%	
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	<u>29,931</u>	<u>32,559</u>	<u>2,628</u>	<u>0</u>	<u>2,628</u>	<u>91.9%</u>	<u>2,936</u>
Net Receipts over Payments	<u>5,067</u>	<u>5,730</u>	<u>663</u>				
6000 plus Transfer from EMR	2,936						
Movement to/(from) Gen Reserve	<u>8,003</u>						

## Detailed Receipts &amp; Payments by Budget Heading 31/10/2023

## 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	4,108	5,500	1,392			74.7%	
1210 Licences	150	150	0			100.0%	
Village Hall :- Receipts	<u>4,258</u>	<u>5,650</u>	<u>1,392</u>			<u>75.4%</u>	<u>0</u>
4320 Licences & Checks	634	660	26		26	96.1%	
4330 Cleaning	2,110	4,000	1,891		1,891	52.7%	
4340 Waste	342	550	208		208	62.1%	
4360 Repairs & Improvements	1,790	500	(1,290)		(1,290)	358.0%	
4365 Re-design	3,904	0	(3,904)		(3,904)	0.0%	3,292
4370 Oil Heating	0	4,000	4,000		4,000	0.0%	
4380 Electricity	242	800	558		558	30.2%	
4390 Water & Sewage	315	400	85		85	78.8%	
4400 Telephone & Internet	208	270	62		62	77.0%	
4410 Window Cleaning	125	200	75		75	62.5%	
Village Hall :- Indirect Payments	<u>9,669</u>	<u>11,380</u>	<u>1,711</u>	<u>0</u>	<u>1,711</u>	<u>85.0%</u>	<u>3,292</u>
Net Receipts over Payments	<u>(5,412)</u>	<u>(5,730)</u>	<u>(318)</u>				
6000 plus Transfer from EMR	3,292						
Movement to/(from) Gen Reserve	<u>(2,120)</u>						
<u>999 VAT Data</u>							
115 VAT on Refunds	4,451	0	(4,451)			0.0%	
VAT Data :- Receipts	<u>4,451</u>	<u>0</u>	<u>(4,451)</u>				<u>0</u>
515 VAT on Payments	3,709	0	(3,709)		(3,709)	0.0%	
VAT Data :- Indirect Payments	<u>3,709</u>	<u>0</u>	<u>(3,709)</u>	<u>0</u>	<u>(3,709)</u>		<u>0</u>
Net Receipts over Payments	<u>742</u>	<u>0</u>	<u>(742)</u>				
Grand Totals:- Receipts	43,707	43,939	232			99.5%	
Payments	43,310	43,939	629	0	629	98.6%	
Net Receipts over Payments	<u>397</u>	<u>0</u>	<u>(397)</u>				
plus Transfer from EMR	6,228						
Movement to/(from) Gen Reserve	<u>6,625</u>						

## List of Payments made between 12/09/2023 and 06/11/2023

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
12/09/2023	Judith Daykin	OLT	502.00		Village hall clearout
12/09/2023	Hampshire Fire Protection	OLT	96.00		Fire extinguisher service
13/09/2023	Marine GRP	OLT	75.00		Boat listing
15/09/2023	Business Stream	DD	45.00		Water
18/09/2023	BWB Cricket Club	OLT	800.00		Mower grant
25/09/2023	Chichester District Council	DD	42.45		Bin collection
28/09/2023	Local Government Pension	OLT	282.77		Pension September
29/09/2023	Mike Simpson	OLT	1,063.40		Salary September
02/10/2023	Hall Booking Online	OLT	120.00		Annual subscription
02/10/2023	The Ecology Co-op	OLT	734.80		Bat survey (6208)
02/10/2023	Arun Waste Services	OLT	342.00		Skip for VH (37545)
02/10/2023	Judith Daykin	OLT	50.00		VH clear out
02/10/2023	Rob Simpson	SO	291.67		VH Cleaning
02/10/2023	Mike Simpson	SO	15.00		Home Office
02/10/2023	BT	DD	35.65		Internet
02/10/2023	Southern Electric	DD	58.69		Electricity
04/10/2023	HMRC	OLT	214.74		PAYE 2nd Quarter
06/10/2023	Stocker & Sons	OLT	700.32		2 Squires leak
16/10/2023	Scottish Water	DD	45.00		Water
19/10/2023	Chris Daykin	OLT	18.98		Printing
19/10/2023	Victoria Holland Architects	OLT	3,950.20		Stage 3 Redesign(0698)
20/10/2023	Chichester District Council	DD	42.45		Bins
30/10/2023	BT	OLT	35.65	Internet	BT
31/10/2023	Local Government Pension	OLT	282.77		Local Government Pension
31/10/2023	Mike Simpson	OLT	1,063.60		Salary
31/10/2023	Mike Simpson	SO	15.00		Home office
01/11/2023	Rob Simpson	SO	291.67		VH Cleaning
02/11/2023	Chichester District Council	OLT	23.00		Premises Licence transfer
Total Payments			11,237.81		



### Application for Grant for Voluntary Organisations

Please note that this application will not be considered unless it is accompanied by a copy of the latest set of annual accounts showing the organisations income, expenditure and level of balances. If the organisation does not prepare annual accounts, copies of the bank statements covering the previous six months must be enclosed.

1.	Name of Organisation	BURY & WEST BURTON TABLE TENNIS
2.	Contact name and address	BARBARA RUDD STABLE COTTAGE, BURY HOUSE RH201AF
3.	Telephone Number for contact	01798 831 500
4.	Is the Organisation a Registered Charity?	Yes/No
5.	Amount of grant requested	£ 250.00
5.	For what purpose or project is the grant requested?	A NEW TABLE TENNIS TABLE & NET FOR NEW EXPANDING CLUB.
6.	What will be the total cost of the above project?	£ 500.00
7.	If the total cost of the project is more than the grant, how will the residue be financed?	CHICHESTER DISTRICT COUNCIL
8.	Have you applied for grant for the same project to another organisation?  If so, which organisation and how much?	No - other than CDC  CDC. £250
9.	Who will benefit from the project?	BURY & WEST BURTON COMMUNITY
10.	Approximately how many of those who will benefit are parishioners?	PRESENTLY 11 MEMBERS
11.	Bank details: account and sort code (if application is successful)	HSBC. MRS. B. P. RUDD 40-02-31 91329642



You may use a separate sheet of paper to submit any other information which you feel will support this application.

Signed Barbara Rudel Date 6/10/23