



Dear Councillors

You are duly summoned to the Meeting of Bury Parish Council on Monday 15th January 2024 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
9th January 2024

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 13th November 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/23/04877/DCOND Bury Mill Farm Bury Road Bury West Sussex RH20 1NN
Proposal: Discharge of Conditions 10 (revised scheme of soft landscape works) and 17 (details of hard landscape works) of planning permission SDNP/13/01164/FUL.

- (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 (13th November 2023)
- (b) To consider the variance report for actual vs budget expenditure
- (c) To consider a draft budget and precept request for 2024-25
- (d) To review the Council's bank accounts

10. Grounds Maintenance and Highways

- (a) To receive an update on 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 the footpath by Bury Recreation Ground
- (d) To discuss inspections of Bury Green playground going forward

11. Committees and meeting dates

- (a) To consider a terms of reference for an Environment, Assets and Planning Committee
- (b) To consider meeting dates

12. Bury and West Burton Volunteers

- (a) To receive an update and consider any requests.
- (b) To consider a revised constitution

13. Village Hall

- (a) To discuss the CIL application to receive £100,000 awarded in CIL for the redesign.
- (b) To review the Hirer Agreements
- (c) To receive any update from the village hall working group
- (d) To consider any quotes to employ a Quantity Surveyor

14. Next Meeting

18th March 2024

Bank Accounts

List of Payments made between 07/11/2023 and 15/01/2024

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
17/11/2023	Chichester District Council	DD	50.80		Bin collection
23/11/2023	Mike Simpson	OLT	119.37		Adobe fee
23/11/2023	Exswift	OLT	713.69		Exswift
24/11/2023	Public Works Loan Board	DD	1,037.23		PWLB Bury Green
30/11/2023	Mike Simpson	OLT	1,063.40		Salary
30/11/2023	Local Government Pension	OLT	282.77		November contribution
30/11/2023	Mike Simpson	SO	15.00		Home office
30/11/2023	BT	DD	35.65	Internet	BT
01/12/2023	Rob Simpson	SO	291.67		Cleaning
01/12/2023	ICO	DD	35.00		Data fee
06/12/2023	Chichester District Council	OLT	257.50		Election administration
06/12/2023	Chichester District Council	OLT	180.00		Premises licence
06/12/2023	Viking	OLT	110.30		Hall cleaning supplies
12/12/2023	DS Electrical	OLT	132.00	VH PAT test	DS Electrical
12/12/2023	DM Payroll Services	OLT	60.00		Payroll 6 months
14/12/2023	Fire Risk Uk	OLT	168.00		Fire Alarm/Emergency Lights
14/12/2023	Chichester District Council	DD	50.80		Bin collection
27/12/2023	Southern Electric	DD	116.57		Electricity
29/12/2023	Local Government Pension	OLT	417.64		December
29/12/2023	Mike Simpson	OLT	1,410.87		Salary December
02/01/2024	Rob Simpson	SO	291.67		VH Cleaning
02/01/2024	Action in Rural Sussex	SO	50.00		Annual subscription
02/01/2024	Mike Simpson	SO	15.00		Home office
02/01/2024	BT	DD	35.65		BT
08/01/2024	John Labarte	OLT	74.99		Kitchen Urn
08/01/2024	HMRC	OLT	459.03		PAYE 3rd Quarter
08/01/2024	Judith Daykin	OLT	63.35		Xmas lights
15/01/2024	Barkers Print	OLT	1,695.00		Link printing (60814)
15/01/2024	Barkers Print	OLT	1,861.00		Link printing (60977)
Total Payments			11,093.95		

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Current Bank Account	31/12/2023		0.00
Business Reserve Account	31/12/2023		27,870.22
			<u>27,870.22</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			27,870.22
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<u>0.00</u>
			27,870.22
		Balance per Cash Book is :-	27,870.22
		Difference is :-	0.00

Bury Parish Council
Annual Budget - By Centre

		<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
<u>100</u>	<u>Administration</u>											
1076	Precept	29,274	29,274	0	0	30,337	0	30,337	30,337	33,130	0	0
1078	Link Advertising	0	0	0	0	0	0	0	2,220	0	0	0
1079	Link Donations	0	0	0	0	0	0	0	2,406	0	0	0
1080	Grants - SCC	3,344	3,012	0	0	4,328	0	4,328	0	0	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	2	148	0	0	50	0	50	311	350	0	0
1095	CDC Grants	0	250	0	0	0	0	0	0	0	0	0
1096	Grants-other	0	0	0	0	0	0	0	650	0	0	0
1100	FITS	1,500	2,333	0	0	1,500	0	1,500	1,273	2,000	0	0
1120	Miscellaneous Income	500	821	0	0	0	0	0	75	0	0	0
Total Income		36,694	37,912	0	0	38,289	0	38,289	37,272	37,554	0	0
4000	Salary Clerk	12,000	14,446	0	0	13,000	0	13,000	13,028	16,500	0	0
4010	Home Working	300	300	0	0	150	0	150	145	180	0	0
4049	Playground inspection	0	77	0	0	85	0	85	82	85	0	0
4050	GM01 Wharf & River grass cut	1,000	971	0	0	850	0	850	720	900	0	0
4051	GM02 Bury Green grass cut	1,200	971	0	0	850	0	850	720	900	0	0
4052	GM03 Wharf/river seasonal	350	555	0	0	100	0	100	150	150	0	0
4053	GM04 Bury Green seasonal	300	633	0	0	500	0	500	140	300	0	0
4054	GM05 One off tasks	500	82	0	0	1,200	0	1,200	2,612	1,100	0	0
4055	GM06 B Green/VH one off tasks	200	2,041	0	0	300	0	300	741	250	0	0
4056	GM07 Pill Pond	1,000	480	0	0	250	0	250	412	500	0	0
4057	GM08 Coffin Trail	500	565	0	0	350	0	350	138	400	0	0

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Bury Parish Council
Annual Budget - By Centre

		<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
4058	GM09 Recreation Ground	750	420	0	0	750	0	750	744	4,000	0	0
4059	GM10 West Burton	200	0	0	0	300	0	300	0	0	0	0
4060	Playground	0	0	0	0	0	0	0	0	2,000	0	0
4061	A29 Improvements	0	72	0	0	0	0	0	0	2,000	0	0
4062	Road signs	0	1,564	0	0	0	0	0	5,782	0	0	0
4066	Dog Bins	700	690	0	0	700	0	700	1,182	0	0	0
4067	Observatory	1,000	0	0	0	0	0	0	0	0	0	0
4070	Section 137	1,000	0	0	0	500	0	500	800	750	0	0
4075	Elections	0	31	0	0	1,000	0	1,000	258	500	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	50	0	0	0	50	0	50	0	0	0	0
4100	Computer & Office Equipment	1,000	1,113	0	0	800	0	800	324	650	0	0
4110	Insurance	2,600	2,790	0	0	2,800	0	2,800	2,946	3,000	0	0
4120	Audit Fees	600	659	0	0	600	0	600	420	465	0	0
4130	Training	300	271	0	0	300	0	300	50	150	0	0
4140	Miscellaneous Expenditure	500	0	0	0	0	0	0	0	0	0	0
4150	Special Projects	1,000	557	0	0	500	0	500	739	0	0	0
4160	Subscriptions	600	753	0	0	400	0	400	430	450	0	0
4400	Telephone & Internet	0	29	0	0	0	0	0	0	0	0	0
4450	Payroll	120	60	0	0	150	0	150	60	130	0	0
4451	Pension	1,100	557	0	0	3,600	0	3,600	0	0	0	0
4452	Newsletter	400	0	0	0	400	0	400	0	0	0	0
4455	Events	0	0	0	0	0	0	0	0	250	0	0
Overhead Expenditure		31,344	32,761	0	0	32,559	0	32,559	34,695	37,684	0	0

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Bury Parish Council
Annual Budget - By Centre

		<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
	100 Net Income over Expenditure	5,350	5,152	0	0	5,730	0	5,730	2,577	-130	0	0
6000	plus Transfer from EMR	0	1,564	0	0	0	0	0	2,936	0	0	0
	Movement to/(from) Gen Reserve	<u>5,350</u>	<u>6,716</u>			<u>5,730</u>		<u>5,730</u>	<u>5,513</u>	<u>(130)</u>		
<u>200</u>	<u>Village Hall</u>											
1200	Hall Hires	5,000	7,231	0	0	5,500	0	5,500	6,843	9,000	0	0
1210	Licences	0	-373	0	0	150	0	150	150	150	0	0
	Total Income	<u>5,000</u>	<u>6,858</u>	<u>0</u>	<u>0</u>	<u>5,650</u>	<u>0</u>	<u>5,650</u>	<u>6,993</u>	<u>9,150</u>	<u>0</u>	<u>0</u>
4310	Equipment	0	334	0	0	0	0	0	0	0	0	0
4320	Licences & Checks	600	889	0	0	660	0	660	1,087	800	0	0
4330	Cleaning	3,500	3,566	0	0	4,000	0	4,000	3,076	3,700	0	0
4340	Waste	500	556	0	0	550	0	550	443	600	0	0
4360	Repairs & Improvements	750	240	0	0	500	0	500	1,790	1,000	0	0
4365	Re-design	1,000	7,336	0	0	0	0	0	3,904	0	0	0
4370	Oil Heating	2,000	2,254	0	0	4,000	0	4,000	680	1,500	0	0
4380	Electricity	700	341	0	0	800	0	800	358	500	0	0
4390	Water & Sewage	350	180	0	0	400	0	400	315	400	0	0
4400	Telephone & Internet	600	309	0	0	270	0	270	267	320	0	0
4410	Window Cleaning	200	0	0	0	200	0	200	125	200	0	0
4455	Events	150	0	0	0	0	0	0	0	0	0	0
	Overhead Expenditure	<u>10,350</u>	<u>16,004</u>	<u>0</u>	<u>0</u>	<u>11,380</u>	<u>0</u>	<u>11,380</u>	<u>12,047</u>	<u>9,020</u>	<u>0</u>	<u>0</u>
	200 Net Income over Expenditure	-5,350	-9,146	0	0	-5,730	0	-5,730	-5,054	130	0	0
6000	plus Transfer from EMR	0	5,000	0	0	0	0	0	3,292	0	0	0

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Bury Parish Council
Annual Budget - By Centre

		Last Year		Current Year						Next Year		
		Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
Movement to/(from) Gen Reserve		(5,350)	(4,146)			(5,730)		(5,730)	(1,762)	130		
<u>999</u>	<u>VAT Data</u>											
115	VAT on Refunds	0	3,298	0	0	0	0	0	4,451	0	0	0
	Total Income	0	3,298	0	0	0	0	0	4,451	0	0	0
515	VAT on Payments	0	4,281	0	0	0	0	0	3,823	0	0	0
	Overhead Expenditure	0	4,281	0	0	0	0	0	3,823	0	0	0
	Movement to/(from) Gen Reserve	0	(983)			0		0	628	0		
	Total Budget Income	41,694	48,068	0	0	43,939	0	43,939	48,716	46,704	0	0
	Expenditure	41,694	53,046	0	0	43,939	0	43,939	50,565	46,704	0	0
	Net Income over Expenditure	0	-4,977	0	0	0	0	0	-1,849	0	0	0
	plus Transfer from EMR	0	6,564	0	0	0	0	0	6,228	0	0	0
	Movement to/(from) Gen Reserve	0	1,587			0		0	4,379	0		

Detailed Receipts & Payments by Budget Heading 08/01/2024

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	2,365	0	(2,365)			0.0%	
1079 Link Donations	2,426	0	(2,426)			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	311	50	(261)			622.0%	
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>37,437</u>	<u>38,289</u>	<u>852</u>			<u>97.8%</u>	<u>0</u>
4000 Salary Clerk	13,487	13,000	(487)		(487)	103.7%	
4010 Home Working	145	150	5		5	96.7%	
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	258	1,000	743		743	25.8%	
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	324	800	476		476	40.5%	
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	430	400	(30)		(30)	107.6%	
4450 Payroll	60	150	90		90	40.0%	
4451 Pension	0	3,600	3,600		3,600	0.0%	
4452 Newsletter	0	400	400		400	0.0%	
4455 Events	63	0	(63)		(63)	0.0%	
Administration :- Indirect Payments	<u>35,218</u>	<u>32,559</u>	<u>(2,659)</u>	<u>0</u>	<u>(2,659)</u>	<u>108.2%</u>	<u>2,936</u>
Net Receipts over Payments	<u>2,220</u>	<u>5,730</u>	<u>3,510</u>				
6000 plus Transfer from EMR	2,936						

Detailed Receipts & Payments by Budget Heading 08/01/2024

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
Movement to/(from) Gen Reserve	<u>5,156</u>						
<u>200 Village Hall</u>							
1200 Hall Hires	7,127	5,500	(1,627)			129.6%	
1210 Licences	150	150	0			100.0%	
Village Hall :- Receipts	<u>7,277</u>	<u>5,650</u>	<u>(1,627)</u>			<u>128.8%</u>	<u>0</u>
4320 Licences & Checks	1,087	660	(427)		(427)	164.7%	
4330 Cleaning	3,076	4,000	924		924	76.9%	
4340 Waste	443	550	107		107	80.6%	
4360 Repairs & Improvements	1,865	500	(1,365)		(1,365)	373.0%	
4365 Re-design	3,904	0	(3,904)		(3,904)	0.0%	3,292
4370 Oil Heating	680	4,000	3,320		3,320	17.0%	
4380 Electricity	358	800	442		442	44.8%	
4390 Water & Sewage	315	400	85		85	78.8%	
4400 Telephone & Internet	267	270	3		3	99.0%	
4410 Window Cleaning	125	200	75		75	62.5%	
Village Hall :- Indirect Payments	<u>12,121</u>	<u>11,380</u>	<u>(741)</u>	<u>0</u>	<u>(741)</u>	<u>106.5%</u>	<u>3,292</u>
Net Receipts over Payments	<u>(4,844)</u>	<u>(5,730)</u>	<u>(886)</u>				
6000 plus Transfer from EMR	3,292						
Movement to/(from) Gen Reserve	<u>(1,552)</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	3,823	0	(3,823)		(3,823)	0.0%	
VAT Data :- Indirect Payments	<u>3,823</u>	<u>0</u>	<u>(3,823)</u>	<u>0</u>	<u>(3,823)</u>		<u>0</u>
Net Receipts over Payments	<u>628</u>	<u>0</u>	<u>(628)</u>				
Grand Totals:- Receipts	49,166	43,939	(5,227)			111.9%	
Payments	51,162	43,939	(7,223)	0	(7,223)	116.4%	
Net Receipts over Payments	<u>(1,997)</u>	<u>0</u>	<u>1,997</u>				
plus Transfer from EMR	6,228						
Movement to/(from) Gen Reserve	<u>4,231</u>						