



Minutes of the Bury Parish Council Meeting held on 15th January 2024

1. Attendance and Apologies for Absence

In attendance: Councillors Champness (Chair), Davis (Karen), Davis (Stuart), Daykin, Driver, Labarte and Morrison.

Apologies: There were none.

Also in attendance: Clerk (Mike Simpson), County Councillor Tom Richardson and two members of the public.

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.

Councillor Champness declared a personal interest relating to planning application SDNP/24/00038/LIS.

3. Public Session (Members of the Public may speak for up to five minutes at the discretion of the Chair)

One member of the public said that it was not easy to keep up to date with the Village Hall plans, especially the older generation who may not be online. She also believed that more needed to be done to encourage the younger residents to get involved and have their say on the Village Hall refurbishment.

4. Approval of the Minutes from the Parish Council meeting held on 13th November 2023

To review and approve

Councillors **RESOLVED** to approve the minutes from the Parish Council meeting held on 13th November 2023 as a true and accurate record.

5. County Councillor reports

To receive any reports

Councillor Richardson said that the Community Highways Scheme for the A29 had been approved to reduce the speed limit on the A29 and was likely to be implemented next year after various consultations had taken place. He added that, from 14th February, all recycling centres would require booking and that individuals would be limited in the number of trips per week. Councillor Labarte questioned whether the new rules would reduce recycling and encourage more fly tipping, to which Councillor Richardson responded saying this had not happened at other sites already operating a booking system. Bookings could be made over the phone as well as online. Councillor Morrison said that the West Sussex County Councillor for the top of Bury Hill, which was a different constituency, did not know anything about the Community Highways Scheme, and questioned whether this was still the case. Councillor Richardson responded to say that the rest of the application would be handled by the WSCC Road Safety Team which would not need approval from any councillors.

6. District Councillor report

District Councillor John Cross was not at the meeting but provided a written report which was circulated to councillors prior to the meeting. (See Appendices).

7. Chair's announcements

Village Hall Refurbishment:

The Council was progressing conversations with the planners but the programme was dependent on bat surveys which can't be completed until this summer's breeding season. We were advised to submit the application following the first part of that survey but, following very recent advice from the planners, the Council had been asked to temporarily withdraw the application as, under new rules, the planners were not allowed to keep applications open beyond a statutory timeframe. This, however, was a technicality and the application would be resubmitted with the need for an additional fee once the surveys were complete.

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.

Councillors **RESOLVED** to remain neutral on this application.

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

SDNP/24/00021/TCA High Dyke, Church Lane, Bury, Pulborough, West Sussex, RH20 1PB: Notification of intention to prune by up to 4m on 1 no. multi-stemmed Eucalyptus tree.

Councillors **RESOLVED** to remain neutral on this application.

SDNP/24/00038/LIS Ferry Cottage, Church Lane: Replacement windows and external doors, internal thermal upgrading to the existing summer house, and the installation of roof mounted solar thermal panels.

Councillors **RESOLVED** to remain neutral on this application.

9. Finances

(a) Review schedule of payments and bank reconciliation since the last meeting (13th November 2023)

Councillors **RESOLVED** to approve the schedule of payments since the last meeting (13th November 2023).and bank reconciliation (December 2023).

(b) To consider the variance report for actual vs budget expenditure

Councillors **RESOLVED** to approve the variance report for actual vs budget expenditure.

(c) To consider a draft budget and precept request for 2024-25

Councillors **RESOLVED** to approve the draft budget and precept request of £33,130 for 2024-25 which equated to a £88.37 per band D property which was a 7% increase from 2023-24 (£82.32).

(d) To review the Council's bank account

Councillors **RESOLVED** to open a Co-op current account with Councillors Champness, Daykin and Stuart Davis as signatories.

10. Grounds Maintenance and Highways

(a) To receive an update on the Community Highways Scheme to reduce the speed limit on the A29

The Scheme had been approved by WSCC and a newsletter had already been circulated to inform residents.

(b) To receive an update on a 20mph zone in the parish

Councillor Driver had circulated a draft survey for the 20mph scheme in the parish with which Councillors **AGREED** to proceed.

(c) To receive an update on the footpath by Bury Recreation Ground

The Clerk advised that he had applied for grant funding to repair the footpath at the Recreation Ground and had obtained three quotes whereupon Councillors **RESOLVED** to approve the quote from Primavera for £9,385.

(d) To discuss inspections of Bury Green playground going forward

Councillor Karen Davis advised that there were four volunteers and potentially a couple more who were willing to carry out weekly inspections of the playground and that no official training was required. Councillors **RESOLVED** to ask the volunteers to carry out the weekly inspections.

11. Committees and meeting dates

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

Councillors **RESOLVED** to form an Environment, Assets and Planning Committee and adopt the terms of reference (see appendices). Committee members included: Champness, Davis (Karen), Davis (Stuart), Daykin, Driver and Morrison.

(b) To consider meeting dates

Councillors **AGREED** future meetings would take place on 12th February and 22nd April 2024.

12. Bury and West Burton Volunteers

(a) To receive an update and consider any requests.

The Village Hall Manager advised there were two young people completing their Duke of Edinburgh Award who were looking for tasks to complete. Councillors **AGREED** it was a good idea and **RESOLVED** to ask the DofE volunteers to help with the weekly playground inspections.

A written report was circulated by the Village Hall Manager (see appendices)

(c) To consider a revised constitution

The Chair advised he had recently created a draft Volunteers–Council Strategic Review 2024 which he had circulated to Councillors.

He said the Parish Council formed the Bury and West Burton Volunteers (BWBV) in February 2021 to assist with light work around the parish and fundraise towards the refurbishment of the Village Hall. Since then, BWBV had successfully organised some fantastic events for the community and had a large number of volunteers on their membership list.

Almost three years later, the Council was awarded a grant of £100,000 towards the Village Hall refurbishment meaning further fundraising was necessary. Therefore, the Council had decided now was a good time to review its relationship with BWBV to enable the community to harness the skills and enthusiasm of local people through volunteering opportunities.

The Chair also said he was pleased that there had been productive discussions with BWBV in the last few weeks around governance and ways of working and understood that the BWBV constitution was a work in progress and, as discussed at the last meeting, Councillor Daykin had agreed to sit on the BWBV Committee.

He added that the Council needed to approve all activities of BWBV, which could easily be done through requests at Council meetings.

13. Village Hall

(a) To discuss the CIL application to receive £100,000 awarded in CIL for the redesign

The Chair proposed an informal meeting to discuss the application further which would then be reported back to the Environment, Assets and Planning Committee on the 12th February.

(b) To review the Hirer Agreements

Councillor Davis (Karen) said she was in the process of revising the payment terms of the Hirer Agreement as there had been recent issues with late payments. She also recommended a £1 per hour increase in fees for residents and non-residents and a £5 per hour increase for resident and non-resident overnight stays. Councillors **RESOLVED** to approve the increase in fees from 1st March 2024.

(c) To receive any update from the Village Hall Working Group

Councillor Davis (Karen) advised that the boiler was due a service in February but was not confident it would pass. She also said the doors either side of the projector screen in the main hall needed repairing as they were not closing properly. She also suggested that, for Christmas 2024, the Bury Cubs could design some Christmas tree decorations, which would involve a small budget from the Council which Councillors **RESOLVED** to approve.

(d) To consider any quotes to employ a Quantity Surveyor

Councillors **RESOLVED** to approve a quote from RBC Surveyors for £1,895 to survey the costs for the refurbishment. Despite the Council's best efforts, it had been unable to obtain further quotes.

14. Next Meeting

18th March 2024

The meeting ended at 7.20pm.

Report from District Councillor John Cross

Late last year a government consultation was circulated to Chichester District Council planning committee regarding the easing of certain planning permission for listed buildings. I thought I'd write about this here as I get contacted a lot about planning issues by residents who live in listed buildings, or indeed those that live within a conservation area.

The reason for this consultation is necessary because the government wishes to introduce an energy efficiency scheme for those that rent out residential properties. If the property meets the required energy efficiency the property would receive an energy efficiency certificate. The scheme was meant to be launched in 2026, but the problem of listed buildings and planning regulations had not been considered, so the scheme has now been delayed. The problem was particularly problematic for large estates, but not solely limited to large landowners, with many historic buildings, which are listed that are rented out. These would not meet the new energy efficiency standard and so would not be able to be rented out once the scheme commenced. This would be a considerable problem in rural areas and cause houses to become empty and tenants to be required to move out of their homes. This was clearly not the intention of the scheme and hence why it has been delayed.

The government realised that the strict guidelines on double glazing, air source heat pumps, solar planning, for example, means that these listed building properties have little chance of being energy efficient. So, the consultation is an opportunity for national planning guidance on listed buildings to be updated. The consultation period is over, and it is hoped the new guidelines should be issued in spring or summer. These guidelines will mean that a listed building would be able to have heritage glazing, also known as slimline glazing, amongst other things. There are exceptions, but this will be very welcome to those who live in single paned glazed listed buildings and must pay enormous heating bills to stay warm. If you are thinking of putting in planning permission and listed building consent to change windows or the other measures in the guidelines, then you may wish to wait a few months as things could become easier for you to do so.

Report from Village Hall Manager

Bury Christmas Lunch:

Very positive liaison with Bury School who ran the raffle at the lunch. Their profits of approx. £300 were for the school.

Approx 70 people attended and was a successful, much appreciated event as always, ending with the singing from Bury School. Profits of £330 from tickets/food/bar were donated to Dementia Support, Sage House, Tangmere.

Duke of Edinburgh Awards

Discussions are ongoing to provide suitable tasks for 2 DOE candidates who wish to support village activities. BWBV have done this in the past and are keen to continue support. Examples of tasks being discussed include: Setup/clear up of furniture for Coffee Mornings, support with Bury Green maintenance, litter picking etc. etc. We meet with the parents and candidates on Weds.

Village Hall

Weekly checks to fulfill insurance requirements are implemented and in operation, inside the hall. Clear out of Committee Room continues, with Mike's help.

After much chasing, the hirer who was behind on payments is now on track with exception of December invoice. Hire agreement updates in progress to add 'payment before/within' date.

| Bank Statement Account Name (s) | Statement Date | Page No | Balances |
|---|----------------|-----------------------------|----------------------|
| Current Bank Account | 31/12/2023 | | 0.00 |
| Business Reserve Account | 31/12/2023 | | 27,870.22 |
| | | | <div>27,870.22</div> |
| <u>Unpresented Cheques (Minus)</u> | | <u>Amount</u> | |
| | | 0.00 | |
| | | | <div>0.00</div> |
| | | | 27,870.22 |
| <u>Receipts not Banked/Cleared (Plus)</u> | | | |
| | | 0.00 | |
| | | | <div>0.00</div> |
| | | | 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 | | |
| 999 | <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 |
|--|------------------------|-----------------------|--------------------------|--------------------------|--------------------|---------------|-------------------------|
| 100 Administration | | | | | | | |
| 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 | 37,437 | 38,289 | 852 | | | 97.8% | 0 |
| 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 | 35,218 | 32,559 | (2,659) | 0 | (2,659) | 108.2% | 2,936 |
| Net Receipts over Payments | 2,220 | 5,730 | 3,510 | | | | |
| 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> | | | | | | |

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 | | |



BURY PARISH COUNCIL (BPC)
Environment, Assets and Planning COMMITTEE
Terms of Reference – January 2024

The authorities delegated to the Environment, Assets and Planning Committee by BPC are as follows:

A. In terms of Planning

- (1) To **consider** all Planning Applications received and to **comment** upon them to the Planning Authority **on behalf of BPC.**
- (2) To **consider** all Planning Appeals and, if appropriate, **make representations** to the appropriate Authorities and Tribunals **on behalf of BPC.**
- (3) To **monitor** developments in Local, Regional and National Planning Policy.
- (4) To **monitor** the Neighbourhood Plan and, when appropriate, make recommendations to the Full Council for its Review and, thereafter, facilitate the Review process.
- (5) To **recommend action** to the Full Council in relation to major issues of Planning Policy (including Strategic Development Plans, Highway Development Plans and Housing Development Plans) which may impact upon the Parish of Bury.
- (6) To **resolve** all general issues relating to Planning in the Parish of Bury - **unless** in the opinion of a majority of P&E members, any such issues need to be addressed by the Full Council.
- (7) To **undertake** any appropriate action in respect of the maintenance/installation /removal of street furniture including: bus shelters; seats; notice boards; litter bins; salt bins and street signage.
- (8) To **receive** and, where appropriate, **take action** in respect of any complaints and/or maintenance issues regarding the highways in the Parish of Bury.

- (9) To **recommend** a course of action to the Full Council in those cases where, in the opinion of a majority of P&E members, particular issues need to be addressed by the Full Council.

B. In terms of the Environment and Assets

- (1) To **maintain awareness** of environmental issues which may impact upon Parish of Bury.
- (2) To **appoint** Working Groups, as necessary, to undertake tasks and report back to PA&E.
- (3) To **oversee** the operation of BPC's recreational grounds and assets, footpaths and facilities, including Bury Village Hall, and where, necessary, **to expend** monies within the authority granted to the PA&E Committee under C2) below to ensure that such recreational facilities and assets remain safe and operational.
- (4) To **resolve** all general issues relating to the environment and assets in the Parish of Bury – **unless**, in the opinion of a majority of PA&E members, any such issues need to be addressed by the Full Council.

C. In terms of Financing

- (1) To **approve** expenditure up to a limit of in accordance with Financial Regulation 4.1 which was approved by Full Council on 16th March 2020 but, always subject to such expenditure **complying** with the provisions of the Council's Sections 4, 10, 11 and 12 of its Financial Regulations and, in particular, Financial Regulation 10.2.