



Dear Councillors

You are duly summoned to the Meeting of Bury Parish Council on Monday 18th March 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
12th March 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 from the Extraordinary Meeting held on 12th February 2024**
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/24/00253/FUL Land North of Junction with B2138, Bury Road, Bury, West Sussex: Construction of 1 no. underground dwelling
SDNP/24/00928/HRA Downland, The Street, Bury, Pulborough, West Sussex, RH20 1PF: Habitats Regulation 77 of the Habitats and Species Regulations (HRA, Habitats Regulations Assessment) - Installation of solar panels on the roof
 - (b) To consider any applications since the publication of the agenda

9. Finance and Administration

- (a) Review schedule of payments and bank reconciliation since the last meeting (12th February 2024)
- (b) To consider the variance report for actual vs budget expenditure
- (c) To consider adopting a document retention policy
- (d) To amend the Council's Standing Orders
- (e) To consider a list of regular payments for the year ahead under Section 5.6 of the Financial Regulations
- (f) To consider grant applications from Bury Primary School and Arun and Chichester Citizens Advice
- (g) To approve the Council's insurance premium for 2024-25

10. Grounds Maintenance and Highways

- (a) To receive an update from the A29 RIC
- (b) To receive an update on a 20mph zone in the parish
- (c) To receive an update on the new sign at Bury Wharf
- (d) To consider a request to use the wharf for a triathlon event
- (e) To discuss any other maintenance works

11. Bury and West Burton Volunteers

To receive an update and consider any requests

12. Village Hall

- (a) To receive an update on the redesign
- (b) To receive an update from the Village Hall Working Group

13. Community

- (a) To receive any update on the Neighbourhood Watch Scheme
- (b) To receive an update on the social event planned for the 29th June

14. Meeting Dates

22nd April 2024 (Environment Assets and Planning)
29th April 2024 (Annual Parish Meeting)
13th May 2024 (Annual Meeting)

Bank Statement Account Name (s)	Statement Date	Page No	Balances
Current Bank Account	29/02/2024		0.00
Business Reserve Account	29/02/2024		18,952.43
			18,952.43
Unpresented Cheques (Minus)		Amount	
		0.00	
			0.00
			18,952.43
Receipts not Banked/Cleared (Plus)			
		0.00	
			0.00
			18,952.43
		Balance per Cash Book is :-	18,952.43
		Difference is :-	0.00

Detailed Receipts & Payments by Budget Heading 18/03/2024

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	3,160	0	(3,160)			0.0%	415
1079 Link Donations	3,236	0	(3,236)			0.0%	100
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	369	50	(319)			737.2%	
1096 Grants-other	650	0	(650)			0.0%	
1100 FITS	2,073	1,500	(573)			138.2%	
1120 Miscellaneous Income	75	0	(75)			0.0%	
Administration :- Receipts	39,900	38,289	(1,611)			104.2%	515
3500 Link Printing	1,675	0	(1,675)		(1,675)	0.0%	
4000 Salary Clerk	16,293	13,000	(3,293)		(3,293)	125.3%	
4010 Home Working	175	150	(25)		(25)	116.7%	
4049 Playground inspection	82	85	3		3	96.5%	
4050 GM01 Wharf & River grass cut	889	850	(39)		(39)	104.6%	
4051 GM02 Bury Green grass cut	889	850	(39)		(39)	104.6%	
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	3,579	1,200	(2,379)		(2,379)	298.3%	
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	855	500	(355)		(355)	171.0%	
4071 The Link Expenditure	3,762	0	(3,762)		(3,762)	0.0%	
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	550	400	(150)		(150)	137.6%	
4450 Payroll	60	150	90		90	40.0%	
4451 Pension	0	3,600	3,600		3,600	0.0%	

Detailed Receipts & Payments by Budget Heading 18/03/2024

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4452 Newsletter	0	400	400		400	0.0%	
4455 Events	63	0	(63)		(63)	0.0%	
Administration :- Indirect Payments	44,972	32,559	(12,413)	0	(12,413)	138.1%	2,936
Net Receipts over Payments	(5,072)	5,730	10,802				
6000 plus Transfer from EMR	2,936						
6001 less Transfer to EMR	515						
Movement to/(from) Gen Reserve	(2,652)						
<u>200 Village Hall</u>							
1200 Hall Hires	9,115	5,500	(3,615)			165.7%	
1210 Licences	150	150	0			100.0%	
Village Hall :- Receipts	9,265	5,650	(3,615)			164.0%	0
4320 Licences & Checks	1,087	660	(427)		(427)	164.7%	
4330 Cleaning	3,763	4,000	237		237	94.1%	
4340 Waste	545	550	5		5	99.1%	
4360 Repairs & Improvements	1,865	500	(1,365)		(1,365)	373.0%	
4365 Re-design	5,799	0	(5,799)		(5,799)	0.0%	3,292
4370 Oil Heating	1,720	4,000	2,280		2,280	43.0%	
4380 Electricity	684	800	116		116	85.5%	
4390 Water & Sewage	315	400	85		85	78.8%	
4400 Telephone & Internet	327	270	(57)		(57)	121.0%	
4410 Window Cleaning	125	200	75		75	62.5%	
Village Hall :- Indirect Payments	16,230	11,380	(4,850)	0	(4,850)	142.6%	3,292
Net Receipts over Payments	(6,966)	(5,730)	1,236				
6000 plus Transfer from EMR	3,292						
Movement to/(from) Gen Reserve	(3,674)						
<u>999 VAT Data</u>							
115 VAT on Refunds	4,451	0	(4,451)			0.0%	
VAT Data :- Receipts	4,451	0	(4,451)				0
515 VAT on Payments	4,589	0	(4,589)		(4,589)	0.0%	
VAT Data :- Indirect Payments	4,589	0	(4,589)	0	(4,589)		0
Net Receipts over Payments	(138)	0	138				

Detailed Receipts & Payments by Budget Heading 18/03/2024

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
Grand Totals:- Receipts	53,615	43,939	(9,676)			122.0%	
Payments	65,791	43,939	(21,852)	0	(21,852)	149.7%	
Net Receipts over Payments	<u>(12,176)</u>	<u>0</u>	<u>12,176</u>				
plus Transfer from EMR	6,228						
less Transfer to EMR	515						
Movement to/(from) Gen Reserve	<u>(6,463)</u>						

List of Payments made between 13/02/2024 and 18/03/2024

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
19/02/2024	4 Sight Vision	OLT	55.00		Grant
29/02/2024	Local Government Pension	OLT	297.75		February
29/02/2024	Mike Simpson	OLT	1,105.21		Salary February
29/02/2024	Mike Simpson	SO	15.00		Home office
29/02/2024	Southern Electric	DD	342.21		Southern Electric
01/03/2024	BT	DD	35.65		BT
01/03/2024	Rob Simpson	SO	291.67		Cleaning
18/03/2024	Primavera	OLT	1,567.80		Invoice 930
18/03/2024	Exswift	OLT	1,092.26		Heating oil
18/03/2024	Action in Rural Sussex	OLT	144.00		Subscription to DEC 24
Total Payments			4,946.55		

*Please note that this is the second application submitted by Bury CE School. The first on behalf of FOBS for the library refurb. This application is submitted on behalf of the Governors for playground improvements. Many thanks



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 CE Primary School
2.	Contact name and address	Lisa Tupper (c/o school)
3.	Telephone Number for contact	[REDACTED]
4.	Is the Organisation a Registered Charity?	Yes/ No
5.	Amount of grant requested	£ We would be grateful of any contribution you may see fit.
5.	For what purpose or project is the grant requested?	We wish to replace the play equipment on the playground including the current climbing frame
6.	What will be the total cost of the above project?	£ Circa. £10k this includes all groundwork's
7.	If the total cost of the project is more than the grant, how will the residue be financed?	It is hoped that we can utilise some other school funds to bridge any gap.
8.	Have you applied for grant for the same project to another organisation? If so, which organisation and how much?	No
9.	Who will benefit from the project?	The children at Bury School.
10.	Approximately how many of those who will benefit are parishioners?	28% of the children at Bury School live in the parish
11.	Bank details: account and sort code (if application is successful)	Please contact the school office

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

Signed..........Date.....**6/3/24**.....

Admin Line 01243 866233
Advice Line: 0344 477 1171
Mobile Advice Line: 03003 300650

Mr Mike Simpson
Clerk to Bury Parish Council
Bury Village Hall
The Street
Bury
Pulbrough
RH20 1PA

22nd February 2024

Dear Mr Simpson

I am writing for your consideration of Grant Aid for our Chichester Advice Centre for the financial year 2024/2025 and would be very grateful if Bury Parish Council would consider a contribution of £75 towards the core funding costs of Arun and Chichester Citizens Advice.

The pressure the Cost-of-Living Crisis has put on local communities has meant the need for our service has dramatically increased. Improving our digital technologies will enable us to deal with the increased demand by directing people that are digitally included to remote services such as webchat, email, video and self-help services and this will free up our face-to-face services for the most vulnerable within the communities we serve.

So that we can meet this growing need we are appealing to our Town and Parish Councils for their continued support and funding. The support you provide enables us to offer the best possible service we can to our clients.

We do not receive any additional core funding to enable us to develop our digital platforms and therefore plan to use Town and Parish Council contributions towards improving this area of our service.

If you require any additional information or would like a breakdown of the number of clients that are seen in your ward, please contact me.

Yours sincerely



Luca Badioli
Chief Executive Officer

Advice Centres
Littlehampton Hub
Littlehampton Library
Maltravers Road
Littlehampton
BN17 5NA
Weds and Friday
Open 10.30 to 3.30

Littlehampton Hub
Chilgrove House Community Centre
Kimberly, Wick
Littlehampton
BN17 7JD
Tuesday and Thursday
Open 10.30 to 3.30

Chichester Centre
East Pallant House
1 East Pallant
Chichester
PO19 1TY
Open 10 to 4.30

Bognor Centre
10A The Arcade
Belmont Street
Bognor Regis
PO21 1LH
Open 10 to 4.30



BURY PARISH COUNCIL RETENTION OF DOCUMENTS POLICY

Bury Parish Council recognises that the efficient management of its records is necessary to comply with its legal and regulatory obligations and to contribute to the effective overall management of the Parish Council. This document provides the policy framework through which this effective management can be achieved and audited. It covers:

- Scope
- Responsibilities
- Retention Schedule

Scope

This policy applies to all records created, received or maintained by the Parish Council in the course of carrying out its functions. Records are defined as all those documents which facilitate the business carried out by the Parish Council and which are thereafter retained (for a set period) to provide evidence of its transactions or activities. These records may be created, received or maintained in hard copy or electronically.

A small percentage of the Parish Council's records will be selected for permanent preservation as part of the Council's archives and for historical research.

Responsibilities

The Parish Council has a corporate responsibility to maintain its records and record management system in accordance with the regulatory environment. The person with overall responsibility for the implementation of this policy is the Clerk to the Parish Council who is required to manage the Council's records in such a way as to promote compliance with this policy so that information will be retrieved easily, appropriately and in a timely manner.

Individual Councillors may hold records in a hard copy format or electronically at home on their computers. Councillors are strongly advised to undertake 'housekeeping' on a regular basis in line with the retention schedule. On resigning from the Council, Councillors should delete all electronic records that they hold and return all hard copy documents to the Clerk. Councillors should be aware that the records they hold may be subject to the provisions of the Data Protection Act 2018, the Freedom of Information Act 2000 and the GDPR Regulations.

Retention Schedule of Documents and Records

Under the Freedom of Information Act 2000 Publication Scheme, the Parish Council is required to maintain a retention schedule listing the record series which it creates in the course of its business. This policy has also been drawn up in the context of the Data Protection Act 2018 and with other legislation or regulations affecting Parish Councils including Audit and Statutes of Limitation.

The Clerk is expected to manage the current record keeping systems using the retention schedule and to take account of the different retention periods when creating new record keeping systems. This retention schedule refers to record series regardless of the media in which they are stored.

All documents that are no longer required for administrative purposes will be disposed of securely e.g. shredded.

This policy will be reviewed annually, unless required earlier by legislation or additional material.

Document Type	Minimum Retention Period	Reason
Agendas and Minutes		
Approved minutes	Indefinite	Archive
Notes of minutes taken at meetings	Until minutes are approved	Management
Agendas and supporting documentation	2 years	Management
Finance		
Income and expenditure accounts	Indefinite	Archive
Annual return	Indefinite	Archive
Paid and issued invoices	6 years	Audit/management
VAT records	6 years	VAT
Bank statements	6 years	Audit/Management
Paying in and receipt books	6 years	Audit/Management/VAT
Cheque stubs	6 years	Audit/Management
Banking mandate	Until confirmation is received that updated mandate has been implemented	Management
Insurance		
Insurance policies	5 years	Management
Certificates of employers' liability	40 years	Limitation period
Employment (Staff)		
Major employment records e.g. application form (current postholder), letter of appointment, contract	6 years after the period of employment	Management
Application forms (unsuccessful candidates)	6 months	Management
Disciplinary records	Period of employment plus 6 months	Management
Appraisals	Period of employment plus 6 months	Management
PAYE records (payroll)	12 years	Superannuation
Councillor Records		
Declarations of acceptance of office	Term of office	Management
Members register of interests	Term of office	Management
Miscellaneous		
Quotations and tenders	12 years	Limitation period
Title deeds, leases, agreements and contracts	Indefinite	Audit/Management
Asset register	Indefinite	Audit/Management
Village Hall Hirer Agreements	Until agreement has ceased	Management
Accident report forms	3 years	Management/Limitation period

Event Risk Assessments	2 years after event	Management
VH and Playground Assessments	6 months	Management
Complaints	2 years after closure	Management
Information requests	2 years after closure	Management
Newsletters, press releases	As long as useful	Management

General correspondence: this will be retained for as long as is relevant, the minimum period is 1 year. An annual review will be carried out and items that have reached their destruction date will be destroyed or considered for archiving.

Planning applications: these are available at South Downs National Park Authority. There is no requirement to retain duplicates at parish level. All Parish Council recommendations in connection with these applications are recorded in the Parish Council minutes which are retained indefinitely. Correspondence received in connection with applications will be retained until the Parish Council's Planning Committee has made a recommendation to SDNPA.