



Dear Councillors

You are duly summoned to the Extraordinary Meeting of Bury Parish Council on 18th June 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 June 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 Annual Council meeting held on 13th May 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/24/01542/HOUS** Bury Lodge , The Street, Bury, West Sussex, RH20 1PF Proposal: Erection of 1 no. single storey outbuilding for home office/storage use.
 - SDNP/24/02234/TCA** Manor Cottage , Church Lane, Bury, West Sussex, RH20 1PB: Notification of intention to crown lift to 5m (above ground level) and reduce 1 no. lower limb by 3m on south sector (over pathway) on 1 no. Black Poplar tree (quoted as T1). Reduce south-west sector (over garden) by 2m on 1 no. Weeping Willow tree (quoted as T2). Crown reduce by 1m on 1 no. Magnolia tree (quoted as T3).

SDNP/24/02039/TPO Rose Cottage, West Burton Road, West Burton, West Sussex, RH20 1HD: Fell 1 no. Copper beech tree (T1). Height reduce by shortening tips of small-diameter ascending stems by up to 2m and width reduce up to 2m on 1 no. Beech tree (T2) and Cherry tree (T3) within Area, A1 subject to 61/00112/TPO

SDNP/24/01961/CND & SDNP/24/01959/CND: Horncroft Farm , Tripp Hill, Fittleworth, West Sussex, RH20 1EX: The conversion of woodshed into habitable accommodation, reinstatement of barn in historic location and new glazed link connecting the woodshed to the main farmhouse - historic location and new glazed link connecting the woodshed to the main farmhouse - Variation of Condition 14 of householder permission SDNP/20/05761/HOUS - Amendment to the wording in regard to obtaining the Natural England Species Licence prior to commencement of works and the expiry of the listed building consent.

SDNP/24/01760/HOUS Bury Mill Farm, Bury Road, Bury, West Sussex, RH20 1NN: Single storey rear extension.

SDNP/24/02226/TCA Dorset House School, Church Lane, Bury, West Sussex, RH20 1PB: Notification of intention to fell 1 no. Pinus nigra tree (T1).

SDNP/24/02295/LIS & SDNP/24/02052/HOUS Kesters House, The Street, Bury, West Sussex, RH20 1PA: Renovate the existing extension. External works include - replacing an existing UPVC window with a set of wooden french doors. Replace a top hung horizontal casement window on north facing side of extension with a wooden side hung casement window. window on north facing side of extension with a wooden side hung casement window. Add 1 no. casement window to south of breakfast room. Internal works include - Increasing the size of opening between the kitchen and breakfast room, block a doorway from the kitchen to the hallway.

(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 (13th May 2024)
- (b) To consider the variance report for actual vs budget expenditure

10. Grounds Maintenance and Highways

- (a) To receive an update from the A29 RIC
- (b) To receive an update on the 20mph TRO for the village and school
- (c) To receive an update on a potential TRO application to reduce the speed limit on the B2138
- (d) To receive an update on PROWs
- (e) To discuss the installation of a new bench at Bury Wharf

11. Bury and West Burton Volunteers

To receive an update and consider any requests

12. Village Hall

- (a) To consider expenditure on revising the architect plans for the redesign
- (b) To receive an update from the Village Hall Working Group

13. Community

To consider lending the marquee to the Horticultural Society to use at the Church Fete

14. Staff Working Group

To review membership

15. Next meeting date

8th July 2024

Bank Accounts

List of Payments made between 14/05/2024 and 18/06/2024

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
21/05/2024	SumUp Payments Ltd	BACS	69.99		SumUp Payments Ltd
21/05/2024	Bury Primary School	BACS	250.00		Grant- play equipment
21/05/2024	Friends of Bury Primary School	BACS	250.00	Library Refurb Grant	Friends of Bury Primary School
24/05/2024	Public Works Loan Board	DD	1,037.23		Loan repayment
31/05/2024	BT	DD	101.61		Internet
31/05/2024	Mike Simpson	BACS	1,098.55		Salary May
31/05/2024	Local Government Pension	BACS	285.69		May
31/05/2024	Mike Simpson	SO	15.00		Home office
31/05/2024	Chichester District Council	DD	57.00		Waste collection
03/06/2024	Rob Simpson	SO	350.00		VH cleaning
04/06/2024	Viking	BACS	59.26		VH Cleaning supplies
04/06/2024	Richard Champness	BACS	18.12		Quickbooks
04/06/2024	Solopress	BACS	850.40		Link printing
06/06/2024	Netwise	BACS	117.00		Additional email
06/06/2024	Mike Simpson	BACS	145.48		Canva and stationery
18/06/2024	Fire Risk Uk	BACS	168.00		Alarm/Light inspection
18/06/2024	Primavera	BACS	1,355.40		Invoice 940
Total Payments			6,228.73		

Bank Reconciliation Statement as at 31/05/2024
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	31/05/2024		0.00
Business Reserve Account	31/05/2024		29,712.32
			<hr/>
			29,712.32
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<hr/>
			0.00
			<hr/>
			29,712.32
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<hr/>
			0.00
			<hr/>
			29,712.32
		Balance per Cash Book is :-	29,712.32
		Difference is :-	0.00

Detailed Receipts & Payments by Budget Heading 31/05/2024

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	16,565	33,130	16,565			50.0%	
1078 Link Advertising	1,860	0	(1,860)			0.0%	1,860
1079 Link Donations	35	0	(35)			0.0%	35
1081 SCC Grant for Bury Green	0	2,074	2,074			0.0%	
1090 Bank Interest	69	350	281			19.7%	
1100 FITS	202	2,000	1,798			10.1%	
	<u>18,731</u>	<u>37,554</u>	<u>18,823</u>			<u>49.9%</u>	<u>1,895</u>
Administration :- Receipts							
4000 Salary Clerk	2,778	16,500	13,722		13,722	16.8%	
4010 Home Working	45	180	135		135	25.0%	
4049 Playground inspection	0	85	85		85	0.0%	
4050 GM01 Wharf & River grass cut	254	900	646		646	28.3%	
4051 GM02 Bury Green grass cut	254	900	646		646	28.3%	
4052 GM03 Wharf/river seasonal	0	150	150		150	0.0%	
4053 GM04 Bury Green seasonal	0	300	300		300	0.0%	
4054 GM05 One off tasks	80	1,100	1,020		1,020	7.3%	
4055 GM06 B Green/VH one off tasks	0	250	250		250	0.0%	
4056 GM07 Pill Pond	0	500	500		500	0.0%	
4057 GM08 Coffin Trail	0	400	400		400	0.0%	
4058 GM09 Recreation Ground	0	4,000	4,000		4,000	0.0%	
4060 Playground	0	2,000	2,000		2,000	0.0%	
4061 A29 Improvements	0	2,000	2,000		2,000	0.0%	
4070 Grants	500	750	250		250	66.7%	
4071 The Link Expenditure	1,732	0	(1,732)		(1,732)	0.0%	1,732
4075 Elections	0	500	500		500	0.0%	
4080 Bury Green Loan Repayment	1,037	2,074	1,037		1,037	50.0%	
4100 Computer & Office Equipment	665	650	(15)		(15)	102.4%	
4110 Insurance	2,054	3,000	946		946	68.5%	
4120 Audit Fees	163	465	303		303	34.9%	
4130 Training	0	150	150		150	0.0%	
4160 Subscriptions	223	450	227		227	49.6%	
4450 Payroll	0	130	130		130	0.0%	
4455 Events	97	250	153		153	38.8%	
	<u>9,883</u>	<u>37,684</u>	<u>27,801</u>	<u>0</u>	<u>27,801</u>	<u>26.2%</u>	<u>1,732</u>
Administration :- Indirect Payments							
	<u>8,848</u>	<u>(130)</u>	<u>(8,978)</u>				
Net Receipts over Payments							
6000 plus Transfer from EMR	1,732						
6001 less Transfer to EMR	1,895						
	<u>8,685</u>						
Movement to/(from) Gen Reserve							

Detailed Receipts & Payments by Budget Heading 31/05/2024

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	1,735	9,000	7,265			19.3%	
1210 Licences	0	150	150			0.0%	
Village Hall :- Receipts	<u>1,735</u>	<u>9,150</u>	<u>7,415</u>			19.0%	0
4320 Licences & Checks	0	800	800		800	0.0%	
4330 Cleaning	642	3,700	3,058		3,058	17.3%	
4340 Waste	165	600	435		435	27.5%	
4360 Repairs & Improvements	90	1,000	910		910	9.0%	
4370 Oil Heating	0	1,500	1,500		1,500	0.0%	
4380 Electricity	0	500	500		500	0.0%	
4390 Water & Sewage	0	400	400		400	0.0%	
4400 Telephone & Internet	250	320	70		70	78.2%	
4410 Window Cleaning	0	200	200		200	0.0%	
Village Hall :- Indirect Payments	<u>1,147</u>	<u>9,020</u>	<u>7,873</u>	0	7,873	12.7%	0
Net Receipts over Payments	<u>588</u>	<u>130</u>	<u>(458)</u>				
<u>999 VAT Data</u>							
115 VAT on Refunds	1,989	0	(1,989)			0.0%	
VAT Data :- Receipts	<u>1,989</u>	<u>0</u>	<u>(1,989)</u>				0
515 VAT on Payments	326	0	(326)		(326)	0.0%	
VAT Data :- Indirect Payments	<u>326</u>	<u>0</u>	<u>(326)</u>	0	(326)		0
Net Receipts over Payments	<u>1,662</u>	<u>0</u>	<u>(1,662)</u>				
Grand Totals:- Receipts	22,455	46,704	24,249			48.1%	
Payments	11,356	46,704	35,348	0	35,348	24.3%	
Net Receipts over Payments	<u>11,099</u>	<u>0</u>	<u>(11,099)</u>				
plus Transfer from EMR	1,732						
less Transfer to EMR	1,895						
Movement to/(from) Gen Reserve	<u>10,936</u>						