



Dear Councillors

**You are duly summoned to the Meeting of Bury Parish Council on 8<sup>th</sup> July 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  
2<sup>nd</sup> July 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 Council meeting held on 18<sup>th</sup> June 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 consider the following planning applications  
**SDNP/24/01437/FUL** Bignor Park Nursery, Bignor Park Road, Bignor, West Sussex, RH20 1HG Change of use of land from agricultural to a mixed Class B2/Class B8 and equine use. Reclad the existing barn to provide a bespoke furniture workshop, erection of a new stable block, installation of a horse walker and outdoor arena, all weather turnout pens and provision of ancillary parking, drainage and landscaping.  
  
(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 (18<sup>th</sup> June 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 review a TRO application to reduce the speed limit on the B2138

**11. Bury and West Burton Volunteers**

To receive an update and consider any requests

**12. Village Hall**

- (a) To discuss grant funding for the village hall redesign
- (b) To receive an update from the Village Hall Working Group
- (c) To review the hirers' agreements

**13. Bury Cricket Club**

To review the cricket licence agreement

**14. Next meeting date**

16th September 2024

**Bank Reconciliation Statement as at 01/07/2024  
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	01/07/2024		0.00
Business Reserve Account	01/07/2024		24,355.70
			<u>24,355.70</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			24,355.70
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<u>0.00</u>
			24,355.70
		<b>Balance per Cash Book is :-</b>	<b>24,355.70</b>
		<b>Difference Excluding Adjustments is :-</b>	<b>0.00</b>
<u>Adjustments to Reconciliation</u>			
03/06/2024 Coffee 40p error in entry		0.40	
03/06/2024 Coffee Coffee		-0.40	
			<u>0.00</u>
		<b>Unreconciled Difference is :-</b>	<b>0.00</b>

## Detailed Receipts &amp; Payments by Budget Heading 01/07/2024

## 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	2,090	0	(2,090)			0.0%	2,090
1079 Link Donations	45	0	(45)			0.0%	45
1081 SCC Grant for Bury Green	0	2,074	2,074			0.0%	
1090 Bank Interest	101	350	249			28.7%	
1100 FITS	202	2,000	1,798			10.1%	
	<u>19,003</u>	<u>37,554</u>	<u>18,551</u>			<u>50.6%</u>	<u>2,135</u>
Administration :- Receipts							
4000 Salary Clerk	4,168	16,500	12,332		12,332	25.3%	
4010 Home Working	60	180	120		120	33.3%	
4049 Playground inspection	0	85	85		85	0.0%	
4050 GM01 Wharf & River grass cut	424	900	476		476	47.1%	
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	210	1,100	890		890	19.1%	
4055 GM06 B Green/VH one off tasks	0	250	250		250	0.0%	
4056 GM07 Pill Pond	120	500	380		380	24.0%	
4057 GM08 Coffin Trail	120	400	280		280	30.0%	
4058 GM09 Recreation Ground	590	4,000	3,410		3,410	14.8%	
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	2,701	0	(2,701)		(2,701)	0.0%	2,701
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	855	650	(205)		(205)	131.6%	
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>13,576</u>	<u>37,684</u>	<u>24,108</u>	<u>0</u>	<u>24,108</u>	<u>36.0%</u>	<u>2,701</u>
Administration :- Indirect Payments							
	<u>5,427</u>	<u>(130)</u>	<u>(5,557)</u>				
Net Receipts over Payments							
6000 plus Transfer from EMR	2,701						
6001 less Transfer to EMR	2,135						
	<u>5,993</u>						
Movement to/(from) Gen Reserve							

## Detailed Receipts &amp; Payments by Budget Heading 01/07/2024

## 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	2,850	9,000	6,150			31.7%	
1210 Licences	0	150	150			0.0%	
Village Hall :- Receipts	<u>2,850</u>	<u>9,150</u>	<u>6,300</u>			31.1%	0
4320 Licences & Checks	168	800	632		632	21.0%	
4330 Cleaning	1,391	3,700	2,309		2,309	37.6%	
4340 Waste	222	600	378		378	37.0%	
4360 Repairs & Improvements	90	1,000	910		910	9.0%	
4365 Re-design	1,195	0	(1,195)		(1,195)	0.0%	
4370 Oil Heating	0	1,500	1,500		1,500	0.0%	
4380 Electricity	360	500	140		140	71.9%	
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>3,676</u>	<u>9,020</u>	<u>5,344</u>	0	5,344	40.8%	0
Net Receipts over Payments	<u>(826)</u>	<u>130</u>	<u>956</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	848	0	(848)		(848)	0.0%	
VAT Data :- Indirect Payments	<u>848</u>	<u>0</u>	<u>(848)</u>	0	(848)		0
Net Receipts over Payments	<u>1,141</u>	<u>0</u>	<u>(1,141)</u>				
Grand Totals:- Receipts	23,842	46,704	22,862			51.0%	
Payments	18,099	46,704	28,605	0	28,605	38.8%	
Net Receipts over Payments	<u>5,742</u>	<u>0</u>	<u>(5,742)</u>				
plus Transfer from EMR	2,701						
less Transfer to EMR	2,135						
Movement to/(from) Gen Reserve	<u>6,308</u>						

## List of Payments made between 19/06/2024 and 08/07/2024

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<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
19/06/2024	Southern Electric	BACS	275.90		Electricity
25/06/2024	Victoria Holland Architects	BACS	1,434.07		Invoice 0780 Redesign
25/06/2024	NAMESCO	BACS	56.39		Domain name 3 years
28/06/2024	Mike Simpson	BACS	1,103.55		Salary June
28/06/2024	Local Government Pension	BACS	285.69		June
28/06/2024	Chichester District Council	DD	57.00		Bins
01/07/2024	Rob Simpson	SO	350.00		Cleaning
01/07/2024	Mike Simpson	SO	15.00		Home office
01/07/2024	Southern Electric	BACS	101.61		Electricity
08/07/2024	Primavera	BACS	791.40		Invoice 955
08/07/2024	Mike Simpson	BACS	26.99		Garden lights

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	Total Payments	<u>4,497.60</u>
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