



Minutes of the Bury Parish Council Meeting 24th November 2025

1. Attendance and Apologies for Absence

To accept apologies and reasons for absence

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

Apologies: There were none.

Also in attendance: Mike Simpson (Clerk) and Village Hall Manager/Chair of Bury and West Burton Volunteers.

2. 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

There were none.

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

To note any comments

There were no comments.

4. Approval of the Minutes from the Council meeting held on 22nd September 2025

It was **RESOLVED** to approve the minutes as a true and accurate record.

5. County Councillor reports

To receive any reports

There was no report.

6. District Councillor reports

To receive any reports

Councillor Cross provided a shortened update of his December written report (see appendices).

7. Chair's announcements

To note any announcements

There were none.

8. Planning

(a) To consider the following applications

SDNP/25/04119/LIS: Fogdens, West Burton Road, West Burton, West Sussex, RH20 1HD: Replacement glazing.

Councillors **RESOLVED** to remain neutral.

SDNP/25/04293/TCA: 53 West Burton Road, West Burton, West Sussex, RH20 1HD: Notification of intention to remove 3 no. lowest branches on 1 no. Turkey Oak tree (T1). Fell 1 no. Cherry tree (T2) and 1 no. Damson tree (T3). Crown lift lower branches to height of 4m from ground level on 2 no. Damson

trees (T4 and T5). Crown lift lower crown to height of 4m from ground level on 1 no. Holm Oak tree (T6).

Councillors **RESOLVED** to remain neutral.

SDNP/25/04276/FUL Land East of Downfields Cottage , West Burton Road, West Burton, West Sussex, RH20 1HD: Construction of an outdoor arena.

Councillors **RESOLVED** to remain neutral.

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

SDNP/25/04557/TCA: Leabridge Farmhouse , West Burton Road, West Burton, West Sussex, RH20 1HD: Notification of intention to crown reduce by 2m (all round) on 1 no. Norway Spruce tree (T1).

Councillors **RESOLVED** to remain neutral.

(c) To receive an update on planning appeal 6001025 at Roman Mile Farm relating to planning application SDNP/25/02690/FUL

The Council had added its name to a letter of objection written by Batchellor Monkhouse.

9. Finance and Administration

(a) To review the schedule of payments and bank reconciliation since the last meeting (22nd September 2025)

Councillors **RESOLVED** to approve the payment schedule and bank reconciliation (see appendices).

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

Councillors approved the report (see appendices).

(c) To review the Council's Disciplinary Policy

Councillors **RESOLVED** to approve the amended policy (see Council's website).

(d) To review the Council's Grievance Policy

Councillors **RESOLVED** to approve the amended policy (see Council's website).

(e) To review the Council's Standing Orders

Councillors **RESOLVED** to remove sections 14 a,b & c; amend section 18(a)v to say '*increase the amount to £60,000*'; remove 18(c) and replace 18(f) with '*Where the value of a contract is likely to exceed the threshold specified by the Government from time to time, the Council must consider whether the contract is subject to the requirements of the current procurement legislation and, if so, the Council must comply with procurement rules. NALC's procurement guidance contains further details.*'

(f) To review the Council's Financial Regulations

Councillors **RESOLVED** to approve the Financial Regulations with no changes.

(g) To consider a budget and precept for 2026-27

Councillors reviewed a draft budget (see appendices) but decided to defer a decision until the next meeting as there were still other areas to consider.

(h) To discuss transferring website and email provider

It was decided to defer any decision to research other possible options.

10. Grounds Maintenance and Highways

(a) To receive an update from the A29 RIC

The Community Speedwatch was already active using borrowed equipment and a meeting had been arranged in the new year with the Chair of the SDNPA to discuss options for making the crossing of the South Downs Way safer, including the possibility of a pedestrian crossing.

(b) To receive an update on maintenance of Bury Green playground

The dead ash trees bordering the playground were being removed the following day by the landowner and some of the dog signs were loose which would be made secure. The Horticultural Society would be donating a picnic bench to Bury Green in the Spring.

(c) To discuss the Council's grounds maintenance schedule

There were some additional items to the schedule: two cuts of the wildflower meadow at the recreation ground; two additional cuts to Bury Green before events and a cutting of the footpath opposite Dorset House school.

(d) To discuss any other maintenance issues

The A29 verge had been cut and collected.

(e) To discuss the recent TRO to reduce the speed to 40mph on the B2138

The Chair congratulated residents who were successful in reducing the speed limit on the B2138 which meant all roads through Bury were 40mph. The resident who submitted the application had asked for the Council's support in installing warning signs for horses and cycles crossing the B2138 at Horncroft bridleway/Waltham Park Road as the current signs were over a mile away at the A29 junction and the old railway at Fittleworth. She said they were necessary as there had been accidents last summer. The signs would need to be part of a Community Highways Scheme, which Councillors said they would support if the resident submitted an application.

11. Bury and West Burton Volunteers

To receive an update and consider any requests

The Council had asked the volunteers to arrange a social event to thank all volunteer groups in the parish including church fete; minibus; RIC; Community Speedwatch; Playground; Link editing and delivery; litter pickers; coffee morning; Christmas lunch, Community Land Trust and summer party. The event would take place on 18th December.

The BWBV committee had its first meeting since the AGM, which now had a full committee, and was revising its constitution. A discussion ensued about defibrillators in the village, as there were only two, one at the village hall and one at Cokes Farm. It was **RESOLVED** that the volunteers should investigate funding for additional units, as well as possible locations, and training on how to use them.

12. Village Hall

(a) To receive an update on the Village Hall planning application

Following approval of the village hall planning application, the Quantity Surveyor was revising the costs of the build. Councillor Daykin had discussed the plans with a contractor who advised he would need an area in the car park for storage and it would be preferable if the hall was closed during works which he estimated would take 6-9 months.

(b) To discuss omitting the proposed external WC from the village hall refurbishment plans

It was **RESOLVED** to remove the proposed external WC from the plans to reduce cost.

(c) To discuss postponing construction of the terrace and pergola from the village hall refurbishment

It was **RESOLVED** that the terrace and pergola should remain in the plans for now and be revisited when a better idea of how much was available in grant funding was established.

(d) To authorise expenditure on Architects and Quantity Surveyor fees to allow project documentation and budget to be progressed

Victoria Holland had provided a quote for post-planning services (see appendices). These services, along with the revised QS estimate, would enable the Council to get a pre-tender estimate on which it could then go out to tender. To get to this stage, it was **RESOLVED** to approve expenditure for stage 1 (£2,200) and stage 2 (£14,850) of the post-planning services. Councillors **RESOLVED** to proceed without any other quotes as section 5.11(i) allowed for such exemption and the Council had used Victoria Holland from the beginning and believed the fee was reasonable, which also satisfied FR 5.12. It was **RESOLVED** that this funding would be taken from Squires Cottages Charity.

(e) To discuss a proposal to acquire land to expand the car park, including taking legal advice and consider a planning application

The Council had received two quotes for legal advice on acquiring land adjacent to the village hall to extend the car park: £3,500 from Wellers Law Group and between £1,750 and £2,250 from Potheary, Withern Weld (PWW). Councillors **RESOLVED** to approve the quote from PWW which would be taken from Squires Cottages Charity.

The Council then **RESOLVED** to exclude the public and press from the meeting during the consideration of the remainder of agenda item 12(e) due to the confidential nature of the business to be transacted, in accordance with Section 1(2) of the Public Bodies (Admission to Meetings) Act 1960.

Councillors agreed to continue discussions with landowners and investigate the cost of a planning application.

(f) To discuss any hirer booking requests

The Bury Cubs had requested to use the hall on 11th December and it was **RESOLVED** to apply a 50% discount to the parishioner rate.

(g) To receive an update from the Village Hall Working Group

The boiler had been recently serviced and was in good working order; income from hall hires had not dropped since changes to hire rates increased; the Christmas tree would be erected soon; a cleaning

specification was being drafted which could then be tendered. One of the radiators in the main hall was leaking and one in the Sydney Room was not emitting any heat so DPS would be called to repair.

(h) To review the village hall hirer agreement

This was deferred until the next meeting.

(i) To discuss the share of cost for maintenance of Bury Green access strip

The Council **RESOLVED** to exclude the public and press from the meeting during the consideration of agenda item 12(i) due to the confidential nature of the business to be transacted, in accordance with Section 1(2) of the Public Bodies (Admission to Meetings) Act 1960.

Councillors discussed the maintenance obligations for Bury Green access which was split, based on usage, between 4 parties including the Council. Although the Council only used the access rarely, Councillors **RESOLVED** to cover the cost of the recent maintenance works as a good will gesture for any inconvenience caused during the village hall refurbishment.

13. Community Land Trust

(a) To receive an update from the Community Led Housing Group

Members of the group had attended an advice session and had arranged a meeting with Arundel CLT. The Housing Needs Survey for Bury was received very well and had 165 responses which was 59% of households. CDC would present the results once they had finished analysing them. The CLHG had also received another grant from CDC for £3,300.

(b) To discuss a registered address for the CLT

The CLT would need a registered address for when it becomes independent so Councillors **RESOLVED** to allow the village hall to be used.

14. Next meeting dates

Council Meeting: 19th January 2026

Environment, Assets and Planning Committee: 15th December 2025

It was **RESOLVED** to turn the EAP Committee meeting into a council meeting so the precept could be submitted on time to Chichester District Council.

District Councillor John Cross Report
December 2025

CDC Matters

In the early 1980s the then CDC Council purchased, with the help of a National Heritage Memorial Fund, eight paintings on wood for the sum of £6500. The paintings known as the 'Amberley Panels' or more correctly 'The Worthy Women' date just before Henry VIII's split from Roman Catholicism and formed what is now the Anglican (Catholic) church. It is thought one of the women depicted is indeed his first wife Catherine of Aragon, all the women are portrayed as Goddesses. The paintings were painted in 1526 and were commissioned by the then Bishop of Chichester for his castle at Amberley, and the artist is the same artist who painted the images of Kings and Queens of England in Chichester Cathedral, Lambert Barnard. These panels are of national, if not international significance, because of their provenance, the depiction of Women and their place and commissioning just prior to the reformation.

A great asset for the district, yet these paintings are badly in need of conservation and display cases that protect them for the future. The Cabinet at CDC, on the 4th November, agreed to put aside £191.300 for this work, but with the hope that external sources of funding could be sought to mitigate and reduce this sum. This is a lot of money, but the Council is Museum Accredited, which means that the down side we are obligated to look after our collection and if we choose to dispose of anything we have to offer that object first to other collections and museum that are also museum accredited. CDC did investigate doing this with these panels, but all offers were keen to have the paintings after we had spent the money conserving them!

The good side of being accredited gives us access to national and government funding, which otherwise would not be available to us. The Novium Museum in the coming weeks and months will be introducing various fund raising projects and I will let you know when they come on stream.

On another matter there has been an increase in fly tipping, particularly around the lanes around Fittleworth, Bignor, Sutton and Barlavington. Every week I seem to be reporting another instance of this happening, this cost us all a lot of money to clear up. In some cases, the waste is toxic, and specialist services have to be called out. If you witness or suspect any vehicle of fly tipping, could you drop me a line. Obviously clear evidence is great, but sometimes several reports of the same suspected vehicle/person gets us to where we need to be.

John Cross

Fittleworth Ward
Chichester District Council

Bank Accounts

List of Payments made between 23/09/2025 and 24/11/2025

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
23/09/2025	Screwfix Direct Ltd	BACS	26.99		Taps
23/09/2025	DPS Plumbing	BACS	89.40		Tap repair at Village Hall
23/09/2025	DPS Plumbing	BACS	-89.40		Tap repair duplicate
25/09/2025	Fire Risk Uk	BACS	274.62		Fire Alarm inspection
26/09/2025	BT	DD	39.01		Internet
30/09/2025	Mike Simpson	BACS	1,503.67		Salary September
30/09/2025	Local Government Pension	BACS	448.88		September 2025
30/09/2025	Mike Simpson	SO	15.00		Home office
01/10/2025	Rob Simpson	SO	350.00		VH cleaning
02/10/2025	HMRC	BACS	1,176.81		PAYE 2nd Quarter
13/10/2025	Primavera	BACS	1,538.40		Primavera 1061
14/10/2025	Instaprint	BACS	583.43		Link Printing
14/10/2025	Instaprint	BACS	81.28		CLT printing
17/10/2025	Chichester District Council	DD	60.10		Bins
21/10/2025	Moore	BACS	378.00		External Audit 2025
21/10/2025	Viking	BACS	69.47		Stationery
21/10/2025	Country Crafts	BACS	2,253.53		Kissing Gates (Inv 849)
27/10/2025	BT	DD	39.01		Internet
28/10/2025	Scottish Water	BACS	92.98		Water
31/10/2025	Local Government Pension	BACS	388.65		October 2025
31/10/2025	Mike Simpson	BACS	1,334.30		Salary October
31/10/2025	Mike Simpson	SO	15.00		Home office
03/11/2025	Rob Simpson	SO	350.00		Cleaning
14/11/2025	Chichester District Council	DD	50.30		Waste
17/11/2025	Community Land Trust Network	BACS	250.00		Guidance Invoice 4119
24/11/2025	DM Payroll Services	BACS	72.00		Payroll service 4753
24/11/2025	Gemma Driver	BACS	43.20		Wordpress
24/11/2025	Parsons Oil Heating Ltd	BACS	242.10		Boiler service 5586
24/11/2025	WSALC	BACS	48.00		Village Hall Training 2058
24/11/2025	Primavera	BACS	813.30		Invoice 1066
24/11/2025	Primavera	BACS	622.20		Invoice 1072
24/11/2025	Viking	BACS	52.90		ink
Total Payments			13,213.13		

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Current Bank Account	31/10/2025		0.00
Business Reserve Account	31/10/2025		35,523.27
			<u>35,523.27</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			35,523.27
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<u>0.00</u>
			35,523.27
		Balance per Cash Book is :-	35,523.27
		Difference is :-	0.00



Transactions

Your transactions

Account type: **Business Reserve Account**

Account number: **67806775**

Sort code: **600118**

Account name: **SLA BURY PARISH BR**

Date: **11 Nov 2025**

Showing: 11 Oct 2025 to 10 Nov 2025, All Transactions

Date	Type	Description	Paid in	Paid out	Balance
04 Nov 2025		FROM 96063092	£68.25		£35,798.73
03 Nov 2025		FROM 96063092	£207.21		£35,730.48
31 Oct 2025		TO 96063092		£1,737.95	£35,523.27
31 Oct 2025	INT	31OCT GRS 67806775	£31.28		£37,261.22
30 Oct 2025		FROM 96063092	£168.00		£37,229.94
28 Oct 2025		TO 96063092		£92.98	£37,061.94
27 Oct 2025		TO 96063092		£39.01	£37,154.92
24 Oct 2025		FROM 96063092	£3,339.00		£37,193.93
21 Oct 2025		TO 96063092		£2,701.00	£33,854.93
20 Oct 2025		FROM 96063092	£84.00		£36,555.93
17 Oct 2025		FROM 96063092	£67.40		£36,471.93
14 Oct 2025		TO 96063092		£2,203.11	£36,404.53
13 Oct 2025		FROM 96063092	£2,168.14		£38,607.64

© National Westminster Bank plc, downloaded from the NatWest online transactions service on 11 November 2025. Search 'transactions' on natwest.com for more information.

National Westminster Bank plc, registered in England and Wales No. 929027. Registered office: 250 Bishopsgate, London EC2M 4AA. Authorised by the Prudential Regulation Authority and regulated by the Financial Conduct Authority and the Prudential Regulation Authority.

Detailed Receipts & Payments by Budget Heading 31/10/2025

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	33,678	33,678	0			100.0%	
1079 Link Donations	0	0	0			0.0%	50
1080 Grants - SCC	2,500	0	(2,500)			0.0%	
1085 SCC Rialtas	147	0	(147)			0.0%	
1090 Bank Interest	178	360	182			49.4%	
1095 CDC Grants	5,339	0	(5,339)			0.0%	5,339
1097 SDNPA Grants	2,404	0	(2,404)			0.0%	2,404
1100 FITS	1,175	2,000	825			58.7%	
1120 Miscellaneous Income	20	0	(20)			0.0%	
Administration :- Receipts	45,441	36,038	(9,403)			126.1%	7,793
463 Litter Picking	0	0	(0)		(0)	0.0%	162
3750 Community Land Trust	0	0	(0)		(0)	0.0%	90
4000 Salary Clerk	14,319	24,258	9,939		9,939	59.0%	
4010 Home Working	105	180	75		75	58.3%	
4070 Grants	845	1,000	155		155	84.5%	
4071 The Link Expenditure	0	0	(0)		(0)	0.0%	1,493
4100 Computer & Office Equipment	899	1,000	101		101	89.9%	
4110 Insurance	1,858	2,150	292		292	86.4%	
4120 Audit Fees	508	490	(18)		(18)	103.6%	
4130 Training	40	300	260		260	13.3%	
4140 Miscellaneous Expenditure	250	0	(250)		(250)	0.0%	250
4160 Subscriptions	245	580	335		335	42.2%	
4450 Payroll	60	120	60		60	50.0%	
4455 Events	0	0	(0)		(0)	0.0%	
Administration :- Indirect Payments	19,129	30,078	10,949	0	10,949	63.6%	1,996
Net Receipts over Payments	26,312	5,960	(20,352)				
6000 plus Transfer from EMR	1,996						
6001 less Transfer to EMR	7,793						
Movement to/(from) Gen Reserve	20,514						
<u>200 Village Hall</u>							
1200 Hall Hires	5,795	9,200	3,405			63.0%	
Village Hall :- Receipts	5,795	9,200	3,405			63.0%	0
4320 Licences & Checks	547	1,200	653		653	45.6%	
4325 Hall Bookings Software	120	0	(120)		(120)	0.0%	
4330 Cleaning	2,450	4,450	2,000		2,000	55.1%	
4340 Waste	458	700	242		242	65.4%	

Detailed Receipts & Payments by Budget Heading 31/10/2025

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4360 Repairs & Improvements	326	250	(76)		(76)	130.3%	
4370 Oil Heating	545	1,400	855		855	38.9%	
4380 Electricity	225	630	405		405	35.7%	
4390 Water & Sewage	232	300	68		68	77.3%	
4400 Telephone & Internet	149	360	211		211	41.3%	
4410 Window Cleaning	0	150	150		150	0.0%	
Village Hall :- Indirect Payments	5,051	9,440	4,389	0	4,389	53.5%	0
Net Receipts over Payments	744	(240)	(984)				
<u>250</u> <u>Grounds Maintenance</u>							
4049 Playground inspection	88	110	22		22	80.0%	
4050 GM01 Wharf & River grass cut	1,100	1,050	(50)		(50)	104.8%	
4051 GM02 Bury Green grass cut	1,227	1,050	(177)		(177)	116.9%	
4052 GM03 Wharf/river seasonal	309	160	(149)		(149)	192.8%	
4053 GM04 Bury Green seasonal	190	150	(40)		(40)	126.7%	
4054 GM05 One off tasks	2,735	750	(1,985)		(1,985)	364.6%	
4055 GM06 B Green/VH one off tasks	1,004	0	(1,004)		(1,004)	0.0%	
4057 GM08 Coffin Trail	2,324	1,500	(824)		(824)	154.9%	2,254
4058 GM09 Recreation Ground	910	800	(110)		(110)	113.8%	
4060 Playground	198	0	(198)		(198)	0.0%	
Grounds Maintenance :- Indirect Payments	10,083	5,570	(4,513)	0	(4,513)	181.0%	2,254
Net Payments	(10,083)	(5,570)	4,513				
6000 plus Transfer from EMR	2,254						
Movement to/(from) Gen Reserve	(7,830)						
<u>300</u> <u>The Link</u>							
1078 Link Advertising	2,805	5,100	2,295			55.0%	
1079 Link Donations	50	1,200	1,150			4.2%	
The Link :- Receipts	2,855	6,300	3,445			45.3%	0
4071 The Link Expenditure	2,160	4,800	2,640		2,640	45.0%	583
The Link :- Indirect Payments	2,160	4,800	2,640	0	2,640	45.0%	583
Net Receipts over Payments	695	1,500	805				
6000 plus Transfer from EMR	583						
Movement to/(from) Gen Reserve	1,278						

Detailed Receipts & Payments by Budget Heading 31/10/2025

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>350 Community</u>							
463 Litter Picking	162	0	(162)		(162)	0.0%	
3750 Community Land Trust	171	0	(171)		(171)	0.0%	81
4455 Events	24	300	276		276	8.0%	
Community :- Indirect Payments	357	300	(57)	0	(57)	119.1%	81
Net Payments	(357)	(300)	57				
6000 plus Transfer from EMR	81						
Movement to/(from) Gen Reserve	(276)						
<u>999 VAT Data</u>							
115 VAT on Refunds	3,729	0	(3,729)			0.0%	
VAT Data :- Receipts	3,729	0	(3,729)				0
515 VAT on Payments	2,011	0	(2,011)		(2,011)	0.0%	
VAT Data :- Indirect Payments	2,011	0	(2,011)	0	(2,011)		0
Net Receipts over Payments	1,719	0	(1,719)				
Grand Totals:- Receipts	57,821	51,538	(6,283)			112.2%	
Payments	38,792	50,188	11,396	0	11,396	77.3%	
Net Receipts over Payments	19,029	1,350	(17,679)				
plus Transfer from EMR	4,914						
less Transfer to EMR	7,793						
Movement to/(from) Gen Reserve	16,150						

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>											
1075	Community Refurbishment	0	306	0	0	0	0	0	0	0	0	0
1076	Precept	33,130	33,130	0	0	33,678	0	33,678	33,678	35,431	0	0
1078	Link Advertising	0	6,135	0	0	0	0	0	0	0	0	0
1079	Link Donations	0	849	0	0	0	0	0	0	0	0	0
1080	Grants - SCC	0	8,423	0	0	0	0	0	2,500	0	0	0
1081	SCC Grant for Bury Green	2,074	2,074	0	0	0	0	0	0	0	0	0
1085	SCC Rialtas	0	0	0	0	0	0	0	147	150	0	0
1090	Bank Interest	350	333	0	0	360	0	360	178	250	0	0
1095	CDC Grants	0	7,500	0	0	0	0	0	5,339	0	0	0
1096	Grants-other	0	2,230	0	0	0	0	0	0	0	0	0
1097	SDNPA Grants	0	0	0	0	0	0	0	2,404	0	0	0
1100	FITS	2,000	2,116	0	0	2,000	0	2,000	1,175	2,000	0	0
1120	Miscellaneous Income	0	50	0	0	0	0	0	20	0	0	0
Total Income		37,554	63,145	0	0	36,038	0	36,038	45,441	37,831	0	0
463	Litter Picking	0	322	0	0	0	0	0	0	0	0	0
3500	Link Printing	0	1,541	0	0	0	0	0	0	0	0	0
3750	Community Land Trust	0	0	0	0	0	0	0	0	0	0	0
4000	Salary Clerk	16,500	18,480	0	0	24,258	0	24,258	14,319	25,441	0	0
4010	Home Working	180	195	0	0	180	0	180	105	180	0	0
4049	Playground inspection	85	86	0	-110	110	0	0	0	0	0	0
4050	GM01 Wharf & River grass cut	900	1,162	0	0	0	0	0	0	0	0	0
4051	GM02 Bury Green grass cut	900	932	0	0	0	0	0	0	0	0	0

Continued on next page

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
4052	GM03 Wharf/river seasonal	150	143	0	0	0	0	0	0	0	0	0
4053	GM04 Bury Green seasonal	300	1,076	0	0	0	0	0	0	0	0	0
4054	GM05 One off tasks	1,100	11,561	0	0	0	0	0	0	0	0	0
4055	GM06 B Green/VH one off tasks	250	2,794	0	0	0	0	0	0	0	0	0
4056	GM07 Pill Pond	500	240	0	0	0	0	0	0	0	0	0
4057	GM08 Coffin Trail	400	510	0	0	0	0	0	0	0	0	0
4058	GM09 Recreation Ground	4,000	2,806	0	0	0	0	0	0	0	0	0
4059	GM10 West Burton	0	90	0	0	0	0	0	0	0	0	0
4060	Playground	2,000	0	0	0	0	0	0	0	0	0	0
4061	A29 Improvements	2,000	0	0	0	0	0	0	0	0	0	0
4070	Grants	750	500	0	0	1,000	0	1,000	845	1,000	0	0
4071	The Link Expenditure	0	4,562	0	0	0	0	0	0	0	0	0
4075	Elections	500	0	0	0	0	0	0	0	0	0	0
4080	Bury Green Loan Repayment	2,074	2,074	0	0	0	0	0	0	0	0	0
4100	Computer & Office Equipment	650	1,114	0	0	1,000	0	1,000	986	1,100	0	0
4110	Insurance	3,000	2,054	0	0	2,150	0	2,150	1,858	2,100	0	0
4120	Audit Fees	465	478	0	0	490	0	490	508	530	0	0
4130	Training	150	467	0	0	300	0	300	80	200	0	0
4140	Miscellaneous Expenditure	0	50	0	0	0	0	0	250	0	0	0
4160	Subscriptions	450	445	0	0	580	0	580	245	500	0	0
4450	Payroll	130	120	0	0	120	0	120	120	120	0	0
4455	Events	250	278	0	0	0	0	0	0	0	0	0
Overhead Expenditure		37,684	54,079	0	-110	30,188	0	30,078	19,317	31,171	0	0
100 Net Income over Expenditure		-130	9,066	0	110	5,850	0	5,960	26,125	6,660	0	0

Continued on next page

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
6000	plus Transfer from EMR	0	6,174	0	0	0	0	0	1,996	0	0	0
6001	less Transfer to EMR	0	7,274	0	0	0	0	0	7,793	0	0	0
	Movement to/(from) Gen Reserve	(130)	7,966			5,850		5,960	20,327	6,660		
<u>200</u>	<u>Village Hall</u>											
1200	Hall Hires	9,000	9,794	0	0	9,200	0	9,200	6,442	10,000	0	0
1210	Licences	150	150	0	0	0	0	0	0	150	0	0
	Total Income	9,150	9,944	0	0	9,200	0	9,200	6,442	10,150	0	0
4320	Licences & Checks	800	1,671	0	0	1,200	0	1,200	749	1,100	0	0
4325	Hall Bookings Software	0	0	0	0	0	0	0	120	120	0	0
4330	Cleaning	3,700	4,373	0	0	4,450	0	4,450	2,800	4,450	0	0
4340	Waste	600	725	0	0	700	0	700	508	750	0	0
4360	Repairs & Improvements	1,000	408	0	0	250	0	250	326	0	0	0
4365	Re-design	0	10,972	0	0	0	0	0	0	0	0	0
4370	Oil Heating	1,500	1,218	0	0	1,400	0	1,400	545	1,200	0	0
4380	Electricity	500	928	0	0	630	0	630	225	550	0	0
4390	Water & Sewage	400	221	0	0	300	0	300	232	400	0	0
4400	Telephone & Internet	320	420	0	0	360	0	360	149	300	0	0
4410	Window Cleaning	200	125	0	0	150	0	150	0	150	0	0
	Overhead Expenditure	9,020	21,062	0	0	9,440	0	9,440	5,653	9,020	0	0
	Movement to/(from) Gen Reserve	130	(11,118)			(240)		(240)	788	1,130		
<u>250</u>	<u>Grounds Maintenance</u>											

Continued on next page

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
4048	Trees	0	0	0	0	0	0	0	0	2,000	0	0
4049	Playground inspection	0	0	0	110	0	0	110	88	100	0	0
4050	GM01 Wharf & River grass cut	0	0	0	0	1,050	0	1,050	1,300	1,400	0	0
4051	GM02 Bury Green grass cut	0	0	0	0	1,050	0	1,050	1,427	1,400	0	0
4052	GM03 Wharf/river seasonal	0	0	0	0	160	0	160	474	400	0	0
4053	GM04 Bury Green seasonal	0	0	0	0	150	0	150	190	400	0	0
4054	GM05 One off tasks	0	0	0	0	750	0	750	3,047	1,500	0	0
4055	GM06 B Green/VH one off tasks	0	0	0	0	0	0	0	1,004	0	0	0
4056	GM07 Pill Pond	0	0	0	0	0	0	0	0	290	0	0
4057	GM08 Coffin Trail	0	0	0	0	1,500	0	1,500	2,324	500	0	0
4058	GM09 Recreation Ground	0	0	0	0	800	0	800	1,229	1,300	0	0
4060	Playground	0	0	0	0	0	0	0	198	0	0	0
	Overhead Expenditure	0	0	0	110	5,460	0	5,570	11,280	9,290	0	0
6000	plus Transfer from EMR	0	0	0	0	0	0	0	2,254	0	0	0
	Movement to/(from) Gen Reserve	0	0			(5,460)		(5,570)	(9,026)	(9,290)		
<u>300</u>	<u>The Link</u>											
1078	Link Advertising	0	0	0	0	5,100	0	5,100	2,805	5,000	0	0
1079	Link Donations	0	0	0	0	1,200	0	1,200	50	250	0	0
	Total Income	0	0	0	0	6,300	0	6,300	2,855	5,250	0	0
4071	The Link Expenditure	0	0	0	0	4,800	0	4,800	2,160	3,500	0	0
	Overhead Expenditure	0	0	0	0	4,800	0	4,800	2,160	3,500	0	0
	300 Net Income over Expenditure	0	0	0	0	1,500	0	1,500	695	1,750	0	0

Continued on next page

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
6000	plus Transfer from EMR	0	0	0	0	0	0	0	583	0	0	0
	Movement to/(from) Gen Reserve	0	0			1,500		1,500	1,278	1,750		
<u>350</u>	<u>Community</u>											
463	Litter Picking	0	0	0	0	0	0	0	162	0	0	0
3750	Community Land Trust	0	0	0	0	0	0	0	421	0	0	0
4455	Events	0	0	0	0	300	0	300	24	250	0	0
	Overhead Expenditure	0	0	0	0	300	0	300	607	250	0	0
6000	plus Transfer from EMR	0	0	0	0	0	0	0	331	0	0	0
	Movement to/(from) Gen Reserve	0	0			(300)		(300)	(276)	(250)		
<u>999</u>	<u>VAT Data</u>											
115	VAT on Refunds	0	7,086	0	0	0	0	0	3,729	0	0	0
	Total Income	0	7,086	0	0	0	0	0	3,729	0	0	0
515	VAT on Payments	0	7,153	0	0	0	0	0	2,319	0	0	0
	Overhead Expenditure	0	7,153	0	0	0	0	0	2,319	0	0	0
	Movement to/(from) Gen Reserve	0	(67)			0		0	1,410	0		
	Total Budget Income	46,704	80,176	0	0	51,538	0	51,538	58,467	53,231	0	0
	Expenditure	46,704	82,295	0	0	50,188	0	50,188	41,336	53,231	0	0
	Net Income over Expenditure	0	-2,119	0	0	1,350	0	1,350	17,131	0	0	0
	plus Transfer from EMR	0	6,174	0	0	0	0	0	5,164	0	0	0

Continued on next page

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
less Transfer to EMR	0	7,274	0	0	0	0	0	7,793	0	0	0
Movement to/(from) Gen Reserve	0	(3,219)			1,350		1,350	14,502	0		



A Fee Proposal for Post-Planning Services for Alterations and Extensions to

**Bury Village Hall,
Bury,
West Sussex
RH20 1PF**

**for
Bury Parish Council**

10th November 2025

1.0 Post-Planning Programme and Appointments

This stage would encompass the following:

- A review of the approved planning documents
- Proposing possible consultants and contractors
- Obtaining comparative fee proposals
- Initial draft project programme and target dates
- A review of QS budget cost
- Liaison with CDM advisor
- Assessment of opening up works and asbestos survey

Allow=£2200

2.0 Building Regulations Full Plans Submission

Using the approved planning drawings, we would prepare a set of technical drawings and compliance notes for submission to Horsham District Council. This would include the integration of the structural design together with mechanical and electrical requirements.

The information would include the following at 1:50 scale:

- Detailed plans and cross sections through the building
- Roof plan and surface water disposal layout
- Foul drainage layout

- Detailed elevations with key details
- External layout to include parking; electrical charge points; cycle storage; recycling and waste storage
- Details of staircases and balustrading
- Fire safety proposals
- Concept electrical layouts to include power and lighting
- Integrated details of heating; ventilation and heat recovery systems
- Disabled access
- Key details showing wall, floor and roof build up

Also Building Regulations Compliance notes with reference to the statutory regulations.

Up to submission to the local authority = **£14,850**

2.00 Production Drawings; Construction Specification and Interior Fittings and Fixtures

We would develop the Building Regulations package further to include production drawings and a full specification. The latter would include joinery; sanitaryware; door and window schedules. Dimensioned drawings for setting out purposes would be drawn up. During this time, we would liaise with the Parish Council in order to define the requirements for fixtures and fittings.

Documentation prepared in readiness for an application to Natural England for the purposes of achieving a bat mitigation license.

Allow = **£9,750**

3.00 Preparation and Issue of Tender Documentation; Assessment of Tender Returns; Preparation of a Fixed Cost Contract

A final list of tenderers would be agreed with the Parish Council who would make their own financial checks. Tender documents would be issued and additional information supplied to Contractors upon request. Site visits conducted.

Returned tenders analysed and cost adjustments agreed as necessary; pre-Contract meetings set up with appointed Main Contractor. Completion of the Construction Management Plan and discharge of all outstanding planning conditions. Liaison with CDM advisor and finalization of Risk Management Plan. Contract completed and signed and site set up.

Allow=**£6,460**

4.00 Mobilization and Construction

To provide Construction Phase administration including regular site visits and monthly contract meetings; the supply of supporting information as requested by the Main Contractor; resolution of detail design matters, review of cost plans and the issue of interim certificates and formal instructions. We would also draw up snagging schedules; review the maintenance manual and upon completion of all outstanding matters issue the Practical Completion Certificate.

On this basis we would typically allow for 5.5 hrs per week at our hourly rate of £90/hr depending upon the agreed Contract Programme.

Assuming a Contract Period of 32 weeks allow=**£15,840** (to be adjusted accordingly)

5.00 Completion

Prior to the end of the 6 months Defects Liability Period, we would return to document any Defects which were deemed to have arisen and agree a programme of remedial work prior to issue of the Final Certificate and release of the final retention sum.

Allow =**£400**

Total=£49,500 excl vat based upon a percentage fee of 5.5% assuming a build cost of £900,000

NB the above figures are exclusive of local authority and consultants' fees. Our accounts are rendered either at the end of each month or at the end of each stage (whichever is soonest) and before the next stage is commenced.

The additional charges would be expenses such as any printing costs and petrol costs for site visits. We charge £0.20 for A4 and £0.40 for A3 per page and charge £0.55 per mile, which will equate to under £10 per visit.

Standard Conditions of Appointment

The terms of our engagement are based on the RIBA Professional Services Contract 2020; a copy of which we can provide upon request. If you wish to accept this fee proposal and commission us for the service detailed above, could you please sign a copy of this fee proposal and return to us for our records.

Client's Signature

Dated.....

Victoria Holland BA Hons Dip Arch RIBA · Victoria Holland Architecture
50, Maltravers Street, Arundel · West Sussex · BN18 9RN

Tel 01903 882923 · office@hollandarchitecture.co.uk · www.victoriaholland.co.uk

Registered in England & Wales Number: 09947248. Registered office: Amelia House, Worthing, BN11 1QR