



Dear Councillors

You are duly summoned to the Meeting of Bury Parish Council on 19th January 2026 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.

A handwritten signature in black ink, appearing to read "M Simpson".

M Simpson
Clerk to the Council
13th January 2026

AGENDA

- 1. Attendance and Apologies for Absence**
To accept apologies and reasons for absence
- 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
- 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 Council meeting held on 15th December 2025**
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 applications
SDNP/25/04962/LIS: Fogdens, West Burton Road, West Burton, West Sussex, RH20 1HD: Proposed alterations and replacement front / side garden wall.

SDNP/25/03543/HOUS: Foxbury, West Burton Lane, Bury, West Sussex, RH20 1HB: Demolish 2 no. existing outbuildings and replace with new two-storey poolhouse including gym, ground source heat pump plant room, pool plant room, home office, EV charging bay and sauna, and install outdoor swimming pool.

SDNP/25/04835/FUL: Foxbury Farm , West Burton Road, West Burton, West Sussex, RH20 1HD: Proposed operational works in association with the change of use of the agricultural building to a flexible commercial use under Schedule 2, Part 3, Class R of the General Permitted Development Order 2015 (as amended)

SDNP/25/04956/FUL: Carringdale Motors Limited , Bury Road, Bury, West Sussex, RH20 1NN: Change of use former garage site and car showroom building to a flexible use that includes:
Showroom use for all motor trade types including cars, vans and motorcycles (Sui Generis)
plus a cafe element; plus Flexible Class E (Commercial, Business and Service) uses that include, Class E(a), Class E(g)(ii), Class E (g) iii); and Class B8 - Storage and Distribution Uses

SDNP/25/04968/CND: Millmeads , West Burton Road, West Burton, West Sussex, RH20 1HF:
Replacement of existing dwelling, garage and all existing outbuildings, with 1 no. new dwelling, attached tack room/car port wing and detached outbuilding for car parking/workshop/store use. Installation of roof mounted solar panels on south elevation of outbuilding. Associated landscaping, parking and relocation of existing access arrangements (Variation of condition 2 from planning permission SDNP/24/05251/FUL - Design and cosmetic amendments to elevations).

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

9. Finance and Administration

- (a) To review the schedule of payments and bank reconciliation since the last meeting (15th December 2025)
- (b) To consider the variance report for actual vs budget expenditure
- (c) To consider a licence agreement for a speed radar gun with Bury Community Speedwatch
- (d) To consider adopting an IT Policy
- (e) To discuss purchasing a new projector

10. Grounds Maintenance and Highways

- (a) To receive an update from the A29 RIC
- (b) To receive an update on maintenance of Bury Green playground
- (c) To discuss any other maintenance issues
- (d) To consider options for improving signage on the Coffin Trail

11. Bury and West Burton Volunteers

To receive an update and consider any requests

12. Village Hall

- (a) To receive an update on the Village Hall redesign
- (b) To consider quotes for assistance with applying for a grant from the 'Reaching Communities' Fund
- (c) To receive an update a proposal to acquire land to expand the car park
- (d) To discuss any hirer booking requests
- (e) To receive an update from the Village Hall Working Group

13. Community Land Trust

To receive an update from the Community Led Housing Group

14. Next meeting dates

Environment Assets and Planning: 23rd February 2026
Council Meeting: 16th March 2026

Bank Accounts

List of Payments made between 16/12/2025 and 19/01/2026

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
18/12/2025	Action in Rural Sussex	BACS	50.00		Annual Subs
22/12/2025	Southern Electric	DD	134.19		Electric
29/12/2025	BT	DD	39.01		Internet
31/12/2025	Mike Simpson	BACS	1,285.30		Salary
31/12/2025	Local Government Pension	BACS	388.65		December
31/12/2025	Mike Simpson	SO	15.00		Home office
02/01/2026	Rob Simpson	SO	350.00		VH Cleaning
02/01/2026	Action in Rural Sussex	SO	50.00		Duplicate SO payment
06/01/2026	Chichester District Council	BACS	180.00		VH Premises Licence
12/01/2026	Instaprint	BACS	775.37		Link Printing
19/01/2026	Fire Risk Uk	BACS	180.00		Fire Alarm Service 85214
19/01/2026	Primavera	BACS	246.00		Invoice 1078

Total Payments 3,693.52

Date: 13/01/2026

Bury Parish Council

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Time: 10:36

Bank Reconciliation Statement as at 31/12/2025
for Cashbook 1 - Bank Accounts

User: MIKE

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Current Bank Account	31/12/2025		0.00
Business Reserve Account	31/12/2025		32,094.62
			<u>32,094.62</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	0.00
			<u>0.00</u>
			<u>32,094.62</u>
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	0.00
			<u>0.00</u>
			<u>32,094.62</u>
	Balance per Cash Book is :-		32,094.62
	Difference is :-		0.00



BURY PARISH COUNCIL
BURY VILLAGE HALL
THE STREET
BURY
WEST SUSSEX
RH20 1PA

Business Reserve Account

Summary	
Statement Date	05 JAN 2026
Period Covered	06 DEC 2025 to 05 JAN 2026
Previous Balance	£32,809.47
Paid In	£1,811.11
Withdrawn	£3,055.96
New Balance	£31,564.62
BIC	NWBKGB2L
IBAN	GB88NWBK60011867806775

Welcome to your NatWest Statement

Why file and store your statements when we can do it for you? Manage your statements online at www.natwest.com
If you have changed your address or telephone number please let us know.

Interest rate: 0.95% Gross / 0.95% AER

Date	Description	Paid In(£)	Withdrawn(£)	Balance(£)
06 DEC 2025	BROUGHT FORWARD			32,809.47
08 DEC	Credit FROM 96063092	875.00		33,684.47
09 DEC	Credit FROM 96063092	115.00		33,799.47
10 DEC	Credit FROM 96063092	313.05		34,112.52
11 DEC	Credit FROM 96063092	115.00		34,227.52
12 DEC	Debit TO 96063092		60.10	34,167.42
16 DEC	Credit FROM 96063092	21.00		34,188.42
17 DEC	Credit FROM 96063092	35.00		34,223.42
18 DEC	Debit TO 96063092		762.90	33,460.52
19 DEC	Credit FROM 96063092	170.00		33,630.52
22 DEC	Credit FROM 96063092	138.31		33,768.83
29 DEC	Debit TO 96063092		14.01	33,754.82
31 DEC	Interest 31DEC GRS 67806775	28.75		33,783.57
	Debit TO 96063092		1,688.95	32,094.62
02 JAN 2026	Debit TO 96063092		350.00	31,744.62
05 JAN	Debit TO 96063092		180.00	31,564.62

Detailed Receipts & Payments by Budget Heading 13/01/2026

Cost Centre Report

		Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>100</u>	<u>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	232	360	128			64.5%	
1095	CDC Grants	5,339	0	(5,339)			0.0%	5,339
1096	Grants-other	750	0	(750)			0.0%	750
1097	SDNPA Grants	2,404	0	(2,404)			0.0%	2,404
1100	FITS	2,040	2,000	(40)			102.0%	
1120	Miscellaneous Income	70	0	(70)			0.0%	
	Administration :- Receipts	<u>47,161</u>	<u>36,038</u>	<u>(11,123)</u>			<u>130.9%</u>	<u>8,543</u>
463	Litter Picking	0	0	(0)			(0)	0.0%
3750	Community Land Trust	0	0	(0)			(0)	0.0%
4000	Salary Clerk	17,716	24,258	6,542			6,542	73.0%
4010	Home Working	135	180	45			45	75.0%
4070	Grants	845	1,000	155			155	84.5%
4071	The Link Expenditure	0	0	(0)			(0)	0.0%
4100	Computer & Office Equipment	977	1,000	23			23	97.7%
4110	Insurance	1,858	2,150	292			292	86.4%
4120	Audit Fees	508	490	(18)			(18)	103.6%
4130	Training	80	300	220			220	26.7%
4140	Miscellaneous Expenditure	250	0	(250)			(250)	0.0%
4160	Subscriptions	392	580	188			188	67.5%
4450	Payroll	120	120	0			0	100.0%
4455	Events	0	0	(0)			(0)	0.0%
	Administration :- Indirect Payments	<u>22,882</u>	<u>30,078</u>	<u>7,196</u>	<u>0</u>	<u>7,196</u>	<u>76.1%</u>	<u>1,996</u>
	Net Receipts over Payments	<u>24,280</u>	<u>5,960</u>	<u>(18,320)</u>				
6000	plus Transfer from EMR	1,996						
6001	less Transfer to EMR	8,543						
	Movement to/(from) Gen Reserve		<u>17,732</u>					
<u>200</u>	<u>Village Hall</u>							
1200	Hall Hires	8,009	9,200	1,191			87.1%	
	Village Hall :- Receipts	<u>8,009</u>	<u>9,200</u>	<u>1,191</u>			<u>87.1%</u>	<u>0</u>
4320	Licences & Checks	1,079	1,200	121			121	89.9%
4325	Hall Bookings Software	120	0	(120)			(120)	0.0%
4330	Cleaning	3,500	4,450	950			950	78.7%

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4340 Waste	569	700	132		132	81.2%	
4360 Repairs & Improvements	326	250	(76)		(76)	130.3%	
4365 Re-design	550	0	(550)		(550)	0.0%	
4370 Oil Heating	545	1,400	855		855	38.9%	
4380 Electricity	353	630	277		277	56.0%	
4390 Water & Sewage	232	300	68		68	77.3%	
4400 Telephone & Internet	214	360	146		146	59.4%	
4410 Window Cleaning	0	150	150		150	0.0%	
Village Hall :- Indirect Payments	7,486	9,440	1,954	0	1,954	79.3%	0
Net Receipts over Payments	523	(240)	(763)				
<u>250 Grounds Maintenance</u>							
4049 Playground inspection	88	110	22		22	80.0%	
4050 GM01 Wharf & River grass cut	1,400	1,050	(350)		(350)	133.3%	
4051 GM02 Bury Green grass cut	1,532	1,050	(482)		(482)	145.9%	
4052 GM03 Wharf/river seasonal	474	160	(314)		(314)	295.9%	
4053 GM04 Bury Green seasonal	190	150	(40)		(40)	126.7%	
4054 GM05 One off tasks	3,047	750	(2,297)		(2,297)	406.3%	
4055 GM06 B Green/VH one off tasks	1,604	0	(1,604)		(1,604)	0.0%	
4057 GM08 Coffin Trail	2,324	1,500	(824)		(824)	154.9%	2,254
4058 GM09 Recreation Ground	1,229	800	(429)		(429)	153.6%	
4060 Playground	198	0	(198)		(198)	0.0%	
Grounds Maintenance :- Indirect Payments	12,085	5,570	(6,515)	0	(6,515)	217.0%	2,254
Net Payments	(12,085)	(5,570)	6,515				
6000 plus Transfer from EMR	2,254						
Movement to/(from) Gen Reserve	(9,831)						
<u>300 The Link</u>							
1078 Link Advertising	4,880	5,100	220			95.7%	
1079 Link Donations	75	1,200	1,125			6.3%	25
The Link :- Receipts	4,955	6,300	1,345			78.7%	25
3500 Link Printing	775	0	(775)		(775)	0.0%	
4071 The Link Expenditure	2,160	4,800	2,640		2,640	45.0%	583
The Link :- Indirect Payments	2,935	4,800	1,865	0	1,865	61.2%	583
Net Receipts over Payments	2,020	1,500	(520)				
6000 plus Transfer from EMR	583						
6001 less Transfer to EMR	25						
Movement to/(from) Gen Reserve	2,578						

Detailed Receipts & Payments by Budget Heading 13/01/2026

Cost Centre Report

		Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>350</u>	<u>Community</u>							
463	Litter Picking	162	0	(162)		(162)	0.0%	
3750	Community Land Trust	421	0	(421)		(421)	0.0%	331
4455	Events	24	300	276		276	8.0%	
	Community :- Indirect Payments	607	300	(307)	0	(307)	202.4%	331
	Net Payments	(607)	(300)	307				
6000	plus Transfer from EMR		331					
	Movement to/(from) Gen Reserve		(276)					
<u>999</u>	<u>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	2,648	0	(2,648)		(2,648)	0.0%	
	VAT Data :- Indirect Payments	2,648	0	(2,648)	0	(2,648)		0
	Net Receipts over Payments	1,081	0	(1,081)				
	Grand Totals:- Receipts	63,854	51,538	(12,316)			123.9%	
	Payments	48,644	50,188	1,544	0	1,544	96.9%	
	Net Receipts over Payments	15,211	1,350	(13,861)				
	plus Transfer from EMR		5,164					
	less Transfer to EMR		8,568					
	Movement to/(from) Gen Reserve		11,806					

Account	Opening Balance	Net Transfers	Closing Balance
320 EMR - Capital	0.00		0.00
321 EMR - Gen & Ground Maint.	0.00		0.00
323 EMR - Wharf	0.00		0.00
324 EMR - Cricket Field & Bury Gre	5,095.48		5,095.48
326 EMR- Road signs	0.00		0.00
327 EMR-Village Hall Redesign	-291.83		-291.83
328 EMR-The Link	2,585.77	-2,251.70	334.07
329 EMR-Litter Picking	177.79	-162.23	15.56
330 EMR Community Land Trust	0.00	4,917.32	4,917.32
335 EMR- Kissing Gates	0.00	150.91	150.91
340 EMR Speed Gun	0.00	750.00	750.00
	7,567.21	3,404.30	10,971.51