



Dear Councillors

**You are duly summoned to the Meeting of Bury Parish Council on 23<sup>rd</sup> February 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  
18<sup>th</sup> February 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 19<sup>th</sup> January 2026**

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/26/00135/TCA:** The Farmhouse , The Street, Bury, West Sussex, RH20 1PA: Notification of intention to fell 1 no. Walnut tree (T1)

**SDNP/26/00326/FUL:** Hoeland House , Bury Road, Bury, West Sussex, RH20 1NJ: Erection of a free standing greenhouse (for domestic use).

**SDNP/26/00244/TCA:** Flints Orchard , West Burton Road, West Burton, West Sussex, RH20 1HD: Notification of intention to fell 2 no. Cherry trees (T1 and T2), 1 no. Hazel tree (T4), 2 no. Elder trees (T5 and T6) and 1 no. Beech tree (T8). Height reduce by 1.5m 1 no. Yew tree (T3). Width reduce by up to 2m on 1 no. Hazel tree.

- (b) To consider any applications since the publication of the agenda
- (c) To receive an update on the Hillside Nursery development (SDNP/21/05619/FUL)

**9. Finance and Administration**

- (a) To review the schedule of payments and bank reconciliation since the last meeting (19<sup>th</sup> January 2026)
- (b) To consider the variance report for actual vs budget expenditure
- (c) To consider insurance premiums for 2026-27

**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 consider expenditure for the following items relating to fees for the village hall redesign
  - (i) Local Authority Building Control
  - (ii) Structural Engineers
  - (iii) Mechanical and Electrical Engineers
  - (iv) Noise Consultants
  - (v) Arboriculturists
  - (vi) Construction Design and Management
  - (vii) Ecologists
  - (viii) Stage 2 post planning Architect fees 'Building Regulations and Production Drawings'
- (b) To consider expenditure for preliminary building works for the village hall redesign
- (c) To receive an update on grant funding for the village hall project
- (d) To receive an update a proposal to acquire land to expand the car park
- (e) To discuss any hirer booking requests
- (f) 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. Clay Pigeon Shooting**

To receive an update on noise emitted from a clay pigeon shoot on land in West Burton

**15. Next meeting dates**

Council Meeting: 16<sup>th</sup> 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
19/01/2026	WSALC	BACS	78.00		2041&2050 Training
19/01/2026	Primavera	BACS	255.60		1082- Bury Playground

**Total Payments** 4,027.12

Date: 18/02/2026

Bury Parish Council

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Time: 08:38

Bank Reconciliation Statement as at 12/02/2026  
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	12/02/2026		0.00
Business Reserve Account	12/02/2026		38,525.01
			<u>38,525.01</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	0.00
			<u>0.00</u>
			38,525.01
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	0.00
			<u>0.00</u>
			38,525.01
	Balance per Cash Book is :-		38,525.01
	Difference is :-		0.00



NatWest

## Transactions

### Your transactions

Account type: **Business Reserve Account**

Account number: **67806775**

Sort code: **600118**

Account name: **SLA BURY PARISH BR**

Date: **18 Feb 2026**

Showing: 18 Jan 2026 to 17 Feb 2026, All Transactions

Date	Type	Description	Paid in	Paid out	Balance
12 Feb 2026		FROM 96063092	£9,847.00		£38,525.01
10 Feb 2026		TO 96063092		£835.95	£28,678.01
09 Feb 2026		FROM 96063092	£143.78		£29,513.96
06 Feb 2026		TO 96063092		£45.95	£29,370.18
04 Feb 2026		FROM 96063092	£196.00		£29,416.13
03 Feb 2026		FROM 96063092	£20.00		£29,220.13
02 Feb 2026		TO 96063092		£365.00	£29,200.13
30 Jan 2026		TO 96063092		£1,598.95	£29,565.13
30 Jan 2026	INT	30JAN GRS 67806775	£24.86		£31,164.08
29 Jan 2026		FROM 96063092	£56.00		£31,139.22
28 Jan 2026		TO 96063092		£86.44	£31,083.22
27 Jan 2026		FROM 96063092	£131.99		£31,169.66
21 Jan 2026		TO 96063092		£1,211.98	£31,037.67
20 Jan 2026		TO 96063092		£299.60	£32,249.65
19 Jan 2026		FROM 96063092	£340.00		£32,549.25

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## Detailed Receipts &amp; Payments by Budget Heading 23/02/2026

## 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	4,700	0	(4,700)			0.0%	2,200
1085	SCC Rialtas	147	0	(147)			0.0%	
1090	Bank Interest	257	360	103			71.4%	
1095	CDC Grants	5,339	0	(5,339)			0.0%	5,339
1096	Grants-other	10,750	0	(10,750)			0.0%	10,750
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>59,386</u>	<u>36,038</u>	<u>(23,348)</u>			<u>164.8%</u>	<u>20,743</u>
463	Litter Picking	0	0	(0)			(0)	0.0%
3750	Community Land Trust	0	0	(0)			(0)	0.0%
4000	Salary Clerk	20,602	24,258	3,656			3,656	84.9%
4010	Home Working	150	180	30			30	83.3%
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	145	300	155			155	48.3%
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>25,848</u>	<u>30,078</u>	<u>4,230</u>	<u>0</u>	<u>4,230</u>	<u>85.9%</u>	<u>1,996</u>
	Net Receipts over Payments	<u>33,538</u>	<u>5,960</u>	<u>(27,578)</u>				
6000	plus Transfer from EMR	1,996						
6001	less Transfer to EMR	20,743						
	Movement to/(from) Gen Reserve			<u>14,791</u>				
<u>200</u>	<u>Village Hall</u>							
1200	Hall Hires	9,036	9,200	164			98.2%	
	Village Hall :- Receipts	<u>9,036</u>	<u>9,200</u>	<u>164</u>			<u>98.2%</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	3,850	4,450	600			600	86.5%

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	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4340 Waste	659	700	41		41	94.2%	
4360 Repairs & Improvements	742	250	(492)		(492)	297.0%	
4365 Re-design	2,750	0	(2,750)		(2,750)	0.0%	2,200
4370 Oil Heating	1,178	1,400	222		222	84.1%	
4380 Electricity	353	630	277		277	56.0%	
4390 Water & Sewage	318	300	(18)		(18)	106.1%	
4400 Telephone & Internet	246	360	114		114	68.4%	
4410 Window Cleaning	0	150	150		150	0.0%	
Village Hall :- Indirect Payments	11,295	9,440	(1,855)	0	(1,855)	119.7%	2,200
Net Receipts over Payments	(2,260)	(240)	2,020				
6000 plus Transfer from EMR	2,200						
Movement to/(from) Gen Reserve	(60)						
<b>250 Grounds Maintenance</b>							
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	454	0	(454)		(454)	0.0%	
Grounds Maintenance :- Indirect Payments	12,340	5,570	(6,770)	0	(6,770)	221.6%	2,254
Net Payments	(12,340)	(5,570)	6,770				
6000 plus Transfer from EMR	2,254						
Movement to/(from) Gen Reserve	(10,087)						
<b>300 The Link</b>							
1078 Link Advertising	5,490	5,100	(390)			107.6%	
1079 Link Donations	95	1,200	1,105			7.9%	45
The Link :- Receipts	5,585	6,300	715			88.7%	45
3500 Link Printing	775	0	(775)		(775)	0.0%	
4071 The Link Expenditure	2,556	4,800	2,244		2,244	53.2%	583
The Link :- Indirect Payments	3,331	4,800	1,469	0	1,469	69.4%	583
Net Receipts over Payments	2,254	1,500	(754)				
6000 plus Transfer from EMR	583						
6001 less Transfer to EMR	45						
Movement to/(from) Gen Reserve	2,792						

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## 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	646	0	(646)		(646)	0.0%	556
4455	Events	24	300	276		276	8.0%	
	Community :- Indirect Payments	832	300	(532)	0	(532)	277.4%	556
	Net Payments	(832)	(300)	532				
6000	plus Transfer from EMR	556						
	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	3,223	0	(3,223)		(3,223)	0.0%	
	VAT Data :- Indirect Payments	3,223	0	(3,223)	0	(3,223)		0
	Net Receipts over Payments	506	0	(506)				
	Grand Totals:- Receipts	77,736	51,538	(26,198)			150.8%	
	Payments	56,870	50,188	(6,682)	0	(6,682)	113.3%	
	Net Receipts over Payments	20,866	1,350	(19,516)				
	plus Transfer from EMR	7,589						
	less Transfer to EMR	20,788						
	Movement to/(from) Gen Reserve		7,667					