

Duncton Parish Council

Minutes of the meeting held on 19th May 2015

Present

M. Bracey, C. Davies, S. Danby, V. Leysen (Co-opted at this meeting).

In attendance

A. Harte (Clerk to the Council), J. Elliott

Agenda item no. 1 Apologies

P. Darley, A. Beadsley.

Agenda item no. 2 Declarations of interests:

None

Agenda item No.2a Co-option of Vincent Leysen

Following submission of election forms by V. Leysen which were incomplete it was announced that there were two vacancies and therefore Vincent Leysen was proposed as a Parish Councillor by Marie Bracey and agreed unanimously.

Agenda item no. 9 District Councillors Report – John Elliott

The Parish Council congratulated John Elliott on his re-election. He has been elected to the planning committee and grants committee at CDC. He discussed possible cuts from government level and savings that would have to be made. He stressed that the majority of councilors were against the cuts affecting public toilets. He discussed his role in the villages and thanked the council for their support of neighboring parishes in planning matters.

The next All Parishes Meeting will be on 30th September 2015.

A second meeting to discuss a blanket neighborhood plan will be held again in Duncton Village Hall, J. Elliott will inform everyone of the date as soon as he can.

ACTION A. Harte to send J. Elliott an up to date contact list for the Parish Councillors.

M. Bracey asked J. Elliott about the two abandoned cars on the verge and field at the bottom of Duncton Hill.

Agenda item No.3 Election of Chairman and signing of declaration of acceptance of office

On a proposal by S. Danby it was unanimously **RESOLVED** that Marie Bracey be re-elected Chairman for the 2015/2016 Council Year.

Declaration of Acceptance of Office signed.

Agenda item no. 4 Election of Vice Chairman and signing of declaration of acceptance of office

On a proposal by the Chairman it was unanimously **RESOLVED** that Chris Davies be elected Vice-Chairman for the 2015/2016 Council Year.

Declaration of Acceptance of Office signed.

Agenda item no. 5 Election of Committee Members and representatives:

It was unanimously **RESOLVED** that the committee members represent the following Council issues:

Village Hall Serena Danby / Andy Beadsley

Planning Chris Davies (chair) / Andy Beadsley / Pat Darley
Footpaths John Mayes / Chris Davies
Play Area Serena Danby
Minerals & Waste Vincent Leysen / Liz Williams
Roads Chris Davies
Trees Chris Davies
Burton Pond Reserve Marie Bracey
Emergency Planning Pat Darley / Andy Beadsley
Neighbourhood Watch Pat Darley / Marie Bracey
Police Liaison Chris Davies / Vincent Leysen
NEPF Marie Bracey
Finance Councillor Andy Beadsley

Agenda item no. 6 Minutes

Minutes of the meeting held on 11th March 2015 signed as a correct record.

Agenda item no. 7 Update on Action Points from the Meeting on 11th March 2015

- a) Barclays Bank account set up process has been slow and disappointing as councilors have had to resubmit information. It was agreed that it was too late in the process to change banks. To push for a conclusion (**ACTION A. Harte**)
- b) The Neighborhood plan process is complicated and should be carried out by professionals and it was agreed that perhaps John Elliott's proposal of a group of smaller parishes combined together may be the best way forward.
- c) Broadband Progress – M.Bracey reported an update from Jo Furber. A new cabinet will be built in Duncton Village. A discussion took place on fibre broadband connections. Questions were raised about Cabinet 4 in Petworth and the properties north of the new cabinet to be built in Duncton. (**ACTION A.Harte** to ask what will happen with these properties.)
- d) No progress as yet on holding funds for charity
- e) Spring Clean Day response showed that street cleaning would be taking place through the Village soon so not a necessity considering the danger involved on working by the main road. An offer from Seaford College for Volunteer students for their Community Day was received by the Council with thanks and **A. Harte will reply accepting the offer.**
- f) Cupboard for the Meeting Room at the Village Hall was discussed. It was decided to go for a 2m high by 1m wide and 60cm deep unit with a lock. (**ACTION M. Bracey**)

Agenda item no. 8 County Councillor's report – Michael Brown

Michael Brown was not present and no report was submitted.

Agenda item no. 10 Planning 12/03/2015 - 19/05/2015

- a) Discussion on the current applications and decisions took place:
 - a. Heath End Quarry has had their application for extension of time refused. There have been communications following this between members of the Liaison Committee and P. Wilsdon as works were continuing. **ACTION C. Davies** to email P. Wilsdon. **A. Harte** to email L. Williams and P. Wilsdon with V. Leysen's contact details.
 - b. SDNP/14/05737/HOUS Burton Park Farm – Approved
 - c. SDNP/14/05948/FUL Laudacre Cottage – Application Withdrawn
 - d. SDNP/15/00321/HOUS Swan House – Approved
 - e. SDNP/15/00542/TPO Woodberry House – Refused
 - f. SDNP/15/00494/APNB North Lodge – Np Objection
 - g. SDNP/15/00662/HOUS and SDNP/15/00663/LIS The Cornstore – Refused
 - h. A.Harte has registered 'no objection' through SDNP planning portal for SDNP/15/01631/LIS and SDNP/15/01630/HOUS Duncton Mill.

- b) Dog kennels Cottage - Applications for demolition were discussed as the Parish Council are not routinely informed or consulted on pre applications or the demolition of agricultural buildings. (**ACTION A.Harte** to email J. Elliott regarding this matter)
- c) Revised Scheme of delegation by SDNP circulated by email – no comments.
- d) SDNP Local Plan Draft circulated by email – no comments

Agenda item no. 11 Finance

- a) The annual accounts were described and **APPROVED** by the council.
- b) The Annual Audit return was **APPROVED** by the Council. The annual governance statement was discussed and **APPROVED** by the council.
- c) It was unanimously **RESOLVED** to pay the Clerk’s salary and expenses for March / April 2015
£575.51 – A discussion took place on measures that could be taken to reduce costs and clerks hours. M. Bracey to write an article for the Parish Magazine to appeal for someone to take on roles such as website and magazine co-ordinator for Duncton.
- d) £3625 received from CDC 50% precept for 2015/2016
- e) It was **RESOLVED** to pay the insurance renewal fee £743.71 to Came and Company as we are in the third year of a three year agreement with reduced rates.
- f) It was **RESOLVED** to pay £36.15 for the two copies of the Diamond Jubilee Tree book and donate one to Duncton Junior School.
- g) It was **RESOLVED** to pay the WSALC Subscription fee £106.14
- h) It was **RESOLVED** to donate £50 to Arun and Chichester Citizens Advice Bureau as requested and detailed in the budget.
- i) Risk Register Review – The risk register was discussed and reviewed with appropriate changes agreed. (**ACTION A Harte** to update)

TO	DETAIL	AMOUNT
Broker Network Ltd.	Insurance premium 2015-2016	£743.71
The Tree Council	Jubilee Trees Book x2	£36.15
West Sussex ALC Ltd	Subscriptions to SALC and NALC	£106.14
Clerk's Salary & Expenses 01/03/15-30/04/15		
LCP Scale 21 per SALC Payment Schedule per hour		£ 10.26
Total number of hours worked in Mar / Apr 15	Mar; 17.33 Apr; 17.33 + 16	50.66
Total salary for Mar / Apr 15		£ 519.77
Less income tax for Mar / Apr 15		
Total salary to clerk for Mar / Apr 15		£ 519.77
Clerk's Expenses		
Office allowance Mar / Apr 15 (@ £13.09 pcm)		£ 26.18
Broadband Mar / Apr 15 (@ £5.00 pcm)		£ 10.00
Paper		£ 11.98
Grip fill for notice board cork board		£ 4.79
File and dividers		£2.79
Total Expenses		£ 55.74
Total Salary/Expenses due to A Harte for this period		£ 575.51

Agenda item no. 12 Duncton Playground

- a) Playsafe have been contacted regarding the repairs to the existing equipment and the new basket seat but there has been no news of a date for starting works. **(ACTION S. Danby to call them)**.
- b) A letter has been received by the council from a resident of Willett Close objecting to the proposed extension to the playground. It was agreed that more time should be given to this and it should be a major item on the July Agenda **(ACTION A. Harte)** In the Meantime **A. Harte to email** the proposed plan from Playdale to Hyde Martlet for their response.

Agenda item no. 13 Correspondence File & Invitations received 12th March – 19th May 2015

- a) Circulated. Discussed the lack of need for printing of items circulated by email. Invitations were considered most important. There was an invitation for Parish Members for South Downs National Park. M.Bracey offered to all councillors. The offer of Volunteers from Seaford College on 2nd July already discussed.

Agenda item no. 14 Set Dates for Forthcoming Meetings

Tuesday 7th July 2015

Tuesday 1st September 2015

Tuesday 3rd November 2015

Tuesday 5th January 2016

Tuesday 1st March 2016

Tuesday 3rd May 2016

All meetings take place in Duncton Village Hall starting at 7pm

(ACTION A.Harte to book hall)

Agenda item no. 15 Councillors Reports

- a) C. Davies – has been approached by a television company to contribute to a programme focussing on problem roads, this could help with Police support.
- b) M.Bracey - Reported on the leaving party for Daphne Withers and gave a huge thank you to Serena Danby for her baking the cakes for the event. Daphne was presented with a garden bench and flowers and the event was a great success.

Meeting Closes at 9.40pm

Village Hall Update

- b) Nigel is looking into updating the Village Hall website and bin area.
- c) Broadband provision for the Hall has been shelved for the time being.

The next meeting will be on Tuesday 7th July 2015 at 7pm in Duncton Village Hall.

Signed:

Date: