

Duncton Parish Council

Minutes of the meeting held on 7th January 2014

Present

M. Bracey, C. Davies, S. Danby, D. Withers, A. Beadsley, R. Boulton.

In attendance

A. Harte (Clerk to the Council), M. Brown (WSCC), J. Stobart (Road Safety/ASD Co-ordinator West Sussex Police)

Agenda item no. 1 Apologies

P. Darley, J. Elliott

Agenda item no. 2 Declarations of interests:

None

Agenda item no. 3 Minutes

Minutes of the meeting held on 4th November 2013 signed as a correct record.

Agenda item no. 4 Matters Arising

- a) The new notice board will be completed in January but A. Harte will check again. (**ACTION A. Harte**)
- b) Statistics from the speed loops have still not been sent so A. Harte to contact WSCC. (**ACTION A. Harte**)
- c) Loose manhole cover is now repaired.
- d) A. Harte to double check that the bank protection scheme applies to Parish Councils. (**ACTION A. Harte**)
- e) Bus shelter cleaning and Playground gate cleaning to be done in better weather. (**ACTION C. Davies and M. Bracey**)
- f) A. Harte to order the Jubilee tree bench (**ACTION A. Harte**).
- g) The Community Orchard will be taken on by Kate Bryant.

A. Beadsley commented on the flooding on the field by Duncton straight by the barn opposite April Cottage. This has caused flooding to the house due to a culvert that runs under the A285 being blocked. The residents of the property that has flooded are taking action but West Sussex Highways department are not responding. M. Bracey also raised the issue of flooding at Lilac Cottage by Willett Close and asked Michael Brown if he would be able to help in these areas. Duncton Parish Council had been pursuing the Operation Watershed route but this has been closed before we could get a quote from the contractor for both areas. A. Harte to email all information to M. Brown. (**ACTION A. Harte**).

Agenda item no. 5 County Councillor's report M. Brown

- a) Heath End Sand Pit – Extraction Licence has now expired. Spencer Bryan has moved on and M. Bracey would like to know what is going to be done, if the extraction extension has not been applied for Dudmans should restore the site. As chair of the Liaison Committee Michael Brown will organise a meeting with the Liaison group and Dudmans.
- b) WSCC is parting company with the current Chief Executive, Kieran Stigant. This is an amicable split after 3 and a quarter years following the decision by the Council to become a Commissioning Council and to outsource everything to the private sector. This big change requires a specialist so a Chief Operating Officer

and another role will be recruited resulting in a £25,000 per year saving. M. Brown will let the council know when the two new appointments are made.

- c) The task and finish group on roads have appointed contractor Balfour Beatty to resurface the unclassified roads in the County. This includes many rural roads. £30million will be spent across the County over the next two financial years on this.
- d) In the Budget on 14th February M. Brown will announce the fourth successive year of freezing Council Tax.
- e) M. Bracey asked when the next County Local Committee will be and if the Graffham Turn onto the Duncton straight would be discussed at that meeting. M. Brown confirmed that it would not be discussed at that meeting.

M. Brown left the meeting

Agenda item no 6 District Councillor's report J. Elliott

J. Elliott sent apologies.

Agenda Item no. 7 Speaker James Stobart of Operation Crackdown

Operation Crackdown provides a means to report abandoned vehicles and antisocial driving started in 2002, now re-launched and easier to use. Antisocial driving is anything that could cause distress to other road users. The speedwatch group was also set up and each parish can have their own group and may be able to apply for funding for equipment to use for this. Speedwatch to be put on the agenda for March and Jason Lemm to be contacted regarding this. **(ACTION A.Harte)**

Reports that are made must contain a means of identification, preferably a number plate. The incident should not be urgent such as illegal parking and drink driving in progress, the usual police numbers should be used as they require immediate response. Reporters must give their details as well but these are protected under the privacy policy.

J. Stobart explained how entries could be made online and how these reports may be dealt with depending on the number of reports and severity of the incident. The users can now keep track of the progress of their case with a specific reference number provided.

Agenda item no. 8 Final Report of the joint scrutiny task and finish group on flooding

A.Beadsley and C. Davies to work on a response to the report provided by the end of February. **(Action A. Beadsley and C. Davies)**

Agenda item no. 9 Approval of Standing Orders

Postponed until the March Meeting.

Agenda item no. 10 Planning 04/11/2013 - 06/01/2014

- a) Discussion on the current applications took place. Since the last meeting application
- b) SDNP/12/02452/FUL
has been refused, applications SDNP/13/02378/LIS and SDNP/13/02377/FUL withdrawn.
- c) SDNP/13/04727/LIS and SDNP/13/04621/FUL have been approved.
- d) SDNP/13/05630/HOUS and SDNP/13/05692/LIS were discussed. A.Harte to register 'no objection' through SDNP planning portal. **(ACTION A. Harte)**
- e) A.Harte report on Planning session at CDC –

- a. To get any of the new CIL there should be a Neighborhood Plan in place. M. Bracey reported that this was not the case in the SDNP
- b. To allow access to planning applications after CDC/SDNP stop sending paper copies there is a possibility of getting a grant. A. Harte has applied for a grant for an interactive whiteboard although after some discussion it was decided that a 'plasma screen' or LCD screen may do the job adequately and cost less. It would not be necessary to have a television licence as it would not need to be connected to receiving equipment and would function as a computer monitor essentially. It was agreed to wait and see if the grant was given before going any further.

Agenda item no. 11 Finance

- a) A draft budget for the next financial year was presented to the council.
 - a. M. Bracey proposed a regular contribution to Petworth Youth Centre at the Sylvia Beaufoy to ensure it remains secure following recent cuts in funding. It was decided that Annie Sneller should be invited to the March meeting to discuss the running of the centre and the funding issues. **(ACTION A.Harte)** If necessary the budget can specify a regular donation the Sylvia Beaufoy without a rise in precept.
 - b. A. Beadsley informed the Council that there would need to be a budget for Village Hall Hire as following the donation given by the Parish Council to the Village Hall extension, the HMRC would assume the Parish Council were receiving benefit from the donation despite the fact that the Parish Council have had free use of the Village Hall for a number of years prior to the donation. A. Beadsley to seek advice from HMRC and will discuss the possibility of a reduced rate. According to C. Davies it would appear that Duncton Village Hall's charges are high compared to Tillington. **(ACTION – A. Beadsley)**
 - c. M. Bracey proposed not to increase the precept for this year and will revisit the budget in the next meeting. **All agreed.** Precept set at £7250 **(ACTION A. Harte)**
 - d. A. Harte pointed out that according to guidelines the parish council should not have more than one third to one half of the precept in reserve and therefore should spend up to £6000 or put this into reserve for a specific purpose. It was **agreed** to put any excess funds into a reserve for Village activities.
- b) It was unanimously **RESOLVED** to pay the Clerk's salary and expenses for November / December 2013 £384.17
 Payments in the table shown below were **RATIFIED**.
- c) A discussion on the donation to the Holy Trinity Church took place as there is a regular £400 donation given annually this makes the £500 given appear to be just £100 more, which considering the bill of £1350 is not a great help to them. M. Bracey proposed that the usual annual donation be given in addition making the donation to the churchyard clearance £500. This was unanimously **resolved** with the condition that it is spent on the churchyard clearance. A. Harte to write a covering letter with the cheque. **(ACTION A. Harte)**
- d) M. Bracey to ask Sebastian Anstruther about the Christmas tree cost. **(ACTION M. Bracey)**

Payments Due 07/01/2014					
TO	DETAIL	AMOUNT			
The Holy Trinity Church Duncton	Church Yard Clearance	£ 500.00	To be ratified as already paid		
Sylvia Beaufoy Youth Centre	Donation	£ 250.00	To be ratified as already paid		
Aurora Fireworks	Firworks	£ 750.00	To be ratified as already paid		
Playsafe Playgrounds Ltd	Wetpour repairs 2	£ 761.60	To be ratified as already paid		
C.Davies	Electrical supplies for Christmas Tree	£ 19.04			
Clerk's Salary & Expenses 01/11/13-31/12/13					
LCP Scale 21 per SALC Payment Schedule per hour		£ 10.04			
Total number of hours worked in Nov/Dec 13	November; 17.33 December; 17.33	34.66			
Total salary for Nov/Dec 13		£ 347.99			
Less income tax for Nov/Dec 13					
Total salary to clerk for November/December 13		£ 347.99			
Clerk's Expenses					
Office allowance Nov/Dec (@ £13.09 pcm)		£ 26.18			
Broadband Nov/Dec (@ £5.00 pcm)		£ 10.00			
Total Expenses		£ 36.18			
Total Salary/Expenses due to A Harte for this period		£ 384.17			
Total PAYE due to HMRC		£ -			

Agenda item no. 12 Playground report

Nothing to report

Agenda item no. 13 Correspondence File & Invitations Received 04/09/13 – 04/11/13

Circulated to Councillors. On footpaths There is a finger post down opposite Burton Church
(ACTION- A.Harte to report on post and to find the date and agenda of the next County Local Committee)

Agenda item no. 17 Councillors Reports

- a) C. Davies:
Requested a metal type seat for around the jubilee tree in the last meeting. A. Harte passed round some prices for metal tree seats. It was **agreed** to purchase a seat costing £179 from Amazon. C. Davies also asked about the book and tree council plaque. A. Harte has requested 5 copies of the book and is waiting to hear back from the tree council. **(ACTION – A. Harte to order tree seat)**
- b) S. Danby:
The gullies on Duncton Hill are blocked with leaves. **(ACTION – A.Harte to inform highways)**
- c) M.Bracey:
Attended the North East Parishes Forum meeting and although we would not get the New Homes Bonus they may consider an audit of needs which we should put together.
M. Bracey met the new PCSOs, both spoke well and confidently and Paul is interested to meet the Parish Council. **(ACTION – A. Harte to invite him to the APM)**

Meeting Closes at 9.07pm

The next meeting will be on Tuesday 4th March 2014 at 7pm in Duncton Village Hall.

Signed:

Date:

Village Hall Update and Report

Finance:

For building work they estimate to be around £3.5 thousand short. Reserves are down due to two wedding cancellations, one just before Christmas and one 2015 wedding. They are considering taking a loan. M. Bracey offered a Parish Council loan facility if required.

Discounts given on Weddings were discussed at the Village Hall Meeting and compared to the Village Hall committee's set policy.