

Duncton Parish Council

Draft minutes of the meeting held on 08th January 2015

Present

M. Bracey, C. Davies, S. Danby, D. Withers, A. Beadsley, P. Darley

In attendance

A. Harte (Clerk to the Council), M. Brown (WSCC), J. Elliott (CDC). David Spragg, Stuart Daburn.

Agenda item no. 1 Apologies

R. Boulton

Agenda item no. 2 Declarations of interests:

A. Beadsley Agenda Item 4. Swan House, Burton Park Road as he is a neighbour.

Agenda item no. 3 Minutes from the Meeting on 4th November 2014

Signed as a correct record.

Agenda item no. 6 County Councillor's report

Duncton Straight - A meeting took place between the WSCC engineers and Duncton & Graffam PC representatives regarding the double white lines that are due to be installed. The work did not start before Christmas due to another traffic control in place at the time to rebuild walls for the bridge towards the Badgers Pub. The work is due to begin on 12th January with a convoy system in place. The work will take 3 days and will be time limited to avoid congestion during rush hours.

Finance – The County Council's revenue and capital budgets have been finalised. The County Council will have to save 24 million due to the reduction in government grant. They will eventually be entirely dependent upon council tax, business rates and other income such as fees and charges. For next year and the next four years, provided nothing happens to change the situation, the frontline services and council tax freeze should be maintained. This means that the council tax rate in 2016 will be the same as it was in 2010 giving a saving of around £300 for every band D household over that period.

Broadband – C. Davies has enquired about this along with M. Bracey and the plans are progressing now. The Parish Council will continue to monitor the situation and call on M. Brown for help if required.

M. Brown left the meeting 7.20pm

J. Elliott joined the meeting

Agenda item no. 4 Swan House, Burton Park Road – planning consultation

When the first application for a boat and storage barn was consulted on for Swan House the Parish Council objected to the size and scale of the building and therefore the applicants withdrew the application.

D. Spragg and S. Daburn explained the reasons for the size and siting of the building and answered questions from the councillors.

It was agreed that when the application is registered C. Davies will consult with the neighbours again but see no issues with visual impact and provided that a condition is applied to prevent conversion to a habitable dwelling this should gain PC support.

Agenda item no. 5 Clerk's report on action points from the 4th November 2014 meeting

a) Barclays Bank account set up - R. Boulton has asked to step down from the Parish Council and therefore

- another signatory is required. P. Darley offered to be the signatory and is already a Barclays customer. A. Harte circulated new forms to be completed and will take them to Barclays. **(ACTION P. Darley and A. Harte)**
- b) The New notice board has been installed. Phil Exall and Guy Patten did an excellent job and worked very hard to install the very heavy board together. The Parish Council are extremely grateful to both of them for this service, it is hugely appreciated. A public thank you will be put into the Parish Magazine **(ACTION M. Bracey)**.
 - c) A. Harte contacted Winter Maintenance about the grit replacement. Will try to speak to someone to find out what is happening. **(ACTION A. Harte)**
 - d) Duncton Straight Footpath - The hedges have been trimmed recently and this is a great improvement. Footpath repairs along this footpath will be taking place in the worst areas but unfortunately it cannot all be done at the same time as the double white lines work.
 - e) Speedwatch will have to be discussed at the next meeting. **(A. Harte)**
 - f) C. Davies confirmed that it is not possible to arrange a property marking session for all villagers and it has to be arranged individually. The details of how to arrange this should be put into the Parish Magazine. **(ACTION M. Bracey)**
 - g) No further progress has been made regarding the Neighbourhood plan. J. Elliot reported that Bury is going ahead and there will be a further meeting looking at the possibility of parishes getting together to produce a blanket plan. **ACTION A. Harte** to speak to Bury Clerk about their progress.
 - h) Heath End sand pit application is still not decided. More pressure on those in charge is required with this issue **(ACTION – M. Bracey and C. Davies)**
 - i) Community Right To Bid – This allows provision for the Parish to bid for assets that are of community value should they be sold. The only asset in the Village that may be considered for this is The Cricketers Pub as it has great importance to the community. **ACTION A. Harte** to discuss the registration of this asset with the current Licensees.
 - j) Better Connected Broadband – there is some progress.

Agenda item no 7 District Councillor's report

- a) Precept requests are due on Friday 9th January.
- b) Waste Collection Calendars are not being sent to households – J. Elliot will ask for 150 to be sent. A discussion followed on the fact that different areas of the Parish are on different rounds so it is not easy to display for all. Information is available in Initiatives Magazine but several people did not receive that in December. J. Elliot was asked to register Duncton Parish Council's dismay that they are not sending out individual calendars to households. **(ACTION J. Elliott)**
- c) Church Bell- J. Elliot reported that it may be difficult to secure any funding for the Bell at the Holy Trinity Duncton due to the registered church goes in the parish. M. Bracey pointed out that the Church Parish is 100 fewer as Burton Park have their own church.
- d) J. Elliot will arrange a further meeting about the Blanket Neighborhood Plan. Bury is going ahead alone with grants to fund this. Duncton offered to host the second meeting with Amy from SDNP.

J. Elliott left the meeting

Agenda item no. 8 Integrated Works Programme Stakeholder Consultation

In the Chichester North CLC 15/16 section of this there is proposed carriageway surface dressing listed for 'Dunton A285, Church Road to Park Road'. A Harte to ask Peter Lawrence if this is connected to the double white lines project or entirely separate. **(ACTION A. Harte)**

Opposite the Catholic Church there is a section of wall that appears unstable. **ACTION A. Harte** to inform highways and ensure that this is secured so that it does not cause any further accidents on the road.

Agenda item no. 9 Playground

- a) Repairs to playground – surface repairs have come away from the original. S. Danby reported that Playsafe say that eventually the entire surface will need to be replaced but it is not causing a safety issue. S. Danby is keeping an eye on it.
- b) Quote from Sovereign and playsafe received. Hags- SMP and Playdale not arrived yet. A meeting arranged for Thursday 15th January at 7pm to concentrate on the playground plans as there is not sufficient time in this meeting. This will allow time for other quotes to be received. **(ACTION ALL)**

Agenda item no. 10 Duncton Straight – Planned for 12th January

Already discussed

Agenda item no. 11 Review of Standing Orders

- a) Sub Committee Protocol – Councillors require more time to review the Standing Orders document so this will be on the Agenda in March.
- b) Agenda – A. Harte identified an error and needs to sign the Agenda electronically preferably. **(ACTION A. Harte)**

Agenda item no. 12 Planning 05/11/2014 - 08/01/2015

- a) Planning applications and decisions discussed. Nothing new to comment on.
- b) Planning committee process – All agreed that viewing together on the screen was good practice.

Agenda item no. 13 Finance

- a. It was unanimously **RESOLVED** to set the precept for 2015 / 2016 at £7250 as last year. **(ACTION A. Harte)**
- b. Proposed budget discussed. Additions to this would be broadband provision for the Village Hall, £148 for line installation and £25 per month? **ACTION A. Beadsley** to investigate contract restrictions and costs in terms of downloads and television licence requirements. In principle all are in favour of broadband at the Village Hall provided details and costs are confirmed.
- c. It was unanimously **RESOLVED** to pay Clerk’s Salary and expenses as detailed in the table below.
 - i. New SALC rate for scale 21 of £10.26 **agreed** from 1st January 2015
- d. SALC subscriptions increased by CPI, all agreed that this is acceptable.
- e. VAT repayment of £2317.57 received for period 2013-2014
- f. Payment of £750 for Fireworks **RATIFIED**.
- g. Payment of £37.50 for cork board for notice board **RATIFIED**.
- h. The council **RESOLVED** to pay for Laptop repair and a new cordless mouse.

Payments Due 06/01/2015		
TO	DETAIL	AMOUNT
Dunton PCC	Grant for The Holy Trinity Church	£400
Aurora Fireworks LTD	Fireworks	£750
Bathrooms, Showers, Tiles	Cork board for notice board	£37.50
Clerk's Salary & Expenses 01/11/14-31/12/14		
LCP Scale 21 per SALC Payment Schedule per hour		£ 10.04
Total number of hours worked in Nov / Dec 14	Sept; 17.33 Oct; 17.33 + overtime 3.84	38.50
Total salary for Nov / Dec 14		£ 386.54
Less income tax for Nov / Dec 14		
Total salary to clerk for Nov / Dec 14		£ 386.54
Clerk's Expenses		
Office allowance Nov / Dec 14 (@ £13.09 pcm)		£ 26.18
Broadband Nov / Dec 14 (@ £5.00 pcm)		£ 10.00
Bolts for notice board		£ 4.58
Total Expenses		£ 40.76
Total Salary/Expenses due to A Harte for this period		£ 427.30
Total PAYE due to HMRC		£ -

Agenda Item No. 14 Police Involvement at Meetings

Paul Isaac asked what level of involvement the Parish Council would like from him. This was discussed and it was decided that the clerk should send all agendas to him but he need only come to meetings for specific issues as required or twice a year. **(ACTION A. Harte)**

Agenda item no. 15 Election and Meetings in May

- a) May meeting changed to 19th May due to election regulations.
- b) It was decided that the APM should be on Tuesday 5th May, the original date for the Parish Council Meeting. We need to decide what theme to have at this meeting. Possibly the Election and the role of a Parish Councillor or the playground extension.

Agenda item no. 16 Correspondence File & Invitations received 5th November 2014 to 7th January 2015

- a) C. Davies will attend the CLC on 13th January.
- b) Circulated to Councillors

Agenda item no. 17 Councillors Reports

- P. Darley – A resident of Burton Park is required for the Neighbourhood watch.
- A. Beadsley – Burton Mill Pond works for the Wheelyboat launch jetty require more environmental studies. Trees have been planted at the Village Hall. Thanks to all that helped with that. A. Beadsley asked for clarification about the situation with HMRC and the Donations to the Village Hall extension. A. Harte clarified that legal advice from SALC was that if no benefit was being gained from the donation then there is no problem.
Liz and Andy notified that Parish Council that they will apply for planning permission to build a barn in their paddock.
- M. Bracey – Caroline, Louise and Marie are setting up a Village Fundraising Group nominating a different charity each year. This year they will raise funds for Chestnut Tree House. They will put on events such as the Big Sing in September and have already raised £500. M. Bracey asked if the money raised could be held in the Parish Council account. A. Harte will look into the legal and accounting aspects of this. **(ACTION A. Harte)**

Agenda item no. 18 Parishes Online Mapping report

- A. Harte attended training on parishes online, this contains information and can be used to create maps showing details of various facilities in the village such as grit bins, footpaths etc.

The next meeting will be on Tuesday 3rd March 2015 at 7pm in Duncton Village Hall.

Signed:

Date:

Village Hall Update and Report by Nigel Clifford

The hall is doing very well, with no complaints from any locals on noise or other issues.

Martin Langford has spent considerable time sorting out the kitchen, cleaning and putting the important crockery under lock and key and hopefully this will solve any future problems of things going 'missing'.

Martin has purchased new pans for use only by the hall and these are now under lock and key.

Martin Langford and I cleared out the cupboard and have now got the chairs housed in there. As long as this is kept clear by fellow users this should not cause any further problems.

We have raised the cost of weddings and, even through this; the bookings are maintaining their strength. The hall is very popular, long may it remain so, to allow it to grow. We have also lowered the cost of hire to villagers to 25% of the usual cost, hopefully we will be able to reduce this to 10% in the near future.

At present I am obtaining quotes for renewal of the hall floor, drawings for submission to the council for extending the hall adjacent to the entrance for storage, planting of the bank with wild flowers facing the lower lawn, a quotation for renewal of the sanitary ware to the gents toilets. Obviously these will not be able to be achieved straight away, however I have formed a basis of a 4 year budget and hopefully we can achieve some of these items in that time. I have also sort from BT the cost of supply, installation, and running of Broadband in the hall. The general consensus of the hall committee is that this is a good idea, and in consultation with Andy Beasley it has been suggested that the parish council may be able to apply for this, as it may be cost advantageous, and the hall contribute to the running, say 50%? If the Parish Council wish me to pursue this, or for them to do so, please let me know.

To clarify four issues that seems to crop up regularly:

1. The code to the new room is 1954, no C or X. C is in fact clear.
2. The key in the main door includes for a cupboard key, so access is always, and has always been, available for the cleaner's cupboard.
3. The heating is by way of the simple push button located by the sink in the kitchen, the only other control to be used is the thermostat, which is to be left on about 10 degrees when closing up. The boiler cupboard is kept locked, however a key is easily available if necessary, but the settings can be overridden anyway by pressing the control on the wall.
4. I have now obtained an extension lead for the monitor, as cord supplied is too short. This includes for an RCD.

Andy Beasley , together with his family, Chris Davies and his wife, and Martin Langford very kindly gave up their spare time to plant out the free trees that Andy had obtained for the hall grounds, and I would like to say a big thank to all involved.

Regarding the new equipment to the village play area, the committee has no views; however, the general consensus of the residents of Willett Close should be sort first to see if they are in agreement, as they are affected the most.