

# Duncton Parish Council

## Minutes of the meeting held on 5th January 2016

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### Co-Option

Following advertising the vacancy for a Parish Councillor M. Bracey proposed Co-Option of Peter Thomas and P. Darley seconded. It was resolved to Co-opt Peter Thomas as Parish Councillor for Duncton. The acceptance of office and code of conduct declaration was signed. Other documents sent by email – Register of Interests form to be returned electronically to forward to CDC (**ACTION P. Thomas**)

### Present

M. Bracey, C. Davies, P. Darley, A. Beadsley, V. Leysen, N. Moore, P. Thomas

### In attendance

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

### Agenda item no. 1 Apologies

M. Brown.

### Agenda item no. 2 Declarations of interests:

C. Davies Planning Application SDNP/15/05444/HOUS.

### Agenda item no. 3 Minutes from the Meeting on 3<sup>rd</sup> November 2015

Signed as a correct record after amending the date of the next meeting to 5<sup>th</sup> January 2016.

### Agenda item no. 4 Clerk's report on action points from the 3<sup>rd</sup> November 2015 meeting

- a. Advert for new Parish Councillor resulted in no request for election so co-option has taken place.
- b. Debit Card is in Marie Bracey's name due to change in Clerk this month.
- c. No progress on signage at Seaford College for Lavington Park houses. A. Harte suggested contacting the resident's association. (**ACTION A. Harte**)
- d. Hyde Martlett (now The Hyde Group) still proving difficult to contact the right person to get permission to extend the playground. J. Landstrom to contact CDC re Hyde group (**ACTION J. Landstrom**) and funding for playground ongoing (A. Harte)
- e. Playground safety checks now taken over by Nicky Fayers. (**ACTION A. Harte** to take keys and record books to her)
- f. P. Darley wrote a piece about neighborhood watch - **ACTION A. Harte** to ask if it was in the Dec/January issue. If not it should go into February.

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

M. Brown sent apologies. It was reported that he had resigned from his position as cabinet member for finance with WSCC due to policy disagreements. Jeremy Hunt has taken on the role.

### Agenda item no. 7 Parish Clerk Handover

A. Harte will complete minutes for the January meeting, continue to respond to emails and hand over to J. Landstrom over the month of January.

### Agenda item no. 8 Playground

- a) A. Harte struggling to get confirmation from The Hyde Group for the use of a further section of land on the green at Willett Close. This is vital to enable successful funding applications. **ACTION A. Harte** to speak to Ian Baker about withdrawing the grant application and to Becca from Petworth Town Council regarding their dealings with The Hyde Group and planning. **ACTION J. Landstrom** to speak to her contact at CDC re The Hyde Group and CDC Solicitors if there is doubt about ownership of the land.
- b) The surface of the playground is green in places and needs cleaning off. P. Darley will do this when the weather improves.

- c) It was noted that the surface repairs are not well joined to the existing. Playsafe playgrounds say this is inevitable as the two pours are not the same. To rectify this the surfacing would have to be entirely redone.

### **Agenda item no. 9 Planning 04/11/2015 - 05/01/2016**

- a) Planning Applications and SDNP Decisions 4<sup>th</sup> November – 5<sup>th</sup> January 2016

All reviewed:

Ref	Property	Application	Comment	Deadline	Decision
SDNP/14/02684/LIS	South Corner House , Duncton, Petworth, GU28 0LT	New access drive and alterations to existing garage area	No objection submitted	Wed 02 Jul 2014	Application Withdrawn
SDNP/14/02683/HOUS	South Corner House , Duncton, Petworth, GU28 0LT	New access drive and alterations to existing garage area	No objection submitted	Wed 02 Jul 2014	Application Withdrawn
SDNP/14/04684/FUL	Manor Farm Duncton Petworth GU28 0LT	Retrospective application for the installation of external air conditioning plant and the addition of timber cladding	No objection submitted	26/11/2014	
SDNP/14/04687/FUL	The Old Smithy Duncton Petworth GU28 0LT	Internal and external alterations, and regularisation of use to independent residential dwelling	No objection submitted	01/12/2014	Application Withdrawn
SDNP/14/04688/LIS	The Old Smithy Duncton Petworth GU28 0LT	Internal and external alterations, and regularisation of use to independent residential dwelling.	No objection submitted	01/12/2014	Application Withdrawn
SDNP/15/02261/PRE	Unit 1 Duncton Quarry The Drive East Lavington West Sussex GU28 0LU	Waste transfer and recycling facility.	Not asked to comment - for information only	Thu 11 Jun 2015	Decided
SDNP/15/04466/FUL	Laudacre Cottage Beechwood Lane Duncton Petworth West Sussex GU28 0NA	Replacement dwelling and associated works.	Previous comments still apply	01/10/2015	
SDNP/15/04656/FUL	Old Station Yard Station Road Petworth West Sussex GU28 0JF	Insertion of first floor windows to west elevation.	No Objection	14/10/2015	Approved
SDNP/15/00093/OPDEV	Heath End Quarry, Station Road, Heath End, Petworth, West Sussex, GU28 0JG	An appeal has been lodged against the National Park's Enforcement	Response submitted	10th November 2015	
SDNP/15/00662/HOUS	The Corn Store, Dye House Lane, Duncton, Petworth, West Sussex, GU28 0LF	Appeal			Allowed and Permission granted
SDNP/15/04710/LDE	Unit 3 Old Station Yard Station Road Petworth West Sussex GU28 0JF	Erection of storage building (retrospective)	No Objection	Wed 18 Nov 2015	
SDNP/15/05444/HOUS	April Cottage 42 Duncton Common Road Duncton Petworth West Sussex GU28 0JX	Two storey extension	No Objection	Fri 27 Nov 2015	Application Withdrawn
SDNP/15/05814/FUL	Flat 9 Willett Close Duncton West Sussex GU28 0LA	Replacement of windows and doors	No Objection	Mon 21 Dec 2015	

- b) Heath End Sand Pit Appeal- Update required from Karen Tipper (**ACTION M. Bracey**)

### **Agenda item no. 10 Finance**

- a) Clerk's salary and expenses for Nov/Dec agreed as shown below.
- b) The following payments were RESOLVED after some discussion regarding budget and relevance –
- i. Parish Magazine £200
  - ii. Duncton PCC £400
  - iii. Sussex Air Ambulance £150
  - iv. Petworth Youth Association £250
  - v. SLCC membership Jane Landstrom £65.50

RECIEPTS:

Payment of £50 by Cheque received from Marie Bracey for Fireworks Donations to be banked.

Receipt for food bought with cash for the Fireworks also received for the file.

- c) Budget setting for 2016 - 2017 - Detailed analysis and discussion of the budget took place. The proposed budget for the playground extension will include £350 contingency. Any cost for the Queen's Birthday Beacons will come under Village Activities budget. It was RESOLVED to accept the Budget for 16/17 as shown on accounts documents.
- d) Precept Setting – A discussion on increasing the precept took place. There are increased demands in both staff costs and playground investment. It was RESOLVED to increase the precept for 16/17 to £8000. This represents an increase of £3.18 for a band D property (10%) and is less than if the precept increased in line with CPI. It was proposed to increase the precept annually to avoid steep increases.
- e) Audit Process Changes – N. Moore reported on the changes in external Audit procedures for Parish Councils with an income of less than £25000. He recommended to opt into the allocated auditor provided by SALC thereby reducing costs from £240 per year to £100 for 5 years. Internal Audits should still remain as is best practice.
- f) M. Bracey has been paying for the Website hosting from Easyspace and needs to get copies of invoices to allow these to be reimbursed.

<b>Clerk's Salary &amp; Expenses 01/11/15-31/12/15</b>		
LCP Scale 21 per SALC Payment Schedule per hour		£ 10.26
Total number of hours worked in Nov / Dec 15	Sept; 17.33 Oct; 17.33 + 4.84 over	39.50
Total salary for Nov / Dec 15		£ 405.27
Less income tax for Nov / Dec 15		
<b>Total salary to clerk for Nov / Dec 15</b>		<b>£ 405.27</b>
<b>Clerk's Expenses</b>		
Office allowance Nov / Dec 15 (@ £13.09 pcm)		£ 26.18
Broadband Nov / Dec 15 (@ £5.00 pcm)		£ 10.00
Batteries for Computer Mouse		£3.50
<b>Total Expenses</b>		<b>£ 39.68</b>
<b>Total Salary/Expenses due to A Harte for this period</b>		<b>£ 444.95</b>
<b>Total PAYE due to HMRC</b>		<b>£ -</b>

J. Elliott joined the meeting during the Finance item.

**Agenda item no. 11 Correspondence File & Invitations Received**

**4<sup>th</sup> November- 5<sup>th</sup> January 2016**

**Invitations:**

North East Parishes Forum meeting on 21<sup>st</sup> January – Chris Davies to attend.  
CLC on 12<sup>th</sup> January – open to all.

**Correspondence:**

Electoral Review noted by the Council.

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

- a) J. Elliott discussed the Environment Agency's cost cutting measures and the impact this has on riparian owners and flooding potential.
- b) He outlined some of the staffing and salary issues within CDC with particular reference to the need for more professional planners. Due to this Planners and Dustmen's salaries will increase in order to be competitive.
- c) The grants committee are reducing the number of meetings to three per year and the grants fund will not be increased.
- d) M. Bracey asked about the progress with the A27 plans to reduce congestion. J. Elliott reported that it was expected the Dept of Transport would recommend the Northern Route due to issues with the Southern route and Norfolk Estate.
- e) C. Davies asked who to contact regarding collection of the damaged grit bin. Drayton depot via CDC (**ACTION C. Davies**)
- f) Village plans discussed - J. Elliott is arranging a further meeting to involve Singleton Parish as well.

J. Elliott left the meeting

**Agenda item no. 12 Councillors Reports**

P. Darley – shared with councillors a document on the role of PCSO's from Robin Smith Chief Constable.

C. Davies –A Defribulator for the Village has been offered. All in favour. There was discussion on the best position for this. The first choice being outside the Cricketers as there is power and it is easily accessible. Second choice The Village Hall. C. Davies and P. Darley will speak to the people from the charity that have offered it. (**ACTION C. Davies & P. Darley**)

M. Bracey – Will ask the Church Warden for help in recruiting someone from Duncton to join the editorial team of the Parish Magazine (**ACTION M. Bracey**)

Meeting closed 9.30pm

**The next meeting will be on Tuesday 1<sup>st</sup> March 2016 at 7pm in Duncton Village Hall.**

**Signed:**

**Date:**

### **Village Hall Report**

Finance – Balance £23745, general reserve of £19,495.

They are looking at formulating a 3 year maintenance and refurbishment plan.

The recommendations in the financial audit have been reviewed, agreed and are being followed.

There had been a large increase in water cost for the Village Hall, this has now been resolved.

Louise Exall has resigned but will support as required.

Andy Beadsley will take over from Serena as the Parish Council representative on the Village Hall Committee.

They are looking to change the terms of the Hall Manager's contract to focus on bookings for the hall with commission based pay.

The committee wants to recruit new members following the resignations of Louise and Nigel.

DRAFT