

DUNCTON PARISH COUNCIL
PARISH COUNCIL MEETING (PCM) MINUTES

TUESDAY 5th JULY 2016 AT 19:00

DUNCTON VILLAGE HALL

	ACTION
<p><u>PRESENT</u></p> <p>Cllr Marie Bracey, Chairman; Cllr Chris Davies; Cllr Peter Thomas and Parish Clerk & Proper Officer Jane Landstrom</p>	
<p><u>IN ATTENDANCE</u></p> <p>John Elliott, Chichester District Councillor, Bury Ward; and Simon and Liz Williams.</p>	
<p><u>032.16</u></p> <p>AGENDA ITEM 1: WELCOME AND TO RECEIVE & APPROVE APOLOGIES FOR ABSENCE</p> <p>The Chairman welcomed everyone to the meeting.</p> <p>Cllr Andrew Beadsley, Cllr Patrick Darley, Cllr Vincent Leysen and Cllr Nicholas Moore all sent their apologies and were not present. Cllr Michael Brown, West Sussex was not in attendance.</p>	
<p><u>033.16</u></p> <p>AGENDA ITEM 2: DECLARATION OF PERSONAL OR PREJUDICIAL INTERESTS BY COUNCILLORS AND CHANGES TO THEIR REGISTER OF INTERESTS</p> <p>None received.</p>	
<p><u>034.16</u></p> <p>AGENDA ITEM 3: MINUTES OF THE PREVIOUS MEETING HELD ON 3 MAY 2016 TO BE AGREED AND SIGNED AS A TRUE RECORD</p> <p>It was RESOLVED by all councillors that the minutes should be agreed and signed as a true record. Chairman Cllr Bracey duly signed the minutes.</p>	
<p><u>035.16</u></p> <p>AGENDA ITEM 4: COUNTY COUNCILLOR'S REPORT – MICHAEL BROWN, WSCC</p> <p>Cllr Brown was not in attendance so was unable to provide a report including an update on the new WSCC footpath maintenance plan.</p> <p>The state of the verges was discussed, particularly along the 'straights' and on the left hand bend near the Catholic Church. It was mentioned that this seems to be a problem every year however this year is particularly bad and it's unclear what schedule WSCC are working to as it's their responsibility to maintain the verges and footpaths (horizontal). It's the landowner's responsibility to maintain the hedge rows (vertical) and these belong to Cllr Beadsley. It's currently unsafe so it needs to be resolved ASAP.</p> <p>It was RESOLVED that the Chairman and Clerk would write an email to Cllr Brown querying the state of the roadside verges and also the footpath maintenance plan. The Clerk would also contact the landowner about cutting back the hedge rows.</p>	<p>Clerk to write email to Cllr Brown regarding the verges and state of the footpath.</p> <p>Clerk to ask landowner about cutting back the hedge row.</p>
<p><u>036.16</u></p> <p>AGENDA ITEM 5: DISTRICT COUNCILLOR'S REPORT – JOHN ELLIOTT, CDC</p> <p>Cllr Elliott reported that at the recent Planning Meeting, CDC gave permission for plans which will help</p>	

<p>wheelchair users to use Burton Pond.</p> <p>Cllr Elliott reminded the Council about the CDC grants saying that they will cease at the end of the current Council's term so to therefore ensure that any grant applications for village projects are made within this time. He suggested packaging projects together under one application as you can't apply twice within 24 months.</p> <p>Cllr Bracey mentioned that perhaps the Village Hall Committee should approach CDC for a grant for the Village Hall floor and Cllr Elliott said that this wouldn't affect the Parish Council obtaining funds for the playground as they are separate entities.</p> <p>Cllr Elliott said that Phillip Coleman from Member Services at CDC is retiring and will be replaced.</p>	<p>Cllr Bracey to mention CDC grant to Chair of Village Hall Committee</p>
<p><u>037.16</u></p> <p>AGENDA ITEM 8ii: HEATH END QUARRY APPEAL HEARING</p> <p>As Cllr Elliott and Liz and Simon Williams were present, this agenda item was brought forward.</p> <p>Liz Williams commented that Cllr Moore will be speaking on behalf of the Parish Council at the Appeal Hearing. She met with Cllr Moore and Cllr Davies and they all agreed that in terms of any comments they put forward, the best course of action is to reiterate that they support the SDNPA in everything they are trying to do.</p> <p>A discussion followed and it was commented that the appeal process has been frustrating as dates have changed without interested parties being informed. It appears that the original deadline of 15 November 2015 has not been kept to as there are new documents on the planning portal. This has resulted in the Parish Council and interested parties not having the chance to respond to Dudman's latest appeal of January this year. It was RESOLVED that despite this, the best course of action in terms of any comments to be made at the Hearing is to support the SDNPA in their efforts.</p> <p>Cllr Bracey asked Cllr Elliott if CDC could lend any support to the Parish Council and asked if CDC have commented. It was RESOLVED that Cllr Elliott would talk to the Planning Dept in CDC first thing in the morning to see if they are able to respond positively on the side of the Parish Council and SDNPA.</p> <p>Cllr Elliott and Liz and Simon Williams left the meeting.</p>	<p>Cllr Davies and Cllr Moore along with Simon & Liz Williams to attend the hearing and support the SDNPA</p> <p>Cllr Elliott to talk to CDC Planning and obtain support.</p>
<p><u>038.16</u></p> <p>AGENDA ITEM 6: COUNCILLORS & CLERK TO REPORT BACK ON ACTION POINTS FROM PREVIOUS MEETING AND ANY OTHER BUSINESS (AOB)</p> <p>Playground - Clerk to liaise with Hyde Martlett to obtain an extension to the lease and ascertain if planning permission is required.</p> <p>The Clerk commented that she had received an email from Louise Kent, Planning Technician, CDC stating that Parish Councils benefit from permitted development rights which permits 'any small (not exceeding 4 metres in height or 200 cubic metres in capacity) ancillary building, works or equipment on land belonging to or maintained by them for the purposes of any function exercised by them on land otherwise than as a statutory undertaker'. Providing therefore that the runway is no higher than the 4 metre height restriction and that the land containing the aerial runway will be included in Parish Council Lease and therefore under the Parish Council's responsibility, then planning permission will not be required.</p> <p>The email then went on to say <i>'Please note this is an informal opinion given by an Officer based on the information provided within the completed form. If you require a formal legal determination as to whether planning permission is required for the aerial runway, then a Certificate of Proposed Lawful Development/Use should be submitted and can be applied online at https://www.planningportal.co.uk/applications. A fee of £86.00 would be payable.'</i></p> <p>The Clerk asked the Council if they wanted to obtain a certificate and it was commented that this seems standard practice and perhaps not something that we needed to do bearing in mind we are a public body. It was RESOLVED that the Clerk would seek the advice of Cllr Elliott from CDC.</p>	<p>Clerk to seek advice from Cllr Elliott</p>

<p>The Clerk commented that she had emailed Henry Whitby, Tree Officer at CDC and he has confirmed that a Tree Preservation Order is not required to remove the tree by the railings which will need to be done as it is where the runway will be sited.</p>	<p>Clerk to chase Hyde again with deadline date for funding</p>
<p>The Clerk has continuously chased Hyde with the information about the tree and has asked if their legal department has managed to amend the lease. She is still awaiting to hear back from them. After discussion, it was RESOLVED that we should try another tactic as this has been dragging on far too long. It was agreed that the Clerk should give a deadline of 2 weeks for the lease to be amended as this is when our funding application has to be in to CDC if we go for the September tranche.</p>	
<p>Community Action Day 30 June - Clerk to ask Clive Thorpe at Seaford to include jobs</p>	
<p>The Clerk confirmed that this had been done and that several sites in the Parish including the bus shelters, playground, church yard and Coultershaw Bridge had been tidied up with the help of the students and Cllr Moore, Cllr Darley and Cllr Davies. It was RESOLVED that this is a worthwhile community event and that a letter of thanks should be written to Clive Thorpe indicating that we would be keen to get involved again next year.</p>	<p>Clerk to write letter of thanks to Clive Thorpe</p>
<p>Internet Banking – Clerk to set up</p>	
<p>The Clerk confirmed that this is all now set up and running smoothly. No further action is required</p>	
<p>References for the Clerk – Cllr Bracey to obtain</p>	
<p>Cllr Bracey said that she hasn't had a chance to do this but said that she would as soon as possible.</p>	<p>Cllr Bracey to obtain references</p>
<p>New website and transparency funding – Clerk to build & apply for funding</p>	
<p>The Clerk commented that the new website is underway and nearly complete. Links to the site were shared with Councillors before the meeting who commented that they were pleased with it. Cllr Bracey asked if the News section could state Village News.</p>	<p>Clerk to change to Village News</p>
<p>All the information that is required to meet the Transparency Regulations has been uploaded so the Clerk advised that it should go live ASAP. She has also taken all the information off the existing website. It was RESOLVED that the current website be taken down and the domain name www.duncton.org be used for the new site with immediate effect.</p>	<p>Clerk to make new website live and redirect domain name</p>
<p>The Clerk advised that she was successful in obtaining £1,568.59 Transparency funding from NALC and is awaiting to receive the funds from SALC.</p>	
<p>Queen's Birthday Celebrations Grant – clerk to send CDC receipts and obtain grant</p>	
<p>The Clerk advised that the information and receipts were supplied to CDC and confirmed that the Parish Council has received a grant for £250. No further action required.</p>	
<p>All councillors agreed it was a great event and Cllr Bracey said that there were 60 adults and 15 children in attendance.</p>	<p>Clerk to ensure funds are received</p>
<p>Tree Council - Clerk to chase plaque</p>	
<p>The Clerk advised that an email has been received stating that they are still waiting for the plaques which the company have now requested in a different format so they are having to redo some work to get them ready. Once they have a delivery date they will be letting everyone know.</p>	<p>Clerk to continue to chase plaque</p>
<p>New Councillor Training on 23 June - Cllr Moore and Cllr Thomas to attend</p>	
<p>Cllr Thomas reported that it was a worthwhile event. No further action required.</p>	
<p>Defibrillator - Cllr Thomas to keep progressing</p>	
<p>Cllr Thomas has heard from the British Heart Foundation that his application for £400 towards the cost of a defibrillator has been accepted and is awaiting a final decision. Installation is not included and this is something that the Parish Council may have to pay for. It was RESOLVED that once a quote for installation has been received, it may be worthwhile adding this to the playground grant application.</p>	
<p>He has heard from the Electricity Board and has been asked to complete a form which he will do.</p>	
<p>Cllr Thomas went on to say that following an email from the Planning Dept at CDC who said that</p>	

<p>permission would not be required but that permission needed to be sought from Highways, he has been in touch with WSCC Highways to ask if we can place a defibrillator next to the notice board by the lay by. Their Legal Dept has replied saying the way forward is to see what type of defibrillator we are planning to install, and where. We also need to provide the details of the defibrillator, a plan showing the location, a copy of our Public Liability Insurance, and confirmation from the supplier they are happy with connection. They also need to see the Electricians' certificate and the Parish Council's maintenance schedule, in due course. It was RESOLVED that Cllr Thomas should continue to progress.</p> <p>Draft West Sussex Joint Minerals Local Plan Consultation</p> <p>The Clerk inputted the agreed response. No further action required.</p> <p>Petworth Skate Park – Cllr Bracey to write letter and Cllrs to sign petition.</p> <p>The Clerk reported that she shared the petition link for Cllrs to sign and Cllr Bracey wrote letter to Tony Dignum and received a reply stating that CDC are supportive of the provision of facilities for young people in Petworth and have met with Petworth Town Council and are continuing to work with them to explore alternative more suitable locations for a skatepark. No further action required.</p> <p>Operation Watershed funding – Cllr Bracey to talk to Keith Gadd</p> <p>Cllr Bracey reported that she hadn't had a chance to talk to Keith Gadd about the possibility of applying for more funding but that she would as soon as possible.</p> <p>Insurance policy – Clerk to put cover in place</p> <p>The Clerk reported that she and Cllr Moore reviewed the 4 quotes received and recommended to the Council to go with Zurich on a 3 year deal at a cost of £580.24 a good saving from the £743 we paid last year. This was agreed by email resolution. No further action required.</p> <p>AOB</p> <p>Playground Inspection</p> <p>The Clerk reported that this unexpectedly took place on Monday 27 June by Andy Figgins after she had been chasing him for a date. Everything is in good order with a few minor repairs required including replacing a rusty shackle and gluing down the safety matting where it has come apart.</p> <p>It was RESOLVED that Cllr Thomas should get quotes ASAP to get this rectified and that an email should be put to the council with regards to agreeing the way forward.</p> <p>Wheelyboat pontoon</p> <p>The Clerk received an email from Cllr Beadsley asking if the Council could be updated with regards to this saying that planning permission for the Wheelyboat pontoon at Burton Mill pond has been granted and Cllr Beadsley is awaiting further news from WSCC as to when the work will begin. No further action required.</p> <p>Point House Planning Application</p> <p>The Clerk reported that she received a phone call from David Burley owner occupier at Point House, Dye House Lane who said he was happy to reduce the size of the barn and didn't want to cause any upset. If his application is changed and gets sent to the Parish Council for comment, she agreed that the Council would talk to him before our comments are submitted. No further action required.</p> <p>Briefing and awareness training</p> <p>The Clerk reported that there is training for the parishes in the north of the Chichester District at Lodsworth Village Hall at 6.30 on Tuesday 26th July and if any councillors wanted to attend they should complete the survey monkey link which has been circulated. Cllr Moore & Clerk attending.</p>	<p>Cllr Thomas to keep progressing defibrillator</p> <p>Cllr Bracey to talk to Keith Gadd</p> <p>Cllr Thomas to obtain quotes to get playground repairs fixed</p> <p>Cllrs to enrol themselves on training if they wish to attend</p>
<p><u>039.16</u></p> <p>AGENDA ITEM 7: VILLAGE MATTERS</p> <p>i. Winter Maintenance Plan</p>	<p>Cllr Davies to check salt supplies and</p>

the residents if they supported the idea of a Village Design Statement and encourage some of them to get involved. Despite publicising the event on the noticeboard and in the Parish magazine, nobody attended. Cllr Bracey commented that she has spoken to a few local Parish Councils including our near neighbours Graffham and they are not doing one. Cllr Davies commented that as we have been told by the SDNPA that we do not have a housing allocation, and that the only permitted development is windfall, there seems little point doing a VDS and feels that as we are Planning consultees anyway, the Parish Council can comment on planning applications case by case as we do currently.

Cllr Thomas commented that when we attended his recent new Councillor training, SALC spoke of the benefits of doing a 3-5 year Parish Plan which sets out our vision as a Council and identifies any improvements and facilities we would like to see take place. It was **RESOLVED** that this would be a much better way forward and should be included as an agenda item for Septembers meeting.

Clerk to ensure 3-5 Year Plan is on Sept agenda

041.16

AGENDA ITEM 9: CLERK'S REPORT INCLUDING FINANCE

i. Approval of Payments

The following payments have been approved since the last meeting:

EXPENDITURE	DETAIL	DATE PAID	AMOUNT £
Hennings Wine Merchants	Wine for Annual Parish Meeting	24-05-16	13.25
Party Packs	Queens Birthday Celebrations - decorations	26-05-16	52.80
Zurich Insurance Services	1 June 16 - 31 May 17 Insurance Premium	26-05-16	580.24
Handcross Butchers Ltd	Queen's Birthday celebrations - Sausages & lamb	17-06-16	£153.97

The following payments were approved at the meeting and the approval of payments form signed:

EXPENDITURE	DETAIL	DATE	AMOUNT £
SSALC	2 x New Councillor Training	05-07-16	132.00
Marie Bracey	Queen's Birthday Celebrations - decorations & lemonade	05-07-16	49.44
Hounds for Heroes	Queens Birthday Celebrations - donations	05-07-16	100.00
Andy Figgins	Annual Playground Inspection	05-07-16	55.00
Holy Trinity Church	Village Banners	05-Jul-16	96.00

Clerk to make the payments

Clerk's Salary			£
Paid quarterly on 1 March / 5 July / 6 Sept / 10 Jan	25 hours per month @ £14.10 hr x 3 months =		£1,057.50
5 July payment due			1,057.50
Total salary to clerk			1,057.50

Clerk's Expenses			£
Office allowance £30 pcm. Paid 6 months in advance to cover July-Dec 2016	Last paid in March to cover period 1 Jan - 30 June 2016		
5 July payment due			180.00
Total Expenses			180.00

ii. Update Risk Register

The Clerk reported that she hasn't had a chance to update the risk register with Cllr Moore but that she would do this before the next meeting along with writing other policies SALC have advised all councils to have including Grievance, Disciplinary, Email & Social Media, Data Protection and Retention of Documents.

She asked if the Council were happy to approve the Freedom of Information Policy that she has updated and circulated before the meeting and it was **RESOLVED** that this be approved and implemented with immediate effect and should be added to the website.

iii. Church Banners

Cllr Bracey asked the Council if we would be happy to pay for the banner that was on the main road promoting the Flower Festival and it was **RESOLVED** that this would be done.

Clerk to update / write new policies and upload the FOI policy to the website

042.16

AGENDA ITEM 10: COUNCILLOR REPORTS

There were no further reports from any councillors with the exception of an update from Cllr Darley who attended the Policing meeting on 6 June at Leconfield Hall with Chief Inspector Burtenshaw.

“Justin Birkinshaw the District Commander for Chichester and the Arun spoke. He was quite impressive although he had to answer some difficult questions from some of the audience who had their own bad experiences recently.

There are 27 PCSO's in his area and none of those are specific to any one sector.

They have been given greater powers, and he is hopeful that the new order will give a better result for the public.

There is a big increase in Cybercrime, apparently there is a surprising amount of child sex exploitation in the area, and also modern slavery and human trafficking.

No more police "office" in Petworth although there will be a room in the library where one can meet up with the police on request and there is a telephone there, which the public can use to contact the Response Hub in Chichester.

More armed police, mainly for potential terrorist attacks.

He intends to be more proactive and will target known baddies.

Watch this space and see whether the change from 'policeman plod' to 21st century actually does a better job serving the public.”

043.16

AGENDA ITEM 11: CORRESPONDENCE & INVITATIONS RECEIVED 4 MAY – 4 JULY 2016

DATE	FROM	DETAIL	ACTION REQUIRED
6-May	WSCC	Consultation on proposed changes to West Sussex Household Waste Recycling Sites (HWRSS)	Respond to consultation (individually) available on WSCC website
10-May	SALC	Briefing and Awareness Training for the Parishes in the North of Chichester	Content can be adapted to cover other areas of interest to parishes but RSVP required to receive an indication as to whether DPC would be interested in sending up to three representatives on a first come first served basis. Cost no more than £15 per person.
23-Jun	WSCC	North Chichester County Local Committee meeting at Lurgashall Village Hall on the 4	Attend if you wish

		July 2016		
22-Jun	WSSC	What matters to you? Survey 5th July - 30th August 2016 Will help when WSSC set the budget for the forthcoming year and following year (2017-2019).	Complete if you wish & encourage others to do so	
1-Jul	Highways England	A27 Chichester Bypass Improvement Scheme - public exhibitions / consultations between 14 July and 22 September	Attend a public exhibition if you wish	
1-Jul	Sussex Police	Press Release about new PCSO role introduced to proactively problem solve and tackle local issues	No action required, just FYI	
1-Jul	SDNPA	Local Plan Newsletter - Local Plan will be delayed until 2018	No action required, just FYI	
1-Jul	WSSC	Community Crime Prevention Initiative	Does Chris / Vincent want to attend a participatory workshop held at Chichester College 21 July 2016 at 6pm. RSVP required.	
<p>The meeting closed at 21.11 hrs.</p> <p>The next planning meeting will be held on Monday 1 August 2016, 16:30 at Duncton Village Hall.</p> <p>The next Full Council meeting will be held on Tuesday 13 September 2016, 19:00 at Duncton Village Hall.</p>				
<p>These minutes are an accurate record of the meeting</p> <p>Signed:</p> <p>Name & Position:</p> <p>Date:</p>				