

Duncton Parish Council

Minutes of the meeting held on 30th June 2014

Present

M. Bracey, C. Davies, S. Danby, D. Withers, R. Boulton, P. Darley

In attendance

A. Harte (Clerk to the Council), J. Elliott (CDC), F. Baker (WSSC), M. Dare (WSSC), F. Pountney

Agenda item no. 1 Apologies

A. Beadsley; M. Brown (WSSC),

Agenda item no. 2 Declarations of interests:

None

Agenda item no. 3 Minutes from the Meeting on 6th May 2014

Signed as a correct record.

Agenda item no. 4 Clerk's report on action points from the 6th May 2014 meeting

- a) Operation Watershed. Landbuild have visited Willett close and should be preparing a quote for Operation Watershed.
- b) Bank account set up still in process - signatories to present their identification documents to a branch of Barclays. (**ACTION A. Harte, M. Bracey, C. Davies, S. Danby**)
- c) Footpath map is not changeable – this is the designated route, the landowner must ask if a change is required.
- d) Grit bin near April Cottage will be dealt within the Grit bin and hippo bag audit. (**Action C. Davies**)
- e) Community Orchard. Kate Brickell meeting to be held on a Thursday or Friday soon (**ACTION A. Harte and M. Bracey**)

Agenda item no. 5 County Councillor's report M. Brown (reported by M. Bracey as M. Brown unable to attend)

- a) M. Brown advised that the contractors at Chingford Pond were due to be off site by 25th July 2014.

Agenda item no 6 District Councillor's report

- a) J. Elliott asked about grant applications. A discussion took place about the grant awarded for the interactive screen as C. Davies and S. Danby think we would be best with a projector and a screen, however the grant was awarded on interactive use and the community benefit this could provide as well as increased business use for the Village Hall. J. Elliott to ask if this grant is transferrable. (**ACTION J. Elliott**)

Agenda item no. 7 Fiona Baker and Mike Dare - Speed loop data explanation (WSSC)

- a) The data on the speed loop sheets was explained by Mike Dare. The data shown suggests that the 30MPH speed limit has been very successful. However there are still some drivers going through the village too fast and overtaking dangerously. These times are often not the times chosen by the police to do their speed traps as they are early mornings, weekends etc. There were questions regarding motorbikes and data and also Lorries.
- b) R. Boulton brought up the possibility of a pedestrian crossing for the village. Fiona Baker advised to get support from M. Brown and include in any Neighbourhood planning but the final decision will come down to money with major issues being feasibility, electricity supply and visibility. (**ACTION F. Baker will speak to Barry Edwards**)

- c) The previously notable verge has not been included in the schedule of cutting, this may be a communication error and this should be resolved.
- d) Maintenance of road signage was highlighted, for example the 30 MPH sign on Duncton Hill Northbound is not visible. M. Dare explained that the inspections vary in frequency due to cost effectiveness.
- e) A question was raised at the CLC about the code of conduct with tractors and trailers travelling to Chichester from Petworth area. The advice was to use Operation Crackdown for convoys or tractor drivers on mobile phones.

J. Elliott left the meeting

Agenda item no. 8 Burton Mill Pond and Chingford Pond

The plans for Burton Mill Pond for a new jetty allowing disabled access – A. Beadsley Wheelyboat trust are supplying the boat. Sutton Parish are going to object as at least one of their members think this will turn the pond into a ‘theme park’. **(ACTION A. Harte to find planning application and send Duncton Parish’s comments of support.)**

Agenda item no. 9 Salt and grit bin audit

C. Davies has filled this form in with the condition and state of the grit bins around the village, some of which have issues such as not closing properly and the grit hardening. **(ACTION: A.Harte to submit the form)**

Agenda item no. 10 Speedwatch

R. Boulton reported that there were now enough volunteers to organise training for a Duncton Speedwatch group. She will organise this. **(ACTION R. Boulton)**

Agenda item no. 11 Planning 06/05/2013 - 30/06/2013

- a) Planning Applications and SDNP Decisions 6th May – 30th June 2014
 - South Corner – No Objections – support.
 - Swan House - P. Darley remembers previous application for a garage/store – **(ACTION A. Harte to find related applications and forward documents to the planning committee)**
 - Lewis lodge – Waiting for paper copies but window design improved since last application. M. Bracey to look at the plans and consult with neighbours. **(ACTION M. Bracey)**
 - Cornstore – Councillors to inform clerk of comments in due course.
- b) Other planning issues:
 - Enforcement order at Down View farm discussed.
- c) Minerals Local Plan: Engagement Event 8th July 2014
 - Heath End sand pit – still waiting for Secretary of State to see the environmental impact assessment, hopefully will have further news by next meeting.

Agenda item no. 12 Finance

a) Invoices

It was unanimously **RESOLVED** to pay the following invoices:

- 1. Clerk’s salary and expenses for May/June £516.44 A. Harte to ask SALC about proportions of printer ink usage **(ACTION A.Harte)**
- 2. Cheque to Came and Company Insurance Brokers **(RATIFIED)** £750.67
- 3. Office Furniture Online payment for the furniture for the new village hall meeting room **(RATIFIED)** £1610.40
- 4. Photocopying charge for footpath maps **(RATIFIED)** £15.12

5. Old Barn Construction – final payment for village hall extension £600.00
6. Annual grant aid request from Arun and Chichester Citizens Advice Bureau. £50

Payments Due 01/07/2014		
TO	DETAIL	AMOUNT
Came and Company Insurance Broker Network	Insurance Premium	£ 750.67
Office Furniture Online	Tables and chairs for Village Hall meeting room	£ 1,610.40
Bignor Park	Photocopying Footpath Maps	£ 15.12
Old Barn Construction	Village Hall extension	£ 600.00
Clerk's Salary & Expenses 01/05/13-31/06/13		
LCP Scale 21 per SALC Payment Schedule per hour		£ 10.04
Total number of hours worked in May/June 14	May; 17.33 June; 17.33 + overtime 11	45.66
Total salary for May/June 14		£ 458.43
Less income tax for May/June 14		
Total salary to clerk for May/June 14		£ 458.43
Clerk's Expenses		
Office allowance May/June (@ £13.09 pcm)		£ 26.18
Broadband May/June (@ £5.00 pcm)		£ 10.00
Postage (audit)		£ 1.24
Printer ink (20%)		£ 20.59
Total Expenses		£ 58.01
Total Salary/Expenses due to A Harte for this period		£ 516.44
Total PAYE due to HMRC		£ -

b) Response from the internal auditor

A. Harte gave an overview of the response from the internal auditor.

- a. VAT to be recovered. **(ACTION A. Harte)**
- b. Fixed Asset register to be updated. Old laptop – remove hard drive and dispose of, then remove from asset register. The Old notice board should also be removed when we get a new one. **(ACTION A. Harte)**
- c. Ensure that every receipt is minuted. **(ACTION A. Harte)**
- d. Try to align the clerk's salary and expenses with the accounting period. **(ACTION A. Harte to ask advice on this)**

ACTION - M. Bracey to write and thank N. Blaber for doing the internal Audit.

c) New Notice Board

The order placed with Alan Bradley at Egdean has been cancelled and quotes were shown from Woodcraft UK at £1270 +VAT, Greenbarns Ltd. At £1709.50 +VAT, Barker & Tuck at £1694.58 +VAT and Fitzpatrick Woolmer at £3144 +VAT. M. Bracey suggested getting a quote from Woods and K P Joinery. It was RESOLVED that M.Bracey and the Clerk will make a decision and place an order when quotes have been obtained from these local suppliers.

d) Interactive whiteboard grant or projector and screen

This was discussed earlier in the meeting and will depend on the grant being transferrable to a projector and screen.

Agenda Item No. 13 Playground Report

- a) A new inspector, Dave Potter was appointed this year very successfully. He pointed out issues such as toggle testing and servicing requirements of the cantilever swing. The report is yet to arrive but when it does any issues will be dealt with (**ACTION – A. Harte & S. Danby**)
- b) S. Danby has been looking at play equipment for older children and looking into the land lease but nothing has been found in the Parish Council records. Older children of the village could help in the task of creating more equipment for them. (**ACTION – A. Harte** to put an appeal into the Parish Magazine for Duncton older children to take part in researching and planning this project.)

Agenda item no. 14 Correspondence File & Invitations Received
6th May- 30th June 2014

- a) Circulated to Councillors

Agenda item no. 15 Councillors Reports

- D. Withers – Has applied for flooding aid for the work she has had done to her house and has been successful. She asked about the drainage on Willett close. The quote from Landbuild is imminent and will be submitted to Operation Watershed as soon as it arrives.
- C. Davies- Attended the NEPF. Crime reported to be down 30% but still thefts from outbuildings remain an issue. Chemical marking of property is being offered by the Police and Parish Councils (**ACTION A. Harte** to ask P. Isaac about this service)
Phone scams where people are asked to call their bank to check discussed as there is a delay in disconnection and the scammers will still be on the phone pretending to be the bank.
Discussion about the Westhampnett temporary traveller's site.
Training for Parishes for Winter Management Plans to be offered.
Now there will be just 2 meetings a year instead of 4.
The All Parishes meeting will be on 21st October 2014 and the next NEPF on 12th November 2014.
- A.Harte will attend the SALC briefing session at Lodsworth.

The next meeting will be on Tuesday 9th September 2014 at 7pm in Duncton Village Hall.

Signed:

Date:

Village Hall Update and Report

Quiz night was cancelled through lack of numbers.

Weddings going very well.

Wifi enquiries being made

Hall and room are booked for the next CLC

Complaints that music is not being switched off by 11 O'clock which led to the question of how the end of an event is monitored?

More crockery is being ordered for the kitchen

A new BBQ is being purchased

Quotes for cupboards are being sought.

An annual donation of £500 is being given to the Sylvia Beaufoy youth centre

Fireworks night will be on 1st November 2014