

DUNCTON PARISH COUNCIL
PARISH COUNCIL MEETING (PCM) MINUTES

TUESDAY 3rd MAY 2016 AT 19:00

DUNCTON VILLAGE HALL

	ACTION
<p><u>PRESENT</u></p> <p>Cllr Marie Bracey, Chairman; Cllr Chris Davies; Cllr Peter Thomas; Cllr Patrick Darley; Cllr Vincent Leysen; Cllr Nicholas Moore; Parish Clerk & Proper Officer Jane Landstrom</p>	
<p><u>IN ATTENDANCE</u></p> <p>Michael Brown, West Sussex County Councillor</p>	
<p><u>017.16</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 and John Elliott, Chichester District Councillor, Bury Ward both sent their apologies and were not present</p>	
<p><u>018.16</u></p> <p>AGENDA ITEM 2: DECLARATION OF PERSONAL OR PREJUDICIAL INTERESTS BY COUNCILLORS AND CHANGES TO THEIR REGISTER OF INTERESTS</p> <p>Cllr Bracey declared an interest in agenda item 9 – planning applications, as she owns a share in the Petworth Management Company which owns Chingford Pond.</p> <p>The Clerk confirmed that the new declarations of interest forms which she received at the last meeting have been sent to CDC.</p>	
<p><u>019.16</u></p> <p>AGENDA ITEM 3: COUNTY COUNCILLOR’S REPORT – MICHAEL BROWN, WSCC</p> <p>Michael updated the Council about the Lollipop camera pilot that is being run in Lynchmere in an effort to control speeding. Due to the hard work of Lynchmere Parish Council, approval has been given to lollipop men and women to wear cameras and Sussex Police have agreed that the evidence captured of offending motorists will be used in Police proceedings and in the court of law. The scheme is being run on a 6 month pilot.</p>	
<p><u>020.16</u></p> <p>AGENDA ITEM 4: DISTRICT COUNCILLOR’S REPORT – JOHN ELLIOTT, CDC</p> <p>John Elliott wasn’t present but he asked the Clerk to mention two points:</p> <ul style="list-style-type: none"> • When the next elections come up in 2019 (3 years away), it’s likely that if John gets re-elected, his area will include another 2 parishes – Fittleworth and Stopham. • CDC will only be offering grants for a further 3 years until the next elections so any projects that the PC want to do that require funding should be done within this time. 	
<p><u>021.16</u></p> <p>AGENDA ITEM 5: MINUTES OF THE PREVIOUS MEETING HELD ON 1 MARCH 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>022.16</p> <p>AGENDA ITEM 6: COUNCILLORS & CLERK TO REPORT BACK ON ACTION POINTS FROM PREVIOUS MEETING AND ANY OTHER BUSINESS (AOB)</p> <p>AOB - 3 parishes editorial meetings</p> <p>Cllr Leyson said that he was happy to attend these monthly meetings to ensure there was a voice from Duncton. The Clerk confirmed that she will continue to send the 3 Parishes any emails she receives which they may want to publish as they may be of interest to local residents. The Clerk will also send a short update after each Parish Council meeting and Cllr Bracy will do it on the months the PC don't meet.</p> <p>Playground - Clerk to obtain drawings from Playsafe and liaise with Hyde Martlett to obtain an extension to the lease.</p> <p>The Clerk reported that she has obtained the drawings and sent them to Hyde. She received an email from Carl Jones on 22 April stating that he has now managed to speak to his legal team and the paperwork has been sent to them with authorisation for them to complete an alteration to the lease agreement.</p> <p>At the end March, Cllr Thomas and the Clerk met with Jilly Saunders from Playsafe at the playground where we received an updated quote. She also suggested that perhaps the proposed noughts and crosses should be changed for a spinning piece of equipment such as a gravity bowl.</p> <p>It was RESOLVED by all councillors, that the Clerk should continue to chase Hyde with regards to the lease alteration and also seek confirmation from CDC Planning as to whether planning permission is required or not to do the proposed works.</p> <p>Seaford Community initiative - Clerk to ask Seaford to include Playground</p> <p>The Clerk reported that she had been in touch with Clive Thorpe who said that we are booked to receive a group and that he will be in contact with us in the next few weeks to find out what sort of jobs we would like them to do.</p> <p>It was RESOLVED that we should ask for both bus shelters to be washed down and for the playground to be swept and for the encroaching soil and grass to be removed from the edge of the railings.</p> <p>Sandbags</p> <p>The Clerk reported that after asking County Councillor Michael Brown to progress it, the sandbags have now been removed. No further action is required.</p> <p>Downs View Farm, Planning enforcement</p> <p>The Clerk reported that following her email to planning enforcement, she had received an email saying that after a site visit the existing dwelling house and mobile home have been demolished and that the breach of planning control has now been resolved and the files on the matters closed. No further action is required.</p> <p>Clerk to ask bank to send statements to Cllr Moore and send letter, signed mandate and debit card application to Barclays Bank, Chichester</p> <p>The Clerk confirmed that the above has been sent to Barclays but they have said that they can't send bank statements to a separate address so once internet banking is up and running, the Clerk will give to Cllr Moore. The Clerk commented that everything was progressing with the exception of internet banking.</p> <p>Insurance conditions regarding employee dishonesty</p> <p>Cllr Bracey updated the council that this is in hand and that references for the Clerk will be sought ASAP.</p> <p>New financial regulations</p> <p>The Clerk reported that following the discussions at last meeting, she has put together new financial</p>	<p>Cllr Leyson to attend 3 Parishes meetings and Clerk to continue to send through information & PC meeting updates</p> <p>Clerk to continue to progress lease amendment with Hyde and enquire about planning permission</p> <p>Clerk to ask Clive Thorpe to include jobs</p> <p>Clerk to continue to chase internet banking</p> <p>Cllr Bracey to obtain references</p>

<p>regulations which were sent to all Councillors. It was RESOLVED that these be accepted and put into force with effect from the date of last meeting, 1 March. No further action is required.</p> <p>New website</p> <p>The Clerk reported that she had a meeting with Cllr Bracey to decide broad areas of content and high level architecture. It was RESOLVED that the Clerk should continue to progress and build.</p> <p>The Clerk reported that NALC has released more funds to pay for the additional costs incurred due to having to meet the transparency regulations. It was RESOLVED that the Clerk should apply for the maximum amount of funding possible.</p> <p>Queen’s birthday celebrations meeting</p> <p>Cllr Bracey & Cllr Darley reported that they attended the meeting on 16 March and confirmed that the Village Hall Committee is leading on the event. Cllr Bracey said that she is aware that she still needs to provide the information to the Clerk to apply for the CDC grant. Deadline 27 May.</p> <p>Footpaths</p> <p>The Clerk reported that she has informed both Nick Scott & John Mayes that the PC agree with the decision to take no further action re FP716 and has sent the maintenance report to John Mayes. No further action is required.</p> <p>Tree Council plaque</p> <p>The Clerk reported that after a lot of chasing she has finally received an email from Pauline Buchanan-Black, Director General saying that the plaques are still work in progress and they will be in touch once they have any positive news. It was RESOLVED that the Clerk should continue to progress this.</p> <p>New Councillor Training</p> <p>The Clerk confirmed that she has booked the training for both Cllr Thomas and Cllr Moore on 23 June at the Chichester Park Hotel.</p> <p>Defibrillator</p> <p>Cllr Thomas reported that the Badgers have confirmed they are happy to donate £1,000 through the Martin Dallyn Trust. He has also been in contact with the British Heart Foundation who said that may be a grant available for training and will be in touch once the next set of funds are out. In terms of location of the defibrillator, he has also spoken to Sussex Electricity who have said that if it goes next to the notice board, it can have an unmetered supply of electricity but if it fails, the repair time is 23 days compared to a metered supply which is 12 hours. After speaking with West Sussex Ambulance Authority, they have said that they may be able to supply a cabinet and they can also list it on their ambulance listing which means that if pads are used, they will be replaced free of charge (usually cost £25) It was RESOLVED that Cllr Thomas should keep progressing and that in terms of location, we should ask the residents at the APM.</p> <p>Meeting with Nick Herbert in Petworth, Friday 11th March</p> <p>Cllr Bracey reported that she was unable to attend the meeting and the Clerk confirmed she had shared the minutes. No further action is required.</p> <p>Community Forum meeting - local policing issues with Katy Bourne, 5 April</p> <p>Both Cllr Bracey and Cllr Davies reported that they were unable to attend the meeting and the Clerk confirmed she would share any minutes if available. No further action is required.</p>	<p>Clerk to build new website and apply for funding from transparency grant</p> <p>Cllr Bracey to give Clerk the information for the grant before deadline</p> <p>Clerk to continue to chase plaque</p> <p>Cllr Thomas and Moore to attend the training</p> <p>Cllr Thomas to keep progressing defibrillator</p> <p>Clerk to include in APM agenda</p>
<p>023.16</p> <p>AGENDA ITEM 7: VILLAGE MATTERS</p> <p>Queen’s birthday celebrations</p> <p>Already discussed under 022.16.</p>	

<p>Burton Park Road Pavement to be cleared of detritus</p> <p>After receiving a request from a resident, the Clerk reported this to WSCC and received a reply saying it has been added to their siding list and if and when funds become available it will be actioned. It was RESOLVED that this should be monitored as it is a pavement used by local residents and workers at the care home.</p> <p>Draft West Sussex Joint Minerals Local Plan Consultation</p> <p>Cllr Leyson reported that the above is now out for consultation and proposed a comment to put forward. After discussion, it was RESOLVED that the Clerk would input the following comment on behalf of the PC - <i>Duncton Parish Council wishes to express its support for the draft West Sussex Joint Minerals Local Plan. We appreciate the level of accurate detail and summary given in the case of Coopers Moore and Duncton Common.</i></p> <p>Petworth Skate Park</p> <p>After discussion, it was RESOLVED that if they wanted to support on an individual basis, each Councillor should sign the petition that Rebecca Knifton, Petworth Town Clerk has sent and Cllr Bracey would write a letter of support on behalf of the PC.</p> <p>Operation Watershed – new funds available.</p> <p>The Clerk reported that new funds for the 2016-17 year are now available and applications are being accepted by WSCC. Cllr Bracey commented that Duncton PC were successful in applying for funding last year to do the drainage work by Willet Close and asked if the PC thought there were other projects which needed doing. The Clerk commented that as she picks up her children from the school, when it is raining heavily, the water runs off the piece of grass next to the ditch behind the houses on Willet Close and runs down the pavement into the drain which bubbles and looks like it may overflow. After discussion, it was RESOLVED that Cllr Bracey would talk to Keith Gadd who owns the land to see what his thoughts are and that it will be revisited at the next meeting.</p> <p>Snow Shovels</p> <p>The Clerk collected 2 snow shovels for the Parish from the WSCC Highways depot. They were free of charge and were left with Cllr Davies.</p>	<p>Clerk to monitor</p> <p>Clerk to input response on WSCC website</p> <p>Clerk to share email and all councillors to sign petition of they wish. Cllr Bracy to write letter of support</p> <p>Cllr Bracey to talk to Keith Gadd</p>
<p><u>024.16</u></p> <p>AGENDA ITEM 8: ANNUAL PARISH MEETING</p> <p>It was agreed that:</p> <ul style="list-style-type: none"> • Cllr Bracey would bring wine and non-alcoholic drinks and it was RESOLVED that up to £100 from the budget under Chairman’s Expenses would be set aside to pay for it. Wine should be bought on a sale or return basis. • Cllr Darley would provide egg sandwiches • Cllr Davies would provide sausage rolls • The Clerk would provide crisps • All councillors would meet at the hall at 6.30pm to help set up before the meeting starts at 7pm. <p>The Clerk would ensure that the large screen was bought into the hall and she would put together a PowerPoint with the running order. She asked all councillors to ensure she was sent any information they wanted to have on the slides. It was agreed the agenda should be as follows:</p> <ul style="list-style-type: none"> • Welcome and Chairman’s Report (Cllr Bracey) • Village Design Statement (Cllr Bracey) • Minerals Plan (Cllr Bracey) • Helen Martin, Head teacher, Graffham and Duncton School 	<p>To provide food and drink as specified</p> <p>Clerk to do PowerPoint and Cllrs to send any points they want included</p> <p>Cllr Bracey to liaise with Helen martin and John Bracey</p>

- John Bracey, Chairman, Village Hall Committee
- Defibrillator (Cllr Thomas)
- Playground (Clerk)
- Queen's Birthday Celebrations (Cllr Bracey)

025.16

AGENDA ITEM 9: PLANNING

Applications and decisions 2nd March – 2nd May 2016

Following the Planning Meeting on 5 April 2016 which was attended by Cllr Nick Moore, Cllr Chris Davies, Cllr Pat Darley, Cllr Peter Thomas and Cllr Marie Bracey; the following comments were inputted onto the SDNPA Public Access System:

SDNP/16/01126/LIS & SDNP/16/01125/FUL

Location: Manor Farm Old Church Lane Duncton West Sussex GU28 0LT (Grade II listed)

Proposal: Change of use of existing outbuilding to form ancillary residential accommodation

Support. Inputted onto public access system 05/04/16.

Duncton Parish Council support this application.

SDNP/16/01124/LIS

Location: Manor Farm Old Church Lane Duncton West Sussex GU28 0LT (Grade II listed)

Proposal: Re-roofing of existing barns and cart sheds including minor alterations to roofline. Provision of flues for future log burning stoves

Support. Inputted onto public access system 05/04/16.

Duncton Parish Council support this application.

The following applications were discussed:

SDNP/16/01733/FUL

Location: Laudacre Cottage Beechwood Lane Duncton Petworth West Sussex GU28 0NA

Proposal: Replacement dwelling, garage and associated works. Amendments to associated design approved under SDNP/15/04466/FUL.

It was **RESOLVED** that before the PC makes any comment about the application, Cllr Davies should talk to the neighbours to understand their views. Cllr Davies would then via email, propose a PC comment which needs to be agreed by majority decision before the Clerk can input it. Deadline for comments is 11 May.

SDNP/16/01807/CND

Mrs Charlotte Weller, Chingford Pond, Crouch Lane, Barlavington, West Sussex

Condition Number(s): 3 & 4 Conditions(s) Removal: 3 - Actions within the Environmental Action Plan (which this condition relates to) cannot be implemented. Seeking the amend an action within the Environmental Action Plan 4 - Operational management of the water level within the Pond has been challenging and the water levels vary over the year due to a number of factors (detailed in attached paperwork). These inundations have had a negative impact on protected species. 3: Variation to the approved Environmental Action Plan to relocate proposed woodland planting. 4: The condition be discharged and the environmental actions to create fen habitat be added to the Environmental Action Plan which Condition 3 relates to. Refer to Supporting Documentation.

As she had declared an interest at the start of the meeting, Cllr Bracey was unable to vote. After discussion, it was **RESOLVED** to support the application with the following comment – *Duncton Parish*

Cllr Davies to talk to neighbours before the PC make a decision

Clerk to input decision into planning

<p><i>Council supports this planning application.</i></p> <p>SDNP/16/01871/FUL</p> <p>Point House, Dye House Lane Duncton GU28 0LF</p> <p>Erection of general purpose agricultural/forestry building.</p> <p>After discussion, it was RESOLVED to object to the application with the following comment - <i>Duncton Parish Council object to the application as it considers the size of the building inappropriate for the size of the holding and its close proximity to the neighbouring property.</i></p> <p>Applications approved since the last meeting:</p> <p>SDNP/16/00310/FUL</p> <p>Orange Telecommunications Mast Littleton Farm, A285 Selhurst Park Road to Droke Lane, Upwaltham, West Sussex, GU28 0LX</p> <p>Upgrade of existing mobile telecommunications radio base station comprising replacement of antennas and equipment housing along with the addition of 3 no. dishes and 1 no. new equipment housing cabinet and development ancillary thereto.</p> <p>Approved. 30 March 2016.</p> <p>SDNP/15/04710/LDE</p> <p>Christopher J Konieczny, Unit 3 Old Station Yard , Station Road, Petworth, West Sussex, GU28 0JF</p> <p>Erection of storage building (retrospective)</p> <p>Approved 8 April 2016</p> <p>SDNP/16/00664/LIS</p> <p>Mr Lawrence, 2 Old School House Duncton Church Road Duncton Petworth West Sussex GU28 0JZ.</p> <p>Creation of a new door into kitchen, re-orient kitchen and create a WC in part of the existing kitchen space.</p> <p>Approved. 21 April 2016</p>	<p>system</p> <p>Clerk to input decision into planning system</p>
<p><u>026.16</u></p> <p>AGENDA ITEM 10: ELECTION OF CHAIRMAN & VICE CHAIRMAN</p> <p>Cllr Leyson proposed Cllr Bracey as Chairman which was seconded by Cllr Davies.</p> <p>Cllr Thomas proposed Cllr Davies as Vice Chairman which was seconded by Cllr Moore.</p> <p>All Councillors voted unanimously in favour and it was RESOLVED that Cllr Bracey be Chair and Cllr Davis Vice Chair. Declarations of Office were duly signed and given to the Clerk.</p>	
<p><u>027.16</u></p> <p>AGENDA ITEM 11: CONFIRMATION OF COUNCILLOR ROLES & RESPONSIBILITIES & FORMATION OF ANY SUB COMMITTEES</p> <p>It was agreed that as per the last meeting, the councillor roles and responsibilities should remain unchanged and it was RESOLVED not to form any sub committees.</p>	
<p><u>028.16</u></p> <p>AGENDA ITEM 12: ANNUAL REVIEW FOR THE YEAR ENDING 31 MARCH 2016</p> <p>i. Annual Governance Statement</p> <p>The Clerk gave a report and presented the findings from the Internal Auditor. The council reviewed the effectiveness of the system of internal control and considered the report from the Internal Auditor which</p>	

<p>stated everything was in order.</p> <p>It was RESOLVED to approve the Annual Governance Statement and section 1 of the Annual Return was signed by the Chairman, Cllr Bracey.</p> <p>ii. Accounting Statements</p> <p>The Clerk gave a report and shared the end of year accounts. The Council considered the Accounting Statements and report from the Internal Auditor which stated everything was in order.</p> <p>It was RESOLVED to approve the Accounting Statements and section 2 of the Annual Return was signed by the Chairman, Cllr Bracey.</p>	
<p><u>029.16</u></p> <p>AGENDA ITEM 13: CLERKS REPORT INCLUDING COMPLIANCE & FINANCE</p> <p>i. Clerks salary and expenses – to agree the clerks salary and level of expenses</p> <p>It was RESOLVED to maintain the same hourly rate of £14.10 hr, 25 hrs month. Any overtime to be paid at standard rate and agreed by Chairman up to 10 hours and full council over 10 hrs.</p> <p>Mileage won't be charged but driving time will be at standard hourly rate.</p> <p>ii. Internet banking – update and agree any changes to the nominated signatories and banking arrangements</p> <p>It was RESOLVED that the banking arrangements remain the same. The Clerk advised that a new debit card in Clerk's name arrived so Cllr Bracey's has been cancelled and destroyed. Internet banking is progressing.</p> <p>iii. Risk Register</p> <p>It was RESOLVED that the risk register should be reviewed by Cllr Moore and presented at the next meeting for sign off.</p> <p>iv. Asset register</p> <p>The Clerk presented the asset register and explained that the amount in the annual return is higher than last year as in the 2014/15 return, the assets have been mistakably revalued to current insurance value. The proper practice as specified in the Practitioners Guide only requires the assets are recorded at their original cost and no adjustment is required until disposal. Where the original cost is not known a proxy such as insurance value may be used.</p> <p>The schedule of assets was agreed including replacement values and the tables and chairs at the Village hall meeting room and the grit bins need to be included.</p> <p>v. Insurance - to note the proposed insurance cover, decide whether it is adequate and to agree the payment of the Insurance Premium</p> <p>It was agreed that the Clerk should send the new updated asset schedule to Came & Company so they can provide quotes for the upcoming renewal. Clerk should also ask Zurich and NFU Mutual to quote. It was RESOLVED that all quotes be passed to Cllr Moore who would make a recommendation to the Council as to who we should go with. It was RESOLVED by the council that the insurance Premium be paid once agreement given to the provider.</p> <p>vi. Procedures & Policies – review</p> <p>The Clerk advised that there had been no updates regarding procedures and policies and it was RESOLVED that the Standing Orders, Code of Conduct and Financial regulations remain unchanged.</p> <p>vii. Internal Auditor – appoint an Internal Auditor for the year and agree level of remuneration</p> <p>It was RESOLVED that if she is willing to do it again, Ros Britton be appointed as Internal Auditor and something be given to her in hanks similar to this year (£30 John Lewis voucher)</p>	<p>Clerk to progress internet banking</p> <p>Cllr Moore to review risk register and present at next meeting</p> <p>Clerk to make changes as agreed and send to insurance companies to quote.</p> <p>Cllr Moore to recommend provider to the Council</p>

viii. Budget – review agreed budget for the year

The budget was reviewed and it was agreed that this should remain unchanged.

After discussion about the amount of reserves, it was **RESOLVED** that the Parish Council should endeavour to try and increase its reserves over the recommended 50% of precept level in order to deal with any large scale projects they may have.

ix. VAT – rebate for 2015/16

The Clerk advised that this has been filed for £490.37 and that the rebate should come through soon.

x. Income & Expenditure – report from the Clerk and approval of payments

Clerk to make payments

EXPENDITURE - TO BE PAID TO	DETAIL	AMOUNT
West Sussex ALC Ltd	WSALC & NALC subscription 2016-17	£104.63
Ros Britton	Internal Audit (John Lewis gift card)	£30.00
Chichester Citizens Advice	Donation S137	£50.00

INCOME RECEIVED FROM	DETAIL	AMOUNT
HMRC	NIC rebate due to overpayment	£43.47
CDC	First half yr precept	£4,000.00

It was **RESOLVED** that the above payments be made and the income received was noted.

030.16

AGENDA ITEM 14: COUNCILLOR REPORTS

There were no further reports from any councillors.

031.16

AGENDA ITEM 15: CORRESPONDENCE & INVITATIONS RECEIVED

- i. **Police Roadshows – 16 June, West Dean College** – Cllr Darley to attend
- ii. **Community Drinks Event - 30th June, Seaford College** – All Cllrs to attend if they wish
- iii. **All Parishes Meeting - 19 May, CDC** – Cllr Davies and Clerk to attend
- iv. **SDNPA Workshops - 11 May, Midhurst** – Cllr Leyson and Clerk to attend
- v. **CDALC meeting – Mon 25th July, CDC’s Offices** in Chichester at 7pm – No one to attend.
- vi. **Save our Law Courts** – after discussion, it was **RESOLVED** that if councillors felt they wanted to write personally to support this they should. The PC would not submit a response.

Cllr Darley to attend and register
Clerk to advise CDC & SDNPA
Clerk to send apologies to CDALC
Cllrs to support law courts individually

The meeting closed at 21.22 hrs.

The Annual Parish Meeting will be held on Tuesday 24 May 2016, 19:00 at Duncton Village Hall.

The next Full Council meeting will be held on Tuesday 5 July 2016, 19:00 at Duncton Village Hall.

The next planning meeting will be held on Tuesday 7 June 2016, 16:30 at Duncton Village Hall.

Village Hall Report

Oil leak has been fixed and smell gradually going away. Grants are being sourced for help lay a new floor and the hall is due to be decorated. The Road leading up to the hall has been repaired and a new sign from the road installed.

These minutes are an accurate record of the meeting

Signed:

Name & Position:

Date:

DRAFT