

Duncton Parish Council

Minutes of the meeting held on 04th November 2014

Present

M. Bracey, C. Davies, S. Danby, D. Withers, A. Beadsley, R. Boulton

In attendance

A. Harte (Clerk to the Council),

Agenda item no. 1 Apologies

P. Darley, J. Elliott (CDC),

Agenda item no. 2 Declarations of interests:

C. Davies Agenda Item 8 – Roads - due to plans for coloured patches on Duncton straight near April Cottage

A. Beadsley Agenda Item 5 – Footpaths – Owns the land on which the hedge encroaching the path along Duncton straight is on.

Agenda item no. 3 Minutes from the Meeting on 9th September 2014

Signed as a correct record.

Agenda item no. 4 Clerk's report on action points from the 9th September 2014 meeting

- a) Barclays Bank account set up. S. Danby unable to be a signatory on the account as they require a mobile phone number and an email address therefore R. Boulton asked to register as a signatory. **(ACTION R. Boulton)**
- b) Grit Bin near April Cottage needs grit replaced as had solidified. **(ACTION A. Harte)** To contact Winter Maintenance about the grit replacement.
- c) Meeting to be arranged with Kate Brickell to discuss the Community Orchard **(ACTION A. Harte)**
- d) Speedwatch training to be arranged. **(ACTION R. Boulton)**
- e) P. Isaac informed A. Harte that it was not possible to arrange a property marking session for all villagers. **(ACTION C. Davies)** To bring this up at the next Police liaison committee.
- f) Notice board has arrived. Now awaiting cork pinboard and bolts before fitting **(ACTION A. Harte)**.

Agenda item no. 5 County Councillor's report (M. Brown not present)

- a) CLC – signage around the Beechwood lane area was discussed. In view of the report about the A285 being Britain's most dangerous road it was decided to await WSCC response. Rogate have got funding to remove all signage to improve traffic, which is interesting. There is CLC money available for Playground improvement **(ACTION A. Harte)**.
- b) Footpaths – The current system of inspection is not adequate – this is on the agenda for the next CLC

Agenda item no 6 District Councillor's report (J. Elliott sent apologies)

- a) J. Elliott held a meeting for Bury ward parishes about Neighbourhood planning. This allows access to 25% of the Community Infrastructure Levy (CIL) instead of just 15%. However there is little likelihood of new building in Duncton. There is no CIL on minerals extraction. Discussion on pros and cons of neighbourhood planning took place. It was resolved to investigate cost of consultants such as those used by Kirdford **(ACTION A. Harte)** as there may be funding available of up to £5000. M. Bracey to ask for help from J. Aitchison who has experience of neighbourhood planning in development **(ACTION M. Bracey)**.
- b) At the All Parishes Meeting the Community right to bid was discussed and councils encouraged to register land of community value. A. Harte to check 'assets of community value' with David Hyland **(ACTION A. Harte)**.

- c) The traveler's site at Westhampnett is in process now and will hopefully give more powers to move travelers on from unauthorised sites.

Agenda item no. 7 Better Connected Broadband

M. Bracey, and C. Davies have been investigating the progress getting of fibre optic broadband to Duncton as there are issues getting power to cabinet 'Petworth 4'. The latest news is that wayleaves have been refused by Leconfield Estate for power supply as proposed by SSE. Openreach are actively seeking alternatives. M. Bracey proposed to keep up communication with the better connected team and C. Davies contact at SSE to monitor progress. **(ACTION C. Davies and M. Bracey)**

Agenda item no. 8 Roads

The changes along the Duncton straight to put in double white lines have been given the go ahead. The plans also apparently include coloured tarmac sections that in the past have caused vibration at April Cottage. C. Davies to contact Roland Plumb to request a meeting to discuss the planned improvements and the possible impact on April Cottage. **(ACTION C. Davies)**

Agenda item no. 9 Planning 10/09/2014 - 04/11/2014

- a) Planning applications and decisions discussed. Nothing new to comment on.
- b) Heath End Sand Pit application further response submitted highlighting the operator's lack of maintenance of boundaries and archaeological features and refusal to attend liaison meetings. Concern was raised that the delays in decisions on this application means that 20% of the extension applied for has already lapsed. **(ACTION M. Bracey to write to Peter Wilsdon)**
- c) M. Bracey and C. Davies attended SDNP meeting where the context of the SDNP Plan was given. The settlement hierarchy was discussed and a map was provided to mark green spaces in the parish that we wish to be protected. **(ACTION A. Harte to clarify the requirements, once the email is received, mark on the green spaces and return the map to Chris Patterson)**. A presentation was given on minerals where they stated that there were no new sites in the national park. A background summary will be available shortly along with the short list of possible sites as there is still a shortfall in mineral extraction nationally.

Agenda item no. 10 Finance

- a. It was unanimously **RESOLVED** to make donations of £37.50 each to Help for Heroes and The Royal British Legion raised during the WW1 commemoration tea.
- b. The butchers invoice for the Fireworks evening will be passed onto the Village Hall Committee to pay. **(ACTION A. Harte)**
- c. It was unanimously **RESOLVED** to pay Clerk's Salary and expenses as detailed in the table below.
- d. New notice board – unanimously **RESOLVED** to pay £1612.80 Needs cork board to pin to- cost £37.50. Also requires two small brass bolts which D. Withers suggested using the ones from the old board.
- e. External Auditor's report:
- i. Provide documentary evidence to demonstrate it has reviewed the effectiveness of internal control arrangements during the year.
 - ii. Provide documentary evidence to demonstrate risk management has been considered by those charged with governance during the year.
 - iii. The Council tax support grant amount should not be included in the precept amount (Box 2)
- A discussion on the internal control arrangements and risk management took place. The council reviewed the procedure of cash accounting and formulated a policy whereby any cash taken at events should be counted on site by at least two people from the Parish Council (including the Clerk and RFO). All cash should be banked and any invoices paid subsequently by cheque or card. Risk management to be put onto the next agenda along with a review of the emergency planning policy.
- f. Request from Duncton PCC for £400 Donation to the Church. Budget set at £400, unanimously **RESOLVED** to make this donation.

- g. £496.75 cash was banked of donations given to the Fireworks Night Fund. The total amount taken was £541.41 but £44.66 cash was paid to Heath End Farm Shop for bred rolls used on the night.

Payments Due 01/11/2014		
TO	DETAIL	AMOUNT
Air Ambulance Service	Donation	£150
K.P. Joinery	New Notice Board	£1,613
Royal British Legion	Donation WW1 Commemorations	£37.50
Help for Heroes	Donation WW1 Commemorations	£37.50
Clerk's Salary & Expenses 01/09/14-31/10/14		
LCP Scale 21 per SALC Payment Schedule per hour		£ 10.04
Total number of hours worked in Sept / Oct 14	Sept; 17.33 Oct; 17.33 + overtime 12.84	47.50
Total salary for Sept / Oct 14		£ 476.90
Less income tax for Sept / Oct 14		
Total salary to clerk for Sept / Oct 14		£ 476.90
Clerk's Expenses		
Office allowance Sept / Oct 14 (@ £13.09 pcm)		£ 26.18
Broadband Sept / Oct 14 (@ £5.00 pcm)		£ 10.00
Stamps 1st Class book of 12		£ 7.44
Total Expenses		£ 43.62
Total Salary/Expenses due to A Harte for this period		£ 520.52

Agenda Item No. 11 Playground Report

- a) Playsafe have quoted for the repairs to the playground and extra equipment for both very young and older children. A discussion on the suggested items took place. More quotes are required, A. Harte is meeting Sovereign for the second quote and S. Danby will find contact details of another company she is aware of. A. Harte to research the amount of grants it would be possible to get. To look at Quick Fix fund for repairs. **(ACTION A. Harte and S. Danby)**
- b) Marie will do a flier for the Parish Magazine to get opinions from Duncton residents. **(ACTION M. Bracey)**

Agenda item no. 12 Christmas Tree

R. Boulton to ask Sebastian Anstruther if he is prepared to donate a Christmas Tree for the Village again. All the lights and power are ready this year. **(ACTION R. Boulton)**

Agenda item no. 13 Correspondence File & Invitations received 10th September to 4th November 2014

- a) North East Parishes Forum 12th November M. Bracey and C. Davies to attend. **(ACTION A.Harte)**
- b) Circulated to Councillors

Agenda item no. 13 Councillors Reports

R. Boulton – Road crossing possibility raised as the A285 is Britain's most dangerous road.

- A. Beadsley – the design for the changes at Burton Pond to allow access for wheelieboats have been altered and planning will be applied for.
- C. Davies – Footpath on the Duncton straight is almost unpassable, growth of vegetation is forcing people onto the road. A. Harte to email highways. **(ACTION A. Harte)**
The Village Hall committee feel that the cupboard for the screen is not necessary and a cover would be better. **All agreed** but the clerk requested a cabinet for paperwork. M. Bracey will ask John Bracey to look into this. **(ACTION M. Bracey)**

The next meeting will be on Tuesday 6th January 2015 at 7pm in Duncton Village Hall.

Signed:

Date:

Village Hall Update and Report by Nigel Clifford

There are no matters arising from the village hall, we have had no complaints about weddings running over the time slot and we have had several messages of thanks from users.

The external works are progressing well, Keith has kindly seeded the lawn after the builders and this is growing back well. The gardener is going to sow some wild flowers with grass seed on the bank, which should look good for the spring.

We have been able to contribute to the British Legion poppy fund by way of a raffle, which should generate twice what the hall has given. We also have contributed as requested to the fireworks.

The balloon company run by Grahame Scarfe has already offered a prize for next years summer fete, and Trevor (our village balloon man!) has donated a free flight to the British Legion via Frank Poutneys golf club.

The snagging works have been completed to the new extension, and all seems well. If anyone can see any further defects please let me know by the end of next week.

In conversation with Chris Davies, Chris and I have the same idea that the cupboards that have been considered for the extension may actually be a waste of money, and that a cover for the new screen would be more beneficial and give more overall space, ideas from the PC would be great.

The hall is growing from strength to strength, and as such we are considering offering the hall at even more reduced rate than at present. We are hoping at 25% of that to the public.