

DUNCTON PARISH COUNCIL
PARISH COUNCIL MEETING (PCM) MINUTES

MONDAY 13th MAY 2019 AT 19:00

DUNCTON VILLAGE HALL

	ACTION
<p><u>PRESENT</u></p> <p>Cllr Peter Thomas; Cllr Hilary O’Sullivan; Cllr Keith Naphine and Parish Clerk & Proper Officer Jane Landstrom.</p>	
<p><u>IN ATTENDANCE</u></p> <p>Vincent Leysen, Danielle Mills and Cllr Alan Sutton, CDC</p>	
<p><u>022.19</u></p> <p>AGENDA ITEM 1: WELCOME AND TO RECEIVE & APPROVE APOLOGIES FOR ABSENCE</p> <p>Peter Thomas welcomed everyone, particularly Danielle Mills and Keith Naphine who are new to the PC.</p> <p>He thanked everyone for their contributions during the last Council, including the retiring members.</p> <p>Cllr Nigel Clifford and Cllr David Bradford, WSCC sent their apologies which were approved.</p>	
<p><u>023.19</u></p> <p>AGENDA ITEM 2: ACCEPTANCE OF OFFICE AND CO-OPTION OD NEW COUNCILLORS</p> <p>New Councillors</p> <p>The Clerk confirmed that as the number of candidates was lower than the number of vacancies to be filled, all persons who were validly nominated have been declared to be elected as unopposed and it was not necessary to hold an election. The new Councillors are Cllr Peter Thomas, Cllr Hilary O’Sullivan, Cllr Keith Naphine and Cllr Nigel Clifford.</p> <p>Cllr Thomas, Cllr O’Sullivan and Cllr Naphine all completed the Declaration of Office, and Email consent for summons. Cllr Naphine also completed a Register of Interests.</p> <p>The Clerk confirmed that Cllr Clifford can complete the relevant paperwork at the next meeting.</p> <p>Co-option of new Councillors</p> <p>Danielle Mills and Vincent Leysen were co-opted on to the Parish Council. They were nominated by Cllr Thomas and seconded by Cllr O’Sullivan. They both completed the Declaration of Office and Email consent for summons. Cllr Mills also completed a Register of Interests.</p> <p>The Clerk confirmed that there remains one vacancy on the Council and that as the next meeting in July falls outside the 30 days, the PC will need to comply with the statutory rules relating to co-option and give notice to CDC.</p> <p>New Email addresses and training</p> <p>The Clerk confirmed that new Parish Council email addresses will be set up for Cllr Mills, Cllr Naphine and Cllr Clifford and that they should no longer use their personal ones.</p> <p>New Councillor training has been booked for Cllr Naphine, Cllr Mills and Cllr Clifford on Tuesday 18th June 2019 (0915 registration, 0930 start, finishing at 1230) at Chichester Park Hotel. The cost per</p>	<p>Cllr Thomas, Cllr O’Sullivan & Cllr Leysen to complete ROI and send back to Clerk.</p> <p>Clerk to bring paperwork to next meeting for Cllr Clifford to sign.</p> <p>Clerk to update website & provide CDC with ROI details</p> <p>Clerk to give notice to CDC to co-opt</p> <p>Clerk to set up new PC emails</p>

<p>delegate is £70 + VAT.</p> <p>There is a Clerks Technical Networking Day at the Crowne Plaza Hotel, East Grinstead, on 7th Nov from 09:30 to 16:00 at a cost of £110 + VAT.</p> <p>It was RESOLVED that the councillors and Clerk should attend these courses.</p>	<p>Clerk to book and pay for training courses</p>
<p><u>024.19</u></p> <p>AGENDA ITEM 3: DECLARATION OF PERSONAL OR PREJUDICIAL INTERESTS BY COUNCILLORS</p> <p>There were no declarations of interest declared or changes to the register of interests.</p>	
<p><u>025.19</u></p> <p>AGENDA ITEM 4: COUNTY COUNCILLOR'S REPORT – MR DAVID BRADFORD, WSCC</p> <p>Cllr Bradford was not present and did not provide a report.</p> <p>The Clerk commented that she had asked Jon Forster, WSCC Highways about the A285 and issues raised at January's meeting. She received the following update on 26 April:</p> <ul style="list-style-type: none"> • The bend at Dog Kennel Cottages is due to be resurfaced next week, when this is done the slippery road signs (one is currently on the southbound bend warning sign) can be removed and then the reduced speed now plate can be installed. • The project team have not processed the tractor turning signs yet, but they have not been forgotten. • The counter was damaged as is currently not working, again this repair cannot be progressed until bend surfacing works are complete. • As discussed, we have several A frame mounted speed indicator signs that are fairly old sitting in a storeroom. I need to have them sent away and assessed to see if they can economically be brought back into use. Now the new financial year is here I have some budget to get this done, if we can get them back into use the PC/SWG is welcome to have one on loan. There is some guidance etc that will need to be complied with regarding the deployment, but I will get a member of my team to make contact once we understand if the signs are still viable. • We will be reviewing the bend/junction warning sign for Church Lane; it is likely we will swap out the interactive sign and replace it with an interactive sign that shows the bend with junction to the left the same as the static warning sign. Again, this has had to wait for the new financial year but will be progressed this year. • We are still working with the contractor to determine whether the banks need any additional works. 	<p>Clerk to chase WSCC to ensure actions are completed.</p>
<p><u>026.19</u></p> <p>AGENDA ITEM 5: DISTRICT COUNCILLOR'S REPORT – CLLR ALAN SUTTON, CDC</p> <p>Cllr Sutton made the following comments:</p> <ul style="list-style-type: none"> • He is newly elected into the role, lives in Petworth and operates a private hire and chauffeur business out of Heath End. • He is a Governor at Western Sussex NHS hospitals – St Richards & Worthing and is involved in the wellbeing mental health project at Petworth Surgery. • He is very hands on and active in the newly formed Fittleworth Ward which consists of nine parishes and is keen to make an impact. • Tony Dignan, leader of CDC has stepped down and a new leader will be in position soon. • Alan is available for drop ins at the Cricketers and Heath End Shop and happy to meet anyone who has any concerns or questions. 	<p>Clerk to give info to Parish magazine about new district Cllr and drop in clinics.</p>

<p>Cllr Thomas made Cllr Sutton aware of the Heath End Sandpit issues commenting that the current extraction is due to be run down along with restoration of the site, however there is now a new consultation that includes Duncton Common and Coopers Moor for possible future sand extraction. DPC are against this and have written a letter of objection to SDNPA.</p> <p>The Heath End Liaison Committee have also recently written a letter to Tim Slaney, head of Planning at SDNPA about their concern in recent years as to the operation of the Heath End Pit and delivery of the planned restoration works.</p> <p>Cllr Sutton commented that he and Gillian Keegan MP is aware of the issue and that they will both support the PC. The Clerk agreed to cc Cllr Sutton into future correspondence.</p> <p>Cllr O’Sullivan commented that both the PC and VHC would like to make better use of the Village Hall and are open to delivering services to the community.</p> <p>At 19.55, Cllr Sutton left the meeting.</p>	<p>Clerk to cc Cllr Sutton into Heath End Liaison correspondence</p>
<p><u>027.19</u></p> <p>AGENDA ITEM 6: MINUTES OF THE PREVIOUS MEETING HELD ON 4th MARCH 2019 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. Cllr Thomas duly signed the minutes.</p>	
<p><u>028.19</u></p> <p>AGENDA ITEM 7: COUNCILLORS & CLERK TO REPORT BACK ON ACTION POINTS FROM PREVIOUS MEETING. MATTERS ARISING AND ANY OTHER BUSINESS</p> <p>Pavements</p> <p>The Clerk has heard back from Steve Hodd, WSCC who has confirmed that both areas have been assessed and they have been added to a Forward Programme of works, but a year date is yet to be confirmed. No further action required.</p> <p>New Footpath</p> <p>The Clerk asked Darryl Hobden, WSCC about whether the new footpath is formally open, and he said that they are still waiting on the landowner with regards to the legal formalities. The signs, bridges and gates have been installed. No further action required.</p> <p>Playground</p> <p>Aerial Runway</p> <p>The Clerk sent Hyde the proposal to install a new runway on 1 March asking for their consent and covering the costs of amending and updating the lease.</p> <p>Shaun Navaz, Commercial Property manager replied on 2 May saying:</p> <p>“We will need to do a few things:</p> <ul style="list-style-type: none"> • As you will be extending your demise as such, we will need a new plan created. • Approval with board – I will submit this week • Legal process <p>I will keep you in the loop and let you know if I require anything else.”</p>	

The Clerk clarified that £2,900 was allocated by CDC from the New homes Bonus Fund on 11 October 2017 and the monies need to be spent within 3 years (October 2020)

Following discussion, it was **RESOLVED** that before any next steps are taken, there should be proper consultation with village residents and the school about what new facilities (if any) they may want. Cllr Thomas will mention at the Village Meeting and the Clerk will design a survey in conjunction with Cllr Mills and promote in the Village Magazine and Facebook.

Repainting of the bench and climb around

The Clerk has obtained the RAL number for the climbing frame and bench and has been told it is powder coated steel so to use a good quality metal spray paint. She is liaising with the decorator as to when the work can be carried out.

Playhouse

The Clerk reported that the concrete is deteriorating around the playhouse causing a skid hazard. She has been in touch with the installer Playdale regarding the repairs and they have agreed to rectify the problem free of charge. Clerk to chase.

Residents Speed watch

Cllr O'Sullivan reported that roughly three weeks ago there was another session and 35 cars were caught speeding which will result in warning letters being sent.

Two more residents have joined the group.

Cllr Napthine wanted to join the group and it was agreed that Cllr O'Sullivan would send him the link to the online registration and test. Cllr Napthine asked if there could be further sites included such as Heath End and it was agreed that as these must be risk assessed, the Clerk would ask the PCSO.

Defibrillator in centre of village

There was no further update from Cllr Thomas about the possibility of installing another defibrillator in the centre of the village. Cllr Thomas to progress.

Local Community Support

Cllr Thomas said that they were still keen to set up a way of supporting villagers and were looking at using Tillington's model, however this may now be done on a more informal basis with a list of phone numbers to call. Cllr Thomas to progress.

Village Clean up – litter pick Sat 30th March

Everyone agreed that the litter pick went well and that it should be run again next year in the same format. No further action required at this time.

Heath End Sand Quarry

The Clerk commented that as agreed after last meeting, Cllr Leysen drafted a response to the Soft Sand Consultation (SSC) and she sent it to SDNPA. She also promoted the consultation on the village facebook and website to encourage residents to respond.

The Clerk confirmed that the minutes from the last Liaison Meeting have now been received. It was **RESOLVED** that the Clerk should post the minutes of all Heath End Liaison Meetings on the website and

Clerk and Cllr Mills to design survey consultation for playground.

Clerk to chase decorator to complete works

Clerk to chase Playdale to ensure playhouse works completed

Cllr O'Sullivan to include Cllr Napthine in Speedwatch and send links to online registration and test

Clerk to ask PCSO if more sites can be included

Cllr Thomas to progress defibrillator & local community support

Clerk to post minutes on website and facebook

<p>website to help encourage village support. Cllr Napthine will also join the group.</p> <p>Cllr Thomas explained that a letter dated 25th March was sent from DPC on behalf of the Liaison Group expressing concerns. A reply was received on 2 April and the Liaison Committee Members feel that they should formulate a reply and arrange to talk face to face with Tim Slaney to agree a way forward regarding the quarry reclamation and control of the workings.</p> <p>Any Other Business</p> <p>Cllr O’Sullivan commented that the Village Hall Committee has been successful in being awarded two grants for replacing the windows and that it will require a full planning application which has been submitted.</p>	
<p><u>029.19</u></p> <p>AGENDA ITEM 8: VILLAGE MATTERS</p> <p>Village Meeting – Tuesday 14th May</p> <p>Doors open 7pm for light refreshments & meeting starts at 7.15pm.</p> <p>Inserts have been included in the May edition of Parish News. Village Email sent and promoted on Facebook.</p> <p>It was RESOLVED that Cllr Thomas would supply the wine and the Clerk the Cheese & Soft Drinks. Cllr O’Sullivan would bring cake.</p> <p>Street Name Plate Consultation</p> <p>The Clerk explained that CDC have received a request for a new nameplate at Duncton Common Road. The reason for the request stated within the application is “Duncton Common Road is from A285 up to Cathanger Lane crossroads and is the road into Graffham near Petworth. The applicant’s property accesses on to this road. The advent of Satellite Navigation has meant that with the internet couriers rely upon it. However, with so many houses in rural areas grouped together often addresses cannot be found due to no street nameplates being in place. This also applies to emergency services. So, the provision of street nameplates at each end of the road would assist the whole community and would benefit the environment by ensuring deliveries are met with excessive time and return journeys being made.”</p> <p>Following discussion, it was RESOLVED that DPC are happy to have the nameplates erected in the positions noted on the plan.</p> <p>Skateboard Ramps</p> <p>The Clerk explained that has received a letter from Jack, aged 8 who lives in Willet Close who would like to improve the playpark with ramps as he likes scooting.</p> <p>Following discussion, it was RESOLVED that there was little support for ramps as there isn’t enough room to safely include any in the existing playground and it would mean a whole new additional hard surfaced area which would be unsightly and costly. The Clerk confirmed that Petworth Town Council are still very keen for a skatepark to go ahead in Petworth so this would be a better solution.</p> <p>It was agreed however that current plan of a zipwire may not be what residents want so a consultation will be put out to help understand what residents want. It was agreed that the Clerk would write back to Jack with an update.</p>	<p>Various actions for Cllrs & Clerk</p> <p>Clerk to reply to CDC re name plates</p> <p>Clerk to reply to Jack</p>
<p><u>030.19</u></p>	

AGENDA ITEM 9: PLANNING - Applications & decisions, 4 March – 13 May 2019

New applications:

SDNP/19/01719/LIS - 2, Biddulph Mews, Little Hurst Cottage Burton Park Road

Replacement windows to West Elevation

SDNP/19/02058/HOUS - 3 Biddulph Mews Burton Park Road

Replacement of 3 windows & 1 set of french doors to front (east)elevation.

Following discussion for both the above applications, it was **RESOLVED** that DPC have no objection to the applications.

SDNP/19/00946/LDE - Herringbroom Studio Duncton Common Road

Domestic Garden to Herringbroom Studio

"This application has been considered and Duncton Parish Council has no objection" – Clerk sent this reply after the application was considered by email.

Decisions made:

SDNP/18/06240/FUL - 1 Boderton Mews Burton Park Road

Proposed construction of a single storey open fronted garage replacing an existing parking place, alterations to bin store and two new visitors spaces.

"Following our meeting on 4th March, where we discussed this application, whilst the Parish Council are aware of the large number of objections from Parishioners, we have focused on the planning application itself and have no objection to the proposal of a single storey open fronted garage.

Approved 8th March 2019

SDNP/18/06158/HOUS - Tall Timbers Burton Park Road

Installation of replacement fencing on external boundaries

"Following our meeting on 14th January where this application was discussed, Duncton Parish Council object to this application. The galvanised metal fence posts are out of character and not in keeping with its rural location.

Approved 2 April 2019

SDNP/19/00946/LDE - Herringbroom Studio Duncton Common Road

Domestic Garden to Herringbroom Studio

"This application has been considered and Duncton Parish Council has no objection."

Refused 24 April 2019

**Clerk to input
comments into
Planning Portal**

031.19

AGENDA ITEM 10: ELECTION OF CHAIR & VICE CHAIR

Cllr Leyson proposed, and Cllr Mills seconded that **Cllr Thomas should be Chair**. It was **RESOLVED** and

<p>CLlr Thomas signed the Declaration of Office.</p> <p>CLlr Thomas proposed, and CLlr Napthine seconded that CLlr O’Sullivan should be Vice Chair. It was RESOLVED and CLlr O’Sullivan signed the Declaration of Office.</p>	
<p>032:19</p> <p>AGENDA ITEM 11: COUNCILLOR ROLES & RESPONSIBILITIES AND FORMATION OF ANY SUB-COMMITTEES</p> <p>Following discussion, it was RESOLVED that:</p> <ul style="list-style-type: none"> • No sub committees should be formed • All CLlrs will be responsible for Planning • CLlr Peter Thomas - Chair, NE Parishes & All Parishes Meetings • CLlr Hilary O’Sullivan - Vice Chair, Chair of Planning, Speedwatch, Wildlife inc Burton & Chingford Ponds • CLlr Vincent Leysen - Minerals & Waste • CLlr Keith Napthine - Burton & Chingford Ponds, Playground, Minerals & Waste • CLlr Danielle Mills – Finance • CLlr Nigel Clifford - Assets & Maintenance 	
<p>033:19</p> <p>AGENDA ITEM 12: ANNUAL REVIEW FOR YEAR ENDING MARCH 2019</p> <p>i. Certificate of Exemption</p> <p>To be completed where the higher of gross income or gross expenditure did not exceed £25,000 and the Parish Council wish to certify themselves as exempt from a limited assurance review.</p> <p>Following discussion, it was RESOLVED to approve and sign the Certificate of Exemption which was signed by the Clerk and Chairman.</p> <p>ii. Annual Governance Statement</p> <p>To receive a report from the Clerk, review the effectiveness of the system of internal control, consider the findings and note the report from the Internal Auditor.</p> <p>Following discussion, it was RESOLVED to approve the Annual Governance Statement which was signed by the Clerk and Chairman.</p> <p>iii. Accounting Statements</p> <p>To receive a report from the Clerk, consider the Accounting Statements and report from the Internal Auditor.</p> <p>Following discussion, it was RESOLVED to approve the Accounting Statements which was signed by the Clerk and Chairman.</p>	<p>Clerk to send back to Moore Stephens and post on website and noticeboard</p>
<p>034.19</p> <p>AGENDA ITEM 13: CLERK’S REPORT INCLUDING FINANCE</p> <p>i. Accounting Procedures</p>	

<p>Following discussion, it was RESOLVED to approve the DPC Accounting Procedures 2019-20 which include the clerk's salary and banking arrangements. Cllr Mills will become the new signatory, taking over from Andy Beadsley who has left. Clerk to arrange.</p> <p>ii. Asset register</p> <p>Following discussion, it was RESOLVED to approve the schedule of assets and replacement values.</p> <p>iii. Insurance</p> <p>The Clerk explained that last year DPC paid £618.98 which was year 3 of a 3-year deal. Zurich have quoted £709 for a single year deal and Came and Co £531 for a single year or £507 for a 3-year deal.</p> <p>Following discussion, it was RESOLVED to approve the Came & Co 3-year deal.</p> <p>iv. Procedures & Policies.</p> <p>Following discussion, the below 2019-20 policies and procedures were reviewed, and it was RESOLVED to approve them.</p> <ul style="list-style-type: none"> • Code of Conduct • Standing Orders • Financial Regulations • Complaints Procedure • Freedom of Information • Grievance Policy • Equality Policy • Risk Register <p>v. Internal Auditor</p> <p>Following discussion, it was RESOLVED to approve that Ros Britton again be the internal auditor and that the Council give her £30 vouchers in thanks.</p> <p>vi. Budget 2019-20</p> <p>Following discussion, it was RESOLVED to approve this year's budget.</p> <p>vii. VAT – refund from 2018/19</p> <p>The Clerk commented that £523.01 can be claimed from last year and it was RESOLVED that the Clerk would claim.</p> <p>viii. Income & Expenditure – report from the Clerk and approval of payments</p> <p>The Clerk detailed the payments that have been approved since the last meeting and the payments which were approved at this meeting. The approval of payments sheet was signed accordingly.</p>	<p>Clerk to add Cllr Mills and remove Andy Beadsley as signatory</p> <p>Clerk to put insurance in place with Came & Co on 3-year deal</p> <p>Clerk to update website</p> <p>Clerk to submit VAT reclaim</p>
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EXPENDITURE	DETAIL	DATE (TO BE) PAID	AMOUNT
WSALC	WSALC & NALC Subscription	13-May-19	£ 113.51
Ros Briton	Thank you for audit	13-May-19	£ 30.00
Citizens Advice - Arun & Chichester	S137 donation	13-May-19	£ 100.00
Total expenditure			£ 243.51

The Clerk commented that the following income has been received:

INCOME RECEIVED FROM	DETAIL	DATE REC'D	AMOUNT
CDC	First Half precept	12-Apr-19	£ 4,488.00
Total income			£ 4,488.00

The Clerk commented that the bank accounts reconcile.

Bank Reconciliation - 8th May 2019

Balances on accounts

	£
Current Account	987.67
	£
Savings Account	14,543.83
	£
Total	15,531.50

Less unpresented cheques / online payments

None	£
	<u>15,531.50</u>

Cash Book

	£
Opening Balance 1 April 2019	11,043.50
	£
Add Receipts for the Year	4,488.00
	£
	15,531.50

Less Payments for the Year

£
15,531.50

Clerk hours worked - Contracted 25 hrs month

March – 25hrs

April – 25 hrs

Balance – 24 hrs in deficit

Appraisal

The Chairman will undertake the Clerk's annual appraisal on 14 th May 2019				
035.19 AGENDA ITEM 14: COUNCILLOR REPORTS INCLUDING FEEDBACK FROM MEETINGS ATTENDED There were no Councillor reports.				
036.19 AGENDA ITEM 15: CORRESPONDENCE & INVITATIONS RECEIVED 4 MARCH – 13 MAY 2019 There was no correspondence received.				Various actions – see left
Upcoming meetings				
22-May	WSCC	Burton & Chingford LNR, Wed 22 May 10-12.	CLRs O'Sullivan & Napthine to attend	
11-Jun	WSCC	North Chichester County Local Committee, Compton Parish Room, Main Road, Compton, PO18 9HD	CLr Thomas to attend if agenda of interest	
15-Jul	CDC All Parishes	All Parishes	Clerk & CLr Thomas to attend	
The meeting closed at 21:20 The next Full Council Meeting will be held on Monday 1 July, 19:00 at Duncton Village Hall.				
These minutes are an accurate record of the meeting Signed: Name & Position: Date:				