

**DUNCTON PARISH COUNCIL**  
**ANNUAL PARISH COUNCIL MEETING (APCM) MINUTES**

MONDAY 21<sup>st</sup> MAY 2018 AT 19:00

DUNCTON VILLAGE HALL

	ACTION
<p><b><u>PRESENT</u></b></p> <p>Cllr Peter Thomas, Chairman; Cllr Hilary O’Sullivan; Cllr Susan Laker; Cllr Chris Davies; Cllr Andy Beadsley and Parish Clerk &amp; Proper Officer Jane Landstrom</p>	
<p><b><u>IN ATTENDANCE</u></b></p> <p>David Bradford, West Sussex County Councillor</p>	
<p><b><u>023.18</u></b></p> <p><b>AGENDA ITEM 1: WELCOME AND TO RECEIVE &amp; APPROVE APOLOGIES FOR ABSENCE</b></p> <p>The meeting started at 19:05 and the Chairman welcomed everyone. Cllr Rod Matthews and Cllr Vincent Leyson sent their apologies which were approved.</p>	
<p><b><u>024.18</u></b></p> <p><b>AGENDA ITEM 2: DECLARATION OF PERSONAL OR PREJUDICIAL INTERESTS BY COUNCILLORS AND CHANGES TO THEIR REGISTER OF INTERESTS</b></p> <p>There were no declarations of interest declared or changes to the register of interests.</p>	
<p><b><u>025.18</u></b></p> <p><b>AGENDA ITEM 3: COUNTY COUNCILLOR’S REPORT – MR DAVID BRADFORD, WSCC</b></p> <p>Cllr Bradford mentioned the following points:</p> <ul style="list-style-type: none"> <li>• <b>Velo South, Sun 23<sup>rd</sup> September 2018</b> <p>Riding event starting and finishing at Goodwood which will go straight through the Parish on A285 and mean road closures between 06:00-11:00. Cllr Thomas commented that CDC had spoken about it at the recent All Parishes meeting and that although there were many positives about the event, the Parishes should have been consulted beforehand. He asked for future events, Parishes please need to be consulted. Cllr Bradford agreed and said he would pass those comments onto WSCC. The Clerk commented that along with every resident receiving a letter, the event has been publicised in the 3 Parishes magazine, on the Village Facebook Page and on the website. It will also be mentioned at the upcoming Village Meeting.</p> </li> <li>• <b>Duncton School</b> <p>Cllr Bradford commented that he has met with the Head of Education at WSCC and that she is aware of what a good school it is and that he remains very supportive. The Clerk commented that she is aware of a new WSCC consultation – Draft School Effectiveness Plan 2018-2022 and asked Cllr Bradford if he knew about it. Cllr Bradford did not, and it was agreed that the Clerk would send the consultation to him and the PC. Cllr Bradford commented that he remains committed to helping protect the village school.</p> </li> <li>• <b>Roads</b> <p>There is no new news on the A285. The clerk commented that a parishioner was nearly run off the</p> </li> </ul>	<p>Cllr Bradford to feedback to WSCC that Parishes need to please be consulted before events are agreed</p> <p>Clerk to send WSCC Schools consultation to Cllr Bradford &amp; DPC</p>

<p>road at the Seaford bends when a tractor with a large trailer was travelling far too fast and in the middle of the road. It was agreed that Cllr Bradford would to continue to lobby for a safer A285.</p> <p>The first chunk of the A27 improvements near Arundel has been approved.</p>	
<p><b>026.18</b></p> <p><b>AGENDA ITEM 4: DISTRICT COUNCILLOR’S REPORT – JOHN ELLIOTT, CDC</b></p> <p>Cllr John Elliott, Chichester District Council did not attend the meeting and did not send a report so there were no updates.</p>	
<p><b>027.18</b></p> <p><b>AGENDA ITEM 5: MINUTES OF THE PREVIOUS MEETING HELD ON 5<sup>th</sup> MARCH 2018 TO BE AGREED AND SIGNED AS A TRUE RECORD</b></p> <p>It was <b>RESOLVED</b> by all councillors that the minutes should be agreed and signed as a true record. Chairman Cllr Thomas duly signed the minutes.</p>	
<p><b>028.18</b></p> <p><b>AGENDA ITEM 6: COUNCILLORS &amp; CLERK TO REPORT BACK ON ACTION POINTS FROM PREVIOUS MEETING AND ANY OTHER BUSINESS</b></p> <p><b>Report back on action points from last meeting:</b></p> <p>The Clerk has undertaken the following and no further action is required:</p> <ul style="list-style-type: none"> <li>• Investigated &amp; was successful in obtaining the £250 CDC Grant for Commemoration Events</li> <li>• Registered DPC with Information Commissioners Office</li> <li>• Explored email options within duncton.org domain and quotes for external audit / DPO role</li> </ul> <p><b>WW1 Centenary Commemorations 2018</b></p> <p>As agreed from last meeting and subsequent discussions, the village will be involved in centenary celebrations:</p> <ul style="list-style-type: none"> <li>• The Clerk has successfully secured and received a grant for £250 from CDC to hold a Centenary Beacon event</li> <li>• The Clerk has placed an order with the British Legion for a ‘Silent Soldier’ silhouette at a cost of £250 which will be placed in the village. Cllr Laker &amp; Cllr Thomas both agreed to help put up on the A285.</li> <li>• The annual fireworks will be held on Sunday 11th November 5.30-7pm and include a centenary celebration element</li> <li>• Duncton School have confirmed they will be holding a commemoration service at the Church and are happy for children’s poems to be read at the fireworks event.</li> </ul> <p>Following discussion, it was <b>RESOLVED</b> that:</p> <ul style="list-style-type: none"> <li>• The indemnity agreement for the Silent Soldier be signed by the Chairman</li> <li>• Cllr Laker &amp; Cllr Thomas both agreed to help put up the Silent Soldier on the A285.</li> <li>• Clerk to send info to the Queens Pageant master and promote.</li> <li>• Cllr Thomas to talk to 2 villagers who have an interest in history regarding writing a piece for the Parish Magazine.</li> <li>• Village Hall and PC to plan and arrange fireworks event – agenda item at July’s meeting</li> </ul>	<p><b>Clerk to return indemnity agreement to British Legion</b></p> <p><b>Cllr Thomas to talk to villagers re Parish mag article</b></p> <p><b>Clerk to send info re event to Pageant Master &amp; promote</b></p>

### Village Clean up – Sat 17th March & CDC Adopt an Area

The Chairman said the clean up went well with 6 bags of rubbish filled. The Clerk spoke about the new CDC litter initiative and following discussion, it was **RESOLVED** that the Village Clean up event should continue on an annual basis and that the Adopt an area initiative should be promoted to residents.

### Playground

CLlr O’Sullivan and the Clerk expressed their frustration and said that despite several attempts at trying, they had still been unable to get hold of Hyde to discuss the Zip Wire and that after 6 months of trying, nothing has progressed. Following discussion, it was **RESOLVED** that we would wait 2 more weeks to get a response, otherwise, a complaint letter needs to be written.

### New Defibrillator & Training

The Clerk commented that despite numerous emails and phone calls, the Clerk has received nothing back from CHT regarding having a prototype solar powered cabinet.

CLlr Laker commented that the recent training went very well with interest for a defibrillator at Burton Park. The Clerk and CLlr Thomas both said that they have sent information to the Burton Park Management Committee regarding this. She has written a piece for the next issue of the Parish Magazine.

The Clerk commented that two new plastic defibrillator signs have been bought and attached to the white Village Hall sign post on A285

Following discussion, it was **RESOLVED** to:

- Drop the solar power prototype cabinet with CHT
- CLlr Laker to explore other options – site another one in the bus shelter with no cabinet at all?
- Run defibrillator training annually – next one Spring 2019

### Residents Speed Watch

CLlr O’Sullivan gave an update saying that 7 people are on the group and 5 attended the recent training with the PCSO. The group are given the option of using either a speed gun which tracks the speed of cars of a sign that flashes up driver’s speeds. Following discussion, it was **RESOLVED** that:

- The group needs to recruit more residents to make it viable and impactful – Clerk will promote
- The Clerk would ask WSCC now that we are monitoring speeds, can fixed speed camera signs be put up to help reduce speeding.

### Footpath – Seaford into Village

CLlr Thomas commented that the land owners where the proposed path will run are very supportive. The ranger at WSCC has sent a letter to the owners of Rose Cottage next to Seaford where the footpath will pass close to and hasn’t heard back.

It’s been agreed that the Chair of East Lavington PC, CLlr Thomas and the WSCC ranger will walk the route and WSCC will progress further.

### GDPR

The Clerk commented that she has registered with ICO at a cost of £35 per annum and has found out costs for data audit and DPO services which range from £80-£150 for a data audit and £150- £300 per

Clerk to promote Adopt an Area initiative & schedule Village clean up same time next year

Clerk & CLlr O’Sullivan to monitor & send letter if required

CLlr Laker to explore other non-electric options for defibrillator

Clerk to promote Speed watch Group

Clerk to ask WSCC if speed camera signs can be put on A285

CLlr Thomas to walk route & work with WSCC to progress

<p>annum for DPO. There are also other costs for training (£400) and MS Sharepoint software (£650 per annum)</p> <p>Since the last meeting, the Clerk advised that NALC has announced that the Government has tabled an amendment to its own Data Protection Bill to exempt all parish and town councils and parish meetings in England and community and town councils in Wales from the requirement to appoint a Data Protection Officer (DPO) under the General Data Protection Regulation. Appointing a Data Protection Officer to support a council's approach to data protection will be discretionary and may be regarded as good practice.</p> <p>Following discussion, it was <b>RESOLVED</b> that:</p> <ul style="list-style-type: none"> <li>• DPC takes GDPR seriously and is committed to working towards it and ensuring compliance.</li> <li>• Each Councillor should have a separate Parish Council email address which can be controlled and monitored by the Clerk.</li> </ul> <p>The Clerk commented that our current domain provider Easyspace could offer ones in the format of <a href="mailto:Hilary@dunton.org">Hilary@dunton.org</a> for example at a cost of £125.16 + VAT for 1 year, £425.54 + VAT for 4 years or £500.64 per year for 5 years. This would be for 7 new addresses and accounts will be set up as POP email which ensures that all emails are saved on to Easy Space's backend system – webmail. There are no additional charges for changes of councillors.</p> <p>Cllr Davies asked if the same could be achieved by setting up individual gmail addresses at no cost. The Clerk was unsure how this would work as it may not give the administrator overall access to all emails, but it was <b>RESOLVED</b> that this option would be explored before a final decision was made as to which provider to use.</p> <ul style="list-style-type: none"> <li>• DPC would not appoint a DPO as it collects and holds a very limited amount of data and that Cllr Laker will become our Data Protection lead.</li> <li>• DPC requires a Privacy Policy and Cllr Laker will draft one for consideration and approval. DPC will not instruct an outside company to do this.</li> <li>• DPC requires a data audit and Cllr Laker will draft some Data Protection Audit Questions which will enable Cllr Laker and Cllr O'Sullivan to meet with the Clerk and undertake an audit. DPC will not instruct an outside company to do this.</li> </ul>	<p>Clerk to research Google emails vs dunton.org</p> <p>Cllr Laker to draft a new Privacy Policy for approval</p> <p>Cllr Laker to draft data audit Q's</p> <p>Cllr Laker &amp; Cllr O'Sullivan to undertake data audit with Clerk</p>
<p><b><u>029.18</u></b></p> <p><b>AGENDA ITEM 7: VILLAGE MATTERS</b></p> <p>Village Meeting – Monday 18th June.</p> <p>The Clerk commented that our Guest Speaker has been secured and that the meeting has been publicised in the May edition of the Village News and promoted on FB.</p> <p>Following discussion, it was <b>RESOLVED</b> that:</p> <ul style="list-style-type: none"> <li>• Doors will open from 7pm for light refreshments &amp; meeting starts at 7.30pm.</li> <li>• The order will be: <ul style="list-style-type: none"> <li>○ Welcome &amp; Chairman's Report. Highlights from the year inc Footpath, Zip Wire grant</li> <li>○ Upcoming events/ initiatives – Adopt an area, Felling &amp; Regeneration at Dunton Common, Velo South, Fireworks &amp; Commemoration event, CLT</li> <li>○ Community Reports – Helen Martin, Dunton School; Andy Beadsley, Dunton Village Hall &amp; Louise Hartley, Holy Trinity Church.</li> <li>○ Guest Speaker – Richard Morley, PCSO. Scams &amp; Fraud</li> </ul> </li> </ul>	<p>Clerk to continue to promote Village Meeting</p>

<ul style="list-style-type: none"> <li>• Clerk to put together basis PowerPoint presentation with key points and running order</li> <li>• Refreshments will include: <ul style="list-style-type: none"> <li>○ Cake – Cllr O’Sullivan</li> <li>○ Savoury nibbles – Cllr Laker</li> <li>○ Sausage Rolls – Cllr Davies</li> <li>○ Wine bought from Hennings on sale or return basis – Cllr Thomas</li> <li>○ Sparkling Water and cordial – Cllr O’Sullivan</li> </ul> </li> <li>• Cllr Thomas to invite the new Priest and her husband</li> </ul>	<p><b>Clerk to put Presentation together</b></p> <p><b>Various Cllrs responsible for refreshments</b></p> <p><b>Cllr Thomas invite new Priest</b></p>
<p><b><u>030.18</u></b></p> <p><b>AGENDA ITEM 8: PLANNING</b></p> <p><b>Applications and decisions 5<sup>th</sup> March -21<sup>st</sup> May 2018:</b></p> <p><b>New applications:</b></p> <p>There are no new applications.</p> <p><b>Decisions Made:</b></p> <p><b>SDNP/17/06433/HOUS Willow Cottage High Street Duncton GU28 0LB</b></p> <p>Single storey side and rear extensions, garden room and change of use of barn to habitable space. An amended design following previous applications refusal (ref: SDNP/16/03384/HOUS &amp; SDNP/16/06135/HOUS).</p> <p>"Following Duncton Parish Council's planning meeting on 5th February, we have no objection to this application. We understand the desire to develop the dilapidated outbuilding and conservatory but note that the proposed size of the garden room is substantially larger than the existing conservatory.</p> <p>Refused 22 March 2018</p> <p><b>SDNP/17/06543/FUL &amp; SDNP/17/06281/LIS - The Cricketers High Street Duncton GU28 0LB</b></p> <p>Alterations to prepare for change of use and conversion of existing outbuilding into 2 no letting rooms and structural repairs (Renewal of previous permission SDNP/12/03045/LIS)</p> <p>Following discussion, it was agreed that DPC would comment ‘Following our Parish Council meeting on 5th March, Duncton Parish Council support this application and would strongly recommend that the ground floor accommodation be made wheelchair accessible.’</p> <p>Approved 17 April 2018</p>	
<p><b><u>031.18</u></b></p> <p><b>AGENDA ITEM 9: ELECTION OF CHAIRMAN &amp; VICE CHAIRMAN</b></p> <p>There was a nomination of Chairman from Cllr Peter Thomas. Following discussion, it was <b>RESOLVED</b> to appoint Cllr Thomas as Chairman and the declaration was signed.</p> <p>There was a nomination of Vice Chairman from Cllr Hillary O’Sullivan. Following discussion, it was <b>RESOLVED</b> to appoint Cllr O’Sullivan as Vice Chairman and the declaration was signed.</p> <p>Cllr Davies was thanked by everyone for his tremendous service as Vice Chair and it was agreed that Cllr Davies would continue serving on the Council.</p>	
<p><b><u>032.18</u></b></p> <p><b>AGENDA ITEM 10: CONFIRMATION OF COUNCILLOR ROLES &amp; RESPONSIBILITIES &amp; FORMATION OF ANY SUB-COMMITTEES</b></p>	

<p>Following discussion, it was <b>RESOLVED</b> that:</p> <ul style="list-style-type: none"> <li>• All Councillors should be involved with and vote on planning</li> <li>• There will be no separate sub-committees formed</li> <li>• Cllr Thomas – Chairman, North East parishes Forum, All parishes Meeting, Planning</li> <li>• Cllr O’Sullivan – Vice Chairman, Chair of Planning, Wildlife inc Burton &amp; Chingford Ponds</li> <li>• Cllr Davies – Minerals &amp; Waste, Planning, Winter Maintenance</li> <li>• Cllr Matthews – Planning &amp; ad hoc projects as and when required</li> <li>• Cllr Leyson – Minerals &amp; waste, Planning</li> <li>• Cllr Laker – Defibrillator, Playground, Data Protection, Planning</li> <li>• Cllr Beadsley – Finance, Duncton Village Hall, Planning</li> </ul>	<p>Clerk to update contact list and website</p> <p>Clerk to inform CDC of Planning Chair change</p> <p>Cllr O’Sullivan &amp; Cllr Laker to handover playground</p>
<p><b><u>033.18</u></b></p> <p><b>AGENDA ITEM 11: ANNUAL REVIEW FOR THE YEAR ENDING 31 MARCH 2018</b></p> <p><b>i. Certificate of Exemption</b></p> <p>As neither the gross income or gross expenditure did not exceed £25,000, following discussion, it was <b>RESOLVED</b> that Duncton Parish Council wish to certify themselves as exempt from a limited assurance review.</p> <p>The Certificate of Exemption was signed by the Clerk and Chairman.</p> <p><b>ii. Annual Governance Statement</b></p> <p>The Clerk talked through the Annual Governance Statement and the Council reviewed the effectiveness of the system of internal control and considered the findings and report from the Internal Auditor.</p> <p>It was <b>RESOLVED</b> to approve the Annual Governance Statement and Section 1 of the Annual Return was signed by the Chairman and Clerk.</p> <p><b>iii. Accounting Statements</b></p> <p>The Clerk talked through the accounting statements and the Council considered them along with the report from the Internal Auditor.</p> <p>It was <b>RESOLVED</b> to approve the Accounting Statements and Section 2 of the Annual Return was signed by the Chairman and Clerk.</p>	<p>Clerk to complete Annual Governance Assurance Review and send to auditors along with publishing notice of public rights</p>
<p><b><u>034.18</u></b></p> <p><b>AGENDA ITEM 12: CLERK’S REPORT INCLUDING COMPLIANCE &amp; FINANCE</b></p> <p><b>Hours worked - Contracted 25 hrs month</b></p> <p>March – 19.5hrs</p> <p>April – 15 hrs</p> <p>Balance – 3 hrs in deficit (May expected to be over 25hrs)</p>	

## Appraisal

The Chairman undertook the Clerk's annual appraisal on 21<sup>st</sup> May. All satisfactory with no areas for concern.

## Anti-Virus

The Clerk commented that she is currently using Avast which cost £25 last year. To renew the subscription, it is going up to £60 this year. Following discussion, it was **RESOLVED** that either the Clerk uses the free Avast anti-virus, or she switches to another provider possibly AVG at a cost of no more than £30 annum.

## Winter Planning

CLLr Davies gave the Clerk a salt bin audit. Clerk to send to WSCC.

### i. Clerks salary and expenses

It was **RESOLVED** that the Clerk:

- Is paid quarterly with pay dates at the January, March, July & September meetings.
- Is paid an hourly rate of £14.63 hr (pro rata as per the National Joint Council (NJC) for salary point 31 on the LC2 scale at £28,221)
- Is contracted to work 25 hours month and is entitled to overtime at the standard hourly rate.
- Will receive an office allowance of £30 month payable 6 months in advance with £180 payable at the January and July meetings.

### ii. Internet banking

It was **RESOLVED** that:

- The Clerk has access to Business Internet banking, holds a debit card and can make payments.
- Before payments can be made by either cheque, card, direct debit/standing order or internet banking, ALL payments must be approved by 2 authorised signatories excluding the Clerk.
- This authority is to be determined by:
  - The council at a full council meeting for all items over £500 and evidenced by the signing of the 'Approval of Payments Schedule', related invoice(s) and by a minute.
  - Any two authorised signatories excluding the Clerk outside of a full council meeting for payments up to £500 and evidenced by the signing of the 'Approval of Payments Schedule', related invoice(s); and minuted in the upcoming meetings minutes as a payment that has occurred since the last full council meeting.
- The Council will ensure that a nominated councillor will check the bank statements quarterly to ensure that no payments have been made without prior authorisation.

### iii. Update and agree any changes to the nominated signatories and banking arrangements

It was **RESOLVED** that:

- Banking should remain with Barclays
- The savings account should hold the bulk of the Council's funds and a maximum of £1,000 will be kept in the current account at any one time.

Clerk to ensure computer protected with anti-virus

Clerk to send salt bin audit to WSCC

Clerk to update the Accounting Procedures

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- Both the current and savings account are set up as a 1 to sign basis and have 4 authorised signatories:
  - Peter Thomas (Chairman)
  - Hilary O’Sullivan (Vice Chairman)
  - Andrew Beadsley (Councillor)
  - Jane Landstrom (Clerk)

Clerk to remove Cllr Davies & add Cllr O’Sullivan as an authorised signatory

**iii. Asset register – agree schedule of assets and replacement values**

The Clerk talked through the asset register and replacement values and it was **RESOLVED** that this was in order.

**iv. Insurance - to note the proposed insurance cover, decide whether it is adequate and to agree the payment of the Insurance Premium**

The Clerk commented that DPC are currently in year 2 of a 3-year deal with Zurich. The policy renews at the end of May and last until May 2019. Last year’s price was £610.41, and this year’s renewal is £618.98.

Following discussion, it was **RESOLVED** that the insurance cover is adequate and that the £618.98 premium should be paid.

Clerk to pay insurance renewal

**v. Procedures & Policies – review & agree the following: (Distributed to Cllrs before the meeting)**

- Code of Conduct – no changes
- Standing Orders – these have been updated as per NALCs recent guidance
- Financial Regulations – no changes
- Complaints Procedure – no changes
- Freedom of Information – no change
- Grievance Policy – no changes
- Equality Policy – no changes
- Risk Register – no changes

Clerk to update website with newly adopted policies

The above listed policies and procedures were reviewed, and it was **RESOLVED** that they be adopted with immediate effect.

**vi. Internal Auditor – appoint an Internal Auditor for the year and agree level of remuneration.**

Following discussion, it was **RESOLVED** that we will appoint Ros Britton again as the Internal Auditor and that we should give her a gift up to the value of £35.

**vii. Budget – review agreed budget for the year**

Following discussion, the budget for the year was reviewed and it was **RESOLVED** that this should remain as it was set in November last year. No changes required.



**viii. VAT – refund from 2017/18.**

Following discussion, it was **RESOLVED** that the Clerk should claim £1,782.52 VAT from last year which was agreed by the internal auditor.

**Clerk to file  
VAT claim from  
HMRC**

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

**Income & Expenditure – Approval of payments**

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.

**Clerk to make  
payments**

EXPENDITURE	DETAIL	DATE (TO BE) PAID	AMOUNT
A Fab Signs	2 x new defib signs	11-May-18	£ 66.00
Citizens Advice	S137 Grant	21-May-18	£ 100.00
Zurich	Year 3 insurance renewal	21-May-18	£ 618.98
Royal British Legion Surrey	Silent Soldier	21-May-18	£ 250.00
Wyevale Garden Centre	Gift vouchers for Ros Britton Internal Audit thank you	21-May-18	£ 30.00
WSALC	2018/19 Subscription	21-May-18	£ 112.09
<b>Total expenditure</b>			<b>£ 1,177.07</b>

The Clerk advised that the following income has been received since the last meeting.

INCOME RECEIVED FROM	DETAIL	DATE REC'D	AMOUNT
CDC	100 Years Commemoration Grant	04-Apr-18	£ 250.00
CDC	First Half Precept	14-Apr-18	£ 4,400.00
<b>Total income</b>			<b>£ 4,650.00</b>

The Clerk advised that the bank accounts reconcile:

**Bank Reconciliation - 11th May 2018**

**Balances on accounts**

	£
Current Account	1,033.00
	£
Savings Account	13,269.58
	£
<b>Total</b>	<b>14,302.58</b>

**Less unpresented cheques / online payments**

None	£
	<u><b>14,302.58</b></u>

**Cash Book**

	£
Opening Balance 1 April 2018	9,718.58
	£
Add Receipts for the Year	4,650.00

	£ <b>14,368.58</b>	
Less Payments for the Year	£ 66.00	
	£ <b><u>14,302.58</u></b>	

**035.18**

**AGENDA ITEM 13: COUNCILLOR REPORTS INCLUDING FEEDBACK FROM MEETINGS ATTENDED**

- Heath End Quarry, 8th May – Cllr Davies & Cllr Leyson to report back.  
Cllr Davies reported that he went to the meeting which included a site visit and he still has concerns about noise and the environmental issues. There is 2 years left on the contract to run for sand production and 2 years to make good. Following discussion, it was **RESOLVED** that DPC should continue to attend the meetings and monitor the situation.
- CDALC, 16th April – Cllr Thomas to report back  
Cllr Thomas did not attend, so nothing to report
- All Parishes Meeting, 30th May – Cllr Thomas & Clerk to report back  
The Clerk commented that the meeting spoke about GDPR and VELO, both of which have been covered. Cllr Thomas said that they spoke about the amount of child sexual exploitation that is happening in West Sussex and that much of the activity centres around train stations.

There were no other meetings attended or updates / reports from Councillors.

**Cllr Davies & Cllr Leyson to keep attending Heath End meetings**

**036.18**

**AGENDA ITEM 12: CORRESPONDENCE & INVITATIONS RECEIVED 5 MARCH – 21MAY 2018**

DATE	FROM	DETAIL	RESOLVED ACTION
1-Apr	Graffham & Duncton Schools	Thank you card for £250 S137 grant last year	None
4-Apr	Sylvia Beaufoy Centre	Spring Newsletter	None
6-Apr	CDC	Adopt an Area - Litter	Adopt an area <a href="https://www.chichester.gov.uk/a/doptanarea">https://www.chichester.gov.uk/a/doptanarea</a> Promote to the village, but DPC not adopt an area
12-Apr	SDNPA	Path Watch Meeting on Tuesday 2 October 2018, from 10 am to 11.30 am and will again be held at the South Downs Centre, Midhurst.	Ask John Mayes if he wants to attend
16-Apr	WSCC	Have your say on a new Bus Strategy	<a href="https://haveyoursay.westsussex.gov.uk/highways-and-transport/bus-strategy/">https://haveyoursay.westsussex.gov.uk/highways-and-transport/bus-strategy/</a> <a href="#">Promote in village and Cllrs respond individually</a>
17-Apr	WSCC	Have your say on plan for West Sussex Fire & Rescue Service. Consultation closes 28 May.	<a href="http://www.westsussex.gov.uk/IRMP2018">www.westsussex.gov.uk/IRMP2018</a>

**Various – see in table**

17-Apr	Velo South	Road Closure details regarding road race on Sunday 23rd September	Promote in village	<b>Various – see in table</b>
1st May	Tillington Church Warden	Licensing of the Rev Debbie Smith on 29th May	Clerk declined but Cllr Thomas attending	
<b>Upcoming meetings</b>				
23rd May	Burton & Chingford Pond LNR	10.30am Duncton Village Hall	Cllr O'Sullivan attending	
6-Jun	Planning Workshops	6.30-9pm, Memorial Hall, South Downs Centre, Midhurst	Cllr O'Sullivan attending	
19-Jun	County Local Committee, WSCC	Elstead Village Hall, 7pm	Anyone to attend - depends on agenda	
8-Oct	All Parishes Meeting - CDC	CDC Offices, Pallant House	Cllr Thomas & Clerk to attend	
<p>The meeting closed at 21:35</p> <p>The next <b>Planning Meeting</b> will be held on Monday 4 June, 14:30 at Duncton Village Hall (if required)</p> <p>The next <b>Village Meeting</b> will be held on Monday 18<sup>th</sup> June, 19:00 at Duncton Village Hall</p> <p>The next <b>Full Council Meeting</b> will be held on Monday 2 July, 19:00 at Duncton Village Hall.</p>				
<p><b>These minutes are an accurate record of the meeting</b></p> <p>Signed:</p> <p>Name &amp; Position:</p> <p>Date:</p>				