

DUNCTON PARISH COUNCIL
PARISH COUNCIL MEETING (PCM) MINUTES

TUESDAY 10th JANUARY 2017 AT 19:00

DUNCTON VILLAGE HALL

	ACTION
<p><u>PRESENT</u></p> <p>Cllr Marie Bracey, Chairman; Cllr Chris Davies; Cllr Peter Thomas, Cllr Vincent Leyson, Cllr Pat Darley and Parish Clerk & Proper Officer Jane Landstrom</p>	
<p><u>IN ATTENDANCE</u></p> <p>John Elliott, Chichester District Councillor; Cllr Michael Brown, West Sussex County Council and John Mayes.</p>	
<p><u>001.17</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 Andy Beadsley sent his apologies and was not present.</p>	
<p><u>002.17</u></p> <p>AGENDA ITEM 2: DECLARATION OF PERSONAL OR PREJUDICIAL INTERESTS BY COUNCILLORS AND CHANGES TO THEIR REGISTER OF INTERESTS</p> <p>There were no declarations of interests declared.</p>	
<p><u>003.17</u></p> <p>AGENDA ITEM 3: MINUTES OF THE PREVIOUS MEETING HELD ON 8 NOVEMBER 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><u>004.17</u></p> <p>AGENDA ITEM 4: COUNTY COUNCILLOR'S REPORT – MICHAEL BROWN, WSCC</p> <p>Cllr Bracey asked that John Mayes and the Clerk give an update about the work planned at Jeffries View Point on Duncton Hill. They went on to tell the Council:</p> <ul style="list-style-type: none"> • The Clerk hasn't submitted a funding application to Jeffrey's Road Fund as planned as John Mayes has met with Darren Rolfe from WSCC Community Team who has said that his team will be able to undertake all the work for £153 per day and have pencilled in Friday 27th, Monday 30th and Tuesday 31st January to undertake this. • Steve Hodd, Highways Steward, WSCC has kindly fixed the broken sign and agreed to patch surface the car park and remove the weeds on the flat around the car park perimeter. • Henry Whitby, tree officer at CDC and he has said that there isn't any planning regulations or tree preservation orders. • The Clerk confirmed she had also been in touch with Natural England, The Forestry Commission and The South Downs Way Society and all are supportive of the project. • Funding has been sought from Duncton PC - £250, SDNPA - £500, Donald Macpherson (land owner) 	

- £100 and South Downs Society - £100. £950 in total.

- The Clerk has obtained copies of land registry title deeds which confirms there is one likely land owner and possibly one other.

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

- Based on the title deed maps, John Mayes to confirm whose land the work will take place on
- John Mayes and Darren Rolfe, WSCC to meet on site and agree exactly what work will be undertaken and for a Scope of Works document to be drawn up.
- Clerk to obtain land owners written consent and provide them with a copy of the scope of works.
- Parish Councillors, Clerk and Cllr Michael Brown and his wife Wendy, will volunteer on site and help with the work. John Mayes and wife to supply tea/coffee & biscuits. Once scope of work confirmed, Clerk to agree which volunteers on which days and go out on Face Book asking for residents to also volunteer.
- Based on the funding DPC have had confirmed, DPC will happily pay WSCC £153 day for three days work.
- Once work complete, Clerk to contact CDC to install a litter bin and to pay for the weekly collections of this on an ongoing basis
- Clerk to get back in touch with Jeffries Road Fund advising them that its likely we will not require funding from themselves and to ask if we need any permission from them to undertake the work.

Before leaving at 19:21, John Mayes mentioned that he was leading one of his regular walks around Duncton on Wed 8th February. Clerk agreed to promote on website and Facebook.

Cllr Brown commented that there appeared to be a mix up about who from WSCC was going to contact DPC regarding the Footpaths. It was confirmed that Jonathan Perks is correct and it was agreed that the Clerk would contact him directly.

Heath End Quarry

MB confirmed that she and Nick Moore had today met with Heather Lealan, the new Development Management Lead (Minerals and Waste), SDNPA which gave an opportunity for feedback around the concerns following the enquiry. Heather discussed the terms and conditions imposed on Dudmans and Heather confirmed that she will facilitate and re-establish the liaison committee which Dudman's will administer. Heather asked that DPC review and comment on the Terms & Conditions regarding the granting of the licence and Cllr Bracey shared the response that she and Nick Moore had agreed following the meeting with Heather. It was **RESOLVED** that the following response be sent to Heather:

DPC have the following comments to make:

1. We feel that on the whole the Terms & Conditions do address our concerns over the continued extraction so long as stringent monitoring of compliance is in place.
2. We look forward to the reestablishment of the Liaison Committee, as we believe this is an essential forum for local concerns to be addressed.
3. RE document/plan 16-02. We seek reassurance that the blue dotted line that shows the extent of sand extraction does not include the banks that the Sand Martins are nesting in.
4. We would like to have knowledge of the finished water level of the lake following cessation of works, especially in relation to the adjacent A285
5. We also seek reassurance that the areas surrounding the lake, especially to the South, North East and East are stable and the surrounding properties, land and the A285 are under no threat from slippage in these areas. We are particularly concerned that pumping of sand from the lake bed does not compromise the stability of the surrounding banks and that the slope of the banks is maintained to prevent slippage.

John Mayes to confirm land ownership

John Mayes to meet WSCC & draw up scope of work document

Clerk to obtain land owners written consent

Clerk to confirm volunteers

Clerk to ask CDC to install bin once work complete

Clerk to update Jeffries Road Fund

Clerk to promote Duncton walk

Clerk to contact Jonathan Perks

Clerk to send response to Heather

<p>Downview Farm</p> <p>Cllr Bracey commented that Heather had confirmed that an order has been made to the landowner to remove the waste by June 2017 and repair the land by July and the Environment Agency have confirmed that the waste is not hazardous.</p> <p>Cllr Brown left the meeting at 19:42</p>	
<p><u>005.17</u></p> <p>AGENDA ITEM 5: DISTRICT COUNCILLOR’S REPORT – JOHN ELLIOTT, CDC</p> <p>Cllr Elliott said there was nothing new to report as the Council had only just started back and left the meeting at 19:57</p>	
<p><u>006.17</u></p> <p>AGENDA ITEM 6: COUNCILLORS & CLERK TO REPORT BACK ON ACTION POINTS FROM PREVIOUS MEETING AND UPDATE OF MATTERS DISCUSSED</p> <p>The Clerk confirmed that she has actioned the following and no further action is required:</p> <ul style="list-style-type: none"> • Promoted clearing leaves on website, FB & Parish Mag • Clerk reference chased and received from Cllr Elliott • Paid £630 fireworks donations into bank • Postponed visioning exercise with SALC <p>Clerk still to action:</p> <ul style="list-style-type: none"> • Complete new sections of the website • Contact WSCC & CDC re village clean-up day • Monitor pavement siding – have asked WSCC for date, waiting to hear. • Write new policies that SALC are advising all PC’s have. <p>Defibrillator (AED)</p> <p>The Clerk confirmed that the AED is now installed at the Village Hall which has been paid for by DPC and DPC have gratefully received a £150 donation towards installation from the VHC.</p> <p>Cllr Thomas commented that CPR training and promotion needs now to be undertaken and confirmed that he will lead on this. He mentioned that the Red Cross will provide training for up to 15 people at a cost of £400. He also confirmed that the AED came with some dummies to practice CPR.</p> <p>The Clerk commented that she and Cllr Thomas had further explored options for an additional AED in the lay by the notice board in the centre of the village and that there had been no further contact from Green Urban who Cllr Thomas met and spoke to about a solar powered cabinet and neither had anything come from BT.</p> <p>The Clerk mentioned that she has spoken to the Community Heartbeat Trust (CHT) who said that storing an AED in a heated cabinet is considered “best practice” because as a medical device, one should follow the manufacturer’s guidelines and be aware that electrodes can freeze and batteries degrade in cold weather. Having said that, since councils are under no obligation to provide AEDs and placement of them is voluntary, the case for “best endeavour” can be made where an electrical supply is unavailable and after having carried out an appraisal and risk assessment. Surely it is better to have an AED available for the majority of the year and potentially unavailable during cold spells. Currently renewable forms of energy for powering AED cabinets are cost prohibitive, but the cold weather risk can be minimised by the careful placement of the cabinet, thermal insulation, increased inspection and portable heat sources. Also, the Lifeline View AED (circa £2,000) has salt in the electrodes that minimise risk of freezing.</p> <p>Following discussion, it was RESOLVED that:</p>	<p>Clerk to action outstanding points</p> <p>Cllr Bracey to ask Ruth about training</p> <p>Cllr Bracey to write letter of thanks</p> <p>Clerk to contact CHT to obtain quote and ask Sebastian if he would be willing to</p>

<ul style="list-style-type: none"> • The PC will fund training up to the cost of £400 unless a trained practitioner could be found in the village. Cllr Bracey suggested that Ruth Aichison may be able to help and it was agreed that she would ask. • Cllr Bracey to officially write to the Martin Dallyn Trust to thank them for their kind donation • Due to the costs implications, it's better to have an AED available in the centre of the village in an unheated cabinet and take the small risk if may not function than not have one at all. Clerk to contact Sebastian Anstruther who had previously been in touch saying that he would be happy to help fund the cost. Clerk to obtain quote from CHT and approach Sebastian about possibly funding. <p>Operation Watershed Funding</p> <p>Cllr Bracey commented that she had not yet spoken to Keith Gadd but will do so.</p> <p>Winter Maintenance</p> <p>Cllr Davies confirmed that the broken yellow grit bin at the bottom of Duncton Hill has now been removed by WSCC and that he will stick laminated notices to the inside of the grit bins.</p> <p>Councillor Vacancy</p> <p>The Clerk confirmed that following the resignation of Nick Moore, she has issued a notice of vacancy (on website and notice board) and informed electoral services who have replied confirming that we are able to fill the vacancy by co-option. Cllr Bracey confirmed that due to her imminent house move out of the Parish, she will step down following the March meeting. Cllr Thomas said that he was happy to take on the Chairmanship which was well received by everyone.</p> <p>Despite speaking to a few people, there has been no interest in the vacancy and it was RESOLVED that a notice should now be put in the 3 Parishes magazine and on FB advertising 2 vacancies.</p>	<p>contribute</p> <p>Cllr Bracey to talk to Keith Gadd</p> <p>Cllr Davies to stick notices inside grit bins</p> <p>Clerk to further promote Cllr vacancies</p>
<p><u>007.17</u></p> <p>AGENDA ITEM 7: ANY OTHER BUSINESS</p> <p>Botany Bay Conservancy</p> <p>The Clerk shared the email which spoke about the Arun and Rother Connections project to restore a small area of chalk steam, ponds, surrounding meadow and woodland known as Botany Bay; situated in Lavington Park and stretching between the A285 in Duncton and Beechwood Lane. Anne Denning is one of the owners of the land and has been organising its restoration and use and have recently formed a Community Interest Group, Botany Bay Conservancy.</p> <p>The Clerk offered to help promote the project but they are not ready at this stage so no further action required.</p> <p>Dog Waste outside Duncton School</p> <p>Helen Martin, head teacher at Duncton & Graffham Schools has emailed saying there is a lot of dog waste on the grass verge outside Duncton School and asked if the PC may be able to supply signs/ help in any way.</p> <p>Following discussion, it was RESOLVED that:</p> <ul style="list-style-type: none"> • Clerk would give the school copies of A5 yellow leaflets that can be laminated and put up in the area. These were obtained from the Dog Warden at CDC. • Clerk to ask dog warden at CDC if he can park his van at the school to try and deter offenders 	<p>Clerk to give school yellow leaflets to put up</p> <p>Clerk to ask dog warden to park his van next to the school</p>
<p><u>008.17</u></p> <p>AGENDA ITEM 8: VILLAGE MATTERS THAT HAVE ARISEN SINCE LAST MEETING</p> <p>Playground refurbishment</p> <p>Cllr Thomas and the Clerk have had several meetings with Jilly from Playdale and have a revised plan to refurbish the existing playground (without the zip wire)</p>	

<p>The plans were shared and discussed and it was agreed that DPC were happy with the specification and cost of £7,948.75 plus VAT which includes:</p> <ul style="list-style-type: none"> • Gravity bowl (DDA compliant) • Shop Counter panel in red • Playhouse with table • New blue bonded rubber mulch under gravity bowl • New blue bonded rubber mulch under swings (where existing surface is separating) <p>Also happy for the Village Hall to be used for welfare and a container used onsite for storage.</p> <p>Following discussion, it was RESOLVED:</p> <ul style="list-style-type: none"> • That following a competitive 3 quote process a year or so ago, Playdale will remain our preferred supplier and DPC will not to go out for further quotes. • A CDC grant application would be submitted before the closing date of Friday 3 February 2017 with panel date on Thursday 16 March 2017. • The grant application would ask for £6,400 (80% of the cost) and DPC would commit the remaining £1,548 (20%) 	<p>Clerk to submit grant application to CDC</p>
<p><u>009.17</u></p> <p>AGENDA ITEM 9: PLANNING - Applications and decisions 8th November 2016 – 10 January 2017</p> <p>SDNP/16/06135/HOUS – Willow Cottage - Rear two storey extension and side single storey extension.</p> <p>Following discussion, it was RESOLVED that the Clerk would submit the following comment - <i>Dunton Parish Council continue to remain neutral but acknowledge the neighbours comments.</i></p> <p>SDNP/16/06362/APNB – Jasper Wood - Burton Rough, Burton Park Road - Woodland (agricultural) building</p> <p>Following discussion, it was RESOLVED that the Clerk would ask Cllr Beadsley for his opinion and that of his neighbours before a decision is made and comment submitted.</p> <p>Comments agreed at last planning meeting held on 29 November where Cllr Bracey, Cllr Davies, Cllr Beadsley and Cllr Darley were present:</p> <p>SDNP/16/05612/FUL - The Barlavington Estate - The Barn Dunton Mill, Dye House Lane, Dunton</p> <p>Change of use of existing traditional timber framed barn to B1 (office) use</p> <p><i>Dunton Parish Council support this application, inputted 30 Nov 2016</i></p> <p>SDNP/16/01733/FUL - EE Ltd - Telecommunications Mast, Ridlington Copse, A285</p> <p>Upgrade of existing telecommunications comprising of the installation of 3 no. new antennas, 2 no. 600mm diameter dishes and 3 no. small scale mast head amplifiers (MHAs) onto the existing 27m high lattice tower, along with the retention of 2 no. existing 600mm diameter dishes and 1 no. existing equipment cabinet and development ancillary thereto.</p> <p><i>Dunton Parish Council support this application, inputted 30 Nov 2016</i></p> <p>SDNP/16/01733/FU - Mr R Oswell - Laudacre Cottage, Beechwood Lane, Dunton</p> <p>Replacement dwelling, garage and associated works. Amendments to associated design approved under SDNP/15/04466/FUL.</p> <p><i>Dunton Parish Council no longer have any objections to this application, inputted 30 Nov 2016</i></p> <p>At the planning meeting on 29 November, it was also agreed:</p>	<p>Clerk to submit comment to online consultee access system</p> <p>Clerk to ask Cllr Beadsley for his opinion</p>

- DPC to pay £201.66 electrician bill to install the AED at the Village Hall and Duncton VH Committee have agreed to give DPC a £150 donation towards the net costs which were £168.31.
- Planning meetings will be earlier – now 3.30pm start instead of 4.30pm.

SDNPA Decisions made:

SDNP/16/04583/LIS & SDNP/16/04582/LIS - Miss L Jay - The Still Room 11 Burton House Burton Park

Internal alterations (drawing 2)

Duncton Parish Council are neutral and have no objection to this application, inputted 4 Oct 2016

Approved. 28 Nov 2016

SDNP/16/01733/FUL - Mr R Oswell - Laudacre Cottage, Beechwood Lane, Duncton

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

Duncton Parish Council no longer have any objections to this application, inputted 30 Nov 2016

Approved. 5 December 2016

SDNP/16/05130/TEL - EE Ltd - Telecommunications Mast, Ridlington Copse, A285

1x Emerson M35 Battery Cabinet to be installed within the existing telecommunications compound and install a temporary (tow to site) generator in the event of a power failure.

Duncton Parish Council supports this application, inputted 9 Nov 2016

Raise no objection. 29 November 2016

SDNP/16/05441/TPO - Mrs Rosemary Charles – Westacre, Burton Rough, Burton Park Road

Fell multi-stemmed tree to leave a coppice stool on 1 no Sweet Chestnut tree within Area, A subject to PW/96/00398/TPO.

Duncton Parish Council are neutral and have no objection to this application, inputted 9 Nov 2016

Approved. 5 December 2016

SDNP/16/04773/HOUS - Mr Worthington - Cathanger Farm, Cathanger Lane, East Lavington

The construction of a 2 bay oak frame garage within the entrance courtyard.

Duncton Parish Council supports this application, inputted 9 Nov 2016

Approved. 6 Dec 2016

SDNP/16/01733/FUL EE Ltd - Telecommunications Mast, Ridlington Copse

Upgrade of existing telecommunications comprising of the installation of 3 no. new antennas, 2 no. 600mm diameter dishes and 3 no. small scale mast head amplifiers (MHAs) onto the existing 27m high lattice tower, along with the retention of 2 no. existing 600mm diameter dishes and 1 no. existing equipment cabinet and development ancillary thereto.

Duncton Parish Council support this application, inputted 30 Nov 2016

Approved. 20 Dec 2016

SDNP/16/05093/FUL - Mr Richard Archer- St Richard's Church, Burton Park Road

Grade 1 Listed. New enlarged gutter, downpipe to north and south nave.

Duncton Parish Council supports this application, inputted 9 Nov 2016

Approved. 22 Dec 2016

010.17

AGENDA ITEM 10: CLERK'S REPORT INCLUDING FINANCE**i. Approval of Payments**

The Clerk advised that the following payments have been approved since last meeting / need to be approved at this meeting and the approval of payments sheet signed accordingly:

EXPENDITURE	DETAIL	DATE (TO BE) PAID	AMOUNT £
Goldwater Electrical	Installation of AED at Village hall	29-Nov-16	201.97
Easy Space	Domain Renewal (auto renewal by debit card)	03-Jan-17	26.77
SALC	2017 Membership	10-Jan-17	107.81
PCC Duncton	S137 Donation	10-Jan-17	400.00
Sylvia Beaufoy	S137 Donation	10-Jan-17	250.00
Kent, Surrey & Sussex Air Ambulance	S137 Donation	10-Jan-17	150.00

Clerk's Salary			£
Paid quarterly on 10 Jan / 7 March / 4 July / 12 Sept 2017			
25 hours per month @ £14.10 hr x 3 months = £1,057.50			
Payment due 10 January 2017			-
Total salary to clerk			£ 1,057.50

Clerk to make the approved payments

Clerk's Expenses			
Office allowance £30 pcm. Paid 6 months in advance to cover July-Dec 2016			£180.00
Payment due 10 January 2017			
Land Registry Searches - Duncton View Point			£22.00
Total Expenses			£202.00

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

INCOME RECEIVED FROM	DETAIL	DATE REC'D	AMOUNT £
Cash	Fireworks donations	11-Nov-16	630.00
Duncton Village Hall Committee	Donation towards AED installation	05-Dec-16	150.00
Barclays Bank	Gross Interest Sep - Dec	05-Dec-16	1.49

The Clerk shared the finance reconciliation and commented that it balances:

Bank Reconciliation - 6 Jan 2017**Balances on accounts**

Current Account	£ 1,559.21
Savings Account	£ 11,852.82
Total	£ 13,412.03

Less unrepresented cheques / online payments

None	
	£ 13,412.03

Cash Book

Opening Balance 1 April 2015 (£10,464.41 + £5,032.58)	£ 7,233.66
Add Receipts for the Year	£ 12,235.20
	£ 19,468.86
Less Payments for the Year	£ 6,056.83
	£ 13,412.03

ii. Budget Planning 2017 & agreeing precept

Following discussion based on the figures below, it was **RESOLVED** that the precept would be increased from £8,000 to £8,480.

2016 Budgeted income	£ 8,395.00	(£8k precept & VAT rebate)
2016 received income	£ 11,453.00	(£1,568 transparency, £100 VAT & £43 HMRC = £1,711 extra)
2015 Carry forward	£ 7,233.00	
	£ 18,686.00	
2016 Budgeted expenditure	£ 12,840.00	(£4,445 was to be spent from reserves)
Year to date expenditure	£ 6,056.83	
Expected expenditure	£ 13,417.00	
Expected 2016 carry forward	£ 5,269.00	(more than 50% of precept)
This assumes:		
£150 allocated to other S137 not paid		
£3,600 on playground		
£250 contribution to new bin		
2017 expected expenditure	£ 8,846.00	
Expected VAT reclaim	£ 373.00	
	£ 8,473.00	
Shortfall (based on current £8k precept)	£ 473.00	
Currently based on £8,000, it costs the average band D household £35.21 year.		
If precept increases to £8,480 (6% rise), it will cost average band D property £37.25 year. (Based on tax base of 227.6)		

Clerk to inform CDC that the 2016/17 required precept is £8,480.

Clerk to update budget / precept info on website

011.17**AGENDA ITEM 11: COUNCILLOR REPORTS INCLUDING UPDATE ON MEETINGS ATTENDED**

Road Safety Meeting, Wed 23 November

Cllr Bracey commented that she along with Cllr Brown, Cllr Davies, Cllr Thomas met with Jon Forster, Team Leader Road Safety and Accident Investigation, WSCC and Justin Burtenshaw, Chief Inspector, Chichester and Arun District Commander West Sussex Division. It was a very productive meeting and Cllr Bracey confirmed that WSCC are in the process of bidding to the Gvt for funds to improve the road which may include fixed points for Police cars. WSCC also said they would clean the road signs and repair the electric sign. DPC confirmed they would help WSCC in their endeavours.

Following discussion, it was agreed that the Clerk would ask Justin Burtenshaw to attend the Parish meeting in May to talk about the safety measures taken.

The Clerk asked if DPC wanted to investigate the cost of wheelie bin stickers asking motorists to slow down. It was agreed that 50 would be required.

North West and North East Community Forum, Thursday 10 November

Cllr Bracey confirmed that she attended this meeting and commented that there was discussion on Community Land Trusts (CLT's) something perhaps for DPC to consider for the future.

Clerk to ask Justin Burtenshaw to Parish meeting

Clerk to investigate cost of wheelie bin stickers

012.17**AGENDA ITEM 12: CORRESPONDENCE & INVITATIONS RECEIVED 8 NOVEMBER 2016 – 10 JANUARY 2017**

DATE	FROM	DETAIL	ACTION AGREED
6-Dec	CDC	ELECTORAL REVIEW OF CHICHESTER: FINAL RECOMMENDATIONS The Commission has now completed its review of Chichester District Council.	None, FYI
3-Nov	SALC	West Sussex ALC Spring Conference Thursday 30th March 2017 (0930 registration for a 1000 start, finishing at 1530) at The Lodge Hill Centre, Watersfield, Nr Pulborough, West Sussex, RH20 1LZ Open to Councillors, Clerks and Deputy/Assistant Clerks.	To secure a place let Clerk know

The meeting closed at 21.36 hrs.

The next planning meeting will be held on Tuesday 7 February 2017, 15:30 at Duncton Village Hall.

The next Full Council meeting will be held on Tuesday 7 March 2016, 19:00 at Duncton Village Hall.

These minutes are an accurate record of the meeting

Signed:

Name & Position:

Date: