

**DUNCTON PARISH COUNCIL**  
**PARISH COUNCIL MEETING (PCM) MINUTES**

MONDAY 1<sup>st</sup> JULY 2019 AT 19:00

DUNCTON VILLAGE HALL

	<b>ACTION</b>
<p><b><u>PRESENT</u></b></p> <p>Cllr Peter Thomas; Cllr Hilary O’Sullivan; Cllr Keith Naphthine, Cllr Clifford, Cllr Leysen and Parish Clerk &amp; Proper Officer Jane Landstrom.</p>	
<p><b><u>IN ATTENDANCE</u></b></p> <p>District Cllr Alan Sutton, CDC and County Cllr David Bradford, WSCC</p>	
<p><b><u>037.19</u></b></p> <p><b>AGENDA ITEM 1: WELCOME AND TO RECEIVE &amp; APPROVE APOLOGIES FOR ABSENCE</b></p> <p>Cllr Thomas welcomed everyone.</p> <p>Cllr Danielle Mills sent her apologies which were approved.</p>	
<p><b><u>038.19</u></b></p> <p><b>AGENDA ITEM 2: DECLARATION OF PERSONAL OR PREJUDICIAL INTERESTS BY COUNCILLORS IN ANY OF THE ITEMS LISTED BELOW AND ANY CHANGES TO THE REGISTER OF INTERESTS.</b></p> <p>Cllr O’Sullivan and Cllr Thomas declared their interest in the Village Hall Planning application as they are both on the Village Hall Committee.</p> <p>There were no changes to the register of interests.</p>	
<p><b><u>039.19</u></b></p> <p><b>AGENDA ITEM 3: COUNTY COUNCILLOR’S REPORT – MR DAVID BRADFORD, WSCC</b></p> <p>Cllr Bradford handed out a written report and made the following comments:</p> <p><b>Velo</b></p> <p>Cllr Bradford attended the Committee Report (ECFSC) and stated in no uncertain terms that Cllrs wanted no road closures. The committee listened and stated that (a) any event had to be approved by all the relevant district councils and that (b) there is about a one-year lead time to get approvals etc.</p> <p><b>Policing</b></p> <p>Cllr Bradford feels WSCC needs a proper Rural Crime Team and West Sussex is out of step with other nearby counties.</p> <p>Drugs – County Lines is a bad issue across the County. Be vigilant and report any suspicious behaviour to 99 or Crime Stoppers.</p> <p>Cllr Thomas commented that the PC has written a letter to Katy Bourne, Police &amp; Crime Commissioner about excessive noise and speeding through the village particularly on the mornings of the Goodwood Breakfast Club meetings. Still awaiting a response. Cllr’s Sutton</p>	<p><b>Clerk to send letter to Cllr’s Bradford &amp; Sutton if no reply from Katy Bourne</b></p>

and Bradford said they could help chase in the event of no response.

### **Schools**

No news regarding State maintained Schools, however with special schools the Council has received a poor OFSTED. Much needs to be done and lateral colleagues from Hampshire have been brought in to help.

### **Fire Service**

A poor review has been received.

### **Misc Matters**

WSCC financial management is very strong, as is Pensions performance and Administration (the latter having been moved from Capita to Hampshire).

### **Highways**

There was discussion around the following areas:

#### **Burton Park Road**

Cllr Napthine commented that the fence that has been installed is on highways land and is not more than 1m from the roadside. Since it's installation there have been two accidents and the hard border is causing drivers to go around the bend too wide.

It was agreed that this is no longer a planning issue, rather a Highways matter and it was **RESOLVED** that Cllr Napthine will write a letter on behalf of the PC and send to the Clerk for comments and agreement before sending to WSCC Highways.

#### **A285 Burton Park turning**

The Clerk explained that the PC had received a letter from a resident in Garden Mews in Burton Park concerning the difficulty in turning right on to the A285 in terms of visibility and being unable to hear electric cars. She has sent it to Cllr Bradford and WSCC Highways.

Following discussion, it was **RESOLVED** that the Clerk would write a reply stating that the PC were sympathetic to the problem, that it's been referred to Highways and for residents to think about joining the speedwatch group.

Cllr Thomas commented that the Church Lane turning is even worse than Burton Park one and it was **RESOLVED** that WSCC will investigate both.

#### **A285 Seaford bends**

The Clerk explained that she has received another letter from the residents of Wallace Square asking for the PC's support in helping to improve the turning into Seaford.

Greg Burt, Maintenance Manager from Seaford College has been in touch saying that they are working with Barlavington Estate to cut the hedge on the bend to ground level and keep it maintained at this height. This has now been done with visibility much increased. No further action required.

**Cllr Napthine to draft letter re Burton Park Road & send to Clerk**

**Clerk to reply to Garden Mews enquiry.**

**Clerk to ask Highways to investigate both turnings.**

<p><b>Coultershaw Bridge</b></p> <p>There was discussion around the overgrown vegetation making it hard to see cars coming from the other direction. It was <b>RESOLVED</b> that the Clerk will raise a report with WSCC Highways.</p>	<p><b>Clerk to report overgrown vegetation at Coultershaw Bridge</b></p>
<p><b><u>040.19</u></b></p> <p><b>AGENDA ITEM 4: DISTRICT COUNCILLOR’S REPORT – CLLR ALAN SUTTON, CDC</b></p> <p>Cllr Sutton reported the following:</p> <ul style="list-style-type: none"> <li>• There is a new leader at CDC</li> <li>• Cllr Sutton sits on the Grants and Concessions panel and will happily signpost any businesses in the Parish to support</li> <li>• CDC are looking at food hygiene and safety and temporary events.</li> <li>• Cllr Sutton attended the recent Crime and Keeping Safe in the Community event at the Grange in Midhurst which was very informative and lots of the tips appear on FB which can be shared</li> <li>• The All Parishes meeting is on 15<sup>th</sup> July</li> <li>• Unlike at CDC, there is no red card mechanism at SDNPA – something for DPC to be aware of.</li> </ul> <p>Cllr Thomas mentioned that the Heath End Liaison Group are meeting with Tim Slaney next week to talk about the restoration of the site as there is concern that the operators will not follow the planning conditions.</p> <p>Cllrs Bradford and Sutton left the meeting at 19:50.</p>	
<p><b><u>041.19</u></b></p> <p><b>AGENDA ITEM 5: MINUTES OF THE PREVIOUS MEETING HELD ON 13<sup>th</sup> MAY 2019 TO BE AGREED AND SIGNED AS A TRUE RECORD</b></p> <p>The minutes of the meeting held on 13<sup>th</sup> May were approved and signed by Cllr Thomas.</p>	
<p><b><u>042.19</u></b></p> <p><b>AGENDA ITEM 6: NEW COUNCILLORS, FORM SIGNING INCLUDING DECLARATIONS OF INTEREST &amp; TRAINING</b></p> <p><b>Vacancy</b></p> <p>The Clerk explained that there is one vacancy on the PC, and she has given notice to CDC to co-opt so a new Cllr can be co-opted at September’s meeting. She has advertised the vacancy and received interest form one Parishioner.</p> <p><b>New Councillors</b></p> <p>Cllr Clifford signed the new Councillor Declaration of Acceptance of Office, Register of Interests &amp; Email consent for summons and a photo was taken for the website.</p> <p>The Clerk commented that only Cllr Clifford attended the new Councillor training but as per the booking conditions, DPC will be invoiced for all 3 places. It was agreed that the Clerk will book Cllr’s Naphthine and Mills along with the newly co-opted councillor when training is</p>	<p><b>Clerk to book training in Chichester for new Cllr and Cllrs Mills &amp; Naphthine.</b></p>

<p>available in Chichester.</p> <p><b>Register of Interests</b> Cllr's Leysen, Thomas and O'Sullivan updated their Register of Interests.</p>	<p><b>Clerk to update ROI on website and send to CDC</b></p>
<p><b><u>043.19</u></b></p> <p><b>AGENDA ITEM 7: COUNCILLORS &amp; CLERK TO REPORT BACK ON ACTION POINTS FROM PREVIOUS MEETING. MATTERS ARISING AND ANY OTHER BUSINESS</b></p> <p>The Clerk reported that she has undertaken the following since the last meeting and no further action is required:</p> <ul style="list-style-type: none"> <li>• Updated website with approved policies</li> <li>• Given notice to CDC to co-opt</li> <li>• Set up email addresses for new Councillors – is everyone using?</li> <li>• Given info to Parish magazine about new district Cllr and drop in clinics</li> <li>• cc Cllr Sutton into Heath End Liaison correspondence</li> <li>• Replied to CDC re name plates</li> <li>• Replied to villager re skate ramp enquiry</li> <li>• Sent AGAR back to Moore Stephens and posted on website and noticeboard</li> <li>• Reclaimed VAT – awaiting payment</li> <li>• Put insurance in place with Came &amp; Co on 3-year deal</li> </ul> <p><b>Playground</b> <b>Repainting of the bench and underneath climb around</b> This has now been done and is due for payment.</p> <p><b>Playhouse</b> Playdale have retarmacked the footings of the playhouse and the shop and Clerk will monitor to ensure satisfactory.</p> <p><b>Survey Consultation</b> To be discussed later in meeting as part of a possible wider village survey.</p> <p><b>Annual inspection</b> This has been arranged with Wicksteed at a price of £71 and a detailed analysis of risk assessment report for £15. Date TBC, approx. 6 weeks. Cllr Napthine to be present at inspection.</p> <p><b>Bin</b> The bolts for the playground bin are loose. It was <b>RESOLVED</b> that Cllrs Thomas and Clifford will fix them.</p> <p><b>Residents Speed watch</b> Following last meeting, the Clerk asked the PCSO if there can be more speed watch sites in the village. He has been out to assess and has reported that no, the only safe place is the existing site.</p> <p>The Clerk was talking to a villager who has recently joined the group and who has said that</p>	<p><b>Clerk to monitor new surface</b></p> <p><b>Cllrs Clifford &amp; Thomas to bolt bin</b></p> <p><b>Cllr O'Sullivan to contact villager to take over speed</b></p>

<p>they are happy to take on the role of co-ordinating sessions. It was <b>RESOLVED</b> that Cllr O’Sullivan will be in contact to ensure this happens.</p> <p><b>Areas to monitor</b></p> <ul style="list-style-type: none"> <li>• <b>Possible defibrillator in centre of village</b> - Cllr Clifford is holding a summer concert to raise funds for defibrillator. Clerk to publicise and research options for defibrillator.</li> <li>• <b>Pavement maintenance</b> – Clerk to chase WSCC to see when this will take place</li> <li>• <b>New Right of Way official opening</b> – Clerk to chase WSCC</li> <li>• <b>Local Community Support</b> – to be included in village questionnaire</li> </ul>	<p><b>watch co-ordination</b></p> <p><b>Clerk to publicise summer concert and research defib options</b></p> <p><b>Clerk to chase WSCC re pavements &amp; ROW</b></p>
<p><b>044.19</b></p> <p><b>AGENDA ITEM 8: VILLAGE MATTERS</b></p> <p><b>i. Road safety Concerns</b> These were discussed under 039:19</p> <p><b>ii. Heath End Liaison Meeting with Tim Slaney</b> Following the reply to the letter the group sent, Cllr Thomas has arranged a meeting with Tim Slaney, Head of Planning, SDNPA on 9th July, 3pm to agree a way forward regarding the quarry reclamation and control of the workings.</p> <p>Derek Stewart Smith (GPC); Barry Gosden (ELPC); Nick Moore (Resident); Vincent Leysen (DPC); Peter Thomas (DPC); and Keith Naphine (DPC) to attend.</p> <p><b>iii. Village Questionnaire</b> Following discussion, it was <b>RESOLVED</b> that a village questionnaire done through Survey Monkey should be sent to residents. It should capture residents’ views on the playground, shop, housing and local community support. Cllr O’Sullivan kindly agreed to put it together.</p> <p><b>iv. Ash tree die back</b> This disease is affecting huge amounts of ash trees which account for 21% of all broadleaf trees in West Sussex. Tree owners are responsible for their own trees but there may be some on Highways which WSCC are responsible for. Cllr Thomas has identified an ash tree on the A285 by the Catholic Church which is suffering from Ash die back and the Clerk has reported it to WSCC Highways. If anymore in the village are identified, please contact the Clerk.</p> <p><b>v. Village Fireworks</b> Following discussion, it was <b>RESOLVED</b> that fireworks would be held again and follow the usual format as previous years.</p> <ul style="list-style-type: none"> <li>• Sat 9<sup>th</sup> November 18:30-20:00. Bonfire lit at 18:45.</li> <li>• Squash for kids and adults BYO</li> </ul>	<p><b>Cllr O’Sullivan to put together village questionnaire &amp; clerk promote</b></p> <p><b>All Cllrs to be aware of Ash Tree Dieback and report to Clerk</b></p> <p><b>Clerk to promote fireworks</b></p> <p><b>Cllr Thomas to ask Cricketers re food</b></p>

- Cllr Thomas to ask Cricketers if they can provide food.
- VHC to make the same financial contribution as last year towards food - £250
- DPC to make same financial contribution as last year if required - £250
- Clerk confirmed that £922 was raised from last years event but it was agreed that a budget of £750 plus VAT would be used to purchase fireworks with Aurora.
- Clerk to ask Aurora the cost if they are to set off the fireworks or consider a suitable villager.

**Clerk to arrange fireworks and ask about setting off**

### 045.19

#### **AGENDA ITEM 9: PLANNING - Applications & decisions, 13 May – 1 July 2019**

##### **New applications:**

Duncton Village Hall - Replacement windows to north and south elevations

As they are both on the VHC, Cllrs O’Sullivan and Thomas declared an interest and were not allowed to vote.

Following discussion, it was **RESOLVED** that the following comments would be inputted into the planning portal – “Duncton Parish Council support this application as it will enhance the facility benefiting the community and make the hall more sustainable.”

**Clerk to input comments into Planning Portal**

### 046.19

#### **AGENDA ITEM 10: CLERK’S REPORT INCLUDING FINANCE**

##### **Income & Expenditure – report from the Clerk and 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.

EXPENDITURE	DETAIL	DATE (TO BE) PAID	AMOUNT
Tesco	Village meeting food & drink	12-May-19	£ 38.85
SSALC	Elections Briefing - Feb 2019	15-May-19	£ 48.00
Came & Co	Insurance	15-May-19	£ 507.57
CDC	Uncontested election	01-Jul-19	£ 160.00
SALC	Councillor Briefing training	01-Jul-19	£ 252.00
Sean Brockhurst	Painting in Playground	01-Jul-19	£ 350.00
Life Centre, Chichester	S137 donation	01-Jul-19	£ 75.00
Peter Thomas	Village meeting - Hennings Wine	01-Jul-19	£ 44.70

<b>Total expenditure</b>			<b>£ 1,476.12</b>
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<b>Clerk's Salary</b>			
Paid quarterly in July / Sept / Jan / March			
25 hours per month @ £14.96 hr x 3 months = £1,122.00			
<b>Payment due July 2019</b>			
<b>Total salary to clerk</b>			<b>£ 1,122.00</b>

<b>Clerk's Expenses</b>			
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Office allowance £30 pcm. Paid every 6 months in advance in Jan & July - £180			
<b>Payment due July 2019</b>			
<b>Total Expenses</b>			<b>£ 180.00</b>

The Clerk commented that the following income has been received:

INCOME RECEIVED FROM	DETAIL	DATE REC'D	AMOUNT
Barclays Bank	Bank Interest	03-Jun-19	£ 6.11
<b>Total income</b>			<b>£ 6.11</b>

The Clerk commented that the bank accounts reconcile.

**Balances on accounts**

	£
Current Account	1,149.74
	£
Savings Account	13,549.94
	£
<b>Total</b>	<b>14,699.68</b>

**Less unrepresented cheques / online payments**

None	£
	<u><u>14,699.68</u></u>

**Cash Book**

	£
Opening Balance 1 April 2019	11,043.50
	£
Add Receipts for the Year	4,494.11
	£
	<b>15,537.61</b>
	£
Less Payments for the Year	837.93
	£
	<u><u>14,699.68</u></u>

**Clerk hours worked - Contracted 25 hrs month**

May – 35hrs

June – 25 hrs

Balance – 14 hrs in deficit

**Appraisal**

The Chairman undertook the Clerk's annual appraisal on 14th May 2019. There were no areas for concern and everything satisfactory.

**047.19**

**AGENDA ITEM 11: COUNCILLOR REPORTS INCLUDING FEEDBACK FROM MEETINGS ATTENDED**

## WSSC Burton & Chingford LNR, 22 May

Cllr O'Sullivan attended and reported the following:

- The group are hopeful that a path around Chingford pond will be installed
- The recent walk around Burton Pond with Michael Blencowe, WSWT was a success with circa 20 residents attending
- There is a 'View Ranger' app from WSWT
- The group would like to see the Wheelyboat used more

There were no other councillor reports.

### 048.19

#### **AGENDA ITEM 12: CORRESPONDENCE & INVITATIONS RECEIVED 13 MAY – 1 JULY 2019**

DATE	FROM	DETAIL	ACTION
30-May	Resident in Garden Mews	Letter re - Speed cushion on A285	Clerk replied & referred to WSSC Highways – already discussed in meeting
3-Jun	Wallace Square Residents	Letter re - Seaford Turning	Clerk replied & referred to WSSC Highways – already discussed in meeting

#### **Upcoming meetings**

9-Jul	SDNPA	Meeting with Tim Slaney, Head of Planning re Heath End concerns	Cllr's Thomas, Leysen and Napthine to attend
15-Jul	CDC All Parishes	All Parishes	Cllr's O'Sullivan & Napthine to attend

**Various Cllr actions**

The meeting closed at 21:10

The next **Planning Meeting** (if required) will be held on **Tuesday 23 July, 14:30** at Duncton Village Hall.

The next **Full Council Meeting** will be held on **Monday 9 September, 19:00** at Duncton Village Hall.

#### **These minutes are an accurate record of the meeting**

Signed:

Name & Position:

Date: