

DUNCTON PARISH COUNCIL
PARISH COUNCIL MEETING (PCM) MINUTES
 MONDAY 13th JANUARY 2020 AT 19:00
 DUNCTON VILLAGE HALL

| | ACTION |
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| <p><u>PRESENT</u></p> <p>Cllr Peter Thomas; Cllr Hilary O’Sullivan; Cllr Keith Naphthine, Cllr Nigel Clifford, Cllr Leysen and Parish Clerk & Proper Officer Jane Landstrom.</p> | |
| <p><u>IN ATTENDANCE</u></p> <p>Izzi Harte, Andrew Mills and Hannah-Louise O’Callaghan, new Clerk & RFO.</p> | |
| <p><u>001.20</u></p> <p>AGENDA ITEM 1: WELCOME AND TO RECEIVE & APPROVE APOLOGIES FOR ABSENCE</p> <p>Cllr Thomas welcomed everyone, including Hannah-Louise O’Callaghan who is taking over from Jane Landstrom who leaves at the end of January. On behalf of the PC, he thanked Jane for her support over the last 4 years.</p> <p>There were no apologies for absence.</p> | |
| <p><u>002.20</u></p> <p>AGENDA ITEM 2: CO-OPTION OF COUNCILLORS</p> <p>Following discussion, it was RESOLVED to co-opt Andrew Mills and Isabella Harte on to the Parish Council.</p> <p>The relevant forms were signed including the Declaration of Acceptance of Office, Register of Interests and Email consent for summons.</p> <p>Cllr Mills, Cllr Harte and Cllr Naphthine all agreed to attend Councillor training in Arundel on 25 February. Clerk to book.</p> | <p>Clerk to update website with new Cllr details</p> <p>Clerk to book Cllr training</p> |
| <p><u>003.20</u></p> <p>AGENDA ITEM 3: DECLARATION OF PERSONAL OR PREJUDICIAL INTERESTS BY COUNCILLORS IN ANY OF THE ITEMS LISTED BELOW AND ANY CHANGES TO THE REGISTER OF INTERESTS.</p> <p>Cllr Thomas declared a change to his Register of Interests as he has moved to a new house in the village. He completed a new ROI form.</p> | <p>Clerk to upload new ROI form onto website and send to CDC</p> |
| <p><u>004.20</u></p> <p>AGENDA ITEM 4: COUNTY COUNCILLOR’S REPORT – MR DAVID BRADFORD, WSCC</p> <p>Cllr Bradford was not present at the meeting and did not send a report.</p> | |
| <p><u>005.20</u></p> <p>AGENDA ITEM 5: DISTRICT COUNCILLOR’S REPORT – CLLR ALAN SUTTON, CDC</p> <p>Cllr Sutton was not present at the meeting and did not send a report.</p> | |

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| <p><u>006.20</u></p> <p>AGENDA ITEM 6: MINUTES OF THE PREVIOUS MEETING HELD ON 4TH NOVEMBER 2019 TO BE AGREED AND SIGNED AS A TRUE RECORD</p> <p>The minutes of the meeting held on 4th November 2019 were approved and signed by Cllr Thomas.</p> | |
| <p><u>007.20</u></p> <p>AGENDA ITEM 7: COUNCILLORS & CLERK TO REPORT BACK ON ACTION POINTS FROM THE PREVIOUS MEETING. MATTERS ARISING AND ANY OTHER BUSINESS.</p> <p>The Clerk has undertaken the following, and no further action is required:</p> <ul style="list-style-type: none"> • Posted on FB encouraging residents to report rural crime • Sent our dedicated PCSO – Charlotte Hall an introductory email • Uploaded SWT videos of Burton Pond <p>Highways</p> <p>Burton Park Road – Tall Timbers fence</p> <p>The Clerk sent the letter to Jon Forster, WSCC on 24 November. Received reply stating that fence is ok and that no changes need to be made. Following discussion, it was RESOLVED to accept the response and no further action required.</p> <p>Pavement maintenance</p> <p>WSCC have confirmed that both sections of pavements have been assessed and they have been added to a Forward Programme of works. Date is yet to be confirmed and is funding dependent. Clerk to continue to monitor.</p> <p>Village Gates</p> <p>Cllr Clifford met with Mike Dare, WSCC on 9th December about the option of Village Gates for Duncton on the A285. Cllr Clifford reported that they are possible and may cost in the region of £3k for wood and £1,500 for plastic, plus the cost of new signs and installation. The Clerk confirmed that she has heard back from David Hyland at CDC and the New Homes Bonus money of £2,900 will need to be returned to ELPC and can not be used towards this project.</p> <p>Following discussion, it was RESOLVED that DPC support the idea of Village Gates and a proposal to include visuals, position and firm costs needs to be obtained including formal permission from WSCC. Cllr Clifford with the help of Cllr Thomas to progress and present proposal at the March meeting. Cllr O’Sullivan confirmed she would investigate sources of funding through Road safety grants and possibly approach Lord March.</p> <p>Speeding</p> <p>At the last meeting, it was agreed Cllr Thomas would write a follow up letter to the Police Commissioner. He reported it is in hand and he will use the recent Speedwatch findings.</p> <p>Playground</p> <p>Cllrs Napthine and Clifford confirmed that the following work is scheduled for the coming Spring:</p> | <p>Clerk to continue to monitor pavement maintenance</p> <p>Cllr Clifford to put together proposal for Village Gates</p> <p>Cllr O’Sullivan to explore funding options</p> <p>Cllr Thomas to write to Police Commissioner</p> |

- Tighten Tabletop fixings in Playhouse
- Tighten ground fixings of bin
- Repaint metal frame swing with 2 x cradle seats
- Repaint metal frame of cantilever swing basket
- Clean algae off and repaint springer bike

The Clerk confirmed that with regards to the query about the safety mechanism on the cradle swing which came up in the playground report, she has found an old invoice dated July 2015 from Playsafe Playgrounds based in Midhurst who installed it. It was **RESOLVED** that Cllr Napthine will contact them to confirm whether existing fittings have a safety mechanism.

The Clerk confirmed that she has found an old invoice dated July 2011 from RJ Playground Services Ltd based in Liphook who undertook repairs to the surfacing. It was **RESOLVED** that the Clerk contact them for a quote.

Possible defibrillator in centre of village

The Clerk confirmed that £803.63 has been raised from six village coffee mornings and a Christmas concert held at Cllr Clifford's house towards a new defib. The money is in the DPC bank account and earmarked for this purpose.

Cllr O'Sullivan presented a paper with options for unheated, insulated cabinets and following discussion, it was **RESOLVED** that:

- A hard-wired electrical cabinet is still the best option, but this can only be placed at the Cricketers. Cllr Thomas to approach Cricketers and neighbouring cottage as to whether an electrical feed can be used.
- If an unheated cabinet is the only option, Cllr O'Sullivan to approach ambulance service to understand the protocol for using and maintaining one.
- As the cost will be circa £1,500, Cllr Thomas will approach Barlavington Estate who agreed to help fund a defibrillator in the past to establish if this offer to still available.
- It is still important to deliver training to residents in the Parish about how to use the defibrillator. Clerk to ask paramedic Paul Eyre who delivered it last time.

New Footpath

The Clerk confirmed that the signage is now in place and no further action is required. Cllr Clifford agreed that he would take a picture of it and promote on the Village FB Page.

Village Survey

Cllr O'Sullivan shared the results of the recent survey.

29 people responded and the main things people wanted to see more of were social events and support for neighbours. They also gave ideas for what Heath End Shop can stock which has been shared with them. There was very little enthusiasm for any further additions to the playground.

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

- The Zip Wire project that was planned for the playground, will not go ahead. Clerk to inform David Hyland at CDC and New Homes monies of £2,900 to be returned to CDC if required.
- The results will be shared with the Village Hall Committee.

Cllrs Napthine and Clifford to undertake maintenance to playground in Spring

Cllr Napthine to contact Playsafe re safety mechanism on cradle swing

Clerk to contact RJ Playground re repairs to surfaces

Various actions for Cllr Thomas, Cllr O'Sullivan and Clerk

Cllr Clifford to take picture of new footpath and promote on Village FB

Clerk to inform CDC that Zip Wire

Cllr O'Sullivan to share results of survey with VHC

Discuss

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| <ul style="list-style-type: none"> At a future meeting, the idea of a volunteer visitor scheme / door knock will be discussed which would be promoted throughout the village but not run specifically by DPC. The new Clerk has experience in this area so can bring some ideas to a future meeting. Cllr Thomas will talk again to the care scheme that runs in Tillington about whether Duncton could also run a similar scheme. <p>Bus Stop The northbound bus stop needs maintenance on the roof. Cllr Leysen said that his father in law can't fix the roof as a special felt is required. The Clerk reported that Rob, Manager at the Village Hall hasn't got back to her with a quote. It was RESOLVED that Cllr Thomas would ask his builder, Cllr Clifford would ask a contact of his and the Clerk will ask the bus stop company.</p> | <p>volunteer visitor scheme at future meeting</p> <p>Cllr Thomas to talk to Tillington Care scheme</p> <p>Cllr Thomas, Cllr Clifford and Clerk to ask for quotes</p> |
| <p><u>008.20</u></p> <p>AGENDA ITEM 8: VILLAGE MATTERS</p> <p>Village Fireworks The Clerk commented that £710.56 was received in donations and has been earmarked for next year's fireworks. Everyone agreed that the format worked well and should be repeated, however the following points should be noted:</p> <ul style="list-style-type: none"> It shouldn't be held on Remembrance Sunday, a Saturday is ideal There were a lot of people in attendance from outside the village so the event shouldn't be promoted on Facebook. Just the Parish magazine and the school. Catering numbers should perhaps be increased from 120 – 150. The provisional date for this year's event is Saturday 7th November. Clerk to ask Aurora about the availability / cost of them lighting the fireworks. Clerk to book date with Village Hall. <p>Village Clean up It was agreed that the Village Clean up / litter pick should again take place this year on Saturday 21st March. Same format as last year. 10.30 coffee at Cricketers, start at 11am. Equipment to be arranged through CDC. Clerk to promote.</p> <p>Damaged chevrons at bottom of Duncton Hill The Clerk advised that WSCC have asked if anyone can help with identifying the car involved in the recent crash and damaged chevrons at the bottom of Duncton Hill. No one was able to give any details and it was RESOLVED that the Clerk ask on the Village FB.</p> | <p>Clerk to ask Aurora about availability to light / cost and book hall.</p> <p>Clerk to promote Village Clean up and arrange equipment.</p> <p>Clerk to ask on FB if anyone knows about crash</p> |
| <p><u>009.20</u></p> <p>AGENDA ITEM 9: PLANNING - Applications & decisions, 4 November 2019 – 13 January 2020</p> <p>New Applications SDNP/19/06042/LDP - South Corner, High Street New access drive and alterations to garage area. It was RESOLVED that the following comment should be inputted: 'Following discussion at the meeting on 13th January, Duncton Parish Council support this</p> | |

application.'

SDNP/19/05979/HOUS - Laudacre Beechwood Lane Duncton GU28 0NA

Replacement western extension with two storeys. Replacement double garage.

It was **RESOLVED** that the following comment should be inputted:

'Following discussion at the meeting on 13th January, Duncton Parish Council have no objection to this application.'

Decisions

SDNP/19/04784/OHL - Lilac Cottage, Duncton

Construction of free-standing wooden pole in new location to replace a previous pole that is 15m away from existing location

"We discussed this application at our meeting on 4th November and Duncton Parish Council have no objection."

No objection, 7 Nov 2019

SDNP/19/04541/CND - Duncton Mill House, Dye House Lane

Replace existing flat roof with slate pitched roof at rear. Flat roof between twin pitched roof. Timber frame 3 no. bay garage - Variation of condition 2 of planning permission DN/10/04302/DOM - relocate garage 1m to North and 1m to West and reposition store to opposite end of building.

"We discussed this application at our meeting on 4th November and Duncton Parish Council have no objection."

Approved, 4 Dec 2019

SDNP/19/05093/HOUS & LIS - The Cider House, Dye House Lane

Alterations to fenestration on ground floor south facing and west facing elevations and insertion of new window. Internal alterations at ground floor level.

"We discussed this application at our meeting on 4th November and Duncton Parish Council have no objection."

Approved, 11 Dec 2019

SDNP/19/04668/HOUS & SDNP/19/04669/LIS - 3 Biddulph Mews, Burton Park Road

Single glazed replacement windows to East elevation

"We discussed this application at our meeting on 4th November and Duncton Parish Council have no objection."

Approved, 23 Dec 2019

Clerk to input
planning
comments

SDNP/19/04543/CND - Heath End Sandpit Heath End

Variation or removal of condition no's: 4 and 7 imposed on Appeal Ref:
APP/Y9507/C/15/3133267 (SDNP/15/00093/OPDEV)

"At our meeting on 4th November, Duncton Parish Council reviewed the planning application to replace the fixed processing plant with portable equipment. We have no objection in principle, but we are concerned about the noise level of the new equipment. We note that in the Planning Statement Appendix 3 it states:

8.2 The operator confirms that there will be no change in quarry processes, and that throughput of the modular plant will not increase at the new location. In the absence of noise data for the proposed replacement plant, it is assumed that the new and more efficient will generate noise levels commensurate with or lower than the existing equipment.

We therefore request that approval of the application is conditional on the applicant obtaining a noise level assessment of the new equipment from the manufacturer and that SDNP Planning is satisfied that the noise level of the replacement equipment is no worse than the existing processing equipment.

Approved, 31 Dec 2019

Appeals

Appeal Ref: APP/Y9507/Y/19/3231931

Burton Mill, Burton Park Road, Petworth, West Sussex GU28 0JR

- Appeal was made against a refusal to grant listed building consent to replace all existing windows with new double-glazed units and revised frame design and reveal an obscured window.
- Appeal dismissed.

Appeal Ref: APP/Y9507/D/19/3237258

Duncton Mill House, Dye House Lane, Duncton, GU28 0LF

- The appeal is made by The Barlavington Estate against a refusal to grant listed building consent to build a new detached domestic garaging/store.
- Appeal dismissed.

Soft Sand Review

The Clerk commented that WSCC has a Soft Sand Consultation which is open until 2 March. Although it appears that Duncton Common and Coopers Moore are not sites they plan to use, it was **RESOLVED** that Cllr Thomas would check. If they are not sites under consideration, no response is required. If they are, Cllr Thomas and Cllr Leysen to draft a response.

Cllr Thomas to check SS review to see if Duncton sites are included

010.20

AGENDA ITEM 10: CLERKS REPORT & FINANCE

New Financial regulations

New model fin regs are available. It was **RESOLVED** that the new Clerk will update and DPC to

New Clerk to update Fin Regs and sign

sign off at March meeting.

off at March meeting

2020 Budget & precept agreement

The Clerk shared the proposed budget and precept for next year with Cllrs before the meeting. Following discussion, it was **RESOLVED** to accept the draft budget and ask CDC for a precept of £9,245.

Clerk to inform CDC of precept

Meeting dates for 2020

Following discussion, it was **RESOLVED** that the meeting dates will be on a Monday at 19:30 on the following days:

- March 2nd / April 27th (Village Meeting) / May 18th (APCM) / July 13th / Sept 7th / Nov 9th

Banking

Cllr Napthine commented that he hasn't yet been into Barclays with his ID and bank mandate change. He will do this ASAP.

Cllr Napthine & Clerk to take new mandates and ID to Barclays

It was **RESOLVED** that with the new Clerk in post:

- A letter to Barclays Bank be signed by Cllrs Thomas and O'Sullivan explaining the change in Clerk and a new mandate to be signed.
- A regular standing order payment of £374 be set up for the last working day of every month starting this January to cover the Clerk's salary.

Clerk to set up S/O for Clerks salary

Income & Expenditure

The following were approved for payment:

| EXPENDITURE | DETAIL | DATE (TO BE PAID) | AMOUNT |
|-------------------------------|--|-------------------|-------------------|
| 3 Parishes Magazine | Dunton Parish contribution | 13-Jan-20 | £ 300.00 |
| Easy Space | Domain Renewal | 31-Jan-20 | £ 32.33 |
| Dunton PCC - Holy Trinity | S137 Donation | 13-Jan-20 | £ 400.00 |
| Dunton Junior School | S137 Donation | 13-Jan-20 | £ 400.00 |
| Sylvia Beaufoy Centre | S137 Donation | 13-Jan-20 | £ 250.00 |
| KSS Air Ambulance | S137 Donation | 13-Jan-20 | £ 150.00 |
| Jane Landstrom | January 2020 Office Allowance | 13-Jan-20 | £ 30.00 |
| Hamilton Cole | Fix Flat Screen TV | 13-Jan-20 | £ 65.00 |
| Richard Vobes - Bald Explorer | S137 Donation. Thank you for Village Videos. | 13-Jan-20 | £ 200.00 |
| John Mayes | Thank you bottle wine | 13-Jan-20 | £ 15.00 |
| Total expenditure | | | £ 1,842.33 |

| Clerk's Salary | | | |
|---|--|--|----------|
| Paid quarterly in July / Sept / Jan / March | | | |
| 25 hours per month @ £14.96 hr x 2 months (Dec & Jan) = £748.00 | | | £ 748.00 |

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|------------------------------|--|--|-----------------|
| Payment due Jan 2020 | | | |
| Total salary to clerk | | | £ 748.00 |

Payments received since last meeting:

| INCOME RECEIVED FROM | DETAIL | DATE REC'D | AMOUNT |
|-----------------------------|---|-------------------|-------------------|
| Peter Thomas | Coffee Morning donation (defibrillator) | 12-Nov-19 | £ 70.00 |
| Cash | Fireworks Donations | 13-Nov-19 | £ 710.56 |
| Barclays Bank | Interest | 02-Dec-19 | £ 6.30 |
| Peter Thomas | Coffee Morning donation (defibrillator) | 13-Dec-19 | £ 43.00 |
| Peter Thomas | Xmas Concert donations (defibrillator) | 17-Dec-19 | £ 519.50 |
| Ollie Hartley | Coffee Morning donation (defibrillator) | 08-Jan-20 | £ 250.00 |
| Total income | | | £ 1,599.36 |

Bank reconciliation:

Bank Reconciliation - 30 Dec 2019

Balances on accounts

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|-----------------|--------------------|
| Current Account | £ 1,577.45 |
| Savings Account | £ 15,162.32 |
| Total | £ 16,739.77 |

Less unpresented cheques / online payments

| | |
|------|-------------------------|
| None | £ |
| | <u>16,739.77</u> |

Cash Book

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| Opening Balance 1 April 2019 | £ 11,043.50 |
| Add Receipts for the Year | £ 11,011.04 |
| | £ 22,054.54 |
| Less Payments for the Year | £ 5,314.77 |
| | £ <u>16,739.77</u> |

Clerk hours worked - Contracted 25 hrs month

Nov – 25hrs / Dec– 13 hrs

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| <p>Balance – -12</p> <p>Clerk will work 37 hours in January which includes 16 hours paid annual leave to leave a 0 balance.</p> | |
| <p><u>011.20</u></p> <p>AGENDA ITEM 11: COUNCILLOR REPORTS INCLUDING FEEDBACK FROM MEETINGS ATTENDED</p> <p>There were no Councillor reports.</p> | |
| <p><u>012.20</u></p> <p>AGENDA ITEM 12: CORRESPONDENCE & INVITATIONS RECEIVED 4 NOVEMBER 2019 – 13 JANUARY 2020</p> <p>All Parishes Meeting, CDC - Monday 10 February at East Pallant House. Buffet available from 18:00, start at 19:00.</p> <p>Cllr Thomas and Cllr O’Sullivan to attend.</p> <p>CDALC (Chichester District Area Local Council) - 27 Feb or 5 March Or 12 March. Date TBC. Cllr Thomas to attend if</p> <p>Spring: Thurs 27 Feb or Thurs 5 March or Thurs 12 March</p> <p>Cllr Thomas to attend depending on agenda.</p> | <p>Cllr Thomas and Cllr O’Sullivan to attend All Parishes</p> <p>Cllr Thomas to attend CDALC</p> |
| <p>The meeting closed at 21:36</p> <p>The next Full Council Meeting will be held on Monday 2nd March 2020, 19:00 at Duncton Village Hall.</p> | |
| <p>These minutes are an accurate record of the meeting</p> <p>Signed:</p> <p>Name & Position:</p> <p>Date:</p> | |