

DUNCTON PARISH COUNCIL
PARISH COUNCIL MEETING (PCM) MINUTES
 MONDAY 16th SEPTEMBER 2019 AT 19:00
 DUNCTON VILLAGE HALL

	ACTION
<p><u>PRESENT</u></p> <p>Cllr Peter Thomas; Cllr Keith Naphthine, Cllr Clifford, Cllr Leysen and Parish Clerk & Proper Officer Jane Landstrom.</p>	
<p><u>IN ATTENDANCE</u></p> <p>District Cllr Alan Sutton, CDC.</p>	
<p><u>049.19</u></p> <p>AGENDA ITEM 1: WELCOME AND TO RECEIVE & APPROVE APOLOGIES FOR ABSENCE</p> <p>Cllr Thomas welcomed everyone.</p> <p>Cllr Hilary O’Sullivan and County Cllr David Bradford, WSCC sent their apologies which were approved. Cllr Danielle Mills was not present.</p>	
<p><u>050.19</u></p> <p>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.</p> <p>Cllr Clifford updated his Register of Interests.</p>	
<p><u>051.19</u></p> <p>AGENDA ITEM 3: COUNTY COUNCILLOR’S REPORT – MR DAVID BRADFORD, WSCC</p> <p>Cllr Bradford did not provide a report.</p>	
<p><u>052.19</u></p> <p>AGENDA ITEM 4: DISTRICT COUNCILLOR’S REPORT – CLLR ALAN SUTTON, CDC</p> <p>Cllr Sutton shared a report which was distributed to Cllrs before the meeting. He arrived at 20:10 and reported the following:</p> <ul style="list-style-type: none"> • He is encouraging and helping to promote social prescribing including coffee mornings etc which have the positive effect of less GP surgery interaction and loneliness. • He will sit on the Planning Committee from October. • He is helping to improve youth services in Petworth including the Cricket Club. <p>Cllr Sutton left the meeting at 20:38</p>	
<p><u>053.19</u></p> <p>AGENDA ITEM 5: MINUTES OF THE PREVIOUS MEETING HELD ON 1st JULY 2019 TO BE AGREED AND SIGNED AS A TRUE RECORD</p> <p>The minutes of the meeting held on 1st July were approved and signed by Cllr Thomas.</p>	

054.19

AGENDA ITEM 6: COUNCILLORS & CLERK TO REPORT BACK ON ACTION POINTS FROM THE PREVIOUS MEETING. MATTERS ARISING AND ANY OTHER BUSINESS.

The Clerk reported that she has undertaken the following since the last meeting and no further action is required:

- Reported overgrown vegetation at Coultershaw Bridge which has now been cut down.

The Clerk still needs to:

- Send back completed ROI's to CDC

Policing – DPC letter to Katy Bourne, Police & Crime Commissioner

The Clerk commented that she has received a reply suggesting that CDC may be able to help with the noise from the performance vehicles.

Following discussion, where it was agreed that CDC won't be able to help with road traffic noise as it is outside the jurisdiction of the Environmental Management team; it was **RESOLVED** that the only positive course of action would be for Speed watch sessions to take place during the Breakfast Club meetings. Clerk to contact Speed watch co-ordinator and ask if that would be possible. PC to ask the PCSO at the November meeting about their thoughts.

Highways

Burton Park Road

Cllr Napthine commented that he will draft a letter for the Clerk to send to Highways about the proximity of the fence to the road and the recent accidents.

Pavement maintenance

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. Clerk to monitor.

Seaford Bends – hedge removal

Cllrs Thomas attended the recent meeting with Seaford, WSCC, Barlavington Estate and Tenant Farmer where it was agreed to take out the hedging, refence and replant with a smooth curve across the corner of the Seaford entrance bend. Barlavington Estate will list the land to Seaford for them to maintain. It's hoped this will significantly improve visibility when turning into Seaford and help avoid collisions.

WSCC will install multiway signals at the end of September for the work to take place. Seaford are also looking at ways to make the entrance for visible. No further action required for PC.

A285 Burton Park turning

WSCC have responded to the Garden Mews resident saying that the best course of action to help improve visibility when turning out of the Park entrance is to cut back the laurel hedge. The Burton Park Management Committee are also looking at installing a convex mirror opposite the turning. No further action required for DPC.

Playground

Playhouse

After retarmacking with unsuitable loose tarmac, Playdale have now concreted around the

Clerk to send back completed ROI's to CDC

Clerk to ask Speed watch co-ordinator re sessions during Breakfast Club meetings

Cllr Napthine to send letter to Clerk

Clerk to monitor pavements

footings of both the playhouse and the shop and there is no longer loose material. No further action required.

Annual inspection

This took place on 21st August by Wicksteed Leisure and the report was sent to Cllrs before the meeting.

The Clerk commented that there is nothing medium high or high risk, everything is low or medium risk which Wicksteed specifies as:

‘Low - Items are considered safe for use and require monitoring only as part of your regular inspection procedures.

Medium – Items require appropriate action within resources and individual site assessment. The equipment should be safe for use, but you must consider this in relation to your detailed knowledge of the site.’

The Cllrs and Clerk went through the report, talking about each section and it was **RESOLVED** that:

Cllrs Napthine and Clifford will:

- Tighten Tabletop fixings in Playhouse
- Tighten ground fixings of bin
- Repaint metal frame swing with 2 x cradle seats (Clerk to confirm RAL colour)
- Repaint metal frame of cantilever swing basket (Clerk to confirm RAL colour)
- Clean algae off and repaint springer bike

Clerk will:

- Obtain another quote to cut back and infill surface around climbing unit
- Obtain another quote to cut back and infill surface around cantilever swing basket
- Seek confirmation from manufacturer about an external chain or secondary means of support should the universal joint / pivot snap during use.

Residents Speed watch

A local villager has now taken over co-ordination of Speed Watch and a report has been provided. Clerk will continue to post updates about sessions on the village FB page.

Possible defibrillator in centre of village

The Clerk confirmed that £91.21 has been raised from the village coffee mornings towards a new defib. The money is in the PC bank account and earmarked for this purpose. Cllr Thomas commented that a further £35 was raised and paid into the account.

Cllr Clifford commented that he is holding a Christmas concert at Ben’s Cottage on 12th December which the Clerk will help promote.

Clerk to investigate and report back on defibrillator options.

Public Rights of Way

**Various – Cllrs
Napthine &
Clifford**

Various – Clerk

**Clerk continue
to promote
Speed watch**

**Clerk to
promote Xmas
concert &
investigate
defibrillator
options.**

<p>New Footpath Cllr Thomas reported that the landowners cannot finalise the legal paperwork because they are waiting for probate. They would like the footpath signs to go up as many people are misusing the entrance because the line of the path is not clear. WSCC have confirmed they have arranged the signage which will hopefully be in place by the end of the month depending on the contractor's commitments. Clerk to promote once signs are installed.</p> <p>PROW Inspections The Clerk commented that WSCC are organising Public Rights of Way inspections to be carried out next month. Following the inspection, routine maintenance work will be prioritised for delivery by their contractor. The Clerk asked Cllrs to let her know of any known issues.</p> <p>Village Survey Following discussion at the last meeting, Cllr O'Sullivan shared her first draft for a village survey which the Clerk sent to all Cllrs before the meeting. There were no comments from Cllrs, and it was RESOLVED that the Clerk send it to another resident in the village and ask them to liaise with Cllr O'Sullivan.</p> <p>Any Other Business</p> <p>Overhanging dead branches of oak trees on A285 Following communication from a resident, the Clerk has asked WSCC Highways to assess the danger of the overhanging branches and shed any light on to whose responsibility it is if the trees require attention. Clerk to monitor.</p> <p>PCSO attending November PC meeting The Clerk received a phone call from Karen Turrell, PCSO 27372 saying that she can attend a meeting to update us on local policing issues. She will attend agreed November's meeting.</p> <p>Village Gates Cllr Clifford commented that it may help reduce speed in the village by installing village entrance gates. Clerk and Cllr Clifford to investigate options.</p>	<p>Clerk to promote new footpath once signs in place.</p> <p>Cllr O'Sullivan & resident to agree final questions for survey.</p> <p>Clerk to include PCSO on next meeting agenda.</p> <p>Cllr Clifford & Clerk to investigate Village Gates</p>
<p><u>055.19</u> AGENDA ITEM 7: VILLAGE MATTERS</p> <p>Village Fireworks</p> <p>Following discussion, it was RESOLVED:</p> <ul style="list-style-type: none"> • As the Hall is not available on Sat 9th, the fireworks will take place on Sunday 10th November. Clerk to book hall and promote through FB and flyers in 3 Parishes. • Cllr Clifford to ask Cricketers if they can supply food. • Clerk to ask Aurora to supply fireworks and take up their offer of letting them off free of charge. <p>3 Parishes magazine contribution</p>	<p>Clerk to book hall for Sun 10th Nov, arrange fireworks and promote event</p> <p>Cllr Clifford to organise food with Cricketers</p>

<p>The Clerk explained that she had been asked by the 3 Parishes if the PC would consider increasing their donation. Following discussion, it was RESOLVED that the PC would with immediate effect donate £300 each year, an increase of £100 from their existing donation of £200. Clerk to notify 3 parishes.</p> <p>Winter Plan and Salt Audit The Clerk commented that WSCC have asked for a salt audit detailing how much salt we have in each bin. It was RESOLVED that Cllr Clifford would undertake the salt audit and let the Clerk know by the deadline and that last year's Winter Plan will be used again for this year with no changes.</p>	<p>Clerk to inform 3 Parishes of increased contribution.</p> <p>Cllr Clifford to undertake salt audit and Clerk to re-issue Winter Plan.</p>
<p>056.19</p> <p>AGENDA ITEM 8: PLANNING - Applications & decisions, 1 July – 16 September 2019</p> <p>New applications:</p> <p>SDNP/19/03642/LIS - 5, Biddulph Mews Burton Park Replace window with doorway on North elevation.</p> <p>SDNP/19/03640/LIS - 5, Biddulph Mews Burton Park Removal of existing chimney breasts at ground and 1st floor levels, chimney stack supported above ceiling level. Close up 1 no. doorway and opening 1 no. new doorway. New stud work partitions to create new WC and bedroom wall.</p> <p>For both applications, it was RESOLVED to input the following comments into the Planning Portal: "Following our meeting on 16th September where this application was discussed, Duncton Parish Council have no objection to this application.</p> <p>Approved Applications since last meeting:</p> <p>SDNP/19/02231/FUL - Duncton Village Hall Replacement windows to north and south elevations. "Following discussion at our meeting on 1 July, Duncton Parish Council support this application as it will enhance the facility benefiting the community and make the hall more sustainable." Approved 12 July 2019.</p> <p>Planning appeal Burton Mill: replacement of all existing windows with new double-glazed units and revised frame design and reveal an obscured window. The Clerk asked if the PC wished to make comments or modify/withdraw their previous representation. Following discussion, it was RESOLVED that the PC's original comments should stand: "Following our meeting on 14th January where this application was discussed, Duncton Parish Council support this application which will further enhance the building and which forms part of a wider sensitive restoration."</p>	<p>Clerk to input comments into Planning Portal</p>
<p>057.19</p> <p>AGENDA ITEM 9: CLERK'S REPORT INCLUDING FINANCE</p> <p>Flat Screen TV</p>	<p>Clerk to obtain quote to fix TV</p>

The Clerk commented that the 65" flat screen TV in the meeting room is faulty. The casing at the back is loose and the connection isn't working properly. She confirmed that it is an asset of the PC and following discussion, it was **RESOLVED** to contact the repair shop in Pulbrough to obtain a quote to fix it.

Updated Contact details

The Clerk asked Cllrs if the updated contact details were ok which they were. Clerk to circulate and promote on website.

Workplace Pensions – Reenrolment or Redeclaration

The Clerk asked the PC if they are happy for her to confirm that the PC is an employer with no-one to put back into the pension scheme. If this is the case, a re-declaration of compliance needs to be completed by 30 April 2020.

As the Clerk earns less than £6,136 year, the PC must provide access to a pension to save into and must make arrangements for the Clerk to join if they wish to. The PC are not required to contribute to it. The Clerk confirmed that she did not wish the PC to make available a pension.

Following discussion, it was **RESOLVED** that the Clerk would complete a re-declaration of compliance confirming there are no employees to be put into a pension scheme.

New Financial regulations

The Clerk confirmed that NALC have issued new model financial regulations and it was **RESOLVED** that the Clerk update the existing regulations ready for sign off at the November meeting.

Councillor vacancy

The Clerk explained that she has had interest from a villager to join the PC, however they have been unable to attend the last few meetings. Clerk to chase and if they do not wish to join, Clerk to promote vacancy.

Councillor Training

The Clerk confirmed that Cllrs Napthine and Mills need to attend New Councillor Training and it was **RESOLVED** that the Clerk will book this when it is available in Chichester.

Banking

The Clerk commented that Cllr Mills still hasn't taken the new mandate into Barclays, so the signatories remain unchanged. Clerk to chase.

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.

Clerk to update contact details on website and circulate.

Clerk to complete re-declaration of compliance.

Clerk to update Financial regulations

Clerk to chase Cllr vacancy & promote

Clerk to book Cllr training

Clerk to chase mandate change.

EXPENDITURE	DETAIL	DATE (TO BE) PAID	AMOUNT
Teds at Heath End	Thank you bottle of wine and card for ex Councillor, Chris Davies	22-Jul-19	£ 14.95
Wicksteed Leisure	Playground Inspection	16-Sep-19	£ 103.20
Total expenditure			£ 118.15

Clerk to make payments

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

The Clerk commented that the following income has been received:

INCOME RECEIVED FROM	DETAIL	DATE REC'D	AMOUNT
HMRC	VAT Rebate	15-Jul-19	£ 502.36
Peter Thomas	Coffee morning proceeds for new defib	30-Jul-19	£ 36.31
Peter Thomas	Coffee morning proceeds for new defib	19-Aug-19	£ 55.00
Total income			£ 593.67

The Clerk commented that the bank accounts reconcile.

Bank Reconciliation - 11th September 2019

Balances on accounts

Current Account	£ 1,544.76
Savings Account	£ 11,556.02
Total	£ 13,100.78

Less unpresented cheques / online payments

None	£
	<u>13,100.78</u>

Cash Book

Opening Balance 1 April 2019	£ 11,043.50
Add Receipts for the Year	£ 5,093.86
	£ 16,137.36
Less Payments for the Year	£ 3,036.58
	£ <u>13,100.78</u>

Clerk hours worked - Contracted 25 hrs month

July – 25hrs

August – 25 hrs

Balance – 14 hrs in deficit (but still got 31 hrs paid holiday to take before end December)

058.19

AGENDA ITEM 10: COUNCILLOR REPORTS INCLUDING FEEDBACK FROM MEETINGS ATTENDED

9 July, Heath End Quarry meeting with Tim Slaney, SDNPA

Cllr's Leysen, Thomas and Naphine attended the meeting and gave the following update:

- Another Liaison Meeting will be held on-site in October. SDNPA to organise and invite Leconfield Estate.
- SDNPA has agreed to be more vigilant and will visit the site every 2 months until restoration works have been completed.

PC to keep attending meetings to help ensure that site is restored as agreed.

2 September, Highways meeting with Seaford, Barlavington Estate and WSCC

Cllr's Thomas reported back on this meeting under point 054:19.

059.19

AGENDA ITEM 11: CORRESPONDENCE & INVITATIONS RECEIVED 1 JULY – 16 SEPTEMBER 2019

DATE	FROM	DETAIL	AGRRED ACTION
10-Jul	SDNPA	Adoption of the South Downs Local Plan	None required, FYI
11-Jul	SDNPA	National Park Survey - looking for ways we can improve the services we provide and how we can engage with the communities within the National Park.	Cllrs to complete if they wish: https://www.surveymonkey.co.uk/r/8L9VGYL
6-Aug	SDNPA	Wednesday 23 rd October - West Sussex Parishes Workshop, South Downs Centre, Midhurst: 18:30 – 21:30	Cllr's Naphine & Clifford to attend. Also, Cllr Thomas if can get 3 spaces.
21-Aug	WSCC	Electric vehicle consultation	www.westsussex.gov.uk/evc onsultation Cllrs complete if they wish
23-Aug	SALC	AGM 2019 of the West Sussex Association of Local Councils (WSALC) on Thursday 3 rd October. AGM starts at 09:45am with the Autumn conference to follow. £60+VAT per person	Let Clerk know if want to attend

Cllrs Naphine & Clifford to attend SDNPA Workshop. Also, Cllr Thomas if space available.

23-Aug	SSALC	SALC Bi-annual Meeting with Chief Constable Sussex Police On Friday 15th November 2019, SALC representatives will be holding their biannual meeting with Giles York, Chief Constable of Sussex Police to discuss matters of a strategic nature and receive updates.	Does the PC have any strategic or unresolved topics that you would like to be raised at the meeting? No comments to be submitted.
11-Sep	WSCC	WSCC are organising Public Rights of Way inspections to be carried out in Oct. Following the inspection, routine maintenance work will be prioritised for delivery by our contractor. Any problems on Rights of Way?	Cllrs to let Clerk know ASAP
16-Sep	Peter Hogan, WSCC	The tree and scrub works on the NW pond side of Burton Mill Pond (adjacent to New Piece), are due to start on Monday 23rd Sept	None required, FYI

Upcoming meetings

CDALC - Chichester District Area Local Councils

Tues 19 Nov and Spring date TBC (Thurs 27 Feb or Thurs 5 March or Thurs 12 March)

Cllr Thomas to attend depending on agenda.

Burton and Chingford LNR

Wed 9th Oct 10:00 – 12:00, Duncton Village Hall

Cllrs Napthine and O'Sullivan to attend.

Cllr Thomas to attend CDALC

Cllrs Napthine & O'Sullivan to attend Burton & Chingford LNR

The meeting closed at 21:15

The next **Planning Meeting** (if required) will be held on **Tuesday 8th October, 15:15** at Duncton Village Hall.

The next **Full Council Meeting** will be held on **Monday 4th November, 19:00** at Duncton Village Hall.

These minutes are an accurate record of the meeting

Signed:

Name & Position:

Date: