

DUNCTON PARISH COUNCIL
PARISH COUNCIL MEETING (PCM) MINUTES
 MONDAY 4th NOVEMBER 2019 AT 19:00
 DUNCTON VILLAGE HALL

	ACTION
<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>District Cllr Alan Sutton, CDC; County Cllr David Bradford, WSCC; Izzi Harte, villager; Andrew Mills, villager; Karen Turnbull, PCSO and Bailey Reed, PCSO.</p>	
<p><u>060.19</u></p> <p>AGENDA ITEM 1: WELCOME AND TO RECEIVE & APPROVE APOLOGIES FOR ABSENCE</p> <p>Cllr Thomas welcomed everyone, in particular Izzi and Andrew, who are keen to fill the two vacancies and become Councillors.</p>	
<p><u>061.19</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>There were no declarations of interest or any changes to the Register of Interests.</p>	
<p><u>062.19</u></p> <p>AGENDA ITEM 3: COUNTY COUNCILLOR’S REPORT – MR DAVID BRADFORD, WSCC</p> <p>Cllr Bradford made the following comments:</p> <ul style="list-style-type: none"> • There have been changes in the cabinet with Paul Marshall as the new leader, Jackie Russell in Children and Young People, and Nigel Jupp in Education. • The Report into Children’s Services has still not been published. • He is personally promoting a ban on all fracking and wants a dedicated rural policing unit. • He has decided not to stand for re-election and will be standing down in 18mths time. • The next County Local Committee meeting is 12th November at Midhurst Library at the Grange. 	
<p><u>063.19</u></p> <p>AGENDA ITEM 4: DISTRICT COUNCILLOR’S REPORT – CLLR ALAN SUTTON, CDC</p> <p>Cllr Sutton reported the following:</p> <p>Rural Crime</p> <p>Following several break ins to sheds & outbuildings in Duncton it was clear that several incidents have been reported along the whole A272 into adjacent areas and counties. The</p>	<p>Clerk to post on FB & encourage residents to report crime</p>

appointment of a dedicated rural PCSO has been promised and CDC have met with the Chief inspector (John Carter) to ensure that pressure is brought. Cllr Sutton is urging everyone with anything to report (intelligence as well as actual crimes) to do so through 101 or Crime Stoppers or, if something is taking place in front of you, via 999.

South Downs National Park Plan

This has now been adopted and will be used going forward in planning matters. Cllr Sutton attended a recent workshop for Parishes at Midhurst.

Sage House

Cllr Sutton visited Sage House which is a facility in Tangmere for day care and respite care for dementia patients and their families in the community.

Duncton Cares

Cllr Sutton attended the group meeting and is very pleased to be involved with this community initiative.

Countdown to Christmas

There is a campaign to raise awareness and support shops within the district in the vital run up to Christmas. Online the hashtag is #countdowntochristmaspetworth a very nice prize of a day out in a Rolls Royce with lunch & shopping spending money is on offer

Petworth Vision

Cllr Sutton has been appointed to the board and hopes to bring greater co-operation. He is seeking to get more initiatives underway with the committee setting up workgroups for the benefit of the community, including the wider rural community. An example is be the change, sponsored by local business which offers help. Mentoring and support to disadvantaged children at Midhurst Rother College.

Western Sussex Hospitals NHS Foundation Trust

The Trust is the first non-specialist acute trust in the country to be rated 'Outstanding' in all the key inspection areas assessed by the Care Quality Commission (CQC), improving upon the trust's first 'Outstanding' rating from four years ago. A fantastic achievement.

064.19

AGENDA ITEM 7: REPORT FROM PCSO KAREN TURNBULL

PCSOs Karen Turnbull and Bailey Reed arrived at 19:27 and made the following comments:

- The PCSO structure is changing with new PCSO's being recruited
- Whilst PCSO's will still respond over the whole of Sussex, they now have areas of responsibility where they will be able to build up local knowledge and support the community.
- Charlotte Hall is the Rother Valley PCSO which Duncton Parish is a part. Cllr Bradford

**Clerk to send
Charlotte Hall
PCSO an
introductory
email**

<p>commented that the areas of responsibility seem large, so don't be afraid to adjust the areas is needs be.</p> <ul style="list-style-type: none"> • There have been a spate of car and shed break ins and villagers should report all crimes via 101 or 999 in an emergency. • Cllr Thomas asked if this means there will be a PCSO presence in Duncton and Karen replied, yes, on an occasional basis. The Clerk commented that there is an annual Village Meeting every May and regular coffee mornings where PCSOs would be very welcome to share key messages. • The Duncton Speedwatch group is a great initiative and it really helps make best use of Police time. <p>Cllr Sutton, Cllr Bradford, Karen Turnbull PCSO and Bailey Reed PCSO left the meeting at 19:46</p>	
<p><u>065.19</u></p> <p>AGENDA ITEM 5: MINUTES OF THE PREVIOUS MEETING HELD ON 16TH SEPTEMBER 2019 TO BE AGREED AND SIGNED AS A TRUE RECORD</p> <p>The minutes of the meeting held on 16st September were approved and signed by Cllr Thomas.</p>	
<p><u>066.19</u></p> <p>AGENDA ITEM 6: 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"> • Asked the Speedwatch co-ordinator if they can run sessions during the Goodwood breakfast club meetings. Yes, they are happy to do so, and dates are in the diary. • Updated and re-issued the Winter Plan. • Informed the 3 parishes magazine that DPC are happy to increase their contribution to £300 year with effect from 2020. <p>The Clerk still needs to send back the completed ROI's to CDC. This will be done after January meeting once both new Councillors co-opted.</p> <p>Highways</p> <p>Burton Park Road</p> <p>Cllr Naphine has drafted a letter and Clerk in the process of sending to WSCC asking them to ensure the boundary fence is at least 1m away from the roadside. It was RESOLVED to do this.</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. Clerk to continue to monitor.</p> <p>Village Gates</p> <p>The Clerk has been in touch with Chris Dye, from WSCC Highways asking about the option of Village Gates for Duncton on the A285 – the process, timescales and likely costs. Waiting to hear back.</p> <p>Tillington's gates were recently installed through WSCC and cost their PC £6k.</p> <p>If the £2,900 New Homes Bonus money isn't used for Playground, perhaps it could be used towards the Village Gates or Village Hall projects including curtains and improvements in the</p>	<p>Clerk to send letter to WSCC re Burton Park Road</p> <p>Clerk to chase WSCC pavements</p> <p>Clerk to ask CDC if Zip Wire money can be</p>

acoustics. Needs to be spent within 3 years (October 2020)
It was **RESOLVED** that the Clerk ask CDC if the money can be spent on another village project.

Residents Speed watch

Cllr Thomas reported that at the last session during the Goodwood Breakfast meeting, which lasted an hour, 53 motorists exceeded the limit. It was suggested that another good time to do a session would be around 5.30pm after Seaford finishes, and that perhaps once more data is obtained during Breakfast Meetings, a letter should be written to Goodwood asking for their support in ensuring motorists drive slower on their way to meetings.

It was **RESOLVED** that Cllr Thomas write a follow up letter to the Police Commissioner.

Speeding Motorbikes

Roy Briscoe, CDC Cabinet Member for Communities is looking into what can be done about this. He has urged that all residents report such anti-social behaviour via the 101 phone line or a better and quicker way is through the web site; sussex.police.uk. Clerk has promoted on Village FB Page.

Playground

Cllrs Naphthine and Clifford reported that they have met someone from Fenland Leisure to discuss the issues that came up in the recent playground inspection. They haven't yet had the quote but will chase it up. Following discussion, it was **RESOLVED** that:

Cllrs Naphthine & Clifford will:

- Tighten Tabletop fixings in Playhouse ASAP
- Tighten ground fixings of bin or secure against railings ASAP
- Repaint metal frame swing with 2 x cradle seats in the Spring
- Repaint metal frame of cantilever swing basket in the Spring
- Clean algae off and repaint springer bike in the Spring
- Chase Fenland Leisure for the quote

The Clerk will:

- Seek confirmation from the manufacturer about an external chain or secondary means of support should the universal joint / pivot snap during use on the cradle swing
- Find out how much it cost to repair the surfacing last time and who did it

At the next meeting, once the costs are obtained, a decision can be made about the maintenance.

Possible defibrillator in centre of village

The Clerk confirmed that £171.13 has been raised from four village coffee mornings towards a new defibrillator. The money is in the PC bank account and earmarked for this purpose.

Cllr O'Sullivan volunteered to investigate and report back on defibrillator options.

New Footpath

spent on another village project

Cllr Thomas to write again to Police Commissioner

Cllr Clifford & Naphthine – various

Clerk – various

Cllr O'Sullivan to investigate defibrillator options

<p>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. WSCC confirmed the post at the Cricketers end is still on the list for the contractor but it's not far off being done.</p> <p>Village Survey Cllr O'Sullivan commented that the village survey is about to go live and will be promoted on FB and in the 3 Parishes magazine. It will remain open until 15th December. The questions have been changed slightly with Graffham Village Shop using Teds at Heath End as a satellite shop which is due to open over the next few days. It was agreed that a question about village gates should also be included.</p> <p>AOB Bus Stop Cllr Clifford mentioned that whilst looking at the village assets, he has noticed that the northbound bus shelter going towards Petworth has a rotten roof. It was RESOLVED that the Clerk would ask Rob, the new manager of the Village Hall who does handy work through Trust in Blue for a quote and Cllr Leysen would ask his father in law. To be discussed again at the January meeting.</p> <p>Fireworks Further to the email the Clerk sent about the event on Sunday, it was RESOLVED that it is in hand and everything has been sorted.</p>	<p>Cllr O'Sullivan to update questionnaire & make live. Promote in 3 Parishes & FB</p> <p>Clerk to ask Trust in Blue and Cllr Leysen to ask father in law for quotes.</p>
<p><u>067.19</u> AGENDA ITEM 7: VILLAGE MATTERS Village Fireworks Further to the email the Clerk sent about the event on Sunday, it was RESOLVED that it is in hand and everything has been sorted.</p>	
<p><u>068.19</u> AGENDA ITEM 8: PLANNING - Applications & decisions, 16 September – 4 November 2019 New Applications 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. Following discussion, it was RESOLVED to input the following comments: 'We discussed this application at our meeting on 4th November and Duncton Parish Council have no objection.' SDNP/19/04668/HOUS & SDNP/19/04669/LIS 3 Biddulph Mews Burton Park</p>	<p>Clerk to input planning comments</p>

<p>Single glazed replacement windows to East elevation.</p> <p>Following discussion, it was RESOLVED to input the following comments: ‘We discussed this application at our meeting on 4th November and Duncton Parish Council have no objection.’</p> <p>SDNP/19/04739/LIS & SDNP/19/04738/HOUS</p> <p>2 Biddulph Mews, Burton Park</p> <p>Replacement of 5no metal windows to front (North) elevation.</p> <p>Following discussion, it was RESOLVED to input the following comments: ‘We discussed this application at our meeting on 4th November and Duncton Parish Council have no objection.’</p> <p>SDNP/19/04784/OHL</p> <p>Lilac Cottage, High Street, Duncton</p> <p>Construction of free-standing wooden pole in new location to replace a previous pole that is 15m away from existing location.</p> <p>Following discussion, it was RESOLVED to input the following comments: ‘We discussed this application at our meeting on 4th November and Duncton Parish Council have no objection.’</p> <p>SDNP/19/04543/CND</p> <p>Heath End Sandpit</p> <p>Variation or removal of condition no's: 4 and 7 imposed on Appeal Ref: APP/Y9507/C/15/3133267 (SDNP/15/00093/OPDEV)</p> <p>Following discussion, it was agreed that in principle the PC have no objection but are concerned about the noise level of the new equipment. It was RESOLVED that Cllr Thomas would write a response and forward to the Clerk for her to input by the deadline date.</p> <p>SDNP/19/05093/HOUS & LIS</p> <p>The Cider House, Dye House Lane</p> <p>Alterations to fenestration on ground floor south facing and west facing elevations and insertion of new window. Internal alterations at ground floor level.</p> <p>Following discussion, it was RESOLVED to input the following comments: ‘We discussed this application at our meeting on 4th November and Duncton Parish Council have no objection.’</p> <p>Decisions and appeals</p> <p>There have been no decisions and appeals.</p>	<p>Cllr Thomas to write response for Clerk to input</p> <p>Clerk to input planning comments</p>
<p><u>069.19</u></p> <p>AGENDA ITEM 9: CLERKS REPORT & FINANCE</p> <p>Risk Register</p> <p>The Clerk explained that the Risk Register needs to be reviewed and agreed every 6 months.</p>	

She sent it to Cllrs to consider before the meeting and it was **RESOLVED** to approve with no changes.

New Financial regulations

New model fin regs are available and it was **RESOLVED** that the Clerk should update them for approval at the next meeting.

Councillors

The Clerk advised that Cllr Danielle Mills tendered her resignation on 22 October which the Clerk accepted, meaning there are two Cllr vacancies.

If Andrew and Izzi are still keen to join, they will co-opt at the next meeting in January.

New Clerk

The Clerk explained that she has tendered her resignation as of 31st January 2020 and has found a new Clerk who Cllr Thomas has met and is happy for her to take on the role. The existing Clerk will work during January to ensure a smooth and effective handover and the new Clerk will start on 1st January 2020.

The Clerk sent a copy of the contract and terms of working to Cllrs before the meeting and following discussion, it was **RESOLVED** that they are happy to approve and for contracts to be sent out and signed by Cllr Thomas on behalf of the PC.

Meeting dates for 2020

The Clerk explained that the meeting dates for next year will have to change and a Thursday evening was proposed. This however isn't suitable for all Cllrs so it was **RESOLVED** that dates would be confirmed at the meeting on Monday 13th January.

Banking

The Clerk explained that following Cllr Mills resignation, there needs to be another signatory on the PC accounts. Following discussion, it was **RESOLVED** that Cllr Naphine would become a signatory and the appropriate forms were completed. Cllr Naphine to take forms along with ID to a Barclays branch.

Income & Expenditure

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 financial regs for Jan meeting

Clerk to co-opt new Cllrs at Jan meeting

Clerk to send out signed contract to new Clerk

Meeting dates for 2020 to be confirmed at the January meeting

Cllr Naphine to take forms & ID to Barclays

EXPENDITURE	DETAIL	DATE (TO BE) PAID	AMOUNT
Grit Bins.net	New gritbin for Folly Lane / Duncton Hill	27-Sep-19	£ 152.99
Aurora Fireworks	Village Fireworks	04-Nov-19	£ 900.00
Total expenditure			£ 1,052.99

The Clerk commented that following agreement at the last meeting, the flat screen TV has been fixed by Hamilton Cole and she is awaiting an invoice.

The Clerk commented that the following income has been received:

INCOME RECEIVED FROM	DETAIL	DATE REC'D	AMOUNT
Peter Thomas	Coffee Morning donation (defibrillator)	16-Sep-19	£ 35.00
Peter Thomas	Coffee Morning donation (defibrillator)	10-Oct-19	£ 44.82
Total income			£ 79.82

The Clerk commented that the bank accounts reconcile:

Bank Reconciliation - 29 Oct 2019

Balances on accounts

Current Account	£ 2,034.39
Savings Account	£ 14,256.02
Total	£ 16,290.41

Less unpresented cheques / online payments

None	£
	<u>16,290.41</u>

Cash Book

Opening Balance 1 April 2019	£ 11,043.50
Add Receipts for the Year	£ 9,661.68
	£ 20,705.18
Less Payments for the Year	£ 4,414.77
	£ <u>16,290.41</u>

Clerk to make payments

Budget 2020

It was agreed that the budget for next year along with the precept will be set at the next meeting in January.

Clerk hours worked - Contracted 25 hrs month

Sept – 25hrs

Oct– 25 hrs

Balance – 0 (Still have 16 hours annual leave left which will take in December)

070.19

AGENDA ITEM 10: COUNCILLOR REPORTS INCLUDING FEEDBACK FROM MEETINGS ATTENDED

9th Oct, Burton and Chingford LNR

Cllrs Napthine and O'Sullivan attended the meeting and reported the following:

- Sussex Wildlife Trust (SWT) have started their programme of regeneration
- SWT have produce some videos of the pond and local area – Cllr O'Sullivan to share so the Clerk can help promote
- SWT are looking to put a new communications policy in place by the Spring and will update their noticeboards with QR codes
- The path around Chingford Pond is still going ahead, they are just working through the legalities with landowners.

23 October, SDNPA Parish Workshops

Cllrs Napthine and Clifford attended the workshop and there was little to support specific to Duncton apart from the new South Downs Local Plan which has now been adopted.

Cllr O'Sullivan to send videos to Clerk

071.19

AGENDA ITEM 11: CORRESPONDENCE & INVITATIONS RECEIVED 16 SEPTEMBER – 4 NOVEMBER 2019

DATE	FROM	DETAIL	AGRRED ACTION
24-Sep	SDNPA	South Downs National Park Authority is consulting on the draft Affordable Housing Supplementary Planning Document (SPD) https://www.southdowns.gov.uk/planning/supplementary-documents/affordable-housing-spd/	Cllr O'Sullivan to respond to planningpolicy@southdowns.gov.uk by 19 Nov
25-Oct	SDNPA	South Downs Partnership Management Plan Review - Documents for statutory notification	Cllr O'Sullivan to respond with any comments by 29 Nov

Cllr O'Sullivan to respond with any comments

Upcoming meetings

WSCC County Local Committee

Tuesday 12th November. 18:15 start. Midhusrt Library, The Grange

Cllr Thomas to attend depending on agenda.

Cllr Thomas to attend WSCC CLC & CDALC if agenda of interest

<p>CDALC - Chichester District Area Local Councils</p> <p>Tues 19 Nov and Spring date TBC (Thurs 27 Feb or Thurs 5 March or Thurs 12 March)</p> <p>Cllr Thomas to attend depending on agenda.</p> <p>Sylvia Beaufoy Centre - Celebrate successes and thank you for support</p> <p>Saturday 16th Nov 17:30-19:00</p> <p>Cllr Clifford to attend</p>	<p>Cllr Clifford to attend</p>
<p>The meeting closed at 21:12</p> <p>The next Planning Meeting (if required) will be held on Tuesday 3rd December, 15:15 at Duncton Village Hall.</p> <p>The next Full Council Meeting will be held on Monday 13th January 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>	

DRAFT