

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

MONDAY 2<sup>nd</sup> JULY 2018 AT 19:00

DUNCTON VILLAGE HALL

	ACTION
<p><b><u>PRESENT</u></b></p> <p>Cllr Peter Thomas, Chairman; Cllr Hilary O’Sullivan; Cllr Susan Laker; Cllr Rod Matthews; Cllr Chris Davies; and Parish Clerk &amp; Proper Officer Jane Landstrom</p>	
<p><b><u>IN ATTENDANCE</u></b></p> <p>David Bradford, West Sussex County Councillor</p>	
<p><b><u>037.18</u></b></p> <p><b>AGENDA ITEM 1: WELCOME AND TO RECEIVE &amp; APPROVE APOLOGIES FOR ABSENCE</b></p> <p>The Chairman welcomed everyone. Cllr Vincent Leyson and Cllr Andy Beadsley sent their apologies which were approved.</p>	
<p><b><u>038.18</u></b></p> <p><b>AGENDA ITEM 2: DECLARATION OF PERSONAL OR PREJUDICIAL INTERESTS BY COUNCILLORS AND CHANGES TO THEIR REGISTER OF INTERESTS</b></p> <p>There were no declarations of interest declared or changes to the register of interests.</p>	
<p><b><u>039.18</u></b></p> <p><b>AGENDA ITEM 3: COUNTY COUNCILLOR’S REPORT – MR DAVID BRADFORD, WSCC</b></p> <p><b>Velo South</b></p> <p>Cllr Bradford commented that he has spent a lot of time talking to WSCC about the negative impacts of Velo South and about the lack of consultation with Councillors or the Parishes.</p> <p>Following discussion, it was <b>RESOLVED</b> that Cllr Thomas would write to WSCC on behalf of DPC regarding our frustration at not being consulted and that the long road closure would cause problems for Duncton residents. The Clerk agreed to forward Cllr Thomas the emails that some Parish Councils have sent to WSCC outlining their concerns.</p> <p><b>Education</b></p> <p>Cllr Bradford commented that Duncton and Graffham Schools have nothing to worry about in terms of the recent School’s consultation and that the viability number of 210 pupils is only for new schools.</p> <p>The clerk commented that a resident has been in touch with the school regarding not parking on the green and the school has asked all parents not to park here. She went on to say that a local land owner has agreed to parents parking on their field next to the school when there are large events, helping to ease the situation.</p> <p><b>Health</b></p> <p>Cllr Bradford commented that the inpatients at Easebourne &amp; Midhurst is closing as there isn’t enough resource to staff it leaving Bognor, Arundel and Worthing as the other options.</p>	<p><b>Clerk to send emails to Cllr Thomas and Cllr Thomas to write to WSCC re Velo South</b></p>

<p>Cllr Bradford left the meeting at 19:30.</p>	
<p><b>040.18</b>  <b>AGENDA ITEM 4: DISTRICT COUNCILLOR’S REPORT – JOHN ELLIOTT, CDC</b>  Cllr Elliott was not present and there was no report.</p>	
<p><b>041.18</b>  <b>AGENDA ITEM 5: MINUTES OF THE PREVIOUS MEETING HELD ON 21<sup>th</sup> MAY 2018 TO BE AGREED AND SIGNED AS A TRUE RECORD</b>  It was <b>RESOLVED</b> by all councillors that the minutes should be agreed and signed as a true record. Chairman Cllr Thomas duly signed the minutes.</p>	
<p><b>042.18</b>  <b>AGENDA ITEM 6: COUNCILLORS &amp; CLERK TO REPORT BACK ON ACTION POINTS FROM PREVIOUS MEETING AND ANY OTHER BUSINESS</b>  <b>AOB:</b>  Cllr Thomas commented that Seaford are providing 4 students during their Community Day to help varnish some benches in the church yard and asked if there were any other jobs in the Parish to undertake. Following discussion, it was <b>RESOLVED</b> that we ask the students to also help paint the playground gate in yellow hammarite paint.</p> <p><b>Report back on action points from last meeting:</b>  The Clerk has undertaken the following and no further action is required:</p> <ul style="list-style-type: none"> <li>• Promoted Adopt an Area initiative on FB</li> <li>• Updated website with Cllr roles &amp; responsibilities changes</li> <li>• Informed CDC re Planning documents change of address</li> <li>• Sent salt bin audit to WSCC</li> <li>• Paid Zurich Insurance renewal and sent asset register</li> <li>• Filed VAT return and has received £1,778.35 from HMRC</li> <li>• Filed AGAR with the auditors who have acknowledged receipt, but Clerk hasn’t heard anything back.</li> <li>• Clerk renewed Avast anti-virus at much reduced price of £25 year.</li> </ul> <p><b>WW1 Centenary Commemorations 2018</b>  As agreed from last meeting and subsequent discussions, the village will be involved in centenary celebrations:  The Clerk has returned the signed indemnity agreement to the British Legion and has taken delivery of the Silent Soldier. It is now in place on A285 and can be moved around the village if required.  Cllr Thomas has spoken to villagers regarding a Parish mag article and there are plans to collate information. Clerk agreed to post on the village website.</p> <p><b>Playground</b>  <b>Zip Wire</b></p>	<p>Cllr Thomas to liaise with Seaford re jobs to be undertaken</p> <p>Clerk to write compliant letter to Hyde</p>

The Clerk and Cllr O’Sullivan reported that neither of them have heard back from Hyde and that the situation is extremely frustrating. Following discussion, it was **RESOLVED** that the Clerk would write a complaint letter to Hyde.

### Inspection

The Clerk commented that the playground is due an inspection and that she is chasing for it to be done.

### Defibrillator

Cllr Laker reported that she hasn’t made much progress with regards to exploring non-electric options for a defibrillator in the centre of the village but feels that the best place for another defibrillator connected to the electricity supply would be the Cricketers pub. Following discussion, it was **RESOLVED** that Cllr Laker would talk to the Cricketers about the possibility of siting one at the pub.

### Residents Speed Watch

The Clerk reported following her posts on the Duncton FB Page, two more residents have come forward saying they would like to be involved. Cllr O’Sullivan has been in contact with them about training and commented that she hopes to run two more speed watch sessions during the summer.

The Clerk commented that she has been in touch with WSCC about installing fixed speed camera signs and they have replied saying there are no official/permitted permanent signs that can be put up other than the 30mph repeaters or the interactive type such as is already installed towards the northern end of the village. WSCC are going to check with the Sussex Safer Roads Partnership (SSRP) Team to ask about the protocols for the speed camera signs and whether we get visits from the mobile speed camera unit. SSRP confirmed that Duncton doesn’t currently get any visits from the mobile speed camera unit and the Clerk asked if Duncton could be reviewed again.

### Footpath – Seaford into Village

Cllr Thomas reported that he’s meeting with the WSCC ranger and the land owner in a few days to walk and agree the final route. WSCC will then go ahead and register it as a new footpath.

### GDPR

The Clerk reported that she has researched Gmail v’s duncton.org and thinks the duncton.org is a better option as it would be far too complicated to have 8 separate accounts whereas the duncton.org can be controlled through one central account. Google do offer G Suite which enables an admin to centrally manage email accounts, but it costs £3.30 per user per month which for 8 email addresses would be £316.80 year.

The duncton.org option would cost: (for 7 additional emails)

- o 1 year - £125.16 plus VAT
- o 4 years - £425.54 plus VAT (15% discount)
- o 5 years - £500.64 + vat (20% discount)

Following discussion, it was **RESOLVED** that the clerk would buy 7 new email addresses for 5 years and would send Cllrs the details, so they can connect to whatever email software they wish.

### Audit, Policies & appointed Cllrs

The Clerk reported that the Privacy Policy is now in place, the audit questions have been drafted and Cllr Laker has been appointed as data protection lead.

Clerk to arrange playground inspection

Cllr Laker to talk to Cricketers re defibrillator

Cllr O’Sullivan to run two more sessions over summer

Clerk to liaise with SSRP to ensure site review for speed camera

Cllr Thomas to keep progressing and working with WSCC until registered

Clerk to purchase 7 new emails through duncton.org

Clerk to arrange data audit

Clerk to update and amend



<p><b>Downsview retaining wall reconstruction – update</b></p> <p>The Clerk commented that WSCC have provided an update and the current status is that a design to reconstruct the defective length of wall is being finalised by their consultant. The new wall will be faced with stonework to match the adjacent stable section.</p> <p>WSCC are planning to commence the actual construction works within this financial year and have earmarked budget to. As the works will require a temporary lane closure of the A285, commencement will be dependent upon securing the necessary permission for the provision of the traffic lights in the highway over several weeks.</p> <p>The owner is aware that the design is being undertaken and WSCC will update them as soon as the drawings are ready to be shared.</p>	<p><b>Clerk to monitor</b></p>												
<p><b>044.18</b></p> <p><b>AGENDA ITEM 8: PLANNING</b></p> <p><b>Applications and decisions 21st May – 2 July 2018:</b></p> <p><b>New applications:</b></p> <p>None</p> <p><b>Decisions Made:</b></p> <p>None</p> <p>The Clerk commented that CDC will no longer provide paper planning applications and that all plans will need to be accessed online.</p>													
<p><b>045.18</b></p> <p><b>AGENDA ITEM 9: CLERK’S REPORT INCLUDING FINANCE</b></p> <p><b>Hours worked - Contracted 25 hrs month</b></p> <p>May – 26.5</p> <p>June – 21</p> <p>Balance – -5.5hrs</p> <p><b>2019 Meetings</b></p> <p>There was discussion around the meeting dates for next year and it was <b>RESOLVED</b> that the Clerk would put together the dates, book the hall, share with councillors and promote on the website and FB.</p> <p><b>Bank Account</b></p> <p>The Clerk commented that she has completed the paperwork for the change of signatory to the bank accounts for Cllr Davies to be removed and Cllr O’Sullivan to be added. It was <b>RESOLVED</b> that Cllr O’Sullivan should complete the details and sign the mandate along with two other councillors – Cllr Thomas and Cllr Beadsley. Cllr O’Sullivan to take completed paperwork to a Barclays Bank.</p> <p><b>Income &amp; Expenditure – report from the Clerk and approval of payments</b></p> <p>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.</p> <table border="1" data-bbox="55 1915 1308 2033"> <thead> <tr> <th>EXPENDITURE</th> <th>DETAIL</th> <th>DATE (TO BE) PAID</th> <th>AMOUNT</th> </tr> </thead> <tbody> <tr> <td>SSALC</td> <td>2 x Councillor training (last year)</td> <td>23-May-18</td> <td>£ 132.00</td> </tr> <tr> <td>SSALC</td> <td>Clerks networking (last year)</td> <td>23-May-18</td> <td>£ 96.00</td> </tr> </tbody> </table>	EXPENDITURE	DETAIL	DATE (TO BE) PAID	AMOUNT	SSALC	2 x Councillor training (last year)	23-May-18	£ 132.00	SSALC	Clerks networking (last year)	23-May-18	£ 96.00	<p><b>Clerk to agree dates for 2019 &amp; circulate / advertise</b></p> <p><b>Cllr O’Sullivan to take completed bank mandate to Barclays</b></p>
EXPENDITURE	DETAIL	DATE (TO BE) PAID	AMOUNT										
SSALC	2 x Councillor training (last year)	23-May-18	£ 132.00										
SSALC	Clerks networking (last year)	23-May-18	£ 96.00										

SSALC	WSALC Conference (last year)	23-May-18	£ 54.00
SSALC	GDPR Training (last year)	23-May-18	£ 57.60
Avast (Digital River)	Anti-Virus	07-Jul-18	£ 24.99
<b>Total expenditure</b>			<b>£ 364.59</b>

Clerk to make the payments

<b>Clerk's Salary</b>			
Paid quarterly in Jan / March / July / Sept			
25 hours per month @ £14.63 hr x 3 months = £1,097.25			£ 1,097.25
<b>Payment due July 2018</b>			
<b>Total salary to clerk</b>			<b>£ 1,097.25</b>

<b>Clerk's Expenses</b>			
Office allowance £30 pcm. Paid every 6 months in advance in Jan & July			
<b>Payment due July 2018</b>			£ 180.00
<b>Total Expenses</b>			<b>£ 180.00</b>

The Following income has been received since last meeting:

INCOME RECEIVED FROM	DETAIL	DATE REC'D	AMOUNT
HMRC	VAT refund	11-Jun-18	£ 1,778.35
Barclays bank	Gross Interest	04-Jun-18	£ 4.93
<b>Total income</b>			<b>£ 1,783.28</b>

The Clerk advised that the bank accounts reconcile:

**Bank Reconciliation - 25th June 2018**

**Balances on accounts**

	£
Current Account	1,035.69
	£
Savings Account	13,574.51
	£
<b>Total</b>	<b>14,610.20</b>

**Less unpresented cheques / online payments**

None	£
	<u><b>14,610.20</b></u>

**Cash Book**

	£
Opening Balance 1 April 2018	9,718.58
	£
Add Receipts for the Year	6,433.28
	£
	<b>16,151.86</b>
	£
Less Payments for the Year	1,541.66

£  
14,610.20

**046.18**

**AGENDA ITEM 10: COUNCILLOR REPORTS INCLUDING FEEDBACK FROM MEETINGS ATTENDED**

• **23rd May, Burton & Chingford Pond LNR.**

Cllr O'Sullivan attended the meeting and reported that it was a very interesting meeting where the recent biodiversity report was discussed. The main points of discussion were around raising the profile of the pond particularly amongst residents and working more closely with the school and Sussex Wildlife Trust. Cllr O'Sullivan with the help of Cllrs Davies and Matthews are going to write an article for the Parish Magazine. Clerk to promote on website ad FB.

• **6 June, SDNPA Planning Workshops**

Cllr O'Sullivan attended the meeting and reported that there was discussion about the Dark Skies Reserve, footpaths and motorbikes. There was also discussion about the new SDNPA Management Plan and how the Minerals Plan has been revised which now states that Duncton Common and Coopers Moore will not be exempt from any further sand / gravel extraction.

Clerk to like and follow their FB page and share relevant posts on village FB page.

There were no other meetings attended or updates / reports from Councillors.

Cllr O'Sullivan to write parish magazine article with the help of Cllrs Davies & Matthews

Clerk to follow and like SDNPA FB Page and share relevant posts on Duncton Village FB page

**047.18**

**AGENDA ITEM 11: CORRESPONDENCE & INVITATIONS RECEIVED 21 MAY - 2 JULY 2018**

DATE	FROM	DETAIL	ACTION
1-Jun	SALC	Extra Councillor training on Tues 10 July in Chichester	Let Clerk know if want to attend
27-Jun	Duncton School	All Councillors invited to Summer performance at Duncton School on Friday 4th July 5.00pm.	None required.

**Upcoming meetings**

5-Jul	LNR Chingfiord & Burton Ponds	County Hall Chichester, 10am	Cllr O'Sullivan to attend
8-Oct	All Parishes Meeting - CDC	CDC Offices, Pallant House	Cllr Thomas & Clerk to attend

The meeting closed at 20:44

**The next planning meeting will be held on Monday 23 July, 15:30 at Duncton Village Hall (if required)**

**The next Full Council meeting will be held on Monday 10 September, 19:00 at Duncton Village Hall.**

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

Signed:

Name & Position:

Date: