

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

TUESDAY 2<sup>nd</sup> MAY 2017 AT 19:00

DUNCTON VILLAGE HALL

	<b>ACTION</b>
<p><b><u>PRESENT</u></b></p> <p>Cllr Peter Thomas, Chairman; Cllr Chris Davies; Cllr Pat Darley; Cllr Andy Beadsley; Cllr O’Sullivan; Cllr Leyson and Parish Clerk &amp; Proper Officer Jane Landstrom</p>	
<p><b><u>IN ATTENDANCE</u></b></p> <p>Cllr John Elliott, Chichester District Council.</p>	
<p><b><u>026.17</u></b></p> <p><b>AGENDA ITEM 1: WELCOME AND TO RECEIVE &amp; APPROVE APOLOGIES FOR ABSENCE</b></p> <p>The Chairman welcomed everyone to the meeting.</p> <p>Cllr Susan Laker sent her apologies and was not present.</p>	
<p><b><u>027.17</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.</p> <p>Cllr Peter Thomas gave the Clerk a new Declaration on Interests Form as his employment details have changed.</p>	<p><b>Clerk to update Register of Interests &amp; return to CDC</b></p>
<p><b><u>028.17</u></b></p> <p><b>AGENDA ITEM 3: COUNTY COUNCILLOR’S REPORT – MICHAEL BROWN, WSCC</b></p> <p>Due to the upcoming elections and Michael Brown standing down as Councillor, there was no one present or a report available from WSCC.</p>	
<p><b><u>029.17</u></b></p> <p><b>AGENDA ITEM 4: DISTRICT COUNCILLOR’S REPORT – JOHN ELLIOTT, CDC</b></p> <p>Cllr Elliott mentioned that CDC may have some additional money available specifically to help renovate and improve village halls. Cllr Beadsley was keen to find out more in relation to possible improvements the Village Hall Committee could make.</p>	<p><b>Cllr Elliott to send info to Clerk to pass on to Cllr Beadsley</b></p>
<p><b><u>030.17</u></b></p> <p><b>AGENDA ITEM 5: MINUTES OF THE PREVIOUS MEETING HELD ON 7th MARCH 2017 TO BE AGREED AND SIGNED AS A TRUE RECORD</b></p> <p>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><u>031.17</u></b></p> <p><b>AGENDA ITEM 6: COUNCILLORS &amp; CLERK TO REPORT BACK ON ACTION POINTS FROM PREVIOUS MEETING AND ANY OTHER BUSINESS</b></p>	

**AOB:**

**Botany Bay project - funding**

The Clerk commented that Anne Dennig has submitted a proposal to the Sustainable Communities Fund (SCF) to improve the facilities at Botany Bay so it can host educational visits from the local community. The SCF have approved funding for half the budget which covers a new bridge, a wooden shelter (outdoor classroom), some tree work and some signage requirements. They have secured funding, volunteer and in kind support for a further quarter of the funding and are now looking to raise the final quarter needed to enable us to start the project in September 2017.

Following discussion, it was **RESOLVED** that the PC is unable to commit any funds to the project but is happy to write a letter of support.

**Broken toddler swing**

The Clerk reported that one of the toddler swing seats has broken and needs replacing. To avoid injury, the whole swing has been removed.

Following discussion, it was **RESOLVED** that the Clerk should contact a couple of suppliers to source a replacement and come back to the PC with options.

**Action points from previous meeting:**

The Clerk confirmed that she has actioned the following and no further action is required:

- Asked Tom Cole at Burton Park to promote vacancy (Pat's position). It will be included in their next newsletter.
- Put link to Duncton View Point photos on the website
- Booked new councillor training for Cllrs O'Sullivan and Laker

**Since last meeting, with the PC's email consent, the Clerk has also:**

- Written letter of support regarding Petworth Skate Park. No further action required.
- Posted new Duncton leaflet and map on the website. No further action required.

**Playground**

- DPC has been successful in receiving 50% grant (£3,750) from CDC for the new equipment
- The Clerk has written a grant application to WSCC for £1,000 and is waiting to hear back
- Due to the New Homes Bonus East Lavington PC is due to receive circa £2,500 and they would like to put it towards Duncton Playground. The Clerk is attending a drop in clinic at Tillington on 15th May to see if this funding can be used in this way.
- Assuming DPC is unsuccessful in securing the WSCC and NHB grant monies, worst case is that DPC has to fund the remaining £3,750 plus VAT.

It was **RESOLVED** that the Clerk should progress both grant funding options and the installation of the new equipment.

**Duncton View Point Phase 2**

- The Clerk is waiting to hear back from Nick Ross at Balfour Beatty about whether they have any chippings they can give us free of charge so we can progress phase 2 and make a hard standing.

**Clerk to write letter of support for Botany Bay Project**

**Clerk to source swing seat replacement**

**Clerk to progress grant funding & new equipment installation**

**Clerk to chase Balfour Beatty re hard standing & progress project**  
**Clerk to**

<p>It was <b>RESOLVED</b> that the Clerk should continue to progress the project.</p> <p><b>Defibrillator</b></p> <ul style="list-style-type: none"> <li>• The Clerk has chased Martin Render, Chairman of the CHT re the proposition for a defibrillator by the bus stop but has not heard back.</li> <li>• Defibrillator training took place on 30<sup>th</sup> March with circa 30 people in attendance.</li> <li>• Notice has gone up on Village Hall Sign – signs still to go up at pub, school, bus stops, Teds @Heath End – Peter Thomas.</li> </ul> <p>It was <b>RESOLVED</b> that the Clerk should continue to progress the new defibrillator project and Cllr Thomas to make signs for the village.</p>	<p><b>continue to progress project.</b></p> <p><b>Cllr Thomas to make signs for village locations</b></p>
<p><b>032.17</b></p> <p><b>AGENDA ITEM 7: VILLAGE MATTERS</b></p> <p><b>Village Meeting – Tuesday 23 May</b></p> <p>The Clerk has spoken to Chief Inspector Justin Burtenshaw who has agreed to attend the meeting and talk about the changes in policing.</p> <p>Jon Forster, Team Leader Road Safety and Accident Investigation, WSCC has also agreed to come and talk.</p> <p>Caroline Fleetwood (Village Hall) and Helen Martin (School) have agreed to attend and give short updates.</p> <p>Following discussion, it was <b>RESOLVED</b> that:</p> <p>The format should be:</p> <ul style="list-style-type: none"> <li>• Welcome</li> <li>• Chairman’s report re work of PC</li> <li>• Village Hall &amp; School report</li> <li>• Justin Burtenshaw – Police</li> <li>• Jon Forster – WSCC Road Safety</li> </ul> <p>Refreshments</p> <ul style="list-style-type: none"> <li>• Cllr Thomas/ Clerk – wine from Hennings sale or return &amp; soft drinks</li> <li>• Cllr Darley – egg sandwiches</li> <li>• Cllr Davies – sausage rolls</li> <li>• Cllr O’Sullivan – cakes / biscuits</li> <li>• Cllr Laker – gluten free</li> </ul> <p>Promotion</p> <ul style="list-style-type: none"> <li>• Separate leaflet in may edition of Parish Magazine and plus a save the date inside</li> <li>• Clerk to promote on notice boards, in shop &amp; pub</li> <li>• Clerk promoted on website and FB</li> <li>• Louise Hartely to promote on village email and A Frame board</li> </ul> <p><b>Seaford light pollution</b></p> <p>The Clerk reported that the Clerk at Graffham has been in touch regarding the light pollution at Seaford</p>	<p><b>Clerk to continue to promote Village Meeting</b></p> <p><b>Cllrs to bring refreshments to the meeting</b></p>



**034.17**

**AGENDA ITEM 9: ELECTION OF CHAIRMAN & VICE CHAIRMAN – to elect a Chairman and Vice Chairman for the year and sign the Declarations of Office**

Cllr Leyson proposed Cllr Thomas as Chairman which was seconded by Cllr Davies.

Cllr O’Sullivan proposed Cllr Davies as Vice Chairman which was seconded by Cllr Beadsley.

All Councillors voted unanimously in favour and it was **RESOLVED** that Cllr Thomas be Chairman and Cllr Davis Vice Chairman. Declarations of Office were duly signed and given to the Clerk.

**035.17**

**AGENDA ITEM 10: CONFIRMATION OF COUNCILLOR ROLES & RESPONSIBILITIES AND FORMATION OF ANY SUB-COMMITTEES**

Following discussion, it was **RESOLVED** that there would be no sub committees and every Councillor would vote on planning.

The following roles and responsibilities were agreed:

Chairman, NE Parishes & All Parishes Meetings – *Cllr Peter Thomas*

Vice-Chairman, Chair of Planning, Footpaths, Highways, Minerals & Waste and Winter Maintenance – *Cllr Chris Davies*

Playground, Wildlife inc Burton & Chingford Ponds and Fireworks – *Cllr Hilary O’Sullivan*

Neighbourhood Watch – *Cllr Pat Darley*

Minerals & Waste – *Cllr Vincent Leyson*

Finance, Duncton Village Hall Management Committee – *Cllr Andy Beadsley*

Defibrillator – *Cllr Susan Laker*

**All Cllrs to take on their responsibilities with immediate effect**

**036.17**

**AGENDA ITEM 11: ANNUAL REVIEW FOR THE YEAR ENDING 31 MARCH 2017**

**i. Annual Governance Statement**

To receive a report from the Clerk, review the effectiveness of the system of internal control, consider the findings and note the report from the Internal Auditor.

Approve the Annual Governance Statement by resolution. Sign Section 1 of the Annual Return.

The Clerk gave a report and presented the findings from the Internal Auditor. The council reviewed the effectiveness of the system of internal control and considered the report from the Internal Auditor which stated everything was in order.

It was **RESOLVED** to approve the Annual Governance Statement and section 1 of the Annual Return was signed by the Chairman, Cllr Thomas.

**ii. Accounting Statements**

To receive a report from the Clerk, consider the Accounting Statements and report from the Internal Auditor.

Approve the Accounting Statements by resolution. Sign Section 2 of the Annual Return.

The Clerk gave a report and shared the end of year accounts. The Council considered the Accounting Statements and report from the Internal Auditor which stated everything was in order.

It was **RESOLVED** to approve the Accounting Statements and section 2 of the Annual Return was signed

**Clerk to post signed Annual Review to PFK LittleJohn**

by the Chairman, Cllr Thomas.

**037.17**

**AGENDA ITEM 12: CLERK'S REPORT INCLUDING COMPLIANCE & FINANCE**

Hours worked - Contracted 25 hrs month

March – 37hrs

April – 27.5 hrs

*Balance – 25.5 hrs in credit*

The Chairman undertook the Clerk's annual appraisal on 25th April. All satisfactory with no areas for concern.

**i. Clerks salary and expenses – to agree the clerks salary, when paid & level of expenses**

Following discussion, this was agreed as per the Accounting Procedures May 2017 (Appendix A)

**ii. Internet banking – update and agree any changes to the nominated signatories and banking arrangements**

Following discussion, this was agreed as per the Accounting Procedures May 2017 (Appendix A)

**iii. Asset register – agree schedule of assets and replacement values**

Following discussion, the schedule of assets was agreed including replacement values.

**iv. Insurance - to note the proposed insurance cover, decide whether it is adequate and to agree the payment of the Insurance Premium**

The Clerk commented that DPC currently has cover with Zurich until 31 May 2017 at premium of £580.24 year and are committed to a 3 year deal until 31 May 2019.

It includes £12 million cover Public liability, everything on the asset schedule with a £250 excess and £250,000 fidelity guarantee.

Following discussion, it was **RESOLVED** that the level of cover is adequate and that the Clerk can pay the insurance premium on renewal.

**v. Procedures & Policies – review**

The Clerk commented that there have been no updates from SALC / NALC advising for updates to:

- Code of Conduct
- Standing Orders
- Financial Regulations
- Complaints
- FOI
- Website T&C's

It was therefore **RESOLVED** that the above policies be renewed for a further year and will be reviewed May 2018.

The Clerk commented that she has written two new policies (both of which were shared prior to the meeting)

**Clerk to pay insurance renewal**

**Clerk to amend review date on policies and post new policies on website**

- Accounting procedures (to be reviewed annually in May)

It was **RESOLVED** to adopt the Accounting Procedures with immediate effect and review them in May 2018.

- Risk Register (to be reviewed twice yearly in May & November)

It was **RESOLVED** that although the policy should be adopted with immediate effect, it should be reviewed at the next meeting to ensure it is fit for purpose. Cllr Beadsley to send example of good policy and Clerk to make amendments.

Cllr O'Sullivan commented that DPC should have an Equalities and Diversity policy which everyone agreed and it was **RESOLVED** that the Clerk draft one in accordance with SALC / NALC guidelines.

**vi. Internal Auditor – appoint an Internal Auditor for the year and agree level of remuneration**

It was **RESOLVED** that if she is willing to do it again, Ros Britton be appointed as Internal Auditor and something be given to her in thanks up to the value of £30.

**vii. Budget – review agreed budget for the year**

The budget was reviewed and it was agreed that this should remain unchanged.

After discussion about the amount of reserves, it was **RESOLVED** that the Parish Council should endeavour to try and increase its reserves over the recommended 50% of precept level in order to deal with any large scale projects they may have.

**viii. VAT – refund from 2016/17**

The Clerk advised that she will be putting in a claim for £449.26 which is over the £373 budgeted for.

**ix. Income & Expenditure – report from the Clerk and approval of payments**

The Clerk advised that the following payments have been approved since last meeting / need to be approved at this meeting and the approval of payments sheet signed accordingly:

EXPENDITURE	DETAIL	DATE (TO BE PAID)	AMOUNT
West Sussex ALC	SALC membership 2017-18	06-Apr-17	£ 107.81
Playdale Playgrounds	50% deposit for playground renovation	25-Apr-17	£ 4,500.54
Wyevale Garden Centre - Pulborough	Thank you to Ros Britton for internal audit	30-Apr-17	£ 30.00
SSALC	Spring Conference (Clerk)	02-May-17	£ 48.00
3 Parishes Magazine	2017 donation for Burton park copies	02-May-17	£ 200.00
Arun & Chichester Citizens Advice	£137 donation	02-May-17	£ 50.00

The Clerk advised that the following income has been received since the last meeting:

INCOME RECEIVED FROM	DETAIL	DATE REC'D	AMOUNT
Chichester Ditsrict Council	First half precept	10-Apr-17	£ 4,240.00

Cllr Beadsley to send example risk register

Clerk to draft new equalities & diversity policy

The Clerk shared the finance reconciliation and commented that it balances:

**Bank Reconciliation - 25 April 2017**

**Balances on accounts**

Current Account	£	5,108.61
Savings Account	£	9,602.82
Total	£	<b>14,711.43</b>

**Less unrepresented cheques / online payments**

None		
		<b><u>£ 14,711.43</u></b>

**Cash Book**

Opening Balance 1 April 2017	£	10,579.24
Add Receipts for the Year	£	4,240.00
	£	<b>14,819.24</b>
Less Payments for the Year	£	107.81
		<b><u>£ 14,711.43</u></b>

**038.17**

**AGENDA ITEM 13: COUNCILLOR REPORTS INCLUDING FEEDBACK FROM MEETINGS ATTENDED**

Cllr Thomas commented that after receiving the agenda, he did not attend the CDC All Parishes Meeting 5 April 2017.

Cllr O’Sullivan attended the Burton and Chingford LNR Meeting on 15th March 2017 and gave a short update as per the email she circulated previously.

Cllr Davies attended the A285 Road Safety Fund meeting on 14th March and commented that WSCC are intending to install ‘rumble strips’ as many accidents are a result of driving off the road.

He went on to say that motorbike noise especially at the weekend is incredibly loud. He has mentioned it to the Police who have said they can’t/ won’t do anything about it. CDC have also said it’s not their responsibility. It was agreed that the noise is bad and **RESOLVED** that it should be mentioned to Chief Inspector Justin Burtenshaw when he comes to the Village Meeting.

Cllrs Davies and o’Sullivan commented that both Burton Mill Pond and Coultershaw Bridge will be open for National Mills Day on 13 & 14<sup>th</sup> May and we should promote to local residents.

There were no other updates / reports from Councillors.

**Clerk to promote National Mills day**

**039.17**

**AGENDA ITEM 14: CORRESPONDENCE & INVITATIONS RECEIVED 7 MARCH – 2 MAY 2017**

**Correspondence Received 07/03/17 - 02/05/17**

DATE	FROM	DETAIL	ACTION AGREED
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15-Apr	WSCC	PROW Summer Clearance PROW inspections will be carried out in May in our parish. Following the inspection, routine maintenance work will be prioritised for delivery by our contractor.	Advise Clerk if any problems to any paths
17-Mar	SALC	<b>Meeting Procedures Briefing &amp; Awareness Training</b> Thursday 6th July 2017 (registration 0945, Start 1000, finishing at 1500) At The Georgian Hotel, High Street, Haslemere, Surrey, GU27 2JY £80 + VAT The training will include: • setting of agendas, public sessions, conflicts, managing meetings, minutes, confidential items, roles and responsibilities of Officers/Members, FOI, Declaration of Member Interests	Let Clerk know if you want to attend
18-Apr	SALC	<b>Parish Member appointments to the National Park Authority</b> Councils and Parish Meetings in West Sussex wholly or partially within the National Park area will be invited to nominate an eligible candidate. Nomination Forms will be issued to each Council or Meeting by post on Monday 24th April to be returned to the SSALC office by noon on Friday 26th May 2017	Ask Clerk for nomination form and complete
18-Apr	Heather Lelan & Steve Dudman	<b>Heath End Liaison Group</b> - Meeting of 16 May 5pm Duncton Village Hall	<b>Clrs Leyson &amp; Davies to continue to take responsibility for this area however both are unable to make the meeting so Cllr Thomas to attend. Clerk to ask Nick Moore &amp; Liz Williams to attend.</b>
19-Apr	SECAM NHS Trust	<b>Invitation to attend local ambulance service event</b> Tuesday 16th May at our ambulance Make Ready Centre in Tangmere, West Sussex, from 4 - 6pm. • Find out about how your ambulance service works locally • Learn the new ways we are working to improve things for patients • Meet our Paramedics and have a tour of our vehicles • Ask questions and tell us your views about the service	Book directly: <a href="https://www.surveymonkey.co.uk/r/YourCall2017">https://www.surveymonkey.co.uk/r/YourCall2017</a>

The meeting closed at 21:25

**The next planning meeting will be held on Tuesday 6 June 2017, 15:30 at Duncton Village Hall.**

**The next Full Council meeting will be held on Tuesday 4 July 2017, 19:00 at Duncton Village Hall.**

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

Signed:

Name & Position:

Date: