

DUNCTON PARISH COUNCIL
PARISH COUNCIL MEETING (PCM) MINUTES

TUESDAY 4th JULY 2017 AT 19:00

DUNCTON VILLAGE HALL

	ACTION
<p><u>PRESENT</u></p> <p>Cllr Peter Thomas, Chairman; Cllr Chris Davies; Cllr Pat Darley; Cllr Andy Beadsley; Cllr Hilary O’Sullivan; Cllr Vincent Leyson, Cllr Susan Laker and Parish Clerk & Proper Officer Jane Landstrom</p>	
<p><u>IN ATTENDANCE</u></p> <p>Cllr David Bradford, West Sussex County Council.</p>	
<p><u>040.17</u></p> <p>AGENDA ITEM 1: WELCOME AND TO RECEIVE & APPROVE APOLOGIES FOR ABSENCE</p> <p>The Chairman welcomed everyone to the meeting especially Cllr Bradford as it was his first meeting at Duncton since his recent election.</p> <p>Cllr John Elliott, CDC sent his apologies and was not present.</p>	
<p><u>041.17</u></p> <p>AGENDA ITEM 2: DECLARATION OF PERSONAL OR PREJUDICIAL INTERESTS BY COUNCILLORS AND CHANGES TO THEIR REGISTER OF INTERESTS</p> <p>There were no declarations of interest declared.</p>	
<p><u>042.17</u></p> <p>AGENDA ITEM 3: COUNTY COUNCILLOR’S REPORT – MR DAVID BRADFORD, WSCC</p> <p>Cllr Bradford commented that he’s just a few weeks into the role and sits on 6 committees, most of which are finance related. He is keen to act on our behalf and raise issues at both a WSCC and SDNPA level.</p> <p>Cllr Davies commented that the 2 main issues we have at Duncton are the Heath End Sand Pit and the busy A285. The Clerk also mentioned about the work that has been undertaken at Duncton View Point and the new phase of work starting soon.</p> <p>Following discussion, it was RESOLVED that Cllr Bradford should be invited to form part of the Heath End Quarry liaison group and attend future meetings.</p>	<p>Clerk to send Cllr Bradford Heath End liaison group details and dates of future meetings.</p>
<p><u>043.17</u></p> <p>AGENDA ITEM 4: DISTRICT COUNCILLOR’S REPORT – JOHN ELLIOTT, CDC</p> <p>Cllr Elliott was not present and did not provide a report for the meeting.</p>	
<p><u>044.17</u></p> <p>AGENDA ITEM 5: MINUTES OF THE PREVIOUS MEETING HELD ON 2nd MAY 2017 TO BE AGREED AND SIGNED AS A TRUE RECORD</p> <p>It was RESOLVED by all councillors that the minutes should be agreed and signed as a true record. Chairman Cllr Thomas duly signed the minutes.</p>	
<p><u>045.17</u></p> <p>AGENDA ITEM 6: COUNCILLORS & CLERK TO REPORT BACK ON ACTION POINTS FROM PREVIOUS</p>	

MEETING AND ANY OTHER BUSINESS

Any Other Business:

Winter Maintenance Plan

The Clerk commented that WSCC have asked for a salt audit and updated Winter Plan by 4 September. Following discussion, it was **RESOLVED** that Cllr Davies will undertake the audit and review the plan and pass the findings to the Clerk before the deadline.

Duncton School – lottery and possible S137 payment

The Clerk commented that the school lottery is now open. Tickets cost £1 week and £4.33 month can be debited from a credit card / bank account. There is a guaranteed local winner from the school supporters every week of circa £30 (the more tickets sold, the higher this is) plus a chance to win £25k in the weekly drawn jackpot. To play:

www.yourschoollottery.co.uk and click on play and search for Graffham and Duncton.

A notice will be put in the 3 Parishes magazine and promoted on Facebook. The head teacher is keen for the local community to get involved.

The Clerk asked the PC if they would want to consider giving Duncton School a S137 payment each year as we do the church and a few other local charities. There is £150 in the S137 payments budget which is not yet allocated. Following discussion, it was **RESOLVED** that in principle this should be done but it was agreed that the payment shouldn't be made until January as we may need to use the money for other purposes.

Report back on action points from last meeting:

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

- Updated Register of Interests & returned to CDC
- Written letter of support for Botany Bay Project
- Written reply to Graffham Parish Council Re Seaford Lighting
- Paid insurance renewal to Zurich
- Posted signed Annual Review to PFK LittleJohn
- Amended review date on policies and posted on website

The Clerk apologised for not promoting the National Mills day as she missed the date thinking it was happening in July when it had actually happened in May.

Playground

Zip Wire

The Clerk met with Amy Harte from East Lavington PC and David Hyland and Shona Turner from CDC and it was agreed that East Lavington are able to apply for the £2,885 News Home Bonus Allocation grant on our behalf and put the money towards the further development of Duncton playground and install a zip wire.

Following discussion, it was agreed that from the 3 quotes the PC has received (Sovereign: £9,797.23; Playdale: £8,690.00 and HAGS: £8,906.85), the PC will opt for Playdale as its preferred supplier. The total cost of the project will therefore be: £10,190 + VAT (£8,690 Playdale quote + £1,500 Hyde lease fees)

The Clerk explained that if the PC contribute £305 and the £2,885 is secured from the New Homes Bonus, there will still be £7,000 required to make the project happen. She commented that David Hyland from

Cllr Davies to undertake salt audit and review plan before Sept deadline

All Cllrs to please consider supporting the school and buying a ticket

Clerk to include possible school S137 payment onto Jan agenda

CDC had indicated that £3,500 of this could be sourced from a further grant from CDC providing it was next financial year.

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

- The Clerk will complete the application with Playdale as our preferred supplier and a contribution of £305 from Duncton PC and pass to East Lavington PC who will submit before the 28 July deadline.
- If the application is successful (find out in September), the Clerk and Cllr O’Sullivan will meet with Hyde to discuss changes/extension to the existing lease and look to apply for further grant funding.

New Playdale equipment installation

The Clerk reported that all the equipment with the exception of 2 x shackles for the climbing frame have been fitted.

£7,102.90 (net) has been paid in total with £109.02 remaining for the 2 x shackles and 2 x toddler swings.

Everyone agreed that the new equipment is a positive addition. Following discussion, it was **RESOLVED** that:

- A notice is not required for the new play house asking children not to climb and slide on it. Rather a new general sign should be installed at the entrance to the playground reminding parents about their responsibility to oversee appropriate use of the equipment by children.
- The Clerk will chase Playdale to fit the remaining shackles ASAP

WSCC playground grant

The Clerk reported that despite the original application being sent to WSCC on 6 April, well before the recent playground refurb took place, WSCC has told the Clerk that she has to complete a new application and that grants will not be awarded retrospectively. The Clerk has queried this and is awaiting a response. Following discussion, it was **RESOLVED** that the Clerk should query this and push for the application to be submitted or failing this, if the application is not allowed, to possibly submit a new application in the future from WSCC for either the Zip Wire or a new secondary gate is one is required.

Playground Annual Report

Cllr O’Sullivan reported that she recently met with Andy Figgins Playground inspector to carry out the inspection and that the Clerk has circulated the report to all Cllrs. She commented that the report was good and that nothing urgent required attention. The PC does however need to consider:

- Installing a second entrance gate in the future – this is best practice so children exit via another gate if someone undesirable enters through the other. The legislation may change next year in which case this could become a requirement.
- Rubbing down, applying rust treatment and repainting under the climbing frame platforms to avoid minor injury risk and prolonging the life of the equipment.
- A new sign on the entrance gate which reminds parents about their responsibility to oversee appropriate use of equipment by children (ie if they lift a too small child onto the climbing frame they are responsible for any accident)

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

- The Clerk would investigate costs for a new sign and the appropriate wording to use
- Cllr Davies would look inspect the climbing frame and establish what needs to be done in terms of rust treatment and repainting.

Clerk to complete NHB application & pass to East Lav before deadline

Clerk to investigate new sign for playground entrance including appropriate wording

Clerk to chase shackle installation

Clerk to chase WSCC re grant application

Cllr Davies to inspect climbing frame & establish work involved

Clerk to remind Hyde not to cut back hedge

- An additional gate wouldn't be installed unless it became a legal requirement.
- The Clerk would remind Hyde not to cut back the hedge by Willet Close as its due a cut soon

Duncton View Point phase 2

The Clerk reported that she has met with Darren Rolfe and John Mayes to agree the scheme of work and has received consent from the land owner and WSCC Highways. Balfour Beatty have indicated they will provide the road chippings free of charge – the PC therefore just need to pay for wire sheet net and the vibrator plate hire from the £600 remaining in the budget.

The following dates have been agreed for the WSCC volunteer team to undertake the project - Thurs 13, Fri 14, Mon 17, Tues 18, Thurs 20 and Fri 21 July.

Following discussion, it was **RESOLVED** that the Councillors would help out on the project and encourage other villagers to get involved. The dates have already been communicated in a village email asking for volunteers and promoted on FB.

Defibrillator

The Clerk has chased Martin Render from the Community Heartbeat Trust again about us trialling their new cabinet and is still awaiting their response.

Cllr Thomas reported that he is still looking to make more defibrillator signs for various village locations.

Cllr Thomas and Cllr Laker noted that it would be beneficial to have a list of villagers who can help in an emergency if the defibrillator was required. The training revealed how much effort is required in administering chest compressions and help from a villager would be hugely beneficial. There was discussion around whether that needed to be a local village list displayed in the Parish magazine for example or whether it was sufficient to alert people to a locally registered 'first responder', details of which the ambulance service hold.

Cllr Thomas also commented how good the recent defibrillator training was and that he has been asked by villagers who couldn't attend if there will be another session.

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

- The Clerk will continue to chase CHT regarding another defibrillator in the centre of the village
- Cllr Thomas will make new defibrillator signs for the village
- Cllr Laker will talk to the local ambulance service asking their advice about how best to put together a local list / whether to promote the existing first responder list
- A further training date will be organised in the Autumn / Winter

All Cllrs to go up to the View Point during the work to help out / motivate

Clerk to continue to chase CHT

Cllr Thomas to make signs

Cllr Laker to talk to the local ambulance service

046.17

AGENDA ITEM 7: VILLAGE MATTERS

i. Smoke Complaint

Cllr Thomas explained that following an email to all councillors, he reported smoke coming from what looked like Duncton Quarry. Steve Dommatt, Senior Environmental Health Officer, CDC has been investigating and after visiting the site he has not found any obvious evidence of burning and has corresponded with various parties in response to the allegation of dark smoke. He said there are two operations on site, Goss Skips and Southern Counties Liming and he has exchanged emails with the managers of Goss Skips and GPR Wessex (Site Owner) and they refute that there is any burning taking place on site.

Following discussion, it was **RESOLVED** that all Cllrs will continue to look out for any reoccurrence of black smoke and should any further sighting be made, Cllr Thomas will contact Steve Dommatt immediately.

All Cllrs to look out for black smoke & if sited to report to Cllr Thomas immediately

ii. Residents Speed Watch

Cllr Thomas noted that following the Village Meeting, a few residents have asked him about setting up a speed watch and after the Clerk had been in contact with Chief Inspector Justin Burtenshaw, Jason Lemm a Chichester District PCSO has been in touch saying that we would be able to set up or join a local speed watch group. The group can then book out the equipment which can be deployed at risk assessed locations along the roadside (Duncton is already risk assessed). Although any vehicles recorded speeding through Duncton using this equipment is not enforceable, Sussex Police will however send warning letters to registered owners of any vehicles that meet the required threshold when driving over the set speed limit.

Cllr Darley suggested that perhaps it would be a good idea to contact Lord March at Goodwood as it would appear that a lot of the excessive speeding is happening on the first Sunday of the month coinciding with their Breakfast Club meetings. It was agreed that this may be prudent to do once the speed watch has been set up and actual evidence can be put forward.

Following discussion, it was **RESOLVED** that it would be a good idea to set up a speed watch group but that it had to have significant input from volunteers in the village and could not be undertaken by the PC alone. In the first instance, the Clerk will send an email via the village group and promote on Facebook asking for volunteers.

iii. Village Meeting – feedback & Village Design Statement, next steps

Everyone commented how well the Village meeting went with record attendances of circa 50 people. It was agreed that next year speakers should once again be asked to come and talk.

Cllr Thomas said that following the Village Meeting where the idea of a Village Design Statement was discussed, he has not received any comments from villagers supporting the idea and wanting to take it forward. Following discussion around whether or not Duncton actually needs a VDS, as Duncton is situated inside the SDNPA and doesn't have a housing allocation, it was **RESOLVED** that Cllr O'Sullivan would look at the SDNPA Local Plan and see if there are any gaps in it which would negatively affect Duncton. This would therefore help establish if the existing policies give the protection in terms of the types of housing allowed and therefore whether Duncton requires a supplementary VDS.

Clerk to ask Louise Hartley to send a village email and promote on FB asking for speed watch volunteers

Cllr O'Sullivan to perform gap analysis re possible VDS

047.17

AGENDA ITEM 8: PLANNING

i. Applications and decisions 2nd May – 4th July 2017

There were no new applications to agree.

Decisions since last meeting:

SDNP/17/01606/TPO - Susan Laker, The White House

Selective reduction on over extending laterals over garage and towards property by 2/3m (finishing lateral length 6m), crown thin canopy by 20% and remove deadwood on 1 no. Oak tree (T1). Crown thin canopy by 20% and remove deadwood on 1 no Oak tree (T2). Both trees are subject to DN/96/00399/TPO.

"Following their planning meeting on 25th April, Duncton Parish Council have no objection to this application"

Approved, 11 May 2017.

SDNP/17/01801/LIS & SDNP/17/01800/HOUS - Mr J Bryant, 1 Boderton Mews Burton Park

Proposed construction of a two-storey rear extension together with internal alterations and changes to the north elevation

"Following their planning meeting on 25th April, Duncton Parish Council are neutral and have no objection

<p>to this application”</p> <p>Approved, 16 June 2017.</p> <p>SDNP/16/03078/FUL - Mr D Morley, Burton Park Farm</p> <p>The proposed replacement and change of use of redundant dairy buildings to office accommodation.</p> <p>"Dunton Parish Council support this application”</p> <p>Withdrawn, 11 May 2017.</p> <p>ii. Local Plan Review Issues & Options Consultation 22/06/17 - 03/08/17</p> <p>Following discussion, it was agreed that as this only affects the areas within CDC outside the SDNPA and doesn't therefore directly affect Dunton it doesn't require PC comment but it was RESOLVED the consultation should be shared with the village via FB asking individuals to comment if they wish.</p>	<p>Clerk to post consultation on Village FB</p>
<p><u>048.17</u></p> <p>AGENDA ITEM 9: CLERK'S REPORT INCLUDING FINANCE</p> <p>The Clerk commented that she is still to update the risk register including risk likelihood ensuring it's more robust.</p> <p>Hours worked - Contracted 25 hrs month</p> <p>May – 29.5 hrs</p> <p>June – 14.5 hrs</p> <p>Balance – 19.5 hrs in credit</p> <p>The Clerk commented that she will be on holiday from 12-29 August with no access to emails and it was agreed that both Cllr's Thomas and Davies would be the out of office contacts.</p> <p>Meeting dates</p> <p>The Clerk commented that due to other commitments, the meeting dates will most likely have to move to a Monday for 2018.</p> <p>Equalities & Grievance Policies</p> <p>Following discussion and after both policies had been circulated to all Cllrs, it was RESOLVED to approve both the Equalities and Grievance policies.</p> <p>Facebook</p> <p>The Clerk explained that she is having difficulty posting under the newly created Dunton Clerk profile and may have to create a Dunton Parish Council FB page, post on that and share with Dunton Notice Board. Following discussion, it was RESOLVED that the PC wants the Clerk to continue posting on the Dunton Notice Board and is happy for it to be done in whatever way is easiest for the Clerk.</p> <p>Transparency Funding</p> <p>The Clerk commented that funding is available for one more year and she will submit a claim to NALC for £512.64 to cover 3 hours website updating per month until end March 2018. Following discussion, it was</p>	<p>Clerk to update risk register</p> <p>Clerk to set meeting dates for 2018</p> <p>Clerk to upload both policies to the website</p> <p>Clerk to continue to post of FB</p> <p>Clerk to</p>

RESOLVED that the Clerk should submit the application.

submit
application to
NALC

Income & Expenditure – 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
Digital River	Avast Premier Anti virus 1 year	06-Jun-17	£ 24.99
Peter Thomas	Village Meeting drinks - Chairman's allowance	20-Jun-17	£ 47.94
Playdale	Rubber bonded Mulch surfacing for playground	22-Jun-17	£ 3,510.90
Playdale	New equipment for playground	22-Jun-17	£ 512.04
Andy Figgins	2017 Playground Inspection	04-Jul-17	£ 65.00

Clerk's Salary			
Paid quarterly on 10 Jan / 7 March / 4 July / 12 Sept 2017			
25 hours per month @ £14.24 hr x 3 months = £1,068			
Payment due 04 July 2017		£	1,068.00
Total salary to clerk		£	1,068.00

Clerk's Expenses			
Office allowance £30 pcm. Paid 6 months in advance to cover Jan-June 2017			
Payment next due 4 July 2017		£	180.00
Total Expenses		£	180.00

INCOME RECEIVED FROM	DETAIL	DATE REC'D	AMOUNT
HMRC	VAT rebate 16-17	02-Jun-17	£ 449.26

The Clerk advised the bank accounts reconcile:

Bank Reconciliation - 30 June 2017			
Balances on accounts			
Current Account		£	1,083.46
Savings Account		£	8,902.82
Total		£	9,986.28
Less unrepresented cheques / online payments			
None			
		£	9,986.28
Cash Book			
Opening Balance 1 April 2017		£	10,579.24
Add Receipts for the Year		£	8,439.26
		£	19,018.50
Less Payments for the Year		£	9,032.22
		£	9,986.28

049.17

AGENDA ITEM 10: COUNCILLOR REPORTS INCLUDING FEEDBACK FROM MEETINGS ATTENDED

Cllr Thomas commented that he attended the WS County Local Committee on 20th June where he learnt that WSCC are improving the cycle ways and are pushing Operation Crackdown & speed watch as there have been increases in reports of speeding and excessive noise. It appears that these issues are not just confined to A285 and are County wide.

Cllr Thomas also attended the Heath End Liaison Group on 16 May which he commented was well run and chaired by Heather Lelan from SDNPA. It was brought to the attention of Dudman’s that their perimeter fence is broken and that they have failed to fix it by end May as was agreed so Heather is chasing this.

There were no other updates or reports from Councillors.

050.17

AGENDA ITEM 11: CORRESPONDENCE & INVITATIONS RECEIVED 2ND MAY – 4TH JULY 2017

DATE	FROM	DETAIL	ACTION AGREED
15-Jun	WSCC	Notification of submission of the West Sussex Joint Minerals Local Plan WSCC & SDNPA have prepared a new Joint Minerals Local Plan for West Sussex which will replace the existing Minerals Local Plan (2003). It has now submitted to the Joint Minerals Local Plan to Government to be tested for soundness and legal compliance.	None required. FYI
22-Jun	CDC	Chichester Local Plan Review – Issues and Options Consultation. Available to view and comment on from 22/06/17 - 03/08/17 http://chichester-consult.limehouse.co.uk/portal/lpr/lprio/lprio	DPC not to comment but Clerk to circulate to village
29-Jun	CDC	Draft Southern Gateway Masterplan Supplementary Planning Document (SPD) – Public Consultation: June 2017 Available to view and comment on from 29/06/17 -10/08/17. http://www.chichester.gov.uk/policyguidance	DPC not to comment but Clerk to circulate to village

Clerk to circulate planning consultations on FB

The meeting closed at 20:49

The next planning meeting will be held on Tuesday 25 July 2017, 15:30 at Duncton Village Hall.

The next Full Council meeting will be held on Monday 11 September 2017, 19:00 at Duncton Village Hall.

These minutes are an accurate record of the meeting

Signed:

Name & Position:

Date: