

**DUNCTON PARISH COUNCIL**  
**PARISH COUNCIL MEETING (PCM) MINUTES**  
MONDAY 5<sup>th</sup> MARCH 2018 AT 19:00  
DUNCTON VILLAGE HALL

	<b>ACTION</b>
<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; Cllr Andy Beadsley and Parish Clerk &amp; Proper Officer Jane Landstrom</p>	
<p><b><u>IN ATTENDANCE</u></b></p> <p>Cllr John Elliott, Chichester District Council and David Bradford, West Sussex County Councillor</p>	
<p><b><u>012.18</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 sent his apologies which were approved.</p> <p>Richard Newell from GDPR Info talked about the upcoming General Data Protection Regulations that are coming into force on 25<sup>th</sup> May this year and will affect DPC.</p>	
<p><b><u>013.18</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>014.18</u></b></p> <p><b>AGENDA ITEM 3: COUNTY COUNCILLOR’S REPORT – MR DAVID BRADFORD, WSCC</b></p> <p>Cllr Bradford noted that going forward, all correspondence should go through his West Sussex email address. The Clerk confirmed that this is the one she uses and is the one on the duncton.org website.</p> <p><b>Highways</b></p> <p>Cllr Bradford commented that he has been in touch with John Forster, Road safety officer at WSCC following the recent fatal accident. He explained that after every fatality there is meeting to help understand the learning that can come from it.</p> <p>Cllr Thomas said that recently a there was a collision at the junction of the A285 at Church Lane. An ambulance was call but no one was seriously hurt. A local resident has started a petition to lobby to reduce the speed limit to 30mph all the way through Duncton (rather than it changing from 60mph to 40mph). He also commented that following our Village Meeting last year, Andy Ekinsmyth from WSCC indicated that there may be Government money available for improvements to the A285 in addition to the rumble strips that are already planned, however he’s since indicated that all this money will be allocated to the rumble strips and not used for further improvements to junctions and signage.</p> <p>Following discussion, it was <b>RESOLVED</b> that Cllr Bradford would continue to work to lobby for more improvements and the Clerk will share the recent correspondence with Highways with Cllr Bradford.</p> <p><b>Education</b></p> <p>Cllr Bradford commented that following the last meeting, he visited Duncton School along with Cllr’s Thomas and O’Sullivan which went very well. He commented how impressed he was with the school and that no decisions have been made regarding future funding and that a non-political party meeting has</p>	<p><b>Cllr Bradford to continue to lobby for improvements to A285</b></p> <p><b>Clerk to send emails to Cllr Bradford</b></p>

<p>taken place with the head of education. He will continue to work hard to ensure fair funding for small, rural schools like Duncton.</p> <p>The Clerk commented that as agreed at the last meeting, a letter was sent to Nick Herbert MP regarding funding concerns and despite chasing, the Clerk has heard nothing back.</p> <p>Cllr Thomas commented that as agreed at last meeting, he completed the WSCC schools' consultation and WSCC have since announced that they will no longer progress the expansion of Easebourne which is good news for Duncton.</p> <p>The Clerk commented that the £250 donation from DPC paid for Peer Mediation which was very successful and without the funding would not have taken place.</p> <p>Cllr Thomas asked if any decisions have been made about the no.99 bus service and Cllr Bradford confirmed that there hadn't.</p>	
<p><b><u>015.18</u></b></p> <p><b>AGENDA ITEM 4: DISTRICT COUNCILLOR'S REPORT – JOHN ELLIOTT, CDC</b></p> <p>Cllr Elliott commented that CDC are making available a grant to help Parishes with the Silent Soldier initiative to commemorate 100 years since the end of the Great War. The Clerk replied that she was aware that there was a grant towards the Centenary Beacons events but not the Silent Soldier.</p> <p>He also mentioned an upcoming Community Land Trust (CLT) meeting that we will be invited to and for the Clerk to watch out for the letter.</p> <p>The Clerk asked Cllr Elliott about the notification of planning appeal she has received in relation to the Barlavington Estate - Planning Appeal SDNP/17/03896/HOUS and asked if DPC needed to do anything. Cllr Elliott confirmed that unless DPC wish to alter their comments, we don't need to do anything.</p> <p>Cllrs Bradford and Elliott left the meeting at 20:10.</p>	<p><b>Clerk to investigate CDC grant</b></p>
<p><b><u>016.18</u></b></p> <p><b>AGENDA ITEM 5: MINUTES OF THE PREVIOUS MEETING HELD ON 8<sup>th</sup> JANUARY 2018 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>017.18</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> <p><b>AOB:</b></p> <p><b>Village Clean up</b></p> <p>The Clerk confirmed that due to bad weather, this was rearranged to Saturday 17 March. 10:30 Cricketers for coffee, kicking off at 11am. The Clerk will collect the equipment from CDC Westhampnett Offices and leave at the pub. Cllr Thomas to take risk assessment and ask people to sign. Cllr Davies agreed to take back the equipment to CDC.</p> <p><b>Report back on action points from last meeting:</b></p> <p>The Clerk has undertaken the following and no further action is required:</p> <ul style="list-style-type: none"> <li>• Completed SALC Health &amp; Wellbeing survey</li> <li>• Promoted Post Office Services in village email, FB and April edition of 3 Parishes</li> <li>• Written to Sussex Legal Services decline support and has budgeted £100 for Citizens Advice in</li> </ul>	<p><b>Cllrs to attend Village Clean up and encourage residents to participate.</b></p> <p><b>Clerk to promote on FB and village email</b></p>

next year's budget

Clerk is still to promote the Silent Soldier Project but since learning of the possible CDC Grant, will investigate this first.

### Mobile Post Office

Cllr Thomas commented that he has had no response to the letter he sent the Post Office re possible mobile service in Duncton and it was agreed that no further action needs to be taken.

### Playground

The Clerk commented that she and Cllr O'Sullivan are yet to meet with Hyde regarding obtaining support for renewing the existing lease and incorporating the new Zip Wire area. The Clerk has been advised that our new housing officer for Duncton is Tracy Reynolds. Our case number is 2852550 and Tracy will get in touch ASAP.

Once a positive response has been given by Hyde, Clerk and Cllr O'Sullivan to investigate further funding sources including Wicksteed Match Funding, National Lottery, Tesco & WSCC.

The Clerk commented that the new playground sign has been installed and no further action is required.

### Defibrillator

The Clerk commented that she spoke to Graham at Community Heartbeat Trust who said that 5 prototype solar cabinets have been produced but are being tested in cold northern areas. He will see if the possibility of a trial still exists (which includes a free cabinet), if not, we can purchase a cabinet and defibrillator including a post and delivery for £2,500 plus VAT. It was **RESOLVED** that the Clerk will progress with this to determine what the options are.

The Clerk commented that the laminated defibrillator signs on the Village Hall Sign need replacing. A-Fab signs have quoted £22 + VAT per A4 sign on hard plastic plus £11 + VAT postage if we install or £58+VAT to produce and install. Following discussion, it was **RESOLVED** that the signs should be replaced with 2 x hard wearing plastic ones and Cllr Thomas to install. Before ordering, Cllr Thomas to explore online options to see if cheaper alternatives exist.

Cllr Laker confirmed that she had spoken to Paul about once again doing defibrillator and CPR training and following discussion, it was **RESOLVED** that training would take place on Tuesday 17<sup>th</sup> April and that Cllr O'Sullivan and Cllr Laker would organise light refreshments and the Clerk would promote the event.

Cllr Laker commented that she had spoken to the Emergency Services and they confirmed that they do not require house information for Duncton. No further action is therefore required.

### Residents Speed Watch

Cllr O'Sullivan commented that the roadside training will take place over the next 2/3 weeks. It was **RESOLVED** that Cllr O'Sullivan would share the date and that the Clerk would promote on FB to encourage more residents to get involved. Councillors to get in touch with Cllr O'Sullivan if they want to be involved.

### Footpath - Seaford into Village

Cllr Thomas commented that with the help of a local resident, he has spoken to the land owners where the proposed path will run, and they are supportive of installing the new footpath. The next step is to contact the owners of Rose Cottage next to the entrance of Seaford to make them aware as it will run close to their boundary. Following discussion, it was **RESOLVED** for Cllr Thomas to further progress the new footpath.

Clerk & Cllr O'Sullivan to meet Hyde & explore further funding

Clerk to obtain answer from CHT re possible funding

Cllr Thomas to explore signage options

Clerk to promote defib training & book hall

Cllr Laker & O'Sullivan to organise refreshments

Cllr O'Sullivan to share training date & Clerk to promote.

Cllrs to get involved if they wish

Cllr Thomas to progress the new footpath

<p><b><u>018.18</u></b></p> <p><b>AGENDA ITEM 7: VILLAGE MATTERS</b></p> <p><b>Centenary Beacons</b></p> <p>The Clerk explained that on 11th November, the UK will mark the day, 100 years previously when the guns fell silent at the end of the Great War. The Queen’s Pageant master has announced that there will be a Centenary Beacon lit at Westminster Abbey and is inviting communities across the country to hold their own remembrance ceremonies. CDC is encouraging parishes to light their own beacons and is making up to £250 available to assist with preparations.</p> <p>Following discussion, it was <b>RESOLVED</b> that following low participation for previous events at the View Point, it would be good to perhaps include as part of the annual village fireworks event. Dates were discussed, and it was agreed that Cllr Laker and the Clerk would investigate when the beacons would be lit (presumably Sun 11<sup>th</sup>) before considering whether both events could be combined.</p>	<p><b>Clerk &amp; Cllr Laker to research when Beacon lighting will take place</b></p>
<p><b><u>019.18</u></b></p> <p><b>AGENDA ITEM 8: PLANNING</b></p> <p><b>Applications and decisions 8<sup>th</sup> January – 5<sup>th</sup> March 2018:</b></p> <p><b>New applications:</b></p> <p><b>SDNP/17/06543/FUL &amp; SDNP/17/06281/LIS - The Cricketers High Street Dunton GU28 0LB</b></p> <p>Alterations to prepare for change of use and conversion of existing outbuilding into 2 no letting rooms and structural repairs (Renewal of previous permission SDNP/12/03045/LIS)</p> <p>Following discussion, it was agreed that DPC would comment ‘Following our Parish Council meeting on 5th March, Dunton Parish Council support this application and would strongly recommend that the ground floor accommodation be made wheelchair accessible.’</p> <p><b>Decisions Made:</b></p> <p>None</p> <p><b>Planning Appeal SDNP/17/03896/HOUS – Barlavington Estate.</b></p> <p>Following Cllr Elliott’s comments that DPC do not need to change their previous comment; it was <b>RESOLVED</b> that DPC do not wish to modify or withdraw their earlier comment of ‘Dunton Parish Council still have no objection however this is on the basis that the previously approved (extant) consent for the new garage block shown by the dashed line on drawing number 708/08 for application 03836 is not to be constructed.’ No further action therefore required.</p>	<p><b>Clerk to input decision onto planning portal</b></p>
<p><b><u>020.18</u></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>Jan – 28 hrs</p> <p>Feb– 12 hrs</p> <p>March – expected to be circa 18hrs</p> <p>Current Balance 12.5 hrs in credit.</p> <p><b>General Data Protection Regulations</b></p> <p>The Clerk attended the SALC GDPR course on 5th Feb and learnt the following:</p>	

- All councillors will need a separate Parish Council email address
- All documents will need to be shared on an intranet
- The most practical solution for this is MS Sharepoint which enables sharing of content
- Cost is £3.80 per user per month x 7 x 12 = £364.80 year
- Need new Data Protection and IT Security Policy
- Need to appoint a data protection officer

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

- DPC needs to be registered with the Information Commissioners Office (ICO) at a cost of £35 year.
- DPC needs to have a full data audit, gap analysis undertaken, and a report produced detailing recommendations for compliance. Clerk to ask for quotes from GDPR and other companies.
- All Councillors will need to have separate email accounts for DPC business. Clerk to explore options within current @dunton.org domain.
- DPC will need to appoint a Data Protection Officer (DPO) external from the Council. This could be through a virtual DPO service like GDPR Info provide or buddying up with CDC or the neighbouring Parishes of Tillington, Upwaltham and East Lavington.

Clerk to register DPC with ICO

Clerk to explore email options within existing domain

Clerk to obtain quotes for audit and DPO services.

#### Clerk still to do

- Include information in Council policies about storage of council confidential documents on personal computers and the deletion of these when a councillor or the clerk leaves the council. This needs to be included in new GDPR policies.

#### Income & Expenditure – 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.

EXPENDITURE	DETAIL	DATE (TO BE) PAID	AMOUNT
A Fab Signs	New Playground sign	31-Jan-18	£ 237.60
<b>Total expenditure</b>			<b>£ 237.60</b>

Clerk's Salary			
Paid quarterly in Jan / March / July / Sept			
25 hours per month @ £14.24 hr x 3 months = £1,068			
<b>Payment due March 2018</b>			<b>£ 1,068.00</b>
<b>Total salary to clerk</b>			<b>£ 1,068.00</b>

The Clerk advised that no income has been received since the last meeting.

The Clerk advised that the bank accounts reconcile:

#### Bank Reconciliation - 1st March 2018

#### Balances on accounts

Current Account	£ 633.74	
Savings Account	£ 10,264.50	
Total	£ <b>10,898.24</b>	
<b>Less unrepresented cheques / online payments</b>		
None	£ <b><u>10,898.24</u></b>	
<b>Cash Book</b>		
Opening Balance 1 April 2017	£ 10,579.24	
Add Receipts for the Year	£ 16,882.08	
	£ <b>27,461.32</b>	
Less Payments for the Year	£ 16,563.08	
	£ <b><u>10,898.24</u></b>	
<b>Precept 2018-19</b>		
The Clerk advised that CDC have approved DPC's request for £8,800.		

<b><u>021.18</u></b>	
<b>AGENDA ITEM 10: COUNCILLOR REPORTS INCLUDING FEEDBACK FROM MEETINGS ATTENDED</b>	
<ul style="list-style-type: none"> <li>Meeting at Duncton School on 23 Jan – Cllr's Thomas &amp; O'Sullivan reported that they were very impressed with the school and are keen that DPC continue to support where possible.</li> <li>Chichester District Association Local Councils (CDALC) 15 Jan – Cllr Thomas reported that the meeting focused on GDPR which we have already discussed.</li> </ul>	
There were no other meetings attended or updates / reports from Councillors.	

<b><u>022.18</u></b>									
<b>AGENDA ITEM 12: CORRESPONDENCE &amp; INVITATIONS RECEIVED 8 JANUARY – 5 MARCH 2018</b>									
<table border="1"> <thead> <tr> <th>DATE</th> <th>FROM</th> <th>DETAIL</th> <th>ACTION</th> </tr> </thead> <tbody> <tr> <td>20-Feb</td> <td>SALC</td> <td>WEST SUSSEX ALC SPRING CONFERENCE – TUESDAY 6TH MARCH 2018</td> <td>Reply to <a href="https://www.surveymonkey.co.uk/r/BLBLLYP">https://www.surveymonkey.co.uk/r/BLBLLYP</a> if Cllrs would like to attend.</td> </tr> </tbody> </table>	DATE	FROM	DETAIL	ACTION	20-Feb	SALC	WEST SUSSEX ALC SPRING CONFERENCE – TUESDAY 6TH MARCH 2018	Reply to <a href="https://www.surveymonkey.co.uk/r/BLBLLYP">https://www.surveymonkey.co.uk/r/BLBLLYP</a> if Cllrs would like to attend.	<b>Cllr Matthews to attend West Sussex ALC Spring Conference</b>
DATE	FROM	DETAIL	ACTION						
20-Feb	SALC	WEST SUSSEX ALC SPRING CONFERENCE – TUESDAY 6TH MARCH 2018	Reply to <a href="https://www.surveymonkey.co.uk/r/BLBLLYP">https://www.surveymonkey.co.uk/r/BLBLLYP</a> if Cllrs would like to attend.						

<b>Upcoming meetings</b>				<b>Clr Thomas to attend CDALC meeting 16 April</b>  <b>Clerk &amp; Clr Thomas to attend All Parishes meetings</b>  <b>Clr's Davies &amp; Leyson to attend Heath End meeting</b>
6-Mar	WSCC County Council Committee	Wisborough Green Village Hall, 7pm	As agenda not applicable, no attendance required	
16-Apr	CDALC Meeting	CDC Offices, Pallant House	Clr Thomas to attend	
25-Apr	All Parishes Meeting - CDC	CDC Offices, Pallant House	Clr Thomas & Clerk to attend	
8-May	Heath End site visit & liasion meeting	Heath End Quarry at 4pm followed by meeting at Duncton Village Hall	Clr's Davies & Leyson to attend	
8-Oct	All Parishes Meeting - CDC	CDC Offices, Pallant House	Clr Thomas & Clerk to attend?	
TBC	Burton & Chingford Pond LNR	March meeting postponed. New date TBC	None required	
<p>The meeting closed at 21:12</p> <p><b>The next planning meeting will be held on Monday 16 April, 14:30 at Duncton Village Hall (if required)</b></p> <p><b>The next Full Council meeting will be held on Tuesday 1 May, 19:00 at Duncton Village Hall.</b></p>				
<p><b>These minutes are an accurate record of the meeting</b></p> <p>Signed:</p> <p>Name &amp; Position:</p> <p>Date:</p>				