

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

TUESDAY 7<sup>th</sup> MARCH 2017 AT 19:00

DUNCTON VILLAGE HALL

	ACTION
<p><b><u>PRESENT</u></b></p> <p>Cllr Marie Bracey, Chairman; Cllr Chris Davies; Cllr Peter Thomas, Cllr Pat Darley and Parish Clerk &amp; Proper Officer Jane Landstrom</p>	
<p><b><u>IN ATTENDANCE</u></b></p> <p>Cllr Michael Brown, West Sussex County Council, Susan Laker and Hilary O’Sullivan.</p>	
<p><b><u>013.17</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 Andy Beadsley, Cllr Vincent Leyson and John Elliott, Chichester District Councillor sent their apologies and were not present.</p>	
<p><b><u>014.17</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 interests declared.</p> <p>Cllr Peter Thomas asked the Clerk for a new Declaration on Interests Form as his employment details have changed which the Clerk gave him.</p>	<p>Cllr Thomas to complete and return Dec of Interests form to Clerk</p>
<p><b><u>015.17</u></b></p> <p><b>AGENDA ITEM 3: CO-OPTION OF NEW COUNCILLOR</b></p> <p>It was unanimously <b>RESOLVED</b> that Hilary O’Sullivan be co-opted as a Councillor to replace the vacancy left by Nick Moore. Hilary signed the relevant documentation including the Declaration of Interests and Declaration of Acceptance of Office and undertook to observe the Duncton Parish Council Code of Conduct. Everyone at the Parish Council warmly welcomed her.</p> <p>Due to an imminent house move and leaving the village, Cllr Marie Bracey, Chairman offered her resignation to the Council (as of the end of the meeting) which was accepted. She thanked everyone for their support over the last 13 years, 9 of which she spent as Chairman.</p> <p>She welcomed the new Chairman, Cllr Peter Thomas and everyone unanimously <b>RESOLVED</b> that with effect from the end of the meeting he should take the position of Chair. On behalf of the Council, the Clerk thanked Marie for her hard work and commitment to the village and wished her well.</p> <p>The Clerk commented that Susan Laker has agreed to step into the vacancy left by Marie and welcomed her to the meeting. The vacancy will now have to be advertised and CDC informed so that at the next PC meeting in May, Susan will be able to be co-opted as a new Councillor.</p> <p>Cllr Pat Darley who has served on the Pc for many years said that he was willing to step down as a Councillor if someone could be found and it was agreed that with Marie leaving it would be good to have someone from Burton Park considering they account for third of all residences in the village. It was <b>RESOLVED</b> that the Clerk would get in touch with Tom Cole from PMC and ask that he put a notice in the next resident’s newsletter.</p>	<p>Cllr O’Sullivan to visit the duncton.org website and familiarise herself with the PC’s policies.</p> <p>Clerk to inform CDC of vacancy</p> <p>Clerk to ask Tom Cole to include vacancy details in their next newsletter</p>

**016.17**

**AGENDA ITEM 4: MINUTES OF THE PREVIOUS MEETING HELD ON 10th JANUARY 2017 TO BE AGREED AND SIGNED AS A TRUE RECORD**

It was **RESOLVED** by all councillors that the minutes should be agreed and signed as a true record. Chairman Cllr Bracey duly signed the minutes.

**017.17**

**AGENDA ITEM 5: COUNTY COUNCILLOR'S REPORT – MICHAEL BROWN, WSCC**

**Operation Watershed** will continue in the coming financial year in order to help local communities deal with localised flooding issues. £500k is available in 2017/18. Cllr Bracey said that she has spoken to Keith Gadd who felt there weren't any flooding problems in the Parish which the rest of the PC agreed with.

The Clerk commented that as part of the initiative, WSCC has purchased licenses with Parish Online to all parish and town councils free of charge for the next three years. Parish Online is a GIS mapping system that provides information about assets held by the County Council and the Environment Agency. She will receive training on this at the upcoming SALC Spring Conference.

**WSCC road safety meeting** is being held next week which Cllr Brown will be attending. The Clerk said that Jon Forster, Team Leader Road Safety and Accident Investigation, WSCC who attended the November road safety meeting with the PC in November has booked Duncton Village Hall and will hold a stakeholder meeting next Tuesday 14th March, 15:00-17:00. It was agreed that Cllrs Davies and O'Sullivan would attend.

**Duncton View Point** – the Clerk gave an update saying the view has been restored and the project was a huge success:

- The project took 6 days with between 6-10 people on site each day (WSCC volunteer team plus local volunteers)
- 29 visits were made to the site by local volunteers including a support crew who gave out tea and biscuits and lunch
- The consent and full support was obtained from landowner
- A huge amount of waste / fly tipping removed, new bin installed and WSCC have patched the car park surface. Clerk working with CDC Environment Health team regarding fly tipping signage.
- Photos have been stored on Drop Box - <https://www.dropbox.com/sh/6zil6jfc7f4wk2m/AABBM7bzBeigDFP7piOa0LLMa?dl=0>
- £1,150 was raised for the project (£500 SDNPA, £250 South Downs Society £150 landowner. Plus PC £250 contribution = £1,150 total
- £530 were spent on costs (£150 tree felling & £380 exc VAT bin) with £620 remaining.

The Clerk asked if the PC were happy to spend the remaining £620 on phase 2 of the project which will include installing wooden posts along the line of sleepers and extend to the right to just in front of the view point stone and to create a hard base around the stone with ramp enabling access for people with mobility issues. It was unanimously **RESOLVED** that the Clerk continue to work with John Mayes and WSCC to get this work done.

The Clerk commented that local resident John Mayes and WSCC employee Darren Rolf had put a huge amount of effort into the project and suggested that we thank them for their efforts. It was agreed that Cllr Bracey would write a thank you card to John Mayes and that Cllr Brown would thank Darren and his team and do what he can to promote his team's work. The PC thanked the Clerk for her efforts in the project.

**Retirement** - Cllr Brown said that this would be his last meeting as he is retiring as a County Councillor in May and that elections for his replacement will take place soon. Cllr Bracey thanked Michael for all of his

Cllr's  
O'Sullivan  
and Davies to  
attend WSCC  
road safety  
meeting

Clerk to put  
link to photos  
on website

Clerk to liaise  
with John  
Mayes &  
WSCC to  
undertake  
phase 2

Cllr Bracey to  
thank John  
Mayes. Cllr  
Brown to  
thank Darren  
Rolf &  
Volunteer  
team and  
promote their  
work

support and Michael thanked DPC for working so positively with WSCC over the years.

Cllr Brown left the meeting at 7.46pm

### **018.17**

#### **AGENDA ITEM 6: DISTRICT COUNCILLOR'S REPORT – JOHN ELLIOTT, CDC**

Cllr Bracey said that Cllr Elliott had rung her to apologise for not attending and said that the only update to give was that the District Council part of the Council tax would rise by 5%.

### **019.17**

#### **AGENDA ITEM 7: COUNCILLORS & CLERK TO REPORT BACK ON ACTION POINTS FROM PREVIOUS MEETING AND UPDATE OF MATTERS DISCUSSED**

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

- Promoted John Mayes village walk (20 people participated)
- Sent Heath End Quarry response to Heather Lealan, SDNPA (now awaiting dates of liaison group meeting)
- Sought clarity from Jonathan Perks re footpaths
- Chased WSCC re pavement siding at Burton Park Road and Duncton Straight, both of which have been completed
- Promoted Cllr vacancies and 2 new Cllrs have been found.
- Given Duncton School signs to put up re no dog waste
- Informed CDC that we require £8,400 precept for next year

Clerk still to action:

- Completing new sections of the website
- Write new policies that SALC are advising we need
- Update budget info on website
- Investigate cost of wheelie bin stickers for limiting speed – it was **RESOLVED** that this no longer needs to be done as it was felt they wouldn't be hugely effective.

#### **New Defibrillator in centre of village**

Since last meeting, the Clerk has been approached by Martin Render, Chairman of the Community Heartbeat Trust (CHT) who has come up with a proposition:

The CHT will:

- Provide an appropriate AED free of charge and cover it under their managed service
- Replace the cabinet with an appropriate alternative (most likely an unheated cabinet in the bus stop) if it proved to be unsuitable
- Get the benefit of working closely with us to help them properly evaluate using this cabinet in a community setting

In return, Duncton PC will:

- Contribute to the full cost of the new solar powered cabinet (likely to be around £1,000. Exact cost TBC. Sebastian Anstruther has agreed to pay for this)
- Using WebNos (CHT's online Governance system), feedback details of its performance
- Be responsible for any ongoing AED consumables (pads etc)

**Clerk to**

<ul style="list-style-type: none"> <li>• Not own the AED &amp; cabinet, CHT will and it will be under their insurance (as part of the managed solution)</li> </ul> <p>Following discussion, it was <b>RESOLVED</b> that the PC should proceed on this basis and for the Clerk to progress</p> <p><b>Defibrillator training</b></p> <p>Cllr Bracey has had agreement from Ruth Aichison that she will do the training and Cllr Thomas said that this has been arranged for Thursday 30<sup>th</sup> March 7pm, Duncton Village Hall. Following the advert in the Parish Magazine, the Clerk has received 3 enquiries about training. Next steps are for further promotion.</p> <p>Cllr Bracey confirmed that she has written letter of thanks to Martin Dallyn Trust – no further action required.</p> <p><b>Winter Maintenance</b></p> <p>Cllr Davies reported that he is still to stick laminated notices to inside of grit bins and will do so ASAP.</p> <p><b>Playground refurbishment</b></p> <p>The Clerk commented that she submitted the grant application and that the panel meet on Thursday 16 March to decide if we are successful. Due to CDC only being able to match fund up to a max of 50%, the PC will still be £3,750 short. We had budgeted up to £3,600 so could probably cover the £150 shortfall but asked if we should consider other sources of funding.</p> <p>Following discussion, it was <b>RESOLVED</b>:</p> <ul style="list-style-type: none"> <li>• If the PC are successful and receive £3,750, the order should be placed with Playdale.</li> <li>• The Clerk should seek funding from WSCC for up to £1,000 to help with the £3,750 shortfall.</li> </ul>	<p><b>progress with CHT</b></p> <p><b>Cllr Thomas to ask Louise Hartley to promote on village email</b></p> <p><b>Clerk to promote in Friday Flyer at School, PC website and Village Face Book.</b></p> <p><b>Cllr Davies to stick notices</b></p> <p><b>Clerk to progress playground refurb</b></p>
<p><b><u>020.17</u></b></p> <p><b>AGENDA ITEM 8: ANY OTHER BUSINESS</b></p> <p><b>David Burden award of British Empire Medal (BEM)</b></p> <p>Following discussion, it was agreed that the PC should ask the Parish Magazine to make mention and congratulate David receiving the award. Cllr Thomas to action.</p> <p><b>Leaning wall on A285 - Downsview</b></p> <p>Following discussions with Steve Hodd, WSCC Highways and Andrew Gayler, Building Control, CDC; the Clerk reported that Andrew will be hand delivering a letter on 3 March requesting that Mrs Travers undertakes necessary remedial work ASAP as the wall is her responsibility. No further action required.</p> <p><b>Blocked drains on A285</b></p> <p>Following the village tidy up, the Clerk confirmed that the 2 blocked drains have been reported to WSCC Highways. Clerk to monitor.</p> <p><b>3 year plan</b></p> <p>Following discussion, it was resolved that this be added to the next meeting agenda.</p>	<p><b>Cllr Thomas to ask Parish magazine to feature</b></p> <p><b>Clerk to monitor drains and ensure cleared.</b></p> <p><b>Clerk to add to net meeting agenda</b></p>
<p><b><u>021.17</u></b></p> <p><b>AGENDA ITEM 9: VILLAGE MATTERS THAT HAVE ARISEN SINCE LAST MEETING</b></p> <p>i. <b>Annual Parish Meeting Tuesday 23 May, 7pm – format &amp; promotion</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. Jon Forster, Team Leader Road Safety and Accident Investigation, WSCC has</p>	

also agreed to come and talk.

Following discussion, it was **RESOLVED**:

- That in order to try and attract more residents to attend, it will be called **Duncton Village Meeting**
- Clerk to ask Louise Hartley if we can borrow A-Frame Board to help promote from the road
- Clerk to put a 'save the date' notice in the next Parish magazine and a leaflet in May edition (190 copies required)
- Clerk to put a notice in pub, shop and 2 x notice boards
- Clerk to promote on the website and facebook
- The format should broadly follow last year and include Welcome, Chairman's report (Marie Bracey and Cllr Thomas to agree who will do what) including Minerals & Waste and Village Design Statement, Graffham & Duncton School and Village Hall reports, Local Policing (Justin) and Road Safety (Jon Forster)
- Cllr Thomas to source wine from Hennings on sale or return basis
- Clerk to bring soft drinks
- Cllr Darley to bring egg sandwiches, Cllr Davies sausage rolls, Cllr O'Sullivan cake/sweet and Susan Laker to bring gluten free options.

Clerk to promote Village Meeting  
Clerk to ask Caroline Fleetwood (acting Chair VHC) and Helen Martin re reports & if Justin & Jon require large screen  
All Cllrs & Clerk to provide refreshments

### 022.17

#### **AGENDA ITEM 10: PLANNING - Applications and decisions 10 January – 7 March 2017**

##### **New applications to agree**

##### **SDNP/17/00953/LIS and SDNP/17/00952/HOUS- Duncton Mill, Dye House Lane, Duncton GU28 0LF**

New ancillary domestic outbuilding comprising garaging, changing facilities, WCs and storage. Removal of existing outdoor swimming pool and construction of replacement outdoor swimming pool in alternative location. Provision of new landscaping to the rear of The Pool House following removal of existing pool.

Following discussion, it was **RESOLVED** that the Clerk input the following – Duncton Parish Council have no objection to this proposal.

**At the planning meeting on 8 February which Cllr Davies, Cllr Thomas and Cllr Beadsley attended, the following applications were considered and comments made:**

##### **SDNP/16/06234/FUL - Botany Bay Conservancy Community Interest Group - Anne Dennig**

Land South of East Lodge Lavington Park High Street Duncton West Sussex

Proposed wooden shelter.

*Duncton Parish Council support this application and feel it enhances the educational opportunities in the locality - inputted 8 Feb 2017*

##### **SDNP/17/00375/FUL - Mr R Oswell, Laudacre Cottage, Beechwood Lane**

Replacement dwelling, garage and associated works amendments to design approved under SDNP/16/01733/FUL

*After careful consideration, Duncton Parish Council are neutral and have no specific objection to this application but are mindful that it has been increased from a 2 bedroom to a 4 bedroom property - inputted 8 Feb 2017*

Clerk to submit comment to online consultee access system

**SDNPA Decisions made since last meeting:****SDNP/16/04495/LIS - Barry Flanagan, Burton Mill, Burton Park Road Barlavington GU28 0JR**

Proposed replacement turbine shed and minor alterations including new doors and conservation roof lights.

Dunton Parish Council supports this application as we encourage the preservation of this important historic building.

*Approved 13 January 2017*

**SDNP/16/01871/FUL - Mr & Mrs D Burley, Point House Dye House Lane Dunton GU28 0LF**

Erection of general purpose agricultural/forestry building.

Now the building is smaller in size, Dunton Parish Council support this application.

*Approved 3 Feb 2017*

**SDNP/16/06362/APNB Graeme Mcintosh, Jasper Wood, Burton Rough Burton Park Road Dunton Woodland (agricultural) storage building**

Dunton Parish Council have no objection to this application

*Raise no objection 2 Feb 2017*

**SDNP/16/06135/HOUS Dr & Mrs Sylvester, Willow Cottage, High Street Dunton GU28 0LB**

Rear two storey extension and side single storey extension

Dunton Parish Council continue to remain neutral but acknowledge the neighbours comments.

*Refused 15 Feb 2017*

**023.17****AGENDA ITEM 11: CLERK'S REPORT INCLUDING FINANCE****i. 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
John Mayes	Fence Posts for No Fly Tipping Signs	16-Feb-17	£ 9.98
Scott Hansford	Beech Tree Lopping - Dunton View Point	27-Feb-17	£ 150.00
CDC	Bin at Dunton View Point	07-Mar-17	£ 455.81

**Clerk to make the approved payments**

<b>Clerk's Salary</b>			
Paid quarterly on 10 Jan / 7 March / 4 July / 12 Sept 2017			
25 hours per month @ £14.10 hr x 3 months = £1,057.50			
<b>Payment due 07 March 2017</b>			£ -
<b>Total salary to clerk</b>			<b>£ 1,057.50</b>

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

INCOME RECEIVED FROM	DETAIL	DATE REC'D	AMOUNT
South Downs Society	Donation towards View Point Clearance	30-Jan-17	£ 250.00

SDNPA	Donation towards View Point Clearance	02-Feb-17	£	500.00
Donald Macpherson (land owner)	Donation towards View Point Clearance	20-Feb-17	£	150.00

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

**Bank Reconciliation - 27 Feb 2017**

**Balances on accounts**

Current Account	£	989.73
Savings Account	£	11,102.82
Total	£	<b>12,092.55</b>

**Less unpresented cheques / online payments**

None		
	£	<b><u>12,092.55</u></b>

**Cash Book**

Opening Balance 1 April 2015 (£10,464.41 + £5,032.58)	£	7,233.66
Add Receipts for the Year	£	13,135.20
	£	<b>20,368.86</b>
Less Payments for the Year	£	8,276.31
	£	<b><u>12,092.55</u></b>

**Authorised Signatory Changes**

Following discussion, it was **RESOLVED** that Cllr Bracey and Cllr Darley be removed as authorised signatories and Cllr Beadsley and Cllr Thomas to take their place. The relevant paperwork was signed by all parties.

After the changes, the authorised signatories will be (on a 1 to sign basis):

- Jane Landstrom (doesn't internally approve any payments)
- Andy Beadsley
- Peter Thomas
- Chris Davies

**Insurance**

The Clerk has added the defibrillator & cabinet to the insurance schedule and Zurich have agreed to waive the fee for the remainder of this policy year however there will be a small increase of approximately £8 at renewal.

**Pension Declaration**

The Clerk has received a letter from the Pensions Regulator saying that DPC has completed a declaration of compliance with The Pensions Regulator under the pensions Act 2008.

The Clerk has received a letter from the Chair confirming that as an employee of Duncton Parish Council, they have not been included in any pension scheme and that if they wish to join a scheme they must inform the Parish Council. No further action is required.

**Internal Audit**

The Clerk commented that Ros Britton has agreed to do it again and it was **RESOLVED** that DPC buy her a £30 gift card to say thank you.

**Cllr Thomas and Cllr Beadsley to take paperwork & ID into Barclays branch ASAP**

**Clerk to give Ros Britton file at year end and purchase gift card**

<p><b>West Sussex Spring Conference</b></p> <p>Thursday 30th March 2017 0930 registration, 1000 start finishing at 1530.</p> <p>The Lodge Hill Centre, Watersfield, Nr. Pulborough, West Sussex, RH20 1LZ</p> <p>It was <b>RESOLVED</b> that the Clerk will attend at a cost £40.00 + VAT</p> <p><b>Councillor Briefing &amp; Awareness &amp; Chairmanship training</b></p> <p>It was <b>RESOLVED</b> that new councillors Hilary and Susan attend the training and Cllr Thomas to attend Chairmanship training is he wishes to. All at a cost of £55 per delegate +VAT</p> <p>Clerk hours worked (Contracted to do 25 hrs month)</p> <p>Jan – 38.5hrs / Feb – 13 hrs</p> <p>Balance – 11 hrs credit</p>	<p>Cllr Thomas to advise Clerk if he wants to attend training.</p> <p>Clerk to book training for Hilary &amp; Susan.</p>
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<p><b>024.17</b></p> <p><b>AGENDA ITEM 12: COUNCILLOR REPORTS INCLUDING UPDATE ON MEETINGS ATTENDED</b></p> <p>None</p>	
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<p><b>025.17</b></p> <p><b>AGENDA ITEM 13: CORRESPONDENCE &amp; INVITATIONS RECEIVED 10 JANUARY – 7 MARCH 2017</b></p>																					
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23-Feb	CDC	<b>All Parishes Meeting Wed 5 April 2017</b> East Pallant House, Chichester. 7.00pm, with a buffet available from 6.00pm, and finish by 9.00pm.	Cllr Thomas attending	
23-Feb	CDC	<b>Chichester Vision</b> Diane Shepherd asking PC's to complete	Cllrs to complete consultation before 19 March if they wish <a href="http://www.chichester.gov.uk/currentconsultations">http://www.chichester.gov.uk/currentconsultations</a>	
1-Mar	WSSC	<b>County Local Committee</b> Thursday 16 March 7pm, The Grange, Midhurst Public invited to ask any questions they want discussed	Cllrs attend if they wish	
7-Mar	CDC	<b>Community Led Housing Survey</b> CDC has recently received almost £1.4 million to support community led housing and we are conducting a survey of parishes and community groups to identify the perceived barriers to progressing community led housing. This information will give a deeper understanding of how the council can best support community groups.	Cllrs complete survey by 14 April if they wish <a href="https://www.snapsurveys.com/wh/s.asp?k=148837462527">https://www.snapsurveys.com/wh/s.asp?k=148837462527</a>	
<p>The meeting closed at 21:03</p> <p><b>The next planning meeting will be held on Tuesday 11 April 2017, 15:30 at Duncton Village Hall.</b></p> <p><b>The next Full Council meeting will be held on Tuesday 2 May 2016, 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>				