

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

MONDAY 8<sup>th</sup> JANUARY 2018 AT 19:00

DUNCTON VILLAGE HALL

	ACTION
<p><b><u>PRESENT</u></b></p> <p>Cllr Peter Thomas, Chairman; Cllr Vincent Leyson; Cllr Hilary O’Sullivan; Cllr Susan Laker; Cllr Rod Matthews 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>001.18</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 Andy Beadsley and Cllr Chris Davies sent their apologies which were approved.</p>	
<p><b><u>002.18</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>Cllr Elliott and Cllr Bradford arrived late, so the Chairman moved on to the next item on the agenda.</p>	
<p><b><u>005.18</u></b></p> <p><b>AGENDA ITEM 5: MINUTES OF THE PREVIOUS MEETING HELD ON 14<sup>th</sup> NOVEMBER 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>006.18</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>Any Other Business:</b></p> <p><b>The Royal British Legion: WW1Centenary Commemorations 2018 - 'The Silent Soldier'</b></p> <p>There was discussion around the idea of displaying a Soldier Silhouette in the village as they are very poignant symbol and a moving tribute highlighting the sacrifice all men and women gave across our Nation during the First World War.</p> <p>It was <b>RESOLVED</b> that it would be good to get involved with the project and that at a cost of £250 the PC would sponsor / underwrite the cost of the Silent Soldier. The Clerk will go out to the village and seek donations towards the cost and find interested parties who may want to display the soldier. £250 to be allocated in next years budget.</p> <p><b>The Clerk has undertaken the following and no further action is required:</b></p> <ul style="list-style-type: none"> <li>• Booked Cllr Matthews onto training, updated website and ROI and returned to CDC</li> </ul>	<p><b>Clerk to promote Silent Soldier project in Parish Mag and FB</b></p>

<ul style="list-style-type: none"> <li>• Contacted Elaine Thomas, Community Wellbeing Manager from CDC who is going to attend our next meeting on 5 March. It was <b>RESOLVED</b> that this meeting will start at 6.30pm and that East Lavington and Graffham Parish Councils will be asked if they would like to attend and send representatives.</li> <li>• Clerk has obtained permission from the school that DPC can use the school laminator if we buy our own pouches. Pat Darley has also donated an old laminator with pouches which are kept in the VH meeting room.</li> </ul> <p>Cllr John Elliott arrived at 19:28</p> <p><b>Community Land Trusts (CLT's)</b></p> <p>Cllr O'Sullivan attended the Sussex Community Housing Hub event on 5 December and the Clerk shared the update she wrote. Following discussion, it was <b>RESOLVED</b> that Cllr Elliott would talk to his other Parishes and set up a meeting with Holy Nichol in Midhurst who has experience in setting up CLT's. Following this, an assessment of need should be undertaken to understand if there is a need / desire within the village for a CLT to be established. The Village Meeting in May could be used as a platform to launch the idea and a village questionnaire.</p>	<p><b>Clerk to confirm 6.30pm start for next meeting with Elaine Thomas &amp; invite Graffham and EL PC's</b></p> <p><b>Cllr Elliott to set up CLT meeting</b></p>
<p><b><u>004.18</u></b></p> <p><b>AGENDA ITEM 4: DISTRICT COUNCILLOR'S REPORT – JOHN ELLIOTT, CDC</b></p> <p>Cllr Elliott had nothing new to report.</p> <p>Cllr Bradford arrived at 19:36</p>	
<p><b><u>003.18</u></b></p> <p><b>AGENDA ITEM 3: COUNTY COUNCILLOR'S REPORT – MR DAVID BRADFORD, WSCC</b></p> <p><b>School Funding</b></p> <p>There was discussion around the proposed reduction in school funding and the negative impact it will have on both Graffham Infants &amp; Duncton Juniors, causing them to publish a deficit budget next financial year. The Clerk referred to a letter which had been shared with Cllrs and sent from the Chair of Governors to Nick Herbert MP which outlined the lump sum reduction of both schools from £150k to £110k.</p> <p>Cllr Bradford explained how he has attended several meetings regarding this at WSCC and is committed to supporting the schools. The Clerk commented that Helen Martin, the Head Teacher has asked if Cllr Bradford and any Councillors from DPC would like to look around the school and discuss the funding issue. Cllr Bradford agreed to the visit along with Cllr Thomas, Cllr Laker and Cllr O'Sullivan.</p> <p>There was discussion around ensuring the long-term sustainability of the school is not just about parental choice but also about having a vibrant and growing community which a successful and thriving school helps ensure as it attracts young families, thus helping to also ensure the long-term sustainability of the village.</p> <p>Following discussion, it was <b>RESOLVED</b> that:</p> <ul style="list-style-type: none"> <li>• Both Cllr Bradford and DPC fully support the schools and are committed to helping to ensure their long-term sustainability.</li> <li>• The Clerk to agree a date and time for DPC Councillors and Cllr Bradford to visit Duncton Juniors</li> <li>• Using the Chair of Governor's letter as a guide, Cllr Thomas and Cllr O'Sullivan to write a letter from DPC to Nick Herbert MP and Cllr Bradford committing their support to the Schools and asking that WSCC and the Government provide sufficient funding to ensure the long-term sustainability of both schools.</li> <li>• On behalf of DPC, Cllr Thomas would complete the "Consultation on School Admission</li> </ul>	<p><b>Clerk to set up visit to Duncton Juniors</b></p> <p><b>Cllr Thomas &amp; Cllr O'Sullivan to write to Nick Herbert MP and Cllr Bradford.</b></p>

<p>Arrangements for 2019/2020” which had been highlighted by Trotton and Chithurst Parish Councils appealing for more information and a wider discussion about the future of the county’s schools – and particularly for small village schools.</p> <p>Cllr John Elliott left the meeting at 20:00</p> <p><b>Mud on the road outside Graffham School</b></p> <p>The Clerk asked Cllr Bradford if following a letter from the Chair of Governors, he could talk to Highways about looking to clean up the excessive mud on the road outside Graffham school to help stop it from washing straight into the playground. Cllr Bradford agreed to talk to Highways about the problem.</p> <p><b>Bus Service</b></p> <p>Cllr Bradford commented that he is now on the bus committee and asked if there is much use in Duncton of the buses. Cllr O’Sullivan commented that for many students, the bus service is the only way they can get to Chichester College and it was agreed that for those who use it, it’s an invaluable link to the city and for rural employment.</p> <p><b>A285 road safety</b></p> <p>The Clerk asked if following the site visit to Seaford bends in September, whether there was an update with regards to safety on the A285. Cllr Bradford commented there was nothing to report yet.</p> <p>Cllr Thomas commented that it’s been a while since the funding for safety improvements to the A285 were announced by WSCC and he recommended that DPC write to WSCC Highways asking what signage is required. It was <b>RESOLVED</b> that Cllr Thomas draft the letter and it be sent by the Clerk on behalf of DPC.</p> <p>Cllr Bradford left the meeting at 20:07</p>	<p><b>Cllr Thomas to complete consultation by 15 Jan deadline</b></p> <p><b>Cllr Bradford to talk to Highways re mud outside Graffham school</b></p> <p><b>Cllr Thomas to draft letter to WSCC Highways &amp; clerk to send</b></p>
<p><b><u>006.18 (Continued)</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>Playground</b></p> <p>The Clerk reported that following the resolution made at the last meeting, she has signed and returned New Homes Bonus T&amp;C’s and £2,900 has since been paid to DPC. Also, the Clerk has contacted Afab Signs and has an onsite meeting on 10<sup>th</sup> January regarding the new playground sign and it was <b>RESOLVED</b> that this go ahead, and that Cllr O’Sullivan attend also. The following actions are still outstanding:</p> <ul style="list-style-type: none"> <li>• Cllr O’Sullivan and Clerk to meet with Hyde re obtaining their support for renewing the existing lease and incorporating new Zip wire area</li> <li>• Cllr O’Sullivan and Clerk to investigate further funding sources (Wicksteed Match Funding / National Lottery / Tesco / WSCC)</li> </ul> <p><b>Defibrillator</b></p> <p>The Clerk reported that she still hasn’t heard back from the CHT regarding the defibrillator cabinet at layby.</p> <p>Cllr Laker reported that after speaking to her son who works locally as a paramedic, he indicated that the</p>	<p><b>Clerk &amp; Cllr O’Sullivan to meet Afab signs, Hyde and investigate funding</b></p> <p><b>Clerk to chase CHT</b></p> <p><b>Cllr Laker to</b></p>

ambulance service has the house information for Duncton, so it appears that this doesn't need to be provided to them. He is also happy to do another round of training in the Spring.

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

- The Clerk chase CHT to determine if the offer of a solar power cabinet is still available.
- Cllr Laker will check with Tangmere Ambulance Station that they do have sufficient house information on Duncton
- Clerk to establish the best nights to use the village hall so that another training session starting at 7m can be booked for the Spring. Cllr Laker to confirm date with Paul and Clerk to promote to village.

### **Residents Speed Watch**

Cllr O' Sullivan reported that she is booking a training date for March. No further action required at this stage.

### **Highways**

#### **Leaning wall at Downsview**

The Clerk reported that following an update on 8 Jan from Chris Dye, WSCC Highways, the job is now with the Structures Team who have confirmed that they have defoliated the leaning wall and it shows further movement since the top portion was taken down in 2011. A job has been raised for temporary support to be provided and a design scheme is being arranged to address the problem permanently. WSCC are looking at constructing the scheme in April 2018 and they have written to the house owner to provide an update. No further action is required.

#### **Rippling & cracking on A285 on Seaford Bend**

The Clerk reported that she has received information from Steve Hodd, WSCC Highways on 1 December saying that a Highways Engineer has inspected, and the job will be added to a carriageway works programme to be prioritised against other similar schemes. No further action is required.

#### **Grass on pavement in middle of village**

The Clerk reported that Steve Hodd, WSCC Highways indicated the weed spray for Duncton was due early December but the programme has got behind so may be later than expected. CDC have since swept the carriageway channel adjacent to the kerbs. It was **RESOLVED** that although the pavement looks much better, it would be wise to keep on top of the weeds and include weeding on the village clean up event.

#### **Removal of Blue heritage plaque at Duncton Cottage**

Cllr Thomas reported that following his letter, the plaque has now been reinstated so no further action is required.

#### **Duncton View Point**

The Clerk commented that the new rustic plank bench has been installed by John Mayes and Darren Rolfe, WSCC. No further action is required.

**determine if house information is needed**

**Clerk & Cllr Laker to book date for training & promote**

**007.18**

**AGENDA ITEM 7: VILLAGE MATTERS**

**Health and Wellbeing - SALC survey.**

Following discussion, it was **RESOLVED** that the Clerk should complete this to the best of her knowledge on the basis that DPC are interested in exploring how its village facilities may be used for health clinics etc. It was agreed that following Elaine Thomas' talk to us at the next meeting, DPC may look to give this area of responsibility to a Councillor to take forward.

**Annual Village Clean -up**

Following discussion, it was **RESOLVED** that DPC would like to organise another annual village clean up to be held on the first Saturday in March – 3<sup>rd</sup>. Same format as last year.

- Meeting at the Cricketers 10.30am for coffee and biscuits & kicking off at 11am
- Litter picking (from Seaford bends to Burton Park Road) and weeding (along pavement by Willet Close on A285)
- Equipment and high vis jackets will be provided. (Clerk to organise from CDC)

**Closure of Natwest bank, Petworth**

The Clerk commented that the Natwest banks in both Petworth and Midhurst will be closing later in the year on 19 June and 13th June respectively.

Following discussion, it was **RESOLVED** that the Clerk should promote the services of the Post Office as the Petworth branch is remaining as they offer many of the same services that the bank do. Also, Cllr Thomas to follow up the letter he wrote to the Post Office asking if they would consider Duncton as a location for their mobile post office.

**Footpath**

The Clerk commented that following agreement at the last meeting, and on behalf of themselves and DPC, East Lavington Parish Council have sent a letter to WSCC regarding a possible new footpath from Seaford to the centre of the village.

Daryl Hodben, Rights of Way Manager has replied saying that he would gladly prioritise the project, but we would first need to obtain the written agreement of the relevant landowners to dedicate a Public Right of Way / upgrade an existing route across their property under S.25 of the Highways Act. Once this is obtained, he would process the application as a priority, which would require an assessment of the liabilities, financial implications and associated legal processes.

Vivien Gosden, Chair of ELPC has asked that someone from Duncton approaches the landowners (Gadd family) with her.

Following discussion, it was **RESOLVED** that Cllr Thomas would work with ELPC on this project but that the Clerk would also ask villager John Mayes who is very knowledgeable about the footpaths and has a good relationship with the landowners.

**Village Schools**

It was agreed that this had already been discussed earlier in the meeting under 003:18 and there were no further comments to add.

Clerk to complete SALC survey

Clerk to promote Village Clean up in 3 parishes & FB and to organise with CDC

Clerk to promote Post Office services

Cllr Thomas to follow up letter to Post Office re possible mobile service in Duncton

Cllr Thomas and John Mayes to work on project with ELPC and approach the landowners for consent

**008.18**

<p><b>AGENDA ITEM 8: PLANNING</b></p> <p><b>Applications and decisions 14 November 2017 – 08 January 2018 including:</b></p> <p>New applications to agree:</p> <p><b>SDNP/17/06069/LIS - Ms Jole Johnson, Aldingbourne House, Burton Park Road, Duncton</b></p> <p>Proposed internal alterations - widening of opening and removal of wall within the existing kitchen</p> <p>Following discussion, it was agreed that Duncton Parish Council have no objection to this application on the grounds that there will be no visible impact to the outward appearance of the property.</p> <p>Decisions Made:</p> <p><b>SDNP/17/03378/FUL Duncton Mill Fishery, Duncton Mill Trout Farm, Dye House Lane</b></p> <p>Replacement fishery lodge</p> <p>"Overall, Duncton Parish Council have no objection to this application however we feel that the perhaps the roof should have a more attractive and appropriate finish than the tin one proposed.</p> <p>The new proposed building seems larger than the one it is replacing allowing perhaps for the Fishery to host larger events, however given the beneficial impact of Duncton fishery on the parish economy, Duncton Parish Council are in support of replacing the lodge."</p> <p>Refused 8 Nov 2017</p>	<p><b>Clerk to input decision onto planning portal</b></p>
<p><b><u>009.18</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>Nov – 26 hrs</p> <p>Dec– 47 hrs (includes 31 hours paid holiday which is Clerk's annual entitlement)</p> <p>Current Balance 21.5 hrs in credit.</p> <p>The Clerk commented that she would be out of the office from W/C 22nd January as she is on holiday.</p> <p><b>SALC Training</b></p> <p>The Clerk commented that bookings are now open for training events in 2018. Details and booking forms for all events can be found on <a href="http://www.sussexalc.org.uk/events_training.asp">http://www.sussexalc.org.uk/events_training.asp</a></p> <p>Following discussion, it was <b>RESOLVED</b> that the Clerk should attend The Clerk networking day on 15 March in Brighton at a cost £80 + VAT.</p> <p><b>General Data Protection Regulations (GDPR)</b></p> <p>The Clerk commented that the data protection regulations are changing and there will be implications for Parish Councils. It's uncertain, exactly what these are, but she is attending training and will know more soon. The advice she has received from SALC includes:</p> <ul style="list-style-type: none"> <li>• GDPR is 'work in progress' scheduled to take effect from 25th May 2018</li> <li>• For very sound reasons of independence the Clerk cannot be the Data Protection Officer and it will be necessary for the Council – as Data Controller – to appoint someone with the appropriate</li> </ul>	<p><b>CLrs to ensure they attend regular training</b></p> <p><b>Clerk to book networking day</b></p>

skills and knowledge to act in that capacity.

- Recognising the scale of preparation may be too great for some of our councils, SSALC is in discussion with firms offering a complete service but this will come at a cost. Further details will be published in the January Newsletter.
- NALC has pointed out to Government that the cost of this exercise to the Sector could amount to £50m over the next 4 to 5 years. Ministers have been asked to come up with financial support for small councils, rather like the Transparency Fund but there is no certainty with this.

Following discussion, it was **RESOLVED** that DPC understand there may be additional costs incurred for next year and that the Clerk should attend the SALC training event on 6 February.

#### Clerk still to do

- Include information in Code of Conduct re storage of council confidential documents on personal computers and the deletion of these when a councillor or the clerk leaves the council.

#### Income & Expenditure – Approval of payments - see meeting docs (attached)

The Clerk detailed the payments that have been approved since the last meeting and the payments which were approved at this meeting and the approval of payments sheet signed accordingly.

EXPENDITURE	DETAIL	DATE (TO BE PAID)	AMOUNT
SALC	Good Councillor Guide to Neighbourhood Planning	16-Nov-17	£ 13.20
Dunton School Fund	S137 payment for 17/18	16-Nov-17	£ 250.00
Easy Space	Domain Renewal	01-Jan-18	£ 29.60
3 Parishes Magazine	Donation towards Burton Park Copies	08-Jan-18	£ 200.00
Dunton PCC - Church	S137 donation	08-Jan-18	£ 400.00
KSS Air Ambulance	S137 donation	08-Jan-18	£ 150.00
Sylvia Beaufoy	S137 donation	08-Jan-18	£ 250.00
<b>Total expenditure</b>			<b>£ 1,292.80</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 January 2018</b>			£ 1,068.00
<b>Total salary to clerk</b>			<b>£ 1,068.00</b>

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

The Clerk advised that the following income has been received:

INCOME RECEIVED FROM	DETAIL	DATE REC'D	AMOUNT
Barclays Bank	Gross Interest	04-Dec-17	£ 1.68
Chichester District Council	Zip Wire Grant (New Homes bonus)	15-Dec-17	£ 2,900.00
<b>Total income</b>			<b>£ 2,901.68</b>

Clerk to attend GDPR training

Clerk to include confidentiality information in COC

Clerk to make payments

The Clerk advised that the bank accounts reconcile:

**Bank Reconciliation - 4 January 2018**

**Balances on accounts**

	£
Current Account	1,019.34
	£
Savings Account	12,364.50
	£
Total	<b>13,383.84</b>

**Less unrepresented cheques / online payments**

None	£
	<b><u>13,383.84</u></b>

**Cash Book**

	£
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	14,077.48
	£
	<b><u>13,383.84</u></b>

**Request for financial support**

Sussex Legal Services (SLS) have asked if we will support them with £200 a year for the next 3 years.

Following discussion, it was **RESOLVED** that rather than support SLS, the S137 donation of £50 we currently make to the Chichester branch of Citizens Advice Bureau (CAB) should be increased to £100 as it was felt that the CAB offered a better range of services and support for people including legal services.

**Precept**

There was a discussion around how much precept DPC should request for 2018/19 and it was **RESOLVED** that the precept should rise from £8,480 (this year) to £8,800 (next year). This represents an increase of £320, a 3.8% rise.

Expected Balance brought forward from 17/18:	£8,674
£8,800 precept + £1,700 VAT rebate + BBF:	£19,174
Planned expenditure for 18/19:	£13,304
Expected BBF 2018/19:	£5,870 (reserves represent 66% of precept)

Clerk to write to SLS & decline support & instead budget £100 for CAB in next year's budget

Clerk to advise CDC that 18/19 precept to be £8,800

**010.18**

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

- Cllr O’Sullivan attended the Sussex Community Housing Hub launch event on 5th December. This was discussed under 006:18
- Cllr Thomas attended NE Parishes Joint Community Forum on 7 December and commented that they spoke about PC’s role in planning and would like PC’s to put forward local views and knowledge. Cllr Thomas also commented that following a report in the Petworth & Midhurst Observer, the sand quarry at Heath End may be back on the agenda and it was **RESOLVED** that DPC keep abreast of this for any future developments.
- There were no other reports / updates from Councillors.

**011.18**

**AGENDA ITEM 12: CORRESPONDENCE & INVITATIONS RECEIVED 14 NOVEMBER 2017 – 08 JANUARY 2018**

DATE	FROM	DETAIL	ACTION
30-Nov	Sabrina Burrows, SDNPA	Draft minutes from recent Heath End liaison meeting and confirmation that the site visit for the Liaison Group will be the 8th May 2018 at 4pm which will then be followed by the Liaison Group at Duncton Village Hall.	FYI Cllr's Davies & Leyson to attend meeting in May
8-Dec	Jane Noble, Senior Access Officer, WSCC	Draft West Sussex Rights of Way Management Plan (Sent to Cllr Davies & John Mayes to comment if they wish)	Respond to consultation by 31 Jan at <a href="https://haveyoursay.westsussex.gov.uk/highways-and-transport/rowmp">https://haveyoursay.westsussex.gov.uk/highways-and-transport/rowmp</a> .

**Upcoming meetings**

15-Jan	Chichester District Association Local Councils (CDALC)	CDC Offices, Pallant House	Cllr Thomas to attend
6-Feb	Data protection course	Chichester	Clerk to attend
8-May	Heath End site visit & liaison meeting	Heath End Quarry at 4pm followed by meeting at Duncton Village Hall	Cllr's Davies & Leyson to attend

The meeting closed at 21:32

**The next planning meeting will be held on Monday 5 February, 14:30 at Duncton Village Hall (if required)**

**The next Full Council meeting will be held on Monday 5 March, 19:00 at Duncton Village Hall.**

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

Signed:

Name & Position:

Date: