

DUNCTON PARISH COUNCIL
PARISH COUNCIL MEETING (PCM) MINUTES

MONDAY 11th SEPTEMBER 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; Cllr John Elliott, Chichester District Council; Rod Matthews, Duncton resident; and David Snowdon, First Responder.</p>	
<p><u>051.17</u></p> <p>AGENDA ITEM 1: WELCOME AND TO RECEIVE & APPROVE APOLOGIES FOR ABSENCE</p> <p>The Chairman welcomed everyone especially Rod Matthews and David Snowdon. There were no apologies for absence.</p>	
<p><u>052.17</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 or changes to the register of interests.</p>	
<p><u>053.17</u></p> <p>AGENDA ITEM 3: COUNTY COUNCILLOR’S REPORT – MR DAVID BRADFORD, WSCC</p> <p>Cllr Bradford reported that the Highways Management contract is out to tender. The Clerk commented that the current contractors Balfour Beatty have been excellent in terms of helping with the Duncton View Point by providing road chippings free of charge and also providing SLOW signs for the school cycling proficiency week.</p> <p>Agenda item 7ii. Possible footpath from Seaford College to the pub</p> <p>The Clerk commented that DPC had received a letter from residents at Wallace Square (in Seaford) asking DPC if they could exert any pressure on the Barlavington Estate urging them to cut back the foliage on the bend at the entrance to Seaford as it’s obscuring sight lines and making it difficult to turn into the entrance coming from the North (Petworth). She also commented that there had recently been a very serious accident on the bend a few weeks earlier.</p> <p>Also, a resident of East Lavington has written to WSCC Highways regarding the installation of a footpath from Seaford and the possibility of installing a bus stop. The Clerk at East Lavington PC has also brought it to the attention of DPC that following the survey which asked residents if they were happy for the New Homes Bonus money to be spent on the Duncton playground, it was highlighted that although in principle this was ok, it is currently impossible for residents to walk to the centre of Duncton due to the lack of footpath.</p> <p>Cllr Davies commented that a few years ago, the foliage was severely cut back and it actually caused an increase in the number of accidents as people felt they could drive faster. He also commented that motorcycle noise caused from speeding is awful and that generally the road was very dangerous.</p> <p>Following discussion, it was RESOLVED that DPC agreed that something needs to be done in terms of making the road safer and that a footpath should be explored. It was agreed that Cllr Bradford would</p>	<p>Cllr Bradford to conduct a site visit to Seaford bends</p> <p>Clerk to contact Barlavington Estate re foliage</p>

<p>conduct a site visit to see the road for himself with a view to going back to Highways to see what can be done to help alleviate the foliage problem and also the possibility of a new footpath. The Clerk was to also talk to Sebastian Anstruther about the foliage issue.</p>	
<p>054.17</p> <p>AGENDA ITEM 4: DISTRICT COUNCILLOR'S REPORT – JOHN ELLIOTT, CDC</p> <p>Cllr Elliott asked if DPC had any planning issues they needed help with to which the answer was no. Cllr Thomas asked the Clerk what the situation was with regards to the planning enforcement issue regarding the soil dumped near Burton Park. The Clerk said that Heather Lelan, SDNPA who deals with minerals and waste was looking at it and that she would ask for an update.</p> <p>Cllr Elliott mentioned that CDC's grant fund was going to cease over the next year or so and encouraged new applications to be submitted ASAP. Following discussion, it was agreed that if the New Homes Bonus application was successful for the zip wire, the Clerk would submit an application for further funding.</p> <p>Cllr Elliott spoke about Community Land Trusts (CLT's) and said that Holly Nichol at Midhurst Town Council was leading on putting one together for residents who can't afford to stay in their homes. He mentioned that it may be something for DPC to consider and to think about possibly working with Graffham and East Lavington. It was agreed that this should be something to consider in the New Year.</p> <p>Cllr's Bradford and Elliott left the meeting at 19.45</p>	<p>Clerk to ask Heather Lelan for update re planning enforcement issue.</p>
<p>055.17</p> <p>David Snowdon, first responder</p> <p>Cllr Thomas invited David Snowdon, a first responder who lives in the nearby village of Sutton to talk to the PC about his role and what Duncton residents can do to help themselves in a CPR emergency. Following discussion, it was RESOLVED that:</p> <ul style="list-style-type: none"> • The Clerk and Cllr Laker should pull together some information to include on the website, FB and Parish magazine so residents are aware about what to do in a CPR emergency and where to go for help. This would take the form of: <ul style="list-style-type: none"> ○ Ringing 999 ○ Identifying good neighbours who can help you in terms of accessing the defibrillator and administering CPR until the emergency services arrive ○ Thinking about becoming a First Responder • The PC would continue to work with CHT to get another defibrillator in the centre of the village – Cllr Laker & Clerk • The PC would arrange CPR training for local residents once a year (next training Spring 2018) – Cllr Laker • Petworth Management Company should think about getting their own defibrillator in Burton Park. Clerk to send CHT and Martyn Dallyn Trust information to Rod Matthews who can share. • Ensuring the emergency services have the correct house information for Duncton. Clerk to liaise with Tom Cole at PMC who have been working with emergency services to do the same for Burton Park <p>Cllr Thomas printed out 'Your nearest defibrillator is' signs and it was RESOLVED that Cllr Beadsley would laminate them and give them back to Cllr Thomas to put up at the pub, school, bus stops, Heath End Shop and Church. It was also agreed that a sign should go up on the Burton Park Road noticeboard.</p> <p>Cllr Thomas thanked David Snowdon for attending who left the meeting at 20:00</p>	<p>Cllr Laker & Clerk to write info and share with residents</p> <p>Cllr Laker & Clerk to work with CHT to get another defibrillator</p> <p>Cllr Laker to arrange training Spring 2018</p> <p>Clerk to ask PMC about house information to emergency services</p> <p>Cllr Beadsley to laminate signs and Cllr Thomas to put up around village</p>

056.17

AGENDA ITEM 5: MINUTES OF THE PREVIOUS MEETING HELD ON 4th JULY 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 Thomas duly signed the minutes.

057.17

AGENDA ITEM 6: COUNCILLORS & CLERK TO REPORT BACK ON ACTION POINTS FROM PREVIOUS MEETING AND ANY OTHER BUSINESS

Any Other Business:

Footpath 715 alongside Little Orchard (next to Cricketers)

The Clerk brought it to the attention of the PC that villager John Mayes cleared the path before his village walk even though it's not on his land or his responsibility. The Clerk has spoken to Darryl Hobden, Footpath Ranger at WSCC who has agreed to visit the owner Mr Phillips and ask him to take responsibility for maintaining the hedge. No further action required at this stage.

Money donated to charity

The Clerk brought it to the attention that a local who uses the village FB page to promote his new plumbing business approached the PC asking if he could donate £50 to a charity of our choice as a thank you for allowing him to advertise his business.

As the PC didn't set the FB page up, the Clerk contacted the founder Nigel Clifford who asked that the money should go to his favourite charity - Samara's Aid. This donation has now been paid.

Weeds on pavement on the High Street

The Clerk commented that she has now reported this to WSCC Highways on several occasions asking that the weeds are sprayed. Steve Hodd has replied saying Duncton is on the schedule to get 2 sprays this growing season but has yet to receive its first. When applied it normally takes a couple of weeks to show dieback. WSCC have said they do not have the resources to clear the weeds away. Following discussion, it was **RESOLVED** that the weed clearance should be included in the annual Spring clean up.

The Clerk has also asked that the View Point area is also sprayed as weeds are starting to come through on the new hard standing.

Report back on action points:

The Clerk has undertaken the following and no further action is required:

- Sent Cllr Bradford the minutes from the last Heath End Liaison group and details of the next meeting on 7th November.
- Chased the installation of the shackles at the playground which have now been fitted.
- Chased the WSCC grant application and have received a definitive no as the funding will now be retrospective.
- Reminded Hyde Martlett not to cut the hedge back.
- Undertaken the work at Duncton View Point which is now complete. John Mayes has said that he would like to pay for a bench to be installed on the new hard standing and Clerk is still looking to see if a new sign can be made FOC via WSCC volunteer group.
- Posted Local Plan Consultation of Village FB Page

Clerk to ensure pavement weeds are included in Spring clean up

- Set meeting dates for 2018
- Uploaded new Equalities & Grievance Policies to the website
- Submitted transparency funding claim to NALC and £512.64 has been successfully paid

Playground:

New Playdale equipment

The Clerk reported that Playdale have fitted the new swings and also the shackles for the climbing frame and have been paid in full. No further action is required.

New sign

The Clerk has been in touch with Playdale who have confirmed that they are unable to manufacture the same type of sign that we already have (fitted to the railings). They can manufacture a plastic sign on wooden legs costing £360 plus installation. The Clerk has received examples of wording from the Playground Inspector and also Playdale. Following discussion, it was **RESOLVED** that the Clerk will continue to get 2 further quotes or the signs.

New Homes Bonus Application – Zip Wire

The Clerk reported that she has completed the New Homes Application for the Playground and sent to East Lavington Parish Council (ELPC) before the 28 July deadline. This has been received by CDC and they have asked some questions re the lease which the Clerk has answered. No further action required at this stage and awaiting outcome end September.

Maintenance

Cllr Davies has been unable to inspect the climbing frame and establish the work involved to make good the peeling paint on the underside – still to action.

Smoke complaint:

The Clerk asked if there had been any further sightings of black smoke near the quarry. Nothing has been seen so no further action required at this stage.

Residents Speed Watch:

The Clerk advised that an email has gone out to villagers and information has been posted on FB which has resulted in responses from 13 people saying they are keen to get involved.

Following discussion, it was **RESOLVED** that there was sufficient support in the village to set up a group and that Cllr O’Sullivan would take the project forward including registering the group and liaising with Jason Lemm PCSO about training.

Village Design Statement gap analysis:

As agreed at last meeting, Cllr O’Sullivan wrote and circulated a paper to aid discussions around any shortcomings in planning policy of concern to the Parish Council, which might be addressed by having a VDS. Following discussion, it was **RESOLVED** that the existing planning policies offer Duncton sufficient protection plus the fact that the Parish has a zero housing allocation so a VDS would not therefore be pursued and no further action is required. It was agreed that the Clerk will post the gap analysis paper on the website.

Downsview, collapsing wall:

The Clerk informed the PC that the latest correspondence the PC have been cc into (18th May) is from

Clerk to obtain 2 further quotes for playground sign

Cllr Davies to inspect climbing frame

Cllr O’Sullivan to take Speed watch Project forward

Clerk to post gap analysis paper on the website

<p>CDC Building control who have passed the query to their legal team as Mrs Travers is disputing the fact that the wall belongs to her as the boundary of the property is at the top of the bank, and paperwork clearly states that the retaining wall is only to be maintainable by the property owner if they desire, and such a provision certainly does not constitute a Covenant by the owner. Therefore, Mrs Traver’s denies liability for the repair of the wall. No further action required at this time.</p> <p>Winter Maintenance Plan (WMP):</p> <p>The Clerk informed the PC that Cllr Davies has checked the 6 grit bins and confirmed that there is enough salt for the winter. The WMP has been updated, (with no real changes) posted on the website and sent back to WSCC along with the salt audit.</p> <p>New ‘instruction cards’ have been laminated for Cllr Davies to attach to the bins that need them.</p>	<p>Cllr Davies to attach ‘instruction cards’ to insides of grit bins</p>
<p>058.17</p> <p>AGENDA ITEM 7: VILLAGE MATTERS</p> <p>i. Fireworks event</p> <p>Cllr Thomas provided an update about the upcoming event stating that Martin and Caroline Fleetwood were ordering the fireworks as per the budget advised by the Clerk and that the Cricketers were doing the catering (pork / beef baps and soup). The VHC were sorting the insurance and it was agreed that the school PTA would provide sparklers, sweets and flashy toys and that any money raised from this would go back to the school. Following discussion, it was RESOLVED that:</p> <ul style="list-style-type: none"> • Cllr Beadsley would arrange the insurance on behalf of the VHC • Clerk would cost and order some high vis waistcoats • All Cllrs to bring buckets to the event for water / sand • Cllr Davies to provide free running sand for buckets <p>ii. Possible footpath from Seaford College to the pub</p> <p>This was discussed earlier in the meeting under 053.17</p> <p>iii. Travellers Action Plan</p> <p>Cllr Thomas commented that after travellers encamped at the View Point for 3-4 nights in August, it was wise that the PC has an action plan and clear understanding of what to do if this should happen again as there are also other areas of land in the Parish which could be used including the grassed area at Willet Close owned by Hyde Housing and the Village Hall recreation ground owned by the PC.</p> <p>The Clerk said that there is a contact in CDC who deals with Travellers and following discussion, it was RESOLVED that the Clerk contact both the Police and Piers Taylor, Community Safety Officer, CDC to establish the correct procedure.</p>	<p>Cllrs / Clerk various fireworks actions</p> <p>Clerk to establish correct procedure</p>
<p>059.17</p> <p>AGENDA ITEM 8: PLANNING</p> <p>Applications and decisions 4th July – 11th September 2017 including:</p> <p>New applications to agree:</p> <p>i. SDNP/17/03895/HOUS - The Barlavington Estate, The Pool House, Dye House Lane</p> <p>Following discussion, it was agreed that due to the lack of time, Cllrs would go home and research the application and forward any comments to the Clerk by 18th September at the latest so the Clerk can comment accordingly.</p>	<p>Cllrs to respond to Clerk re Pool House & Duncton Mill by 18 Sept latest</p> <p>Clerk to input</p>

ii. SDNP/17/03900/HOUS - Alan Stevens, 17 Willett Close, Duncton

Following discussion, it was agreed that Duncton Parish Council have no objections to this application.

iii. SDNP/17/03896/HOUS - The Barlavington Estate, Duncton Mill House, Dye House Lane

Following discussion, it was agreed that due to the lack of time, Cllrs would go home and research the application and forward any comments to the Clerk by 18th September at the latest so the Clerk can comment accordingly.

Decisions since last meeting:

SDNP/17/03119/HOUS - Mrs Rosemary Charles, Westacre Burton Rough

Replacement of windows and roof on existing conservatory

'After our planning meeting on 25th July and considering this application, Duncton Parish Council have no concerns and are neutral'

Approved, 1 September 2017.

At 21:00 Cllr Leyson left the meeting.

060.17

AGENDA ITEM 9: CLERK'S REPORT INCLUDING FINANCE

External audit

The Clerk reported that the external audit came back ok with no recommendations and has been posted on the website.

Clerk hours worked - Contracted 25 hrs month

July – 24 hrs

August – 6 hrs (due to summer holidays)

Balance – -0.5 hrs in debit

Meeting dates for 2018

The Clerk reported that these have now been agreed and are on the website. Full Parish Council meetings are now on a Monday (except where there may be a bank holiday)

It was **RESOLVED** that Planning meetings will change to 2.30pm on a Tuesday.

Transparency Funding

The Clerk reported that the claim submitted to SALC for £512.64 to cover 3 hours website updating per month until end March 2018 has been approved by NALC and has been paid.

SSALC Training Programme for 2018

The Clerk reported that the training programme for 2018 is now out and includes core training events such as New Clerks Training Days, Councillors Briefing & Awareness, Chairmanship Training, Networking Days and Conferences. She reminded Cllrs that it's important for everyone to maintain their training and asked them to contact her if they wish to attend any training.

**Cllrs to look at
training
programme
and advise
Clerk if wish to
attend**

Clerk still to do:

- Update risk register with likelihood etc and make more robust.

Income & Expenditure – Approval of payments

The Clerk detailed the payments that have been approved since the last meeting and asked that the following are approved at this meeting:

EXPENDITURE	DETAIL	DATE (TO BE) PAID	AMOUNT
HSS Hire	Wakka Plate - Duncton View Point	14-Jul-17	£ 120.75
Playdale	Balance on new equipment	13-Jul-17	£ 130.82
Zurich	Insurance renewal Year 2	18-Jul-17	£ 610.41
PFK Little John LLP	External Audit	11-Sep-17	£ 120.00
Hilary O'Sullivan	Thank you gift for WSCC volunteers, Duncton View Point	11-Sep-17	£ 50.00

Clerk's Salary			
Paid quarterly on 10 Jan / 7 March / 4 July / 11 Sept 2017			
25 hours per month @ £14.24 hr x 3 months = £1,068			
Payment due 11 September 2017		£	1,068.00
Total salary to clerk		£	1,068.00

All the above payments were approved and the approval of payments sheet signed accordingly.

The Clerk advised that the following income has been received:

INCOME RECEIVED FROM	DETAIL	DATE REC'D	AMOUNT
SALC	Transparency funding (website)	04-Aug-17	£ 512.64
CDC	2nd half precept	08-Sep-17	£ 4,240.00

The Clerk advised the bank accounts reconcile:

Bank Reconciliation - 10th September 2017**Balances on accounts**

Current Account	£ 5,861.12
Savings Account	£ 6,702.82
Total	£ 12,563.94

Less unpresented cheques / online payments

None	
	<u>£ 12,563.94</u>

Cash Book

Opening Balance 1 April 2017	£ 10,579.24	
Add Receipts for the Year	£ 13,191.90	
	£ 23,771.14	
Less Payments for the Year	£ 11,207.20	
	£ 12,563.94	

061.17

AGENDA ITEM 10: COUNCILLOR REPORTS INCLUDING FEEDBACK FROM MEETINGS ATTENDED

Cllr Thomas attended the Chichester District Association Local Councils (CDALC) meeting on Mon 10th July and reported that Chief Inspector Justin Burtenshaw gave a talk similar to what he said at the Village Meeting and that there was nothing new to report.

The importance of a confidentiality policy was spoken about and it was **RESOLVED** that the Clerk should put together a policy for DPC to be approved at the next meeting.

The increasing amount of scams was discussed and it was **RESOLVED** that the Clerk should continue to post on the Duncton Village Facebook page highlighting any current scams and encouraging residents to be vigilant. It was also **RESOLVED** that scams should perhaps be a topic at the next Village Meeting.

Cllr Thomas reported that he did not attend the NE Parishes Forum meeting on Wed 6 September.

Cllr Beadsley commented that Cllr O’Sullivan has kindly joined the Village Hall Committee (VHC) but stressed that more villagers need to be found as the Committee is short of members and does not currently have a Chair. Cllr Thomas said he would stay on the VHC until some new people were found but commented that with himself, Cllr O’Sullivan and Cllr Beadsley on both the VHC and DPC, it’s not ideal and new people needed to be found.

It was **RESOLVED** that the Clerk will promote on the Village FB and also talk to a couple of villagers she knows may be interested. Cllr Laker to talk to her partner and Cllr Beadsley to contact Petworth Management Company (PMC) who manage Burton Park and ask to include in their next newsletter.

Clerk to put together a confidentiality policy

Clerk to continue to post scams on FB

Clerk to promote VHC vacancies on FB page and ask villagers.

Cllr Laker to ask partner and Cllr Beadsley to ask PMC to include in newsletter.

062.17

AGENDA ITEM 11: CORRESPONDENCE & INVITATIONS RECEIVED 4TH JULY – 11 SEPTEMBER 2017

DATE	FROM	DETAIL	ACTION
5-Jul	SALC	Opportunities for PC's to support Health & Wellbeing in West Sussex	Clerk distributed info to Cllrs
27-Jul	CDC	All Parishes Meeting - Wednesday 20 September at East Pallant House, Chichester. Start at 7.00 pm, with a buffet available from 6.00 pm, and to finish by 9.00 pm.	Cllr Thomas attending
28-Jul	SDNPA	The SDNPA will be holding a series of Parish workshops which will cover: Launch of the South Downs Local Plan Pre Submission Consultation Review of the South Downs Partnership Management Plan Community Infrastructure Levy – A Parish Council’s role 4 October 2017, West Sussex Parishes workshops, Memorial Hall, South Downs Centre 6.30 – 9.30	Cllr Thomas & Cllr Davies attending

29-Jul	SALC	<p>West Sussex ALC AGM & Autumn Conference 2017 AGM to be held at The Lodge Hill Centre, Watersfield, Pulborough, RH20 1LZ on Wednesday 4 October 2017 at 10:00 followed by conference until 16:00 AGM is free, conference is £40 + VAT</p>	<p>Sent to all Cllrs If want to attend, need to book on</p> <p>https://www.surveymonkey.co.uk/r/8NDX7ZF</p>
25-Aug	Shona Turner CDC	<p>North East Parishes Community Forum meeting 6th September 2017 The Old Library, Knockhundred Row, Midhurst, GU29 9DQ Starting at 7.00pm (Arrival and refreshments from 6.30pm)</p>	Chairman attending
20-Aug	Matt Davey, Director of Highways and Transport, WSCC	<p>West Sussex Cycle Summit - 9th October Event is being organised by the West Sussex Cycle Forum in association with WSCC. The afternoon is specifically designed for councillors, officers and decision-makers. Monday 9th October 1:00pm-4:30pm County Hall North, Parkside, Horsham, RH12 1XH Places are limited, so to be sure of reserving your free priority ticket click on the link below and select REGISTER. https://www.eventbrite.co.uk/e/west-sussex-cycle-summit-tickets-35479420903</p>	Sent to all Cllrs. Book on if want to attend.
4-Sep	SDNPA	<p>SDNPA PUBLIC NOTICE OF PUBLICATION OF THE PETWORTH NEIGHBOURHOOD DEVELOPMENT PLAN CONSULTATION FROM MONDAY 4 SEPT 2017 TO MONDAY 16 OCTOBER 2017 Copies of the Plan and supporting documents are available to view on the South Downs National Park Authority website: www.southdowns.gov.uk/petworth-ndp Hard copies are available for inspection between 09.00 and 17.00 Monday to Thursday and 16.30 on a Friday at the South Downs National Park Authority's office, Petworth Library between Monday to Friday 13:00 to 15:00, Thursday, Friday and Saturday 09:00 to 13:00 and Petworth Town Council offices (please check with the Town Council for opening times) South Downs National Park Authority, South Downs Centre, North Street, Midhurst, West Sussex, GU29 9DH. Petworth Library, Rosemary Lane, High Street, Petworth, West Sussex, GU28 0AU Petworth Town Council offices, Golden Square, Petworth, West Sussex, GU28 0AP</p>	Cllrs to make a representation by email or in writing if they wish
11-Sep	SSALC	<p>Creating Dementia-Friendly Communities Leaflet from the Alzheimer's Society - 'A guide for MPs and councillors to create dementia-friendly communities in England'. https://www.alzheimers.org.uk/download/downloads/id/1977/a_guide_for_mps_and_councillors_to_create_dementia-friendly_communities_in_england.pdf</p>	FYI - May find info useful

Upcoming meetings:

20-Sep All Parishes, CDC. Cllr Thomas attending.

21-Sep New Councillor Training for Cllr O'Sullivan and Cllr Laker. This has now been cancelled and awaiting new dates.

4-Oct SDNPA Parish Workshops, Midhurst. Cllr Thomas & Cllr Davis attending.

<p>4-Oct SALC West Sussex AGM & Conference. No Cllrs attending.</p> <p>7-Nov Heath End Liasion Group. Cllr Davies & Cllr Leyson attending.</p> <p>14-Nov North Chichester County Local Committee 7pm. Venue TBC. Open to anyone to attend</p>	
<p>The meeting closed at 21:20</p> <p>The next planning meeting will be held on Tuesday 3 October 2017, 14:30 at Duncton Village Hall.</p> <p>The next Full Council meeting will be held on Tuesday 14 November 2017, 19:00 at Duncton Village Hall.</p>	
<p>These minutes are an accurate record of the meeting</p> <p>Signed:</p> <p>Name & Position:</p> <p>Date:</p>	

DRAFT