

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

TUESDAY 13<sup>th</sup> SEPTEMBER 2016 AT 19:00

DUNCTON VILLAGE HALL

	<b>ACTION</b>
<p><b><u>PRESENT</u></b></p> <p>Cllr Marie Bracey, Chairman; Cllr Chris Davies; Cllr Peter Thomas, Cllr Vincent Leyson, Cllr Nick Moore, Cllr Andy Beadsley (arrived late at 20:00) and Parish Clerk &amp; Proper Officer Jane Landstrom</p>	
<p><b><u>IN ATTENDANCE</u></b></p> <p>John Elliott, Chichester District Councillor, Bury Ward; Lucy and David Burley; and John Mayes (arrived late at 19:30)</p>	
<p><b><u>044.16</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 Patrick Darley and County Councillor Michael Brown sent their apologies and were not present.</p>	
<p><b><u>045.16</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>Cllr Bracey noted that she had now sold her house in Lodge Green so needed to update her register of interests (ROI). The Clerk said that she would send a new form for her to complete and the Clerk would update the ROI log, send to CDC and update the website.</p>	<p><b>Clerk to email new ROI form to Cllr Bracey and send to CDC once complete &amp; update website</b></p>
<p><b><u>046.16</u></b></p> <p><b>AGENDA ITEM 3: MINUTES OF THE PREVIOUS MEETING HELD ON 5 JULY 2016 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 Bracey duly signed the minutes.</p>	
<p><b><u>047.16</u></b></p> <p><b>AGENDA ITEM 4: COUNTY COUNCILLOR'S REPORT – MICHAEL BROWN, WSCC</b></p> <p>Cllr Brown sent his apologies and was not in attendance. He did not provide a report.</p>	
<p><b><u>048.16</u></b></p> <p><b>AGENDA ITEM 5: DISTRICT COUNCILLOR'S REPORT – JOHN ELLIOTT, CDC</b></p> <p>Cllr Elliott reported that CDC wasn't fully operational following the summer recess however the Local Government Boundary Commission are pressing ahead with their review which has recommended that his area, Bury Ward will grow in size and now also include 2 more Parishes - Fittleworth and Stopham. This will increase his workload and add another 2 sets of meetings to his already busy schedule.</p> <p>He mentioned the All Parishes meeting on 28<sup>th</sup> September and reminded the PC that they may wish to attend.</p>	

**049.16**

**AGENDA ITEM 9 : PLANNING - Applications and decisions 6th July – 13th September 2016**

As Lucy and David Burley were in attendance regarding the Point House Planning application, Cllr Bracey moved this up the agenda.

**SDNP/16/01871/FUL – Point House, Dye House Lane. Erection of general purpose agricultural/forestry building.**

Cllr Bracey invited David and Lucy Burley to talk to the Council about their application and David Burley explained how he is keen to erect a building to store his machinery in which he uses to care for the woodland. He said that he hadn't realised how big the dimensions were in the original submission but these have now been revised and scaled down (Original dimensions - Length: 16m x Width: 10m x Height to eaves: 3m x Height to ridge: 5.7m. Revised dimensions - Length: 11.7m x Width: 6.9 x Height to eaves: 3m x Height to ridge: 4.9m) The building will now be the size of a 3 car garage, timber clad and will house a mini tractor.

After consideration, the PC agreed that as the size had been reduced, they no longer object to the application and would support it. It was **RESOLVED** that the Clerk would input the following comments to SDNPA – 'Dunston Parish Council support this application'.

Cllr Bracey thanked David and Lucy Burley and said they were welcome to either leave or stay. They stayed until the meeting closed.

**SDNP/16/01733/FUL – Laudacre Cottage, Beechwood Lane. Replacement dwelling, garage and associated works. Amendments to associated design approved under SDNP/15/04466/FUL.**

The application was discussed and the Clerk advised that the original application has been revised and that the dimensions remain the same however the siting has been altered and a new location plan has been submitted. The PC's original comments were 'Dunston Parish Council object to this application due to the scale and high roof of the proposed garage and the proximity to an existing tree on the neighbouring property with the danger of damage to that tree's root system.'

After consideration, it was felt that the PC still objected to the application and it was **RESOLVED** that the Clerk would input the following comments to the SDNPA 'Dunston Parish Council still object to this application. We do not feel the changes to the plans give any grounds to revise our previous comments'.

**SDNP/16/03078/FUL – Burton Park Farm, Burton Park Road. The proposed replacement and change of use of redundant dairy buildings to office accommodation**

The application was discussed and it was **RESOLVED** that the Clerk would input the following comments to the SDNPA 'Dunston Parish Council support this application'.

**SDNP/16/04441/HOUS – 1 Boderton Mews, Burton Park. 2 storey rear and side extension with internal alterations.**

The Clerk made everyone aware that this was where she currently lives as a tenant and the application has been put in by the owner who wishes to move into the property sometime in the future. She said that she would not comment on the application.

The application was discussed and it was **RESOLVED** that Cllr Bracey would contact the Petworth Management Company (PMC) and ask that they make residents of Burton Park aware that this application has been submitted and that they may wish to comment via the SDNPA planning public access system. Councillors should think about the application and send back any comments they have to the Clerk by 27<sup>th</sup> September, in time for the 4 October deadline for comment. The Clerk would collate the comments, suggest a comment from the PC and ask councillors to vote via email.

**PC Decisions from the planning meeting held on 1 August.**

**Clerk to input decisions on to SDNPA planning website**

**Clerk to send all councillors the planning reference & link**

**Cllrs to respond by 27 Sept deadline**

**Cllr Bracey to inform PMC asking them to advise residents**

<p>The Clerk advised that the following decision was made at the last planning meeting and comments submitted to the SDNPA planning portal:</p> <p><b>SDNP/16/03384/HOUS - Willow Cottage, High Street, Duncton, GU28 0LB.</b> Rear two storey extension and side single storey extension</p> <p>‘Duncton Parish Council have no objection to this application.’</p> <p><b>SDNPA Decisions made since last meeting:</b></p> <p><b>SDNP/16/01807/CND - Chingford Pond, Crouch Lane, Barlavington, West Sussex - Approved 18 July.</b></p> <p><b>SDNP/16/00186/HOUS - 17 Willett Close Duncton West Sussex GU28 0LA - Approved 29 July.</b></p> <p>John Mayes arrived at the meeting at 19:30</p>	
<p><b>050.16</b></p> <p><b>AGENDA ITEM 8.v: Jeffries View Point</b></p> <p>Due to the arrival of John Mayes, Cllr Bracey moved this item up the agenda and asked John and the Clerk to update the Council.</p> <p>The Clerk explained that she had received an email from a Parishioner enquiring about the blocked view caused by the large trees and over grown vegetation. She then got in touch with WSCC and Steve Hodd, Highways has partially cut it back but only as far as he can reach over the barrier. Steve thinks that WSCC own approximately 3m past the barrier but not as far as the overgrown trees. He has checked the Terrier map and it indicates that Highways and Transport do own it but it does not appear to have been handed over to them. He has asked Highway Boundaries to investigate and will get back to us when he has any further information. He has confirmed that as per Land Registry details the land north of the viewpoint is owned by Donald Charles Macpherson of 28 Campden Hill Square, London.</p> <p>John Mayes explained that he has met and spoken to the landowner Donald Macpherson who agrees that the growing trees are causing a problem and should be rectified although is concerned about the cost, especially as he isn't obliged to take any action. The visibility from the view point would be restored by cutting out the tops of about six or more of the well-established trees. The trees in question are on a steep part of the escarpment and the operation would be quite expensive. He has had a quote from Alderton's a well-established local firm who have quoted £400 per day for 2 people, with the expectation of 2-3 days work, totalling circa £1,500.</p> <p>John has also spoken with Robert Self, Chairman of the South Downs Society (SDS) Rights of Way Committee. He has visited the site and will be attending a meeting between SDS and the SDNPA, on 18 October where the viewpoint will be raised.</p> <p>After discussion, it was <b>RESOLVED</b> that the PC support this and would like to see the view restored at the Viewpoint. The PC will write a letter to the SDNPA adding their support to this matter and asking for SDNPA support in getting this resolved. John Mayes to provide the contact at SDNPA. The Clerk will also investigate funding from Rees Jeffries Road Fund.</p> <p><b>Footpath(FP) 710</b></p> <p>The Clerk also bought up the issue of FP710- a pathway that runs westwards across the escarpment from Duncton Hanger and leads directly down to a point on the A285 about halfway up Duncton Hill. The final approach onto the road is very steep and dangerous especially when there are wet leaves on top of the chalk base, making it very difficult for walkers to safely use. It also leads directly onto the busy main road.</p> <p>John Mayes went on to explain that there is a pathway which branches off the 710 and leads to a point opposite Jeffry's viewpoint. This is not a Public Right of Way (PROW) but it is frequently used by walkers who wish to get to the viewpoint from the East. John has asked WSCC what can be done to bring this short section of path into legal use for the safety of walkers to make it a PROW and WSCC have replied</p>	<p><b>John Mayes to give Clerk contact at SDNPA</b></p> <p><b>Clerk to write letter to SDNPA lending our support</b></p> <p><b>Clerk to investigate funding from Rees Jeffrey's Road Fund</b></p>

<p>saying that it would require the landowner to enter into a formal agreement with WSCC to allow public access on a permissive basis. This would hand over maintenance responsibility to WSCC for a set period of time (usually 10 years but we would have to make sure the surface was acceptable before we took on the responsibility for it. The best course of action would be to establish ownership and contact them directly to see if they would accept such a proposal and if so get them to contact WSCC directly.</p> <p>After discussion, it was <b>RESOLVED</b> that the PC support this and would like to see a PROW instated. Cllr Bracey commented that its most likely part of the Barlavington Estate owned by Sebastian Anstruther and that she would get in touch with him about the issue and take it from there.</p> <p>John Mayes left the meeting at 20:05.</p>	<p><b>Cllr Bracey to contact Barlavington Estate about setting up a PROW.</b></p>
<p><b><u>051.16</u></b></p> <p><b>AGENDA ITEM 6: COUNCILLORS &amp; CLERK TO REPORT BACK ON ACTION POINTS FROM PREVIOUS MEETING AND ANY OTHER BUSINESS (AOB)</b></p> <p><b>Footpaths and verges</b> - <i>Clerk to get in touch with WSCC re the verges and footpaths and also the landowner re the cutting back of the hedge along Duncton Straight.</i></p> <p>The Clerk reported that she reported this to WSCC via their Love West Sussex App and has also been in touch with Steve Hodd from Highways. The Footpath along the straight has been added to siding list along with the footpath on Burton Park road and will be sided at the same time once funds are available. This work is usually done in November.</p> <p>The verges have been cut back by WSCC as well as the overhanging vegetation on the footpath near the Catholic Church which is on highways land so WSCC's responsibility.</p> <p>The hedge along the straight needs cutting back and this is the responsibility of the landowner. Cllr Beadsley said that he has spoken to his tenant who rents the land from him and that he will do this over the coming weeks.</p> <p>It was <b>RESOLVED</b> that the Clerk waited until November and if the pavements have not been sided to chase WSCC.</p> <p><b>Grants</b> - <i>Cllr Bracey to mention CDC Grant to Chair of Village Hall Committee</i></p> <p>Cllr Bracey confirmed that this had been done. No further action required.</p> <p><b>Heath End Quarry Appeal Hearing</b> - <i>Cllr Davies &amp; Cllr Moore along with Liz and Simon Williams to attend and support the SDNPA.</i></p> <p>Cllr Moore updated the PC and said that the hearing did go ahead and it was agreed at the planning meeting on 1 August that Cllr Bracey would write a response regarding the draft conditions that were discussed at the hearing and submit it by the 9 August deadline on behalf of the PC. Cllr Bracey submitted the response and on 8 September the PC were notified of the outcome.</p> <p>SDNPA to pay for costs relating to the hearing, Dudman's first appeal was overturned but the second upheld. Sand extraction will need to cease in 5 years by Dec 2021 and they will have 18 months afterwards to restore it.</p> <p>Cllr Bracey asked if the PC felt it should do anything more and Cllr Moore commented that he felt the PC should ask the SDNPA for a meeting to discuss the outcome and to understand how the SDNPA will ensure the conditions are met. It was <b>RESOLVED</b> that this would be a sensible course of action. Cllr Bracey thanked Cllr Moore, Cllr Davies and Liz and Simon Williams for all their hard work.</p> <p><b>Playground</b> - <i>Clerk to seek advice from Cllr John Elliott about whether a certificate is required for the playground.</i></p> <p>The Clerk reported that Cllr Elliott has spoken to the CDC Planning dept. and he has confirmed that there</p>	<p><b>Clerk to monitor pavements and if not sided by Nov, to chase with WSCC</b></p> <p><b>Cllr Bracey to write to Tim Slaney at SDNPA asking for a meeting</b></p>

isn't a need to obtain a certificate and that we should proceed without one.

It was **RESOLVED** that the PC would not obtain a certificate in regards to planning permission. No further action required.

*Clerk to chase Hyde Martlett with deadline for funding*

The Clerk commented that she has had email contact with Shaun Nawaz, Service Charge and Commercial Manager, Hyde Group who has confirmed that Hyde will approve the amendment to the lease with all costings going to the Parish in regards to Legal Costs. It will be an alteration to the lease just stipulating that the new area will be set out on the same grounds as the original one. The Clerk has again been in contact asking how much these costs will be and has had a reply saying that they have chased their solicitors in regards to the amendment and costings and will get back to us.

The Clerk advised that the closing date for next round of applications to CDC is Friday 18 November with the panel hearing on Thursday 19 January.

After discussion, it was **RESOLVED** that the PC should aim to have an application in for the November deadline but before an application was put in, to invite the CDC grant panel to the site. Cllr Bracey, Cllr Thomas and Clerk will attend.

*Cllr Thomas to obtain quotes for playground repairs*

Cllr Thomas explained that following the playground inspection report in July, it was recommended to repair the matting where it has come away and there is a gap. He has received a quote from Playsafe of £557 to replace the whole graphic as they state there is no way of sealing the gap without cutting out the rubber and re-laying at least a strip and all this would do is create two seams instead of one that will inevitably split again in the future. That is why he has costed to replace the whole graphic. This also includes fixing a new shackle.

The matting was replaced by Playsafe in 2014 and is only 2 years old. Both the Clerk and Cllr Thomas have checked to see if it's under warranty and it's not.

After discussion, it was **RESOLVED** that this should be looked at when the playground is renewed and will be included in the work that Playdale do.

Cllr Bracey mentioned that there had been an accident at the playground on Monday 12<sup>th</sup> September which needs to be minuted. The Clerk's son, fell off the slide and broke his arm requiring an operation to reset the bone and a plaster caste. He is ok and should be returning to school on Thursday 15<sup>th</sup>.

**Community Action Day** - Clerk to write letter of thanks to Clive Thorpe and indicate that we want to be involved again next year

The Clerk reported that this has been done.

**References** - as per the PC's insurance conditions, Cllr Bracey to obtain references for the Clerk

Cllr Bracey reported that she has asked John Elliott, Chairman of Singleton Parish Council where the Clerk also Clerk and is waiting for him to respond.

**Website** – various actions

The Clerk reported that she had actioned the following:

- Changed 'News' to 'Village News'

Clerk to set up a meeting at the playground with Cllr Bracey, Cllr Thomas, herself and CDC grant panel.

Cllr Thomas & Clerk to ask Playdale to quote when doing work

Cllr Bracey to chase John Elliott for reference

- Made the new website live and redirecting the domain name done
- Chased receipt of transparency funds. £1,568.59 received in our account 27 July.
- Uploaded new FOI policy – done

She commented that she still has to publish content for the planning and village info & contacts pages.

**Tree Council - Clerk to chase plaque.**

Cllr Davies commented that he finally took delivery of the plaque but it has a flimsy plastic spike and after an email round robin, it was **RESOLVED** that Cllr Davies should spend up to £50 to weld a metal spike to ensure longevity. This has now been done so no further action required.

**Defibrillator- Cllr Thomas to keep progressing**

Cllr Thomas said that the British Heart Foundation (BHF) have agreed to provide a defibrillator and training for a cost of £400 and that the Martin Dallen Trust will cover costs up to £1,000, leaving us £600 to buy a cabinet.

Cllr Thomas reported that he has received a quote from SSE for £2,106.13 plus VAT, totalling £2,527.36 for them to provide electricity to the defibrillator. If we want them to do the excavations as well it will cost a further £2,500 - £3,000.

We have had the approval of WSCC to site it in the lay by and they have drafted the permission our perusal, and want to know whether we would find the terms and conditions acceptable. If we decide to sign the form, we need to provide a plan showing the precise location of it.

There was agreement that these costs were too high and that the PC could not cover them and Cllr Moore asked if the defibrillator could run from solar power rather than an electrical connection. Cllr Thomas would look into this.

Following discussion, it was **RESOLVED** that even though the preference is to site the defibrillator in the lay by, it just may not be possible, and that the next best alternative is to site it at the village hall and to provide signage in the village. Cllr Beadsley commented that there was a village hall management committee (VHMC) meeting tomorrow night (Wednesday 14<sup>th</sup> Sept) and that Cllr Thomas should attend and ask if they were happy for the defibrillator to be sited at the hall. Cllr Thomas would then contact the BHF to see if they would be happy to still provide the defibrillator bearing in mind the change of location.

Cllr Thomas said that the Martin Dallen Trust were keen to pay the £1,000 and the Clerk advised that the money needs to come into the PC account and that the PC needs to buy the defibrillator so it can be logged as an asset and will also benefit from not having to pay any VAT.

**Operation Watershed Funding - Cllr Bracey to talk to Keith Gadd about any further works required**

Cllr Bracey reported that she hasn't had a chance to talk to Keith Gadd but she will.

**Winter Maintenance Plan - Cllr Davies to check salt supplies and reply back to WSCC by 5 Sept deadline and update Winter Plan**

Cllr Davies reported that the salt audit has been done and sent back to WSCC by the deadline. He has also asked them to collect the broken yellow grit bin at the bottom of Duncton Hill.

The Clerk said that the Winter Plan has been updated, and sent a copy to all councillors to review before approval. It was **RESOLVED** to approve the plan and the Clerk to send to WSCC and promote on the website and Facebook (FB). The Clerk also said that WSCC have advised that notices should be displayed on the inside of the grit bins advising that people are using the grit on their own initiative and have not been asked or directed by the PC. It was **RESOLVED** that the Clerk should prepare laminated notices and Cllr Davies will attach them to the inside of the bins.

**Clerk to publish content for planning and village info & contacts pages**

**Cllr Thomas to explore solar option, obtain VHMC consent and contact BHF re change of location.**

**Clerk to give Cllr Thomas PC bank details to pass onto Martin Dallen Trust**

**Cllr Bracey to talk to Keith Gadd**

**Clerk to send updated Winter Plan to WSCC and promote on website and FB**

**Clerk to prepare laminated notices & Cllr Davies to attach to inside of bins**

<p><b>Planning</b> - Clerk to check with SDNPA what had changed with Manor Farm application before the PC could comment.</p> <p>The Clerk confirmed that she contacted the case officer Derek Price and he said that the only thing that had changed since the PC supported the application before is the fact that a bat survey has now been done and that another is required as its inconclusive. It was <b>RESOLVED</b> by round robin email to the Cllrs who attended the last meeting that the following comments be submitted which were uploaded to the planning portal:</p> <p>‘Duncton Parish Council are still supportive of this application, however we are keen that the appropriate bat surveys are undertaken and if bats are found to exist that the necessary and relevant precautions are put in place when the work takes place’. No further action is required.</p> <p><i>Clerk to write to SDNPA asking about how they intend to monitor the Quarry site</i></p> <p>The Clerk advised that this has been done and a reply was received from Natalie Chillcott at SDNPA stating that the SDNPA undertake annual monitoring visits to all the sites which fall under the Town and Country Planning Regulations 2012. The waste facility near Duncton quarry does not fall under the regulations and as such the site is a lower priority for the SDNPA to monitor. However, as the site is very close to Duncton quarry which is monitored twice a year there is scope for the SDNPA to undertake a monitoring visit to the waste facility when it monitors Duncton quarry. The next scheduled monitoring visit to Duncton quarry is scheduled to take place on 16th February 2017. No further action is required.</p>	
<p><b><u>052.16</u></b></p> <p><b>AGENDA ITEM 7: ANY OTHER BUSINESS</b></p> <p><b>Burton Pond</b></p> <p>The Clerk reported that she had received an email from Peter Hogan, Countryside Ranger at WSCC about Burton Mill Pond asking people not to swim in it as WSCC are receiving increasing reports of wild-swimming on the pond, and they are concerned about this matter for two reasons - public safety and negative impact on wildlife. He is going to write an article that the Parish Magazine and ourselves can promote prompting people in the locality to reconsider undertaking wild swimming at the Pond.</p> <p>It was <b>RESOLVED</b> that as WSCC own the pond, it’s up to them how its used and that we should await the article from WSCC and help promote it where we can.</p>	<p><b>Clerk to send article to Parish mag and promote on website and village FB page.</b></p>
<p><b><u>053.16</u></b></p> <p><b>AGENDA ITEM 8: VILLAGE MATTERS THAT HAVE ARISEN SINCE LAST MEETING</b></p> <p><b>i. Village Clean up</b></p> <p>After discussion, it was <b>RESOLVED</b> that the PC should help organise a village clean-up day to include litter picking and weed removal and that this should take place in January. It was agreed to plan this at the next meeting.</p> <p>The Clerk mentioned that she had received an email from Dan Slattery in the village who has offered to do a tidy up job and it was <b>RESOLVED</b> that we should ask him if he would be happy to clear the weeds growing from the pavement near where he lives.</p> <p><b>ii. Location of defibrillator</b></p> <p>This was already discussed earlier in the meeting under 051.16</p> <p><b>iii. Chichester Electoral Review</b></p> <p>After discussion, it was <b>RESOLVED</b> that as a PC we should submit the following comments to Chichester District Council with regards to the Electoral review – ‘Duncton Parish Council feels that the proposed</p>	<p><b>Clerk to include on November agenda</b></p> <p><b>Clerk to ask Dan Slattery if he would be willing to do a tidy up job</b></p> <p><b>Clerk to submit comments to</b></p>

changes to what is currently Bury Ward and proposed to be Fittleworth Ward, means that our District Councillor, John Elliott will be taking on 2 new Parishes (Fittleworth and Stopham) and that this will put additional burden on him and may in the future discourage people from standing and weaken our representation'.

**iv. A27 Proposals**

The Clerk mentioned that Chichester District Association Local Councils (CDALC) has been in touch saying that if individual parishes in Chichester District reached a view on which of the various proposals being consulted upon by Highways England to support, then to let their Chair know so that, in the event of there being a consensus, he would as CDALC write to HE accordingly.

After discussion, it was **RESOLVED** that as Duncton are not close enough to the A27 and the proposals don't directly affect the Parish, that we as a PC wouldn't take a view on this and have instead asked residents and councillors to respond on an individual basis if they want to.

**v. Jeffries View Point, Duncton Hill**

This was already discussed earlier in the meeting under 050.16

**vi. Fireworks**

Cllr Bracey reported that the Village Hall Committee are kindly organising the fireworks again this year. Martin Fleetwood is again buying the fireworks and organising the firework show and bonfire. The PC have set aside £750 in total to cover this which is made up of £500 donations and £250 from PC funds. Trevor Gibbs has agreed to do the lighting. Cllr Bracy will ensure something goes in the October Parish magazine and the Clerk agreed to promote on the Duncton Village Notice Board closer to the time early November.

**vii. Planning for the future – 3 year plan**

There was agreement that the Council would benefit from a 3 year plan and have some common aims and objectives. The Clerk mentioned that the Chief Executive of SALC offers to do free visioning sessions and it was **RESOLVED** that we should invite him to either the November or January meeting.

**Philip Coleman at CDC**

**Clerk to advise CDALC that PC will not be putting forward a view**

**Cllr Bracey to ensure notice in Parish magazine**

**Clerk to invite Trevor Lego to visioning session**

**054.16**

**AGENDA ITEM 10: CLERKS REPORT INCLUDING FINANCE**

**i. Approval of Payments**

The Clerk advised that no payments have been approved and made since the last meeting.

The following payments were approved at the meeting and the approval of payments form signed:

EXPENDITURE	DETAIL	DATE (TO BE) PAID	AMOUNT
PFK Little John	Audit and Annual return 2015-16	13-Sep-16	£ 120.00
Easy Space Ltd	5 years email	13-Sep-16	£ 85.82
Chris Davies	Welding of metal spike for tree plaque	13-Sep-16	£ 40.00

<b>Clerk's Salary</b>			
Paid quarterly on 1 March / 5 July / 6 Sept / 10 Jan			
25 hours per month @ £14.10 hr x 3 months = £1,057.50			
<b>13 September payment due</b>			£ 1,057.50
<b>Total salary to clerk</b>			<b>£ 1,057.50</b>

**Clerk to make payments**



The Clerk advised that since last meeting, we have received the following income:

INCOME RECEIVED FROM	DETAIL	DATE REC'D	AMOUNT
SALC	Transparency Claim	27-Jul-16	£ 1,568.59
CDC	2nd half Precept	09-Sep-16	£ 4,000.00

**i. Policies & Regulations**

The Clerk advised that as per SALC guidelines, we still need to have policies on Grievance, Disciplinary, Email & Social Media, Data Protection and Retention of Documents. We also need to update and approve the Risk Register. The Clerk advised that this will be done for the next meeting.

Clerk to write new policies & update risk register

**ii. Other business**

**Notice of Audit from external auditors PFK Little John**

The Clerk Advised that this came back all ok with no recommendations. The Annual Return is available to see on the website under finance and a notice has been displayed on the notice board.

**Clerk's Networking Day**

The Clerk advised that she is booked into this on 1st November 2016, The Felbridge Hotel, East Grinstead. It was **RESOLVED** that the Clerk should attend.

Clerk to attend Clerk's networking

**055.16**

**AGENDA ITEM 11: COUNCILLOR REPORTS INCLUDING UPDATE ON MEETINGS ATTENDED**

Cllr Bracey asked if any councillors had anything further to report and Cllr Moore stated that he had attended the **Briefing and Awareness Training** organised by SALC on 26 July at Lodsworth Village Hall. He reported that it was a repeat of the recent new councillor training he recently attended in Chichester. The only new bits he found of interest were the discussions around how the District and County Councils budgets are being cut back and how more and more services will fall to the PC's in the future as they are free to raise their precepts. Also, SALC is a valuable resource and we should use if we require advice in the future.

Cllr Bracey commented that she feels the speeding and reckless driving in the village isn't getting any better and there has been a spate of very bad accidents recently. She suggested a meeting with WSCC Highways and Chief Inspector Justin Burtenshaw with the aim of sharing experiences and concerns and working together to try to make the villager safer. It was **RESOLVED** that this should be done and that the Clerk should arrange a meeting between the three parties.

Cllr Davies mentioned that Saatchi and Saatchi had been in contact about a film they want to make locally during October about a fleet of drones that can be called upon in an emergency or time of need to provide lighting during the hours of darkness. They want volunteers to help them make it and who have had experiences where they may have been useful. Cllr Davies has put it on the Village Facebook page.

Clerk to arrange meeting with PC, Police and WSCC Highways

**056.16**

**AGENDA ITEM 12: CORRESPONDENCE & INVITATIONS RECEIVED 5 JULY – 12 SEPTEMBER 2016**

DATE	FROM	DETAIL	ACTION AGREED
23-Aug	CDC	All Parishes Meeting Wed 28 September at East Pallant House 7.00 pm, with a buffet available from 6.00 pm, and finish by 9.00 pm. There will be a presentation and discussion on the following – the Housing & Planning Act, Community Land Trusts and home ownership options for first time buyers. There will also be the usual open	Agenda not relevant to Duncton. Clerk to send apologies.

		Q&A session.	
23-Aug	SSALC	Whats new in planning training session. Tuesday 11th October 2016 (registration 1745, 1800 start finishing at 2100 Bradbury Meeting Hall, Lodge Hill Centre, London Road, Watersfield, Nr Pulborough, West Sussex, RH20 1LZ £55 plus VAT each delegate	Not relevant to Duncton and no one to attend.
17-Aug	CDC	Electoral Review of Chichester - Draft Recommendations Eight week public consultation on the Commission's draft recommendations on new ward boundaries across CDC. Closes on 10 October 2016.	Clerk to feedback comments as agreed earlier in the meeting to Philip Coleman at CDC
12-Aug	SDNPA Chris Paterson	South Downs National Park Authority - Town and Parish workshops 23 November starting at 6.30pm in the South Downs Centre, Midhurst The workshops will present proposed land allocations for housing, local green spaces, employment land and gypsy and traveller sites that will be included in the South Downs Local Plan. Town and Parish Councils will be able to view all the proposed sites and be given an opportunity to feedback to the SDNPA	RSVP to Chris Paterson that Cllr Marie Bracey will attend.
<p>The meeting closed at 21.38 hrs.</p> <p><b>The next planning meeting will be held on Tuesday 4 October 2016, 16:30 at Duncton Village Hall.</b></p> <p><b>The next Full Council meeting will be held on Tuesday 8 November 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>			