

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

MONDAY 14<sup>th</sup> JANUARY 2019 AT 19:00

DUNCTON VILLAGE HALL

	ACTION
<p><b><u>PRESENT</u></b></p> <p>Cllr Peter Thomas - Chairman; Cllr Hilary O’Sullivan - Vice Chairman; Cllr Rod Matthews; Cllr Chris Davies; Cllr Andy Beadsley, Cllr Susan Laker, Cllr Vincent Leysen and Parish Clerk &amp; Proper Officer Jane Landstrom.</p>	
<p><b><u>IN ATTENDANCE</u></b></p> <p>Jon Forster, County Road Safety Group Manager, WSCC; David Bradford, West Sussex County Councillor and seven villagers.</p>	
<p><b><u>001.19</u></b></p> <p><b>AGENDA ITEM 1: WELCOME AND TO RECEIVE &amp; APPROVE APOLOGIES FOR ABSENCE</b></p> <p>The Chairman welcomed everyone, especially our guest Jon Forster and the general public and wished everyone a Happy New Year.</p> <p>John Elliott, Chichester District Councillor was not present.</p>	
<p><b><u>002.19</u></b></p> <p><b>AGENDA ITEM 2: DECLARATION OF PERSONAL OR PREJUDICIAL INTERESTS BY COUNCILLORS AND CHANGES TO THEIR REGISTER OF INTERESTS</b></p> <p>There were no declarations of interest declared or changes to the register of interests.</p>	
<p><b><u>003.19</u></b></p> <p><b>AGENDA ITEM 3: COUNTY COUNCILLOR’S REPORT – MR DAVID BRADFORD, WSCC</b></p> <p>Cllr Bradford commented that WSCC are working through their draft budget which indicates a 3% rise in expenditure plus 2% on adult social care. This has not yet been announced and will be added to Council Tax.</p> <p>Cllr Thomas introduced Jon Forster, County Road Safety Group Manager at WSCC and commented that 2018 has seen two fatalities on the A285 along with two serious injuries and potentially more incidents we are unaware of. He asked what villagers and the Parish Council can do as a community to help WSCC look at possible solutions in terms of better signage, speed limits and discipline.</p> <p>Jon Forster commented that he can’t disclose much detail about the recent fatality at Dog Kennel Cottages as it’s under Police investigation.</p> <p>He explained that following a fatality on the roads, WSCC are immediately informed and both WSCC and the Police commence investigations. If there are 5 Police reported incidents of accident and injury reported in 3 years, this also triggers an investigation from WSCC into possible solutions.</p> <p>WSCC have secured £2.4 mill funding for road widening to produce a new safety edge on the A285 and Balfour Beatty has already commenced these works. The problem with the A285 is that it is a substandard road, with narrow, twisty areas which makes it challenging and non-forgiving to drive. The idea behind a wider safety edge is to give more recovery time if vehicles start to deviate from the road.</p> <p>Villagers and councillors questioned the likely effectiveness of widening the road and asked if in fact drivers will speed up. Jon replied commenting that this may happen but that following the works, the</p>	

<p>road will be monitored through a speed survey to test the effectiveness. He also commented that the driving lanes themselves will be no wider than they currently are.</p> <p>Jon noted that the areas at Dog Kennel Cottages and Seaford bends are two known problem areas. Before the new signage was installed at the Seaford bends, there were 13 accidents and since that time, it has been less than 5 so there is evidence the solution has been effective. WSCC are in talks with Seaford and Barlavington Estate about further safety measures including chevrons at the Seaford entrance and cutting back the hedge, and reprofiling the road on the bend.</p> <p>Villagers commented that the Seaford entrance is much busier now than it used to be in part because the School is doing well and now has a waiting list and because of the new Wallace Square housing development.</p> <p>What WSCC are unaware of are the damage only accidents and the near misses and said that it would be useful for them to know about these as well.</p> <p>Following discussion, it was <b>RESOLVED</b> that:</p> <ol style="list-style-type: none"> <li>1. Jon will share with the Clerk the spreadsheet WSCC have developed for recording all road incidents including the near misses. The PC can then appeal to Parishioners to report all incidents to the Clerk who can log and share with WSCC.  One villager commented that since the recent fatality at Dog kennel Cottages, there have been 2 near misses and Jon agreed that these can and should be added to the spreadsheet.</li> <li>2. WSCC will consider installing both a maximum speed and tractors turning signs on the bend near Dog Kennel Cottages. They will also check that the traffic speed counter which was knocked over in the recent collision is still working.</li> <li>3. WSCC will lend the Duncton Speed Watch group its speed indicator sign so this can be used during future speed watch sessions.</li> <li>4. Better signage is required at the entrance to Church Lane from A285 as the current sign doesn't show the lane / concealed entrance. There was a recent near miss where someone was knocked over. WSCC agreed to review the signage.</li> <li>5. WSCC will ensure that the high mud banks near the Eartham turning will be levelled out during the widening works.</li> <li>6. WSCC will review whether the road can be reclassified from an A road to a B road to discourage speeding particularly from motorbikes.</li> </ol> <p>Cllr Bradford and Jon Forster left the meeting at 20:03</p>	<p><b>WSCC to share spreadsheet with Clerk &amp; Clerk to promote with village</b></p> <p><b>Villagers to report near misses to Clerk</b></p> <p><b>WSCC to arrange for max speed sign &amp; tractors turning signs to be installed</b></p> <p><b>WSCC to arrange for speed indicator sign to be lend to Duncton Speed watch group</b></p> <p><b>WSCC to review signage on A285 by Church Lane</b></p> <p><b>WSCC to investigate changing road classification</b></p>
<p><b><u>004.19</u></b></p> <p><b>AGENDA ITEM 4: DISTRICT COUNCILLOR'S REPORT – JOHN ELLIOTT, CDC</b></p> <p>Cllr Elliott was not present and there was no report.</p>	
<p><b><u>005.19</u></b></p> <p><b>AGENDA ITEM 5: MINUTES OF THE PREVIOUS MEETING HELD ON 5<sup>th</sup> NOVEMBER 2018 TO BE AGREED AND SIGNED AS A TRUE RECORD</b></p> <p>It was <b>RESOLVED</b> by all councillors that the minutes should be agreed and signed as a true record.</p>	

Chairman Cllr Thomas duly signed the minutes.

**006.19**

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

**AOB:**

**Rubbish**

Following conversations with CDC, the Clerk reported that the large amount of rubbish on the roads and verges appear to be fly tipping and is over a very large area, from Leggs Lane in Cocking, Heyshott, through Heyshott, Graffham, past Cat Hanger Lane and beyond Herringbroom to Duncton Common. CDC are aware and are managing a clean-up operation. No further action required.

**West Sussex Wildlife Trust (WSWT)**

Following conversations with Cllr O'Sullivan, Michael Blencowe from WSWT can attend our Parish meeting on 13th May. He can present a short-illustrated talk with pictures of Burton Mill Pond and the wildlife there and discuss the work they are doing. A walk has then been pencilled in for Friday 31st May for a guided walk around Burton Mill Pond, 10-12:30 although following discussion, it was **RESOLVED** that as its half term, an alternative date may be better.

**Vivien Gosden, Chairman of East Lavington Parish Council (ELPC)**

The Clerk commented that she was sad to hear that Vivien passed away before Christmas. Cllr Thomas mentioned she had been a tremendous support in getting the new footpath agreed and our thoughts are with her family.

**Heath End Shop**

Cllr Thomas commented that the owner of the shop spoke to him asking if he thought there was an appetite for shop to possibly become community owned. Following discussion, it was agreed that although the shop is an asset to the village, the Parish Council itself wouldn't be able to be involved in the running of it. It was **RESOLVED** that Heath End Shop should be offered a slot at the Village Meeting in May for the shop owners to talk about their future plans with villagers.

**Report back on action points from last meeting:**

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

- Promoted spate of car break-ins on FB
- Paid GB Glazing for new glazing in bus shelter
- Responded to the bus consultation on behalf of DPC

**Playground**

**Zip Wire**

The Clerk commented that she still hasn't had a chance to put together a proposal to send to Hyde and will complete ASAP.

**Cllr O'Sullivan to liaise regarding a date for the walk**

**Cllr Thomas to offer slot at Village Meeting**

**Clerk to complete proposal for Zip Wire**

### Re-painting of climbing frame and bench

The Clerk commented that following the last meeting, she has accepted the quote of £350 to inc labour and materials and Sean Brockhurst will be undertaking the work in the Spring.

### Bin

The Clerk commented that following extensive research, she has found a company called Green Scheme Solutions Ltd who make a dual recycling bin with rain cover made with a powder coated steel frame and wood-effect panels made from durable recycled plastic.

Dimensions are H 100 x W 70 x D 40 cm and cost is £329 (ex VAT) with ground fixings an extra £7 (ex VAT). Delivery will be £20 (ex VAT) and fitting would be £170 (ex VAT).

Following discussion, it was **RESOLVED** that the Clerk should order the bin and ask for it to be delivered to Cllr Thomas' house. He has spoken to a villager who will help him remove the old one and fit the new.

### Residents Speed Watch

Cllr O'Sullivan commented that during the cold weather there haven't been any more speed watch sessions, but more are planned for the Spring.

### New PC email addresses

The Clerk asked that everyone should now be using their new @dunpton.org email addresses for all Parish Council business and that with immediate effect, she will send all email correspondence to these addresses. Cllr Thomas and the Clerk agreed to help anyone who was having difficulty with this.

Cllr Laker and Cllr Leysen signed new email summons agreeing that summons to meetings will be sent to their new @dunpton.org addresses.

### Heath End Sandpit

Cllr Thomas reported that following a recent news article in the Petworth and Midhurst Observer on 10<sup>th</sup> January, it appears that both Coopers Moor and Dunpton Common are back on the list of potential sand quarries. Along with seven other sites across Sussex, they are being assessed as part of the SDNPA and WSCC Joint Minerals Local Plan (JMLP) which is open to public consultation until March.

Cllr Thomas went on to say that following a resolution at the September meeting, he did write to the SDNPA asking if there are any mineral extraction sites that have been identified in the Parish and he received a letter back stating that this information will be published in the revised JMLP following the consultation.

Following discussion, it was **RESOLVED** that when details of this consultation are set out, the Clerk will circulate and at the March meeting DPC should consider a response.

Cllr Thomas commented that the files of historical information are still with a villager and he will wait to hear from her about the possibility of storing these at the Village Hall.

Cllr Davies commented that he did not attend the last Heath End Liaison Meeting on 10th December, and it was **RESOLVED** that the Clerk would chase SDNPA for the minutes.

### Local Community Support

Cllr Thomas commented that following the resolution at last meeting to find out more, he has spoken with the Tillingon Scheme and unfortunately, they are not amenable to working with Dunpton Parish. It

Clerk to liaise with Sean about repainting

Clerk to order new bin and Cllr Thomas to arrange disposal of old and fitting of new

Cllr O'Sullivan to plan speed watch sessions for the Spring

ALL Cllrs to use their @dunpton.org email addresses

Clerk to circulate consultation documents and include in agenda for March meeting

Clerk to chase SDNPA for minutes form the last liaison meeting

Cllr O'Sullivan and Cllr Thomas to approach Local Community

<p>was <b>RESOLVED</b> that this is a shame and both he and Cllr O’Sullivan will approach them again.</p>	<p><b>Support Scheme again</b></p>
<p><b>007.19</b></p> <p><b>AGENDA ITEM 7: VILLAGE MATTERS</b></p> <p><b>Village Clean up</b></p> <p>The Clerk asked if the Cllrs would like to organise another village clean up and following discussion, it was <b>RESOLVED</b> that:</p> <ul style="list-style-type: none"> <li>• It should take place mid-morning on Saturday 30<sup>th</sup> March</li> <li>• Take the same format as previous years (Meet at Cricketers with tea and coffee, borrow CDC litter picking equipment)</li> <li>• The Clerk should ask if CDC can lend anymore support to areas which are dangerous including Duncton Hill and Seaford bends</li> </ul> <p><b>Fireworks</b></p> <p>The Clerk commented that last year’s event raised £672.55 in donations plus East Lavington PC’s £250 donation so £922.50 in total.</p> <p>There was agreement that the sound system wasn’t good and needs to be better next year but that the involvement of the school children was great long with the food. It was <b>RESOLVED</b> that the event should take place again this year on Saturday 9<sup>th</sup> November.</p>	<p><b>Clerk to organise &amp; promote litter pick</b></p>
<p><b>008.19</b></p> <p><b>AGENDA ITEM 8: PLANNING</b></p> <p><b>Applications &amp; decisions, 5 November 2018 – 14 January 2019</b></p> <p><b>New applications:</b></p> <p>The following applications were discussed, and comments agreed:</p> <p><b>SDNP/18/06032/LIS</b> - Mr Barry Flannaghan, Burton Mill, Burton Park Road, GU28 0JR</p> <p>Replace 2 no. windows.</p> <p><i>Following our meeting on 14th January where this application was discussed, Duncton Parish Council support this application which will further enhance the building and which forms part of a wider sensitive restoration.</i></p> <p><b>SDNP/18/06425/HOUS &amp; SDNP/18/06426/LIS</b> - The Barlavington Estate, The Cider House, Dye House Lane, Duncton, GU28 0LF</p> <p>Raising roof height of mono pitch roof to north elevation with 3 no. roof lights. Various additions and alterations to fenestration</p> <p><i>Following our meeting on 14th January where this application was discussed, Duncton Parish Council have no objection to raising the roof although there is some concern around the emission of light especially given the above proximity to the garage which also proposes roof lights.</i></p> <p><b>SDNP/18/06427/HOUS</b> - The Barlavington Estate, Duncton Mill House, Dye House Lane, Duncton, GU28 0LF</p>	<p><b>Clerk to input comments into Planning Portal</b></p>

New detached domestic garage/store.

*Following our meeting on 14th January where this application was discussed, Duncton Parish Council have no objection to this application.*

**SDNP/18/06121/HOUS** - Lilac Cottage High Street Duncton GU28 0LB

Erection of detached single storey storage building.

*Following our meeting on 14th January where this application was discussed, Duncton Parish Council have no objection to the proposed storage building but do have some concern over the building line and suggest it's moved back in line with the cottage.*

**SDNP/18/05952/HOUS** - 4 Willett Close, Duncton, GU28 0LA

Proposed single storey side extension.

*Following our meeting on 14th January where this application was discussed, Duncton Parish Council have no objection.*

**SDNP/18/06158/HOUS** - Tall Timbers Burton Park Road Duncton

Installation of replacement fencing on external boundaries. (Planning enforcement case)

*Following our meeting on 14th January where this application was discussed, Duncton Parish Council object to this application. The galvanised metal fence posts are out of character and not in keeping with its rural location.*

**Decisions made:**

None

**Appeal Notification letter - Willow Cottage Duncton - SDNP/17/06433/HOUS**

DPC received a letter from SDNPA on 22nd November stating that the owners of Willow Cottage are submitting an appeal and that if DPC wishes to withdraw any representations we made on the application, we must make this request to the Planning Inspectorate by 23th November 2018.

After discussion with Cllr O'Sullivan, the Planning Chair, it was agreed that the PC's original comments (see below) should stand and not be amended:

Following Duncton Parish Council's planning meeting on 5th February, we have no objection to this application. We understand the desire to develop the dilapidated outbuilding and conservatory but note that the proposed size of the garden room is substantially larger than the existing conservatory.

**009.19**

**AGENDA ITEM 9: CLERK'S REPORT INCLUDING FINANCE**

**Hours worked (Contracted for 25 hrs month)**

Nov – 20

Dec – 15

**Balance = -23**

**2019/2020 Budget and agree Precept**

The Clerk talked through the draft budget she had prepared for 2109/2020 which she had shared with councillors prior to the meeting along with the finances for this current year.

Balances on account as of 8 Jan 2019	£15,356
Expected Income before 31 March 2019	£0
Expected Expenditure before 31 March 2019	£4,604
<b>Expected balances on account as of 31 March 2019</b>	<b>£10,752</b>
Budgeted / Actual Income for 2018/19	£10,500 / £11,518
(More income due to Fireworks & ELPC donation)	
Budgeted / Actual Expenditure for 2018/19	£13,429 / £10,735
(Less expenditure due to not spending on Zip Wire)	
Expected Income 2019/20	£9,240
(If maintain £8,800 Precept + £440 Vat rebate)	
Income & Balance brought forward	£19,992
Expected Expenditure 2019/20	£14,484
Expected Balance carried forward (Reserves)	£5,508

Following discussion, it was **RESOLVED**:

- That the Precept should increase by 2% in line with inflation by £176 to £8,976.
- The 2019/2020 draft budget was agreed.

#### Income & Expenditure – report from the Clerk and approval of payments

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

EXPENDITURE	DETAIL	DATE (TO BE PAID)	AMOUNT
Zurich Insurance	Fireworks insurance	09-Nov-18	£ 56.00
Easy Space Ltd	duncton.org domain annual renewal	01-Jan-19	£ 30.94
KSS Air Ambulance	S137 donation	14-Jan-19	£ 150.00
3 Parishes	S137 donation	14-Jan-09	£ 200.00
Sylvia Beaufoy	S137 donation	14-Jan-19	£ 250.00
Duncton PCC (Church)	S137 donation	14-Jan-19	£ 400.00
Duncton Junior School	S137 donation	14-Jan-19	£ 400.00
<b>Total expenditure</b>			<b>£ 1,486.94</b>

<b>Clerk's Salary</b>			
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Clerk to inform CDC of 2019/2020 Precept of £8,976

Clerk to keep draft budget

Clerk to make payments

Paid quarterly in Jan / March / July / Sept			
25 hours per month @ £14.63 hr x 3 months = £1,097.25			
<b>Payment due January 2019</b>			£ 1,097.25
<b>Total salary to clerk</b>			<b>£ 1,097.25</b>

<b>Clerk's Expenses</b>			
Office allowance £30 pcm. Paid every 6 months in advance in Jan & July - £180			
<b>Payment due January 2019</b>			£ 180.00
<b>Total Expenses</b>			<b>£ 180.00</b>

The Following income has been received since last meeting:

INCOME RECEIVED FROM	DETAIL	DATE REC'D	AMOUNT
Cash donations	Fireworks Event	13-Nov-18	£ 672.55
East Lavington Parish Council	CDC Remembrance Donation	26-Nov-19	£ 250.00
Barclays Bank	Bank Interest	03-Dec-19	£ 6.72
<b>Total income</b>			<b>£ 929.27</b>

The Clerk advised that the bank accounts reconcile:

**Bank Reconciliation - 8 January 2019**

**Balances on accounts**

	£
Current Account	1,218.83
	£
Savings Account	14,137.33
	£
<b>Total</b>	<b>15,356.16</b>

**Less unpresented cheques / online payments**

None	£
	<u><b>15,356.16</b></u>

**Cash Book**

	£
Opening Balance 1 April 2018	9,718.58
	£
Add Receipts for the Year	11,768.65
	£
	<b>21,487.23</b>

	£
Less Payments for the Year	6,131.07

	£
	<u><b>15,356.16</b></u>

**Internal Audit of Accounts**

The Clerk advised that Ros Bitton has agreed to audit the accounts once again and following discussion, it was **RESOLVED** that she should be appointed as the internal auditor and that the Clerk should

**Clerk to**



<p>purchase a thank you gift of £30.</p> <p><b>Elections</b></p> <p>The Clerk commented that following a request from CDC, she has agreed to collect nominations packs from CDC in late February and distribute to those councillors who are standing.</p> <p>She said that nominations should to be completed and returned to CDC by end March with elections taking place on 2 May 2019.</p> <p>The Clerk is attending an Elections &amp; Co-opt briefing event on 26 February.</p>	<p><b>prepare end of year accounts for Ros to audit</b></p>																								
<p><b>010.19</b></p> <p><b>AGENDA ITEM 10: COUNCILLOR REPORTS INCLUDING FEEDBACK FROM MEETINGS ATTENDED</b></p> <p>There were no Councillor reports.</p> <p>Cllrs Davies and Leysen confirmed they were unable to attend the last Heath End Meeting on 10<sup>th</sup> December.</p>																									
<p><b>011.19</b></p> <p><b>AGENDA ITEM 11: CORRESPONDENCE &amp; INVITATIONS RECEIVED 5 NOV 2018 – 14 JANUARY 2019</b></p> <table border="1" data-bbox="57 880 1310 1621"> <thead> <tr> <th>DATE</th> <th>FROM</th> <th>DETAIL</th> <th>ACTION AGREED</th> </tr> </thead> <tbody> <tr> <td>20-Dec</td> <td>WSSC</td> <td>The West Sussex County Council Budget Challenge</td> <td>No response from DPC but if individual cllrs want to respond, complete survey by 13th Jan <a href="https://haveyoursay.westsussex.gov.uk/policy-and-comms/budget-comms/">https://haveyoursay.westsussex.gov.uk/policy-and-comms/budget-comms/</a></td> </tr> <tr> <td>13-Dec</td> <td>CDC</td> <td>Chichester Local Plan Review Preferred Approach Consultation – Dec 2018 to Feb 2019</td> <td>No response from DPC but if individual cllrs want to respond comment online at: <a href="http://www.chichester.gov.uk/localplanreview">www.chichester.gov.uk/localplanreview</a>. By Thursday 7th Feb. Public exhibitions, attended by planning officers, are taking place at Chichester on 14th Jan &amp; Wisborough Green on 15th Feb.</td> </tr> <tr> <td>7-Dec</td> <td>Chris Patters on, SDNPA</td> <td>The new Volunteer Conservation Fund</td> <td>No action req, just FYI <a href="https://www.southdownstrust.org.uk/apply-for-a-grant/">https://www.southdownstrust.org.uk/apply-for-a-grant/</a></td> </tr> <tr> <td>8-Jan</td> <td>Bob Damper</td> <td>South Downs Local Access Forum (SDLAF)</td> <td>No action req, just FYI</td> </tr> </tbody> </table> <p><b>MEETINGS</b></p> <table border="1" data-bbox="57 1740 1310 1883"> <tbody> <tr> <td>5-Mar</td> <td>WSSC</td> <td>County Local Committee (CLC) 7pm, Northchapel Village Hall</td> <td>Cllr Thomas to attend</td> </tr> </tbody> </table>	DATE	FROM	DETAIL	ACTION AGREED	20-Dec	WSSC	The West Sussex County Council Budget Challenge	No response from DPC but if individual cllrs want to respond, complete survey by 13th Jan <a href="https://haveyoursay.westsussex.gov.uk/policy-and-comms/budget-comms/">https://haveyoursay.westsussex.gov.uk/policy-and-comms/budget-comms/</a>	13-Dec	CDC	Chichester Local Plan Review Preferred Approach Consultation – Dec 2018 to Feb 2019	No response from DPC but if individual cllrs want to respond comment online at: <a href="http://www.chichester.gov.uk/localplanreview">www.chichester.gov.uk/localplanreview</a> . By Thursday 7th Feb. Public exhibitions, attended by planning officers, are taking place at Chichester on 14th Jan & Wisborough Green on 15th Feb.	7-Dec	Chris Patters on, SDNPA	The new Volunteer Conservation Fund	No action req, just FYI <a href="https://www.southdownstrust.org.uk/apply-for-a-grant/">https://www.southdownstrust.org.uk/apply-for-a-grant/</a>	8-Jan	Bob Damper	South Downs Local Access Forum (SDLAF)	No action req, just FYI	5-Mar	WSSC	County Local Committee (CLC) 7pm, Northchapel Village Hall	Cllr Thomas to attend	<p><b>Various actions – see left</b></p>
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<p>The meeting closed at 21:40</p> <p>The next <b>Planning Meeting</b> will be held on <b>Tuesday 5 February, 14:30</b> at Duncton Village Hall (if required)</p>																									

The next **Full Council Meeting** will be held on **Monday 4 March, 19:00** at Duncton Village Hall.

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

Signed:

Name & Position:

Date:

DRAFT