

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

TUESDAY 14<sup>th</sup> NOVEMBER 2017 AT 19:00

DUNCTON VILLAGE HALL

	ACTION
<p><b><u>PRESENT</u></b></p> <p>Cllr Peter Thomas, Chairman; Cllr Andy Beadsley; Cllr Hilary O’Sullivan; Cllr Susan Laker and Parish Clerk &amp; Proper Officer Jane Landstrom</p>	
<p><b><u>IN ATTENDANCE</u></b></p> <p>Cllr John Elliott, Chichester District Council; Rod Matthews.</p>	
<p><b><u>063.17</u></b></p> <p><b>AGENDA ITEM 1: WELCOME AND TO RECEIVE &amp; APPROVE APOLOGIES FOR ABSENCE</b></p> <p>The Chairman welcomed everyone. Cllr Vincent Leyson, Cllr Chris Davies and Cllr David Bradford, West Sussex County Council sent their apologies which were approved.</p>	
<p><b><u>064.17</u></b></p> <p><b>AGENDA ITEM 2: DECLARATION OF PERSONAL OR PREJUDICIAL INTERESTS BY COUNCILLORS AND CHANGES TO THEIR REGISTER OF INTERESTS</b></p> <p>There were no declarations of interest declared or changes to the register of interests.</p>	
<p><b><u>065.17</u></b></p> <p><b>AGENDA ITEM 3: Co-option of new Councillor</b></p> <p>It was unanimously <b>RESOLVED</b> to co-opt Rod Matthews as a new Councillor with immediate effect. The relevant forms were completed and signed, and it was agreed that he should attend SALC Councillor training ASAP. In terms of areas of interest / responsibility, it was agreed that as with all Councillors, Cllr Matthews would be part of the Planning Committee and for now, would not lead on any specific area.</p>	<p><b>Clerk to update website, return ROI to CDC and book onto training</b></p>
<p><b><u>066.17</u></b></p> <p><b>AGENDA ITEM 4: COUNTY COUNCILLOR’S REPORT – MR DAVID BRADFORD, WSCC</b></p> <p>Cllr Bradford sent his apologies and did not provide a report.</p>	
<p><b><u>067.17</u></b></p> <p><b>AGENDA ITEM 5: DISTRICT COUNCILLOR’S REPORT – JOHN ELLIOTT, CDC</b></p> <p>Cllr Elliott gave a short update to include:</p> <ul style="list-style-type: none"> <li>• CDC and WSCC are moving forward with the A27 and the ring road solution has been agreed.</li> <li>• It’s only 18 months until the next election in May 2019 and Cllrs are considering whether to stand again.</li> <li>• CDC are encouraging Community Land Trusts. This was discussed, and it was <b>RESOLVED</b> that Cllr O’Sullivan would attend a Sussex Community Housing Hub launch event on 5 December to find out more and perhaps arrange a meeting with Holy Nichols from Midhurst Town Council with East Lavington PC to explore further.</li> <li>• Priory Park in Chichester is to have new railings</li> </ul>	<p><b>Cllr O’Sullivan to attend CLT launch event &amp; report back</b></p>

<ul style="list-style-type: none"> <li>• A proposal to increase car parking in the district (including Petworth and Midhurst) has been put forward</li> <li>• SDNPA consultation closes on 21 November</li> </ul> <p>Cllr Elliott left the meeting at 19:24</p>	<p><b>Cllrs to respond to SDNPA consultation if they wish</b></p>
<p><b><u>068.17</u></b></p> <p><b>AGENDA ITEM 6: MINUTES OF THE PREVIOUS MEETING HELD ON 11<sup>th</sup> SEPTEMBER 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>069.17</u></b></p> <p><b>AGENDA ITEM 7: 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>Chichester District Social Prescribing – Elaine Thomas, Community Wellbeing Manager – CDC</b></p> <p>Following an email which the Clerk shared with all Councillors and discussion, it was <b>RESOLVED</b> that the Clerk would invite Elaine Thomas to a future meeting along with East Lavington PC to understand what is being done to support individuals to tackle issues in their lives that impact on their health and wellbeing and what if any is the role to play by PC’s.</p> <p><b>Community Green Offer - Chichester District Pilot Project</b></p> <p>Following an email that was shared with all councillors, the Clerk commented that the CGO has been developed with the aim of assisting Parish Councils and Community Groups to volunteer to undertake a range of work, important to their communities and will help maintain the highway and improve the street scene in their local area. There is a Tool Library in Midhurst. Following discussion, it was <b>RESOLVED</b> that this may be worthwhile to use when undertaking the annual spring clean particularly when clearing the weeds from the pavement.</p> <p><b>The Clerk reported that the following has been undertaken and no further action is required:</b></p> <ul style="list-style-type: none"> <li>• Contacted Barlavington Estate re foliage on Seaford Bends. Barlavington Estate wrote a letter to DPC on 5 October stating that the hedge will be severely cut back hopefully making it safer for road users who turn into Seaford College.</li> <li>• Cllr Bradford, PT, CD, Clerk, Amy Harte (Clerk ELPC) and Greg Burt (Seaford) met at Seaford bends for site visit</li> <li>• Obtained an update from Heather Lelan, SDNPA regarding the planning enforcement issue at Downsview Farm who confirmed she will be visiting the site and have been in contact with the EA who have undertaken soil sampling and have advised that nothing untoward was found. Based on this finding, the environmental impact may be greater to remove the waste than to leave it in situ. It’s important that the best outcome is achieved and whilst this maybe to require all the waste to be removed, if could also be that just part of it needs to be removed or that the removal may cause disruption to habitat that has been formed in this inert material.</li> <li>• Posted gap analysis planning paper on website</li> <li>• Continually posting relevant information on Village Facebook Page</li> <li>• Promoted Village Hall vacancies on FB page and emailed a couple of villagers directly</li> </ul>	<p><b>Clerk to invite Elaine Thomas to future meeting</b></p> <p><b>Clerk to consider CGO for spring clean</b></p>

**Playground:**

**New Homes Bonus application**

Clerk said she had received confirmation from CDC that DPC has been successful in obtaining £2,900 towards the Zip Wire and that there is still £7,000 exc VAT to raise before the project can go ahead. Following discussion, it was **RESOLVED** that:

- The Clerk should sign the terms and conditions for funding and send back to CDC
- The Clerk and Cllr O’Sullivan should meet with Hyde regarding obtaining support for renewing existing lease and incorporating the new Zip Wire.
- The Clerk and Cllr O’Sullivan to investigate further funding sources including Wicksteed Match Funding, National Lottery, Tesco and WSCC.

**New sign**

The Clerk explained she has obtained the following quotes for a new standalone sign and it was **RESOLVED** that DPC should contract with Ab Fab signs.

Playdale - £360 + VAT plus installation

Ab Fab Signs - £350 + VAT including installation

Steeple Graphics - £400 + VAT including installation

The following wording was also agreed however depending on the advice from Ab Fab signs, the wording may reduce, and the sign may be installed on the railings. Also, the possible new zip wire needs to be included.

*Duncton Play Area*

*No Dogs circular sign / Say no to strangers triangular sign / supervised play circular sign (as per the Playdale example)*

*Adults are responsible for supervising children and overseeing appropriate use of the equipment*

*Please help us keep this play area clean and safe.*

*For comments or to report any damage please contact the Parish Clerk - [www.duncton.org](http://www.duncton.org)*

*The address of this play area is Willett Close, Duncton, West Sussex, GU28 0LA*

**Maintenance**

Following last meeting, Cllr Davies was to inspect the climbing frame and establish the work involved to make good the peeling paint on the underside. Cllr Davies not present and not aware this has been actioned.

**Defibrillator:**

The Clerk reported that:

- Information has been included in the November Parish mag about what to do in emergency and how to become a First Responder. Neither she nor Cllr Laker has received any enquiries.
- She hasn’t yet heard anything further from CHT re new defib and cabinet at layby but will chase
- Laminated ‘Your nearest defibrillator is’ signs have been put up around the village
- She has obtained house information from Burton Park as an example of how house information is presented to the ambulance service and is investigating whether online maps has the function

**Clerk to sign T&C and return to CDC**

**Clerk & Cllr O’Sullivan to meet with Hyde and explore funding**

**Clerk to contact Ab Fab Signs and agree new sign installation**

**Cllr Davies to inspect climbing frame**

**Clerk to chase CHT re new defib**

<p>to provide a map with house information on it.</p> <p>Councillor Laker commented that she has spoken to Paul who did the first defibrillator training and he confirmed that the Burton Park data has been electronically integrated into the ambulance systems which is positive. It was <b>RESOLVED</b> that if the ambulance station requires it, this information should also be provided for the rest of Duncton. Cllr Laker agreed to talk to Tangmere ambulance station asking if they require this information and how best to present it.</p> <p>It was also <b>RESOLVED</b> that another defibrillator training session should be undertaken end March and Cllr Laker to talk to Paul and agree the date.</p> <p><b>Residents Speed Watch</b></p> <p>Councillor O’Sullivan commented that virtually everyone who expressed an interest in being part of the group has completed the online training and the next step is to request roadside training through Jason Lemm, PCSO which will be done in the Spring.</p> <p><b>Leaning wall at Downsview</b></p> <p>The Clerk commented that she has received an update from Katie Kam, WSCC on the 12th October which confirms that the retaining wall is within WSCC’s ownership and that the area office have been instructed to assess the wall and determine what works are required. No further action is required.</p> <p><b>Fireworks event</b></p> <p>The Clerk confirmed that £788.50 was raised from donations, which includes £50 BACS payment from Seaford College. Graffham and Duncton School made £120 profit from selling sweets, sparklers and flashy toys. Everyone agreed it was a great event with workload well shared out between the PC and VHC and will take place again next year.</p> <p><b>Possible footpath from Seaford College to the pub</b></p> <p>Following a draft letter that was circulated to all councillors, the Clerk asked if councillors agreed to a joint letter being sent to WSCC from both ELPC and DPC regarding a possible new footpath from Seaford college into the village. Following discussion, it was <b>RESOLVED</b> that the letter should be sent.</p> <p><b>Travellers Action Plan</b></p> <p>The clerk commented that she has heard back from Piers Taylor, Communities Safety Officer at CDC and he has sent through some information about what to do if we have travellers within the Parish. Basically, it needs to be reported to the Police and CDC. Following discussion, it was <b>RESOLVED</b> that if Cllrs are aware of travellers within Duncton, they should inform the Clerk or Cllr Thomas and they will make the appropriate phone calls.</p>	<p><b>Cllr Laker to talk to ambulance station to understand if information is required for Duncton and in what format it’s best to provide it.</b></p> <p><b>Cllr Laker to set date for Spring training</b></p> <p><b>Cllr O’Sullivan to book roadside training</b></p> <p><b>Clerk to send draft letter to clerk at ELPC asking them to send to WSCC</b></p> <p><b>Cllrs to inform Clerk or Cllr Thomas if they are aware of travellers within the Parish</b></p>
<p><b><u>070.17</u></b></p> <p><b>AGENDA ITEM 8: VILLAGE MATTERS</b></p> <p><b>Rippling &amp; cracking on A285 on Seaford Bend</b></p> <p>The Clerk commented that this was posted on the Village FB page by a resident and she has reported it to WSCC Highways. Steve Hodd, WSCC has reported back saying he is unsure if they will need to carry out repairs or if it is down to their Bridges and Large Structures team.</p>	<p><b>Clerk to monitor road cracking by Seaford bends</b></p>

<p><b>Duncton View Point</b></p> <p>The Clerk commented that John Mayes and herself are meeting Darren Rolfe at the View Point on 4th December to erect a small backless bench made from wood on site. No costs involved. Everyone agreed this was part of the original plan and happy for it to go ahead.</p> <p><b>Removal of Blue heritage plaque at Duncton Cottage</b></p> <p>Cllr Thomas explained that he was made aware that the blue plaque at Duncton Cottage, which is within the conservation area where Florence De Fonblanque once lived (and is now buried in Holy Trinity graveyard) has been removed. Cllr Thomas has sent a letter to the owner kindly asking if they would reinstate the plaque is waiting to hear back.</p>	<p><b>Clerk to help install bench at View Point</b></p> <p><b>Cllr Thomas to monitor response re blue plaque</b></p>
<p><b><u>071.17</u></b></p> <p><b>AGENDA ITEM 9: PLANNING</b></p> <p><b>Applications and decisions 11th September – 14 November 2017 including:</b></p> <p>New applications to agree:</p> <p><b>SDNP/16/05613/LIS &amp; SDNP/16/05612/FUL - The Barlavington Estate, The Barn, Duncton Mill</b></p> <p>Change of use of existing traditional timber framed barn to B1 (office) use</p> <p>Following discussion at the meeting on 14 November, Duncton Parish Council agreed to support this application.</p> <p>Decisions since last meeting:</p> <p><b>SDNP/17/03900/HOUS - Alan Stevens, 17 Willett Close, Duncton</b></p> <p>Change window colour to dark grey on existing property and approved extension</p> <p>"Duncton Parish Council discussed this application at its meeting on 11th September and has no objections."</p> <p>Approved 11 October 2017</p> <p><b>SDNP/17/04269/HOUS &amp; SDNP/17/04271/LIS Nigel Clifford, Bens Cottage 55 High Street, Duncton</b></p> <p>Construction of garden room to replace existing conservatory, replace 4 No. windows on rear elevation</p> <p>"Following their Planning meeting on 3rd October and considering this application, Duncton Parish Council have no objection to this application.</p> <p>Approved 2 Nov 2017</p>	<p><b>Clerk to input decisions onto planning portal</b></p>
<p><b><u>072.17</u></b></p> <p><b>AGENDA ITEM 10: CLERK'S REPORT INCLUDING APPROVAL OF PAYMENTS AND BUDGET PLANNING 2018-19</b></p> <p><b>Hours worked - Contracted 25 hrs month</b></p> <p>Sept – 33 hrs</p> <p>Oct– 16 hrs</p> <p>Nov – circa 30 hrs</p> <p>Current Balance -0.5 hrs in debit (not including Nov)</p>	

## Meeting Dates 2018

The clerk reported that these have been agreed and circulated to all councillors, posted on the Notice board, FB and will be circulated in a village email and in the Parish Magazine.

## How to keep up to date with what's happening in Duncton

The clerk reported that following a comment from a new local resident, notices have been posted on Notice boards, FB and will be circulated in the village email and Parish Magazine.

## New Laptop

The clerk commented that the new laptop is great, and that the old laptop has now been written off on the asset schedule. It was **RESOLVED** that although unlikely as it's so new, £500 should be kept in reserve to purchase a new one if required.

## Laminator

The Clerk explained that she no longer has access to a laminator and it was **RESOLVED** that c£30 plus the cost of pouches could be spent on purchasing a new one. Cllr Beadsley commented that Pat Darley may have a spare one DPC can use.

## Risk Register

An updated risk register was distributed prior to the meeting and following a review of it, it was **RESOLVED** to approve it and that no changes were required.

## Clerk still to do

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

There was a discussion around whether Councillors should have a separate email address to deal with PC emails and it was agreed that thus isn't necessary but that a separate folder would make sense.

## Income & Expenditure – Approval of payments.

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

EXPENDITURE	DETAIL	DATE (TO BE) PAID	AMOUNT
Safety Supply Company	High Vis waistcoats	22-Sep-17	£ 15.43
Currrys / PC World	New laptop & 3 yrs MS Office	16-Oct-17	£ 566.00
Amazon	HDMI cable	01-Nov-17	£ 8.05
Aurora Fireworks	Village Fireworks	07-Nov-17	£ 750.00
<b>Total expenditure</b>			<b>£ 1,339.48</b>

The Clerk advised that the following income has been received:

INCOME RECEIVED FROM	DETAIL	DATE REC'D	AMOUNT
Cash donations	Donations from Fireworks display	12-Nov-17	£ 738.50
<b>Total income</b>			<b>£ 738.50</b>

Clerk to enquire about laminator and purchase new if needs be

Cllrs to review Risk register every 6 months

Clerk to update COC

The Clerk advised that the bank accounts reconcile:

**Bank Reconciliation - 09/11/2017**

**Balances on accounts**

	£
Current Account	923.64
	£
Savings Account	9,062.82
	£
Total	<b>9,986.46</b>

**Less unrepresented cheques / online payments**

None

£  
**9,986.46**

**Cash Book**

	£
Opening Balance 1 April 2017	10,579.24
	£
Add Receipts for the Year	13,191.90
	£
	<b>23,771.14</b>

	£
Less Payments for the Year	13,784.68

£  
**9,986.46**

**Budget Planning**

The Chairman, Cllr Thomas commented that he had received a letter from Helen Martin, Headteacher at Graffham and Duncton school asking if the PC would consider allocating some its budget towards the school as funding was incredibly tight. Following discussion, it was **RESOLVED** that DPC make an immediate contribution of £250 from this year's budget and that as of next financial year, it will make an annual contribution of £400. This money is for the school to spend as they see fit on educational resources.

In terms of budget planning, the Clerk presented a draft budget and there was discussion around what the precept should be for next year. The precept for this year is £8,480 with an expected carry forward of c£5,800. It was agreed that this should be kept in reserve.

As it currently stands with a precept of £8,480, it costs the average band D household £37.25 year. If the precept increases to £9,000 (6% rise which is the same as last year), it will cost the average band D property £39.13 year based on a confirmed tax base of 230 (£1.88 year increase)

It was **RESOLVED** that councillors would consider this and agree the precept at January's meeting.

**Clerk to make £250 payment to G&D Schools and budget £400 every year**

**Cllrs to agree precept at January meeting**

**073.17**

**AGENDA ITEM 11: COUNCILLOR REPORTS INCLUDING FEEDBACK FROM MEETINGS ATTENDED**

Cllr Thomas didn't attend the CDC All Parishes meeting on 20 Sept.

Cllr Thomas & Cllr Davis attended the SDNPA parish Workshops on 4 Oct – nothing of significance to Duncton to report.

Cllr Thomas mentioned that Cllr Davies attended the Heath End Liaison Group on 7 Nov but had not received an update. The Clerk commented that she had been told by a local resident who attended the

meeting that dredging wasn't going as smoothly as they would have hoped with the presence of silt is lowering their expectations for reserves which may mean that Dudman's look again at Coopers Moor and Duncton Common. Cllr Thomas agreed and commented that the local paper was running a story to the same effect. It was **RESOLVED** that the PC should stay close to what is happening at the sand pit.

Cllr O'Sullivan commented that the Burton Pond meeting was postponed but that the reports were shared with all councillors.

There were no other updates / reports from Councillors.

**074.17**

**AGENDA ITEM 12: CORRESPONDENCE & INVITATIONS RECEIVED 11 SEPTEMBER – 14 NOVEMBER 2017**

DATE	FROM	DETAIL	ACTION
23-Oct	Tom Warder, Community Led Housing Manager – AirS	Sussex Community Housing Hub - launch event invitation West Sussex: The Steyning Centre, Tuesday 5th December from 2pm-5pm.	Cllr O'Sullivan attending
1-Nov	Angela Ward, Ranger SDNP	Sussex Pathwatch Information Cards, keyrings & car stickers Report any illegal or irresponsible off-road vehicle activity, please report to Sussex Police on 101 or via pathwatch website: <a href="http://www.pathwatch.info">www.pathwatch.info</a>	FYI
6-Nov	Elaine Thomas, Community Wellbeing Manager, CDC	Chichester District Social Prescribing	Clerk to ask if she will attend future meeting
9-Nov	Chris Paterson, SDNPA	Reminder that the South Downs Pre-Submission Local Plan closes at 23.59 on 21 November	Reply to consultation if wish
11-Nov	Allison Pitts, Ranger SDNPA	Big Community Workparty Sun 26 Nov 11-3pm, Lodge Copse	Attend and help if wish

**UPCOMING MEETINGS**

7-Dec	All Parishes CDC	Thursday 7 <sup>th</sup> Dec, Lodsworth Village Hall. 6.30 arrival & refreshments. 7pm start. Subject - Planning delivery & planning enforcement	Cllr Thomas attending
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The meeting closed at 21:30

**The next planning meeting will be held on Monday 4 December, 14:30 at Duncton Village Hall (if required)**

**The next Full Council meeting will be held on Monday 8 January, 19:00 at Duncton Village Hall.**

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

Signed:

Name & Position:

Date:



DRAFT