

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

MONDAY 4<sup>th</sup> MARCH 2019 AT 19:00

DUNCTON VILLAGE HALL

|  | <b>ACTION</b> |
|--|---------------|
| <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 Vincent Leysen and Parish Clerk &amp; Proper Officer Jane Landstrom.</p>  |               |
| <p><b><u>IN ATTENDANCE</u></b></p> <p>David Bradford, West Sussex County Councillor</p>  |               |
| <p><b><u>011.19</u></b></p> <p><b>AGENDA ITEM 1: WELCOME AND TO RECEIVE &amp; APPROVE APOLOGIES FOR ABSENCE</b></p> <p>The Chairman welcomed everyone and thanked Councillors for their contributions over the last 12 months noting that this would be the last meeting of the existing PC before the elections.</p> <p>There were no apologies for absence.</p> <p>John Elliott, Chichester District Councillor and Cllr’s Andy Beadsley and Susan Laker were not present.</p>   |               |
| <p><b><u>012.19</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>013.19</u></b></p> <p><b>AGENDA ITEM 3: COUNTY COUNCILLOR’S REPORT – MR DAVID BRADFORD, WSCC</b></p> <p>Cllr Bradford reported the following:</p> <ul style="list-style-type: none"> <li>• Velo South won’t go ahead this year and a Major Events Protocol is currently being developed by officers which will provide helpful guidance if WSCC want to hold any form of major event in the future. The Council intends to take the time to better understand resident’s concerns and how they can best be mitigated against and possibly consider planning for an event in 2020.</li> <li>• Cat’s eyes are being removed across the County particularly along the A286 and Cllr Bradford asked DPC to alert him if they become aware of it within Duncton.</li> <li>• WSCC’s precept has been agreed with an increase of 5%, 2% of which will fund adult social care. The Council forecasts that the elderly population will increase by around 50% from 197,000 to 294,000 over the next 20 years.</li> <li>• County Lines is a very serious issue in West Sussex where criminal gangs are setting up a drug dealing operation in a place outside their usual operating area. Gangs will move their drug dealing from London to smaller towns in order to make more money. This can have a really big effect on the community who live there and bring with it serious criminal behaviour. This mostly happens around railway stations but DPC should be aware.</li> </ul> <p>Cllr Bradford left the meeting at 19:30</p> |               |
| <p><b><u>014.19</u></b></p>  |               |

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| <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>015.19</u></b></p> <p><b>AGENDA ITEM 5: MINUTES OF THE PREVIOUS MEETING HELD ON 14<sup>th</sup> JANUARY 2019 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>016.19</u></b></p> <p><b>AGENDA ITEM 6: COUNCILLORS &amp; CLERK TO REPORT BACK ON ACTION POINTS FROM PREVIOUS MEETING. MATTERS ARISING AND ANY OTHER BUSINESS</b></p> <p><b>Matters Arising</b></p> <p>The Clerk commented that Jon Forster, County Road Safety Group Manager at WSCC provided some clarification to the minutes of the meeting on 14<sup>th</sup> January in point 003:19</p> <ul style="list-style-type: none"> <li>• It is likely to be a “reduce speed now plate” rather than a max speed plate (re: on the bend near Dog Kennel Cottages)</li> <li>• The WSCC project management team will raise with the contractor and any works that are deemed appropriate will be undertaken, it may not be possible to level out or batter the banks further without damaging tree roots. (re: ensuring that the high mud banks near the Eartham turning will be levelled out during the widening works)</li> <li>• It is unlikely that the route will be reclassified to a B road, this would not change its usage in anyway and there would be a slight reduction in the overall funding the council receives for road maintenance overall which in part is based on the lengths of the classified network. (re: review whether the road can be reclassified from an A road to a B road to discourage speeding particularly from motorbikes)</li> </ul> <p><b>AOB:</b></p> <p><b>Pavements</b></p> <p>The Clerk has registered a new case with WSCC regarding the poor state of the pavements asking for them to be resurfaced – ref 2496284. Steve Hodd, WSCC has inspected and has asked the Asset Management Team to carry out an assessment of both mentioned sections of footway. The Clerk has gone back &amp; asked if the section of path along the straights can be done at the same time as the road widening.</p> <p><b>School Warning Sign A285</b></p> <p>The Clerk has registered a new case with WSCC regarding the sign as it’s obscured by overhanging vegetation – ref 2496281. Steve Hodd from Highways cut around it that afternoon. No further action required.</p> <p><b>Footpaths</b></p> <p>Cllr Thomas reported that most of the work in terms of the gates etc for the new footpath from Seaford into the centre of the village has been done. WSCC are just now progressing through the legalities and it may be open in time for the village walk on 20<sup>th</sup> March.</p> | <p><b>Clerk to chase WSCC re assessment</b></p> |

The clerk reported that footpath 715 (runs from bottom of Duncton Hill to the Cricketers) is now closed for 6 months due to repairs on the foot bridge.

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

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

- Promoted WSCC accident log sheet with villagers
- Ordered new bin for playground
- Organised Village litter pick with CDC
- Informed CDC of DPC's precept requirement for next year

**Playground**

**Aerial Runway**

After sharing with Cllrs Thomas, O'Sullivan and Laker, the Clerk has sent a proposal to Hyde for them to consider the following:

- Agree to the installation of the new aerial runway.
- Cover the costs of amending the lease so that it includes the new land where the aerial runway is and as the lease is close to expiry, a new updated term of 20 years.
- Continue to be responsible for maintaining the grassed area including where the new the aerial runway will be situated.
- If required at time of installation, agree to Duncton Parish Council pruning back the branches of the tree which is sited on the border of the playground and are overhanging the area where the runway will be sited. Chichester District Council have confirmed that the tree is not subject to a Tree Preservation Order (TPO), nor is it in a conservation area so their permission is not required.

**Clerk to chase Hyde re response to proposal**

**Re-painting bench and underside of climb around**

The quote for £350 to inc labour and materials has been accepted with Sean Brockhurst and the Clerk will liaise to ensure it happens in the Spring.

**Clerk to liaise with decorators in Spring**

**Bin**

As agreed at the last meeting, a new waste and recycling bin has been ordered and delivered. Cllr Thomas has installed it with a local villager and commented that the cement around the newly installed Play House is crumbling.

Following discussion, it was RESOLVED that:

- Clerk to ask CDC to dispose of the old bin
- Clerk to pass new keys onto Cllr Laker so she can continue to empty
- Clerk to go back to manufacturer re crumbling cement and ask to fix

**Clerk to ask CDC to dispose of old bin, pass new keys to Cllr Laker & contact manufacturer**

**Residents Speed Watch**

Cllr O'Sullivan commented that no new sessions have taken place, but she will endeavour to arrange one for the Spring, however this will be dependent on the roadworks which may prevent a session taking place. She commented that she'd like a villager to take on the management of the group and organise sessions and it was **RESOLVED** that she would in the first instance ask a member of the Speed work

**Cllr O'Sullivan to try and arrange a SW session and approach the group for someone to manage**

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| <p>group to take this on.</p> <p><b>Defibrillator</b></p> <p>Following discussion, it was agreed that Cllr Thomas will talk to Cllr Laker about whether she has been able forward having a defibrillator in the centre of the village.</p> <p><b>Local Community Support</b></p> <p>Cllr Thomas commented that he is following up talks with the Tillington Scheme and is hopeful that a positive solution for Duncton may be found.</p> <p>New footpath</p>   | <p><b>Cllr Thomas to follow up defib with Cllr Laker</b></p> <p><b>Cllr Thomas to progress possible LCS scheme for Duncton</b></p>   |
| <p><b>017.19</b></p> <p><b>AGENDA ITEM 7: VILLAGE MATTERS</b></p> <p><b>Village Meeting</b></p> <p>Following discussion, it was <b>RESOLVED</b>:</p> <ul style="list-style-type: none"> <li>• The best date would be Thurs 16<sup>th</sup> May, after the Annual Parish Council meeting on Mon 13<sup>th</sup>. (Due to lack of hall availability, the Village Meeting is now scheduled for Tues 14<sup>th</sup> May)</li> <li>• That the meeting should take a similar format to previous years with short updates from the Church, School, Village Hall Committee and Heath End Shop</li> <li>• The guest speaker will be Michael Blencowe from Sussex Wildlife Trust to talk about Burton Pond</li> <li>• Refreshments served from 7pm, with meeting starting at 7.30pm.</li> <li>• Wine – Cllr Thomas / Sausage Rolls – Cllr Davies / Cheese – Clerk / Cake – Cllr O’Sullivan / soft drinks - Clerk</li> </ul> <p><b>Village Clean up Sat 30th March</b></p> <p>Following discussion, it was <b>RESOLVED</b>:</p> <ul style="list-style-type: none"> <li>• Clerk will pick up 20 x litter pickers, bags and hoops from CDC on Fri 29<sup>th</sup> March and drop at the Cricketers.</li> <li>• Saturday 30th March, meeting at 10.30am at the Cricketers for tea and coffee and starting the litter pick at 11am.</li> <li>• All rubbish to be left in the Northbound bus stop in the middle of the village next to the post-box. CDC will collect on Monday.</li> <li>• No litter to be bought back to the pub.</li> <li>• CDC have confirmed that litter picking should only take place on quiet roads and pavements. They will clear the areas around the bends and the hill with traffic management in place.</li> <li>• Clerk will promote to Village.</li> <li>• No other activities, just litter picking.</li> <li>• Bags of litter to be photographed and PR around litter pick</li> </ul> <p><b>Community led housing</b></p> | <p><b>Clerk to book Hall &amp; publicise</b></p> <p><b>Clerk to ask village organisations to give short update &amp; liaise with guest speaker</b></p> <p><b>Food &amp; drinks – various</b></p> <p><b>Clerk to pick up litter picking equipment &amp; promote.</b></p> <p><b>All Cllrs to attend litter pick if able.</b></p> <p><b>Cllr Thomas to photograph bin bags &amp; send to Clerk.</b></p> |

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| <p>The Clerk commented that James Brigden, Community Led Housing Officer, CDC has been in touch saying that he is happy to come and present at an event of our choice. It will take circa 1 hr to include presentation and Q's</p> <p>Following discussion, it was <b>RESOLVED</b> that:</p> <ul style="list-style-type: none"> <li>• As the PC is unaware if this is something the community are interested in or not, in order to gauge interest and find out more, a standalone event should take place at Duncton Village Hall.</li> <li>• Residents and Councillors from East Lavington and Duncton to be invited.</li> <li>• Event should be end June / early July.</li> </ul> <p><b>Soft Sand Review consultation</b></p> <p>Cllr Leysen presented a draft response from the PC and following discussion, it was <b>RESOLVED</b> to accept this response. Cllr Leysen to send to Clerk and Clerk to respond on behalf of PC by closing date of 18<sup>th</sup> March.</p> <p>The Clerk commented that despite chasing, the minutes from the last Heath End Liaison Meeting still haven't been actioned by SDNPA. The Clerk will circulate as soon as she receives them.</p>  | <p><b>Clerk to agree date and promote event &amp; liaise with East Lav PC</b></p> <p><b>Cllr Leyson to email clerk the response and Clerk to input on behalf of PC</b></p> |
| <p><b><u>018.19</u></b></p> <p><b>AGENDA ITEM 8: PLANNING - Applications &amp; decisions, 14 January – 4 March 2019</b></p> <p><b>New applications:</b></p> <p><b>SDNP/18/06240/HOUS - 1 Boderton Mews, Burton Park Road</b></p> <p>Proposed construction of a single storey open-fronted garage replacing an existing parking place, alterations to bin store and two new visitors' spaces.</p> <p>Following discussion, it was <b>RESOLVED</b> to submit the following comments:</p> <p><i>Whilst the Parish Council are aware of the large number of objections from Parishioners, we have focused on the planning application itself and have no objection to the proposal of a single storey open fronted garage.</i></p> <p>The PC recognised that some of the matters relate to issues of land ownership which are beyond the remit of the PC and have therefore focused on the planning application itself.</p> <p><b>Decisions made:</b></p> <p><b>SDNP/18/05952/HOUS - 4 Willett Close, Duncton, GU28 0LA. Proposed single storey side extension.</b></p> <p><i>Following our meeting on 14th January where this application was discussed, Duncton Parish Council have no objection.</i></p> <p>Approved 18 Jan 2019.</p> <p><b>SDNP/18/06121/HOUS - Lilac Cottage, Duncton, GU28 0LB. Erection of detached single storey storage building.</b></p> <p>"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.</p> <p>Approved 19 Feb 2019.</p> | <p><b>Clerk to input comments into Planning Portal</b></p>   |

## Appeal - Willow Cottage Duncton - SDNP/17/06433/HOUS

The appeal is allowed, and planning permission is granted for a new side and rear single storey extension for new side entry, bootroom and garden room and the conversion of a barn building to form a new home office and utility room.

### 019.19

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

##### Hours worked - Contracted 25 hrs month

Jan – 33

Feb – 16

Balance = -24

##### New Homes Bonus

CDC have confirmed that our allocation will be zero as well as East Lavington's.

##### PC email addresses

Everyone is now using new duncton.org emails. Please ensure that this email is used for all PC business.

##### FOI Request

On 27th January, the clerk received an FOI request regarding confirmation of any communication the PC has received or sent from and to the A27 alliance and or its representatives. Also, confirmation with appropriate minutes where DPC has agreed to be "represented" by the A27 alliance.

The Clerk replied stating that after searching the Parish Council email, she can confirm that DPC have never received anything by email from the A27 Alliance and that the group doesn't represent DPC in any way.

##### 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          |
|----------------------------------|----------------------------|-------------------|-----------------|
| Information Commissioners Office | Annual Data Protection Fee | 20-Mar-19         | £ 35.00         |
| Green Scheme Solutions Ltd       | New bin for playground     | 25-Jan-19         | £ 424.80        |
| <b>Total expenditure</b>         |                            |                   | <b>£ 459.80</b> |

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

No income has been received since last meeting.

The bank accounts reconcile.

Clerk to make payments

## Bank Reconciliation - 01/03/2019

### Balances on accounts

|                 |                       |
|-----------------|-----------------------|
| Current Account | £<br>216.78           |
| Savings Account | £<br>12,037.33        |
| Total           | £<br><b>12,254.11</b> |

### Less unrepresented cheques / online payments

None

£  
**12,254.11**

### Cash Book

|                              |                              |
|------------------------------|------------------------------|
| Opening Balance 1 April 2018 | £<br>9,718.58                |
| Add Receipts for the Year    | £<br>11,768.65               |
|                              | £<br><b>21,487.23</b>        |
| Less Payments for the Year   | £<br>9,233.12                |
|                              | £<br><u><b>12,254.11</b></u> |

### Elections

The Clerk spoke about the upcoming elections and the following points were discussed:

- The Clerk has 9 nomination packs for Duncton and there are 7 seats on the Parish Council. If there are 7 or less candidates, it is an uncontested election.
- For any parishioners wanting to stand, nomination papers need to be delivered to the Returning Officer RO (Joanna Ward at CDC, East Pallant House, Chichester) by **4pm on Wednesday 3rd April**. The Clerk will not deliver them, it is each candidate's individual responsibility.
- Candidates need to be nominated by a proposer and seconder who are electors in the Parish.
- Candidates can spend up to £740 plus 6p for every registered elector and must provide the RO with a statement of expenses or a Nil return.
- Purdah (Mon 25th March – election day) is designed to ensure that no sitting Councillor has an advantage over others. There will be no public meetings held in this time (except business as usual)
- A statement of persons nominated will be published by 4pm on Thursday 4th April. This is the earliest date at which we will know if the election is uncontested or not.
- The Notice of Poll needs to be posted on the noticeboard by no later than 26th April.
- Election day (if it is a contested election) is Thursday 2nd May between 7am – 10pm.
- The current Parish Council ceases at 5pm on Tuesday 7th May.
- If there are insufficient candidates to fill the seats on the PC, the PC can co-opt a suitable person within 30 days of the election (at the APCM on 13th May) without having to comply with the

usual 14 days statutory notice.

It was **RESOLVED** that:

- Cllrs will think about whether they want to stand and if so, to request a nomination pack from the Clerk
- Cllrs would talk to other people in the village and to direct anyone considering standing to the Clerk.
- The Clerk will promote the upcoming election and update the website.

**Cllrs to request nomination pack from Clerk if they want to stand**

**Cllrs to talk to other villagers about standing**

**Clerk to promote election and update website**

**020.19**

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

There were no Councillor reports.

Cllr Thomas did not attend the CDALC meeting on 29<sup>th</sup> January.

**021.19**

**AGENDA ITEM 11: CORRESPONDENCE & INVITATIONS RECEIVED 14 JANUARY – 4 MARCH 2019**

| DATE   | FROM                           | DETAIL  | ACTION   |
|--------|--------------------------------|---|--|
| 21-Jan | SDNPA                          | Soft Sand Review of the West Sussex Joint Minerals Local Plan - Issues and Options Consultation. Closing date 18 <sup>th</sup> March  | Cllr Leysen to complete PC response & Clerk to send  |
| 31-Jan | SDNPA                          | South Downs Local Plan - Main Modifications Consultation. Open until 28th March <a href="https://www.southdowns.gov.uk/planning/national-park-local-plan/south-downs-local-plan-main-modifications/">https://www.southdowns.gov.uk/planning/national-park-local-plan/south-downs-local-plan-main-modifications/</a> | No PC response, but Cllrs to respond individually if they wish   |
| 1-Feb  | CDC                            | Housing Strategy consultation - closes 15th March   | No PC response, but Cllrs to respond individually if they wish   |
| 1-Feb  | West Sussex Local Access Forum | Aiming to improve and protect countryside access - Annual Report and recruitment for members  | Once new PC formed, check if anyone wants to take responsibility for ROW   |
| 18-Feb | NHS                            | Our Health and Care...Our FUTURE' is an invitation to join the discussion on the future of health and care services. The views that we hear will help us prioritise changes and improvements that need to be made, ensuring our populations continue to have the best possible care.                                | Cllrs to attend if they wish & Clerk to promote to village.<br><br>Wed 20 March - Assembly Room, The Council House, North Street, Chichester, PO19 1LQ. 10am-12 noon<br>Wed 27 March - The Grange Community Centre, Bepton Road, Midhurst, GU29 9HD. 2-4pm |

**Various actions – see left**



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| 19-Feb | WSCC | WSCC will run its Surface Vegetation Clearance Programme. We have a list of paths included in Duncton.  | Let Clerk know by 29th March if there are any paths that need to be included |
| 21-Feb | CDC  | Parking consultation open until 31 March  | No PC response, but Cllrs to respond individually if they wish               |
| 1-Mar  | SSEN | The Community Resilience Fund from SSEN are offering grants of up to £20,000 to support community resilience projects in our network areas. The fund is open to constituted community groups, not-for-profit organisations and registered charities working in our central southern England area. | FYI. Clerk to promote to Village   |

#### Upcoming meetings

|        |                  |   |   |
|--------|------------------|---|---|
| 5-Mar  | WSCC             | County Local Committee (CLC)<br>7pm, Northchapel Village Hall                                 | Cllr Thomas to attend if agenda of interest |
| 5-Mar  | SDNPA            | Pathwatch Meeting 10-11.30 at Memorial Hall at the South Downs Centre, North Street, Midhurst | Clerk to send apologies                     |
| 22-May | WSCC             | Burton & Chingford LNR<br>Wed 22 May 10-12  | Cllr O'Sullivan to attend                   |
| 15-Jul | CDC All Parishes | All Parishes  | Clerk & Cllr Thomas to attend               |

The meeting closed at 21:00

The next **Planning Meeting** will be held on **Tuesday 2 April, 14:30** at Duncton Village Hall (if required)

The next **Full Council Meeting** will be held on **Monday 13 May, 19:00** at Duncton Village Hall.

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

Signed:

Name & Position:

Date: