

DUNCTON PARISH COUNCIL
PARISH COUNCIL MEETING (PCM) MINUTES

MONDAY 5th NOVEMBER 2018 AT 19:00

DUNCTON VILLAGE HALL

	ACTION
<p><u>PRESENT</u></p> <p>Cllr Peter Thomas, Chairman; Cllr Hilary O’Sullivan, Vice Chairman; Cllr Rod Matthews; Cllr Chris Davies; Cllr Andy Beadsley and Parish Clerk & Proper Officer Jane Landstrom</p>	
<p><u>IN ATTENDANCE</u></p> <p>David Bradford, West Sussex County Councillor</p>	
<p><u>059.18</u></p> <p>AGENDA ITEM 1: WELCOME AND TO RECEIVE & APPROVE APOLOGIES FOR ABSENCE</p> <p>The Chairman welcomed everyone. Cllr Susan Laker sent her apologies which were approved. John Elliott, Chichester District Councillor and Cllr Vincent Leyson were not present.</p>	
<p><u>060.18</u></p> <p>AGENDA ITEM 2: DECLARATION OF PERSONAL OR PREJUDICIAL INTERESTS BY COUNCILLORS AND CHANGES TO THEIR REGISTER OF INTERESTS</p> <p>There were no declarations of interest declared or changes to the register of interests.</p>	
<p><u>061.18</u></p> <p>AGENDA ITEM 3: COUNTY COUNCILLOR’S REPORT – MR DAVID BRADFORD, WSCC</p> <p>Cllr Bradford commented that WSCC have made huge savings over the last 8 years, however over the next 4 years the Council faces a £146 million budget gap before council tax charges have been collected. If there is no change to the level of council tax, there will be a £22 million deficit.</p> <p>Many costs have increased such as the cost of taxis for school children which have risen 17% and there needs to be better use of transport.</p> <p>No news in terms of education. Duncton School is highly regarded.</p> <p>The A285 safety measures have begun and include carriageway widening with rumble strips costing £2.4 million. Cllr Thomas asked how WSCC will measure if the improvements have been successful and commented that the problems surrounding inadequate signage around the Seaford bends still need addressing.</p> <p>Velo South was cancelled due to bad weather and there are no plans for another event next year unless there is big majority in every district council. Cllr Thomas commented that if there are plans to stage it next year, there needs to be consultation with Parish Councils before it is agreed.</p> <p>WSCC are currently running a bus consultation, however Cllr Bradford felt that the 99 Compass service was profitable and would therefore remain. Cllr Thomas asked if WSCC plan to utilise any of the ‘Dial a Bus’ national scheme which was announced in the Chancellors Budget. Cllr Bradford agreed to investigate it.</p>	<p>Cllr Bradford to continue to press WSCC regarding better signage on Seaford Bends and to investigate the new national ‘Dial a Bus’ scheme.</p>
<p><u>062.18</u></p> <p>AGENDA ITEM 4: DISTRICT COUNCILLOR’S REPORT – JOHN ELLIOTT, CDC</p>	

<p>Cllr Elliott was not present and there was no report.</p>	
<p>063.18</p> <p>AGENDA ITEM 5: MINUTES OF THE PREVIOUS MEETING HELD ON 10th SEPTEMBER 2018 TO BE AGREED AND SIGNED AS A TRUE RECORD</p> <p>It was RESOLVED by all councillors that the minutes should be agreed and signed as a true record. Chairman Cllr Thomas duly signed the minutes.</p>	
<p>064.18</p> <p>AGENDA ITEM 6: COUNCILLORS & CLERK TO REPORT BACK ON ACTION POINTS FROM PREVIOUS MEETING AND ANY OTHER BUSINESS</p> <p>AOB:</p> <p>Tree ownership</p> <p>Owner of Heath End Lodge, Station Road (in Petworth Parish) is questioning ownership of two trees – a Yew and an Ash. Both WSCC and CDC say they don't belong to them (although there is a TPO on both). The tree roots are causing damage to his stonewall, gate and the footpath and remedial action needs to be taken which cannot be done until establishing their ownership. Clerk has helped with regards to giving contacts and the landowner needs to now go back to Land Registry.</p> <p>FYI, no further action required.</p> <p>Car Break-ins</p> <p>The Clerk received an Email from a Parishioner as her car was broken into at Merlin's Wood (East Lavington Parish). The Clerk has forwarded onto East Lavington PC and asked the PCSO's if there is anything else PC's can do.</p> <p>Following discussion, it was RESOLVED that there is little the PC can do except warn residents through the usual communication means.</p> <p>Report back on action points from last meeting:</p> <p>The Clerk has undertaken the following and no further action is required:</p> <ul style="list-style-type: none"> • Sought advice from SALC re Cllr Matthews moving out of the Parish and they have confirmed is able to remain a Cllr until his term ends (May 2019) and as he lives out of the Parish, will not be able to stand again or be co-opted. A new ROI has been completed and posted on the website and sent to CDC • Advised WSCC that there are no lunch clubs in the Parish • Provided comments to WSCC re new footpath Seaford – village. Cllr Thomas commented that the public consultation is now over and there were no objections. Work will start in the New Year and the path should open in Spring 2019. • Booked on to the Elections & Co-option briefing event in Feb 2019 <p>Galvanised fence – Burton Park Road</p> <p>The Clerk advised that CDC Planning Department have informed DPC that the enforcement investigation found the fence to be approximately 20cm higher than is allowed under permitted development rights and so a letter was written to the owners of the property inviting them to make an application to regularise the erection of the fencing.</p>	<p>Clerk to promote car break ins and warn parishioners</p>

An application has been received and is in the process of being validated. No further action is required.

Bus Shelter

The Clerk investigated replacing the broken glass in the bus shelter and following quotes from two companies and after receiving a decision from DPC by email, instructed GB Glazing to repair with the same glass at a cost of £350 plus VAT (£420 total). This is now complete, and the invoice needs approving and paying.

An insurance claim was investigated but with an excess of £250, DPC decided to repair it themselves and not claim. No further action is required.

Battles over commemoration & village fireworks

The following have already been completed:

- Cllr O’Sullivan has arranged catering with the Badgers for 150 people. Sausages, fried onions and vegetable soup. This has been increased from 120 as East Lavington residents are now invited. VHC have already paid £220 based on 120 people and the extra 30 will cost an additional £30.
- Clerk has advised the emergency services
- Clerk has promoted the event on the Village FB and noticeboards and it’s been included in Oct and Nov 3 Parishes magazine.
- Andy Gadd and Martin Fleetwood will be setting up the bonfire and roping off the area.

Following discussion, it was **RESOLVED** that:

- After receiving a quote from Zurich for £56 for DPC to extend their insurance cover to include the event, this cover should be taken out. DPC to cover the costs.
- Cllr Beadsley will arrange for the extra £30 catering costs to be paid from Village hall to the Badgers.
- Cllr Thomas should prepare a risk assessment and share. Also, to do verbal safety briefing on the night.
- Should East Lavington be successful in obtaining the £250 CDC grant, once DPC receives the money, it should be put towards next year’s event.
- Cllr O’Sullivan to liaise with Badgers re times for setting up
- Clerk will liaise with Aurora Fireworks re when they will be setting up and confirming safe distances. Clerk to pay invoice.
- All PC members will help on the night and wear high vis vests. Some will be stewarding the fireworks / bonfire and Cllr Davies to man the car park.
- Tribute will commence at 18:55 with Year 6 children reading, Ollie Hartley reading the names of the fallen, Last post (played by a student on the trumpet) and minute silence. Clerk to liaise with Duncton School re readings and display material for inside the hall. Cllr O’Sullivan to pick up PA system and display material from School.
- Cllr O’Sullivan would organise donation buckets and water buckets (safety)
- Clerk would find a nominated First Aider for the event.
- Clerk to warn land owners with horses.

Clerk to pay invoice from GB Glazing

Various – see left

Playground

Zip Wire

The Clerk met with Playdale and Street Scene and will put together a proposal re the Zip Wire, so Hyde can present to their Board for approval.

Maintenance

The Clerk has received a quote from the decorator who rectified the Seaford paint job of £350 (no VAT) inc materials to paint the bench and the undersides of two climbers using anti slip paint. Following discussion, it was **RESOLVED** that this should go ahead.

Bin

The Clerk advised that following investigation, it will cost in the region of £400-500 to purchase a new bin. The current bin doesn't have a recycling facility and the top doesn't come off so has to be emptied with rubber gloves leaning in to it. Following discussion, it was **RESOLVED** that:

- A new bin with separate waste and recycling areas should be bought – Clerk to find and advise DPC re cost before purchasing
- Cllr Thomas will ask within the village for someone to install it
- The Clerk should ask local business Chandlers if they would like to sponsor the bin

Residents Speed Watch

Cllr O'Sullivan advised that in October they held a session and collected details of 16 cars exceeding 36 mph all of which will receive warning letters from the Police. Sessions can't currently be run due to the traffic lights but hopefully once they are gone, another one can be scheduled for early December.

GDPR

The Clerk commented that Cllr's Laker & O'Sullivan met on 11th September and undertook a data audit with the following recommendations:

- Clerk to tidy up contacts held in MS Outlook and remove any that aren't used for PC business.
- Ask Cllrs to sign new updated summons using their new PC email.
- Provide the Chairman with access details to laptop and Google Drive where electronic files are stored.
- Keep past Councillor details in Outlook and destroy old contact lists
- Cllr Laker to complete audit Q'

The Clerk advised that all the above recommendations have been completed and no further action is required.

The Clerk asked that all Cllrs:

- Should with immediate effect use their new @dunton.org addresses for ALL PC business.
- Should sign the consent to receive summons using new email which was done.

Heath End Sandpit

Cllr Thomas advised that he hasn't yet written to Neville Harrison, Chair of Planning at SDNPA asking if there are any mineral extraction sites that have been identified in the Parish. The Clerk said that she would find the correct details and pass onto Cllr Thomas.

Clerk to put proposal together for Hyde

Clerk to ask decorator to go ahead with painting

Clerk to investigate waste and recycling bin and ask re sponsorship

Cllr Thomas to ask re installation

Cllr O'Sullivan to organise another speed watch session

ALL Cllrs to use new @dunton.org emails addresses

Clerk to find out contact details for Chair SDNPA

<p>Following the resolution at last meeting, the Clerk asked Liz Williams to attend this meeting, however she declined. She has said that she is very happy for the PC to contact her about Heath End at any time. Following discussion, it was RESOLVED that all the paper files she has amounted concerning Heath End should be stored in the locked cupboard at the Village Hall. Cllr Thomas will make arrangements for this to take place.</p> <p>The Clerk commented that a member of the Heath End Liaison Committee has suggested that the PC pushes SDNPA for another meeting. They are supposed to take place every 6 months and the last was May, so one is due. Following discussion, it was RESOLVED that the Clerk should ask SDNPA to organise a meeting before Christmas.</p>	<p>Planning</p> <p>Cllr Thomas to store files in Village hall</p> <p>Clerk to ask SDNPA for a Heath End Liaison meeting</p>
<p>065.18</p> <p>AGENDA ITEM 7: VILLAGE MATTERS</p> <p>99 Bus Service – consultation</p> <p>The Clerk advised that WSCC is running a bus consultation until 18th November and asked Councillors if they wish to complete the survey themselves and if the PC should submit a response concerning our local 99 service. Following discussion, it was RESOLVED that Cllrs should submit individual responses should they wish to do so and that the PC should also write a written response to be sent by email. Cllr O’Sullivan agreed that she would write the letter and that the Clerk would send it.</p> <p>Local Community Support</p> <p>Cllr Thomas commented that he has been approached by some villagers asking if Duncton could benefit from a service that runs in Tillington which organises a care service and provides transport for villagers to hospital appointments for example. Cllr Thomas has asked the question about whether Duncton can join the scheme and the Local Community Support Scheme are having their next meeting on 17th Nov where it will be discussed. If the outcome is positive, it can be discussed at the next PC meeting in January along with any costs it will incur.</p>	<p>Cllr O’Sullivan to write response to consultation and Clerk to send</p> <p>Cllr Thomas to advise if Duncton is able to join the scheme and collect information ready for it be discussed in January’s meeting</p>
<p>066.18</p> <p>AGENDA ITEM 8: PLANNING</p> <p>Applications and decisions 10 Sept – 5 November 2018:</p> <p>New applications:</p> <p>There are no new applications.</p> <p>Decisions made:</p> <p>Herringbroom Studio, Duncton Common Road, Duncton GU28 0QP - Existing lawful development certificate to change use of domestic garden for use in connection with Herringbroom Studio.</p> <p>This application was discussed at the planning meeting held on 1 October with Cllrs Matthews, Davies and O’Sullivan present.</p> <p>The following comment was inputted on 1 October ‘Following our planning meeting of 1st October, where this application was considered, Duncton Parish Council has no objection.’</p> <p><i>Refused – 22nd October</i></p> <p>Littleton Farm A285 Selhurst Park Road to Droke Lane, Upwaltham, GU28 0LX - Extension to existing</p>	

grain store and re-sitting of grain dryer and equipment.

This application was discussed at the planning meeting held on 1 October with Cllrs Matthews, Davies and O'Sullivan present.

The following comment was inputted on 1 October 'Following our planning meeting of 1st October, where this application was considered, Duncton Parish Council has no objection.'

Raise no Objection – 8th October.

067.18

AGENDA ITEM 9: CLERK'S REPORT INCLUDING FINANCE

Hours worked - Contracted 25 hrs month

Sept – 28

Oct – 15

Balance = -8

Risk Register

The Risk Register was reviewed, and it was **RESOLVED** that this be approved with no changes to be made.

Budget Planning

The Clerk advised that as a lot of the meeting was taken up discussing the Fireworks and Remembrance Event, budget planning will take place at the next PC meeting on January 7th.

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
GB Glazing	Bus Shelter Glazing	05-Nov-18	£ 420.00
Aurora Fireworks	Fireworks	05-Nov-18	£ 940.00
SSALC	Councillor Training (Rod)	25-Oct-18	£ 72.00
Total expenditure			£ 1,432.00

The Following income has been received since last meeting:

INCOME RECEIVED FROM	DETAIL	DATE REC'D	AMOUNT
Chichester District Council	Second Half Precept	14-Sep-18	£ 4,400.00
Total income			£ 4,400.00

The Clerk advised that the bank accounts reconcile:

Bank Reconciliation - 4 November 2018

Balances on accounts

Current Account	£	1,293.22
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**Clerk to
prepare draft
budget for
January's
meeting**

**Clerk to make
payments**

Savings Account	£	14,580.61
Total	£	15,873.83
Less unpresented cheques / online payments		
None	£	<u>15,873.83</u>
Cash Book		
Opening Balance 1 April 2018	£	9,718.58
Add Receipts for the Year	£	10,839.38
	£	20,557.96
Less Payments for the Year	£	4,684.13
	£	<u>15,873.83</u>

068.18

AGENDA ITEM 10: COUNCILLOR REPORTS INCLUDING FEEDBACK FROM MEETINGS ATTENDED

CDALC

Cllr Thomas didn't attend this meeting.

CDC All Parishes Meeting, 8 Oct

Cllr Thomas reported that Local Policing was on the agenda and that rural crime is a focus with 18 additional staff being recruited. Responses to general crime though is disappointing with only emergency's being dealt with.

CDC are pushing to try and reduce single use plastic and East Pallant House is not now providing cups and water bottles can be refilled.

Register of Interests for Parish Councils are now done as one document. The Clerk confirmed that this is being done for DPC anyway, so no action required.

Cllr O'Sullivan commented that the Burton and Chingford group are still keen to get the community more involved and are looking at organising a Spring walk which the PC will help promote.

There were no other meetings attended or updates / reports from Councillors.

069.18

AGENDA ITEM 11: CORRESPONDENCE & INVITATIONS RECEIVED 10 SEPT – 5 NOV 2018

DATE	FROM	DETAIL	AGREED ACTION
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Various actions
– see left

14-Sep	SDNPA	Parish Workshops Thursday 29 November - West Sussex Parishes Workshop, Midhurst Rother College: 18:30 – 21:30	No one attending - Clerk to send apologies.
18-Oct	SDNPA	Review of the South Downs National Park's Local List for Validation of South Downs National Park Development Management Applications The proposed Local List is open to public consultation for an eight week period running from 19th October 2018 until 5pm on 14th December 2018.	PC won't comment but individuals can.
10-Oct	Bus User Survey, WSCC	Further to our recent Bus Strategy Consultation, West Sussex County Council would like to know more about how passengers use our supported bus routes across the county. Most routes in West Sussex are operated by bus companies on a commercial basis, and these are not part of this survey. However, some routes receive a subsidy from the county council to help them run.	Clerk has promoted on FB, village email, notice boards & Parish Mag. Cllr to respond individually if they wish. DPC to write and send response
25-Oct	WSCC	WSCC Cybercrime/Online Safety Survey WSCC want to gather feedback about people's perceptions and experiences of cybercrime/online safety across West Sussex over the last 12 months.	Cllrs to respond individually if they wish Complete online before 19th Nov.
26-Oct	SSALC	How Local Authorities in West Sussex could be affected by Council Tax Referendum Principles	FYI. No action required.
25-Oct	SSALC	NALC's Spring Conference, London 11 Feb 2019	Let Clerk know if you want to attend
2-Nov	Petworth Youth Association	Mon 19th Nov 6.30-8pm Sylvia Beaufoy centre Open evening	Cllr Davies to attend
31-Oct	WSCC	County Local Committee 7pm Tillington Village Hall, Tues 6 Nov	Cllr Thomas to attend

The meeting closed at 20:36

The next planning meeting will be held on Monday 3 December, 14:30 at Duncton Village Hall (if required)

The next Full Council meeting will be held on Monday 7 January, 19:00 at Duncton Village Hall.

These minutes are an accurate record of the meeting

Signed:

Name & Position:

Date: