

**DUNCTON PARISH COUNCIL**

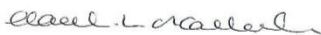
**The Parish Council Meeting will be held on Monday 15 March 2021 at 7.00pm**

**In line with government guidelines this will be a Zoom meeting.**

**AGENDA**

1. Apologies for Absence
2. Code of Conduct  
Declaration of Members' disclosable pecuniary interests and other interests on items included on the Agenda.
3. Approval of Minutes of meeting held on 18<sup>th</sup> January 2021
4. Update on matters carried forward from previous meeting:
  - a) Speeding – Cllr Thomas
  - b) Playground – Clerk & Cllrs Napthine & Clifford
  - c) Footpaths – Cllr Thomas/Cllr Clifford
  - d) Rewilding of Communal Areas
  - e) Barlavington Estate Report
5. Finance
  - a) To approve Clerks salary and expenses – **Appendix A**
  - b) To note and approve income and expenditure report – **Appendix B**
  - c) To approve the regular Bank Reconciliation – **Appendix C**
  - d) To consider and approve Asset Register
6. To consider and adopt the New Code of Conduct (as previously circulated)
7. Planning Update
8. District Councillors Report, to be submitted in advance – Alan Sutton – Chichester District Council
9. County Councillors Report, to be submitted in advance – David Bradford, West Sussex County Council
10. Correspondence to note
  - a) Free trees for planting projects (email sent 19/2/21)
  - b) Census updates
  - c) WSALC emails
  - d) COVID updates
  - e) CDC Local Plan Newsletter (email sent 1/3/21)
  - f) Soft Sand Review of Joint Minerals Local Plan (email sent 1/3/21)
11. Update on meetings attended by Councillors
  - a) WSALC – Cllr Thomas
12. Consideration of 2021 Parish Meeting
13. Matters arising not dealt with on the Agenda
14. Public Questions (10 Minutes)
15. Any other matters for information only
16. Date of next Meeting – 10<sup>th</sup> May 2021 (AGM)

Signed:



HL O'Callaghan  
Clerk & RFO

**Clerk Salary and Expenses**

**Clerks Salary 1 – 31<sup>st</sup> January 2021**

Net Salary £335.35

PAYE £60.40

**Clerks Salary 1- 28<sup>th</sup> February 2021**

Net Salary £335.55

PAYE £60.20

**Paid by Standing Order on last working day of the month**

**Clerks Working from Home Expenses (as per contract)**

<b>Date Paid</b>	<b>Detail</b>	<b>Reason</b>	<b>Cost ex VAT (£)</b>	<b>VAT (£)</b>	<b>Cost inc VAT (£)</b>
28/2/21	Working from home allowance (February)	As per contract. Agreed payment by dd each month	36.00	0	36.00
<b>Total</b>			<b>36.00</b>	<b>0</b>	<b>36.00</b>

**Appendix B**

<b>DUNCTON PARISH COUNCIL</b>					
<b>File Number</b>	<b>Date of Payment</b>	<b>Payment Method</b>	<b>Payee</b>	<b>Description</b>	<b>Gross</b>
<b>Receipts</b>					
	08/03/2021	BACS	Barclays	Interest	0.2
<b>Payment Ref Number</b>					
50	29/01/2021	SO	HL O'Callaghan	Working from home	36
51	29/01/2021	SO	HL O'Callaghan	January Salary	335.35
52	02/02/2021	dd	Chi Payroll	Payroll January	10
53	11/02/2021	dd	HMRC	PAYE January	60.4
54	26/02/2021	SO	HL O'Callaghan	Working from home	36
55	26/02/2021	SO	HL O'Callaghan	February Salary	335.35
56	26/02/2021	dd	HL O'Callaghan	February Salary top up	0.2
57	01/03/2021	dd	Chi Payroll	Payroll February	10
					<b>823.3</b>
58	18/03/2021	dd	HMRC	PAYE February	60.2
59	20/03/2021	SO	ICO	GDPR Renewal	35
					<b>95.2</b>

<b>Duncton Parish Council</b>		
<b>BANK RECONCILIATION</b>		
<b>08-Mar-21</b>		
<b>RECEIPTS &amp; PAYMENTS</b>		
Balance brought forward as at 31/03/20		£12,822.69
Add Total Receipts		10567.39
Less Total Payments		(13,486.52)
<b>TOTAL</b>		<b>£9,903.56</b>
<b>BANK</b>		
Current as @ 08/03/21		1,912.39
Savings as @ 08/03/21		7,991.17
<b>Plus Uncleared Deposits</b>		
<b>TOTAL</b>		<b>£9,903.56</b>