

DUNCTON PARISH COUNCIL
PARISH COUNCIL MEETING (PCM) MINUTES

MONDAY 15 MARCH 2021 AT 19:00

THIS MEETING WAS HELD VIRTUALLY IN LINE WITH GOVERNMENT GUIDELINES

	ACTION
<p><u>PRESENT</u></p> <p>Cllr Peter Thomas; Cllr Nigel Clifford, Cllr Andrew Mills, Cllr Keith Napthine, Cllr Izzi Harte, Cllr O’Sullivan, District Cllr Sutton, and Parish Clerk & Proper Officer Hannah-Louise O’Callaghan + 1 member of the public</p>	
<p>AGENDA ITEM 1: WELCOME AND TO RECEIVE & APPROVE APOLOGIES FOR ABSENCE</p> <p>Cllr Thomas welcomed everyone. There were no apologies</p>	
<p>AGENDA ITEM 2: DECLARATION OF PERSONAL OR PREJUDICIAL INTERESTS BY COUNCILLORS IN ANY OF THE ITEMS LISTED BELOW AND ANY CHANGES TO THE REGISTER OF INTERESTS.</p> <p>None</p>	
<p>AGENDA ITEM 3: MINUTES OF THE PREVIOUS MEETING HELD ON 18 JANUARY 2021 TO BE AGREED AND SIGNED AS A TRUE RECORD</p> <p>On a proposal by Cllr Napthine and seconded by Cllr Clifford the minutes of the meeting held on 18 January 2021 were approved and signed by Cllr Thomas.</p>	
<p>AGENDA ITEM 4: UPDATE ON MATTERS CARRIED FORWARD FROM PREVIOUS MEETING</p> <p>a) Speeding – Cllr Thomas</p> <p>Cllr Thomas reported that he had received an estimate of costs for the purchase of speed activated signs for £2050 however this did not include extras such as batteries etc. Final costs were probably more in the region of £2500. Discussion took place as to whether it was worth trying to share the purchase with other parishes. Cllr Clifford agreed to approach Tillington. Cllr Sutton reported that Tom Richardson would be able to assist and possibly help facilitate.</p> <p>Tom Richardson joined the meeting and introduced himself as the candidate standing to replace Cllr Bradford in May.</p> <p>Cllr Thomas highlighted his concerns regarding ensuring that any device purchased was approved by the Police. Tom Richardson mentioned that police approved devices can be purchased through the community speed website. Cllr Thomas to look into this.</p> <p>It was agreed that Tom Richardson would bring the purchase of a joint device for local parishes up at the next speeding taskforce meeting and would hope to get support from other parishes to jointly invest in the device.</p> <p>Cllr Thomas reported that he would like to restart the radar gun usage once COVID restrictions are lifted.</p> <p>b) Playground – Cllrs Napthine & Clifford</p> <p>Cllr Napthine expressed his concern that recently published guidelines regarding the cleaning of playground equipment were not practical for the Parish Council. It was</p>	<p>Cllr Napthine</p> <p>Cllr Thomas</p> <p>TR</p>

<p>reported that currently the playground is not being used much. After discussion the Parish Council agreed that the onus should remain with parents.</p> <p>Cllr Naphthine reported that the playground still has a list of things that needs doing to it including previously highlighted areas that need repair. It will be important to re-visit this as restrictions are lifted. Clerk to put playground inspection and maintenance on the next agenda.</p> <p>c) Footpaths – Cllrs Thomas & Clifford</p> <p>Cllr Thomas reported that several items were still outstanding and he would follow this up including the signage around Burton Park. Cllr Mills commented that the gates on the bridleways have been fixed.</p> <p>It was highlighted that the footpath by the bridge still has boards across it making it difficult to use and several footpaths need foliage and vegetation cut back. Cllr Thomas to pass onto the Ranger to take forward with the individual landowners, specifically the footpath by the Cricketers and also from the village hall across the Green</p> <p>d) Rewilding of Communal Areas</p> <p>e) Cllr O’Sullivan reported that she had been in touch with Sussex Wildlife and a group called Sussex Wildcall for advice. After discussions the following options will be looked into:</p> <ul style="list-style-type: none"> • Reduction of mowing to twice a year with grass being collected. Cllr O’Sullivan to look at costs. It was highlighted that the Village Hall have the contract for mowing so any changes would need to be agreed with them also. Cllr Thomas to speak with Village Hall committee • Cllr O’Sullivan has received a 90 page biodiversity report for the area around the village hall which she will share with the Council to see if any further actions can be taken • Cllr O’Sullivan suggested that the area around the village hall that is currently underused could be turned into a community orchard. It was highlighted that grant monies could be available and the Barlavington Estate may be able to supply local trees. Council agreed that Cllrs O’Sullivan, Clifford and Mills would meet to look at the area in more details regarding suitability. It may also be possible to ask someone from the Barlavington estate for their opinion on the suitability of the land for growing fruit trees. Cllr O’Sullivan to discuss this option with the Village Hall Committee <p>f) Barlavington Estate Report</p> <p>Cllr Thomas reported that he had read this report along with Cllr O’Sullivan. On the whole this is a good report and impressions are favourable. Comments regarding options for affordable housing, support of the education initiatives and diversifying of use of buildings have been submitted by Cllr O’Sullivan.</p>	<p>Clerk</p> <p>Cllr Thomas</p> <p>Cllr Thomas</p> <p>Cllr O’Sullivan Cllr Thomas</p> <p>Cllr O’Sullivan</p> <p>Cllrs O’Sullivan, Clifford & Mills Cllr O’Sullivan</p>
<p>AGENDA ITEM 5: FINANCE</p> <p>a) To approve Clerks salary and expenses – Appendix A</p> <p>On a proposal by Cllr Mills and seconded by Cllr Thomas Clerks salary and expenses were approved</p>	

<p>b) To note and approve income and expenditure report – Appendix B On a proposal by Cllr Naphthine and seconded by Cllr Harte Council approved the income and expenditure report (Appendix B)</p> <p>c) To approve the regular Bank Reconciliation – Appendix C On a proposal by Cllr Naphthine and seconded by Cllr O’Sullivan the bank reconciliation (Appendix C) was approved by Council</p> <p>d) To consider and approve the Asset Register 2021-22 It was clarified that the grass area near the playground is not the responsibility of the Parish Council. Discussion took place regarding the ownership of the Village Hall. Council determined that the Parish Council are custodians of the Hall. Cllr Thomas to look into ownership further. Cllr Clifford to investigate depreciation of Parish Council Assets. Council decided UNANIMOUSLY to approve the Asset Register 2021-22. Clerk to update website</p>	<p>Cllr Thomas</p> <p>Cllr Clifford Clerk</p>
<p>AGENDA ITEM 6: TO CONSIDER AND ADOPT THE NEW CODE OF CONDUCT (PREVIOUSLY CIRCULATED)</p> <p>The Parish Council voted UNANIMOUSLY to adopt the new Code of Conduct. Clerk to update the website</p>	<p>Clerk</p>
<p>AGENDA ITEM 7: PLANNING</p> <p>Cllr O’Sullivan reported that 2 applications were outstanding for comment: SDNP/21/00778/HOUS – Council agreed UNANIMOUSLY to respond with No Comment SDNP/21/00166/FUL – Council agreed UNANIMOUSLY to respond with No Objection Clerk to respond</p> <p>It was noted that the planning application for Downview Farm is still under consideration.</p> <p>Cllr Thomas reported that Rose Cottage had withdrawn its planning application however work appears to have been started. The Parish Council have informed Planning Enforcement and are awaiting a response.</p>	<p>Clerk</p>
<p>AGENDA ITEM 8: REPORT FROM DISTRICT COUNCILLOR – ALAN SUTTON</p> <p>When our businesses start to reopen, it’s really important that we all continue to play our part by supporting local. The past year has been tough on us all, but especially our local businesses. We all need to help our local businesses to recover and get back on their feet. We know from the feedback we had from our Christmas ‘support local’ campaign how much our businesses appreciate the support you they have already received. It’s important that we all continue to do this over the months and years ahead.</p> <p>As a council we have continued to offer lots of support to businesses, from issuing grants to offering advice and guidance. We recently held a webinar for local businesses to explain all of the financial support that is available and to provide them with the chance to ask questions. I’m pleased to say that over 200 businesses signed up for the online event and that it was really well received.</p> <p>Full details on the support that is available can be found here:</p>	

www.chichester.gov.uk/covidbusinesssupportVaccination programme

We are continuing to issue regular updates on the vaccination programme from our NHS colleagues. These are being sent to all Members, Parish Councils and we are sharing them on social media and through our website and weekly email newsletter. We've received a very positive reaction from local residents following the news that a vaccination site has now been opened at Westgate Leisure Centre.

Textile and small WEEE (Waste Electronic and Electrical Equipment) collection

A pilot for a monthly kerbside collection of these items has been approved. The pilot will cover approximately 75% of all households and is intended to help specify any future permanent collection of these materials by identifying the volume of materials and the participation rate of our residents. Small WEEE items would include items such as hair dryers, kettles and radios. It's planned that the service will commence in the summer when it is hoped that workforce availability, due to Covid, has stabilised.

FINANCIAL SERVICES

Cabinet has recommended an annual budget spending plan for 2021-22 to the March Council meeting that sets a band D council tax of £170.81 (a £5.00 increase).

This budget is set against a financial background that Members will be familiar with and incorporates the first £1m of savings identified under the future services framework. Despite this, the expected effect of the pandemic on the council's activities has meant the budget uses £2.1m of reserves to balance the council's finances. More than ever the outlook for next year is uncertain.

Impact of Covid on services

In recent months staffing levels have been particularly unpredictable as staff develop symptoms or have to isolate due to contact with others. Thankfully, there have been few confirmed Covid cases and the staff concerned have made full recoveries. There have been no positive cases attributed to our working environment, which reassures us that our efforts are effective and we remain Covid secure. The changing status of the staff pool has made service management especially challenging but thanks to the hard work of our Leads, Supervisors and remaining staff all services have been delivered to our normal high standards

Council offers advice for prospective puppy owners

The demand for puppies has increased significantly since the March 2020 lockdown. We've received an increase in reports of unlicensed breeders, and reports that some are using the excuse of Covid restrictions to get round legal requirements. For example, not allowing buyers to visit the breeder to see the puppy with its mother before making a purchase. We will continue to use our social media to remind people looking to buy a puppy to always check that the breeder is licensed, and, if they are going to visit a breeder, remember to stay alert and observe social distancing. We have a list of licensed breeders on our website at:

<https://www.chichester.gov.uk/article/25475/Animal-licences>

Questions/Comments:

- Cllr Sutton added to his report to state that Cllr Bradford will be standing down in the forthcoming May elections and he has nominated Tom Richardson to stand in his place.
- Cllr Clifford raised his concerns about dog thefts and advised everyone to remain vigilant. Cllr Napthine highlighted that as well as dog thefts, abandonment of dogs is also on the rise
- Cllr O'Sullivan raised concerns about the cost effectiveness of ID checks at refuse sites. Cllr Sutton noted this concern and also raised concerns about fly tipping if regulations continue to be tightened

<p>AGENDA ITEM 9: REPORT FROM COUNTY COUNCILLOR – DAVID BRADFORD</p> <p>None</p>	
<p>AGENDA ITEM 10: CORRESPONDENCE TO NOTE</p> <p>The Parish Council confirmed receipt of the following correspondence:</p> <ul style="list-style-type: none"> 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) <p>It was noted by Cllr Thomas that there is no current plan to develop sites in Duncton</p>	
<p>AGENDA ITEM 11: UPDATE ON MEETINGS ATTENDED BY COUNCILLORS</p> <ul style="list-style-type: none"> a) WSALC – Cllr Thomas <p>Cllr Thomas provided background on the ongoing discussions regarding SSALC and WSALC. It was noted that SSALC will cease to exist at the end of March 2021 and councils are being urged to continue subscriptions with WSALC. Clerk reported that subscriptions will be 10% lower this year taking into account the savings made by closing the SSALC office.</p> <p>The Council are happy that the Parish Council receive value for money and will continue with their subscription to WSALC</p>	
<p>AGENDA ITEM 12: CONSIDERATION OF THE 2021 PARISH MEETING</p> <p>Clerk advised the Council that any Parish Meeting would have to be held via Zoom if the Council wished to go ahead with one this year. After discussion the Parish Council agreed UNANIMOUSLY that the Parish Meeting will not go ahead this year.</p>	
<p>AGENDA ITEM 13: ITEMS NOT ON THE AGENDA</p> <p>Cllr Harte reported that the bust stop by the entrance to Burton Park is very overgrown and it is hard to see the sign which also appears damaged. After discussion it was agreed that Cllr Harte will report this via LoveWest Sussex to get the hedge and foliage tidied up</p> <p>Cllr Mills reported that the bust stop on the other side of the road had been damaged and the glass was splintering. It was agreed that Cllr O’Sullivan would ask Rob at the village hall whether he would be able to remove the broken glass and put in some plywood which would potentially be safer. It was agreed that he glass on the left and right hand sides would remain in place.</p>	<p>Cllr Harte</p> <p>Cllr O’Sullivan</p>
<p>AGENDA ITEM 14: PUBLIC QUESTIONS</p> <p>None</p>	
<p>AGENDA ITEM 15: ANY OTHER MATTERS FOR INFORMATION ONLY</p> <p>Cllr Thomas asked the Council for its consideration to support a village get together to celebrate</p>	

<p>the end of lockdown. Organised by the Village Hall Committee, the event would take place at the Cricketers in late August and entertainment and food would be provided. Cost would be subsidised and the Village Hall Committee are looking for financial support from the Parish Council. The Parish Council agreed UNANIMOUSLY that they would like to donate £500 from the village events budget (£250) to support this event, the remaining money would be unbudgeted expenditure but finances are sufficient to accommodate this.</p>	Cllr Thomas
<p>Cllr O’Sullivan asked the view of fireworks this year and Council agreed to defer this to a later meeting when more clarity is available.</p>	Clerk
<p>Cllr O’Sullivan highlighted that the Village Hall will be looking to host an event on 21st July subject to restrictions being lifted.</p>	
<p>Cllr Thomas reported that no applications had been received for a new councillor. It was agreed that it would be good to get someone from Willet Close if possible.</p>	Cllr Thomas
AGENDA ITEM 16: DATE OF NEXT MEETING	
The next Council Meeting (AGM) will be held on Monday 10th May 2021, 19:00	
The Meeting ended at 20.40	
These minutes are an accurate record of the meeting	
Signed:	
Name & Position:	
Date:	

Appendix A

Clerk Salary and Expenses

Clerks Salary 1 – 31st January 2021

Net Salary £335.35

PAYE £60.40

Clerks Salary 1- 28th 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)

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

DUNCTON PARISH COUNCIL					
File Number	Date of Payment	Payment Method	Payee	Description	Gross
Receipts					
	08/03/2021	BACS	Barclays	Interest	0.2
Payment Ref Number					
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
					823.3
58	18/03/2021	dd	HMRC	PAYE February	60.2
59	20/03/2021	SO	ICO	GDPR Renewal	35
					95.2

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