

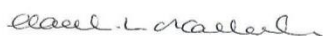
DUNCTON PARISH COUNCIL

The Parish Council Meeting will be held on Monday 13th September 2021 at 7.00pm

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 12th July 2021
4. Update on matters carried forward from previous meeting:
 - a) Speeding – Cllr Thomas
 - b) Radar Gun Calibration and Inspection – Cllr Thomas
 - c) Playground Maintenance and Inspection – Clerk & Cllrs Napthine & Clifford
 - d) Footpaths – Cllr Thomas/Cllr Clifford
 - e) Rewilding of Communal Areas
 - f) Bus Stop repair update
 - g) Recruitment of new Councillor
 - h) Update on any issues regarding CCTV in private properties – Cllr Napthine
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**
6. Planning Update
7. District Councillors Report, to be submitted in advance – Alan Sutton – Chichester District Council
8. County Councillors Report, to be submitted in advance – Tom Richardson, West Sussex County Council
9. Annual Fireworks display (12th November)
10. Any Correspondence to note
 - a. Local Plan Review newsletter
 - b. CDC Local Transport Plan
 - c. Southern Water & Neighbourhood Plan Survey
 - d. WSALC Chairman & Clerk Forum
11. Matters arising not dealt with on the Agenda
12. Public Questions (10 Minutes)
13. Any other matters for information only
14. Date of next Meeting – 8th November 2021

Signed:



HL O'Callaghan

Clerk & RFO

Hannah-Louise O'Callaghan, Clerk Duncton Parish Council

clerk@duncton.org

6 September 2021

Clerk Salary and Expenses

Clerks Salary 1 – 31st July 2021

Net Salary £335.35

PAYE £60.40

Clerks Salary 1- 31st August 2021

Net Salary £335.35

PAYE £60.40

Paid by Standing Order on last working day of the month

Clerks Working from Home Expenses (paid by Standing Order as per contract)

Date Paid	Detail	Reason	Cost ex VAT (£)	VAT (£)	Cost inc VAT (£)
31/7/21	Working from home allowance (July)	As per contract. Agreed payment by dd each month	36.00	0	36.00
31/8/21	Working from home allowance (August)	As per contract. Agreed payment by dd each month	36.00	0	36.00
Total			72.00	0	72.00

DUNCTON PARISH COUNCIL					
File Number	Date of Payment	Payment Method	Payee	Description	Gross
Receipts					
	07/06/2021	BACS	Barclays	Interest 9 Sept	0.2
					0.20
Payment Ref Number					
18	23/07/2021	dd	HL O'Callaghan	Reimbursement of Card Reader Purchase	38.4
18	30/07/2021	SO	HL O'Callaghan	Working from home - July	36
19	30/07/2021	dd	HL O'Callaghan	Clerk Salary - July	335.35
20	30/07/2021	dd	HMRC	PAYE July	60.4
21	02/08/2021	dd	HL O'Callaghan	Easyspace renewal reimbursement	137.34
22	03/08/2021	dd	Chi Payroll Serv	Payroll - July	10
23	30/07/2021	SO	HL O'Callaghan	Working from home - August	36
24	31/08/2021	dd	HL O'Callaghan	Clerk Salary - August	335.35
25	06/09/2021	dd	HMRC	PAYE August	60.4
26	06/09/2021	dd	Chi Payroll Serv	Payroll -August	10
27	08/09/2021	dd	Unipar services	Yearly Callibration of Radar Gun	300
					1359.24

Duncton Parish Council		
BANK RECONCILIATION		
6th Sep 21		
RECEIPTS & PAYMENTS		
Balance brought forward as at 31/03/21		£9,403.41
Add Total Receipts		5361.46
Less Total Payments		(3,244.46)
TOTAL		£11,520.41
BANK		
Current as @ 6/9/21		3,528.84
Savings as @ 6/9/21		7,991.57
Plus Uncleared Deposits		
TOTAL		£11,520.41