

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

MONDAY 19 JULY 2021 AT 19:00

	<b>ACTION</b>
<p><b><u>PRESENT</u></b></p> <p>Cllr Peter Thomas; Cllr Nigel Clifford, Cllr Andrew Mills, Cllr Keith Napthine, Cllr O’Sullivan, County Cllr Tom Richardson and Parish Clerk &amp; Proper Officer Hannah-Louise O’Callaghan</p>	
<p><b>AGENDA ITEM 1: WELCOME AND TO RECEIVE &amp; APPROVE APOLOGIES FOR ABSENCE</b></p> <p>Cllr Thomas welcomed everyone. Apologies were noted from District Cllr Sutton</p>	
<p><b>AGENDA ITEM 2: CODE OF CONDUCT - DECLARATION OF PERSONAL OR PREJUDICIAL INTERESTS BY COUNCILLORS IN ANY OF THE ITEMS LISTED BELOW AND ANY CHANGES TO THE REGISTER OF INTERESTS.</b></p> <p>None</p>	
<p><b>AGENDA ITEM 3: MINUTES OF THE PREVIOUS MEETING HELD ON 6 MAY 2021 TO BE AGREED AND SIGNED AS A TRUE RECORD</b></p> <p>On a <b>proposal</b> by Cllr Napthine and <b>seconded</b> by Cllr O’Sullivan the minutes of the meeting held on 6 May 2021 were approved and signed by Cllr Thomas.</p>	
<p><b>AGENDA ITEM 4: UPDATE ON MATTERS CARRIED FORWARD FROM PREVIOUS MEETING</b></p> <p>a) Speeding – Cllr Thomas</p> <p>Cllr Thomas reported that due to ongoing Covid restrictions few speeding checks had taken place. The ones done during Goodwood had yielded some results however. Cllr Thomas to provide figures as required.</p> <p>Cllr O’Sullivan noted that she was still receiving Speedwatch information and it was highlighted that more volunteers are needed. Cllr Thomas agreed to try to recruit new co-ordinators.</p> <p>Clerk informed Council that the Genesis radar gun was due for re-calibration at a cost of £192 + VAT and carriage. Council authorised Clerk to book this in to be carried out</p> <p>b) Playground Maintenance and Inspection – Cllrs Napthine &amp; Clifford</p> <p>It was noted that previously highlighted work at the playground including gaps around the edges and the inside of the Pyramid are still outstanding due to Covid restrictions having been in place. It was agreed by Council that the playground was due an inspection. Clerk to arrange in conjunction with Cllr Napthine.</p> <p>Cllr Napthine to remove Covid restriction signs</p>	<p><b>Cllr Thomas</b></p> <p><b>Cllr Thomas</b></p> <p><b>Clerk</b></p> <p><b>Clerk</b></p> <p><b>Cllr Napthine</b></p> <p><b>Cllr Napthine</b></p>

<p>c) Footpaths – Cllrs Thomas &amp; Clifford</p> <p>Cllr Thomas reported that he had written to Darryl Hobden regarding the previously highlighted footpaths but not received a response. Cllr Thomas to chase this up.</p> <p>It was highlighted that the footpath from the village hall to Burton Park needs attention. Cllr Thomas to email the landowner and follow up.</p> <p>Cllr Thomas informed the Council that he would also address the footpath from the village hall to St Michaels Church with the landowner as this was also in need of attention.</p> <p>It was reported that interest had been received from a local resident regarding becoming a footpath warden. The Council welcomed this interest and Cllr Thomas will follow up.</p> <p>It was agreed after much discussion, that Cllr Thomas will write again to Darryl Hobden regarding the state of the footpaths and asking where the responsibility for maintenance lies.</p> <p>d) Rewilding of Communal Areas</p> <p>It was reported that the project is still underway and Cllrs Clifford, Napthine and O’Sullivan would meet to put together a plan for taking the project forward. It was noted that the offer of free trees was still available but suitability would need to be considered as well as the grass cutting contract.</p> <p>e) Bus Stop Repairs</p> <p>This is ongoing. Cllr Thomas to get quotes for repair and Cllr O’Sullivan will also speak to a contact regarding the necessary repair work to the glass replacement and roof.</p> <p>f) Recruitment of additional councillors</p> <p>This is ongoing. No progress despite the recent Facebook message placed by Cllr Harte. All Councillors to action</p>	<p>Cllr Thomas</p> <p>Cllr Thomas</p> <p>Cllr Thomas</p> <p>Cllr Thomas</p> <p>Cllr Thomas</p> <p>Cllrs Napthine, O’Sullivan Clifford</p> <p>Cllrs Thomas, O’Sullivan</p> <p>All</p>
<p><b>AGENDA ITEM 5: FINANCE</b></p> <p>a) To approve Clerks salary and expenses – Appendix A</p> <p>On a <b>proposal by Cllr Mills</b> and <b>seconded by Cllr Clifford</b> Clerks salary and expenses were approved</p> <p>b) To note and approve income and expenditure report – Appendix B</p> <p>On a <b>proposal by Cllr Napthine</b> and <b>seconded by Cllr Clifford</b> Council approved the income and expenditure report (Appendix B)</p> <p>c) To approve the regular Bank Reconciliation – Appendix C</p> <p>On a <b>proposal by Cllr O’Sullivan</b> and <b>seconded by Cllr Napthine</b> the bank reconciliation (Appendix C) was approved by Council</p>	

<p><b>AGENDA ITEM 6: POLICE CRIME PANEL</b></p> <p>Cllr Napthine reported to the Council that he has been appointed to the Police Crime Panel, the purpose of which is to scrutinise the police commissioner and ensure that the police are held to account. The panel is made up of representatives from 20 parishes and 2 independents. The panel meet 4 times a year and Cllr Napthine will report on this on an ongoing basis.</p> <p>The Council offered their congratulations to Cllr Napthine on his appointment</p>	
<p><b>AGENDA ITEM 7: PLANNING</b></p> <ul style="list-style-type: none"> <li>• Rose Cottage. It was reported that there is a large container on the land. This is in breach of planning and has been reported.</li> <li>• SDNP/21/03313/LIS – Cllr Clifford to review and send comments to the Clerk</li> <li>• SDNP/21/02465/FUL – No objection</li> <li>• SDNP/21/03354/LIS – No objection</li> </ul>	<b>Clerk</b>
<p><b>AGENDA ITEM 8: REPORT FROM DISTRICT COUNCILLOR – ALAN SUTTON</b></p> <p>None</p>	
<p><b>AGENDA ITEM 9: REPORT FROM COUNTY COUNCILLOR – TOM RICHARDSON</b></p> <p>CC Richardson introduced himself and provided some background on himself and his appointment. Although currently Chair of the anti social driving taskforce CC Richardson will be looking to step away from this and will be taking on a new role with the County Council as a special advisor on road related issues across the County. It was acknowledged that speed limits remain an issue in many villages as well as noise. CC Richardson has also been appointed to the fire and rescue service scrutiny committee.</p> <p>Cllr O’Sullivan highlighted the verges and narrowing of the A285 due to undergrowth. CC Richardson confirmed that rural grass cutting had restarted.</p> <p>It was asked who the most appropriate contact at Highways is for the area. CC Richardson responded that he would pass on details for the area manager.</p> <p>CC Richardson left the meeting at 19.36pm</p>	
<p><b>AGENDA ITEM 10: ANNUAL FIREWORKS DISPLAY – VIABILITY OF EVENT</b></p> <p>Clerk informed Council that Aurora Fireworks had been booked as requested. Cllr Thomas to check with the pub re the suitability of the date. It was asked whether Aurora will set the fireworks off as in previous years – Clerk to check.</p> <p>It was agreed that a fireworks organising committee would be set up, chaired by Cllr Mills to look at risk assessments, collection of donations, set up etc.</p> <p>Cllr O’Sullivan raised a concern that donations may suffer this year due to people not carrying cash. It was agreed that the Council would look into the option of purchasing a card reader similar to the one used by the school. Cllr O’Sullivan to look into costs and options. Council asked that this go onto the next agenda for discussion.</p>	<p style="text-align: center;"><b>Cllr Thomas</b></p> <p style="text-align: center;"><b>Cllr O’Sullivan Clerk</b></p>

<p><b>AGENDA ITEM 11: CORRESPONDENCE TO NOTE</b></p> <p>The Parish Council confirmed receipt of the following correspondence:</p> <ul style="list-style-type: none"> <li>a) PROW Planning</li> <li>b) Highways work – resident enquiry</li> <li>c) Salt Bins Audit</li> </ul> <p>Clerk confirmed that the salt bins audit had been completed and returned.</p> <p>It was asked who has the responsibility to maintain the salt bins and Cllr Thomas confirmed that they are an asset of the Parish Council and maintained by the Parish Council.</p> <ul style="list-style-type: none"> <li>d) SDNPA Design Guide SPD consultation</li> <li>e) Highways, Transport and Planning</li> </ul>	
<p><b>AGENDA ITEM 12: MATTERS ARISING NOT ON THE AGENDA</b></p> <ul style="list-style-type: none"> <li>• Cllr Mills reported that the logging at Fountain Copse had been looked into by the Forestry Commission and it was confirmed that a license was granted to fell the ash trees and take out other timber to compensate. The Council decided to monitor the situation on an ongoing basis.</li> <li>• Following a discussion around CCTV and the need for planning, it was confirmed by the Clerk that CCTV can be used on private property however images captured are subject to GDPR regulations. Cllr Napthine to draft a letter regarding private use of CCTV on properties.</li> </ul>	<p><b>Cllr Napthine</b></p>
<p><b>AGENDA ITEM 13: PUBLIC QUESTIONS</b></p> <p>None</p>	
<p><b>AGENDA ITEM 14: ANY OTHER MATTERS FOR INFORMATION ONLY</b></p> <p>It was noted that following a recent event at the Barn, people were on site on the Sunday morning following a party. There was concern that this is in breach of planning approval. Cllr Thomas to look into and follow up.</p>	<p><b>Cllr Thomas</b></p>
<p><b>AGENDA ITEM 15: DATE OF NEXT MEETING</b></p> <p>The next <b>Council Meeting</b> will be held on <b>Monday 13<sup>th</sup> September 2021, 19:00</b></p>	
<p><b>The Meeting ended at 20.38pm</b></p>	
<p><b>These minutes are an accurate record of the meeting</b></p> <p>Signed:</p> <p>Name &amp; Position:</p> <p>Date:</p>	

**Clerk Salary and Expenses**

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

Net Salary £335.35

PAYE £60.40

**Clerks Salary 1- 30<sup>th</sup> June 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>
30/06/21	Working from home allowance (June)	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>

DUNCTON PARISH COUNCIL					
File Number	Date of Payment	Payment Method	Payee	Description	Gross
<b>Receipts</b>					
	05/05/2021	BACS	HMRC	VAT Reclaim	734.46
	07/06/2021	BACS	Barclays	Interest 8 March - 6 June	0.2
					<b>734.66</b>
<b>Payment Ref Number</b>					
8	27/05/2021	dd	Came & Compai	Insurance Renewal 2021-22	512.01
9	28/05/2021	SO	HL O'Callaghan	Working from home - May	36
10	28/05/2021	dd	HL O'Callaghan	Clerk Salary - May	335.75
11	01/06/2021	dd	Chi Payroll Serv	Payroll - May	10
12	04/06/2021	dd	HMRC	PAYE May	60.4
13	28/06/2021	dd	WSALC	Subscription 2021-22	117.13
14	30/06/2021	SO	HL O'Callaghan	Working from home - June	36
15	30/06/2021	dd	HL O'Callaghan	Clerk Salary - June	335.55
16	01/07/2021	dd	Chi Payroll Serv	Payroll - June	10
17	02/07/2021	dd	HMRC	PAYE June	60.2
					<b>1513.04</b>

<b>Duncton Parish Council</b>		
<b>BANK RECONCILIATION</b>		
<b>12-Jul-21</b>		
<b>RECEIPTS &amp; PAYMENTS</b>		
Balance brought forward as at 31/03/21		£9,403.41
Add Total Receipts		5357.66
Less Total Payments		(2,185.22)
<b>TOTAL</b>		<b>£12,575.85</b>
<b>BANK</b>		
Current as @ 12/7/21		4,584.48
Savings as @ 12/7/21		7,991.37
<b>Plus Uncleared Deposits</b>		
<b>TOTAL</b>		<b>£12,575.85</b>