

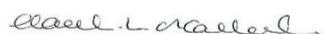
DUNCTON PARISH COUNCIL

The Parish Council Meeting will be held on Monday 17th January 2022 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 8 November 2021
4. Update on matters carried forward from previous meeting:
 - a) Speeding – Cllr Thomas
 - b) Playground Maintenance – Cllr Clifford
 - c) Footpaths – Cllr Thomas/Cllr Clifford
 - d) Rewilding of Communal Areas including Jubilee Orchard
 - e) Bus Stop repair update
 - f) Recruitment of new Councillor
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 agree the Precept request – budget attached for information
6. Planning Update: To comment on:
 - a) SDNP/21/05910/CND – Heath End Quarry
 - b) SDNP/21/06073/LIS – Burton House, Burton Park
 - c) SDNP/21/06307/CND – Lewis Lodge
 - d) SDNP/21/06460/CND – Lewis Lodge
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. Any Correspondence/Consultations to note
 - a) Sussex Police Big Data Presentation, 25th February
 - b) Fire Service Consultation
10. Matters arising not dealt with on the Agenda
11. Public Questions (10 Minutes)
12. Any other matters for information only
13. Date of next Meeting 14th March 2022
14. Exclusion of Press and Public
15. Consideration of Clerk yearly pay review as per contract

Signed:



HL O'Callaghan
Clerk & RFO

Clerk Salary and Expenses**Clerks Salary 1 – 30th November 2021**

Net Salary £335.35

PAYE £60.40

Clerks Salary 1- 31st December 2021

Net Salary £335.55

PAYE £60.20

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 (£)
30/11/21	Working from home allowance (November)	As per contract. Agreed payment by dd each month	36.00	0	36.00
31/12/21	Working from home allowance (December)	As per contract. Agreed payment by dd each month	36.00	0	36.00
Total			72.00	0	72.00

January 2022 Expenses**Clerks Expenses to be paid (as per contract)**

Date Paid	Detail	Reason	Cost ex VAT (£)	VAT (£)	Cost inc VAT (£)
18/01/22	Mileage	As per contract. Mileage November meeting 4.6 miles @ £0.50 per mile x 2	4.60	0	4.60
Total			4.60	0	4.60

DUNCTON PARISH COUNCIL					
File Number	Date of Payment	Payment Method	Payee	Description	Gross
Receipts					
	11/11/2021	BACS	P Thomas	Money received from village event ticke sales	959
	15/11/2021	BACS	SumUp	Card Proceeds from Bonfire	137.65
	26/11/2021	BACS	HL O'Callaghan	Proceeds from fireworks	666.12
	06/12/2021	BACS	Barclays	Interest	0.20
					1762.97
Payment Ref Number					
39	02/11/2021	dd	HMRC	PAYE October	60.4
40	02/11/2021	dd	Chi Payroll Serv	Payroll -October	10
41	04/11/2021	dd	Aurora Firework	Fireworks Display	840
42	18/11/2021	dd	HL O'Callaghan	Mileage (Sept meeting)	4.6
43	18/11/2021	dd	Duncton Junior	S137 donation	459
44	18/11/2021	dd	Duncton Hall	S137 donation	200
45	18/11/2021	dd	Duncton PCC	S137 donation	300
46	30/11/2021	SO	HL O'Callaghan	Working from home - November	36
47	30/11/2021	dd	HL O'Callaghan	Clerk Salary -November	335.35
48	02/12/2021	dd	HMRC	PAYE November	60.4
49	02/12/2021	dd	Chi Payroll Serv	Payroll -November	10
50	31/12/2021	SO	HL O'Callaghan	Working from home - December	36
51	31/12/2021	dd	HL O'Callaghan	Clerk Salary -December	335.55
52	05/01/2022	dd	HMRC	PAYE December	60.2
53	05/01/2022	dd	Chi Payroll Serv	Payroll -December	10
54	06/01/2022	dd	HL O'Callaghan	Reimbursement to Clerk for renewal of domain name	38.9
					2796.4

Duncton Parish Council		
BANK RECONCILIATION		
10-Jan-22		
RECEIPTS & PAYMENTS		
Balance brought forward as at 31/03/21		£9,403.41
Add Total Receipts		11746.43
Less Total Payments		(7,873.55)
TOTAL		£13,276.29
BANK		
Current as @ 1/11/21		5,284.52
Savings as @ 1/11/21		7,991.77
Plus Uncleared Deposits		
TOTAL		£13,276.29

	Budget	Working Budget	Budget		Proposed Budget	Proposed Budget	Proposed Budget	Proposed Budget
	2021-22	10/01/2022	2021-22		2022-23	2022-23	2022-23	2022-23
					0%	5%	10%	20%
Balance b/fat 1 April	£9,403.41	£9,403.41	£9,403.41		£9,015.48	£9,015.48	£9,015.48	£9,015.48
Receipts								
Precept	£9,245.00	£9,245.00	£9,245.00		£9,245.00	£9,707.25	£10,169.50	£11,094.00
Bank interest - PC	£1.50	£0.60	£1.50		£2.50	£2.50	£2.50	£2.50
Miscellaneous income	£0.00	£962.60	£962.60		£0.00	£0.00	£0.00	£0.00
CDC Grants	£0.00	£0.00	£0.00		£250.00	£250.00	£250.00	£250.00
Other Grants	£0.00	£0.00	£0.00		£0.00	£0.00	£0.00	£0.00
Firework Donations	£0.00	£803.77	£803.77	to put forward to 2022	£750.00	£750.00	£750.00	£750.00
Defibrillator	£0.00	£0.00	£0.00		£0.00	£0.00	£0.00	£0.00
Coffee Mornings (proceeds to defibrillat	£0.00	£0.00	£0.00		£0.00	£0.00	£0.00	£0.00
Vat recovered	£734.46	£734.46	£734.46		£300.00	£300.00	£300.00	£300.00
Total receipts for period	£9,980.96	£11,746.43	£11,747.33		£10,547.50	£11,009.75	£11,472.00	£12,396.50
Total receipts	£19,384.37	£21,149.84	£21,150.74		£19,562.98	£20,025.23	£20,487.48	£21,411.98
Payments								
<u>General Administration</u>								
Marketing & Communications (3 Parishes)	£300.00	£0.00	£300.00		£300.00	£300.00	£300.00	£300.00
Stationery & Postage costs	£100.00	£0.00	£20.00		£20.00	£20.00	£20.00	£20.00
Computer costs/Website	£300.00	£283.34	£300.00		£300.00	£300.00	£300.00	£300.00
Payroll	£120.00	£90.00	£120.00		£120.00	£120.00	£120.00	£120.00
Clerk expenses/mileage	£100.00	£26.20	£50.00		£50.00	£50.00	£50.00	£50.00
Home office	£480.00	£324.00	£480.00		£480.00	£480.00	£480.00	£480.00
Employment Costs (inc PAYE)	£4,749.00	£3,562.15	£4,749.00		£4,887.00	£4,887.00	£4,887.00	£4,887.00
ICO data Protection	£35.00	£0.00	£35.00		£35.00	£35.00	£35.00	£35.00
<u>Assets & Maintenance</u>								
General Maintenance	£1,000.00	£334.99	£600.00		£1,000.00	£1,000.00	£1,000.00	£1,000.00
Bin Collections	£80.00	£74.36	£74.36		£85.00	£85.00	£85.00	£85.00
Play area	£0.00	£0.00	£0.00		£1,500.00	£1,500.00	£1,500.00	£1,500.00
Playground Inspection	£1,000.00	£110.00	£110.00		£120.00	£120.00	£120.00	£120.00
Defibrillator	£200.00	£0.00	£200.00		£200.00	£200.00	£200.00	£200.00
Jubilee Orchard	£0.00	£0.00	£1,500.00		£1,250.00	£1,250.00	£1,250.00	£1,250.00
<u>Other</u>								
Insurance	£600.00	£512.01	£512.01		£600.00	£600.00	£600.00	£600.00
Audit fee	£100.00	£100.00	£100.00		£100.00	£100.00	£100.00	£100.00
Training (Clerk/Councillors)	£500.00	£0.00	£0.00		£500.00	£500.00	£500.00	£500.00
Chairman Allowance	£100.00	£0.00	£0.00		£100.00	£100.00	£100.00	£100.00
AGM & other village events	£500.00	£370.36	£370.36		£1,000.00	£1,000.00	£1,000.00	£1,000.00
Winter maintenance	£500.00	£0.00	£500.00		£500.00	£500.00	£500.00	£500.00
Election	£0.00	£0.00	£0.00		£0.00	£0.00	£0.00	£0.00
Fireworks	£250.00	£738.40	£738.40		£800.00	£800.00	£800.00	£800.00
NHB repayment	£0.00	£0.00	£0.00		£0.00	£0.00	£0.00	£0.00
Clerk's membership fees (SLCC, SSALC)	£128.00	£117.13	£117.13		£119.79	£119.79	£119.79	£119.79
<u>S.137 & S.142 payments</u>								
S137 Duncton PCC	£0.00	£300.00	£300.00		£0.00	£0.00	£0.00	£0.00
S137 Village Hall	£0.00	£200.00	£200.00		£0.00	£0.00	£0.00	£0.00
S137 Petworth Youth Association	£0.00	£0.00	£0.00		£0.00	£0.00	£0.00	£0.00
S137 Kent, Sussex & Surrey Air Ambulance	£0.00	£0.00	£0.00		£0.00	£0.00	£0.00	£0.00
S137 Duncton Junior School	£0.00	£459.00	£459.00		£0.00	£0.00	£0.00	£0.00
Other	£0.00	£0.00	£0.00		£0.00	£0.00	£0.00	£0.00
Precept payments	£11,142.00	£7,601.94	£11,835.26		£14,066.79	£14,066.79	£14,066.79	£14,066.79
CDC Grants	£0.00	£0.00	£0.00		£250.00	£250.00	£250.00	£250.00
Defibrillator	£0.00	£0.00	£0.00		£0.00	£0.00	£0.00	£0.00
VAT paid	£600.00	£272.01	£300.00		£500.00	£500.00	£500.00	£500.00
Total payments	£11,742.00	£7,873.95	£12,135.26		£14,816.79	£14,816.79	£14,816.79	£14,816.79
Surplus/deficit	-£1,761.04	£3,872.48	-£387.93		-£4,269.29	-£3,807.04	-£3,344.79	-£2,420.29
(Receipts less payments for period)								
Balance carried forward	£7,642.37	£13,275.89	£9,015.48		£4,746.19	£5,208.44	£5,670.69	£6,595.19

Hannah Louise O'Callaghan, Clerk Duncton Parish Council
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10 January 2022