

DUNCTON PARISH COUNCIL

The Parish Council Meeting will be held on Monday 8th November 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 13th September 2021
4. Update on matters carried forward from previous meeting:
 - a) Speeding – Cllr Thomas
 - b) Playground Maintenance and Inspection – Clerk & Cllrs Naphine & Clifford
 - c) Footpaths – Cllr Thomas/Cllr Clifford
 - d) Rewilding of Communal Areas
 - 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 review current vs. actual Budget ahead of Precept setting (January)
 - e) To acknowledge donation of funds from recent village party £959
 - f) To discuss and approve S137 donations
 - Church - £300
 - School - £459
 - Village Hall - £200
6. Planning Update
 - SDNP/21/04846/HOUS
1 Garden Mews Barlavington Petworth West Sussex GU28 0QS
Addition of one window to the first floor, principal elevation
24th November 2021
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. Update on preparations for Annual Fireworks display (12th November)
10. Any Correspondence to note
 - CDC Development Management Update Email
 - Queens Green Canopy
 - CDC Water abstraction issues in north of district news release
 - WSCC news release – verges potential explored to tackle biodiversity
11. Setting of future meeting dates
 - 17th January 2022
 - 14th March 2022
 - 16th May 2022 (AGM)
 - Date for Parish Meeting
 - 11th July
 - 19th September

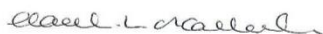
Hannah-Louise O'Callaghan, Clerk Duncton Parish Council

clerk@duncton.org

1 November 2021

- 14th November
12. Matters arising not dealt with on the agenda
 13. Public Questions (10 Minutes)
 14. Any other matters for information only
 - CRP and defibrillator training November 15th, Village Hall
 15. Date of next Meeting 17th January 2022

Signed:



HL O'Callaghan
Clerk & RFO

Appendix A

Clerk Salary and Expenses

Clerks Salary 1 – 30th September 2021

Net Salary £335.55

PAYE £60.20

Clerks Salary 1- 31st October 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 (£)
30/9/21	Working from home allowance (September)	As per contract. Agreed payment by dd each month	36.00	0	36.00
31/10/21	Working from home allowance October)	As per contract. Agreed payment by dd each month	36.00	0	36.00
Total			72.00	0	72.00

November 2021 Expenses

Clerks Expenses (as per contract)

Date Paid	Detail	Reason	Cost ex VAT (£)	VAT (£)	Cost inc VAT (£)
9/11/21	Mileage	As per contract. Mileage September meeting 4.6 miles @ £0.50 per mile x 2	4.60	0	4.60
Total			4.60	0	4.60

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1 November 2021

Appendix B

DUNCTON PARISH COUNCIL					
File Number	Date of Payment	Payment Method	Payee	Description	Gross
Receipts					
	06/08/2021	BACS	CDC	Precept Part 2	4622
					4622.00
Payment Ref Number					
28	30/09/2021	SO	HL O'Callaghan	Working from home - September	36
29	30/09/2021	dd	HL O'Callaghan	Clerk Salary -September	335.55
30	04/09/2021	dd	HMRC	PAYE September	60.2
31	04/09/2021	dd	Chi Payroll Serv	Payroll -September	10
32	04/09/2021	dd	Cricketers, Dunc	Payment of Catering for Village Party	372.61
33	08/10/2021	dd	Jeffer computers	Payment of yearly management fee and SSL certificat	70
34	15/10/2021	dd	HL O'Callaghan	Reimbursement of Microsoft Subscription	59.99
35	25/10/2021	dd	Nigel Clifford	Reimbursement of bulbs	84.99
36	29/10/2021	dd	Fenland Leisure	Annual Playground Inspection	132
37	30/09/2021	SO	HL O'Callaghan	Working from home - October	36
38	30/09/2021	dd	HL O'Callaghan	Clerk Salary -October	335.35
					1532.69

Duncton Parish Council		
BANK RECONCILIATION		
01-Nov-21		
RECEIPTS & PAYMENTS		
Balance brought forward as at 31/03/21		£9,403.41
Add Total Receipts		9983.46
Less Total Payments		(5,077.15)
TOTAL		£14,309.72
BANK		
Current as @ 1/11/21		6,318.15
Savings as @ 1/11/21		7,991.57
Plus Uncleared Deposits		
TOTAL		£14,309.72