

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

MONDAY 17 JANUARY 2022 AT 19:00

	ACTION
<p><u>PRESENT</u> Cllr Peter Thomas; Cllr O’Sullivan, Cllr Andrew Mills, Cllr Keith Napthine, District Cllr Alan Sutton and Parish Clerk & Proper Officer Hannah-Louise O’Callaghan</p>	
<p>AGENDA ITEM 1: WELCOME AND TO RECEIVE & APPROVE APOLOGIES FOR ABSENCE Cllr Thomas welcomed everyone. Apologies were noted from County Cllr Tom Richardson and Cllr Clifford in advance of the meeting. Apologies were subsequently also received from Cllr Harte</p>	
<p>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. None</p>	
<p>AGENDA ITEM 3: MINUTES OF THE PREVIOUS MEETING HELD ON 8 NOVEMBER 2021 TO BE AGREED AND SIGNED AS A TRUE RECORD On a proposal by Cllr Napthine and seconded by Cllr O’Sullivan the minutes of the meeting held on 8 November 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 Cllr Thomas reported that there had been one session since the last meeting. Administration of the Speed Watch group still remains a challenge and there is a lack of enthusiasm in the village. It was noted that the upkeep of the SID is expensive. Cllr Napthine asked whether it would be possible to bypass the uploading of the data which is time consuming however it was agreed that this may not be legal and may invalidate insurance.</p> <p>b) Playground Maintenance and Inspection – Cllrs Napthine & Clifford Cllr Napthine confirmed that the equipment is checked periodically but there is still concern over the pin in the honeycomb and this is ongoing to see how we check this further. Cllr Thomas reported that costs to repair the gap had been received and were approximately £800. It was agreed that further action would wait until Cllr Clifford returned however in the meantime the Clerk would enquire with Fittleworth PC as to who carries out maintenance for their playground. Cllr O’Sullivan to make enquiries at the school.</p> <p>c) Footpaths – Cllrs Thomas & Clifford No update, no comments received.</p> <p>d) Rewilding of Communal Areas including Jubilee Orchard Cllr O’Sullivan reported that 10 Sussex apple trees had been purchased and work to plant them would commence during the week of 24thh February. It was noted that the village hall committee has agreed to put £500 towards the costs. Cllr O’Sullivan suggested asking residents to sponsor a tree, it was agreed that information would be put in the parish magazine to see if</p>	<p style="text-align: center;">Cllr Clifford Clerk</p> <p style="text-align: center;">Cllr O’Sullivan</p>

<p>there was any interest. The opening of the Jubilee Orchard would take place in conjunction with the Queens Jubilee celebrations, and it was suggested that the school may wish to be involved with a pupil potentially opening the Orchard. Cllr O’Sullivan to co-ordinate with the school. Information would also be put on the website and Facebook page – Cllr O’Sullivan to provide copy to the Clerk.</p> <p>Cllr Thomas agreed to speak to Andy Gadd regarding mowing in the area.</p> <p>e) Bus Stop Repairs</p> <p>No update</p> <p>f) Recruitment of additional councillors</p> <p>No update. It was noted that Cllr O’Sullivan will not be standing for re-election in May</p>	<p>Cllr O’Sullivan Clerk Cllr Thomas</p>
<p>AGENDA ITEM 5: FINANCE</p> <p>a) To approve Clerks salary and expenses – Appendix A On a proposal by Cllr Mills and seconded by Cllr Naphine Clerks salary and expenses were approved</p> <p>b) To note and approve income and expenditure report – Appendix B On a proposal by Cllr Thomas and seconded by Cllr Naphine 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 Naphine and seconded by Cllr Mills the bank reconciliation (Appendix C) was approved by Council</p> <p>d) To agree the Precept request</p> <p>After discussion it was decided UNANIMOUSLY that the Parish Council were not going to raise the Precept this year (2022-23) due to the ongoing costs of living however the view would be to raise the Precept in future years to ensure ongoing financial security for the Parish Council. The 2022-23 Precept will remain £9,245</p>	<p>Clerk</p>
<p>AGENDA ITEM 6: PLANNING</p> <p>Council noted and discussed the recently submitted planning applications, with recommendations as follows:</p> <p>a) SDNP/21/05910/CND – Heath End Quarry Comments of objection to be drafted and sent to Clerk for submission by Cllr Mills</p> <p>b) SDNP/21/06073/LIS – Burton House, Burton Park No objection</p> <p>c) SDNP/21/06307/CND – Lewis Lodge No objection</p> <p>d) SDNP/21/06460/CND – Lewis Lodge No objection</p> <p>e) SDNP/21/05900/HOUS – Yew Tree Cottage No objection</p> <p>Clerk to submit comments as requested.</p>	<p>Cllr Mills</p> <p>Clerk</p>

<p>District Cllr Sutton reported that the Down View Farm application had been red carded so that it would be discussed further. A site meeting is to take place and the Parish Council are welcome to attend the meeting of the planning committee should they wish.</p>	
<p>AGENDA ITEM 7: REPORT FROM DISTRICT COUNCILLOR – ALAN SUTTON</p> <p>District Cllr Sutton reported on the following points:</p> <ul style="list-style-type: none"> • Several of the older houses in Duncton may be eligible for Chichester’s warm home initiative which is linked to lower income and administered by Arun and Chichester Citizens Advice Bureau. Cllr Naphthine commented that pickup for this is generally good in West Sussex. • The District Council is keen to improve housing standards for all and as part of this free school meal vouchers will be available for the February half term along with fuel vouchers although it is noted that this is a County initiative • Funds to the district are forthcoming as it has been noted that Chichester and West Sussex are good at getting the finding out to those that need it most. Signposting to all funding availability is available via the website. • Brickworks at the Novium has been very successful and is running until June. • The Christmas campaign went well. The economic development council are keen to get students involved in entrepreneurial enterprises and activities and will support them where possible. • St James’s industrial estate is going to be redeveloped with industrial and entrepreneurial units. • Funding for 17 units has been secured from central government for temporary flats and these are due to open at the end of February. • The Environmental Bill has become law. This will mean domestic food waste collections will start in the future however more details have yet to be announced <p>Cllr O’Sullivan asked how additional bins in Chichester would work where space is limited. It is likely that these bins will be smaller but no details have been announced.</p> <ul style="list-style-type: none"> • Storm outlets – the water companies now have a statutory duty to reduce the adverse effect from storm overflows meaning that Southern Water now have a legal obligation to sort out the problems or face large fines. 	
<p>AGENDA ITEM 8: REPORT FROM COUNTY COUNCILLOR – TOM RICHARDSON</p> <p>No Report</p>	
<p>AGENDA ITEM 9: CORRESPONDENCE TO NOTE</p> <p>The Parish Council confirmed receipt of the following correspondence:</p> <ul style="list-style-type: none"> a) Sussex Police Big Data Presentation, 25th February - Cllr Naphthine to attend, Clerk to register him b) Fire Service Consultation Cllr Thomas to complete c) Beacon lighting – Cllr Mills to rake forward with RICS but general consensus was that this would be good to participate in 	<p>Clerk</p> <p>Cllr Thomas</p> <p>Cllr Mills</p>

d) Eroica Cycling event – Cllr O’Sullivan to attend and report back	Cllr O’Sullivan
AGENDA ITEM 10: MATTERS ARISING NOT ON THE AGENDA None	
AGENDA ITEM 11: PUBLIC QUESTIONS None	
AGENDA ITEM 12: ANY OTHER MATTERS FOR INFORMATION ONLY None	
AGENDA ITEM 13: DATE OF NEXT MEETING The next Council Meeting will be held on Monday 14th March 2022, 19:00	
AGENDA ITEM 14: EXCLUSION OF PRESS AND PUBLIC	
AGENDA ITEM 15: CONSIDERATION OF CONTRACTUAL PAY REVIEW FOR CLERK After consideration it was agreed UNANIMOUSLY to increase the Clerks to point 27 in accordance with the NALC pay guidelines. This will take effect immediately.	Clerk
The Meeting ended at 20.35	
These minutes are an accurate record of the meeting Signed: Name & Position: Date:	

Appendix A

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

Appendix B

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 Fireworl	Fireworks Display	840
42	18/11/2021	dd	HL O'Callaghan	Mileage (Sept meeting)	4.6
43	18/11/2021	dd	Dunton Junior	S137 donation	459
44	18/11/2021	dd	Dunton Hall	S137 donation	200
45	18/11/2021	dd	Dunton 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