



<p>that this could possibly be undertaken by students at Seaford College as part of their community volunteering day. Cllr O’Sullivan agreed to approach Seaford College. Council agreed the name plaques as well as a plaque denoting the Jubilee Orchard would be nice.</p> <p>Council noted that the trees will need watering during dry periods, and it was agreed that a rota would be put in place to start watering in April onwards. Cllr Naphine congratulated Cllr O’Sullivan and thanked her for all her work in getting the Jubilee Orchard project off the ground and running.</p> <p>e) Bus Stop Repairs</p> <p>Cllr Clifford reported that this was in hand. It was questioned whether it was necessary to have a bus shelter and Council agreed that it should remain especially as it also houses the defibrillator.</p> <p>f) Recruitment of additional councillors</p> <p>Council received and noted the resignation of Cllr O’Sullivan, noting that this is her last meeting. Cllr Harte reported that no interest had been received following her last posting on the Duncton noticeboard, but she would re-post the vacancy. Council agreed to all continue to look for additional councillors.</p>	<p><b>Cllr O’Sullivan</b></p> <p><b>All</b></p> <p><b>Cllr Harte</b></p> <p><b>All</b></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 Naphine</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 Naphine</b> and <b>seconded by Cllr O’Sullivan</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 Harte</b> and <b>seconded by Cllr O’Sullivan</b> the bank reconciliation (Appendix C) was approved by Council</p> <p>d) To confirm the appointment of Rachel Hall as the internal auditor for 2021-22</p> <p>Council agreed <b>UNANIMOUSLY</b> to re-appoint Rachel Hall as the internal auditor for 2021-22</p> <p>e) To discuss the ongoing services of Chichester Payroll</p> <p>Council agreed <b>UNANIMOUSLY</b> to continue using Chichester Payroll Services and noted the monthly price increase from April 2022 onwards</p>	<p><b>Clerk</b></p> <p><b>Clerk</b></p>
<p><b>AGENDA ITEM 6: PLANNING</b></p> <p>Cllr Clifford asked the Clerk to check whether any time limit had been suggested for the temporary container at Rose Cottage</p>	<p><b>Clerk</b></p>
<p><b>AGENDA ITEM 7: REPORT FROM DISTRICT COUNCILLOR – ALAN SUTTON</b></p> <p>District Cllr Sutton reported on the following points:</p> <ul style="list-style-type: none"> <li>• My thoughts are with the whole world facing the prospect of war and uncertain times. My approach to this, indeed my whole philosophy, is in my own small way to work with</li> </ul>	

<p>everyone for the benefit of our residents and to put aside party differences to achieve real benefits. Actions still speak louder than words.</p> <ul style="list-style-type: none"> <li>• I have been elected (from 1<sup>st</sup> April 2022) as a public governor for the Sussex Community NHS Foundation Trust. I still hold roles as a Research Champion for the Sussex University Hospitals Trust and a public engagement role at the new Nursing School at Chichester University. These are all non- political roles</li> <li>• My focus this month is the 2022-23 Budget which was passed at our special council meeting on the 8<sup>th</sup> of March. The budget was passed with all party support and builds on the maintenance of services and improvements to sustainable ways of working brought about through changes and lessons learned from the pandemic.</li> <li>• My report gives you the thrust of our priorities and some information about the way we use <b>your</b> money.</li> <li>• Although we collect <b>ALL</b> your Council Tax the Chichester District Council share is under 10% of your bill (Around £3 per week on average depending on the Council Tax Band of your property), for which we deliver over 80 services</li> </ul> <p>The full report is attached as Appendix D</p> <p>District Cllr Sutton added that COVID cases are on the rise again nationally and locally. District Cllr Sutton referenced a video on the CDC website which highlights the work done at Freeland Close in Chichester to provide temporary accommodation for the homeless which opened today. This was done at a cost of just under 3 million and can house couples as well as disabled people. District Cllr Sutton reported that his next step is now to meet with Hyde Group to look at improving housing locally.</p> <p>District Cllr Sutton reported that he met recently with the planning authorities and is hopeful of a compromise being reached at the Farm.</p> <p>Cllr Thomas asked whether the community fund mentioned in the Budget is for village halls and parishes and it was confirmed that more discretion is being given to the grants panel. District Cllr Sutton suggested that the Parish Council approach CDC with regards to potential match funding for the necessary playground repairs/improvements as a grant may be available. Clerk to provide contact details for David Hyland and Cllr Thomas to follow up.</p> <p>Cllr Napthine asked what the District Council are doing to support Ukrainian refugees. District Cllr Sutton responded that the focus at the moment is on supporting those with family connections initially. County Council will take the lead on housing but the District Council will work with them to provide any support. Unaccompanied minors are of concern and the sponsor scheme is getting underway with charities matching people to accommodation.</p> <p>Cllr Napthine made mention of a Southern Water news report that focussed on the water table at Pulborough Brooks. District Cllr Sutton confirmed that no new housing developments will be allowed locally unless they can be proved to be water neutral, in addition there is a moratorium on nitrate discharges in order to protect local wildlife.</p> <p>As there were no more questions District Cllr Sutton excused himself at 7.24pm</p>	<p><b>Clerk</b></p>
<p><b>AGENDA ITEM 8: REPORT FROM COUNTY COUNCILLOR – TOM RICHARDSON</b></p> <p>None</p>	
<p><b>AGENDA ITEM 9: CORRESPONDENCE TO NOTE</b></p> <p>The Parish Council confirmed receipt of the following correspondence:</p>	

<p>a) Post 16-19 Travel assistance consultation Cllr O’Sullivan confirmed that she had responded to this consultation which is open until 10<sup>th</sup> April for comment.</p> <p>b) Community Action Day – 30<sup>th</sup> June Cllr O’Sullivan to liaise with Seaford College regarding to potential plaque making</p> <p>c) Highways, Transport &amp; Planning Newsletter (March) Received</p> <p>d) Sussex Police Rural Crime Update Cllr Napthine attended a recent intelligence update meeting where the online system was discussed. Cllr Napthine reported that although it is a good system it does not work in real time and therefore often cases are closed before they are activated on the system. It was noted that although the rural response team have achieved good results Duncton is still without a PCSO and therefore the team have shown little value locally.</p>	<b>Cllr O’Sullivan</b>
<p><b>AGENDA ITEM 10: CONSIDERATION OF DATE FOR PARISH MEETING</b></p> <p>The Council confirmed that subject to the hall being free the Parish Meeting would be held on 18<sup>th</sup> May from 7-9pm. Cllr Thomas to invite a representative from the Rural Crime team to attend as well as Sebastian Anstruther in the hopes that he may be able to talk about the work being done by the Barlavington Estate.</p> <p>In addition, reports would be requested from the school, Church and the village hall committee. Cllr Thomas to use his Chairmans allowance to provide wine and nibbles.</p>	<b>Cllr Thomas</b>  <b>Cllr Thomas</b>
<p><b>AGENDA ITEM 11: MATTERS ARISING NOT ON THE AGENDA</b></p> <p>None</p>	
<p><b>AGENDA ITEM 12: PUBLIC QUESTIONS</b></p> <p>None</p>	
<p><b>AGENDA ITEM 13: ANY OTHER MATTERS FOR INFORMATION ONLY</b></p> <p>Cllr Thomas reported on the following for information only:</p> <ul style="list-style-type: none"> <li>• 10-12 people attended the village clean up. A jewellery case was found at Post House Cottage which had been discarded after the Rose Cottage burglary and returned to its owner</li> <li>• The defibrillator training was a success and was attended by 15 people</li> <li>• A recent coffee morning to raise funds for Ukraine raised £1750 which was also able to be gift aided</li> <li>• There is a plant sale on 14<sup>th</sup> May at Willet Close</li> <li>• The beacon lighting for the Jubilee is now being organised by the Tupper’s as the beacon is situated in their land. The lighting of the beacon will take place at 9.45pm on 2<sup>nd</sup> June meeting at dog kennels cottages.</li> <li>• A village party is being organised by the Cricketers to celebrate the Jubilee on 5<sup>th</sup> June. There will be entertainment and any support is welcome.</li> </ul> <p>Cllr Napthine asked whether the Parish Council pay for use of the hall and it was confirmed that</p>	

they do not. Cllr Thomas offered his thanks to Cllr O’Sullivan for her hard work and support to the Council and noted her huge contribution to the village.	
<b>AGENDA ITEM 14: DATE OF NEXT MEETING</b> The next <b>Council Meeting</b> will be held on <b>Monday 16<sup>th</sup> May 2022, 19:00</b>	
<b>AGENDA ITEM 15: EXCLUSION OF PRESS AND PUBLIC</b>	
<b>AGENDA ITEM 16: TO CONSIDER IMPLEMENTATION OF NALC PAY SCALES AND BACK PAY FOR CLERK</b> Council agreed <b>UNANIMOUSLY</b> to implement the back pay according to NALC guidelines.	<b>Clerk</b>
<b>The Meeting ended at 20.32</b>	
<b>These minutes are an accurate record of the meeting</b> Signed: Name & Position: Date:	

**Appendix A**

**Clerk Salary and Expenses**

**Clerks Salary 1 – 31<sup>st</sup> January 2022**

Net Salary £344.45

PAYE £62.80

**Clerks Salary 1- 28<sup>th</sup> February 2022**

Net Salary £344.45

PAYE £62.80

**Paid by Standing Order on last working day of the month**

**Clerks Working from Home Expenses (paid by Standing Order 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>
31/1/22	Working from home allowance (January)	As per contract. Agreed payment by dd each month	36.00	0	36.00
28/2/22	Working from home allowance (February)	As per contract. Agreed payment by dd each month	36.00	0	36.00
<b>Total</b>			<b>72.00</b>	<b>0</b>	<b>72.00</b>

## March 2022 Expenses

### Clerks Expenses to be paid (as per contract)

Date Paid	Detail	Reason	Cost ex VAT (£)	VAT (£)	Cost inc VAT (£)
16/2/22	Mileage	As per contract. Mileage January meeting 4.6 miles @ £0.50 per mile x 2	4.60	0	4.60
16/2/22	Mileage	As per contract. Mileage March meeting 4.6 miles @ £0.50 per mile x 2	4.60	0	4.60
<b>Total</b>			<b>9.20</b>	<b>0</b>	<b>9.20</b>

### Appendix B

DUNCTON PARISH COUNCIL					
File Number	Date of Payment	Payment Method	Payee	Description	Gross
<b>Receipts</b>					
	07/03/2022	BACS	Barclays	Interest	0.2
					<b>0.20</b>
<b>Payment Ref Number</b>					
55	18/01/2022	dd	HL O'Callaghan	Clerks mileage (November)	4.6
56	18/01/2022	dd	Sussex Apple Tr	6x trees for Jubilee Orchard	160
57	31/01/2022	SO	HL O'Callaghan	Working from home - January	36
58	31/01/2022	dd	HL O'Callaghan	Clerk Salary -January	344.45
59	01/02/2022	dd	HMRC	PAYE January	62.8
60	01/02/2022	dd	Chi Payroll Serv	Payroll -January	10
61	28/02/2022	SO	HL O'Callaghan	Working from home - February	36
62	28/02/2022	dd	HL O'Callaghan	Clerk Salary -February	344.65
63	02/03/2022	dd	HMRC	PAYE February	62.6
64	02/03/2022	dd	Chi Payroll Serv	Payroll -February	10
65	03/03/2022	dd	Hilary O'Sullivan	Reimbursement of Expenses for trees	203.95
66	04/03/2022	dd	Nick Blunt Fenc	Tree planting Jubilee Orchard	1020
					<b>2295.05</b>

<b>Duncton Parish Council</b>		
<b>BANK RECONCILIATION</b>		
<b>07-Mar-22</b>		
<b>RECEIPTS &amp; PAYMENTS</b>		
Balance brought forward as at 31/03/21		£9,403.41
Add Total Receipts		11746.63
Less Total Payments		(10,168.60)
<b>TOTAL</b>		<b>£10,981.44</b>
<b>BANK</b>		
Current as @ 07/02/22		2,989.47
Savings as @ 1/11/21		7,991.97
<b>Plus Uncleared Deposits</b>		
<b>TOTAL</b>		<b>£10,981.44</b>

My thoughts are with the whole world facing the prospect of war and uncertain times. My approach to this, indeed my whole philosophy, is in my own small way to work with everyone for the benefit of our residents and to put aside party differences to achieve real benefits. Actions still speak louder than words.

I have been elected (from 1<sup>st</sup> April 2022) as a public governor for the Sussex Community NHS Foundation Trust. I still hold roles as a Research Champion for the Sussex University Hospitals Trust and a public engagement role at the new Nursing School at Chichester University. These are all non- political roles

My focus this month is the 2022-23 Budget which was passed at our special council meeting on the 8<sup>th</sup> of March. The budget was passed with all party support and builds on the maintenance of services and improvements to sustainable ways of working brought about through changes and lessons learned from the pandemic.

My report gives you the thrust of our priorities and some information about the way we use **your** money.

Although we collect **ALL** your Council Tax the Chichester District Council share is under 10% of your bill (Around £3 per week on average depending on the Council Tax Band of your property), for which we deliver over 80 services

As always, I will be happy to answer any questions on this or any other matters.

**Alan**

**Alan Sutton**

**Fittleworth Ward Member**

**Cabinet Member for Housing, Licensing, Communications & Events**

**March 2022**

The budget is the financial plan that delivers our corporate priorities. This budget not only enables us to continue to deliver our highly valued services but also allows us to invest additional monies in our five Corporate Plan core priorities.

**Priority 1 Financial Prudence – managing the Council’s finances prudently and effectively (Peter Wilding, Cabinet Member)**

- Despite the Covid 19 pandemic severely affecting our finances we have closed the budget gap from £2.1m last year to less than £600k this year. This is due to delivering on our efficiencies saving programme approved by Council last year. The savings and additional income that have been achieved have meant that we have not had to cut any front-line services and that we have been able to accommodate significant cost pressures, including over £1m of additional staffing costs. It has also meant that we are able to invest in in new priority services.
- Due to our prudent financial management over the years, we have been able to fund this year’s deficit from reserves. However, we intend to close the budget gap over the next five-years using the Future Services Framework approved by Council in January.
- We continue to take a more targeted approach to Treasury Management and our returns have significantly exceeded our targets. Due to our successful management and control of our Treasury Activities we have now built in an additional £800k of income into the base budget.
- Next year we will be spending £5.4m to ensure our assets are fully maintained.

**Priority 2 Homes for All – a broad range of homes available for residents of all ages. (Alan Sutton, Cabinet Member)**

- Later this month we will be opening a brand-new building at Freeland Close to add to our existing temporary accommodation at Westward House. This short stay accommodation offers 17 new flats for single people, couples and families who find themselves homeless. This fantastic new facility comes with excellent eco-friendly credentials, including solar panels to generate renewable electricity for the building, electric charging points, water efficient appliances and bird and bat boxes to support wildlife habitats. In addition to providing much better accommodation it will also reduce the amount we pay in B&B accommodation.
- During the pandemic we brought all our rough sleepers in off the street and supported them into settled accommodation. We have successfully bid with our partners for funding from the Rough Sleeper Initiative receiving grant funding of £324k. This will help us to continue this important work into next year. We have also received funding to help ex-offenders who may be at risk



of sleeping rough and for the “protect and vaccinate” scheme to help ensure anyone sleeping rough are offered a Covid vaccination.

- We have £3.7m available for spend through various housing capital grants, including disabled facilities grants and affordable housing grants.
- **We have yet again agreed to maintain our Council Tax support Scheme at 100% for the most vulnerable, meaning they are not affected by any increase in Council Tax.**
- We have agreed with WSCC to jointly fund a further Council Tax hardship fund for working age claimants of CTR so that their Council tax bill will be reduced by up to £150. This scheme is worth £300k to our residents on low incomes. And is in addition to the government funded energy rebate scheme.

**Priority 3 Thriving Economy – Encouraging new business investment and sustainable growth across the district (Tony Dignum, Cabinet Member)**

- Inward investment and helping local businesses to grow and thrive is a key priority for us. We are doing a huge amount of work in this area – from encouraging businesses to relocate and directly developing to increase our business accommodation:
  - We are halfway through the building works at St James, a £6million business development in Chichester to offer 30 new industrial units due to be completed this summer. We know quality business accommodation can make a big difference in whether a business relocates in the area.
  - We have recently approved a further £71k to fund another year of business support grant. These grants help with economic growth and new jobs in the district. These grants will continue to help businesses fund a range of projects including apprentices, new websites, purchase of new equipment etc.
- Despite the Pandemic our return on commercial investments remains strong: The Council’s Enterprise Centre, which provides affordable accommodation to new or small businesses, is nearly fully occupied; and the Council’s Ravenna Point Business units are fully occupied too. The returns we receive from our commercial premises help us to maintain vital services to our communities.
- Many Councils are closing their public toilets, but this Council places a high priority on retaining them. We believe it is very important that people have access to good quality modern toilet facilities so we will invest £1.2m to be refurbish 9 toilets across the district to bring them up to modern environmentally efficient standards.
- Working with our partners we will be delivering a season of culture - Culture Spark 22. This is an exciting season of events, performances, live entertainment and community projects. Culture Spark aims to give everyone - including every child in the district - the chance to participate in an amazing cultural experience. It also celebrates multiple milestones of some of our cultural organisations recognising 60 years of Chichester Festival Theatre; 40 years of Pallant House Gallery; 30 years of Chichester Cinema at New Park’s International Film Festival; 10 years of The Novium Museum and the Festival of Chichester; and even more impressively, 200 years of the Canal Trust! This is a fantastic opportunity to showcase and celebrate what our cultural organisations and partnerships offer. We are so lucky to live in a location that has such a rich and diverse offering of cultural and heritage experiences, as well as internationally renowned organisations.
- After what has been a very challenging couple of years, we are hoping that these events will bring a spark of excitement to the district." Recognising the importance of events not only in economic benefit to the district but also community cohesion we have allocated an additional £44k into the base budget so that we are able to continue to support the event programme including the successful ‘Market, Cross and more’. **(Alan Sutton, Cabinet Member, Events)**

**Priority 4 Supported Community – To Support our residents, of all ages and ability, to live healthy and fulfilled lives (Roy Briscoe, Cabinet Member)**

- We recognise the positive contribution of private, voluntary and community sectors and support them through our grants and concessions policy. To help our communities thrive we have continued to make an on-going provision of £175k in our budget for grants. Organisations can apply for funding for projects supporting our economy, improving community places and spaces, and for projects supporting our residents who are greatest in need.
- We have also agreed to continue to fund for the next three years the successful 'Chose Work' programme that helps individuals back to employment.
- We have been successful in achieving funding for a two-year pilot project to develop a young person's Social Prescribing service to support young people who need support due to the impact of Covid 19.

**Priority 5 A cared for Environment – to protect our environment as we move towards a low-carbon future (Penny Plant, Cabinet Member)**

- We have invested over £100k of additional resources in the Development Management service to ensure we can continue to provide good quality and high performing planning services.
- We have negotiated a new 3-year agency arrangement with the SDNPA to continue to provide development management services on their behalf, fully recognising the success of the partnership with the park authority.
- We have added significantly to the funding available to the Local Plan Review process to ensure that the evidence work required can be completed and the Plan finalised for submission for examination as soon as possible this year.
- We continue to deliver the innovative DEFRA funded (almost £300,000) Trees Outside Woodlands pilot project to provide significant additional tree planting in the district and help combat climate change.
- We will also be employing an apprentice tree officer to supplement the growing demands on this service.
- We completed the refresh of the Air Quality Action Plan and finalised our Chichester City Local Cycling and Walking Infrastructure Plan which means looking forward we are very well placed to bid for government and other forms of grant funding for projects to reduce air pollution and enhance the existing network of cycle and footpaths in the district.
- We have provided an extra £50k towards fly tipping cost removals
- We have made great strides in moving towards the targets in our climate change action plan. We are investing considerable amount of existing and new funding next year to help us achieve our targets, including new funding for:
  - £800k of capital funding to purchase two new electric refuse freighters
  - £1.3m capital funding towards the decarbonisation of the Westgate Leisure Centre
  - An extra £56k base budget funding for additional staff in the Environment Strategy unit.

In summary I believe we provide great value for money to our Council Tax-Payers as we continue to invest in new priorities as well as delivering over 80 different services at a cost of less than £4 per week to a Band D council taxpayer.

**Eileen Lintill, Petworth Ward Member, Leader of the Council.**