

DUNCTON PARISH COUNCIL
PARISH COUNCIL MEETING (PCM) MINUTES

MONDAY 16TH MAY 2022 AT 19:00

	ACTION
<p><u>PRESENT</u></p> <p>Cllr Peter Thomas; Cllr Andrew Mills, Cllr Keith Naphthine, County Cllr Richardson, District Cllr Sutton, and Parish Clerk & Proper Officer Hannah-Louise O’Callaghan</p>	
<p>AGENDA ITEM 1: ELECTION OF CHAIR AND SIGNING OF THE ACCEPTANCE OF OFFICE</p> <p>On a proposal by Cllr Naphthine and seconded by Cllr Mills, Cllr Thomas was duly elected as Chair. Cllr Thomas accepted and signed the Declaration of Acceptance of Office</p>	
<p>AGENDA ITEM 2: ELECTION OF VICE CHAIR AND SIGNING OF THE ACCEPTANCE OF OFFICE</p> <p>On a proposal by Cllr Naphthine and seconded by Cllr Thomas, Cllr Mills was duly elected as Vice-Chair. Cllr Mills accepted and signed the Declaration of Acceptance of Office</p>	
<p>AGENDA ITEM 3: TO CONFIRM AND RECEIVE ALL ACCEPTANCES OF OFFICE</p> <p>Clerk confirmed receipt of the Declarations of Acceptance of Office</p>	Clerk
<p>AGENDA ITEM 4: WELCOME AND TO RECEIVE & APPROVE APOLOGIES FOR ABSENCE</p> <p>Cllr Thomas welcomed everyone. There were no apologies received in advance although Clerk subsequently received an apology from Cllr Harte</p>	
<p>AGENDA ITEM 5: 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.</p> <p>None</p>	
<p>AGENDA ITEM 6: MINUTES OF THE PREVIOUS MEETING HELD ON 14 MARCH 2022 TO BE AGREED AND SIGNED AS A TRUE RECORD</p> <p>On a proposal by Cllr Thomas and seconded by Cllr Naphthine the minutes of the meeting held on 14 March 2022 were approved and signed by Cllr Thomas.</p>	
<p>AGENDA ITEM 7: COUNCILLOR ROLES AND RESPONSIBILITIES AND FORMATION OF ANY SUB COMMITTEES</p> <p>After discussion the following roles and responsibilities were allocated and agreed by the Council:</p> <p>Cllr Thomas – NE Parishes Forum & All Parishes Meeting Planning</p> <p>Cllr Naphthine - Playground Wildlife inc. Burton & Chingford Ponds</p>	

<p>Minerals & Waste Planning Rewilding Project</p> <p>Cllr Clifford - Assets & Maintenance Chair of Planning</p> <p>Cllr Harte - Planning Village Events Communications Defibrillators</p> <p>Cllr Mills - Planning Rewilding Project Defibrillators</p>	
<p>AGENDA ITEM 8: POLICIES AND PROCEDURES:</p> <ul style="list-style-type: none"> a) Standing Orders b) Financial Regulations c) Cllr Code of Conduct d) Complaints Procedure e) Freedom of Information f) Grievance Policy g) Equality Policy h) Risk Register i) Privacy/Data Protection Policy <p>After reviewing the policies, on a proposal by Cllr Mills and seconded by Cllr Napthine, Council agreed UNANIMOUSLY to adopt the above-mentioned policies. Clerk to update website</p>	<p>Clerk</p>
<p>AGENDA ITEM 9: UPDATE ON MATTERS CARRIED FORWARD FROM PREVIOUS MEETING</p> <p>a) Speeding – Cllr Thomas</p> <p>Cllr Thomas reported that several sessions had taken place and that Facebook is being updated with gathered information as appropriate</p> <p>b) Playground – Cllrs Napthine & Clifford</p> <p>Cllr Napthine referred to the received report and it was noted that although the surface around the edges of the playground had been highlighted as a potential hazard the grading given was</p>	

<p>minor or very low, however it was acknowledged that the Parish Council would like to address the gaps around the edge of the playground. It was suggested that builders may be able to suggest alternative compounds to fill the gaps. Clerk to speak to a contact along with Cllr Thomas to see what alternatives may be available.</p> <p>Cllr Napthine noted that the report did not remark on whether a safety device was fitted inside the dome. Cllr Thomas to forward pictures. This will be discussed at the next meeting. It was confirmed that should an accident take place the Council have insurance to cover the playground.</p> <p>c) Footpaths – Cllrs Thomas & Clifford</p> <p>Cllr Mills noted that the footpath to the back of the village hall was overgrown, and it was agreed that Cllr Thomas would look into finding details of the landowner.</p> <p>d) Jubilee Orchard/Seaford College</p> <p>The Orchard is fully planted and Cllr Thomas reported that Hilary O’Sullivan had been in touch with Seaford College regarding plaques for the trees. Cllr Thomas to follow up</p> <p>e) Bus Stop Repairs</p> <p>This is ongoing.</p> <p>f) Recruitment of additional councillors</p> <p>This is ongoing.</p>	<p>Clerk Cllr Thomas</p> <p>Cllr Thomas</p> <p>Cllr Thomas</p> <p>Cllr Thomas</p>
<p>AGENDA ITEM 10: FINANCE</p> <p>a) Annual Review for Year ending 31st March 2022</p> <ul style="list-style-type: none"> i. To receive and note full internal audit report 2021-22 and any findings Council noted receipt of the Internal Audit report 2021-22 ii. Certificate of Exemption – To approve and sign the Certificate of Exemption On a proposal by Cllr Thomas and seconded by Cllr Napthine Council agreed UNANIMOUSLY to certify themselves as exempt from external audit. Clerk to submit Certificate of Exemption iii. Annual Governance Statement - To review the effectiveness of the system of internal control (Section 1) Council reviewed the Annual Governance Statement iv. Approve the Annual Governance Statement by resolution. Sign Section 1 of the Annual Return 2021-22 On a proposal by Cllr Napthine and seconded by Cllr Mills Council resolved to approve the Annual Governance Statement, this was duly signed by Cllr Thomas v. Accounting Statements - To consider the Accounting Statements (Section 2) Council reviewed the Accounting Statements 2021-22 On a proposal by Cllr Napthine and seconded by Cllr Mills Council resolved to approve the Accounting Statements 2021-22, this was duly signed by 	<p>Clerk</p>

<p>Cllr Thomas</p> <p>vi. To agree and set the period of public rights (Thursday 6th June – Friday 15th July) Council agreed UNANIMOUSLY to set the period of public rights as specified</p> <p>b) To note the Insurance renewal notification and agree payment On a proposal by Cllr Naphine and seconded by Cllr Mills payment was agreed. Clerk to action</p> <p>c) To note and discuss any changes to the Budget for 2022-23 Cllr Thomas noted an error in the accounts relating to the carry over of fireworks funds. Clerk to amend. On a proposal by Cllr Mills and seconded by Cllr Naphine Council reviewed and approved the budgets</p> <p>d) To approve regular ongoing standing orders for 12 months</p> <ol style="list-style-type: none"> i. Clerks salary ii. Clerks working from home expenses iii. Monthly payroll payment <p>On a proposal by Cllr Mills and seconded by Cllr Thomas Council approved the continuation of the standing orders for 12 months</p> <p>e) To acknowledge first instalment of the Precept Council acknowledged receipt of the first instalment of the Precept</p> <p>f) To approve Clerks salary and expenses – Appendix A On a proposal by Cllr Naphine and seconded by Cllr Mills Clerks salary and expenses were approved</p> <p>g) 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>h) To approve the regular Bank Reconciliation – Appendix C On a proposal by Cllr Thomas and seconded by Cllr Naphine the bank reconciliation (Appendix C) was approved by Council</p>	<p>Clerk</p>
<p>AGENDA ITEM 11: PLANNING</p> <p>Cllr Thomas reported that planning was quiet at present.</p>	
<p>AGENDA ITEM 12: REPORT FROM DISTRICT COUNCILLOR – ALAN SUTTON</p> <ul style="list-style-type: none"> • District Cllr Sutton reported that the accommodation in Freedom Close is now up and running and has got rid of the need for B&B accommodation. The new accommodation provides 2 weeks – 2 years accommodation as needed. Responding to a question from Cllr Thomas District Cllr Sutton confirmed that 17 new places were available bringing the total number of places to 61. District Cllr Sutton is now seeking approval to update the older flats bringing the living conditions in line with the newer ones, two thirds of the funding for these updates is coming directly from Government. • The District Council is still monitoring the situation in Ukraine but District Cllr Sutton reported that per head of population Chichester District was number one in the country for their response to supporting those from the Ukraine. 	

- District Cllr Sutton directed anyone in financial need to the District Council webpage where help is available
- It was reported that Chichester District Cultures Park has kicked off its anniversary celebrations for businesses in the district
- District Cllr Sutton confirmed that he has been elected as a Public Governor for Chichester Sussex Community NHS Trust
- District Cllr Sutton confirmed that Council elections will take place next May.
- Time to Talk and other wellbeing services were highlighted by District Cllr Sutton and discussions took place around the various other schemes in place to assist the vulnerable and those with mental difficulties.

Cllr Mills asked how the extension at Heath End was allowed. The Council confirmed that they were disappointed in the decision and questioned the rationality of the decision.

Cllr Napthine highlighted that the existence of the Little Whirlpool Ramshorn Snail was impacting planning in the area as new applications have to show that they are water neutral. RSPB Pulborough is leading on some of the research and protection of the snail.

AGENDA ITEM 13: REPORT FROM COUNTY COUNCILLOR – TOM RICHARDSON

CC Tom Richardson reported that the biggest increase to highways budgets has just been approved and at present the County Council has 2 high velocity lorries repairing roads in the County.

CC Richardson is part of a charring group looking at speed limits throughout the County with a view to changing limits on rural roads and around schools. A public consultation is expected at the end of June/early July.

Much discussion took place around the varying changes and signage option and in addition how this would affect Speedwatch Groups.

CC Richardson noted that the policy wording will hopefully become more flexible allowing for changes to take place. Cllr Napthine noted that he would like to see speed limits based on fact rather than ‘what would be nice’.

It was noted that this will be a county wide effort but will link in with other counties and also involve moving onto signs and road markings as well as sign cleaning and road drainage, all of which impact road users. A Trial of a ‘quiet lane’ is still under discussion for Sutton and Barlavington. CC Richardson confirmed that the committee was working with Goodwood and the Institute of Drivers to educate young drivers and give them the skills to drive safely on the roads.

It was noted by Cllr Thomas that Duncton has seen a greater police presence recently.

AGENDA ITEM 14: CORRESPONDENCE TO NOTE

The Parish Council confirmed receipt of the following correspondence:

- a) Rural Broadband Consultation

Cllr Napthine asked whether fibre was available in the village, and it was confirmed that Duncton do, in part, have fibre.

AGENDA ITEM 15: UPDATE ON PARISH MEETING

- a) Cllr Thomas confirmed the following speakers for the Parish Meeting:
 - PCSO Colin Booker & Sergeant Tom Carter from the Rural Crime Team
 - Louise Hartley from the Church

<ul style="list-style-type: none"> • Tom Cole from the Village Hall Committee • Breege Jinks from the School • Cllr Thomas from the Parish Council <p>It was agreed that the Clerk should bring some copies of the application form for becoming a Parish Councillor in case there was any interest. Cllr Thomas to ask Cllr Clifford to organise drinks and Cllr Mills to provide nibbles Councillors to arrive by 6.45pm</p>	<p>Clerk Cllr Clifford Cllr Mills</p>
<p>AGENDA ITEM 16: MATTERS ARISING NOT ON THE AGENDA</p> <p>Cllr Naphthine asked whether there were any Jubilee celebrations taking place. It was confirmed that the lighting of the beacon will take place as well as a Jubilee party held by the Cricketers.</p> <p>It was noted that the defibrillators need re-registering, Cllr Thomas and Clerk to send email to Cllr Mills to action.</p>	<p>Clerk Cllr Thomas</p>
<p>AGENDA ITEM 17: PUBLIC QUESTIONS</p> <p>None</p>	
<p>AGENDA ITEM 18: ANY OTHER MATTERS FOR INFORMATION ONLY</p> <p>Clerk reported that she will be away for a week commencing 24/5/22</p>	
<p>AGENDA ITEM 19: DATE OF NEXT MEETING</p> <p>The next Council Meeting will be held on Monday 11th July 2022, 19:00</p>	
<p>The Meeting ended at 20.36</p>	
<p>These minutes are an accurate record of the meeting</p> <p>Signed:</p> <p>Name & Position:</p> <p>Date:</p>	

Appendix A

Clerk Salary and Expenses

Clerks Salary 1 – 31st March 2022

Net Salary £410.75

PAYE £79.00

Clerks Salary 1- 30th April 2022

Net Salary £350.50

PAYE £64.00

Paid by Standing Order on last working day of the month

Clerks Working from Home Expenses (as per contract)

Date Paid	Detail	Reason	Cost ex VAT (£)	VAT (£)	Cost inc VAT (£)
29/4/22	Working from home allowance (April)	As per contract. Agreed payment by dd each month	36.00	0	36.00
Total			36.00	0	36.00

Clerks Expenses – paid after meeting by agreement

Date Paid	Detail	Reason	Cost ex VAT (£)	VAT (£)	Cost inc VAT (£)
17/5/22	Mileage Expenses @ £0.50 per mile	Drop off and Collection of Audit documentation	21.60	0	21.60
17/5/22	Mileage Expenses @ £0.50 per mile	Mileage for March Meeting	4.60	0	4.60
Total			26.20	0	26.20

Appendix B

DUNCTON PARISH COUNCIL					
File Number	Date of Payment	Payment Method	Payee	Description	Gross
Receipts					
	07/04/2022	BACS	CDC	1st half of Precept	4623.00
					4623.00
Payment Ref Number					
1	04/04/2022	dd	CDC	Emptying Litter Bins April 2021 - March 2022	90.48
2	04/04/2022	dd	Jeffs Computer	Email editing and advice	10
3	29/04/2022	dd	HL O'Callaghan	Clerk Salary - April	350.5
4	29/04/2022	dd	HL O'Callaghan	Working from Home - April	36
5	03/05/2022	dd	HMRC	PAYE - April	64
6	03/05/2022	dd	Chi Payroll	Payroll - April	15
					565.98

Duncton Parish Council		
BANK RECONCILIATION		
09-May-22		
RECEIPTS & PAYMENTS		
Balance brought forward as at 31/03/22		£10,551.49
Add Total Receipts		4623.00
Less Total Payments		(565.98)
TOTAL		£14,608.51
BANK		
Current as @ 9/5/22		6,616.54
Savings as @ 9/5/22		7,991.97
Plus Uncleared Deposits		
TOTAL		£14,608.51