

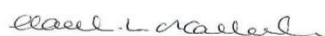
## DUNCTON PARISH COUNCIL

The Parish Council Meeting will be held on Monday 14<sup>th</sup> November 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 11 July 2022 (meeting postponed in September)
4. District Councillors Report, to be submitted in advance – Alan Sutton – Chichester District Council
5. County Councillors Report, to be submitted in advance – Tom Richardson, West Sussex County Council
6. Update on matters carried forward from previous meeting:
  - a) Speeding – Cllr Thomas
  - b) Playground Maintenance
  - c) Footpaths – Cllr Thomas/Cllr Clifford
  - d) Bus Stop repair update
  - e) Recruitment of new Councillors
  - f) Update on defibrillator repair – Cllr Mills
7. 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 ratify revised NALC pay scales
  - e) To consider the appointment of a new internal auditor for 2022-23
  - f) To review Budget
8. Planning Update  
To consider any applications/note decisions:
9. Correspondence/Consultations to note
  - a) Local Plan Review - Update
  - b) Damage to A285 following tree works
  - c) Parish Officer – Member Relations policy approval as previously forwarded
10. Review of Fireworks
11. To set meeting dates for 2023
  - 16<sup>th</sup> January
  - 13<sup>th</sup> March
  - 15<sup>th</sup> May
  - 10<sup>th</sup> July
  - 18<sup>th</sup> September
  - 13<sup>th</sup> November
12. Matters arising not dealt with on the agenda
13. Public Questions (10 Minutes)
14. Any other matters for information only
15. Date of next Meeting – 16<sup>th</sup> January 2023

Signed:



HL O'Callaghan, Clerk & RFO

*Hannah-Louise O'Callaghan, Clerk Duncton Parish Council*  
*clerk@duncton.org*  
*8 November 2022*

**Clerk Salary and Expenses**

**Clerks Salary 1 – 30<sup>th</sup> September 2022**

Net Salary £350.50

PAYE £64.00

**Clerks Salary 1- 31<sup>st</sup> October 2022**

Net Salary £350.30

PAYE £64.20

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

**Clerks Working from Home Expenses (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>
30/9/22	Working from home allowance (September)	As per contract. Agreed payment by dd each month	36.00	0	36.00
31/10/22	Working from home allowance (October)	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>

**Clerks Expenses – paid after meeting by agreement**

<b>Date Paid</b>	<b>Detail</b>	<b>Reason</b>	<b>Cost ex VAT (£)</b>	<b>VAT (£)</b>	<b>Cost inc VAT (£)</b>
15/11/22	Mileage Expenses @ £0.50 per mile	Mileage for July Meeting	4.60	0	4.60
15/11/22	Mileage Expenses @ £0.50 per mile	Mileage for November Meeting	4.60	0	4.60
<b>Total</b>			<b>9.20</b>	<b>0</b>	<b>9.20</b>

DUNCTON PARISH COUNCIL					
File Number	Date of Payment	Payment Method	Payee	Description	Gross
<b>Receipts</b>					
	06/09/2022		Dunton Hall	Contribution to Jubilee Orchard	500.00
	05/09/2022		Barclays	interest	2.46
	13/09/2022		CDC	2nd part of precept	4622.00
					<b>5124.46</b>
<b>Payment Ref Number</b>					
20	14/07/2022	BACS	HL O'Callaghan	Mileage Expenses (May & July Meeting)	9.2
21	29/07/2022	BACS	HL O'Callaghan	Working from Home - July	36
22	29/07/2022	BACS	HL O'Callaghan	Clerk Salary - July	350.5
23	02/08/2022	BACS	HMRC	PAYE - July	64
24	02/08/2022	BACS	Chi Payroll	Payroll - July	15
25	31/08/2022	BACS	HL O'Callaghan	Working from Home - August	36
26	31/08/2022	BACS	HL O'Callaghan	Clerk Salary -August	350.3
27	05/09/2022	BACS	HMRC	PAYE - August	64.2
28	05/09/2022	BACS	Chi Payroll	Payroll -August	15
29	12/09/2022	BACS	Unipar Services	Radar Gun Service	283.2
30	26/09/2022	BACS	Aurora Firework	Fireworks 2022	900
31	30/09/2022	DD	HL O'Callaghan	Working from Home - September	36
32	30/09/2022	BACS	HL O'Callaghan	Clerk Salary -September	350.5
33	03/10/2022	BACS	HMRC	PAYE - September	64
34	03/10/2022	BACS	Chi Payroll	Payroll -September	15
35	06/10/2022	BACS	Jeff Martin	SSL Certificate and Website Hosting	70
36	17/10/2022	BACS	HL O'Callaghan	Expenses Microsoft	59.99
37	31/10/2022	DD	HL O'Callaghan	Working from Home - October	36
38	31/10/22	BACS	HL O'Callaghan	Clerk Salary -October	350.5
39	01/11/2022	BACS	HMRC	PAYE - October	64
40	01/11/2022	BACS	Chi Payroll	Payroll -October	15
					<b>3184.39</b>

<b>Duncton Parish Council</b>		
<b>BANK RECONCILIATION</b>		
<b>08-Nov-22</b>		
<b>RECEIPTS &amp; PAYMENTS</b>		
Balance brought forward as at 31/03/22		£10,551.49
Add Total Receipts		9748.06
Less Total Payments		(5,594.27)
<b>TOTAL</b>		<b>£14,705.28</b>
<b>BANK</b>		
Current as @ 8/11/22		6,710.25
Savings as @ 8/11/22		7,995.03
<b>Plus Uncleared Deposits</b>		
<b>TOTAL</b>		<b>£14,705.28</b>

	Agreed Budget	Budget as at 2/11/22	End of Year Forecast	Notes	Proposed Budget 0%	Proposed Budget 10%
	2022-23		2022-23		2023-24	2023-24
<b>Balance b/fat 1 April</b>	£10,551.49	£10,551.49	£10,551.49		£8,342.65	£8,342.65
<b>Receipts</b>						
Precept	£9,245.00	£9,245.00	£9,245.00		£9,245.00	£10,169.50
Bank interest - PC	£2.50	£3.06	£3.50		£3.50	£3.50
Miscellaneous income	£0.00	£0.00	£0.00		£0.00	£0.00
CDC Grants	£0.00	£0.00	£0.00		£0.00	£0.00
Other Grants	£0.00	£500.00	£500.00	contribution to Jubilee Orchard	£0.00	£0.00
Firework Donations	£0.00	£0.00	£0.00		£800.00	£800.00
Defibrillator grant	£0.00	£0.00	£0.00		£0.00	£0.00
Coffee Mornings (proceeds to defibrillator)	£0.00	£0.00	£0.00		£0.00	£0.00
Vat recovered	£442.01	£0.00	£442.01		£236.40	£300.00
<b>Total receipts for period</b>	<b>£9,689.51</b>	<b>£9,748.06</b>	<b>£10,190.51</b>		<b>£10,284.90</b>	<b>£11,273.00</b>
<b>Total receipts</b>	<b>£20,241.00</b>	<b>£20,299.55</b>	<b>£20,742.00</b>		<b>£18,627.55</b>	<b>£19,615.65</b>
<b>Payments</b>						
<u>General Administration</u>						
Marketing & Communications (3 Parishes)	£300.00	£0.00	£300.00		£300.00	£300.00
Stationery & Postage costs	£20.00	£0.00	£20.00		£20.00	£20.00
Computer costs/Website	£300.00	£139.99	£300.00		£200.00	£200.00
Payroll	£180.00	£105.00	£180.00		£180.00	£180.00
Clerk expenses/mileage	£50.00	£35.40	£50.00	decreased based on previous year	£50.00	£50.00
Home office	£432.00	£252.00	£432.00		£432.00	£432.00
Employment Costs (inc PAYE)	£5,115.00	£2,901.50	£5,115.00	budgetted for contractual pay increase	£5,115.00	£5,115.00
ICO data Protection	£35.00	£0.00	£35.00		£35.00	£35.00
<u>Assets &amp; Maintenance</u>						
General Maintenance	£1,000.00	£236.00	£500.00	includes radar gun yearly calibration a	£500.00	£500.00
Bin Collections	£75.40	£75.40	£75.40		£85.00	£85.00
Play area	£1,500.00	£0.00	£1,500.00	budgetted for repairs	£1,500.00	£1,500.00
Playground Inspection	£200.00	£0.00	£200.00		£200.00	£200.00
Defibrillator	£200.00	£0.00	£200.00		£200.00	£200.00
Jubilee Orchard	£100.00	£0.00	£100.00	budgetted upkeep as costs absorbed in	£100.00	£100.00
<u>Other</u>						
Insurance	£600.00	£622.16	£622.16		£700.00	£700.00
Audit fee	£100.00	£100.00	£100.00		£100.00	£100.00
Training (Clerk/Councillors)	£500.00	£0.00	£0.00		£0.00	£0.00
Chairman Allowance	£100.00	£0.00	£0.00		£0.00	£0.00
AGM & other village events	£1,000.00	£20.63	£1,000.00	budgetted for AGM plus village party	£500.00	£500.00
Winter maintenance	£500.00	£0.00	£500.00		£500.00	£500.00
Election	£0.00	£0.00	£0.00		£100.00	£100.00
Fireworks	£800.00	£750.00	£750.00	£803.77 received from 2021 event in p	£800.00	£800.00
NHB repayment	£0.00	£0.00	£0.00		£0.00	£0.00
Clerk's membership fees (SLCC, SSALC)	£119.79	£119.79	£119.79		£124.10	£124.10
<u>S.137 &amp; S.142 payments</u>						
S137 Duncton PCC	£0.00	£0.00	£0.00		£0.00	£0.00
S137 Village Hall	£0.00	£0.00	£0.00		£0.00	£0.00
S137 Petworth Youth Association	£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
S137 Duncton Junior School	£0.00	£0.00	£0.00		£0.00	£0.00
Other	£0.00	£0.00	£0.00		£0.00	£0.00
<b>Precept payments</b>	<b>£13,227.19</b>	<b>£5,357.87</b>	<b>£12,099.35</b>		<b>£11,741.10</b>	<b>£11,741.10</b>
CDC Grants	£0.00	£0.00	£0.00		£0.00	£0.00
Defibrillator	£0.00	£0.00	£0.00		£0.00	£0.00
VAT paid	£500.00	£236.40	£300.00		£300.00	£300.00
<b>Total payments</b>	<b>£13,727.19</b>	<b>£5,594.27</b>	<b>£12,399.35</b>		<b>£12,041.10</b>	<b>£12,041.10</b>
<b>Surplus/deficit</b>	<b>-£4,037.68</b>	<b>£4,153.79</b>	<b>-£2,208.84</b>		<b>-£1,756.20</b>	<b>-£768.10</b>
<b>(Receipts less payments for period)</b>						
<b>Balance carried forward</b>	<b>£6,513.81</b>	<b>£14,705.28</b>	<b>£8,342.65</b>		<b>£6,586.45</b>	<b>£7,574.55</b>

Hannah-Louise O'Callaghan, Clerk Duncton Parish Council  
clerk@ducton.org  
8 November 2022