

DUNCTON PARISH COUNCIL
PARISH COUNCIL MEETING (PCM) MINUTES

MONDAY 11TH JULY 2022 AT 19:00

	ACTION
<p><u>PRESENT</u></p> <p>Cllr Peter Thomas; Cllr Andrew Mills, Cllr Keith Napthine, Cllr Isabella Harte, District Cllr Sutton, and Parish Clerk & Proper Officer Hannah-Louise O’Callaghan</p>	
<p>AGENDA ITEM 1: WELCOME AND TO RECEIVE APOLOGIES FOR ABSENCE</p> <p>Cllr Thomas welcomed everyone. Apologies were noted from Cllr Nigel Clifford and County Cllr Richardson</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.</p> <p>None</p>	
<p>AGENDA ITEM 3: MINUTES OF THE PREVIOUS MEETING HELD ON 16 MAY 2022 TO BE AGREED AND SIGNED AS A TRUE RECORD</p> <p>On a proposal by Cllr Napthine and seconded by Cllr Harte the minutes of the meeting held on 16 May 2022 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</p> <p>Cllr Thomas reported that the Speedwatch group is continuing, and a greater police presence has been noted recently which was thought to be of benefit. District Cllr Sutton reported that speed analysis done recently at Bury had suggested that most of the speeding was being done by motorcyclists</p> <p>b) Playground – Cllrs Napthine & Clifford</p> <p>Cllr Thomas to follow up on getting the name of the resin that may be an option for the edges of the playground</p> <p>c) Footpaths – Cllrs Thomas & Clifford</p> <p>Nothing to report</p> <p>d) Jubilee Orchard/Seaford College</p> <p>Cllr Thomas reported that pupils from Seaford College had made and placed labels on the apple trees as part of their community day project on 30th June. It was noted that the trees are thriving and watering arrangements for the Orchard are in place.</p> <p>e) Bus Stop Repairs</p> <p>This is ongoing</p>	Cllr Thomas

<p>f) Recruitment of additional councillors</p> <p>Ongoing. A possible candidate may have been identified for a role in the future</p> <p>g) Re-registration of defibrillators</p> <p>Cllr Mills to register the defibrillators this week. Cllr Mills noted that the information sign was missing from the one at the bus stop and he would look to get this replaced.</p> <p>After discussion it was agreed that Cllr Mills would ensure that the pub was aware of the code for the defibrillator at the bus stop.</p>	<p>Cllr Mills</p>
<p>AGENDA ITEM 5: FINANCE</p> <p>a) To approve Clerks salary and expenses – Appendix A</p> <p>On a proposal by Cllr Thomas and seconded by Cllr Mills Clerks salary and expenses were approved</p> <p>b) To note and approve income and expenditure report – Appendix B</p> <p>On a proposal by Cllr Thomas and seconded by Cllr Harte Council approved the income and expenditure report (Appendix B)</p> <p>c) To approve the regular Bank Reconciliation – Appendix C</p> <p>On a proposal by Cllr Thomas and seconded by Cllr Naphine the bank reconciliation (Appendix C) was approved by Council</p>	
<p>AGENDA ITEM 6: PLANNING</p> <p>To consider the following applications:</p> <p>SDNP/22/02392/LIS</p> <p>Application withdrawn 28/6/22</p> <p>SDNP/22/02650/PA3R</p> <p>Location: Flint Stone Barn Littleton Farm A285 Selhurst Park Road to Droke Lane Upwaltham Petworth West Sussex</p> <p>Proposal: Proposed change use of existing agricultural building to a flexible cycling hub and café</p> <p>Deadline for comments: 21st July</p> <p>After discussion Council agreed that there was no objection to this application. Clerk to submit comment</p>	<p>Clerk</p>
<p>AGENDA ITEM 7: REPORT FROM DISTRICT COUNCILLOR – ALAN SUTTON</p> <p>District Cllr Sutton updated the Council with details from the July Council bulletin. It was noted that the main considerations had been around planning. Of the applications affecting this parish the recent application for the change of use of an agricultural field to provide camping (SDNP/22/01296/COU) had been the subject of much discussion. A site visit took place and</p>	

<p>following discussions District Cllr Sutton confirmed that further talks between the applicant and the planning officers were taking place.</p> <p>District Cllr Sutton confirmed that Downview Farm is still ongoing.</p> <ul style="list-style-type: none"> • District Cllr Sutton reported that 2 further deaths had taken place in recent weeks and a renewed focus on speed and noise control was underway. District Cllr Sutton suggested that if the parish council wanted any further police contacts that they should speak to Bury as they have had a lot of police involvement to combat speeding within their parish. • Cllr Napthine highlighted that it is not only speeding that is an issue but also dangerous and reckless driving. It was highlighted by Cllr Napthine that dangerous driving rarely receives much police attention. <p>Cllr Harte asked whether signs could be put up to highlight the dangers of reckless driving. It was confirmed that CC Richardson would be the person to speak to on this matter.</p> <ul style="list-style-type: none"> • District Cllr Sutton reported that the “supporting you” scheme is up and running and signposting people to help across the district. In addition, a discretionary scheme for people struggling with rent is still in place. • It was reported that rough sleepers in the district are now down to 2-3 again from 30 previously. The new units are still being used but District Cllr Sutton highlighted that the focus of the District Council is to move people from this accommodation into a more permanent solution when practical to do so. • The agreement with the National Park has been reviewed and renewed and will continue until 2024 with the District Council and SDNPA working together on planning issues. • A textile, small electricals and coffee pod recycling service is available on demand. Details on the CDC website <p>Questions and comments:</p> <ul style="list-style-type: none"> • Cllr Napthine thanked the District Council for the prompt rollout of payments for band D properties • Cllr Napthine noted that Covid numbers are again increasing and asked what was going to be done. District Cllr Sutton responded that this was being monitored but guidance comes from Government and at present although Covid is causing staff shortages, no further guidance has been issued. <p>District Cllr Sutton excused himself at 19.47</p>	
<p>AGENDA ITEM 8: REPORT FROM COUNTY COUNCILLOR – TOM RICHARDSON</p> <p>None</p>	
<p>AGENDA ITEM 9: CORRESPONDENCE TO NOTE</p> <p>The Parish Council confirmed receipt of the following correspondence:</p> <ol style="list-style-type: none"> a) Census Results b) SDNP Climate change webinar email c) Hedgehog Highway email <p>Cllr Napthine will promote hedgehog corridors in the parish magazine and Cllr Harte</p>	<p>Cllrs Napthine & Harte</p>

<p>to put details on Facebook</p> <p>d) SDNPA Land Availability assessment consultation Cllrs Mills and Thomas to read this in more detail</p> <p>e) Southdowns way anniversary plaque installation</p>	<p>Cllrs Thomas & Mills</p>
<p>AGENDA ITEM 10: MATTERS ARISING NOT ON THE AGENDA</p> <ul style="list-style-type: none"> • Cllr Thomas reported that he had attended an event at Knepp Estate which focused on providing wildlife corridors. It was highlighted that landowners are being asked to consider creating these highways where possible and parish council are being asked to take these corridors into consideration when looking at planning applications. The Barlavington Estate is already looking into this. • Cllr Thomas received the recalibration information for the radar gun from the Clerk and will organise this for this year • Cllr Naphthine reported that the café at Pulborough Brooks has reopened • It was agreed that Cllr Mills will start to look at arrangements for the fireworks which have been tentatively scheduled for Saturday 12th November. 	<p>Cllr Thomas</p>
<p>AGENDA ITEM 11: PUBLIC QUESTIONS</p> <p>None</p>	
<p>AGENDA ITEM 12: ANY OTHER MATTERS FOR INFORMATION ONLY</p>	
<p>AGENDA ITEM 13: DATE OF NEXT MEETING</p> <p>The next Council Meeting will be held on Monday 19th September 2022, 19:00</p> <p>The Meeting ended at 20.33</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 May 2022

Net Salary £350.50
PAYE £64.00

Clerks Salary 1- 30th June 2021

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)

Date Paid	Detail	Reason	Cost ex VAT (£)	VAT (£)	Cost inc VAT (£)
31/5/22	Working from home allowance (May)	As per contract. Agreed payment by dd each month	36.00	0	36.00
30/6/22	Working from home allowance (June)	As per contract. Agreed payment by dd each month	36.00	0	36.00
Total			72.00	0	72.00

Clerks Expenses – paid after meeting by agreement

Date Paid	Detail	Reason	Cost ex VAT (£)	VAT (£)	Cost inc VAT (£)
12/7/22	Mileage Expenses @ £0.50 per mile	Mileage for July Meeting	4.60	0	4.60
12/7/22	Mileage Expenses @ £0.50 per mile	Mileage for May Meeting	4.60	0	4.60
Total			9.20	0	9.20

DUNCTON PARISH COUNCIL					
File Number	Date of Payment	Payment Method	Payee	Description	Gross
Receipts					
	21/06/2022	BACS	Barclays	Interest	0.60
					0.60
Payment Ref Number					
7	17/05/2022	dd	HL O'Callaghan	Mileage Expenses	26.2
8	17/05/2022	dd	WSALC	Yearly WSALC/NALC Subscription	119.79
9	17/05/2022	dd	RS Hall	Internal Audit 2021-22	120
10	31/05/2022	dd	HL O'Callaghan	Clerk Salary - May	350.5
11	31/05/2022	dd	HL O'Callaghan	Working from Home - May	36
12	31/05/2022	dd	Arthur Gallaghe	Insurance Renewal 2022-23	622.16
13	06/06/2022	dd	HMRC	PAYE - May	64
14	06/06/2022	dd	Chi Payroll	Payroll - May	15
15	30/06/2022	dd	HL O'Callaghan	Working from Home - June	36
16	30/06/2022	dd	HL O'Callaghan	Clerk Salary - June	350.3
17	01/07/2022	dd	HMRC	PAYE - June	64.2
18	01/07/2022	dd	Chi Payroll	Payroll - June	15
19	01/07/2022	dd	Nigel Clifford	Expenses for AGM	24.75
					1843.9

Duncton Parish Council		
BANK RECONCILIATION		
04-Jul-22		
RECEIPTS & PAYMENTS		
Balance brought forward as at 31/03/22		£10,551.49
Add Total Receipts		4623.60
Less Total Payments		(2,409.88)
TOTAL		£12,765.21
BANK		
Current as @ 4/7/22		4,772.64
Savings as @ 4/7/22		7,992.57
Plus Uncleared Deposits		
TOTAL		£12,765.21