

DUNCTON PARISH COUNCIL

The Parish Council Meeting will be held on Monday 16th January 2023 at 7.00pm

AGENDA

1. Apologies for Absence

Apologies received in advance from Cllr Clifford

2. Code of Conduct

- To receive any declarations of Members' disclosable pecuniary interests and other interests on items included on the agenda
- To receive any written requests for dispensation
- To grant any requests for dispensation as appropriate

3. Approval of Minutes of meeting held on 14th November 2022

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) Village Gates – Cllr Clifford
- f) Village Hall meeting room update – Cllr Thomas

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 consider the appointment of Mulberry & Co as the internal auditor for 2023-2024
- e) To review and approve the Budget for 2023-2024 – **see attached**
- f) To set the Precept for 2023-2024

8. Planning Update

To consider any applications/note decisions:

SDNP/22/05278/LIS

Location: The Cricketers High Street Duncton

Proposal: Relocation of a easy access toilet, change of use of an existing function room into a double bedroom letting room, self contained holiday let/family letting room and office for the public house. Installation of timber walkway on northwest elevation and cladding below to end gable on southwest elevation

Submitted Comments: No objection

SDNP/22/05425/CND

Location: Duncton Mill House Dye House Lane Duncton

Proposal: Replace existing flat roof with slate pitched roof at rear. Flat roof between twin pitched roof. Timber frame 3 no. bay garage. (Variation of condition 2 of planning permission DN/10/04302/DOM - relocate garage 1m to north and 1m to west and reposition store to opposite end of building)

Comment Date: 17/1/23

9. Correspondence/Consultations to note

- a) New highways reporting tool
- b) New speed limit policy paper
- c) Pension re-enrolment
- d) Chairmans Forum

10. Matters arising not dealt with on the agenda

11. Public Questions (10 Minutes)

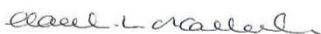
12. Any other matters for information only

13. Date of next Meeting – 13th March 2023

14. Exclusion of Press and Public

15. Consideration of Clerk yearly pay review as per contract

Signed:



HL O'Callaghan
Clerk & RFO

Appendix A

Clerk Salary and Expenses

Clerks Salary 1 – 30th November 2022

Net Salary £510.30
PAYE £104.20

Clerks Salary 1- 31st December 2022

Net Salary £370.50
PAYE £69.00

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 (£)
30/11/22	Working from home allowance	As per contract. Agreed payment by dd each month	36.00	0	36.00

Hannah-Louise O'Callaghan, Clerk Duncton Parish Council
clerk@duncton.org
9 January 2023

	(November)				
30/12/22	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

Clerks Expenses – paid after meeting by agreement

Date Paid	Detail	Reason	Cost ex VAT (£)	VAT (£)	Cost inc VAT (£)
17/01/23	Mileage Expenses @ £0.50 per mile	Mileage for January Meeting	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					
	05/12/2022		Barclays	Interest	4.46
					4.46
Payment Ref Number					
41	30/11/2022	DD	HL O'Callaghan	Working from Home - November	36
42	30/11/2022	BACS	HL O'Callaghan	Clerk Salary -November	510.3
43	01/12/2022	BACS	HMRC	PAYE - November	104.2
44	01/12/2022	BACS	Chi Payroll	Payroll -November	15
45	30/12/2022	BACS	HL O'Callaghan	Clerk Salary -December	370.5
46	31/12/2022	DD	HL O'Callaghan	Working from Home - December	36
47	03/01/2023	BACS	HMRC	PAYE - December	69
48	03/01/2023	BACS	Chi Payroll	Payroll - December	15
					1156
Payments for Approval					
49	17/01/2023	BACS	Andrew Mills	Reimbursement of Expenses	204
50	17/01/2023	BACS	HL O'Callaghan	Reimbursement of Expenses	13.99
51	17/01/2023	BACS	Easyspace Ltd	Renewal of Web Domain	36.89

BANK RECONCILIATION		
09-Jan-23		
RECEIPTS & PAYMENTS		
Balance brought forward as at 31/03/22		£10,551.49
Add Total Receipts		10355.31
Less Total Payments		(6,750.27)
TOTAL		£14,156.53
BANK		
Current as @ 9/1/23		6,157.04
Savings as @ 9/1/23		7,999.49
Plus Uncleared Deposits		
TOTAL		£14,156.53

Dunton Parish Council						
	Agreed Budget	Budget as at 9/1/23	End of Year Forecast	Notes	Proposed Budget 0%	Proposed Budget 10%
	2022-23		2022-23		2023-24	2023-24
Balance b/f at 1 April	£10,551.49	£10,551.49	£10,551.49		£8,822.94	£8,822.94
Receipts						
Precept	£9,245.00	£9,245.00	£9,245.00		£9,245.00	£10,169.50
Bank interest - PC	£2.50	£7.52	£10.00		£10.00	£10.00
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	£602.79	£602.79		£600.00	£600.00
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	to be done	£300.00	£300.00
Total receipts for period	£9,689.51	£10,355.31	£10,799.80		£10,155.00	£11,079.50
Total receipts	£20,241.00	£20,906.80	£21,351.29		£18,977.94	£19,902.44
Payments						
<u>General Administration</u>						
Marketing & Communications (3 Parish)	£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	£182.39	£300.00		£200.00	£200.00
Payroll	£180.00	£135.00	£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	£324.00	£432.00		£432.00	£432.00
Employment Costs (inc PAYE)	£5,274.00	£3,955.50	£5,274.00	includes NALC revised pay scales	£5,415.00	£5,415.00
ICO data Protection	£35.00	£0.00	£35.00		£35.00	£35.00
<u>Assets & 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	£170.00	£170.00		£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		£150.00	£150.00
Training (Clerk/Councillors)	£500.00	£0.00	£0.00		£200.00	£200.00
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	£1,000.00	£1,000.00
Winter maintenance	£500.00	£0.00	£500.00		£500.00	£500.00
Election	£0.00	£0.00	£0.00		£500.00	£500.00
Fireworks	£800.00	£750.00	£750.00	£803.77 received from 2021 event in p	£600.00	£600.00
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 & S.142 payments</u>						
S137 Dunton 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 Dunton Junior School	£0.00	£0.00	£0.00		£0.00	£0.00
Other	£0.00	£0.00	£0.00		£0.00	£0.00
Precept payments	£13,386.19	£6,726.27	£12,228.35		£12,991.10	£12,991.10
Use of Grant	£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	£278.88	£300.00		£300.00	£300.00
Total payments	£13,886.19	£7,005.15	£12,528.35		£13,291.10	£13,291.10
Surplus/deficit	-£4,196.68	£3,350.16	-£1,728.55		-£3,136.10	-£2,211.60
(Receipts less payments for period)						
Balance carried forward	£6,354.81	£13,901.65	£8,822.94		£5,686.84	£6,611.34

Hannah-Louise Gallagher, Clerk Dunton Parish Council
clerk@duntonparishcouncil.gov.uk
9 January 2023