

DUNCTON PARISH COUNCIL

The Parish Council Meeting will be held on Monday 13th March 2023 at 7.00pm

AGENDA

1. Apologies for Absence

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 16th January 2023

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) Speedwatch – Cllr Thomas
- b) Speeding/Road Safety and Village gates – Cllr Clifford
- c) Playground Maintenance
- d) Footpaths – Cllr Thomas/Cllr Clifford
- e) Bus Stop repair update
- f) Village Hall meeting room update – Cllr Thomas
- g) Status of defibrillators – 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**

8. Annual Parish Meeting

To discuss dates and format

9. Planning Update

To consider any applications/note decisions:

SDNP/23/00461/COU

Location: Littleton Farm A285 Selhurst Park Road to Droke Lane Upwaltham Petworth

Proposal: Change use of agricultural field to camping

Submitted Comments: **No objection**

10. Correspondence/Consultations to note

- a) West Sussex Parish Workshop – 15th March
- b) Date for Fireworks
- c) Seaford College Community Action Day 6th July
- d) Burton Mill Update

Hannah-Louise O'Callaghan, Clerk Duncton Parish Council

clerk@duncton.org

7 March 2023

e) Public space protection order

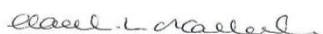
11. Matters arising not dealt with on the agenda

12. Public Questions (10 Minutes)

13. Any other matters for information only

14. Date of next Meeting – 15th May 2023

Signed:



HL O'Callaghan
Clerk & RFO

Appendix A

Clerk Salary and Expenses

Clerks Salary 1 – 31st January 2023

Net Salary £379.85
PAYE £71.40

Clerks Salary 1- 28th February 2023

Net Salary £379.65
PAYE £71.60

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 (£)
31/1/23	Working from home allowance (January)	As per contract. Agreed payment by dd each month	36.00	0	36.00
28/2/23	Working from home allowance (February)	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 (£)
14/3/23	Mileage Expenses @ £0.50 per mile	Mileage for March Meeting	4.60	0	4.60
Total			4.60	0	4.60

Hannah-Louise O'Callaghan, Clerk Duncton Parish Council
clerk@dunton.org
7 March 2023

Appendix B

DUNCTON PARISH COUNCIL					
File Number	Date of Payment	Payment Method	Payee	Description	Gross
Receipts					
	02/02/2023		HMRC	VAT reclaim	678.41
					678.41
Payment Ref Number					
51	31/01/2023	BACS	HL O'Callaghan	Clerk Salary -January	379.85
52	31/01/2023	DD	HL O'Callaghan	Working from Home - January	36
53	02/02/2023	BACS	HMRC	PAYE - January	71.4
54	02/02/2023	BACS	Chi Payroll	Payroll -January	15
55	17/01/2023	BACS	Andrew Mills	Reimbursement of Expenses	204
56	28/02/2023	BACS	HL O'Callaghan	Clerk Salary -February	379.65
57	28/02/2023	DD	HL O'Callaghan	Working from Home - February	36
58	01/03/2023	BACS	HMRC	PAYE - February	71.6
59	01/03/2023	BACS	Chi Payroll	Payroll -February	15
					1208.5

Duncton Parish Council		
BANK RECONCILIATION		
07-Mar-23		
RECEIPTS & PAYMENTS		
Balance brought forward as at 31/03/22		£10,551.49
Add Total Receipts		11043.65
Less Total Payments		(8,009.74)
TOTAL		£13,585.40
BANK		
Current as @ 7/3/23		5,575.98
Savings as @ 7/3/23		8,009.42
Plus Uncleared Deposits		
TOTAL		£13,585.40