

DUNCTON PARISH COUNCIL
PARISH COUNCIL MEETING (PCM) MINUTES

MONDAY 13th MARCH 2023 AT 19:00

	ACTION
<p><u>PRESENT</u></p> <p>Cllr Peter Thomas; Cllr Andrew Mills, Cllr Clifford, 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 received and accepted from County Cllr Richardson and Cllr Harte.</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 JANUARY 2022 TO BE AGREED AND SIGNED AS A TRUE RECORD</p> <p>On a proposal by Cllr Clifford and seconded by Cllr Mills the minutes of the meeting held on 16 JANUARY 2023 were approved and signed by Cllr Thomas.</p>	
<p>AGENDA ITEM 4: REPORT FROM DISTRICT COUNCILLOR – ALAN SUTTON</p> <p>On behalf of County Cllr Richardson, District Cllr Sutton reported that a meeting regarding the A29 had recently taken place. This was very well attended. Negotiations are still underway with the landowner but it is hoped that the road will re-open shortly 2 ways with traffic lights. It was acknowledged at the meeting that the diversion routes had in places been badly signposted and safety remains an issue down Rectory Lane. It is hoped that a 3-phase programme of works will start shortly with the road re-opening, however works will not be taking place on the landowners property. This will mean a further closure of the road later in the year to complete the works to stabilise the bank.</p> <p>Cllr Clifford noted that local businesses have suffered tremendously during this time. District Cllr Sutton also reported that County Cllr Richardson has been moving forwards with the speed limit policy and has also been active on reporting potholes and drainage issues. The Parish Council and local residents are urged to continue reporting the potholes and other issues.</p> <p>District Cllr Sutton reported that he will be standing for re-election and hopes to retain his seat. District Cllr Sutton thanked the Parish Council for their support over the last 4 years.</p> <ul style="list-style-type: none"> • District Cllr Sutton noted that if necessary he will be red carding the Littleton Farm application and will be speaking broadly in favour of the application as it is aimed at people using the South Downs Way and will also support the DoE award. • Coronation Events – it was noted that any live broadcast of the Coronation can be shown without the need for a special license. Road closures should be applied for if necessary in advance for any events and key dates will be publicised shortly. 	
<p>Minutes – 13th March 2023</p>	<p>Page 1 of 7</p>

<p>Cllr Thomas reported that a coronation picnic will take place on Sunday 7th May.</p> <p>Cllr Thomas reported that there had recently been a meeting of the liaison committee for the quarry and he is awaiting the minutes of the meeting which he will forward to Tom and Alan when available. Concerns were raised regarding a potential new extraction license application however no information was further available at this point.</p>	
<p>AGENDA ITEM 5: REPORT FROM COUNTY COUNCILLOR – TOM RICHARDSON</p> <p>As above</p>	
<p>AGENDA ITEM 6: UPDATE ON MATTERS CARRIED FORWARD FROM PREVIOUS MEETING</p> <p>a) Speedwatch – Cllr Thomas</p> <p>Cllr Thomas reported that a new coordinator for the Speed Watch group was in place and the group has been active recently. Cllr Thomas to forward the figures. District Cllr Sutton reported that Operation Downsway will be starting again over the summer months. There has been a rise in the theft of catalytic converters and garden shed thefts.</p> <p>b) Speeding/Road Safety and Village gates – Cllr Clifford</p> <p>It was asked that this be put on the July agenda. District Cllr Sutton suggested that the Parish Council may wish to consider place improvements as a traffic calming measure, village gates etc. It was noted that this is part of a larger picture and needs to be looked at from a whole village perspective. It was suggested that County Cllr Richardson be invited to the Annual Parish Meeting to talk about the new speed limit policy.</p> <p>Cllr Clifford to forward information on the village gates to Cllr Mills</p> <p>c) Playground Maintenance – Cllrs Naphine & Clifford</p> <p>Cllr Thomas said that he had been in touch with Burton Park and had received a name of a contact but needed to chase this up and a response had been received.</p> <p>d) Footpaths – Cllrs Thomas & Clifford</p> <p>Cllr Thomas reported that he has reported the footpath from the village hall to Burton Park Road as it is very overgrown and also the one from Willet Close to Church Lane as it is breaking up. All other country footpaths are in good condition at the moment.</p> <p>e) Bus Stop Repairs</p> <p>Cllr Clifford reported that he had received a quote for £842 for repairs to the bus stop including replacing the glass panels, cleaning and re-rubberising the roof and painting. The parish Council thought that this was reasonable but asked Cllr Clifford to secure another quote as a comparison.</p> <p>f) Village Hall meeting room update</p> <p>Cllr Thomas reported that a screen is going up to hide the new tables and chairs. The Parish Council own the television which they would like to donate to the school. Cllr Mills agreed to ask the school whether they would like it. It was agreed by the Council to authorise Cllr Mills to purchase 10 archive boxes to store the contents of the cupboard. Cllr Mills to purchase and claim on expenses.</p> <p>g) Status of defibrillators – Cllr Mills</p>	<p>Cllr Thomas</p> <p>Clerk</p> <p>Cllr Clifford</p> <p>Cllr Thomas</p> <p>Cllr Clifford</p> <p>Cllr Mills</p> <p>Cllr Mills</p>

<p>Cllr Mills reported that all machines are fully up to date. New pads were required which have been purchased and a receipt is awaited. Cllr Mills to update details of the defibrillators on WebNos.</p> <p>It was noted that if training is required Sue Lakers son has done this previously and may be willing to do so again if there is a demand.</p>	
<p>AGENDA ITEM 7: FINANCE</p> <p>a) To approve Clerks salary and expenses – Appendix A On a proposal by Cllr Mills and seconded by Cllr Clifford Clerks salary and expenses were approved</p> <p>b) To note and approve income and expenditure report – Appendix B On a proposal by Cllr Thomas and seconded by Cllr Clifford Council approved the income and expenditure report (Appendix B)</p> <p>c) To approve the regular Bank Reconciliation – Appendix C On a proposal by Cllr Thomas and seconded by Cllr Clifford the bank reconciliation (Appendix C) was approved by Council</p>	
<p>AGENDA ITEM 8: ANNUAL PARISH MEETING</p> <p>It was agreed that the Annual Parish Meeting would take place on 22nd May at 6.30pm. The Clerk was asked to enquire as to the availability of the hall. Cllr Mills will co-ordinate the event. It was agreed that County Cllr Richardson would be invited to give a presentation on the new speed limit policy as well as invitations made to the church, village hall committee, school and horticultural society as normal.</p> <p>It was noted that the Clerk is unable to attend.</p>	<p>Clerk Cllr Mills</p>
<p>AGENDA ITEM 9: PLANNING UPDATE</p> <p>To consider the following applications/note decisions:</p> <p>SDNP/23/00461/COU Location: Littleton Farm, A285 Selhurst Park Road Proposal: Change use of agricultural field to camping Submitted Comments: No Objection</p>	
<p>AGENDA ITEM 10: CORRESPONDENCE TO NOTE</p> <p>The Parish Council confirmed receipt of the following correspondence:</p> <p>a) West Sussex Parish Workshop – 15th March</p> <p>b) Date for Fireworks The Council agreed to hold the fireworks on 10th November and asked the Clerk to book this with Aurora. Cllr Mills said that he will notify the Cricketers</p> <p>c) Seaford College Community Action Day 6th July</p>	<p>Clerk Cllr Mills</p>

<p>d) Burton Mill Update</p> <p>e) Public space protection order</p> <p>It was noted that reports have been made of dogs in the playground despite the sign saying no dogs.</p>	
<p>AGENDA ITEM 11: MATTERS ARISING NOT ON THE AGENDA</p> <ul style="list-style-type: none"> Elections <p>It was agreed that Cllr Mills would publicise this on Facebook and other councillors would continue to encourage local residents to stand for election. Cllr Mills to be noted a a contact whilst the Clerk is away</p>	Cllr Mills
<p>AGENDA ITEM 12: PUBLIC QUESTIONS</p> <p>None</p>	
<p>AGENDA ITEM 13: ANY OTHER MATTERS FOR INFORMATION ONLY OR FOR INCLUSION ON THE NEXT AGENDA</p> <p>It was noted that the Clerk will be away from 22nd March – 17th April</p>	
<p>AGENDA ITEM 14: DATE OF NEXT MEETING</p> <p>The next Council Meeting will be held on Monday 15th May 2023, 19:00</p> <p>The Meeting ended at 8.16pm</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 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

31/3/23	Working from home allowance (March)	As per contract. Agreed payment by dd each month	36.00	0	36.00
Total			108.00	0	108.00

Clerks Expenses – paid after meeting by agreement

Date Paid	Detail	Reason	Cost ex VAT (£)	VAT (£)	Cost inc VAT (£)
14/3/23	Reimbursement of mileage as per contract	November, January & March meeting @£0.50 per mile	13.80	0	13.80
Total			13.80	0	13.80

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

Duncton Parish Council					
	Agreed Budget	Budget as at 9/1/23	End of Year Forecast	Notes	Proposed Budget 10%
	2022-23		2022-23		2023-24
Balance b/fat 1 April	£10,551.49	£10,551.49	£10,551.49		£8,822.94
Receipts					
Precept	£9,245.00	£9,245.00	£9,245.00		£10,169.50
Bank interest - PC	£2.50	£7.52	£10.00		£10.00
Miscellaneous income	£0.00	£0.00	£0.00		£0.00
CDC Grants	£0.00	£0.00	£0.00		£0.00
Other Grants	£0.00	£500.00	£500.00	contribution to Jubilee Orchard	£0.00
Firework Donations	£0.00	£602.79	£602.79		£600.00
Defibrillator grant	£0.00	£0.00	£0.00		£0.00
Coffee Mornings (proceeds to defibrillator)	£0.00	£0.00	£0.00		£0.00
Vat recovered	£442.01	£0.00	£442.01	to be done	£300.00
Total receipts for period	£9,689.51	£10,355.31	£10,799.80		£11,079.50
Total receipts	£20,241.00	£20,906.80	£21,351.29		£19,902.44
Payments					
<u>General Administration</u>					
Marketing & Communications (3 Parish)	£300.00	£0.00	£300.00		£300.00
Stationery & Postage costs	£20.00	£0.00	£20.00		£20.00
Computer costs/Website	£300.00	£182.39	£300.00		£200.00
Payroll	£180.00	£135.00	£180.00		£180.00
Clerk expenses/mileage	£50.00	£35.40	£50.00	decreased based on previous year	£50.00
Home office	£432.00	£324.00	£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
ICO data Protection	£35.00	£0.00	£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
Bus Shelter	£0.00	£0.00	£0.00		£500.00
Bin Collections	£75.40	£75.40	£75.40		£85.00
Play area	£1,500.00	£0.00	£1,500.00	budgetted for repairs	£1,000.00
Playground Inspection	£200.00	£0.00	£200.00		£200.00
Defibrillator	£200.00	£170.00	£170.00		£200.00
Jubilee Orchard	£100.00	£0.00	£100.00	budgetted upkeep as costs absorbed in	£100.00
<u>Other</u>					
Insurance	£600.00	£622.16	£622.16		£700.00
Audit fee	£100.00	£100.00	£100.00		£150.00
Training (Clerk/Councillors)	£500.00	£0.00	£0.00		£200.00
Chairman Allowance	£100.00	£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
Road Improvements	£0.00	£0.00	£0.00		£2,000.00
Winter maintenance	£500.00	£0.00	£500.00		£500.00
Election	£0.00	£0.00	£0.00		£500.00
Fireworks	£800.00	£750.00	£750.00	£803.77 received from 2021 event in p	£600.00
NHB repayment	£0.00	£0.00	£0.00		£0.00
Clerk's membership fees (SLCC, SSALC)	£119.79	£119.79	£119.79		£124.10
<u>S.137 & S.142 payments</u>					
S137 Duncton PCC	£0.00	£0.00	£0.00		£0.00
S137 Village Hall	£0.00	£0.00	£0.00		£0.00
S137 Petworth Youth Association	£0.00	£0.00	£0.00		£0.00
S137 Kent, Sussex & Surrey Air Ambulanc	£0.00	£0.00	£0.00		£0.00
S137 Duncton Junior School	£0.00	£0.00	£0.00		£0.00
Other	£0.00	£0.00	£0.00		£0.00
Precept payments	£13,386.19	£6,726.27	£12,228.35		£14,491.10
CDC Grants	£0.00	£0.00	£0.00		£0.00
Defibrillator	£0.00	£0.00	£0.00		£0.00
VAT paid	£500.00	£278.88	£300.00		£300.00
Total payments	£13,886.19	£7,005.15	£12,528.35		£14,791.10
Minutes – 13th March 2023					
Surplus/deficit	-£4,196.68	£3,350.16	-£1,728.55		-£3,711.60
Prepared by Hannah-Louise O'Callaghan, Clerk & RFO to Duncton Parish Council					
(Receipts less payments for period)					
E: clerk@duncton.org W: www.duncton.org					
Balance carried forward	£6,354.81	£13,901.65	£8,822.94		£5,111.34