

DUNCTON PARISH COUNCIL
PARISH COUNCIL MEETING (PCM) MINUTES

MONDAY 16th JANUARY 2023 AT 19:00

	ACTION
<p><u>PRESENT</u></p> <p>Cllr Peter Thomas; Cllr Andrew Mills, Cllr Napthine, District Cllr Sutton, County Cllr Richardson 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 Cllr Nigel Clifford.</p> <p>It was noted that apologies had not been received from Cllr Harte. The Council noted that Cllr Harte has not provided apologies or been at a meeting since July and therefore following discussions the Council asked Cllr Mills to urge Cllr Harte to attend the March meeting of the Council to ensure that she is not excluded under the 6 month ruling.</p>	Cllr Mills
<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 14 NOVEMBER 2022 TO BE AGREED AND SIGNED AS A TRUE RECORD</p> <p>On a proposal by Cllr Thomas and seconded by Cllr Mills the minutes of the meeting held on 14 NOVEMBER 2022 were approved and signed by Cllr Thomas.</p>	
<p>AGENDA ITEM 4: REPORT FROM DISTRICT COUNCILLOR – ALAN SUTTON</p> <p>District Cllr Sutton reported that CDC is busy in the run up to the Elections and the Local Plan Review. Cllr Sutton reported that a settlement offer had been agreed and strike action avoided by the refuse collection team. It was clarified that there were no other strikes in the District and the recent Highways strike was National Highways.</p> <p>It was reported that the Supporting You campaign is working well and using early intervention and collaboration to assist those in need by signposting them to assistance as necessary. In addition, a lot of work is being done around housing standards following the recent national case of mould contributing to the death of a child. Monitoring is taking place of both private and public sector housing.</p> <p>Cllr Sutton reported that the Local Plan Review will not take place imminently.</p> <p>Cllr Sutton reported on the work that he has been undertaking as a governor of the Local NHS Trust and reported that the Trust is working to get people out of hospitals and into local residential homes in the cases that they are unable to go home. It was confirmed that additional budget is being supplied to facilitate this and the NHS nationally is looking at using around 2500 rooms. In addition, the introduction of digital wards is being trialled to allow some patients to be monitored at home. It was also reported that by the end of March NHS 101 will</p>	

<p>be able to refer some patients to community pharmacists instead of the emergency rooms which will again free up the hospitals.</p> <p>Discussion took place around the Petworth surgery with Cllr Napthine praising the surgery for their work and commenting on the improvements however it was noted that this feedback is not necessarily shared by some residents although it was noted that the availability of appointments has improved greatly.</p> <p>Discussion took place regarding the service in Midhurst which provides the purchase of food at economical prices, and it was asked whether this service exists more locally. It was clarified that although an identical service is not available locally to the knowledge of the Council, vulnerable families and children have been identified by the school and support is being provided.</p> <p>Cllr Napthine praised the funding being provide by the Government and Cllr Sutton noted that in addition to the Government support, the Supporting You campaign can also signpost people to financial support.</p> <p>Cllr Sutton excused himself at 7.31pm</p>	
<p>AGENDA ITEM 5: REPORT FROM COUNTY COUNCILLOR – TOM RICHARDSON</p> <p>County Cllr Richardson reported that the speed limit policy has now been approved and Parish Councils can now start to apply for changes to road speeds. It was noted that these changes are designed so that a Parish Council can apply for changes to road speeds for example 60mph to 40mph, however the Parish Council would be responsible for raising and paying for, the cost of changing the road speed as this is not funded by the County Council.</p> <p>Much discussion took place around speeding locally and the benefit of any potential speed changes locally. Cllr Richardson clarified that these changes are not a blanket approach to the problem of speeding on the roads and are part of a wider picture that includes education for younger drivers and the consideration of road signage and its effect on safety.</p> <p>Cllr Richardson highlighted that any requested change in road speed would need to be evidenced through support in the local community as well as a consultation with local residents and ultimately would need to be funded by the Parish Council or local donations.</p> <p>After much discussion the Parish Council asked that the discussion around speed limits and road safety along with village gateways be put on the agenda as an item for the March meeting. In addition, this could also be a topic of discussion for the Electors Meeting in May.</p> <p>Cllr Richardson reported that it is particularly important at this time of year to remind landowners and residents or their riparian responsibilities for drainage, ditches and hedges as this can have a big impact on the roads. Cllr Thomas reported that overall the landowners locally are very responsible and there are no flooding issues caused by blocked drains or gully's.</p> <p>Cllr Richardson concluded by highlighting the new highways reporting tool which has been forwarded to the Parish Council and details made available on the website.</p> <p>Cllr Richardson excused himself at 8.10pm</p>	<p>Clerk</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 is in place and the target is to do 1 session every 2 weeks. It was noted that about 10% of the cars passing in 1 session were caught speeding.</p>	

<p>b) Playground – Cllrs Naphine & Clifford</p> <p>It was agreed that Cllr Thomas would follow up with Burton Park to find out what resin they used to repair the cracks in the road recently.</p> <p>c) Footpaths – Cllrs Thomas & Clifford</p> <p>It was noted that all County footpaths are in a good state however the footpath running from the village hall to Burton Park is now impassable if you are not wearing wellies.</p> <p>Cllr Thomas will report the following footpaths for action:</p> <p>Village Hall to Burton Park road</p> <p>Willet Close to the Church</p> <p>d) Bus Stop Repairs</p> <p>It was reported the Cllr Clifford has not yet received a quote</p> <p>e) Village Gates update</p> <p>No update although this will now form part of the larger roads and speeding discussions on the March agenda</p> <p>f) Village Hall meeting room update</p> <p>Cllr Thomas reported that the costs received by the Village Hall to alter the meeting room and provide more storage were considered too costly and therefore further discussion was taking place</p>	<p>Cllr Thomas</p> <p>Cllr Thomas</p> <p>Cllr Clifford</p> <p>Clerk</p> <p>Cllr Thomas</p>
<p>AGENDA ITEM 7: 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 Naphine 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 Mills the bank reconciliation (Appendix C) was approved by Council</p> <p>d) To consider the appointment of Mulberry & Co as the internal auditor for 2022-23</p> <p>On a proposal by Cllr Thomas and seconded by Cllr Naphine the Council agreed to appoint Mulberry & Co as the Internal Auditor for the 2022-23 accounts</p> <p>e) To review and approve 2023-24 Budget</p> <p>After discussion and re-allocation of some fund the 2023-24 Budget was approved UNANIMOUSLY</p> <p>f) To set the Precept for 2023-24</p>	<p>Clerk</p> <p>Clerk</p>

<p>After much discussion around projects that the Council would like to do next year, including road improvements and village gateways, the Council voted UNANIMOUSLY to request a 10% increase in the Precept to cover these projects. It was noted that the Precept has not been increased since 2019-20</p>	<p>Clerk</p>
<p>AGENDA ITEM 8: PLANNING</p> <p>To consider the following applications:</p> <p>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: Council supports this application</p> <p>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) Comments: No objection</p> <p>Clerk to submit comments as above</p>	<p>Clerk</p>
<p>AGENDA ITEM 9: CORRESPONDENCE TO NOTE</p> <p>The Parish Council confirmed receipt of the following correspondence:</p> <ul style="list-style-type: none"> a) New Highways reporting tool b) New speed limit policy paper c) Pension re-enrollment <p>It was noted that the Clerk does not wish to be enrolled in a pension at this time</p> <ul style="list-style-type: none"> d) Chairmans Forum – new date 	
<p>AGENDA ITEM 10: MATTERS ARISING NOT ON THE AGENDA</p> <ul style="list-style-type: none"> • Cllr Mills reported that the defibrillator needs new pads. Cllr Mills to check with Cllr Harte whether she has any pre-purchased. The Parish Council authorised Cllr Mills to go ahead and purchase defibrillator pads as necessary if they are under £50 	<p>Cllr Mills</p>
<p>AGENDA ITEM 11: PUBLIC QUESTIONS</p> <p>None</p>	
<p>AGENDA ITEM 12: ANY OTHER MATTERS FOR INFORMATION ONLY OR FOR INCLUSION ON</p>	

THE NEXT AGENDA	
None	
AGENDA ITEM 13: DATE OF NEXT MEETING	
The next Council Meeting will be held on Monday 13th March 2023, 19:00	
AGENDA ITEMS 14: EXCLUSION OF PRESS AND PUBLIC	
AGENDA ITEM 15: CONSIDERATION OF CLERK YEARLY PAY REVIEW	
The Parish Council agreed UNANIMOUSLY to raise the Clerks salary in conjunction with the NALC pay scales	
The Meeting ended at 8.48pm	
These minutes are an accurate record of the meeting	
Signed:	
Name & Position:	
Date:	

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 (November)	As per contract. Agreed payment by dd each month	36.00	0	36.00
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	Clerk Expenses	Reimbursement of Purchase of new mouse	11.66	2.33	13.99
17/01/23	Clerks Expenses	Renewal of web domain	30.74	6.15	36.89
Total			42.40	8.48	50.88

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

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 – 16th January 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