

DUNCTON PARISH COUNCIL
PARISH COUNCIL MEETING (PCM) MINUTES

THURSDAY 22 JUNE 2023 AT 19:00

	ACTION
<p><u>PRESENT</u></p> <p>Cllr Andrew Mills, Cllr Keith Napthine, Cllr Richard Guy and Parish Clerk & Proper Officer Hannah-Louise O’Callaghan</p>	
<p>AGENDA ITEM 1: ELECTION OF CHAIR AND SIGNING OF ACCEPTANCE OF OFFICE</p> <p>Cllr Mills welcomed everyone.</p> <p>Cllr Napthine proposed Cllr Mills as chairman, this was seconded by Cllr Guy. Cllr Mills signed the acceptance of office</p>	
<p>AGENDA ITEM 2: ELECTION OF VICE CHAIR AND SIGNING OF ACCEPTANCE OF OFFICE</p> <p>Cllr Mills proposed Cllr Napthine as vice chairman, this was seconded by Cllr Guy. Cllr Napthine signed the acceptance of office</p>	
<p>AGENDA ITEM 3: TO CONFIRM AND ACCEPT THAT ALL REGISTERS OF INTEREST AND ACCEPTANCES OF OFFICE HAVE BEEN RECEIVED</p> <p>Clerk confirmed that all acceptance of office had been received and Cllrs Mills and Napthine would return their register of interests by email</p>	Cllrs Napthine & Mills
<p>AGENDA ITEM 4: APOLOGIES FOR ABSENCE</p> <p>None</p>	
<p>AGENDA ITEM 5: CODE OF CONDUCT - DECLARATION OF MEMBERS PECUNIARY INTERESTS AND OTHER INTEREST ON ITEMS INCLUDED ON THE AGENDA</p> <p>None</p>	
<p>AGENDA ITEM 6: MINUTES OF THE PREVIOUS MEETING HELD ON 13TH MARCH 2023 TO BE AGREED AND SIGNED AS A TRUE RECORD</p> <p>On a proposal by Cllr Mills and seconded by Cllr Napthine the minutes of the meeting held on 13 MARCH were approved and signed by Cllr Mills.</p>	
<p>AGENDA ITEM 7: COUNCILLOR ROLES AND RESPONSIBILITIES AND FORMATION OF ANY SUB COMMITTEES</p> <p>It was agreed that Cllr Napthine would continue with the following responsibilities: Heath End Quarry, Ponds and Wildlife & Playground</p> <p>Cllr Mills would continue with his responsibility for the Fireworks</p> <p>All councillors would be responsible for Finance, Planning and Footpaths</p>	
<p>AGENDA ITEM 8: PROCEDURES AND POLICIES – REVIEW AND AGREE THE FOLLOWING</p> <p>a) Standing Orders</p>	Clerk

- b) Financial Regulations
- c) Risk Register
- d) Privacy/Data Protection Policy
- e) Code of Conduct

The Council agreed **UNANIMOUSLY** to adopt the policies as above. Clerk to update the website

AGENDA ITEM 9: UPDATE ON MATTERS CARRIED FORWARD FROM PREVIOUS MEETING

a) Speeding

Discussion took place about the next steps needed to take this forward. It was agreed that Cllr Mills would take the lead on this and get in touch with Tom Richardson to understand the options available. Cllr Naphthine noted that the Parish Council would need to raise the funds for any changes to the speed limits in Duncton. It was noted that it is not only speeding that causes problems but also driver awareness. The lack of safe crossing points in Duncton was also highlighted.

Cllr Mills

The Council noted the recent tragic accident that occurred locally involving parish residents and offered their condolences to the family and friends of Alicia Bourke, a valued member of the community and participant on the Speed Watch Group who was tragically killed in the accident.

b) Footpaths

It was noted that the footpath towards Heath End is overgrown as is the one next to the pub

c) Bus Stop Repairs

It was agreed that Cllr Mills and Naphthine would look into getting further quotes for the work

Cllr Mills

d) Village Hall meeting room update

Cllr Mills reported that he had offered the television to the Lavington schools but it was not wanted. The Council agreed that the television should now be donated to the Sylvia Beaufoy Centre. Cllr Mills agreed to speak to Peter regarding a further update on the meeting room and report back to the Council.

Cllr Mills

AGENDA ITEM 10: FINANCE

a) Annual Review for Year ending 31st March 2022

- i. To receive and note full internal audit report 2022-2023 and any findings
Email Attachment

The Council noted the internal audit findings. Cllr Mills proposed that this be accepted, this was seconded by Cllr Naphthine

- ii. **Annual Governance Statement** - To review the effectiveness of the system of internal control (Section 1) and approve the Annual Governance Statement by resolution. Sign Section 1 of the Annual Return 2022-2023 **Email Attachment**

The Council reviewed the Annual Governance Statement. Cllr Naphthine proposed that this be accepted, this was seconded by Cllr Guy

- iii. **Accounting Statements** - To consider the Accounting Statements (Section 2) and approve the Accounting Statements by resolution. Sign Section 2 of the Annual Return **Email Attachment**

<p>The Council reviewed the Accounting Statements. Cllr Mills proposed that this be accepted, this was seconded by Cllr Napthine</p> <p>iv. Certificate of Exemption – To approve and sign the Certificate of Exemption Email Attachment To be completed where the higher of gross income or gross expenditure did not exceed £25,000 and the Parish Council wish to certify themselves as exempt from a limited assurance review The Council agreed to exempt itself from external audit for 2022-23. Cllr Mills proposed that this be accepted, this was seconded by Cllr Napthine</p> <p>v. To agree and set the period of public rights Email Attachment The Council approved the setting of the notice of Public Rights commencing on Monday 3rd July</p> <p>b) To review Budget for 2023-2024 Email Attachment The Budget was reviewed by the Council and no changes were made</p> <p>c) To approve regular ongoing standing orders for 12 months</p> <ul style="list-style-type: none"> i. Clerks salary ii. Clerks working from home expenses iii. Monthly payroll payment <p>On a proposal by Cllr Napthine and seconded by Cllr Mills, the Council approved the ongoing regular standing orders as above</p> <p>d) To acknowledge receipt of first instalment of Precept The Council acknowledged receipt of the first instalment of the Precept</p> <p>e) To approve Clerks salary and expenses – Appendix A On a proposal by Cllr Mills and seconded by Cllr Napthine Clerks salary and expenses were approved</p> <p>f) To note and approve income and expenditure report – Appendix B On a proposal by Cllr Mills and seconded by Cllr Napthine Council approved the income and expenditure report (Appendix B)</p> <p>g) To approve the regular Bank Reconciliation – Appendix C On a proposal by Cllr Mills and seconded by Cllr Napthine the bank reconciliation (Appendix C) was approved by Council</p> <p>h) To agreed to update the banking mandate Council agreed to update the banking mandate to include Cllrs Mills, Napthine and Guy. It was also agreed that all previous councillors should be removed from the mandate</p>	<p>Clerk</p> <p>Clerk</p> <p>Clerk</p>
<p>AGENDA ITEM 11: PLANNING UPDATE</p> <p>Council noted the following decisions:</p> <p>Decisions:</p> <p>SDNP/23/00803/HOUS Mr & Mrs John & Sonia Spence Proposal: Installation of an Air Source Heat Pump.</p>	

<p>Location: The Old Post House , A285 Duncton Church Road To Duncton Common, Duncton, West Sussex</p> <p>Decision: Approved 9th June</p>	
<p>AGENDA ITEM 12: DISTRICT COUNCILORS REPORT – DR JOHN CROSS</p> <p>Dr Cross submitted the following report which was circulated in advance:</p> <p>You will all heard of the tragic accident that occurred on Saturday evening 3rd June on Duncton Hill, just beyond the row of houses at the top of the hill. The crash involved two vehicles and sadly three people lost their lives. It is one of the most dangerous stretches of road in the country and once again it has claimed more victims. I will be working with Tom Richardson, the county councillor, to see, when the police report on the incident, what further measures we can implement to help reduce the number of accidents. Those that use this road know how frustrating it can be to follow a very slow vehicle for miles, but for the sake of a few minutes the risk is not worth putting you and others in danger.</p> <p>I was concerned to hear about the closure of the nursery provision at Graffham and Fittleworth early in the month. My concern is based on these providing logical next level entry children to the enfant schools, if these nursery schools are not there then where do the children, and what is the knock-on effect to parents having to travel further. The obvious other thought is that these children once in nursery school further away will naturally sign onto the enfant school where their friends are, and therefore reduce the school children at Graffham and Fittleworth. I hope this resolves itself with new nursery schools opening in the fall, but I am interested to hear parent’s views and how this may be affecting you.</p> <p>In the early days of my new position, I am obviously learning a new job and trying to catch up on where my predecessor left off. For a single seat ward, it has the most parish councils, seven, of any in the district, so it’s quite a challenge to get around to them all. But it is interesting meeting and getting around the ward seeing the complex and difficult problems that need addressing for different communities, it is very rewarding.</p>	
<p>AGENDA ITEM 13: COUNTY COUNCILORS REPORT – TOM RICHARDSON</p> <p>None</p>	
<p>AGENDA ITEM 14: CORRESPONDENCE TO NOTE</p> <ul style="list-style-type: none"> Request for increase in yearly donations to £400 by the 3 parishes magazine After discussion it was proposed by Cllr Napthine that this request be approved, this was seconded by Cllr Mills 	<p>Clerk</p>
<p>AGENDA ITEM 15: MATTERS ARISING NOT ON THE AGENDA</p> <ul style="list-style-type: none"> Resignation of Clerk The Council expressed their disappointment on the resignation of the Clerk but wished her well for the future and thanked her for all her hard work. It was agreed that Cllr Mills would follow up with Trevor Leggo to look at the recruitment of a new Clerk as well as exploring other options. Clerk to hand over final documents and laptop on 20th July to Cllr Napthine 	<p>Cllr Mills</p>
<p>AGENDA ITEM 16: PUBLIC QUESTIONS</p> <p>None</p>	
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AGENDA ITEM 17: ANY OTHER MATTERS FOR INFORMATION ONLY OR FOR INCLUSION ON THE NEXT AGENDA	
It was asked the Heath End Quarry be put on the next agenda	
AGENDA ITEM 18: DATE OF NEXT MEETING	
The next Council Meeting will be held on 25th September	
The Meeting ended at 8.15pm	
These minutes are an accurate record of the meeting	
Signed:	
Name & Position:	
Date:	

Appendix A

Clerk Salary and Expenses

Clerks Salary 1 – 30th April 2023

Net Salary £379.85

PAYE £71.40

Clerks Salary 1- 31st May 2023

Net Salary £379.85

PAYE £71.40

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 (£)
31/5/23	Working from home allowance (May)	As per contract. Agreed payment by dd each month	36.00	0	36.00
30/6/23	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 (£)
23/6/23	Reimbursement of mileage as per contract	June meeting @£0.50 per mile	4.60	0	4.60
Total			4.60	0	4.60

DUNCTON PARISH COUNCIL					
File Number	Date of Payment	Payment Method	Payee	Description	Gross
Receipts					
	21/04/2023	REV0133369	CDC	1st half of Precept	5084.75
	11/05/2023		CDC	Coronation Grant	500
	05/06/2023		Barclays	Interest	16.7
Payment Ref Number					5601.45
1	20/04/2023	BACS	CDC	Emptying Litter Bins April 2022 - March 2023	97.34
2	20/04/2023	BACS	WSALC	NALC/WSALC Subs	124.09
3	24/04/2023	BACS	Sustainable Fur	Purchase of 2 picnic benches	540
4	28/04/2023	BACS	HL O'Callaghan	Clerk Salary April	379.85
5	28/04/2023	DD	HL O'Callaghan	Clerk WFH Expenses April	36
6	02/05/2023	BACS	HMRC	PAYE April	71.4
7	02/05/2023	BACS	Chi Payroll	Payroll April	15
8	10/05/2023	BACS	Gallagher	PC Insurance	684.45
9	31/05/2023	BACS	HL O'Callaghan	Clerk Salary May	379.85
10	31/05/2023	DD	HL O'Callaghan	Clerk WFH Expenses May	36
11	01/06/2023	BACS	HMRC	PAYE May	71.4
12	01/06/2023	BACS	Chi Payroll	Payroll May	15
13	23/06/2023	BACS	HL O'Callaghan	Mileage	4.6
13	31/6/23	DD	HL O'Callaghan	Clerk WFH Expenses June	36
					2490.98

Duncton Parish Council

BANK RECONCILIATION

15-Jun-23

RECEIPTS & PAYMENTS

Balance brought forward as at 31/03/23		£13,034.35
Add Total Receipts		5601.45
Less Total Payments		(2,450.38)
TOTAL		£16,185.42

BANK

Current as @ 15/6/23		8,159.30
Savings as @ 15/6/23		8,026.12
Plus Uncleared Deposits		
TOTAL		£16,185.42

Duncton Parish Council

	Proposed Budget 2023-24	Current Budget as at 15/6/23	Projected end of year at 31/3/24
Balance b/f at 1 April	£13,034.44	£13,034.44	£13,034.44
Receipts			
Precept	£10,169.50	£5,084.75	£10,169.50
Bank interest - PC	£30.00	£16.70	£30.00
Miscellaneous income	£0.00	£0.00	£0.00
CDC Grants	£500.00	£500.00	£500.00
Other Grants	£0.00	£0.00	£0.00
Firework Donations	£600.00	£0.00	£600.00
Defibrillator grant	£0.00	£0.00	£0.00
Coffee Mornings (proceeds to defibrillator)	£0.00	£0.00	£0.00
Vat recovered	£350.00	£0.00	£350.00
Total receipts for period	£11,649.50	£5,601.45	£11,649.50
Total receipts	£24,683.94	£18,635.89	£24,683.94
Payments			
<u>General Administration</u>			
Marketing & Communications (3 Parishes)	£300.00	£0.00	£300.00
Stationery & Postage costs	£20.00	£0.00	£20.00
Computer costs/Website	£200.00	£0.00	£200.00
Payroll	£180.00	£30.00	£180.00
Clerk expenses/mileage	£50.00	£4.60	£50.00
Home office	£432.00	£108.00	£432.00
Employment Costs (inc PAYE)	£5,415.00	£902.50	£5,415.00
ICO data Protection	£35.00	£0.00	£35.00
<u>Assets & Maintenance</u>			
General Maintenance	£500.00	£0.00	£500.00
Bus Shelter	£500.00	£0.00	£500.00
Bin Collections	£85.00	£81.12	£81.12
Play area	£1,000.00	£0.00	£1,000.00
Playground Inspection	£200.00	£0.00	£200.00
Defibrillator	£200.00	£0.00	£200.00
Jubilee Orchard	£100.00	£0.00	£100.00
<u>Other</u>			
Insurance	£700.00	£684.45	£700.00
Audit fee	£150.00	£0.00	£150.00
Training (Clerk/Councillors)	£200.00	£0.00	£200.00
Chairman Allowance	£0.00	£0.00	£0.00
AGM & other village events	£500.00	£0.00	£500.00
Road Improvements	£2,000.00	£0.00	£2,000.00
Winter maintenance	£500.00	£0.00	£500.00
Election	£500.00	£0.00	£500.00
Fireworks	£600.00	£0.00	£600.00
NHB repayment	£0.00	£0.00	£0.00
Clerk's membership fees (SLCC, SSALC)	£124.09	£124.09	£124.09

S.137 & S.142 payments

<i>S137 Duncton PCC</i>	£0.00	£0.00	£0.00
<i>S137 Village Hall</i>	£0.00	£0.00	£0.00
<i>S137 Petworth Youth Association</i>	£0.00	£0.00	£0.00
<i>S137 Kent, Sussex & Surrey Air Ambulance</i>	£0.00	£0.00	£0.00
<i>S137 Duncton Junior School</i>	£0.00	£0.00	£0.00
<i>Other</i>	£0.00	£0.00	£0.00
Precept payments	£14,491.09	£1,934.76	£14,487.21
CDC Grants	£500.00	£450.00	£450.00
Defibrillator	£0.00	£0.00	£0.00
VAT paid	£300.00	£106.22	£300.00
Total payments	£15,291.09	£2,490.98	£15,237.21
Surplus/deficit	-£3,641.59	£3,110.47	-£3,587.71
(Receipts less payments for period)			
Balance carried forward	£9,392.85	£16,144.91	£9,446.73