

**DUNCTON PARISH COUNCIL**  
**PARISH COUNCIL MEETING (PCM) MINUTES**  
Monday 18<sup>th</sup> March 2023 at 19:00

<b>SUMMARY</b>	<b>ACTION</b>
<p><b><u>PRESENT</u></b></p> <p>Cllr Andrew Mills, Cllr Richard Guy, Cllr James Garrow.</p> <p>Also Present: Susan Laker and Heather Lakin. Peter Thomas for Agenda Item 11</p>	
<p><b>AGENDA ITEM 1: APOLOGIES FOR ABSENCE</b></p> <p>None</p>	
<p><b>AGENDA ITEM 2: CODE OF CONDUCT - DECLARATION OF MEMBERS PECUNIARY INTERESTS AND OTHER INTEREST ON ITEMS INCLUDED ON THE AGENDA</b></p> <p>None</p>	
<p><b>AGENDA ITEM 3: MINUTES OF THE PREVIOUS MEETING HELD ON 15<sup>th</sup> January 2024 TO BE AGREED AND SIGNED AS A TRUE RECORD</b></p> <p>On a <b>proposal</b> by Cllr Mills and <b>seconded</b> by Cllr Garrow the minutes of the meeting held on 15<sup>th</sup> January 2024 were approved and signed by Cllr Mills.</p>	
<p><b>AGENDA ITEM 4: DISTRICT COUNCILORS REPORT – DR JOHN CROSS</b></p> <p>Dr Cross submitted a report which was read out to the meeting. Budget summary – District went up 2.99% + 2% for social care (that was the cap). 2026 – separate cooked food waste bins coming. Cost of £2.5m put aside for that going forward across the County.</p>	
<p><b>AGENDA ITEM 5: COUNTY COUNCILORS REPORT – TOM RICHARDSON</b></p> <p>No report received.</p>	
<p><b>AGENDA ITEM 6: UPDATE ON MATTERS CARRIED FORWARD FROM PREVIOUS MEETING</b></p> <p>a) Speeding</p> <p>Councillor Napthine stated that no sessions for a few weeks (primarily due to the weather). Still an active group involved (10 members and target events such as Goodwood). Can only use the gun in the one approved location. Are recording everything over 30mph (not just 36mph) to provide evidence of actual speeds through the village going forward.</p>	

  
Initial



<p>Cllr Garrow asked whether we could apply for additional locations? Cllr Napthine suggested that we should liaise with Tom Richardson in relation to that.</p> <p>Parish Council owns the speed gun and pays for the annual calibration.</p> <p>b) Footpaths</p> <p>No issues raised.</p> <p>c) Bus Stop Repairs</p> <p>No update to report. Still have only 1 quote – now almost 2 years old so clearly out of date. Not even clear what this covers now (and which side of the road it covers). Parish Council needs to look after both bus stops (including the one with “bullet holes”) and the playground.</p> <p>We need to arrange a review of all 3 to agree a plan going forward (including a formal HSE assessment particularly of the playground). We have contact details for the previous contractor we used in the files. Has fallen through with the Council going into abeyance.</p> <p>Cllr Mills to arrange a meeting with Cllr Napthine to review all 3 sites and agree next steps (including getting updated quotes).</p> <p>Going forward Cllr Mills happy to do a monthly visual inspection visit (and empty the bin) at the same time as the defibrillators are checked.</p> <p>d) Village Hall meeting room update</p> <p>No update – still have the TV (will hang onto it until May meeting now). James says that the TV was used during the week. Still shows on the asset register. Not depreciated (but Cllr Guy confirms that there is no depreciation under Public Sector Accounting).</p> <p>Annual Audit – need to agree a date for the audit report – nobody else wishes to attend so Cllr Mills to organise and attend the audit review.</p>	<p>Cllr Mills</p> <p>Cllr Mills</p> <p>Cllr Mills</p>
<p><b>AGENDA ITEM 7: FINANCE</b></p> <p>a) Bank Account Reconciliation</p> <p>Review of invoices 24-27. Email approvals given for all of these.</p> <p>Receipts of 2 interest payments noted.</p> <p>All councillors approved the reconciliation and Cllrs Mills and Napthine to sign the invoices by way of confirmation.</p> <p>Decision made to move funds into the interest-bearing account – leave £3,000 in the operating account. Approved unanimously.</p> <p>b) Review of 2023/2024 Budget</p> <p>Covered in a) above.</p> <p>c) Setting Budget for 2024/2025</p> <p>Draft budget shows changes from the original 2023/24 budget.</p>	

  
Initial:




<p>We set a deficit budget for 2023/24.</p> <p>Proposed budget does not include any employment costs.</p> <p>Bank interest and fireworks donations assumed to remain in line with previous history.</p> <p>Precept has increased y 1.5% (50% of the cap as agreed at the last meeting).</p> <p>3 Parishes Magazine has always been in the budget (but we haven't paid for years and they have never asked). Approved to keep this in budget. Cllr Naphthine proposed that we pay the £300 in the budget for 2023/24 prior to the end of the financial year as a "one-off" given the value to the Parish of having this. Seconded by Cllr Guy and passed unanimously. Cllr Mills to arrange payment. Retain in the budget for 2024/25 and we can see where we sit at the end of the year.</p> <p>Other items on the budget discussed and approved.</p> <p>Bus shelter has £1,000, playground has £1,000 and £3,000 for road improvements – plan is to do some work this year. Will obtain quotes and approval prior to spending any of this.</p> <p>Training budget for new Councilors and Clerk training.</p> <p>Budget approved as proposed £580 surplus (after the amounts for village upgrades). Proposed by Cllr Naphthine seconded by James.</p>	<p>Cllr Mills</p>
<p><b>AGENDA ITEM 8: PLANNING UPDATE</b></p> <p><b>Application:</b></p> <p>SDNP/24/00368/LIS</p> <p>Proposal: Replace existing roof</p> <p>Location: 3 Old School House</p> <p>Parish Council Position: No position as replacement of existing roof</p>	
<p><b>AGENDA ITEM 9: Fireworks 2024 Planning</b></p> <ul style="list-style-type: none"> <li>• Friday 8<sup>th</sup> as the preferred date is not available.</li> <li>• Cllr Mills to seek Saturday 2<sup>nd</sup> as first choice or Friday 1<sup>st</sup> as second choice. 15<sup>th</sup> was not preferred as an option.</li> <li>• Still need to book the pub for food (and confirm the hall for the final date).</li> </ul>	<p>Cllr Mills</p>
<p><b>AGENDA ITEM 10: PARISH MEETING IN MAY</b></p> <ul style="list-style-type: none"> <li>• Items for the agenda: <ul style="list-style-type: none"> <li>○ Speeding (consultation or other ideas). Chicanes?</li> <li>○ Church</li> </ul> </li> </ul>	



Initial:



<ul style="list-style-type: none"> <li>○ School</li> <li>○ Speed watch?</li> <li>○ Cllr Napthine to reach out to the PCO to see if they can attend (has a meeting with the Police on Friday so can ask them then)</li> <li>● Vital that we get Tom Richardson on-board</li> </ul>	
<p><b>AGENDA ITEM 11: CURRY NIGHT FUNDRAISING EVENT REPORT</b></p> <ul style="list-style-type: none"> <li>● Peter Thomas reported that instead of raising funds for charity that there would be an event to raise funds for road safety in the village (potentially gates or active speed signs). £550 was the amount collected on the night. £50.20 promised so the final total is expected to be £600.20. The Council thanked Peter and the others who were involved in organising the event and gratefully received the funds.</li> <li>● Susan Laker reported that she had an email from John White (Burton Park) who has offered to contribute funds. Cost of an "active" sign is £3000-4000. Option to "share" a moveable one with an adjoining village?</li> </ul>	
<p><b>AGENDA ITEM 12: CORRESPONDENCE TO NOTE</b></p> <ul style="list-style-type: none"> <li>● Nil.</li> </ul>	
<p><b>AGENDA ITEM 13: MATTERS ARISING NOT ON THE AGENDA</b></p> <ul style="list-style-type: none"> <li>● Discussion of Duncton School request for contribution to funding a school counsellor. Request was for more information as to number of children and families who have used the service to show the benefit to the community prior to any decision being made.</li> <li>● Quarry update? Nobody on the Council aware of the current licence status. Cllr Napthine used to attend the meetings on-site – he agreed to review his records to find a name. If unable to identify a point of contact will contact Cllr Mills so search the PC files.</li> </ul>	Cllr Napthine
<p><b>AGENDA ITEM 14: PUBLIC QUESTIONS</b></p> <ul style="list-style-type: none"> <li>● None</li> </ul>	
<p><b>AGENDA ITEM 15: ANY OTHER MATTERS FOR INFORMATION ONLY OR FOR INCLUSION ON THE NEXT AGENDA</b></p> <ul style="list-style-type: none"> <li>● Neighbourhood Watch – apparently there is technically a group (possibly lead by Mrs Thomas?). Not active in the village.</li> </ul>	
<p><b>CO-OPTION OF NEW COUNCILLORS</b></p> <p>Susan Laker and Heather Lakin both agreed to join the Council (and are both resident in the Village and eligible).</p> <p>The Council unanimously agreed to co-opt Susan Laker and Heather Lakin onto the Council. It was noted that a Declaration of Interests was required from each of them within 14 days and prior to taking any action on behalf of the Council. Cllr Mills to send out the forms.</p>	Cllr Mills

  
Initial:

<b>The Meeting ended at 8.38 pm</b>	
<b>Next meeting: 20<sup>th</sup> May 2024 at 7pm.</b>	
<b>These minutes are an accurate record of the meeting</b> <b>Signed:</b> <b>Name &amp; Position:</b> <b>Date:</b>	