DUNCTON PARISH COUNCIL

PARISH COUNCIL MEETING (PCM) MINUTES

Tuesday 21st May 2024 at 19:00

DRAFT - SUBJECT TO FINAL APPROVAL

SUMMARY	ACTION
PRESENT	
Cllr Andrew Mills, Cllr Keith Napthine, Cllr Richard Guy, Cllr James Garrow.	
AGENDA ITEM 1: ELECTION OF CHAIR AND SIGNING OF THE ACCEPTANCE OF OFFICE	
On the proposal of Cllr Guy seconded by Cllr Napthine the Council elected Cllr Mills as Chair who then signed the Acceptance of Office	
AGENDA ITEM 2: ELECTION OF VICE-CHAIR AND SIGNING OF THE ACCEPTANCE OF OFFICE	
On the proposal of Cllr Guy seconded by Cllr Garrow the Council elected Cllr Napthine as Vice- Chair who then signed the Acceptance of Office	
AGENDA ITEM 3: CONFIRMATION AND ACCEPTANCE OF DECLARATIONS AND ACCEPTANCE OF OFFICE BY ALL COUNCILLORS	
Acceptance of Office signed by Cllr Garrow	
The Council noted that in the meeting on 9 th October 2023, the Council had agreed that with the departure of the Clerk that Cllr Mills would act as the Clerk. That Minute did not formally appoint Cllr Mills as the Responsible Financial Officer of the Council. Council unanimously agreed to formalise the appointment of Cllr Mills as unpaid Clerk and Proper Financial Officer with effect from the meeting on 9 th October 2023.	
Cllr Mills noted that this position was no longer sustainable due to the demand on his time and indicated an intention to prepare a job specification for the Council to consider for the appointment of a new Clerk (including liaising with NALC to ascertain the correct spine point for the appointment).	Cllr Mills
AGENDA ITEM 4: APOLOGIES FOR ABSENCE	
None	
AGENDA ITEM 5: CODE OF CONDUCT - DECLARATION OF MEMBERS PECUNIARY INTERESTS AND OTHER INTEREST ON ITEMS INCLUDED ON THE AGENDA	
None	
AGENDA ITEM 6: MINUTES OF THE PREVIOUS MEETING HELD ON 18 th MARCH 2024 TO BE AGREED AND SIGNED AS A TRUE RECORD	
On a proposal by Cllr Mills and seconded by Cllr Guy the minutes of the meeting held on 18 th March 2023 were approved and signed by Cllr Mills.	
AGENDA ITEM 7: COUNCILLOR ROLES AND RESPONSIBILITIES AND FORMATION OF ANY SUB-COMMITTEES	

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iormalise	cil determined that given the current size of the Council there was no need for responsibilities or to form any Sub-Committees.				
AGENDA	TEM 8: PROCEDURES & POLICIES				
Council re	viewed and unanimously agreed to adopt the following Procedures and Policies:				
a) Standing Orders – adopted as existing (still current NALC Model)					
•	al Regulations – readopted existing Regulations (noting that there is a significant sued by NALC and that Council would look to adopt a new version in the future)				
c) Cllr Coc	e of Conduct - adopted as existing				
d) Compla	nints Procedure - adopted as existing				
e) Freedo	m of Information - adopted as existing				
f) Grievan	ce Policy - adopted as existing				
g) Equality	y Policy - adopted as existing				
•	gister – minor amendments agreed (website up to date and review of play area rom weekly to monthly)				
	Data Protection Policy - adopted as existing (noting that Cllr Mills has been appointed a Protection Officer with the Information Commissioner's Office)				
	ITEM 9: DISTRICT COUNCILORS REPORT – DR JOHN CROSS				
	rts issued by Dr Cross were reviewed.				
	TEM 10: COUNTY COUNCILORS REPORT – TOM RICHARDSON				
AGENDA					
AGENDA No report	TEM 10: COUNTY COUNCILORS REPORT – TOM RICHARDSON				
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Review of and approval of the financial reconciliation of the bank account as at the end of Marsh 2024 (last financial year) and as at this meeting as per the reconciliations presented (and attached to these minutes). b) Review of payments and receipts Receipts as per reconciliation Payments approved: Speed Gun Calibration Hiscox Insurance Renewal Chichester Council (bin collection) Invoices signed by the Chair in the presence of the meeting. **AGENDA ITEM 13: PLANNING UPDATE** Application: SDNP/24/01359/TCA Proposal: Removal and thinning of trees in a Conservation Area Location: South Corner, High Street, Duncton, West Sussex, GU28 OLT **Cllr Mills Decision**: No comment – Chair to communication to the Council. **AGENDA ITEM 14: FIREWORKS 2024 PLANNING CIIr Mills** No update – in hand and will report back at the next meeting **AGENDA ITEM 15: PARISH METING IN MAY Cllr Mills** Cllr Mills to check that the TV works Cllr Mills to prepare a pack – slide deck and map of the Village and the Roads Proposal as **Cllr Mills** discussed by Parish Council **Cllr Mills** Cllr Mills to buy food and drink (wine, soft drinks, plastic cups and crisps) Speed Watch to be invited (as above) Both Churches invited (no response as yet) **All Clirs** All Councillors to arrive approx. 6:30 to set up the hall. **AGENDA ITEM 16: CORRESPONDENCE TO NOTE Cllr Mills** Introductory letter from the new Police and Crime Commissioner – Cllr Mills to forward to all Councillors. Letter from Dave Lyons (new Police point of contract) AGENDA ITEM 17: MATTERS ARISING NOT ON THE AGENDA Nil. **AGENDA ITEM 18: PUBLIC QUESTIONS** None AGENDA ITEM 19: ANY OTHER MATTERS FOR INFORMATION ONLY OR FOR INCLUSION ON

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THE NEXT AGENDA	
Nil.	
AGENDA ITEM 20: DATE OF NEXT MEETING	
Monday 22 nd July 2024	
The Meeting ended at 8.08 pm	
These minutes are an accurate record of the meeting	
Signed:	
Name & Position:	
Date:	

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DUNCTON PARISH COUNCIL - 2023-2024

	31/03/2023		Community Account Opening Balance	£	5,024.93
	31/03/2023		Savings Account Opening balance	£	8,009.42
			Total Brought Forward	£	13,034.35
RECEIPTS					
	21/04/2023 REV0133369	CDC	1st half of Precept	£	5,084.75
	11/05/2023	CDC	Corronation grant`	£	500.00
	05/06/2023	Barclays	Interest	£	16.70
	04/09/2023	Barclays	Interest	£	21.51
	15/09/2023	CDC	Second half of Precept	£	5,084.75
	04/12/2023	Barclays	Interest	£	28.02
	04/03/2024	Barclays	Interest	£	30.20
					10 757 00
				<u>£</u>	10,765.93
PAYMENTS				<u>±</u>	10,765.93
PAYMENTS 1	20/04/2023 BACS	CDC	Emptying Litter Bins April 2022 - March 2023	£	97.34
	20/04/2023 BACS 20/04/2023 BACS	CDC WCALC	Emptying Litter Bins April 2022 - March 2023 NALC/WSALC Subs		
1			, , =	£	97.34
1 2	20/04/2023 BACS	WCALC	NALC/WSALC Subs	£ £	97.34 124.09
1 2 3	20/04/2023 BACS 24/04/2023 BACS	WCALC Sustainable Furniture	NALC/WSALC Subs Purchase of 2 picnic benches	£ £	97.34 124.09 540.00
1 2 3 4	20/04/2023 BACS 24/04/2023 BACS 28/04/2023 BACS	WCALC Sustainable Furniture HL O'Callaghan	NALC/WSALC Subs Purchase of 2 picnic benches Clerk Salary April	£ £ £	97.34 124.09 540.00 379.85
1 2 3 4 5	20/04/2023 BACS 24/04/2023 BACS 28/04/2023 BACS 28/04/2023 DD	WCALC Sustainable Furniture HL O'Callaghan HL O'Callaghan	NALC/WSALC Subs Purchase of 2 picnic benches Clerk Salary April Clerk WFH Expenses April	f f f f	97.34 124.09 540.00 379.85 36.00
1 2 3 4 5 6	20/04/2023 BACS 24/04/2023 BACS 28/04/2023 BACS 28/04/2023 DD 02/05/2023 BACS	WCALC Sustainable Furniture HL O'Callaghan HL O'Callaghan HMRC	NALC/WSALC Subs Purchase of 2 picnic benches Clerk Salary April Clerk WFH Expenses April PAYE April	£ £ £ £	97.34 124.09 540.00 379.85 36.00 71.40
1 2 3 4 5 6 7	20/04/2023 BACS 24/04/2023 BACS 28/04/2023 BACS 28/04/2023 DD 02/05/2023 BACS 02/05/2023 BACS	WCALC Sustainable Furniture HL O'Callaghan HL O'Callaghan HMRC Chi Payroll	NALC/WSALC Subs Purchase of 2 picnic benches Clerk Salary April Clerk WFH Expenses April PAYE April Payroll April	f f f f f	97.34 124.09 540.00 379.85 36.00 71.40 15.00
1 2 3 4 5 6 7 8	20/04/2023 BACS 24/04/2023 BACS 28/04/2023 BACS 28/04/2023 DD 02/05/2023 BACS 02/05/2023 BACS 10/05/2023 BACS	WCALC Sustainable Furniture HL O'Callaghan HL O'Callaghan HMRC Chi Payroll Gallagher	NALC/WSALC Subs Purchase of 2 picnic benches Clerk Salary April Clerk WFH Expenses April PAYE April Payroll April PC Insurance	f f f f f f	97.34 124.09 540.00 379.85 36.00 71.40 15.00 684.45

12	01/06/2023 BACS	Chi Payroll	Payroll May	£	15.00
13	23/06/2023 BACS	HL O'Callaghan	Mileage	£	40.60
14	30/06/2023 DD	HL O'Callaghan	Clerk WFH Expenses June	£	36.00
15	23/06/2023 BACS	Mulbery	Audit fee	£	169.92
16	30/06/2023 BACS	HL O'Callaghan	Clerk Salary June	£	379.85
17	30/06/2023 BACS	HMRC	PAYE June	£	71.40
18	03/07/2023 BACS	Chi Payroll	Payroll June	£	15.00
19	26/07/2023 BACS	Easyspace	Webspace and emails (5 year renewal)	£	1,007.98
20	31/07/2023 BACS	HL O'Callaghan	Clerk Salary May	£	379.85
21	31/07/2023 DD	HL O'Callaghan	Clerk WFH Expenses May	£	36.00
22	01/08/2023 BACS	HMRC	PAYE May	£	71.40
23	01/08/2023 BACS	Chi Payroll	Payroll May	£	15.00
24	29/01/2024 BACS	Easyspace	Domain Name renewal	£	38.54
25	14/02/2024 BACS	Chichester District Council	Election fee	£	141.50
26	14/02/2024 BACS	Chichester District Council	Election fee	£	204.00
27	15/03/2024 BACS	Jeff Martin	Annual SSL/Website management fee	£	90.00
28	20/03/2024 DD	ICO	Data Protection Registration Fee	£	35.00
29	28/03/2024 BACS	3 Parishes Magazine	s137 donation	£	300.00
				£	5,482.42
	17/03/2024		Community Account balance	£	10,212.01
	17/03/2024		Savings Account Balance	<u>£</u>	8,105.85
				<u>£</u>	18,317.86
(Checksum		Balance CF + receipts - expenses	£	18,317.86

DUNCTON PARISH COUNCIL - 2024-2025

	31/03/2023		Community Account Opening Balance	£	10,212.01
	31/03/2023		Savings Account Opening balance	£	8,105.85
			Total Brought Forward	£	18,317.86
RECEIP	TS				
1 2	19/04/2024 20/05/2024	CDC A Mills	Precept Payment 1 Deposit of Speeding-related donation	£ £	5,162.50 550.00

£ 5,712.50

PAYMENTS

		£	-
17/02/2024	Community Assaunt halance		20 490 26
17/03/2024	Community Account balance	£	20,480.36
17/03/2024	Savings Account Balance	<u>£</u>	3,550.00
		£	24,030.36
Checksum	Balance CF + receipts - expenses	£	24,030.36