

**DUNCTON PARISH COUNCIL**  
**PARISH COUNCIL MEETING (PCM) MINUTES**

Tuesday 21<sup>st</sup> May 2024 at 19:00

<b>SUMMARY</b>	<b>ACTION</b>
<p><b><u>PRESENT</u></b></p> <p>Cllr Andrew Mills, Cllr Keith Napthine, Cllr Richard Guy, Cllr James Garrow.</p>	
<p><b>AGENDA ITEM 1: ELECTION OF CHAIR AND SIGNING OF THE ACCEPTANCE OF OFFICE</b></p> <p>On the proposal of Cllr Guy seconded by Cllr Napthine the Council elected Cllr Mills as Chair who then signed the Acceptance of Office</p>	
<p><b>AGENDA ITEM 2: ELECTION OF VICE-CHAIR AND SIGNING OF THE ACCEPTANCE OF OFFICE</b></p> <p>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</p>	
<p><b>AGENDA ITEM 3: CONFIRMATION AND ACCEPTANCE OF DECLARATIONS AND ACCEPTANCE OF OFFICE BY ALL COUNCILLORS</b></p> <p>Acceptance of Office signed by Cllr Garrow</p> <p>The Council noted that in the meeting on 9<sup>th</sup> 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<sup>th</sup> October 2023.</p> <p>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).</p>	<b>Cllr Mills</b>
<p><b>AGENDA ITEM 4: APOLOGIES FOR ABSENCE</b></p> <p>None</p>	
<p><b>AGENDA ITEM 5: 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 6: MINUTES OF THE PREVIOUS MEETING HELD ON 18<sup>th</sup> MARCH 2024 TO BE AGREED AND SIGNED AS A TRUE RECORD</b></p> <p>On a proposal by Cllr Mills and seconded by Cllr Guy the minutes of the meeting held on 18<sup>th</sup> March 2023 were approved and signed by Cllr Mills.</p>	
<p><b>AGENDA ITEM 7: COUNCILLOR ROLES AND RESPONSIBILITIES AND FORMATION OF ANY SUB-COMMITTEES</b></p>	





<p>The Council determined that given the current size of the Council there was no need for formalise responsibilities or to form any Sub-Committees.</p>	
<p><b>AGENDA ITEM 8: PROCEDURES &amp; POLICIES</b></p> <p>Council reviewed and unanimously agreed to adopt the following Procedures and Policies:</p> <ul style="list-style-type: none"> <li>a) Standing Orders – adopted as existing (still current NALC Model)</li> <li>b) Financial Regulations – readopted existing Regulations (noting that there is a significant rewrite issued by NALC and that Council would look to adopt a new version in the future)</li> <li>c) Cllr Code of Conduct - adopted as existing</li> <li>d) Complaints Procedure - adopted as existing</li> <li>e) Freedom of Information - adopted as existing</li> <li>f) Grievance Policy - adopted as existing</li> <li>g) Equality Policy - adopted as existing</li> <li>h) Risk Register – minor amendments agreed (website up to date and review of play area changed from weekly to monthly)</li> <li>i) Privacy/Data Protection Policy - adopted as existing (noting that Cllr Mills has been appointed as the Data Protection Officer with the Information Commissioner’s Office)</li> </ul>	
<p><b>AGENDA ITEM 9: DISTRICT COUNCILORS REPORT – DR JOHN CROSS</b></p> <p>Two reports issued by Dr Cross were reviewed.</p>	
<p><b>AGENDA ITEM 10: COUNTY COUNCILORS REPORT – TOM RICHARDSON</b></p> <p>No report available and apologies for absence noted.</p>	
<p><b>AGENDA ITEM 11: UPDATE ON MATTERS CARRIED FORWARD FROM PREVIOUS MEETING</b></p> <ul style="list-style-type: none"> <li>a) Speeding No update. Cllr Napthine to invite the Speed Watch Team to the Village Meeting to present.</li> <li>b) Footpaths It was noted that the footpath at Heath End (towards the Badgers) has been significantly cleared. No-one has received any complaints or noted any issues.</li> <li>c) Bus Stop Repairs No update to report. Still have only 1 quote. Cllr Mills to follow up with Cllr Napthane to see if we had a second quote.</li> <li>d) Village Hall meeting room update No update – will remove from the agenda going forward. Still have the TV (will hang onto it until May meeting now). Cllr Mills to liaise with Village Hall Committee</li> </ul>	<p>Cllr Napthine</p> <p>Cllrs Mills and Napthine</p> <p>Cllr Mills</p>
<p><b>AGENDA ITEM 12: FINANCE</b></p> <ul style="list-style-type: none"> <li>a) Bank Account Reconciliation</li> </ul>	





Review of and approval of the financial reconciliation of the bank account as at the end of March 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 0LT

Decision: No comment – Chair to communication to the Council.

**Cllr Mills**

**AGENDA ITEM 14: FIREWORKS 2024 PLANNING**

- No update – in hand and will report back at the next meeting

**Cllr Mills**

**AGENDA ITEM 15: PARISH METING IN MAY**

- 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 discussed by Parish Council
- 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 Councillors to arrive approx. 6:30 to set up the hall.

**Cllr Mills**

**Cllr Mills**

**Cllr Mills**

**All Cllrs**

**AGENDA ITEM 16: CORRESPONDENCE TO NOTE**

- 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)

**Cllr Mills**

**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**



**THE NEXT AGENDA**

Nil.

**AGENDA ITEM 20: DATE OF NEXT MEETING**

Monday 22<sup>nd</sup> July 2024

The Meeting ended at 8.08 pm

**These minutes are an accurate record of the meeting**

Signed:



Name & Position:

ANDREW MILLS, CLERK

Date:

22/07/2024





## 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	£	<u>13,034.35</u>

### RECEIPTS

21/04/2023	REV0133369	CDC	1st half of Precept	£	5,084.75
11/05/2023		CDC	Coronation 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
				£	<u>10,765.93</u>

### PAYMENTS

1	20/04/2023	BACS	CDC	Emptying Litter Bins April 2022 - March 2023	£	97.34
2	20/04/2023	BACS	WCALC	NALC/WSALC Subs	£	124.09
3	24/04/2023	BACS	Sustainable Furniture	Purchase of 2 picnic benches	£	540.00
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	£	36.00
6	02/05/2023	BACS	HMRC	PAYE April	£	71.40
7	02/05/2023	BACS	Chi Payroll	Payroll April	£	15.00
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	£	36.00
11	01/06/2023	BACS	HMRC	PAYE May	£	71.40

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
					£	<u>5,482.42</u>
	17/03/2024			Community Account balance	£	10,212.01
	17/03/2024			Savings Account Balance	£	8,105.85
					£	<u>18,317.86</u>
				Checksum		
				Balance CF + receipts - expenses	£	<u>18,317.86</u>