

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

Monday 16<sup>th</sup> September 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 James Garrow, Cllr Susan Laker and Cllr Heather Lakin</p>	
<p><b>AGENDA ITEM 1: APOLOGIES FOR ABSENCE</b></p> <p>None</p> <p>The Chair reported to the Council that a resignation had been received from <b>Cllr Guy</b></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 MEETING HELD ON 22<sup>nd</sup> July 2024 TO BE AGREED AND SIGNED AS A TRUE RECORD</b></p> <p>On a <b>proposal</b> by <b>Cllr Napthine</b> and <b>seconded</b> by <b>Cllr Lakin</b> the minutes of the meeting held on 21<sup>st</sup> May 2024 were approved and signed by <b>Cllr Mills (Chair)</b>.</p>	
<p><b>AGENDA ITEM 4: UPDATE ON CLERK APPOINTMENT PROCESS</b></p> <p><b>Cllr Mills</b> reported that the add had been placed in the 3 Parishes Magazine and also with WSALC.</p> <p><b>Cllr Lakin</b> reported that Sally Pattie had applied when Hannah-Louise initially resigned and agreed to pass on her contact details.</p> <p><b>Cllr Mills</b> agreed to reach out to Sally and the new Clerk at Tillington.</p>	<b>Cllr Mills</b>
<p><b>AGENDA ITEM 5: DISTRICT COUNCILORS REPORT – DR JOHN CROSS</b></p> <p>2 reports were received from Dr Cross. Fundraising for Stoppham Mount and District Council priorities in relation to homelessness and rough sleeping noted.</p>	
<p><b>AGENDA ITEM 6: COUNTY COUNCILORS REPORT – TOM RICHARDSON</b></p> <p>No report available and apologies for absence noted.</p> <p>Cllr Mills agreed to reach out to Tom to see whether he is in a position to return to issuing updates (even if unable to attend meetings).</p>	<b>Cllr Mills</b>
<p><b>AGENDA ITEM 7: UPDATE ON MATTERS CARRIED FORWARD FROM PREVIOUS MEETING</b></p> <p>a) Speeding</p> <p><b>Cllr Napthine</b> gave an update on the Speedwatch Group and the sessions that they have run (generally reported on the Village Facebook account). Reported that the session at the end of Goodwood Revival was of limited impact as the traffic was queued through the Village.</p> <p>Cllr Mills reported that there was a contact number and an on-line form to formally apply for a traffic variation order. <b>Cllr Mills</b> agreed to download the</p>	<b>Cllr Mills</b>
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<p>form and prepare a pro-forma application and distribute it to the Parish Council for approval.</p> <p><b>Cllr Garrow</b> reported on the quotes for village gates received. 2 quotes each for just under £1,000 (delivery only) for 4 gates. For installation one supplier proposed that we should use a roads contractor (potentially to purchase the Gates as it may be cheaper). <b>Cllr Mills</b> to ascertain whether Council has a preferred contractor list and to understand the process for installation of the Gates (what approvals etc. are needed in relation to design, siting etc.) and to report back to the Parish Council.</p> <p>There was a consensus that “Dangerous Bends” at the South end of the Village would potentially be useful. Also note that we have the curry night amount set aside for a “light up” sign.</p> <p><b>Cllr Garrow</b> and <b>Cllr Mills</b> to arrange a meeting to review possible sites for the gates taking into account the location of footpaths.</p> <p>b) Footpaths</p> <p><b>Cllr Laker</b> has made contact with the Council in relation to the footpath from the lookout to the bottom of the hill. There are 2 fallen trees blocking the route at the moment. Has been logged for action. Also seeking to identify the landowner (the Ranger may be able to assist). <b>Cllr Mills</b> to distribute the Ranger details to all Councillors. <b>Cllr Laker</b> to follow up with the Council.</p> <p>Footpath along the straight is also very overgrown.</p> <p>c) Bus Stop Repairs</p> <p><b>Cllr Lakin</b> has got one quote for laminated safety glass. Quote for just glass or for glass + install. We do really need a second quote as a public authority. Heather will seek a second quote and distribute for approval. Quote is under £500 which was generally thought to be acceptable as a working figure.</p> <p><b>Cllr Mills</b> to try to assess the roof of the bus stop to assess whether there is actually a problem there or not.</p> <p>d) Playground</p> <p>ROSPER inspection quote for £260 for a full inspection (on the basis that this is treated as a “new” review as they haven’t been out for some time). Proposed by <b>Cllr Napthine</b> and Seconded by <b>Cllr Laker</b>. <b>Cllr Mills</b> took the action to book the survey.</p>	<p><b>Cllr Mills</b></p> <p><b>Cllr Garrow and Cllr Mills</b></p> <p><b>Cllr Mills Cllr Laker</b></p> <p><b>Cllr Lakin</b></p> <p><b>Cllr Mills</b></p> <p><b>Cllr Mills</b></p>
<p><b>AGENDA ITEM 8: FINANCE</b></p> <p>a) Review of payments and receipts</p> <p>No expenditure since the last meeting.</p> <p>Invoices received:</p> <p>i) £100 invoice from the Website hosting company. Proposed by <b>Cllr Mills</b> and seconded by <b>Cllr Napthine</b>. <b>Cllr Mills</b> to arrange payment.</p> <p>Notice received from the Council that the second half of the Precept is due to be deposited (this week) in the amount of £5,162.00.</p> <p>b) Bank Account Reconciliation</p> <p>Review of and approval of the financial reconciliation of the bank account as attached to the agenda.</p>	<p><b>Cllr Mills</b></p>

<p>Proposal from the Auditor to fix hourly rates for 3 years if we agree to use them for a further 3 years. Proposed by <b>Cllr Laker</b> and seconded by <b>Cllr Garrow</b>. <b>Cllr Mills</b> to sign the form on behalf of the Parish Council.</p>	<p><b>Cllr Mills</b></p>
<p><b>AGENDA ITEM 9: PLANNING UPDATE</b></p> <p><b>Application:</b></p> <p><b>SDNP/24/03595/LIS</b>  Proposal: Replace 5 metal window frames with double-glazed hardwood frames  Location: 2 Biddulph Mews, Little Hurst Cottage , Burton Park Road, Barlavington, West Sussex, GU28 0PD</p> <p>No objection noted.</p> <p>Quarry update – discussion of the material on the Council website. The quarry has (again) expired but the quarry has (again) sought an extension. Letter from SDNP Planning Officer sets out the history and says that whilst there is an impact on local residents the resource is strategically important. Little that the Council can do to influence the decision (we have previously objected to the extension).</p> <p>No recent visits arranged – <b>Cllr Naphine</b> previously was part of the group which previously attended the site visits. Councillors agreed that the Council should write to Dudmans asking when the next site visit will take place.</p>	<p><b>Cllr Mills</b></p> <p><b>Cllr Mills</b></p> <p><b>Cllr Mills</b></p>
<p><b>AGENDA ITEM 10: FIREWORKS 2024 PLANNING</b></p> <ul style="list-style-type: none"> <li>• The cost of Aurora firing the fireworks is now higher than it used to be. No longer willing to fire them off for free. Budget for the same show (including Aurora Fireworks firing the show) if £1,000 this year. Would be cheaper if we bought then and ran the show ourselves. Consensus was that the risks associated with self-operation of the show were too high.</li> <li>• Decision: book Aurora to run the show on Friday 1<sup>st</sup> November (2<sup>nd</sup> is not available). Cllr Mills to book</li> <li>• Other aspects are all in hand (just need assistance on the night).</li> </ul>	<p><b>Cllr Mills</b></p>
<p><b>AGENDA ITEM 11: CORRESPONDENCE TO NOTE</b></p> <ul style="list-style-type: none"> <li>• Nil.</li> </ul>	
<p><b>AGENDA ITEM 12: MATTERS ARISING NOT ON THE AGENDA</b></p> <ul style="list-style-type: none"> <li>• It is important that we use official email addresses</li> <li>• For new Councillors it would be good to get contact details (and a photo) so we can get details added to the website</li> </ul>	
<p><b>AGENDA ITEM 13: PUBLIC QUESTIONS</b></p> <p>None</p>	
<p><b>AGENDA ITEM 14: ANY OTHER MATTERS FOR INFORMATION ONLY</b></p> <p>Orchard – <b>Cllr Laker</b> has organised for the Village Hall Committee to arrange for their gardener to cut around the trees. Work is complete.</p> <p>The Council wishes to thank <b>Cllr Guy</b> for serving on the Council (and particularly for stepping in to stand for election when the Council was not quorate after the last</p>	

elections) and to wish him and his family well on their relocation away from Duncton Village.	
<b>AGENDA ITEM 15: CONFIRMATION OF NEXT MEETING DATE</b> Monday 18 <sup>th</sup> November 2024.	
<b>The Meeting ended at 8.38 pm</b>	
<b>These minutes are an accurate record of the meeting</b> Signed: Name & Position: Date:	