

DUNCTON PARISH COUNCIL
PARISH COUNCIL MEETING (PCM) MINUTES

Monday 18th November 2024 at 19:00

SUMMARY	ACTION
<p><u>PRESENT</u> Cllr Andrew Mills, Cllr Keith Napthine, Cllr James Garrow, Cllr Susan Laker and Cllr Heather Lakin</p>	
<p>AGENDA ITEM 1: APOLOGIES FOR ABSENCE None</p>	
<p>AGENDA ITEM 2: CODE OF CONDUCT - DECLARATION OF MEMBERS PECUNIARY INTERESTS AND OTHER INTEREST ON ITEMS INCLUDED ON THE AGENDA None</p>	
<p>AGENDA ITEM 3: MINUTES OF THE MEETING HELD ON 22nd July 2024 TO BE AGREED AND SIGNED AS A TRUE RECORD On a proposal by Cllr Laker and seconded by Cllr Lakin the minutes of the meeting held on 16th September 2024 were approved and signed by Cllr Mills (Chair).</p>	
<p>AGENDA ITEM 4: UPDDATE ON CLERK APPOINTMENT PROCESS Cllr Mills asked both candidates for a CV style document (only received from 1). Need to follow up and then arrange for an interview process.</p>	Cllr Mills
<p>AGENDA ITEM 5: DISTRICT COUNCILORS REPORT – DR JOHN CROSS No report received.</p>	
<p>AGENDA ITEM 6: COUNTY COUNCILORS REPORT – TOM RICHARDSON No report available and apologies for absence noted.</p>	Cllr Mills
<p>AGENDA ITEM 7: UPDATE ON MATTERS CARRIED FORWARD FROM PREVIOUS MEETING</p> <p>a) Speeding Cllr Garrow and Cllr Mills had undertaken a site visit at each end of the village to identify suitable locations at each end of the village for the erection of Village Signs. Report was made to the Council of the proposed locations and in-principle these were agreed (where the 30 sign is at the North end and at the island entry to Seaford at the South end). Quote agreed (with delivery) – will need to be formally agreed once we have the necessary approvals in place. Cllr Mills agreed to follow up with Tom Richardson and/or the Council in relation to 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>b) Footpaths No update to report.</p>	Cllr Mills

<p>c) Bus Stop Repairs Glass repairs completed – invoice to be approved in Finance section later in the meeting.</p> <p>d) Playground ROSPER inspection booked – Cllr Mills to follow up on date.</p>	<p>Cllr Mills</p>
<p>AGENDA ITEM 8: FINANCE</p> <p>a) Review of payments and receipts Invoices received:</p> <p>i) Glassworks Surrey Limited invoice in the amount of £493..20 for repairs to the glass in the Bus Stop. Proposed by Cllr Mills and seconded by Cllr Naphthine. Cllr Mills to arrange payment.</p> <p>ii) Microsoft Invoice in the amount of £59.99 which had been charged to the card of the previous Clerk (as this is payable by card only). On the proposal of Cllr Garrow seconded by Cllr Lakin it was agreed that Cllr Mills should reimburse the previous Clerk for this amount. Going forward it was noted that Cllr Mills had transferred this to his card for future renewals.</p> <p>Cllr Mills confirmed that the total receipts from the Village Fireworks was £511.00 in cash and £110.00 by card (less a Sumup fee of £1.85). Neither of these amounts had been deposited in the bank account at the date of the meeting).</p> <p>b) Bank Account Reconciliation No payments or receipts in the relevant period.</p>	<p>Cllr Mills</p> <p>Cllr Mills</p> <p>Cllr Mills</p>
<p>AGENDA ITEM 9: PLANNING UPDATE No notices of applications received.</p>	
<p>AGENDA ITEM 10: FIREWORKS 2024 PLANNING A summary of the event was given by Cllr Mills. It was generally agreed that the event had been a success with a larger turnout and the Council noted the contributions of Cllr Mills, Andy Gibb and all those who helped on the night. The amount donated (set out above) will be held for use in funding the 2025 event.</p>	
<p>AGENDA ITEM 11: CORRESPONDENCE TO NOTE</p> <ul style="list-style-type: none"> • Nil. 	
<p>AGENDA ITEM 12: MATTERS ARISING NOT ON THE AGENDA</p> <ul style="list-style-type: none"> • Correspondence in relation to a dog which has moved into Willett Close was noted (and the response to the individual who raised the concern). 	
<p>AGENDA ITEM 13: PUBLIC QUESTIONS None</p>	

<p>AGENDA ITEM 14: ANY OTHER MATTERS FOR INFORMATION ONLY</p> <p>Nil.</p>	
<p>AGENDA ITEM 15: CONFIRMATION OF NEXT MEETING DATE</p> <p>Monday 27thg January 2025.</p>	
<p>The Meeting ended at 8.42 pm</p>	
<p>These minutes are an accurate record of the meeting</p> <p>Signed:</p> <p>Name & Position:</p> <p>Date:</p>	