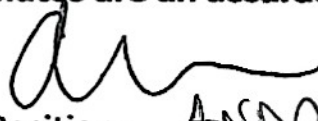


DUNCTON PARISH COUNCIL
PARISH COUNCIL MEETING (PCM) MINUTES
Monday 3rd February at 19:00

SUMMARY	ACTION
<p>PRESENT</p> <p>Cllr Andrew Mills, Cllr Keith Naphine, Cllr James Garrow, Cllr Susan Laker and Cllr Heather Lakin</p>	
<p>AGENDA ITEM 1: APOLOGIES FOR ABSENCE</p> <p>None</p>	
<p>AGENDA ITEM 2: CODE OF CONDUCT - DECLARATION OF MEMBERS PECUNIARY INTERESTS AND OTHER INTEREST ON ITEMS INCLUDED ON THE AGENDA</p> <p>None</p>	
<p>AGENDA ITEM 3: MINUTES OF THE MEETING HELD ON 18th November 2024 TO BE AGREED AND SIGNED AS A TRUE RECORD</p> <p>On a proposal by Cllr Garrow and seconded by Cllr Laker the minutes of the meeting held on 18th November 2024 were approved and signed by Cllr Mills (Chair).</p>	
<p>AGENDA ITEM 4: UPDDATE ON CLERK APPOINTMENT PROCESS</p> <p>Cllr Mills apologised to the Council for the delay in progressing this matter and agreed to (i) draft and distribute proposed interview questions; and (ii) ask both potential candidates to attend for interview at 7:00pm and 7:30pm on Monday 24th February 2025.</p>	Cllr Mills
<p>AGENDA ITEM 5: DISTRICT COUNCILORS REPORT – DR JOHN CROSS</p> <p>Last-minute report received – Cllr Mills to send out after the meeting.</p>	Cllr Mills
<p>AGENDA ITEM 6: COUNTY COUNCILORS REPORT – TOM RICHARDSON</p> <p>No report available and apologies for absence noted.</p>	
<p>AGENDA ITEM 7: UPDATE ON MATTERS CARRIED FORWARD FROM PREVIOUS MEETING</p> <p>a) Speeding</p> <p>Cllr Mills reported that he had discussed the procedure with and submitted an application to the Couty Council in relation to installation of the Village Gates.</p> <p>Discussion around the sight lines from Duncton Common Road. Cllr Mills agreed to seek an indication as to the price of getting the mirror installed and report back to the Council. Aim is to include this in the discussion with County Council when they come out to do the site visit for the Village Gates.</p> <p>Animated sign (using the funds donated after the Curry night) was discussed. The consensus was that this should be a smiley/sad face. Solar with possibly 2 poles in the village (where we can move them between). Cllr Naphine to discuss acquisition of a sign with Peter Thomas.</p>	Cllr Mills Cllr Naphine

<p>At the next meeting (17th March) the Council agreed to allocate an hour to discuss a final plan.</p> <p>b) Footpaths Large amount of work on the main straight has been done (cleared out all the way along). Cllr Laker pursuing an update on the path running from the Village Hall green to the North (which is in a very poor state).</p> <p>c) Bus Stop Repairs Glass repairs completed and invoice paid. 3 estimates for the roof received. Agreement was to proceed with the quote from Mark Gaskin (Natural Finishes) at £900 with no VAT. Cllr Laker proposed and Cllr Garrow seconded a proposal to proceed with the work based on the agreed quote. Replacement of the roof in its entirety. Cllr Laker to approach the supplier.</p> <p>d) Playground ROSPER inspection booked – Cllr Mills to follow up on date and advise the Councillors as to the date. Cllr Napthine will attend the visit (the Council unanimously agreed to cover the additional £50 fee).</p>	<p>Cllr Laker</p> <p>Cllr Laker</p> <p>Cllr Mills</p>
<p>AGENDA ITEM 8: FINANCE</p> <p>a) Review of payments and receipts Invoices received:</p> <p>i) Cllr Mills had paid for the Easyspace renewal of £46.91 for the domain renewal. Cllr Napthine proposed and Cllr Garrow seconded repayment of this amount.</p> <p>ii) The WSALC renewal is due (need a formal invoice).</p> <p>b) Bank Account Reconciliation The bank account reconciliation attached to the minutes was reviewed and approved unanimously.</p> <p>c) Budget Review and Precept REVIEW OF 2024-2025 BUDGET The budget out-turn for 2024 and a draft budget for 2025 were considered by the Council. The expected balance at the end of the year will be slightly in excess of £26,000. On a motion of Cllr Napthine seconded by Cllr Garrow it was agreed to contribute £300 as the annual contribution to the Three Parishes Magazine and to include this in the budget as an annual amount going forward. Cllr Mills to arrange payment. Cllr Laker reported to the Council that the village school was seeking funding for an electronic Whiteboard. Cllr Mills agreed to seek further information from the School as to the amount that they were seeking and whether this could be made as a s137 payment. REVIEW OF DRAFT 2025-2026 BUDGET The draft figures for 2025-2026 were adjusted to include a full year of salary and expenses for a clerk.</p>	<p>Cllr Mills</p> <p>Cllr Mills</p> <p>Cllr Mills</p> <p>Cllr Mills</p> <p>Cllr Mills</p> <p>Cllr Mills</p>

<p>Playground cost increased to £5,000. Road improvements amount increased to £5,000. The Jubilee Orchard amount was removed (and included in the General Maintenance amount).</p> <p>Resulting estimate for year end is therefore £14,000 (but there are some potentially significant costs in the budget which are not fully known at this stage so this was viewed as a prudent level).</p> <p>With those figures despite an in-year deficit of £12,000 we will have a healthy surplus at the end of the year.</p> <p>In view of the review of the draft budget the Council unanimously agreed to retain the Precept at the same level as in the 2024-2025 budget.</p>	
<p>AGENDA ITEM 9: PLANNING UPDATE</p> <p>Discussion of East Lodge (Seaford) development application. Decision was that there was no objection to this. Cllr Mills to advise the Council.</p>	
<p>AGENDA ITEM 10: CORRESPONDENCE TO NOTE</p> <ul style="list-style-type: none"> • Nil. 	
<p>AGENDA ITEM 11: MATTERS ARISING NOT ON THE AGENDA</p> <ul style="list-style-type: none"> • Proposal from Cllr Napthine in relation to signage for village events (such as funerals) to assist in traffic management. Cllr Napthine to explore options and costs. 	Cllr Napthine
<p>AGENDA ITEM 12: PUBLIC QUESTIONS</p> <p>None</p>	
<p>AGENDA ITEM 13: ANY OTHER MATTERS FOR INFORMATION ONLY</p> <p>Nil.</p>	
<p>AGENDA ITEM 14: CONFIRMATION OF NEXT MEETING DATE</p> <p>Monday 17th March 2025.</p>	
<p>The Meeting ended at 8:50 pm</p>	
<p>These minutes are an accurate record of the meeting</p> <p>Signed: </p> <p>Name & Position: ANDREW MILLS, CHAIR</p> <p>Date: 23/03/2025</p>	