

DUNCTON PARISH COUNCIL

**The Parish Council Meeting will be held on Monday 5^h May 2025
7pm at the Village Hall**

AGENDA

1. Apologies for Absence
2. Code of Conduct - declaration of Members' disclosable pecuniary interests and other interests on items included on the agenda.
3. Approval of Minutes of meeting held on 25th March 2025
4. District Councillors Report, to be submitted in advance – Dr John Cross – Chichester District Council
5. County Councillors Report, to be submitted in advance – Tom Richardson, West Sussex County Council
6. Update on matters carried forward from previous meeting:
 - a) Speeding
 - b) Annual village meeting
 - c) Litter Pick Day
7. Finance
 - a) Review of payments and receipts
 - b) Bank Account reconciliation
 - c) Any other financial matters
8. Review of Financial Regulations
9. Planning Update
10. Replacement of Village notice board- St Marys Church
11. Fireworks Planning
12. Correspondence to note
13. Matters arising not dealt with on the agenda
14. Public Questions (10 Minutes)
15. Any other matters for information only
16. Confirmation of next meeting date

E.Marks

Clerk

Duncton Parish Council

	Proposed Budget 2024-2025	Notes	Actual 2024-2025	Audited 2023-24	Audited 2022-23	Audited 2021-22	Audited 2020-21
Balance b/f at 1 April	£ 18,317.86		£18,317.86	£13,034.35	£10,551.49	£11,514.93	£12,822.69
Receipts							
Precept	£ 10,325.00	1.5% increase (half of 3% limit)	£10,325.00	£10,169.50	£9,245.00	£9,245.00	£9,245.00
Bank interest - PC	£ 90.00		£267.38	£96.43	£17.45	£0.80	£5.39
Miscellaneous income		Speed-related donation	£550.00	£0.00	£0.00	£962.60	£0.40
CDC Grants				£500.00	£0.00	£250.00	£250.00
Other Grants				£0.00	£500.00	£0.00	£0.00
Firework Donations	£ 600.00		£620.13	£0.00	£602.79	£803.77	£0.00
Defibrillator grant				£0.00	£0.00	£0.00	£1,067.00
Coffee Mornings (proceeds to defibrillator)				£0.00	£0.00	£0.00	£0.00
Vat recovered				£0.00	£678.41	£734.46	£0.00
Total receipts for period	£11,015.00		£11,762.51	£10,765.93	£11,043.65	£11,996.63	£10,567.79
Total	£29,332.86		£30,080.37	£23,800.28	£21,595.14	£23,511.56	£23,390.48
Payments							
<u>General Administration</u>							
Marketing & Communications (3 Parishes)	£ 300.00				£0.00	£0.00	£0.00
Stationery & Postage costs					£0.00	£0.00	£0.00
Computer costs/Website	£ 250.00		£206.90	£1,136.52	£182.39	£283.34	£388.14
Payroll				£1,519.40	£180.00	£120.00	£120.00
Clerk expenses/mileage				£40.60	£49.20	£40.00	£15.20
Home office				£144.00	£432.00	£432.00	£468.00
Employment Costs (inc PAYE)				£345.60	£5,309.25	£4,866.00	£4,645.90
ICO data Protection			£47.00	£35.00	£35.00	£35.00	£35.00
West Sussex Assoc of Local Councils membership			£127.25				
<u>Assets & Maintenance</u>							

			includes radar gun yearly calibration and defibrillator					
General Maintenance	£	500.00	costs	£457.80		£236.00	£334.99	£1,323.68
Bus Shelter	£	1,000.00		£493.20		£0.00	£0.00	£0.00
Bin Collections	£	85.00		£111.07	£97.34	£75.40	£74.36	£72.80
Play area	£	1,000.00	budgetted for repairs			£0.00	£0.00	£0.00
Playground Inspection	£	200.00				£0.00	£110.00	£0.00
Defibrillator	£	250.00				£170.00	£0.00	£1,236.95
Jubilee Orchard	£	100.00				£0.00	£1,313.95	£0.00
<u>Other</u>								
Insurance	£	800.00		£1,019.49	£684.45	£622.16	£512.01	£521.30
Audit fee	£	150.00		£309.66	£169.92	£100.00	£100.00	£33.50
Training (Clerk/Councillors)	£	500.00				£0.00	£0.00	£0.00
Chairman Allowance						£0.00	£0.00	£0.00
			budgetted for AGM plus village					
AGM & other village events	£	500.00	party			£20.63	£370.36	£0.00
Road Improvements	£	3,000.00				£0.00	£0.00	£0.00
Winter maintenance	£	500.00				£0.00	£0.00	£0.00
Election					£345.50	£0.00	£0.00	£0.00
			£602.79 received from 2022					
Fireworks	£	1,000.00	event in previous financial year	£1,000.00		£750.00	£738.40	£0.00
NHB repayment						£0.00	£0.00	£2,900.00
Clerk's membership fees (SLCC, SSALC)					£124.09	£119.79	£117.13	£115.08
<u>S.137 & S.142 payments</u>								
S137 3 Parishes Magazine				£300.00	£300.00	£0.00	£300.00	£0.00
S137 Duncton Junior School				£1,460.33		£0.00	£459.00	£0.00
Other					£540.00	£0.00	£0.00	£0.00
Total payments		£10,135.00		£5,532.70	£5,482.42	£8,281.82	£10,206.54	£11,875.55
Surplus/deficit		£880.00		£6,229.81	£5,283.51	£2,761.83	£1,790.09	-£1,307.76
(Receipts less payments for period)								
Balance carried forward		£19,197.86		£24,547.67	£18,317.86	£13,313.32	£13,305.02	£11,514.93

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	<u>£ 18,317.86</u>

RECEIPTS

1	19/04/2024	CDC	Precept Payment 1	£ 5,162.50
2	20/05/2024	A Mills	Deposit of Speeding-related donation	£ 550.00
3	03/06/2024	Barclays	Interest	£ 40.48
4	02/09/2024	Barclays	Interest	£ 76.74
5	13/09/2024	CDC	Precept Payment 2	£ 5,162.50
6	01/11/2024	Sumup	Fireworks Donation	£0.98
7	04/11/2024	Sumup	Fireworks Donatrion	£ 108.15
8	02/12/2024	Barclays	Interest	£ 77.03
9	03/03/2025	Barclays	Interest	£ 73.13
10	06/03/2025	Cash Deposit	Fireworks donations	£ 511.00
			Total receipts	<u>£ 11,762.51</u>

PAYMENTS

1	23/05/2024 BACS	CDC	Garbage Collection	£ 111.07
2	23/05/2024 BACS	Unipar Services	Radar Gun recalibration	£ 288.00
3	23/05/2024 BACS	Gallagher	Insurance Renewal	£ 1,019.49
4	11/07/2024 BACS	Mulberry Local Authority Services	Audit fees	£ 309.66
5	24/09/2024 BACS	Mr J R Martin	Website Hosting and Management	£ 100.00
6	14/10/2024 BACS	Aurora Fireworks Limited	Fireworks Display	£ 1,000.00
7	26/11/2024 BACS	Hannah-Louise O'Callahan	Microsoft Account reimbursement	£ 59.99
8	26/11/2024 BACS	Glassworks Surrey	Invoice for bus stop repairs	£ 493.20
	20/03/2025 DD	ICO	Annual fee	£ 47.00
9	31/03/2025 BACS	Duncton Junior School	s317 donation - Smartboard	£ 1,460.33
10	31/03/2025 BACS	Easyspace account	Web hosting	£ 46.91
11	31/03/2025 BACS	WASLC	Annual fee	£ 127.25
12	31/03/2025 BACS	Community Heartbeat	Defibrillator Battery	£ 169.80
13	31/03/2025 BACS	3 Parishes Magazine	s317 donation	£ 300.00
			Total payments	<u>£ 5,532.70</u>

	Balance	<u>£ 24,547.67</u>
17/03/2024	Community Account balance	£ 3,288.93
17/03/2024	Savings Account Balance	<u>£ 21,258.74</u>
		<u>£ 24,547.67</u>
Checksum		£ -

Duncton Parish Council

	Proposed Budget 2025-2026	Notes	Actual 2024-2025	Audited 2023-24	Audited 2022-23	Audited 2021-22	Audited 2020-21
Balance b/f at 1 April	£24,547.67		£18,317.86	£13,034.35	£10,551.49	£11,514.93	£12,822.69
Receipts							
Precept	£ 10,325.00	No change	£10,325.00	£10,169.50	£9,245.00	£9,245.00	£9,245.00
Bank Interest - PC	£ 250.00		£267.38	£96.43	£17.45	£0.80	£5.39
Miscellaneous income			£550.00	£0.00	£0.00	£962.60	£0.40
CDC Grants				£500.00	£0.00	£250.00	£250.00
Other Grants				£0.00	£500.00	£0.00	£0.00
Firework Donations	£ 600.00		£620.13	£0.00	£602.79	£803.77	£0.00
Defibrillator grant				£0.00	£0.00	£0.00	£1,067.00
Coffee Mornings (proceeds to defibrillator)				£0.00	£0.00	£0.00	£0.00
Vat recovered				£0.00	£678.41	£734.46	£0.00
Total receipts for period	£11,175.00		£11,762.51	£10,765.93	£11,043.65	£11,996.63	£10,567.79
Total	£35,722.67		£30,080.37	£23,800.28	£21,595.14	£23,511.56	£23,390.48
Payments							
<u>General Administration</u>							
Marketing & Communications (3 Parishes)	£ 300.00		£300.00		£0.00	£0.00	£0.00
Stationery & Postage costs					£0.00	£0.00	£0.00
Computer costs/Website	£ 250.00		£206.90	£1,136.52	£182.39	£283.34	£388.14
Payroll	£ 200.00			£1,519.40	£180.00	£120.00	£120.00
Clerk expenses/mileage	£ 50.00			£40.60	£49.20	£40.00	£15.20
Home office	£ 475.00			£144.00	£432.00	£432.00	£468.00
Employment Costs (Inc PAYE)	£ 5,500.00			£345.60	£5,309.25	£4,866.00	£4,645.90
ICO data Protection	£ 47.00		£47.00	£35.00	£35.00	£35.00	£35.00
West Sussex Assoc of Local Councils membership	£ 130.00		£127.25				
<u>Assets & Maintenance</u>							
General Maintenance	£ 500.00	gun yearly calibration and	£457.80		£236.00	£334.99	£1,323.68

Bus Shelter	£	1,000.00	£493.20		£0.00	£0.00	£0.00
Bin Collections	£	120.00	£111.07	£97.34	£75.40	£74.36	£72.80
Play area	£	5,000.00 repairs			£0.00	£0.00	£0.00
Playground Inspection	£	200.00			£0.00	£110.00	£0.00
Defibrillator	£	250.00			£170.00	£0.00	£1,236.95
Jubilee Orchard	£	-			£0.00	£1,313.95	£0.00
<u>Other</u>							
Insurance	£	1,200.00	£1,019.49	£684.45	£622.16	£512.01	£521.30
Audit fee	£	300.00	£309.66	£169.92	£100.00	£100.00	£33.50
Training (Clerk/Councillors)	£	500.00			£0.00	£0.00	£0.00
Chairman Allowance					£0.00	£0.00	£0.00
AGM & other village events	£	500.00 AGM plus			£20.63	£370.36	£0.00
Road Improvements	£	5,000.00			£0.00	£0.00	£0.00
Winter maintenance	£	500.00			£0.00	£0.00	£0.00
Election				£345.50	£0.00	£0.00	£0.00
Fireworks	£	1,000.00	£1,000.00		£750.00	£738.40	£0.00
NHB repayment					£0.00	£0.00	£2,900.00
Clerk's membership fees (SLCC, SSALC)	£	130.00		£124.09	£119.79	£117.13	£115.08
<u>S.137 & S.142 payments</u>							
S137 Three Parishes Magazine				£300.00	£0.00	£300.00	£0.00
S137 Village Hall					£0.00	£200.00	£0.00
S137 Petworth Youth Association					£0.00	£0.00	£0.00
S137 Kent, Sussex & Surrey Air Ambulance					£0.00	£0.00	£0.00
S137 Duncton Junior School			£1,460.33		£0.00	£459.00	£0.00
Other				£540.00	£0.00	£0.00	£0.00
Total payments		£23,152.00	£5,532.70	£5,482.42	£8,281.82	£10,406.54	£11,875.55
Surplus/deficit		-£11,977.00	£6,229.81	£5,283.51	£2,761.83	£1,590.09	-£1,307.76
(Receipts less payments for period)							
Balance carried forward		£12,570.67	£24,547.67	£18,317.86	£13,313.32	£13,105.02	£11,514.93

DUNCTON PARISH COUNCIL - 2025-2026

31/03/2023	Community Account Opening Balance	£ 3,288.93
31/03/2023	Savings Account Opening balance	£ 21,258.74
	Total Brought Forward	<u>£ 24,547.67</u>

RECEIPTS

1	15/04/2025	CDC	Precept Payment 1	£ 5,162.50
			Total receipts	<u>£ 5,162.50</u>

PAYMENTS

1	28/04/2025	BACS	Playsafe Limited	ROSPA Playgorund inspection	£ 312.00
				Total payments	<u>£ 312.00</u>
				Balance	<u>£ 29,398.17</u>

17/03/2024	Community Account balance	£ 8,139.43
17/03/2024	Savings Account Balance	£ 21,258.74
		<u>£ 29,398.17</u>

Checksum	£ -
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