

DUNCTON PARISH COUNCIL
PARISH COUNCIL MEETING (PCM) MINUTES
Monday 17th March 2025 at 19:00

| SUMMARY | ACTION |
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| PRESENT Cllr Andrew Mills, Cllr James Garrow, Cllr Susan Laker and Cllr Heather Lakin Also present Ella Marks | |
| AGENDA ITEM 1: APOLOGIES FOR ABSENCE None | |
| AGENDA ITEM 2: CODE OF CONDUCT - DECLARATION OF MEMBERS PECUNIARY INTERESTS AND OTHER INTEREST ON ITEMS INCLUDED ON THE AGENDA None | |
| AGENDA ITEM 3: MINUTES OF THE MEETING HELD ON 3RD FEBURARY 2025 TO BE AGREED AND SIGNED AS A TRUE RECORD On a proposal by Cllr Garrow and seconded by Cllr Lakin, subject to a minor amendment to Paragraph 7(c) to note that the meeting approved carrying out of the works rather than just obtaining a quote, the minutes of the meeting held on 18 th November 2024 were approved. Cllr Mills (Chair) to update and sign a copy in the form agreed by the meeting. | to the bus shelter Cllr Mills |
| AGENDA ITEM 4: UPPDATE ON CLERK APPOINTMENT PROCESS Cllr Mills confirmed that in line with the approvals given by the other members of the Council by email that Ella Marks had been the successful candidate in the Clerk application process. The Council unanimously approved the appointment of Ella Marks (and Ella Marks accepted the appointment) as Clerk and Responsible Financial Officer of the Council and Cllr Mills took an action to issue a contract of employment in the NALC form to Ella Marks as soon as possible. | Cllr Mills |
| AGENDA ITEM 5: DISTRICT COUNCILORS REPORT – DR JOHN CROSS Report received relating to the creation of Village Design Statements (which the Council considered was not a priority for Duncton as there hasn't been any history of applications for unsuitable development) and proposed changes to the Listed Building rules. Cllr Mills to send out John's note and to ask John whether he is able to point us to where we could obtain a copy of a VDC. | Cllr Mills |
| AGENDA ITEM 6: COUNTY COUNCILORS REPORT – TOM RICHARDSON No report available. | |
| AGENDA ITEM 7: UPDATE ON MATTERS CARRIED FORWARD FROM PREVIOUS MEETING a) Speeding Nothing specific to report or note since the last meeting. b) Footpaths | |

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| <p>Cllrs Laker, Lakin, and Garrow had all walked the footpath heading east from the Village Hall green and noted that it was in much better condition (and that the tree that was blocking it has been removed). Will continue to monitor that footpath.</p> <p>c) Bus Stop Repairs</p> <p>Cllr Laker advised that the quote had been accepted and that the supplier was just waiting for some better weather to carry out the works as agreed.</p> <p>d) Playground</p> <p>ROSPER inspection has been carried out. Cllr Mills to re-send the report.</p> <p>Cllr Mills to ask Cllr Napthine to take on finding quotes for the items subject to actions as set out in the report and to ask ROSPER to confirm that they are satisfied with the fixing at the top of the "net" swing.</p> | <p>Cllr Laker to monitor</p> <p>Cllr Mills</p> <p>Cllr Napthine</p> |
| <p>AGENDA ITEM 8: FINANCE</p> <p>a) Review of payments and receipts</p> <p>Cllr Mills tabled a bank account reconciliation. Since the previous email the only transactions are receipt of interest from Barclays and deposit of the Fireworks cash donations. No payment made since the last meeting</p> <p>Invoices received:</p> <p>i) Cllr Mills had paid for the Easyspace renewal of £46.91 for the domain renewal. This amount has not yet been transferred.</p> <p>Invoices expected:</p> <p>i) ROSPER inspection – report has not been received – Cllr Mills to follow up the invoice for payment.</p> <p>ii) The WSALC renewal is due – invoice awaited.</p> <p>iii) Defibrillator battery for Duncton</p> <p>Cllr Mills to send out invoices for approval once received.</p> <p>b) Bank Account Reconciliation</p> <p>The bank account reconciliation attached to the minutes was reviewed and approved unanimously.</p> <p>c) Any other financial matters</p> <p>Cllr Mills advised that the s137 spending limit for the current financial year is £10.83 per elector x 283 electors.</p> <p>2 proposals for this category:</p> <p>i) £300 to the Three Parishes Magazine; and</p> <p>ii) Contribution to Duncton School to assist in the purchase of a smart board for the Duncton School. Price is £1,460.33. On a proposal by Cllr Laker seconded by Cllr Garrow the Council agreed to fully fund this as a worthwhile contribution to the education of children in the Village.</p> <p>The bank account mandate was also discussed. At present Cllrs Mills and Napthine are signatories to the bank accounts (as is Cllr Guy who has left).</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> |

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| Cllr Mills to arrange the paperwork to be prepared to update the mandate to remove Cllr Guy and add the Clerk. The Clerk to be set up for access to the | |
| AGENDA ITEM 9: PLANNING UPDATE Discussion of SDNP/25/00323/LIS relating to Haymarsh just off the A285. Cllr Lakin to walk past the site to ascertain what the main structure is made of and to report back to the Council so a response can be made to the Planning Authority. | Cllr Lakin |
| AGENDA ITEM 10: CONSIDERATION OF PLANS IN RELATION TO TRAFFIC CALMING Cllr Mills reported that no response from Highways yet on the application made (and to add in the proposal to put in a mirror on the Straight following the recent accident). Estimate on the mirror is circa £500 + installation. Discussion re traffic calming measures – Cllr Mills to prepare a plan setting out the proposals and stages of the plans and distribute to the Council for adoption. | Cllr Mills |
| AGENDA ITEM 11: CORRESPONDENCE TO NOTE <ul style="list-style-type: none"> Nil. | |
| AGENDA ITEM 12: MATTERS ARISING NOT ON THE AGENDA <ul style="list-style-type: none"> Proposal from Cllr Naphthine in relation to signage for village events (such as funerals) to assist in traffic management. Cllr Naphthine to explore options and costs. This item carried over to the next meeting St Mary's Churchyard at the South end of the Village has fallen into complete disrepair (including the sign has fallen down). Proposal is that this is put on the agenda for the Village Meeting in May. Propose a working party and then the Parish Council could fund replacement of the site (would need to ascertain who owns the land – possibly still the Anglican Church?). Cllr Laker proposed organising a litter picking party – perhaps also a matter for the Village Meeting. The Clerk advised that she is aware of a possible source of the equipment without charge which we could explore. Grit bins – Cllr Mills advised that the County Council are willing to fill the Village Grit Bins for free. On the Asset Register they are listed (with their locations). The Register is on the website. We need to organise a group to assess the current state of the bins in preparation for next winter. | Cllr Naphthine Cllr Laker |
| AGENDA ITEM 13: PUBLIC QUESTIONS None | |
| AGENDA ITEM 14: ANY OTHER MATTERS FOR INFORMATION ONLY Cllr Lakin reported that there had been a theft from the small-holding in the Village (including a large trailer). | |
| AGENDA ITEM 15: CONFIRMATION OF NEXT MEETING DATE Parish Council Annual Meeting: Monday 5 th May 2025 Duncton Village Meeting: Monday 19 th May 2025 Pattern remains 3 rd Monday of every odd month for the rest of the year. | |
| The Meeting ended at 8:43 pm | |

These minutes are an accurate record of the meeting

Signed:



Name & Position:

Chair

Date:

5th May 2025.