

DUNCTON PARISH COUNCIL

**The Parish Council Meeting will be held on Monday 11th August 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 5th May 2025
4. Approval of Minutes of meeting held on 23rd June 2025
5. District Councillors Report, to be submitted in advance – Dr John Cross – Chichester District Council
6. County Councillors Report, to be submitted in advance – Tom Richardson, West Sussex County Council
7. Update on matters carried forward from previous meeting:
 - a) Speeding
 - b) Annual village meeting
 - c) Litter Pick Day
8. Finance
 - a) Review of payments and receipts
 - b) Bank Account reconciliation
 - c) Any other financial matters
9. Approval of Asset Register
10. Approval of Risk Register
11. Playground update
12. Planning Update
13. Fireworks Planning
14. Correspondence to note
15. Matters arising not dealt with on the agenda
16. Public Questions (10 Minutes)
17. Any other matters for information only
18. Confirmation of next meeting date

E.Marks

Clerk

5th August 2025

BANK RECONCILIATION - DUNCTON PARISH COUNCIL - 2025-2026

OPENING BALANCES

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

RECEIPTS

1	15/04/2025	CDC	Precept Payment 1	£ 5,162.50
2	02/06/2025	Barclays	Interest (Business A/C)	£ 70.56
			Total receipts	<u>£ 5,233.06</u>

PAYMENTS

1	28/04/2025	BACS	Playsafe Limited	ROSPA Playground inspection	£ 312.00
2	05/05/2025	BACS	Ella Marks	Clerk's salary	£ 78.00
3	18/05/2025	BACS	Chichester District Council	Bins	£ 118.56
4	18/05/2025	BACS	Ella Marks	Clerk's salary	£ 287.30
5	30/05/2025	BACS	Gallagher	Insurance	£ 1,031.51
6	30/05/2025	BACS	Community Heartbeat	Defibrillator batteries	£ 315.60
7	13/06/2025	BACS	S Laker	Paint supplies for Bus Stop	£ 70.07
8	17/07/2025	DD	Ella Marks	Clerk's salary	£ 287.30
9	23/06/2025	BACS	Mulbery	Audit Fee	£ 147.00
10	17/07/2025	DD	Ella Marks	Clerk's salary	£ 287.30

11	22/07/2025	BACS	Unipar Services	Speed Gun Calibration	£	372.00
12	05/08/2025	BACS	Natural Finishes	Bus Shelter Repairs	£	900.00
Total payments					£	4,206.64
Balance					£	25,574.09
17/03/2024					£	4,244.79
17/03/2024					£	21,329.30
					£	25,574.09
Checksum					£	-

DUNCTON PARISH COUNCIL
PARISH COUNCIL MEETING (PCM) MINUTES
Monday 5th May at 19:00

SUMMARY	ACTION
PRESENT: Cllr Andrew Mills (Chairman) Cllr Keith Napthine, Cllr James Garrow, Cllr Susan Laker, Cllr Heather Lakin	
AGENDA ITEM 1: APOLOGIES FOR ABSENCE Clerk – Ella Marks	
AGENDA ITEM 2: CODE OF CONDUCT- DECLARATION OF MEMBERS PECUNIARY INTERESTS AND OTHER INTEREST ON ITEMS INCLUDED ON THE AGENDA None	
AGENDA ITEM 3: APPROVAL OF MINUTES HELD ON 25th MARCH 2025 Proposal by Cllr Andrew Mills and seconded by Cllr Susan Laker.	
AGENDA ITEM 4: DISTRICT COUNCILLORS REPORT- DR JOHN CROSS No report available	
AGENDA ITEM 5: COUNTY COUNCILLORS REPORT- TOM RICHARDSON No report available	
AGENDA ITEM 6: UPDATE ON MATTERS CARRIED FORWARD FROM PREVIOUS MEETING (a) Speeding Nothing from District council on approval for gates however much Andrew has chased.	Cllr James Garrow to email District Council and Tom Richardson

<p>Speed Gun needs calibrating should have received email to clerk address for the invoice.</p> <p>(b) Annual Village Meeting Monday 19th May, Andrew to update parishioners on gates and do a PowerPoint. West Sussex fire service invited to speak, advertised in three parishes magazine and Facebook.</p> <p>(c) Litter Picking day, to propose a date at annual village meeting. Cllr Keith Napthine asked if Heath end will be included in the litter pick day.</p>	<p>Cllr Andrew Mills to chase invoice</p> <p>Cllr Andrew Mills to speak to Ella to see if fire service is booked for annual meeting</p>
<p>AGENDA ITEM 7: FINANCE</p> <p>Cllr Andrew Mills circulated emails on end of year reconciliation and this year's financial budget. Awaiting insurance renewal quote, received the first precept. Cllr Andrew Mills discussed Clerk Ella's pay going forward it to set up a direct debit for 5 hours per week at the appropriate band pay with Ella sending invoices monthly. Three invoices to pay: bins (Proposed by Cllr Mills and Seconded by Cllr Napthine), clerk (Proposed by Cllr Napthine and Seconded by Cllr Mills) and laptop (Proposed by Cllr Napthine and Seconded by Cllr Lakin). Cllr James raised Ella's question on who is doing the audit.</p>	<p>Cllr Andrew Mills to ask Ella if there is any training that needs doing</p> <p>Cllr Andrew Mills to email Ella and confirm who they use as external auditor</p>

AGENDA ITEM 8: REVIEW OF FINANCIAL REGULATIONS NACL have rewritten the financial policy which Cllr Andrew needs to read.	Cllr Andrew Mills to read
AGENDA ITEM 9: PLANNING UPDATE No Planning applications	
AGENDA ITEM 10: REPLACEMENT OF VILLAGE NOTICE BOARD-ST MARYS CHURCH Cllr Lakin had pictures of the board on the ground and rotting. It was discussed whether it should be a work party or professionals to clear the overgrown paths and replace the board.	Cllr Sue Laker to ask David who owns the cemetery and to speak with Ollie
AGENDA ITEM 11: FIREWORKS PLANNING Cllr Andrew Mills to see if Friday 7 th is available with Arora.	Cllr Andrew Mills to see what is available with the firework company
AGENDA ITEM 12: CORRESPONDENCE TO NOTE Nil	
AGENDA ITEM 13: MATTERS ARISING NOT DELT WITH ON THE AGENDA Grit Bins, Cllr Laker circulated an email on 21 st March regarding the state of them. Chichester council fill them up for free, who replaces them? At least 4 of the 6-need replacing. Signage for events, Louise asked Cllr Napthine if Duncton Parish Council had any signs for events.	Cllr Sue Laker to find out who replaces the grit bins. Cllr Napthine to ask Louise what signs she'd need.

AGENDA ITEM 14: PUBLIC QUESTIONS None	
AGENDA ITEM 15: ANY OTHER MATTERS FOR INFORMATION ONLY Nil	
AGENDA ITEM 16: CONFIRMATION OF DATE FOR NEXT MEETING Monday 19 th May – Annual Parish Meeting Monday 21 st July -Next Parish meeting 20:14 End of meeting.	

DUNCTON PARISH COUNCIL
PARISH COUNCIL MEETING (PCM) MINUTES
Monday 23rd June 2025 at 19:00

SUMMARY	ACTION
PRESENT Cllr Andrew Mills, Cllr Susan Laker and Cllr Heather Lakin	
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: REVIEW OF THE AUDIT REPORT The Council reviewed the Internal Audit Report dated 9 th June. This report was received and noted by the Council.	
AGENDA ITEM 4: APPROVAL OF ASSET REGISTER Agenda item deferred until the next meeting.	
AGENDA ITEM 5: APPROVAL OF RISK REGISTER Agenda item deferred until the next meeting.	
AGENDA ITEM 6: APPROVAL AND SIGNATURE OF THE AGAR FORM On the proposal of Cllr Mills and seconded by Cllr Lakin the Council approved the AGAR Form 2 2024/25 including the Annual Governance Statement and the Accounting Statement and the Certificate of Exemption.	

<p>AGENDA ITEM 7: APPROVAL AND SIGNATURE OF THE NOTICE OF PUBLIC RIGHTS</p> <p>On the proposal of Cllr Mills and seconded by Cllr Laker the Council approved the execution and publication of the Notice of Public Rights.</p>	
<p>The Meeting ended at 7:27 pm</p>	
<p>These minutes are an accurate record of the meeting</p> <p>Signed:</p> <p>Name & Position:</p> <p>Date:</p>	

Prepared as at 16/06/2025

Asset	Location	Description	Date acquired	Original Cost or Ins Value if not known	Additions in Year	Disposals in Year	Total Cost at year end 31/3/26 (Annual return value)	Comments	Insurance Value
Buildings & Land									
Playground	Willet Close	Donated to PC 10 April 2003 for 20 years at £1 per annum if demanded	10-04-03	£ 1	£ -	£ -	£ 1		£ 1
Sub Total				£ 1	£ -	£ -	£ 1		£ 1
Office / General Contents									
Lap Top computer	Clerk's home	Lenovo IdeaPad 320S	Oct-17	£ 566	£	£	£ 0		£ 0
Lap Top computer	Clerk's home	HP 14" Laptop	Mar-25		£		£ 280		£ 280
Interactive Screen	Village Hall Meeting Room	Phillips 65" Intercative Screen with stand	Aug-14	£ 2,059	£ -	£ -	£ 2,059		£ 2,121
Cupboard	Village Hall Meeting Room	Beech storage unit	Jun-15	£ 269	£ -	£ -	£ 269		£ 269
Tables & Chairs	Village Hall Meeting Room	6 x tables & 12 x chairs	May-14	£ 1,610	£ -	£ -	£ 1,610		£ 1,610
High Vis Waitcoats	Village Hall Meeting Room	9 x various sizes	Sep-17	£ 15	£	£ -	£ 15	Used for speed monitoring & litter picking	£ -
Genesis Radar Gun	When not in use kept at GU28 0LB	Genesis Radar Gun	06/08/2020	£	£	£	£ 1068		1050
Sub Total				£ 4,519	£ 0	£	£ 5,301		£ 5,330
Street Furniture									
Defibrillator	Village Hall (external wall)	WEL Medical iPad AED	03-10-16	£ 1,590	£	£ -	£ 1,590	Bought from British Heart Foundation for £400. BHF subsidised the rest.	£ 1,590
Defibrillator cabinet	Village Hall (external wall)	WEL Medical DefibSafe exterior cabinet, yellow	27-09-16	£ 720	£	£ -	£ 720	Bought direct from WEL Medical	£ 720
Defibrillator	Bus Stop, High Street	Community Heartbeat	02-07-20	£	£	£ -	£ 2,200	Bought from Community Heartbeat. Donation of £1067 from Barlavington Estate. Includes Cabinet	£ 2,670
Notice Board	A285 near Willet Close	Hardwood Notice Board	Sep-14	£ 1,613	£ -	£ -	£ 1,613	Old one written off Dec 2014 unusable.	£ 1,616

Seat	Willet Close next to play area	Metal seat moved from A285	Unknown	£ 657	£	£	£ 249	Old bench replaced July 2020 with Grant from CDC for £250	£ 250
Bench & Bin	Play area	Bin emptied by PC	2003	£ 515	£ -	£ -	£ 515		£ 650
Sign	Play area	On gate	2019	£ 238	£	£	£ 238	New updated sign purchased & old one written off 2019	£ 200
Bus Shelter	A285 near Willet Close Northbound towards Petworth	Wooden.	2004	£ 3,489	£ -	£ -	£ 3,489		£ 5,161
Bus Shelter	A285 near entrance to Burton Park. Southbound towards Chi	Wooden.	2007	£ 5,655	£ -	£ -	£ 5,655		£ 7,607
Christmas Lights	Village Hall	External lights	2012	£ 192	£ -	£ -	£ 192		£ 192
Grit bin	End of Beechwood Lane, Duncton Hill	400 L lockable forest green heavy duty	Jan-16	£ 150	£	£ -	£ 150		£ 150
Grit bin	Willet Close	Donated by WSCC. Unknown date.	Unknown	£ 150	£	£ -	£ 150		£ 150
Grit bin	Village Hall	Donated by WSCC. Unknown date.	Unknown	£ 150	£	£ -	£ 150		£ 150
Grit bin	Turning to Graffham from A285	Donated by WSCC. Unknown date.	Unknown	£ 150	£	£ -	£ 150		£ 150
Grit bin	Burton Park Road at A285 junction	Donated by WSCC. Unknown date.	Unknown	£ 150	£	£ -	£ 150		£ 150
Grit bin	Duncton Hill	Donated by WSCC. Unknown date.	Unknown	£ 150	£	£ -	£ 150		£ 150
2 outdoor beches	Village Hall	Wooden.	45040	£ 450	£ 450	£	£ 450		£ 450
Sub Total				£ 16,019	£ 450	£ 0	£ 17,811		£ 22,000

Playground Equipment

Surfaces

										rubber mulch added to toddler swing area as existing broken and new bonded rubber mulch added under new gravity bowl			
Other surfaces	Play area	Tarmac and wet pour safety surface	2003	£	18,947	£	-	£	-	£	18,947	£	20,000
Sub Total				£	18,947	£	-	£	-	£	18,947	£	20,000
					60,079		£450		£0		£63,103		£75,335

Duncton Parish Council Risk Assessment 2025-2026
For Review every May - Review Date June 2025

Risk	Impact	Likelihood	Severity	Control Action Internal Controls	Review Frequency	Alternative Trigger	Responsible Person
General Risks							
Councillors not following Code of Conduct	Reputation of the Council is marred	M	M	Code of Conduct reviewed and read by Councillors	Annually	Matter raised	Councillors & Clerk
Website information not up to date	Incorrect information	M	M	Regularly reviewed & monitored	Monthly	Matter raised	Clerk & Councillors
Declarations of Interest not declared	Conflict of interests	M	M	Included in every agenda. Update declarations of interest	Each meeting	Matter raised at meeting	Councillors
Loss of key personnel. Councillors not being replaced.	Disruption of Council business. Possible take over by District Council.	M	M	Staff reviews and managing workloads & stress. Promoting vacancies and positive work of the council.	Annually. Ongoing.	Sickness/ absence Councillors leaving	Clerk, Chairman & Councillors
Lack of forward planning	Inability to fulfil proposed objectives	M	M	Forward Planning of Council's activities.	Each meeting	Matter raised at meeting	Councillors & Clerk
Poor reporting to the Council	Poor quality decision making and Council becomes ill-informed	M	M	Timely and accurate financial reporting. Regular project reports.	Each meeting	Matter raised at meeting	Councillors & Clerk
Ensuring all business activities are within legal powers	Illegal expenditure	L	H	Checking statutory powers and seeking advice form SALC	Each meeting	Matter raised at meeting	Clerk

Andrew Mills, Clerk RFO
clerk@duncton.org / www.duncton.org

Duncton Parish Council Risk Assessment 2025-2026

For Review every May - Review Date June 2025

Risk	Impact	Likelihood	Severity	Control Action Internal Controls	Review Frequency	Alternative Trigger	Responsible Person
Proper, timely and accurate reporting of Council business in minutes	Confusion and misunderstanding	M	M	Approval of minutes by Council. Minutes properly numbered and paginated with a signed and approved copy kept on file.	Each meeting		Clerk, Councillors & Chairman
Safety in play areas	Litigation for compensation injury.	M	H	Regular inspections of play equipment. Annual independent safety inspection by ROSPA accredited inspector	Monthly	Report of damage	Council member who has responsibility for playground
Financial Risks							
Unauthorised access via on-line banking	Possible debt	L	H	Password protected. Passwords and login details not saved on computer	Weekly	Overdrawn	RFO
Fraud	Possible debt	L	H	Internal 2 to sign rule. Statements checked monthly. Adequate fidelity insurance	At every payment. Insurance cover reviewed annually	Overdrawn	Councillors and Clerk

Duncton Parish Council Risk Assessment 2025-2026
For Review every May - Review Date June 2025

Risk	Impact	Likelihood	Severity	Control Action Internal Controls	Review Frequency	Alternative Trigger	Responsible Person
Lack of Budgetary Control	Possible debt	L	H	Bank reconciliation. In year budget reviews.	Each meeting Six monthly	Unexpected expenses	RFO
Council under-insured	Risk of financial loss	M	H	Checking of asset register and insurance value to ensure all risks adequately covered. Ensure third party service suppliers are adequately covered.	Annually As and when contracted.	Change in risk – e.g. acquisitions and disposals. When engaged to supply services.	RFO
Keeping proper financial records in accordance with statutory requirements	Inadequate financial control	L	M	Regular scrutiny of financial records and proper arrangements for the approval of expenditure.	Bi monthly with internal audit annually		Clerk and Chairman
Inadequacy of precept	Services not provided Inability to carry out functions. Insufficient funds for reserves.	L	M	In year budget reviews and annual setting precept.	Six monthly	Unexpected event incurring expense	Clerk & Counillors