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	Cllr James Garrow to email District
approval for gates however much	Council and Tom Richardson
Andrew has chased.	
Speed Gun needs calibrating	
should have received email to	Cllr Andrew Mills to chase invoice
clerk address for the invoice.	
(b) Annual Village Meeting	
Monday 19th May, Andrew to	Cllr Andrew Mills to speak to Ella to see if
update parishioners on gates and	fire service is booked for annual meeting
do a PowerPoint. West Sussex fire	
service invited to speak,	
advertised in three parishes	
magazine and Facebook.	

Prepared by Ella Marks – Clerk & RFO to Duncton Parish Council Email: clerk@duncton.org Web: www.duncton.org

(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.	
AGENDA ITEM 7: FINANCE	
Cllr Andrew Mills circulated emails on	
end of year reconciliation and this year's	
financial budget. Awaiting insurance	Cllr Andrew Mills to ask Ella if there is any
renewal quote, received the first precept.	training that needs doing
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	Cllr Andrew Mills to email Ella and
is doing the audit.	confirm who they use as external auditor
AGENDA ITEM 8: REVIEW OF	
FINANCIAL REGULATIONS	
NACL have rewritten the financial policy	Cllr Andrew Mills to read
which Cllr Andrew needs 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	Cllr Sue Laker to ask David who owns the
whether it should be a work party or	cemetery and to speak with Ollie
professionals to clear the overgrown	
paths and replace the board.	
AGENDA ITEM 11: FIREWORKS	
PLANNING	
Cllr Andrew Mills to see if Friday 7th is	Cllr Andrew Mills to see what is available
available with Arora.	with the firework company
AGENDA ITEM 12: CORRESPONDENCE	
TO NOTE Nil	
paths and replace the board. AGENDA ITEM 11: FIREWORKS PLANNING Cllr Andrew Mills to see if Friday 7 th is available with Arora.	

Prepared by Ella Marks - Clerk & RFO to Duncton Parish Council Email: clerk@duncton.org Web: www.duncton.org

AGENDA ITEM 13: MATTERS ARISING NOT DELT WITH ON THE AGENDA	
Grit Bins, Cllr Laker circulated an email	
on 21st March regarding the state of them.	Cllr Sue Laker to find out who replaces
Chichester council fill them up for free,	the grit bins.
who replaces them? At least 4 of the 6-	
need replacing.	
Signage for events, Louise asked Cllr	Cllr Napthine to ask Louise what signs
Napthine if Duncton Parish Council had	she'd need.
any signs for events.	
AGENDA ITEM 14: PUBLIC QUESTIONS	4
None	
AGENDA ITEM 15: ANY OTHER MATTERS	
FOR INFORMATION ONLY	
Nil	
AGENDA ITEM 16: CONFFIRMATION OF	
DATE FOR NEXT MEETING	
Monday 19 th May – Annual Parish Meeting	
Monday 21 st July -Next Parish meeting	
20:14 End of meeting.	